

BEDFORD ECUMENICAL EDUCATIONAL CHAPLAINCY  
COMMITTEE

REPORT OF THE TRUSTEES AND FINANCIAL  
STATEMENTS

FOR THE YEAR ENDED 31<sup>st</sup> JULY 2018

Company Limited by Guarantee number 06204411

Registered Charity number 1119414

**BEDFORD ECUMENICAL EDUCATIONAL  
CHAPLAINCY COMMITTEE  
DIRECTORS/TRUSTEES REPORT  
AND FINANCIAL STATEMENTS**

**FOR THE YEAR TO 31<sup>st</sup> JULY 2018**

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

Company Registration Number 06204411  
Registered Charity Number 1119414

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**BEDFORD ECUMENICAL EDUCATIONAL  
CHAPLAINCY COMMITTEE  
DIRECTORS/TRUSTEES REPORT  
FOR THE YEAR TO 31<sup>ST</sup> JULY 2018**

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 2018.

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 2015).

## STRUCTURE, GOVERNANCE AND MANAGEMENT

Bedford Ecumenical Educational Chaplaincy Committee is a company limited by guarantee (company number 06204411) and is registered as a charity (charity number 1119414). The governing instruments of the charitable company are the Memorandum and Articles of Association.

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 Peter Protheroe  
Reverend Christopher Batten

The trustees are sorry to report that Peter Hammond, who had served as a director, trustee and company secretary since 2012, died while still in office on 26<sup>th</sup> March 2018.

Clifford Harris was appointed as company secretary, in his place, on 25<sup>th</sup> April 2018.

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. The trustees ensure 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, appointing and regulating the financial affairs of the charity. 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.



**BEDFORD ECUMENICAL EDUCATIONAL  
CHAPLAINCY COMMITTEE  
DIRECTORS/TRUSTEES REPORT  
FOR THE YEAR TO 31<sup>ST</sup> JULY 2018**

The trustees meet at least three times a year. Time is given within trustee 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 Church's 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 recognises and rejoices in the multi-faith and multicultural nature of the University and pledges to work in partnership both 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 Chaplain, The Reverend Cassandra Howes and the team of Assistant Chaplains at the Bedford campus of the University and at its centres in Milton Keynes and Aylesbury. 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 as well as through the annual carol service.

**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.

Bedford Ecumenical Educational Chaplaincy Committee 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.

**BEDFORD ECUMENICAL EDUCATIONAL  
CHAPLAINCY COMMITTEE  
DIRECTORS/TRUSTEES REPORT  
FOR THE YEAR TO 31<sup>ST</sup> JULY 2018**

## **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 BEECC 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.

A review was made during the year to bring the chaplain's stipend back into line with Methodist Conference recommendations together with an uplift to reflect housing costs, as no manse is provided by the chaplaincy. As stated in note 4 to the financial statements this increased the stipend for the year by £2,588 and with arrears relating to previous years of £5,730 increased the charge for the stipend shown in the accounts by £8,318 compared to the 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.



**BEDFORD ECUMENICAL EDUCATIONAL  
CHAPLAINCY COMMITTEE  
DIRECTORS/TRUSTEES REPORT  
FOR THE YEAR TO 31<sup>ST</sup> JULY 2018**

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Bedford Ecumenical Educational Chaplaincy Committee for the purposes of company law) are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and within the 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 (FRS 102);
- 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 15 Nov. 2018 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 2018.

**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: 15<sup>th</sup> August 2018

**BEDFORD ECUMENICAL EDUCATIONAL  
CHAPLAINCY COMMITTEE  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR TO 31<sup>ST</sup> JULY 2018**

	Notes	Total Unrestricted Funds	
		Year to 31 <sup>st</sup> July 2018	Year to 31 <sup>st</sup> July 2017
<b>Incoming resources</b>			
Grants receivable for the period			
Denominational grants	3	23,450	24,170
The University of Bedfordshire	3	21,500	21,000
Other income		-	-
		-----	-----
<b>Total incoming resources</b>		<b>44,950</b>	<b>45,170</b>
<b>Resources expended</b>			
Cost of generating funds		-	-
Cost of activities in furtherance of the Charity's objectives:			
Staff costs	4	41,485	33,048
Chaplain's expenses		1,148	199
Other chaplaincy costs		1,376	1,539
Administrative costs		962	960
		-----	-----
<b>Total resources expended</b>		<b>44,971</b>	<b>35,746</b>
		-----	-----
<b>Net movement in resources for the period</b>			
<b>Net income/(deficit) for the period</b>		<b>(21)</b>	<b>9,424</b>
Balance brought forward at 1 <sup>st</sup> August 2017		23,454	14,030
		-----	-----
<b>Balance carried forward at 31<sup>st</sup> July 2018</b>		<b>£ 23,433</b>	<b>£ 23,454</b>
		=====	=====

All operations are deemed as continuing by the trustees.

