



LONDON HIV CHAPLAINCY

(Formerly London HIV/AIDS Chaplaincy Limited)

Company Limited by Guarantee No 8039638

Registered Charity No 1149729

REPORT AND FINANCIAL STATEMENTS

PERIOD ENDED 30 APRIL 2021

LONDON HIV CHAPLAINCY (company limited by guarantee)

**REFERENCES AND ADMINISTRATIVE DETAILS OF THE CHARITY
TRUSTEES AND ADVISERS**

For the period from 1 May 2020 to 30 April 2021

Trustees	The Revd Bruce Batstone (From 8 June 2020) Mr Joshua Goddard Rabbi Nathan Godleman (From 8 June to 21 March 2021) Mr Paul Infield (Chair) Dr Paul Kybird Mr Kanley McHayle Ms Pamela Mhlophe The Revd Richard Stephen James Penrose (Secretary & Treasurer) Ms Odette Penwarden Mr Nicholas Sayer Rabbi Mark Solomon (Retired 8 June 2020) The Revd Ian Worsfold The Revd. Michaela Youngson
Company Reg No	8039638
Charity Reg No	1149729
Registered Office	101 Heybridge Avenue London SW16 3DS
Independent Examiner	The Revd Joshua Rey Holy Trinity Vicarage 7 Ponsonby Road London SW15 4LA
Bankers	The Co-operative Bank plc P.O. Box 101 1 Balloon Street Manchester M60 4EP

TRUSTEES' REPORT

For the period 1 May 2020 to 30 April 2021

The Trustees, who are also the directors of the Company for the purposes of the Companies Act, and Trustees for Charity Law purposes, submit their Annual Report and the Financial Statements of London HIV Chaplaincy for the period ended 30 April 2021.

The Trustees confirm that the Annual Report and Financial Statements of the Company comply with current statutory requirements, the requirements of the Company's governing document and the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities (revised 2015)'.

Structure, governance and management

Governing document:

The organisation is a charitable company limited by guarantee, incorporated on 20 April 2012 and registered as a charity on 13 November 2012. The company was established under a Memorandum of Association, which established its objects and powers, and is governed by its Articles of Association. In the event of the company being wound up, each of its members is required to contribute an amount not exceeding £10.

Recruitment and appointment of members of the Trustee Board:

The directors of the company are also charity Trustees for the purposes of Charity Law. The Chair of Trustees is responsible for the induction of new Trustees, when the occasion arises. This involves ensuring awareness of a Trustee's responsibilities, the governing document and the work of the charity.

Risk management:

Our current Risk Management Plan is presented at the end of this Trustees' Report.

Organisational Structure:

The Trustees are responsible for setting policy and strategy. Day-to-day project management is delegated to the Chaplain, who is line-managed by the Secretary of Trustees.

Membership:

During the year the board appointed the Revd Bruce Batstone and Rabbi Nathan Godleman and accepted the resignations of Rabbi Mark Solomon and Rabbi Nathan Godleman.

The membership of the charity on 30 April 2021 therefore comprises The Revd Bruce Batstone, Mr Joshua Goddard, Mr Paul Infield, Dr Paul Kybird, Mr Kanley McHayle, Ms Pamela Mhlophe, the Revd Stephen Penrose, Ms Odette Penwarden, Mr Nicholas Sayer, the Revd Ian Worsfold and the Revd. Michaela Youngson.

Objectives and activities

The objective of the Charity is to relieve the needs of people living with HIV by providing a counselling service which acknowledges and supports their religious faith and also (by articulating their experiences to the wider community) equips others to respond to their needs more sensitively and effectively.

Public benefit

When planning activities for the period, the Trustees have followed the Charity Commission's guidance on public benefit.

GDPR

The Trustees have reviewed its data protection policy during the year and are satisfied of compliance with the 2018 act.

