

**Company registered number 5322606**  
**Registered charity number 1109048**

**West Yorkshire Community Chaplaincy Project**

**Financial Statements**

**for the year ended 31st March 2021**



# West Yorkshire Community Chaplaincy Project

## Report of the Trustees for the year ended 31 March 2021

The Trustees are pleased to present their report together with the financial statements of the charity for the year ending 31 March 2021.

### Directors and Trustees

The Directors of the charitable company (the charity) are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees serving during the year were as follows:

Boyd Annison - Treasurer  
Shakeel Meer - Chair  
Peter Rosser  
Patricia Sandbach  
Stephen Shackleton  
Nigel Tapp (resigned 9<sup>th</sup> November 2020)  
Marianne Ward – Deputy Chair

### Project Director

The Director is Jane Daguerre.

### Aims and Objectives

WYCCP Resettlement Service aims to create a better society for us all by working alongside people who have been in prison to help them achieve settled and productive lives back in our community. Established by people from different faith communities we are a values based organisation and pride ourselves on treating people as we would like to be treated.

The purposes of the charity as set out in the Memorandum of Association are:

- To promote, for the benefit of the public in Yorkshire and the Humber, provision of services for the care and resettlement and rehabilitation of prisoners, and those at risk of offending, and their families and dependants, either alone or in co-operation with any other body, authority, or person;
- To further and promote the study of and research into all aspects and methods of the prevention of crime, social exclusion, and delinquency, and to obtain and make records of and disseminate information concerning the same.

### Aims

- To contribute to reducing re-offending and reconviction to prison by supporting men leaving HMP Leeds to resettle in West Yorkshire.
- To enable ex-prisoners to break the cycle of re-offending and to improve their life chances.
- To develop, increase and maintain faith community involvement in developing community solutions to crime and offending locally, regionally and nationally.

These aims reflect the purposes for which the charity was formed.

Everything the charity does aims to achieve the following three outcomes:

- People being able to be independent and live more fulfilled lives.
- A reduction in offending behavior.

## West Yorkshire Community Chaplaincy Project

### Report of the Trustees for the year ended 31 March 2021

- Safer communities.

#### Objectives

- Establish and maintain a team of support workers to provide support and advice for ex-prisoners released into West Yorkshire.
- Develop a comprehensive and effective volunteer link worker programme with a diverse range of volunteers, including ex-prisoners, to support prisoners on release and to raise awareness in local communities.
- Maintain a network of contacts within the local faith communities from which volunteers will be sought.
- Actively develop partnerships with other providers of resettlement support to provide a comprehensive support services for prisoners leaving HMP Leeds.
- Sustain a well-resourced, cost effective and efficient organisation.

#### WYCCP's trained volunteers and staff team do this by

- Working with prisoners to plan their future on release.
- Providing practical, motivational and health related support to men post release.
- Working in partnership to support families.

#### Ensuring the work delivers the aims

The Board reviews the aims, objectives, and activities of the charity every year in order to ensure that they meet the charity's purposes in the most effective way. The staff team provides regular reports on work undertaken and progress against targets in the Strategic Plan to the Board.

#### How activities deliver public benefit

All activities contribute to

- the swifter reintegration of ex-prisoners into the community.
- building safer communities in West Yorkshire, reducing the costs associated with offending including the costs to the Police, Court Services and the Prison.

According to the Ministry of Justice the cost of keeping a person in prison for a year is estimated to be £44,600 From April 1<sup>st</sup> 2020 and 31<sup>st</sup> March 2021. 55 of the men supported by the charity and released within the year had not been re-imprisoned one year from release. This saved nearly £2.5 million of public money.

#### The beneficiaries of WYCCP services

The primary beneficiaries of WYCCP services are men who are residents of HMP Leeds resettling into West Yorkshire. WYCCP works with men prior to release and in the community post release. Use of WYCCP's services by prisoners and ex-prisoners is purely voluntary and men refer themselves in response to publicity within the prison; prison chaplains and other agencies also refer prisoners. WYCCP also works with men referred by the Probation Services who have recently left prison, these are referred to as community referrals.