All recognised gains and losses are reflected in the Statement of Financial Activities.



**BEDFORD ECUMENICAL EDUCATIONAL  
CHAPLAINCY COMMITTEE  
BALANCE SHEET at 31<sup>ST</sup> JULY 2018**

	2018 £	2017 £
<b>Current Assets</b>		
Grants receivable	9,000	-
Cash at bank	15,826	27,151
	-----	-----
	24,826	27,151
<b>Less: Creditors:</b>		
Amounts falling due within one year	1,393	3,697
	-----	-----
<b>Net current assets</b>	<b>23,433</b>	<b>23,454</b>
	-----	-----
<b>Total assets less current liabilities</b>	<b>£ 23,433</b>	<b>£ 23,454</b>
	=====	=====
 <b>Unrestricted Funds</b>		
	<b>23,433</b>	<b>23,454</b>
	-----	-----
	<b>£ 23,433</b>	<b>£ 23,454</b>
	=====	=====

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the board of trustees on ..... *15<sup>th</sup> Nov 2018* ..... and were signed on its behalf by:



**Clifford Harris FCA.**

Director/Trustee and Company Secretary.

**BEDFORD ECUMENICAL EDUCATIONAL  
CHAPLAINCY COMMITTEE  
NOTES ON THE FINANCIAL STATEMENTS  
FOR THE YEAR TO 31<sup>ST</sup> JULY 2018**

**1. Accounting policies**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention and in accordance with the 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) and the Companies Act 2006.

**1.2 Income**

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

**1.3 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 FRS 102.

**1.4 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.

**1.5 Pensions**

The charity operates a defined contribution pension scheme for the benefit of the employees. The assets of the scheme are administered by trustees in a fund independent from those of the charity. Contributions payable to the charity's pension scheme are charged to the profit and loss account in the period to which they relate.

**1.6 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 2018**

**2. Segmental analysis.**

All income and net assets are attributable to the principal activity of the charitable company which is the management and oversight of the Chaplaincy at the University of Bedfordshire Bedford Campus.

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

**3. Grants receivable for the period**

	<b>2018</b>	<b>2017</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	1,700	1,700
Central Baptist Association	900	870
The Salvation Army	-	750
Miracle Church of God	200	200
The Society of Friends	200	200
	-----	-----
	23,450	24,170
The University of Bedfordshire	21,500	21,000
	-----	-----
	£ 44,950	£ 45,170
	=====	=====

The Salvation Army have not yet paid or acknowledged receipt of the request for a grant for the 2017/18 academic year and as such this has not been recognised in the 2018 figures.

**4. Staff cost**

	<b>2018</b>	<b>2017</b>
Gross stipend of Chaplain	28,100	26,837
Arrears of stipend for previous years	7,055	-
Social security costs	-	-
Pension contributions	6,330	6,211
	-----	-----
	£ 41,485	£33,048
	=====	=====

The average number of persons, excluding directors/trustees, employed by the charitable company during the period was 1 (2017: 1). No employee earned over £60,000 (2017: £Nil).

The stipend of the chaplain had not been increased in previous years to reflect increases agreed by her denomination. The stipend is now based on the amount agreed by the Methodist Conference plus an allowance towards housing costs.



**BEDFORD ECUMENICAL EDUCATIONAL  
CHAPLAINCY COMMITTEE  
NOTES ON THE FINANCIAL STATEMENTS  
FOR THE YEAR TO 31<sup>ST</sup> JULY 2018**

**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 any of the charitable company's directors/trustees.

During the period, no trustee received reimbursement of expenses (2017: £Nil)

**6. Taxation**

No corporation tax liability arises for the period in view of the charitable company's charitable status (2017: Nil).

**7. Corporate status.**

Bedford Ecumenical Educational Chaplaincy Committee is incorporated as a company limited by guarantee 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 8 (2017: 10).

**8. Related party disclosures**

There are no transactions with related parties to be disclosed under the 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 January 2015).