Operations

Background:

2003 saw a big change in HIV healthcare. People with HIV were beginning to face the challenge of living with the virus rather than waiting to die. The situation has moved on a great deal from that time. Now, in 2020-21, our Chaplain meets with clients out in the community rather than in hospital or other institutions, and provides pastoral care, counselling and support for individuals diagnosed with HIV. Clients are referred by medical professionals and contacts in faith-based agencies. However the majority of clients come by word of mouth and are referred by existing clients. Clients receive their medical care from their respective healthcare units who, on the whole, have provided appropriate psychological support. However, what is not being provided, and what the chaplaincy endeavours to offer the clients, is support in wrestling with issues around “making sense of one’s life”.

The way we work:

We aim to provide a responsive awareness support for all people living with HIV who seek our service. The Chaplain attempts to resource the clients to deal with any and all issues that arise for them. Our explicit purpose is that the clients will find meaning and direction when encountering the difficulties connected with their condition, the knock-on issues connected with medication, or the stigma and isolation that are also connected with being HIV positive.

The care we offer takes place strictly within a protected and ideology-free space. This means that the client not only gets anonymity but also freedom to raise any and all issues that need to be tackled. We never use the language of 'improvement' or healthcare templates. We recognise the right and integrity of people who have been hurt or had trust broken to turn away from the institutions and people responsible. Our aim is to allow the articulation and processing of experience in a way that permits and encourages the clients to draw their own conclusions, make their own evaluations, and thereafter to act on them for their own happiness.

We provide two areas of activity to facilitate this task: one-to-one sessions, and reading groups using literature to stimulate imagination, creativity and social activity.

Two of our reading groups are for specific groups of clients to enable them to explore the particular issues that they share: one is for older people and the other for clients with depression. Depression in particular is now widely recognised to be a major cost on the NHS, a consequence of struggling with secondary medical conditions and reason for work sick leave, etc.

At present the major challenge our clients face is the general belief that 'HIV is no longer a problem'. In addition, clients are still coping with the combination therapy that they are given with little knowledge of the secondary conditions that these drugs cause after prolonged exposure. Connected with this is the idea that there is no longer any stigma attached to the condition. These are generalised and overconfident assertions that bear no relation to the experience of those living with HIV. It is worth repeating that we are constantly seeking new means of responding to issues that clients raise with us. We therefore seek new forms of support as we identify major new areas of need.

The three lockdowns in 2020 to 2021 have caused further isolation and mental fragility amongst many of our clients, not helped by the fact that the Chaplain was furloughed twice during the first two lockdowns. However, before being furloughed the Chaplain offered all the clients a ‘survival programme’ of activities. Many of the clients found the programme useful. Thanks to a grant from the fourth wave of funding from London Community Response we were able to keep the Chaplain at work during the third lockdown. This meant that clients were able to meet with him via zoom or talk via telephone. He devised zoom quizzes for the clients and he even managed to encourage some book groups to operate via zoom.

LONDON HIV CHAPLAINCY (company limited by guarantee)

Our clients:

The community we work with comprises those living with HIV in Greater London. More than 50% of our clients are women, the majority of whom are BAME. In the year May 2020 to April 2021 the chaplain has, once again, worked with 360 clients during the time when he was not furloughed. Most of these will, at some point in any one month, have had a one-to-one, face to face meeting with the Chaplain for counselling and support. 84 clients will have met weekly out of lockdown in the 7 Reading Groups facilitated by the Chaplain and 38 via zoom in lockdown.

Clients very much reflect the cultural and ethnic diversity of the population of London; including gay and bi-sexual men and heterosexual women (the latter have usually been infected by promiscuous husbands). For many, meeting with the Chaplain is a different experience from their every-day meeting with friends and family because with the Chaplain they are taken seriously and not judged on the basis of their sexuality, health status or even for being a drug addict.

