

**THE UNIVERSITY OF BEDFORDSHIRE ECUMENICAL  
CHAPLAINCY TRUST**

**(Formally BEDFORD ECUMENICAL EDUCATIONAL CHAPLAINCY  
COMMITTEE)**

**REPORT OF THE TRUSTEES AND FINANCIAL  
STATEMENTS**

**FOR THE YEAR ENDED 31<sup>st</sup> JULY 2020**

**Company Limited by Guarantee number 06204411**

**Registered Charity number 1119414**

**THE UNIVERSITY OF BEDFORDSHIRE  
ECUMENICAL CHAPLAINCY TRUST  
DIRECTORS/TRUSTEES REPORT  
AND FINANCIAL STATEMENTS**

**FOR THE YEAR TO 31<sup>st</sup> JULY 2020**

A charitable company limited by guarantee and not having any share capital.

Company Registration Number 06204411  
Registered Charity Number 1119414

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**(Formerly BEDFORD ECUMENICAL EDUCATIONAL**  
**CHAPLAINCY COMMITTEE)**

**DIRECTORS/TRUSTEES REPORT**  
**FOR THE YEAR TO 31<sup>ST</sup> JULY 2020**

The Trustees (who are also the Directors of the company) present their annual report and the financial statements for the year ending 31<sup>st</sup> July 2020.

The financial statements comply with the requirements of the Companies Act 2006, the Charities Act 2011, the Memorandum and Articles of the company, Financial Reporting Standard 102 and follow the recommendations in Accounting and Reporting by Charities with the Financial Reporting Standard applicable to the UK (FRS 102 effective 1<sup>st</sup> January 2019).

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The University of Bedfordshire Ecumenical Chaplaincy Trust is a company limited by guarantee (company number 06204411) and is registered as a charity (charity number 1119414). The governing instrument of the charitable company is the Memorandum and Articles of Association as revised by resolution on 15th October 2018. In view of the enhanced role of the company in overseeing the chaplaincy at all campuses of the University of Bedfordshire the name of the company was changed from Bedford Ecumenical Chaplaincy Committee as from 29<sup>th</sup> January 2019.

The membership has the legal responsibilities in the governance of the charity for electing the directors who are also the trustees. Its responsibilities also include: the admission and classification of members of the company/charity; agreeing procedures at general meetings and meetings of the directors/trustees; receiving the annual report and financial statements of the directors/trustees and appointing the independent examiner.

Being a company limited by guarantee, there is also a board of directors who also act as trustees of the registered charity. The Directors and trustees of the Charity throughout the year were:

Peter West (Chairman)  
Clifford Harris  
Reverend Keith Brown  
Reverend Christopher Batten  
Reverend Stephen Copson  
The Venerable David Middlebrook (appointed 28th October 2019)  
Stephen Henry O'Brien

The trustees manage the business of the charity and are responsible for ensuring that the charity is solvent, well-run, and delivering the charitable outcomes for which it has been set up, ensuring the charity complies with charity law and within the requirements of the Charity Commission, that the charity does not breach any of the requirements of its governing document and that it remains true to the charitable purpose set out there, acting with integrity and avoiding any personal conflicts of interest or misuse of the charity's funds or assets, appoints and regulating the financial affairs of the charity.

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**DIRECTORS/TRUSTEES REPORT**  
**FOR THE YEAR TO 31<sup>ST</sup> JULY 2020**

The trustees may enter into contracts, appoint and employ staff, determine staff remuneration and conditions of service. The trustees endeavour to consult the membership and to inform it of their decisions.

The trustees meet at least three times a year. Time is given within trustees meetings to focus on their role and changes in legislation. When required formal training or advice from consultants is received.

**OBJECTIVES AND ACTIVITIES (including Review of the year)**

The Chaplaincy is an expression of the Churches' contribution to Higher Education and its support of the chaplains within the University of Bedfordshire. The Chaplain's purpose is to further that commitment to serve the University of Bedfordshire, and to engage with the University and its members, in particular by offering to the University the riches of the Christian faith.

