

## ***Worship and Leadership Academy 2018***

**Worship and Leadership Academy  
Report of the Trustees and Financial Statements  
for the year ended 5<sup>th</sup> April 2018**

**Charity Information :**

|                           |   |
|---------------------------|---|
| Registered Charity Number | 1163747   |
| Trustees                  | Andrew James Hall<br>Rev Dr Andrew Hardy<br>Christopher Robert Page |
| Registered Office         | Bethel Church<br>Spon End<br>Coventry<br>CV1 3HB                    |
| Independent Examiner      | Gavin Kibble ACMA<br>1 Kineton Road<br>Coventry<br>CV2 3NR          |

## ***Worship and Leadership Academy 2018***

### **Report of the Trustees and Financial Statements for the year ended 5<sup>th</sup> April 2018**

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## ***Worship and Leadership Academy 2018***

### **Trustees Report**

The trustees submit their report for the year ended 5<sup>th</sup> April, 2018.

### **Principal Activities**

The Worship and Leadership Academy continues to offer training and support within the Christian sector. It has broadened out its interests and training to include partnership with the US organisation, The Bonhoeffer Project. The WLA is now the 'UK arm' of this, aiming to offer training in the development of organisational disciple making to UK churches and faith-based organisations (FBO's).

### **Major Activities and Achievements**

The main activity of the WLA is the provision of ministry training for church-based organisations, with two main theology courses on offer, plus several community projects:

- BA (Hons) Theology & Mission - in partnership with our course material provider Formission College, Birmingham, whom have their courses accredited by York St John University, York. This is still under threat and so the Trustees of WLA have sought alternative income streams;
- Hands-On – our very own in-house, part time training course is designed to encourage students into learning and practical ministry but can also act as an access to the BA (Hons) should they so wish – this has seen some 7 students taking up this training option;
- A community café (Oasis) which continues to provide an essential community space, operating at a small loss still – but managed and visible;
- The Trustees 'Friends of WLA' scheme has been extremely successful this year with some generous one-off gifts but also regular monthly giving in the region Of £100 plus gift aid.

The student take-up of the courses was slightly below average this year with some 12 students in total accessing them, either as first, second or third year degree students (5) or Hands-On students (7). The Trustees of the WLA have recognised that the CIO needs to broaden its range of offerings and are also looking to additional recruitment strategies.

With the surplus from the courses that the student fees generates plus the 'friends of WLA scheme', these funds are utilised to fund a broad range of activities for folk within Bethel Church and the wider region of the West Midlands – this has included:

- Start-up costs for the disciple making partnership with Bonhoeffer
- Subsidising the community café;
- Support costs toward an MA for one of the Bethel leadership;
- Provision of a replacement wheelchair in response to a request;
- Payment for Food Hygiene training for an individual;
- Donations to non-WLA projects – ie Children's services team day away

In addition to supporting various training and seminar activities, the WLA CIO also has general costs to pay out -these include:

- Lecturer fees for Hands-On
- Expenses for mileage/meeting attendance
- Books for the in-house library

## ***Worship and Leadership Academy 2018***

### **Trustees Report (continued)**

- Monthly software subscription costs

The WLA runs out of Bethel Church Coventry and currently does not attract any facility hire costs – which is a huge bonus for a relatively new CIO.

The Trustees recognise the need to broaden their income streams and to potentially have a year of cost consolidation in order to build up the reserves for the WLA CIO. Such areas for potential income might include:

- Continuing to develop the 'friends of WLA' scheme where folk can regular pledge into the charity;
- The ongoing development of a local community café, this will also form the centre for a potential Urban Research Project;
- Partnerships with a broader range of organisations - The Bonhoeffer Project is one such organisation;
- Recruiting more students for our core courses (BA/Hands-On)

In all these activities the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

### **Financial Report**

The net balance of funds as of 5<sup>th</sup> April 2018 stands at: £11,554.35 (an increase of £4,593.77 on 2017). This has largely been down to the success of the 'friends of WLA' appeal that has brought in significant income (£8,000).

The general areas of training (Formission BA and "Hands-On") have collectively produced a surplus of £4,300 with one of the missional projects (allotment) also currently having a surplus of £1,300. The Oasis café started the previous year, has continued to operate at a slight loss (£700) but again is in its very early days.

The numbers of Formission students is at risk as the educating partner are themselves struggling and seeking new accreditation for their courses. WLA are mitigating this with other income streams and also through promoting their own in-house "Hands-On" course.