However, it is important to state that despite the usual stereotypes about sexuality and gender, what represents the real diversity among our clients is their values. It is these values that we seek to nurture in each client as they see fit. We have found that many of our institutions and faith communities have not considered the importance of a client's values and therefore work with profiles of them that are reductive and ignore their motivations. We have long learnt that this is the way to failure and we hope that other institutions can learn from our experience.

Our client community is diverse, prone to disagreement and even argumentative. They are also courageous, intelligent, self-sacrificing and fascinating. They are a resource whose opinions and experiences are all too often overlooked and whose needs are rounded down to the lowest common denominator. The resources of character that our clients bring are truly remarkable. They are inspiring individuals with a wealth of experience and that experience is a resource we need for society's and especially faith communities' growth in understanding. There is a deep honesty and reflectiveness that truly is amazing. The opportunities and needs that surround our clients reside firstly in providing the self-confidence for them to draw on and share their experience, and secondly in restoring basic bonds of trust by being trustworthy. These can easily be overlooked, yet are vital in a social context.

The Reading Groups:

These have been running via zoom during lockdown. The clients who have sufficient space and privacy have engaged with them. The reading groups are a primary resource for our clients. They offer exposure to alternative viewpoints, attempting to answer existential questions honestly and openly. The groups provide a civil and supportive peer group in which a client's view-points and comments are given the most important and ennobling treatment: that of a response to the actual content the clients offer. Clients can test their answers and discard them as necessary. When discussing with one group recently the client was told by one member that the groups were her family, a place where she came to learn with the confidence that her search for wisdom would never be belittled.

Communicating the Issues:

Having received little by way of response to our book in 2019 the Chaplaincy is exploring how we might lead the way in seeking responses. It is our intention (when situations permit) to invite faith groups to a dialogue focused on a position paper our Chaplain will be working on with the trustees. We intend to reach out to a wide range of theological opinions. We will present our case in a clear and polite manner, with no pressure on the groups, but rather an invitation to reflect with us on the clients' experience. We will receive their response gracefully, and gather the information together. Communicating the issues is perhaps thought of as a one-way street. However the chaplaincy has an obligation to feed responses of faith communities back to the clients. After all, they are engaged in a search for answers. Our aim therefore will be to ensure that a response is forthcoming from the faith communities so that clients know they are heard and respected. The chaplaincy is involved in a communication process that helps clients communicate with themselves, to faith communities

and then engage with the faith communities' response back to clients. This final step is often overlooked, but is an essential part of our work and must never be forgotten.

The Chaplain's Work:

This last year has robbed clients of some of their most valuable resources: private spaces to explore and heal. We have tried to help keep some of those 'alive' using zoom, phone etc. We have also used quizzes, group talks about spiritual subjects and have organised suggested tasks for clients to give them routine during lockdown. Inevitably, some clients have 'reset' to the beginning as it were when it comes to managing personal issues, and some have locked into anxiety-based behaviours that we all adapted to avoid infection. We will need to help clients draw gently back into a process of engagement. A major area to consider will be the geographical area we meet clients in. For instance, many saw the Chaplain during their lunch break. Now that some of the clients are working from home the Chaplain may have to go nearer to where they live to meet them. There will be practical and personal consequences to the changing patterns of work practice and behaviour we will all face. It is our intention to be there for the clients whatever the challenges.

When not furloughed the chaplain has had regular line management supervision and fortnightly client supervision from an independent therapist.

Challenges:

The ignorance within all sections of our society about HIV still continues. Society no longer talks about it and the result is that there are still new people being diagnosed. In addition, HIV has been left off institutional lists of healthcare issues. Most importantly this context can be observed in the way charitable bodies (including faith ones) no longer view HIV as a 'sexy' and an important cause. In practice this means that some of the most bitter burdens of living with HIV are not being addressed or supported. Those living with HIV are right to feel that they have been abused by various groups in that they were given some support in the late 20th century and very early 21st century when there were many deaths, but now in the late teens and early 20's of the 21st century HIV+ people are left with atrocious burdens and have to cope with the side effects of expensive toxic drugs.