In furthering this object, the Chaplaincy recognizes and rejoices in the multi-faith and multicultural nature of the University and pledges to work in partnership with people of all faiths and none.

During the year covered by this report the Company has continued to support the work of the Coordinating Chaplains, The Reverend Cassandra Howes and The Reverend Andrew Goodman and the team of Assistant Chaplains at all of the campuses of the University . The chaplaincy has provided pastoral support for students and members of staff of the University together with opportunities for prayer and friendship in the SeedBeds Centre on the Bedford Campus and the Treehouse on the Luton campus. Since the outbreak of the covid pandemic in March 2020 chaplaincy services have continued on line. The annual carol service was also conducted by zoom.

**RISK REVIEW**

The trustees regularly undertake a wide ranging appraisal in order to identify major risks to which the charity is exposed. Steps are taken with a view to mitigating these risks as far as is reasonably possible. Insurance, staff training and consciousness raising is regarded seriously and policies are in place and regularly reviewed to counter these risks.

The trustees are aware that continued financial stability of the charity relies on grant funding and service contracts together with donations from the local community. The trustees believe that the time frames for which its grant income is agreed is reasonably assured and that expenditure, linked to grants are also managed within similar time frames. The University of Bedfordshire Ecumenical Chaplaincy Trust is aware of the implications of the Disability Discrimination Act in all of its activities. Trustees and their staff have been made aware of, and are required to implement, data protection principles.

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**DIRECTORS/TRUSTEES REPORT**  
**FOR THE YEAR TO 31<sup>ST</sup> JULY 2020**

**PUBLIC BENEFIT**

In compiling this report, the Trustees have given due regard to the public benefit guidance as issued by the Charity Commission. The trustees consider that the range of activities detailed above fulfill these requirements in that they benefit all members of the University community.

As a charity The University of Bedfordshire Ecumenical Chaplaincy Trust is committed to the advancement of the Christian religion, the promotion of religious harmony, and promoting co-operation, joint working and greater efficiency amongst its members. We believe that the Christian faith is of benefit to individuals and society because it has at its heart God's intent to reconcile all people and the whole of creation to Himself under Christ as head. This is a vision which encompasses peace and cohesion, mutual respect and self-giving love.

**PLANS FOR THE FUTURE.**

The Trustees will continue to support the work of the Chaplaincy during the coming year. They will also be working with the University and the Diocese of St. Albans to bring into being a closer arrangement for management of the chaplaincies of the Bedford and Luton campuses of the University.

**FINANCIAL REVIEW**

The results for the year, as given in the Statement of Financial Activities, are considered satisfactory by the trustees. Provision has been made in the financial statements for correcting an underpayment to HMRC during a previous year.

**RESERVES POLICY.**

It is the policy of the trustees to ensure that the charity has adequate reserves to enable it to meet both its ongoing commitments in regard to general charitable activities, and its future funding requirements. The trustees ideally require as reserves a minimum of three months expenditure in order to meet any contractual and winding up costs. The trustees consider the current level of reserves, although below this limit, to be sufficient for the present situation and requirements of the charity, but will continue to review the overall position and policy at regular intervals.

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**DIRECTORS/TRUSTEES REPORT**  
**FOR THE YEAR TO 31<sup>ST</sup> JULY 2020**

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of The University of Bedfordshire Ecumenical Chaplaincy Trust for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the incoming resources and the application of those resources, including its income and expenditure for the period.

In preparing those financial statements the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- observe the methods and principles in the Charities SORP 2015 (FRS102);
- state whether applicable UK Accounting Standards have been followed subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

Approved by the board on 21<sup>st</sup> January 2021 and signed on its behalf by



**Clifford Harris FCA**  
Director/Trustee and Company Secretary.

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS ON THE UNAUDITED  
ACCOUNTS OF  
BEDFORD ECUMENICAL EDUCATIONAL  
CHAPLAINCY COMMITTEE**

**Independent examiner's report to the trustees**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2020.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.