WYCCP works with all men referred who are resettling back to West Yorkshire, with the exception of men who have caused sexual harm, who require specialist support. Our key criterion is that men express a willingness to engage and make positive changes in their lives. Work with prisoners is often undertaken in partnership with other agencies working with the men.

Beneficiaries are also families of prisoners supported through a partnership project with Jigsaw Charity, funded by the Lottery Community Fund, 'Family Support In Out and Beyond', and clients who

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### **Report of the Trustees for the year ended 31 March 2021**

participate in our 'Family Support In Out and Beyond' Counselling Service. All services are provided free with priority given to those closest to their release date.

Equal access to the charity's services is a high priority. WYCCP is a multi-faith community chaplaincy with three resettlement workers who provide their services to prisoners and their families of any or no faith. This is made explicit in the charity's publicity. All prisoners in HMP Leeds are male; ethnic origin, religion, disability, and other characteristics are monitored to ensure that no inadvertent discrimination is occurring.

The indirect beneficiaries of the charity's work are the people of West Yorkshire and in particular the families of the ex-prisoners and the local communities where they reside. Although the social benefits cannot easily be measured reducing re-offending contributes towards safer communities, reduces the damage and distress caused by crime, helps keep families together, and reduces costs to the tax payer.

#### **Charitable activities**

In order to fulfill its objectives during 2020 – 2021 the charity employed

- Three specialist resettlement workers who give holistic practical support to WYCCP service users.
- A part time volunteer programme manager responsible for recruitment, training, and supervision of volunteers.
- A substantial part time finance-office manager with case management responsibilities.

#### **Review of the year's work**

WYCCP's core work is the resettlement of prisoners from HMP Leeds. This report spans the period of the Covid pandemic which clearly limited the activities of the charity during 2020-2021. WYCCP was driven by an organisational need to maintain as much support as they practically could whilst keeping the staff team, volunteers and service users safe.

Normally resettlement workers visit prisoners (service users), for assessment prior to their release from prison. Service users are assessed using the National Offender Management Service Resettlement Pathways and an action plan is produced. Resettlement workers meet prisoners on release with a volunteer link worker and then continue to offer advice, support and signposting as appropriate during the following critical weeks and months in the areas identified by the service user as significant to them in maintaining a crime-free life. This is undertaken in partnership with any other voluntary community and public sector bodies involved in the service user's resettlement. WYCCP records and monitors work undertaken using its bespoke data base.

The WYCCP office was shut on the 23rd March 2020 and re-opened in June 2020. During the first period of the pandemic when it was not possible to provide support in the community and most volunteers were on hold. WYCCP took advantage of the Government Furlough scheme and two of WYCCP's resettlement workers, the office finance manager and the volunteer programme manager were put on furlough for varying periods.

Whilst working in a different way WYCCP did manage to make a positive impact however with active service users receiving regular telephone calls from the non-furloughed resettlement worker. A universally low mood was apparent amongst men and WYCCP signposted to the Samaritans and

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### **Report of the Trustees for the year ended 31 March 2021**

Mental Health Crisis Teams. Recipients of phone calls reported how much they valued the human contact and that WYCCP were available to give practical and emotional support. WYCCP was able to give very practical help such as information about meals and foodbank access. Due to WYCCP's interventions people received support with food and medication delivery and WYCCP liaised with the drug and alcohol service, Forward Leeds, and the Department of Work and Pensions on men's behalf.

The Jigsaw/WYCCP counselling service continued to function throughout the year, providing telephone counselling, and the service has been supporting both ex-prisoners and family members through this period.

Following government guidelines, WYCCP started a phased return to the office in June 2020. From that point and for the rest of the year in question, WYCCP has had a daily presence in the office, with a maximum of three staff members present and welcomed service users into its large meeting room on an appointment basis, with the proviso that meetings were socially distanced and all parties wore masks. As the summer 2020 progressed it became possible to meet men in the community in the open air. This made provision of support far easier, in terms of dealing with paperwork and obtaining signatures.