We believe that to make the costly HIV medication more effective, society, including healthcare institutions, still needs to address the issues of isolation, prejudice and stigma and to give more practical support to people who are struggling to live with HIV.

We believe that a far more outspoken line needs to be taken by those who work in HIV care when it comes to keeping clients' real, total lives in view, and not separating as 'none of our business' the social and justice aspects.

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Financial review

The Charity's accounting period ended on 30 April 2021. Unrestricted free reserves at 30 April 2021 stood at £18894.

Principal Funding Sources

The main funders for the year and income relating to the year for each funder were as follows:

	£
London District of the Methodist Church	15,000
London Community Response	9,696
Gift Aid	528
HMRC Job Retention Scheme	6,237
Other donations	10,232

Investment Policy

The funds received during the period under review were not sufficient to justify separate investment.

Reserves Policy

The Trustees have reviewed and recognise the need for a reasonable level of reserves to protect the charity from fluctuations in funding and sudden emergency requirements. We therefore seek to maintain a reserve representing three months of regular monthly outgoings from unrestricted funds.

Plans for future periods

The Trustees look forward to the next year with confidence. We have a strong and valuable base which we feel has insights that are useful and engages in quality care of those living with HIV. While the HIV drug companies are still slow in taking up any of our findings, we will aim to continue to work at sharing our findings with them, but our clients have to be our first priority.

We hope that the publication of 'Who Cares About HIV?' will bring invitations to share our findings and develop theological practices with the academic world, theological students, ministers of religion and other interested parties to enhance their pastoral skills.

Preparation of the report

This report of the Board of Trustees has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

This report was approved and authorised for issue by the Trustees on **13th July 2021** and signed on their behalf by:



Board Secretary
23rd September 2021

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RISK MANAGEMENT PLAN (in light of Covid-19)

Risk Areas, and Specific Risks Identified	Likelihood of Occurrence	Severity of Impact	Overall Risk	Control Procedure	Retained Risk	Person(s) Responsible	Monitoring Process	Further Action Required
1. OPERATIONAL								
Loss of staff	M	H	M	Quarterly Board meetings Fortnightly contact between the Chaplain and Line Manager (Secretary /Treasurer)	L	Line Manager and Chaplain	Trustees meetings and Chaplain's quarterly report to Trustees	.
2. FINANCIAL								
Not meeting cash-flow target	M	H	H	Monitoring by Board meetings and Independent Examiner	M	Independent Examiner	Reports to Trustees by Treasurer	Cash position reviewed regularly
Fraud, theft and bribery	L	H	M	Financial procedures and controls, reviews by Independent examiner. Very careful vetting of the transactions by the finance committee	M	Treasurer and Book-keeper reporting to Board	External Independent examiner vigilance by bank and board members	Independent examiner complete external examination on the accounts
Inadequate insurance	L	M	M	Annual review	L	Secretary and treasurer	Reports to Trustees	
External advisers	L	M	M	Advisors chosen on recommendation and ability checked by references where needed	L	Chaplain and/or Board of Trustees	Reports to Trustees	

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Risk Areas, and Specific Risks Identified	Likelihood of Occurrence	Severity of Impact	Overall Risk	Control Procedure	Retained Risk	Person(s) Responsible	Monitoring Process	Further Action Required
3. EXTERNAL FACTORS								
Government policy and change in charitable status	M	M	M	Review of activities with advisors and restructuring	L	Board of Trustees	Reports from external advisors	Monitoring of charity legislation
Downturn in economy	M	H	H	Review by Board meeting	M	Board of Trustees	Reports by external advisors	
Changes in tax / VAT rules	L	L	L	Obtain advice and consider planning options	L	Treasurer and Independent examiner	Finance Committee	
4. GOVERNANCE AND MANAGEMENT								
Strategic planning	L	M	M	Annual review by board	L	Board of Trustees	Annual report	
5. HUMAN RESOURCES								
Recruitment process	M	H	M	Recruitment and selection policy	L	Chairperson and Secretary together with a third board member	Reports to Trustees	
Dismissal and retirement procedures	M	M	M	Procedures in place; advice taken from legal advisors.	L	Board of Trustees	Reports to Trustees	