**Independent examiner's statement**

I can confirm that I am qualified to undertake the examination because I am a registered member of ICAEW which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Companies Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

  
C W LITTLE FCA  
Keens Shay Keens Limited  
Chartered Accountants  
2nd Floor Exchange Building  
16 St Cuthberts Street  
Bedford  
Bedfordshire MK40 3JG

Date: 19<sup>th</sup> May 2021

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**DRAFT PRIOR TO INDEPENDENT EXAMINATION**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**AND INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR TO 31<sup>ST</sup> JULY 2020**

	Notes	Total Unrestricted Funds	
		Year to 31 <sup>st</sup> July 2020	Year to 31 <sup>st</sup> July 2019
<b>Incoming resources</b>			
Grants Receivable for the period			
Denominational Grants	3	23,800	23,450
The University of Bedfordshire	3	21,075	21,000
		<hr/>	<hr/>
<b>Total incoming resources</b>		<b>44,875</b>	<b>44,450</b>
		<hr/>	<hr/>
<b>Resources expended</b>			
Cost of activities in furtherance of the Charity's objectives:			
Staff costs	4	37,664	37,373
Chaplain's expenses		481	765
Other chaplaincy costs		683	1,128
Governance costs	6	1,029	1,421
		<hr/>	<hr/>
<b>Total resources expended</b>		<b>39,857</b>	<b>40,687</b>
		<hr/>	<hr/>
<b>Net movement in resources for the period</b>			
Net income (deficit) for the period		5,018	3,763
Adjustment relating to previous years	7	0	(2,401)
Balance brought forward at 1 <sup>st</sup> August 2019		24,795	23,433
		<hr/>	<hr/>
<b>Balance carried forward at 31<sup>st</sup> July 2020</b>		<b>£ 29,813</b>	<b>£ 24,795</b>
		<hr/>	<hr/>

All operations are continuing operations.

All recognised gains and losses are reflected in the Statement of Financial Activities and therefore no separate Statement of Total Recognised Gains and Losses is disclosed.

The notes on pages 8 to 10 form part of these financial statements.



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**DRAFT PRIOR TO INDEPENDENT EXAMINATION**  
**BALANCE SHEET at 31<sup>ST</sup> JULY 2020**

	2020	2019
	£	£
<b>Current Assets</b>		
Grants receivable	8,250	11,150
Cash at bank	25,660	16,682
	<u>33,910</u>	<u>27,832</u>
<b>Less: Creditors:</b>		
Amounts falling due within one year	4,097	3,037
	<u>29,813</u>	<u>24,795</u>
<b>Net current assets</b>		
	<u>29,813</u>	<u>24,795</u>
<b>Total assets less current liabilities</b>	<u>£ 29,813</u>	<u>£ 24,795</u>
 <b>Unrestricted Funds</b>	 <u>29,813</u>	 <u>24,795</u>
	<u>£ 29,813</u>	<u>£ 24,795</u>

For the period from incorporation on 5<sup>th</sup> April 2007 and ending 31<sup>st</sup> July 2020 The University of Bedfordshire Educational Chaplaincy Trust, the charitable company, was entitled to exemption under Section 477(2) of the Companies Act 2006.

These financial statements have been prepared in accordance with the special provision for small companies under part 15 of the Companies Act 2006 and the Financial Reporting Standards for Smaller Entities

No members have required the charitable company to obtain an audit of its financial statements for the period in question in accordance with Section 476 of the Companies Act 2006

The Director/Trustees acknowledge their responsibility for:

1. Ensuring the company keeps accounting records which comply with Section 386, and
2. Preparing accounts which give a true and fair view of the state of affairs of the charitable company as at the end of the financial period and of its surplus or deficit for the financial period in accordance with Section 394 and 395, and which otherwise comply with the requirements of the Companies Act relating to accounts, as far as is applicable to the charitable company.

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 2006 relating to small companies.

The notes on page 3 to 5 form part of these financial statements.