WYCCP had no access to the prison from March to July 2020. They were able to access certain office areas from July 2020 but with no access to the prison wings. For that reason, resettlement workers carried out all pre-release screenings with new referrals by telephone via the prison 'InCell' internal phone system. The prison opened up to some extent during the summer months and limited contact with prisoners was possible however as the country entered the second lockdown in the autumn and as there was a worrying spike in cases among prison staff prison access again became limited, with no face to face contact with prisoners. Lack of access to the prison had a negative impact on the number of referrals received by the charity.

WYCCP submitted an application for continuation and development of its successful partnership project, Family Support In to Out to the National Lottery Community Fund in February 2020. The assessment of this was delayed due to COVID-19. However, following an application to the Lottery COVID-19 emergency funding WYCCP was fortunate to be granted an extension to the Family Support In to Out project for six months from 1st June. This funded work with ex-prisoners and family members as they came out of the first COVID-19 lockdown period. Crucially and very positively it also funded the development of the WYCCP/Jigsaw Counselling Service.

In December 2020 the charity learnt that its application to the National Lottery Community Fund had been successful and during the latter part of the year in question WYCCP were preparing to embark upon the new programme from April 2021. Staff were recruited and new publicity was designed and printed.

From 1st April 2020 to 31<sup>st</sup> March 2021 WYCCP received 98 eligible referrals. 85 of these co-operated with an initial screening and the majority received some support in prison and the community. 44 men received intensive support including contact with housing services, hostels, and benefits and other agencies, and doctors. They each received an average of 22 hours of support equating to an average of 45 separate interventions. The most time intensive service user received 42 hours of direct and indirect support with over 100 interventions.

Comparatively we received 256 referrals in 2018/19; 187 were eligible, screened and the majority received some support in prison. 82 of these men received support in the community including contact with a range of agencies. Of these 82 men 57 men received intensive support. They each received an average of 15 hours' worth of support over an average 39 separate interventions.

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WYCCP's ultimate aim is to reduce re-imprisonment and they are very successful in meeting this aim. In April 2021 the charity's average re-imprisonment rate for people 6 months from release was 18% and 29% for 12 months, based on figures collected over the previous nine and a half years. This is compared to an average 64% re-imprisonment rate quoted for HMP Leeds.

Partly due to the Covid pandemic the charity only partially met its previously set target of giving 250 ex-prisoners support, however it exceeded its target of having 50 men crime free one year from the date of release. As mentioned earlier, during this period 55 of our service users were still in the community one year from release. It may be of interest to note that although WYCCP worked with fewer men during the year in question that average amount of support given was greater than in the previous year.

WYCCP has continued to enjoy positive relationships with prison staff and external agencies based at HMP Leeds and, within limits created by the pandemic, attended meetings within the prison as well as with National Probation Service and Community Rehabilitation Company staff. WYCCP was involved in a partnership group which discussed the development of a dedicated Resettlement Wing in HMP Leeds, due to open in the summer of 2021.

WYCCP is also engaged in local and national strategic activity. The Director is chair of the planning group for Leeds Crime Reduction Network and a board member of the national Community Chaplaincy Association. All meetings within these arenas have taken place remotely.

#### **Volunteer programme**

With exception of volunteer counsellors, all volunteers have been on hold throughout the year in question. WYCCP kept in touch with them and following the New Year lockdown the volunteer programme manager developed a 'return to WYCCP' plan which was put into effect in June 2021. This included the production of several recorded training sessions that Link Workers could access online to prepare them for returning to volunteering at WYCCP.

Volunteer counsellors provided telephone counselling throughout the year through the WYCCP/Jigsaw partnership counselling service.

#### **Partnerships, stakeholders and multi-agency working.**

Partnership and multi-agency working is integral to the smooth running of WYCCP and the charity seeks to work in collaboration with others in order to provide more effective services and to avoid duplicating provision offered.

Key stakeholders during the year included

- Community housing providers e.g. Informal Learning, the Saviour Trust
- Drugs projects e.g. Forward Leeds
- Local Authority Housing Services
- The Prison Service
- The National Probation Service (NPS)
- Community Rehabilitation Company (CRC)

#### **Publicity**

WYCCP has developed its website this year and added a password protected resource area for volunteer link workers. In addition, WYCCP has an appropriate, carefully monitored, social media presence through LinkedIn, Facebook and Twitter.