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Risk Areas, and Specific Risks Identified	Likelihood of Occurrence	Severity of Impact	Overall Risk	Control Procedure	Retained Risk	Person(s) Responsible	Monitoring Process	Further Action Required
6 TECHNICAL								
IT collapse	L	H	M	Accounts to be backed up weekly	L	Treasurer/Book-keeper	Board meetings	Disaster document to be established
7 LAW AND REGULATIONS								
Tax / VAT compliance	L	L	L	Chaplain receive regular updates and consult advisors as required	L	Treasurer and Chair person	Annual External examination of the accounts	
Employment	M	H	M	Chaplain receive regular updates and consult advisors as required	L	Treasurer	Treasurer's report to Trustees	
Charities and Company legislation	M	M	M	Treasurer has an ongoing review of activities with respect to public benefit	L	Treasurer	Annual external examination of the accounts	Monitor developments
Data Protection	L	L	L	Review of information held	L	Board Secretary		
Health and safety legislation	M	M	M	Procedures in place. Advice taken from legal advisors	L	Board Secretary		Annual review
8. CHARITABLE OBJECTS AND, MISSION								
Trustees decisions. Supporting activities outside objects	L	M	M	Major decisions discussed with advisers, objects clearly written	L	Board of Trustees	External Independent examiner	

**INDEPENDENT EXAMINER'S REPORT TO THE BOARD OF TRUSTEES OF
LONDON HIV CHAPLAINCY**

I report on the financial statements for the 12-month period ended 30 April 2021 set out below. This report is made solely to the Trustees, as a body, in accordance with regulations made under section 154 of the Charities Act 2011. My work has been undertaken so that I might state to the Trustees matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Trustees for my Independent Examination work, for this report or for the statement I have given below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 386 of the Companies' Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met, or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A handwritten signature in black ink, appearing to read 'Joshua Rey', written in a cursive style.

Independent Financial Examiner
The Revd Joshua Rey

Date: 12th September 2021

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STATEMENT OF FINANCIAL ACTIVITIES

For the period from 1 May 2020 to 30 April 2021 (and also for period ended 30 April 2020)

	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)	Total funds (£)	<i>Prior year funds (£)</i>
Incoming resources					
Donations and legacies	25759	15934	0	41693	32547
Charitable activities	0	0	0	0	0
Other trading activities	0	0	0	0	0
Investments	0	0	0	0	0
Total	25759	15934	0	41693	32547
Resources expended					
Raising funds	0	0	0	0	0
Charitable activities	21259	17314	0	38573	37272
Total	21259	17314	0	38573	37272
Net income	4500	-1380	0	3120	-4725
Transfers between funds	0	0	0	0	0
Net movement in funds	4500	-1380	0	3120	-4725
Funds brought forward	14394	4946	0	19340	24064
Funds carried forward	18894	3566	0	22460	19340

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BALANCE SHEET

As at 30 April 2021 (and at 30 April 2020)

	30 April 2021 (£)	30 April 2020 (£)
FIXED ASSETS	0	0
CURRENT ASSETS	22761	19340
Debtors	0	0
Current asset investments	0	0
Cash at bank and in hand	22761	19340
Cash at bank	22761	19340
Petty cash	0	0
CURRENT LIABILITIES	301	0
NET CURRENT ASSETS	22460	19340
TOTAL NET ASSETS	<u>22460</u>	<u>19340</u>
Represented by funds		
Unrestricted funds	18894	14394
Restricted funds	3566	4946
Endowment funds	0	0
Total funds	<u>22460</u>	<u>19340</u>

For the period ended 30 April 2021 the Company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

(1) The members have not required the Company to obtain an audit of its accounts for the period in question in accordance with section 476 of the Companies Act;

(2) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014.