The financial statements were approved by the Board and signed on their behalf on 21<sup>st</sup> January 2021

**Peter West**  
Chairman

  
**Clifford Harris FCA.**  
Director/Trustee and Company Secretary.

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**DRAFT PRIOR TO INDEPENDENT EXAMINATION  
NOTES ON THE FINANCIAL STATEMENTS  
FOR THE YEAR TO 31<sup>ST</sup> JULY 2020**

**1. Accounting policies**

**1.1 Basis of preparation of financial statements**

Grants have been credited to the Statement of Financial Activities in the period to which they refer.

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2019).

The recommendations of the Statement of Recommended Practice 2005 (Accounting and Reporting by Charities), issued March 2005, has been followed in the preparation of the financial statements.

**1.2 Compliance with accounting standards.**

The accounts have been prepared in accordance with applicable accounting standards.

**1.3 Accounting convention.**

The financial statements have been prepared under the historic cost convention.

**1.4 Cash Flow Statement.**

The charitable company has not produced a cash flow statement since it has taken advantage of the small company exemption permitted under FRS1.

**1.5 Reserves Policy**

The charitable company is mainly funded by annual grants paid by participating denominations in accordance with a Declaration of Intent signed by representatives of the denominations and by the University of Bedfordshire, which are based on budgets prepared and agreed annually. The trustees aim to maintain funds equivalent to three months average expenditure.

**1.6 Pensions.**

The company has agreed to pay defined pension contributions into the denominational pension schemes of its employed chaplains. These contributions are charged in the Statement of Financial Activities in the period to which they relate.

**1.7 Governance costs.**

The charity has identified the major costs of governance as being external costs related to independent examiners fee, insurance premiums and statutory company fees.

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**FOR THE YEAR TO 31<sup>ST</sup> JULY 2020**

**2. Segmental analysis.**

The income, excess of income over expenditure and net assets are all attributable to the principle activity of the charitable company which is the management and oversight of the chaplaincy at the University of Bedfordshire.

The charitable company only operates in the United Kingdom and the whole of its income is from the United Kingdom.

**3. Grants receivable for the period.**

	<b>2020</b>	<b>2019</b>
Denominational Grants		
St. Albans Church of England Diocese	9,700	9,700
Northampton Roman Catholic Diocese	2,900	2,900
The United Reformed Church (North Thames)	2,850	2,850
The Methodist District (Beds, Essex and Herts)	5,000	5,000
Baptist Home Mission Fund	0	1,700
Central Baptist Association	2,950	900
Miracle Church of God	200	200
The Society of Friends	200	200
	-----	-----
	23,800	23,450
The University of Bedfordshire	21,075	21,000
	-----	-----
	<b>£ 44,875</b>	<b>£ 44,450</b>
	=====	=====

**4. Staff Cost**

	<b>2020</b>	<b>2019</b>
Gross stipend of chaplain	30,994	30,462
Social Security Costs	0	423
Pension Contributions	6,670	6,488
	-----	-----
	<b>£ 37,664</b>	<b>£37,373</b>
	=====	=====

The average number of persons, excluding directors/trustees, employed by the charitable company during the period was 1. (2019 1) No employee earned over £60,000.

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**5. Directors and Trustees**

In accordance with the provisions of the charitable company's Memorandum and Articles of Association no fees or remuneration have been paid to the Chairman or any of the charitable company's directors/trustees.

**During the period no trustee received reimbursement of expenses (2019 £0.00)**

<b>6. Governance Costs</b>	<b>2020</b>	<b>2019</b>
Independent Examination costs	400	360
Insurance	616	537
Company Act compliance	13	13
Legal cost in respect of change of name	0	510
	<u>£ 1,029</u>	<u>£1,420</u>

**7. Adjustment relating to previous years.**

Errors had occurred in reconciling the PAYE account when the previous treasurer was ill. This resulted in a net underpayment during the period between April 2015 and March 2018 of £2,401.

**8. Taxation**

No corporation tax liability arises for the period in view of the charitable company's charitable status.

**9. Corporate Status.**

The University of Bedfordshire Ecumenical Chaplaincy Trust is incorporated as a company limited by guarantee and without a share capital. The members are each liable to contribute a sum of £10 towards debts and costs in the event of a winding up of the company under the terms of the Memorandum of Association. The current number of members is 10.