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Following news of the charity's successful application to the National Lottery Community Fund a range of printed leaflets and postcards were designed and produced to be distributed to prisoners and staff of HMP Leeds and to other agencies and faith communities. This will ensure that all interested parties are aware of the full range of WYCCP's services. Members of the staff team will continue to give presentations on the work of WYCCP to other agencies and to local, regional, and national gatherings. The Director keeps in close touch with appropriate staff in the prison and related agencies.

#### **Faith**

There is an ongoing commitment to networking with faith communities.

#### **Financial Review**

The charity continues to implement its financial strategy to achieve greater long term security.

#### **Investment Policy**

Under the Memorandum and Articles of Association, the charity has the power to invest in any way the Trustees wish. The Trustees have an account with the Charity's Deposit Fund at CCLA Investment Management Limited, established under the Charity's Act 1993. This enables the Trustees to earn, even on relatively small sums, the rates of interest normally only available for larger sums, while retaining easy access to the charity's capital. The rate of return on deposited funds is still at a record low in common with all interest rates and remained at below 1% during 2017/2018. The account is actively managed in conjunction with the charity's current account so that the charity makes the most effective use of its financial resources. In keeping with the charity's ethos of respecting, as far as practicable, the beliefs of all faiths, the Trustees intend to use the interest for the direct benefit of the charity's service users. The charity has no other investments.

#### **Reserves Policy**

The Trustees have examined the charity's requirements for reserves in light of the main risks to the organisation and consider that it would be prudent to hold as a goal unrestricted and uncommitted funds equivalent to six months' salaries (including redundancy liabilities) and other unavoidable running costs; in order to maintain the current activities of the charity for six months in the event of a significant fall in income, while other sources of funding are sought. The required sum is approximately £90,000; the Trustees consider it a priority to secure additional long-term funding in order to replenish diminishing reserves, but they also recognise the considerable difficulties given the current national economic austerity. The Trustees will ensure that reserves never fall below the amount needed to meet WYCCP's current redundancy liability and during the year in question this was £30,000.

#### **Principal Funding Sources**

WYCCP's principle funders during the year were:

- Big Lottery Reaching Communities Fund - £42,289 COVID-19 emergency funding
- Lloyds Foundation who granted us £90,000 for three years from 2018 plus a COVID-19 emergency fund grant of £5,378.
- Garfield Weston. WYCCP received 3 years support worth £60,000 in November 2019.

In addition, WYCCP has a received grant from NHS Leeds Clinical Commissioning Group who are



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funding WYCCP through their Vulnerable Groups Project. The charity also received grants from AB Charitable Trust, Evan Cornish Foundation, Southall Charitable Trust and the Charles and Elsie Sykes Charitable Trust as well as individual donations. Details are outlined in the notes to the accounts.

The charity's main area of expenditure is staff salaries and associated costs.

#### **Fundraising strategy**

WYCCP funding was not adversely affected by Covid 19 during this financial year, as they do not have a reliance on public fundraising initiatives such as the London Marathon or other revenue streams such as retail or café sales. The board and management will continue to closely monitor any potential impact of any delayed Lottery or other funding, but at time of writing are projecting cash flows that are within our normal operating parameters.

WYCCP has a comprehensive fundraising programme – and in parallel to working towards these fundraising goals it also works hard to ensure that it operates as cost efficiently as possible; that it achieves effective and measurable outcomes; and its achievements are appropriately publicised.

The organisation will continue to apply to appropriate charitable trusts for core and appropriate project costs, as well as seeking to engage with statutory commissioning through the NHS and Her Majesties Probation and Prison Service (HMPPS). The charity is also developing a strategy to seek funding through the private sector and from individuals.

#### **Plans for 2021/22**

WYCCP are working to rebuild its client base following the disruption caused by COVID-19. The charity anticipates continuing to work in a different way through the majority of 2021. Whilst referrals have been progressively increasing they anticipate that client numbers and outcomes may continue to be somewhat lower than they would normally anticipate. The charity hopes to be able to give at least 75 ex-prisoners support and estimate that at least 40 service users will be crime free one year from the date of release.