They were approved, and authorised for issue, by the directors on 13th July 2021 and signed on their behalf by:



Board Secretary:

23rd September 2021

LONDON HIV CHAPLAINCY (company limited by guarantee)

The following notes form part of these financial statements.

1. ACCOUNTING POLICIES

Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014.

Company Status

London HIV Chaplaincy is a company limited by guarantee. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the Charity.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objects of the Charity and which have not been designated for other purposes. Restricted funds have designated purposes; they must be applied only in respect of these purposes.

The effects of events relating to the period ended 30 April 2021 which occurred before the date of approval of the financial statements by the Board of Trustees have been included in the financial statements to the extent required to show a true and fair view of the state of affairs at 30 April 2021 and the results for the 12 month period ended on that date. *(Corresponding information is also shown for the period ending 30 April 2020.)*

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources Expended

All expenditure is accounted for gross and when incurred.

Tangible fixed assets and depreciation

There are no assets costing more than £500.

2. INCOMING RESOURCES (All in unrestricted funds except as shown)

	2021	2020
	£	£
Donations and Gifts		
Church, synagogue and charity funding	31461	30170
<i>Of which in restricted funds</i>	15934	15170
Voluntary donations	10231	2377
Loan	0	0
	41693	32547
Investment income		
Bank interest	0	0
	0	0

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3. RESOURCES EXPENDED

	2021	2020
	£	£
Salaries (net of deductions)	24375	24073
Income Tax	3872	3539
National Insurance (employee & employer)	2684	2754
Pension contributions(employee & employer)	2375	2582
Fees and charges	2301	1516
Expenses	890	788
Reading Group costs	**	**
Travelcard	2076	2020
Adjustment		0
	38573	37272

** Reading Groups having become central to the Chaplaincy's activity (page 5), costs are now subsumed under other expenditure headings

Number of salaries in excess of £60,000	Nil	Nil
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4. TRUSTEES REMUNERATION, BENEFITS AND EXPENSES

	2021	2020
	£	£
Remuneration, benefits-in-kind or reimbursement of expenses	0	0

5. SUPPORT COSTS (included in "Fees and Charges" in note 3 above)

	2021	2020
	£	£
Insurance (employer's and public liability, including insurance premium tax)	601	632
Payroll administration	500	484
Pension administration	400	400
Subscriptions	0	0
Professional fees	800	0

N.B. Thanks to the continuing generosity of the Anglican Diocese of Southwark in providing accommodation for the Trustees' meetings, the Chaplaincy has not incurred costs in respect of these meetings. The value of this provision is estimated to be £400 over the year.

6. GOVERNANCE COSTS

	2021	2020
	£	£
Accounts examination and preparation	0	0

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7. FINANCIAL COSTS

	2021	2020
	£	£
Bank charges	0	0

8. DEBTORS AND CREDITORS

The following debits and credits were outstanding at 30 April 2021 (*and 30 April 2020*):

	2021	2020
	£	£
Fees outstanding	300	0
Invoiced but not taken by Direct Debit	1	0
	301	0

9. MOVEMENT IN FUNDS

	2021	2020
	£	£
Cash at bank: brought forward	19340	24083
Incoming resources (section 2 above)	41693	32547
Resources expended (sections 3-7 above)	-38573	-37272
Debits and credits settled		-18
Debits and credits outstanding (section 8 above)	301	0
	22761	19340

10. REPRESENTED BY:

	2021	2020
	£	£
Deposits at Cooperative Bank	22761	19340
	22761	19340

11. GOING CONCERN

As the charity has no endowed funds, the level of activities in the coming period will depend almost entirely on its ability to secure continuing grant and donation income. The Trustees are monitoring the situation carefully and are confident of being able to manage and indeed grow the charity's operations.