This year has seen the development of a working partnership with the US Disciple Making organisation, The Bonhoeffer Project. The initial period of partnership development has needed significant start-up funding (£4,000) and this will continue into the next financial year. This is a managed project/risk with regular reporting into the Trustees to give visibility of its impact and feasibility.

### **Risk Policy**

The trustees have identified the risks which might affect the charity and have provided relevant training as advised. The trustees review the charity's policies and procedures regularly to minimise any risks identified.

## ***Worship and Leadership Academy 2018***

### **Trustees Report (continued)**

#### **Reserves Policy**

The trustees' policy is to review the reserves of the charity on a regular basis. This review encompasses the nature of income and expenditure streams, and the trustees have determined that a general reserve of one month's unrestricted expenditure should be maintained. At the end of this year this target is £2,270 (2017 : £1,606). The unrestricted cash balance at the year-end of was £11,554 (2017: £6,961).

**Signed on behalf of the Trustees**



15/12/18

Date

## ***Worship and Leadership Academy 2018***

### **Independent examiner's report to Trustees of Worship and Leadership Academy**

I report on the accounts for the year ended 5<sup>th</sup> April, 2018 which are set out on pages 7 to 10.

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

The trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

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

#### **Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the 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 considering any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

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

In connection with my examination, no matters have come to my attention:

- (1) which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; or
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave 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.

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Gavin Kibble, ACMA 4th December, 2018

## ***Worship and Leadership Academy 2018***

### **Statement of Financial Activities for the year ended 5<sup>th</sup> April, 2018**

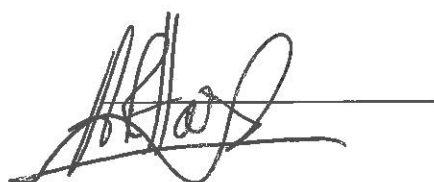
|                                      | Note | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2018<br>£ | Total Funds<br>2017<br>£ |
|--------------------------------------|------|----------------------------|--------------------------|--------------------------|--------------------------|
| <b>Incoming Resources:</b>           |      |                            |                          |                          |                          |
| Donations and Grants                 | 2    | 8,390                      | -                        | 8,390                    | 215                      |
| Charitable Activities                | 3    | 17,267                     | -                        | 17,267                   | 15,810                   |
| Other Income                         | 4    | 6,178                      | -                        | 6,178                    | 366                      |
| <b>Total Incoming Resources</b>      |      | <b>31,835</b>              | <b>-</b>                 | <b>31,835</b>            | <b>16,391</b>            |
| <b>Resources Expended:</b>           |      |                            |                          |                          |                          |
| Grants and Donations Paid            | 5    | 314                        | -                        | 314                      | 1,400                    |
| Expenditure on Charitable Activities | 6    | 20,541                     | -                        | 20,541                   | 13,108                   |
| Management and Administration        | 7    | 6,387                      | -                        | 6,387                    | 4,771                    |
| <b>Total Resources Expended</b>      |      | <b>27,242</b>              | <b>-</b>                 | <b>27,242</b>            | <b>19,279</b>            |
| Net incoming/ (outgoing) resources   |      | 4,593                      | -                        | 4,593                    | (2,888)                  |
| <b>Reconciliation of funds :</b>     |      |                            |                          |                          |                          |
| Total funds brought forward          |      | 6,961                      | -                        | 6,961                    | 9,849                    |
| <b>Total funds carried forward</b>   |      | <b>11,554</b>              | <b>-</b>                 | <b>11,554</b>            | <b>6,961</b>             |

## ***Worship and Leadership Academy 2018***

### **Statement of Assets and Liabilities as at 5<sup>th</sup> April, 2018**

|                          | Note | Unrestricted<br>Funds | Restricted<br>Funds | Total Funds<br>2018 | Total Funds<br>2017 |
|--------------------------|------|-----------------------|---------------------|---------------------|---------------------|
| <b>Monetary Assets</b>   |      | £                     | £                   | £                   | £                   |
| Cash at bank and in hand |      | 11,554                | -                   | 11,554              | 6,961               |
| <br><b>Other Assets</b>  |      |                       |                     |                     |                     |
| Unclaimed gift aid       |      | 1645                  | -                   | 1,645               | 54                  |
| <br><b>Liabilities</b>   |      |                       |                     |                     |                     |
| Sundry creditors         |      | 100                   | -                   | 100                 | -                   |

The financial statements were approved by the trustees on 15/12/18 and were signed on its behalf by :



— On behalf of the Trustees

The notes on pages 9 to 10 form part of these financial statements.