A dedicated Resettlement Wing is due to open in the summer of 2021 within HMP Leeds. This will facilitate WYCCP service delivery and benefit service users as all potential service users will be housed on one wing and all resettlement services will be based there.

As the year progresses the charity will review its Strategic Plan and hopes to be able to resume working towards the set objectives:

- Develop the use of volunteers with lived experience
- Investigate the possibility of developing a Housing Project
- Investigate opportunities for corporate giving and engagement with the private sector
- Relaunch 'Friends of WYCCP' in order to encourage individual donations

#### **Structure, Governance, and Management**

##### **Governing Document**

West Yorkshire Community Chaplaincy Project (WYCCP) is a charitable company limited by guarantee, governed by its Memorandum and Articles of Association dated 10 May 2004, and registered with the Charity Commission. Membership of the charity is open to individuals and organisations applying to the charity which are approved by the Directors. Each member agrees to contribute up to £10 in the event of the charity being dissolved. At 31 March 2021 there were six

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### **Report of the Trustees for the year ended 31 March 2021**

members.

#### **Appointment of Trustees**

The Articles of Association call for at least three Trustees but set no maximum number. In keeping with the charity's multi-faith nature, the Board seeks to be representative, as far as possible, of the various faiths of its service users, and to include a broad range of skills and experience. It appoints new Trustees when necessary to ensure these aims are achieved.

Trustees appointed during the year submit themselves for election at the subsequent annual general meeting. One third of the Trustees retire by rotation at the AGM each year but may be re-elected. Invitations to nominate new Trustees are sent to all members in advance of the AGM, together with names of the retiring Trustees.

#### **Trustee Induction and Training**

New Trustees are given a folder including all relevant documents (including the Memorandum and Articles of Association, the organisation's policies, and other information), information about their responsibilities under charity and company law, the current business plan, and the most recent annual report and accounts. They visit the organisation to meet the Director and other employees. If they wish, they may attend a Board meeting before formally accepting appointment. Trustees are encouraged to attend appropriate internal and external training events.

#### **Organisation**

The Board of Trustees administers the charity. The Board meets on a regular basis, at least five times a year. Sub groups are formed to deal with particular events or needs as required. A Director is appointed by the Trustees to manage the day to day operations of the charity and has delegated authority for operational matters. These include staff management, developing and sustaining networks with local communities and relevant organisations in all sectors, and identifying and satisfying funding needs. The Director develops, implements, and reviews all policies and procedures to ensure safe and effective running of the organisation; develops and implements evaluation and monitoring systems, and has an overview, with limited and specified authority, over the organisation's finances.

#### **Related Parties**

HMPS Leeds who supply the office building.

#### **Risk Management**

The Trustees manage risks to the charity by reviewing annually the risks the charity may face, and by establishing procedures to lessen the identified risks and to minimise the impact on the charity if they should materialise. The main risk facing the charity is the failure to obtain adequate funding to meet the charity's objectives. The cash flow forecast and progress with implementation of the fundraising strategy is reported to board meetings.

#### **Statement of Trustees' responsibilities**

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees has elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of

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### Report of the Trustees for the year ended 31 March 2021

the state of affairs of the charitable company and the income and expenditure of the charitable company for that period. In preparing these financial statements the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity's SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- 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 charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose at any time the financial position of the charitable company and to enable it to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees of the charity who are directors for the purposes of company law, who served during the year and up to the date of this report are set out on page 1.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

Approved by the Trustees and signed on its behalf by:

Shakeel Meer

..... Name

..... Signature

30 September 2021

..... Date

## **Independent Examiner's Report to the Trustees of**

### **West Yorkshire Community Chaplaincy Project**

I report on the accounts of the company for the year ended 31 March 2021 which are set out on pages 13 to 24.

#### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedure laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In the course of my examination, no matter has come to my attention:

- (1) 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
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 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
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Paul Cowham MA FCA DChA  
Green Fish Resource Centre  
46 – 50 Oldham Street  
Manchester  
M4 1LE

*Date.....*

West Yorkshire Community Chaplaincy Project

Statement of Financial Activities  
(including Income and Expenditure account)  
for the year ended 31 March 2021

	Note	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Total funds 2020 £
<b>Income</b>					
Donations and legacies	3	540	-	540	1,649
Charitable activities	4	64,500	94,968	159,468	266,664
Fees and other income	5	30,000	-	30,000	38,400
Investments	6	5	-	5	73
<b>Total income</b>		<b>95,045</b>	<b>94,968</b>	<b>190,013</b>	<b>306,786</b>
<b>Expenditure</b>					
Raising funds	-	-	-	-	-
Charitable activities	7	130,590	94,885	225,475	262,582
<b>Total expenditure</b>		<b>130,590</b>	<b>94,885</b>	<b>225,475</b>	<b>262,582</b>
<b>Net income/(expenditure) for the year</b>	8	<b>(35,545)</b>	<b>83</b>	<b>(35,462)</b>	<b>44,204</b>
Transfer between funds		-	-	-	-
<b>Net movement in funds for the year</b>		<b>(35,545)</b>	<b>83</b>	<b>(35,462)</b>	<b>44,204</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		76,800	2,417	79,217	35,013
<b>Total funds carried forward</b>		<b>41,255</b>	<b>2,500</b>	<b>43,755</b>	<b>79,217</b>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

West Yorkshire Community Chaplaincy Project  
Company number 5322606

Balance sheet as at 31 March 2021

	Note	2021		2020	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	13		-		-
			<hr/>		<hr/>
<b>Total fixed assets</b>			-		-
<b>Current assets</b>					
Debtors	14	-		-	
Cash at bank and in hand		50,724		85,126	
		<hr/>		<hr/>	
<b>Total current assets</b>		<b>50,724</b>		<b>85,126</b>	
<b>Liabilities</b>					
Creditors: amounts falling due in less than one year	15	(6,969)		(5,909)	
		<hr/>		<hr/>	
<b>Net current assets</b>			<b>43,755</b>		<b>79,217</b>
			<hr/>		<hr/>
<b>Total assets less current liabilities</b>			43,755		79,217
			<hr/>		<hr/>
<b>Net assets</b>			<b>43,755</b>		<b>79,217</b>
			<hr/> <hr/>		<hr/> <hr/>
<b>Funds of the charity</b>					
Restricted income funds	16		2,500		2,417
Unrestricted income funds	17		41,255		76,800
			<hr/>		<hr/>
<b>Total charity funds</b>			<b>43,755</b>		<b>79,217</b>
			<hr/> <hr/>		<hr/> <hr/>

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 15 to 24 form part of these accounts.

Approved by the trustees on 30 September 2021 and signed on their behalf by:

Boyd Annison

Name

Signed

# West Yorkshire Community Chaplaincy Project

## Notes to the accounts for the year ended 31 March 2021

### **1 Accounting policies**

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### **a Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

West Yorkshire Community Chaplaincy Project meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

#### **b Reconciliation with previous Generally Accepted Accounting Practice**

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No such restatement was required.

#### **c Preparation of the accounts on a going concern basis**

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern. The Covid pandemic has impacted the way the charity works, however the charity has not been adversely impacted financially by the pandemic during the year or months following 31 March 2021.

There are no key judgments which the trustees have made which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

## West Yorkshire Community Chaplaincy Project

### Notes to the accounts for the year ended 31 March 2021 (continued)

#### **d Income**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

#### **e Donated services and facilities**

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

#### **f Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

#### **g Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.



## West Yorkshire Community Chaplaincy Project

### Notes to the accounts for the year ended 31 March 2021 (continued)

#### **h Expenditure and irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### **i Operating leases**

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

#### **j Tangible fixed assets**

Individual fixed assets costing £2,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis. There are currently no fixed assets.

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

Asset Category	Annual rate
Fixtures & fittings	25%
Computer equipment	33%

#### **k Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

#### **l Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

#### **m Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

# West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2021 (continued)

## N Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

## O Pensions

The charity complies with autoenrolment requirements and makes contributions to pension schemes of its employees.

## 2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

## 3 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2021 £	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2020</i> £
Donations	540	-	540	1,649		1,649
<b>Total</b>	540	-	540	1,649	-	1,649

## West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2021 (continued)

### 4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2021 £	<i>Unrestricted £</i>	<i>Restricted £</i>	<i>Total 2020 £</i>
Grants						
AB Charitable Trust	15,000	-	15,000	-	-	-
Big Lottery Fund	-	42,289	42,289	-	59,164	59,164
Charles and Elsie Sykes	2,000	-	2,000	2,000	-	2,000
CHK Foundation	10,000	-	10,000	15,000	-	15,000
The Drapers Company	-	-	-	15,000	-	15,000
Evan Cornish	10,000	-	10,000	10,000	-	10,000
Garfield Weston	-	-	-	60,000	-	60,000
Henry Smith	-	-	-	-	33,000	33,000
HMRC JRS	-	17,291	17,291	-	-	-
Leeds S&E Health Grant (LCF)	22,500	-	22,500	-	-	-
NHS Leeds Clinical Commissioning Group	-	-	-	-	37,500	37,500
Lloyds Foundation	-	30,000	30,000	-	29,000	29,000
Lloyds Foundation - COVID	-	5,388	5,388	-	-	-
Police and crime commissioner for West Yorkshire	-	-	-	6,000	-	6,000
WF Southall Trust	5,000	-	5,000	-	-	-
<b>Total</b>	<b>64,500</b>	<b>94,968</b>	<b>159,468</b>	<b>108,000</b>	<b>158,664</b>	<b>266,664</b>

### 5 Fees and other income

	Unrestricted £	Restricted £	2021 £	<i>Unrestricted £</i>	<i>Restricted £</i>	<i>2020 £</i>
In kind income - supply of offices	30,000	-	30,000	30,000	-	30,000
In kind income - website and design work	-	-	-	8,400	-	8,400
	<b>30,000</b>	<b>-</b>	<b>30,000</b>	<b>38,400</b>	<b>-</b>	<b>38,400</b>

All income from fees and trading is unrestricted.

### 6 Investment income

	Unrestricted £	Restricted £	2021 £	<i>Unrestricted £</i>	<i>Restricted £</i>	<i>2020 £</i>
Income from bank deposits	5	-	5	73	-	73
	<b>5</b>	<b>-</b>	<b>5</b>	<b>73</b>	<b>-</b>	<b>73</b>

All of the charity's investment income arises from money held in interest bearing deposit accounts. All investment income is unrestricted.

## West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2021 (continued)

### 7 Analysis of expenditure on charitable activities

	Total 2021 £	Total 2020 £
Wages and salaries	169,623	172,346
Other staff costs	1,244	5,935
IT costs	5,765	4,889
Administrative & office costs	7,955	15,387
Project costs (Jigsaw In to Out Project)	9,788	24,425
In kind expenditure (premises costs)	30,000	30,000
In kind expenditure (website development and design work)	-	8,400
Other governance costs		
Independent examination	1,100	1,200
	225,475	262,582
	2021 £	2020 £
Restricted expenditure	94,885	172,296
Unrestricted expenditure	130,590	90,286
	225,475	262,582
	225,475	262,582

### 8 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2021 £	2020 £
Depreciation	-	-
Independent examiner's remuneration		
- accountancy	600	600
- independent examination	500	500
	1,100	1,100
	1,100	1,100

## West Yorkshire Community Chaplaincy Project

### Notes to the accounts for the year ended 31 March 2021 (continued)

#### 9 Staff costs

Staff costs during the year were as follows:

	2021 £	2020 £
Wages and salaries	152,958	156,688
Social security costs	9,871	10,764
Employers pension contributions	5,814	6,026
Holiday pay accrual	980	(1,132)
	<hr/>	<hr/>
	169,623	172,346
	<hr/>	<hr/>

No employee has employee benefits in excess of £60,000 (2020: Nil).

The average number of staff employed during the period was 6 (2020: 7).

The average full time equivalent number of staff employed during the period was 4.9 (2020: 5.5).

The key management personnel of the charity comprise the trustees, the Project Director, and the Office Finance Manager. The total employee benefits of the key management personnel of the charity were £61,542 (2020: £59,904).

#### 10 Trustee remuneration and expenses, and related party transactions

Neither the trustees nor any persons connected with them received any remuneration or reimbursed expenses during the year (2020: £nil).