## ***Worship and Leadership Academy 2018***

### **Notes to the Financial Statements for the year ended 5<sup>th</sup> April, 2018**

#### **1: Accounting Policies**

##### **Basis of preparing the financial statements**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

##### **Incoming resources and resources expended**

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. Expenditure is accounted for on an income and expenditure basis and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charity's objectives at the discretion of the trustees. Restricted funds can only be used for the particular purposes specified by the donor or when funds are raised for particular restricted purposes.

#### **2: Donations and Grants**

|                                  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2018<br>£ | 2017<br>£  |
|----------------------------------|----------------------------|--------------------------|--------------------------|------------|
| Income from grants and donations | 7,970                      | -                        | 7,970                    | 215        |
| Gift aid recovered               | 420                        | -                        | 420                      | -          |
|                                  | <u>8,390</u>               | <u>-</u>                 | <u>8,390</u>             | <u>215</u> |

The Charity benefits greatly from the involvement and enthusiastic support of its many volunteers, details of which are not included in our annual report. In accordance with accounting standards, the economic contribution of general volunteers is not measured in the accounts.

#### **3: Income from Charitable Activities**

|                   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2018<br>£ | 2017<br>£     |
|-------------------|----------------------------|--------------------------|--------------------------|---------------|
| Oasis café        | 10,595                     | -                        | 10,595                   | 3,785         |
| Allotment project | 1,622                      | -                        | 1,622                    | -             |
| Courses income    | 5,050                      | -                        | 5,050                    | 12,025        |
|                   | <u>17,267</u>              | <u>-</u>                 | <u>17,267</u>            | <u>15,810</u> |

#### **4: Other Income**

|                     | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2018<br>£ | 2017<br>£  |
|---------------------|----------------------------|--------------------------|--------------------------|------------|
| Conference fees     | 310                        | -                        | 310                      | 120        |
| Missions programmes | 5,684                      | -                        | 5,684                    | -          |
| Other income        | 184                        | -                        | 184                      | 246        |
|                     | <u>6,178</u>               | <u>-</u>                 | <u>6,178</u>             | <u>366</u> |

## ***Worship and Leadership Academy 2018***

### **Notes to the Financial Statements for the year ended 5<sup>th</sup> April 2018 (continued)**

| <b>5: Grants and Donations Made</b> | Unrestricted | Restricted | Total Funds |              |
|-------------------------------------|--------------|------------|-------------|--------------|
|                                     | Funds        | Funds      | 2018        | 2017         |
|                                     | £            | £          | £           | £            |
| Sawiyan Project (Michelle Savage)   | -            | -          | -           | 500          |
| Bethel Church (Coventry)            | -            | -          | -           | 900          |
| Other                               | 314          | -          | 314         | -            |
|                                     | <u>314</u>   | <u>-</u>   | <u>314</u>  | <u>1,400</u> |

| <b>6: Expenditure on Charitable Activities</b> | Unrestricted  | Restricted | Total Funds   |               |
|--|---------------|------------|---------------|---------------|
|  | Funds         | Funds      | 2018          | 2017          |
|  | £             | £          | £             | £             |
| Associate Minister Support                     | -             | -          | -             | 9,160         |
| Café running costs                             | 11,297        | -          | 11,297        | 3,658         |
| Allotment costs                                | 316           | -          | 316           | -             |
| Mission costs                                  | 5,137         | -          | 5,137         | -             |
| Discipleship costs                             | 3,116         | -          | 3,116         | -             |
| Teaching costs                                 | 675           | -          | 675           | 290           |
|  | <u>20,541</u> | <u>-</u>   | <u>20,541</u> | <u>13,108</u> |

| <b>7: Management and Administration Costs</b> | Unrestricted | Restricted | Total Funds  |              |
|---|--------------|------------|--------------|--------------|
|   | Funds        | Funds      | 2018         | 2017         |
|   | £            | £          | £            | £            |
| Expenses                                      | 4,076        | -          | 4,076        | 3,400        |
| Conferences                                   | 175          | -          | 175          | 152          |
| Training                                      | 630          | -          | 630          | -            |
| Advertising                                   | 258          | -          | 258          | -            |
| Software and IT services                      | 1,071        | -          | 1,071        | 1,217        |
| Bank and credit card charges                  | 167          | -          | 167          | -            |
| Other costs                                   | 10           | -          | 10           | 2            |
|   | <u>6,387</u> | <u>-</u>   | <u>6,387</u> | <u>4,771</u> |

### **8: Trustees Remuneration and Expenses**

The charity trustees were not paid or received any other benefits from employment with the Charity in the year (2017: nil) neither were they reimbursed for expenses during the year (2017: nil).

### **9: Related Party Transactions**

The were no related party transaction during the year (2017: nil).