Aggregate donations from related parties were £nil (2020: £nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties. In the previous year, one trustee redesigned the website and logo of the charity free of charge during the year free of charge, this is recognised in these accounts as in kind income and expenditure to the value of £8,400.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2020: nil).

## West Yorkshire Community Chaplaincy Project

### Notes to the accounts for the year ended 31 March 2021 (continued)

#### 11 Government grants

The government grants recognised in the accounts were as follows:

	2021 £	2020 £
Big Lottery Fund	42,289	59,164
NHS Leeds Clinical Commissioning Group	22,500	37,500
	64,789	96,664
	64,789	96,664

There were no unfulfilled conditions and contingencies attaching to the grants.

#### 12 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

#### 13 Fixed assets: tangible assets

	Fixtures, fittings & equipment £	Total £
<b>Cost</b>		
At 1 April 2020	-	-
Additions	-	-
Disposals	-	-
	-	-
At 31 March 2021	-	-
<b>Depreciation</b>		
At 1 April 2020	-	-
Charge for the year	-	-
Disposals	-	-
	-	-
At 31 March 2021	-	-
<b>Net book value</b>		
At 31 March 2021	-	-
<i>At 31 March 2020</i>	-	-

## West Yorkshire Community Chaplaincy Project

### Notes to the accounts for the year ended 31 March 2021 (continued)

#### 14 Debtors

	2021 £	2020 £
Other debtors	-	-
	-	-
	-	-

#### 15 Creditors: amounts falling due within one year

	2021 £	2020 £
Other creditors and accruals	6,969	5,909
	6,969	5,909
	6,969	5,909

#### 16 Analysis of movements in restricted funds

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2021 £
NHS Leeds CCG	-	-	-	-	-
Big Lottery Fund	-	42,289	(42,289)	-	-
Henry Smith	-	-	-	-	-
HMRC JRS	-	17,291	(17,291)	-	-
Lloyds Foundation	2,417	30,000	(29,917)	-	2,500
Lloyds Foundation - COVID	-	5,388	(5,388)	-	-
	2,417	94,968	(94,885)	-	2,500
	2,417	94,968	(94,885)	-	2,500

<b>Previous reporting period</b>	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2020 £
NHS Leeds CCG	-	37,500	(37,500)	-	-
Big Lottery Fund	16,049	59,164	(75,213)	-	-
Henry Smith	-	33,000	(33,000)	-	-
Lloyds Foundation	-	29,000	(26,583)	-	2,417
	16,049	158,664	(172,296)	-	-
	16,049	158,664	(172,296)	-	-

<b>Name of</b>	<b>Description, nature and purposes of the fund</b>
Big Lottery Fund	To run Family Support In to Out which is a partner project between West Yorkshire Community Chaplaincy and Jigsaw Visitors Centre, with WYCCP taking the lead. The overall aim of the project is to support prisoners and their families in the community.
Henry Smith	Funding of the salary and costs of a Resettlement Worker to visit and support offenders in prison and on release.

## West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2021 (continued)

### 17 Analysis of movement in unrestricted funds

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance as at 31 March 2021 £
General fund	76,800	95,045	(130,590)	-	41,255
	<u>76,800</u>	<u>95,045</u>	<u>(130,590)</u>	<u>-</u>	<u>41,255</u>

#### Previous reporting period

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers £	Balance as at 31 March 2020 £
General fund	18,964	148,122	(90,286)	-	76,800
	<u>18,964</u>	<u>148,122</u>	<u>(90,286)</u>	<u>-</u>	<u>76,800</u>

### 18 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	-	-	-	-
Net current assets/(liabilities)	41,255	-	2,500	43,755
Total	<u>41,255</u>	<u>-</u>	<u>2,500</u>	<u>43,755</u>

### 21 Lease commitments

The charity had the following annual commitments under non-cancellable operating leases:

	Land and buildings		Equipment	
	2021 £	2020 £	2021 £	2020 £
Leases expiring in:				
One year	-	-	-	-
Two to five years	-	-	486	486
	<u>-</u>	<u>-</u>	<u>486</u>	<u>486</u>