

Registration number 1105783



**Trustees' Report and Financial Statements for the year ended
31 December 2018**

Information

Name of Charity

Kent Workplace Mission (Often referred to as "KWM")

Trustees

Appointed by

Rt. Revd James Langstaff, Bishop of
Rochester

CoE Diocese of Rochester

Mr David Slater

Membership

Mr Paul Buckley

Membership

Mr John Hougham CBE

Membership

Mrs Tricia Palmer

Membership

Resigned 08/05/2018

The Ven Simon Burton Jones

CoE Diocese of Rochester

Resigned 08/05/2018

The Ven Stephen Taylor MBE

CoE Diocese of Canterbury

The Revd Canon Caroline Pinchbeck

CoE Diocese of Canterbury

Mr Alan Wood

SE District of the Methodist Church

The Revd Tony Graff

SE District of the Methodist Church

The Revd Paul Kerley

South East Baptist Association

The Revd Penny Marsh

South East Baptist Association

Resigned 08/05/2018

Pastor Richard Blackwell

Southern Synod of the URC

Mr John Ellis

Southern Synod of the URC

Pastor Kelvin Ediale

Membership

Resigned 08/05/2018

Pastor Segun Kingsley

Membership

Co-opted 05/06/2018

The Revd John Letley

R/Catholic Archdiocese of

Southwark

The Revd John Newman

R/Catholic Archdiocese of

Southwark

Appointed 08/05/2018

Major Mark Herbert

Salvation Army SE Division

Appointed 13/03/2018

The Revd Carol Avery

Membership

Appointed 08/05/2018

Officers

Chair Rt. Revd James Langstaff

Secretary Mr David Slater

Vice-Chair Mr John Hougham

Treasurer Mr Alan Wood

Chaplaincy Partners

KWM Lead Chaplain The Revd Canon Gary Colville

Bluewater Lead Chaplain Ms Ella Sibley (Resigned 12/10/2018)

Team Support Coordinator

Mrs Jacqueline Trice

Charity Number

1105783

Registered Office

c/o Larkfield Methodist Church, New Hythe Lane
Larkfield, Aylesford, ME20 6PN

Website	www.kentworkplacemission.org
Principal Office	c/o Larkfield Methodist Church, New Hythe Lane Larkfield, Aylesford, ME20 6PN
Independent Examiners	Stones Accountancy Limited 5 North Court, Armstrong Road, Maidstone, Kent ME15 6JZ
Bankers	Santander UK plc BBAM, Bridle Road Bootle, Merseyside L30 4GB Epworth Investments 9 Bonhill Street, London EC2A 4PE

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Trustees' Report for the year ended 31 December 2018

The Trustees' present their report and the financial statements for the year ended 31 December 2018 having adopted the provisions of the Charities SORP (FRS 102).

GOVERNING DOCUMENT

The Kent Workplace Mission worked, as Kent Industrial Mission, for many years as an unincorporated association functioning as a Local Ecumenical Partnership (LEP) under Churches Together in Kent (CTK). A new constitution was adopted in November 2003 and amended on 24th June 2004, 31st May 2007 and 22nd September 2015. The Charity Commission registered it as an unincorporated charity on 7 September 2004, it continues as a recognised LEP within CTK changing its name to Kent Workplace Mission by resolution of its members in general meeting on 29 November 2006.

OBJECTS OF THE CHARITY

The objects of the Kent Workplace Mission are recorded in its Constitution as being the advancement of religion among persons employed in industry, commerce and service sectors by the provision of workplace chaplains.

MEMBERSHIP

Membership of Kent Workplace Mission is open to Individuals, and any body - corporate or unincorporated association - which is interested in furthering its work, and whose membership has been approved by a meeting of the Council.

TRUSTEES

The trustees who served during the year are as shown on the information page.

The Trustees govern the activities of Kent Workplace Mission. They form its Council. The Council consists of not less than ten persons, nor more than twenty-two persons. Not more than eight members are elected annually by the members, and there are, in addition, up to a further fourteen members, of whom no more than two shall be appointed by each of:

- The Church of England Diocese of Canterbury
- The Church of England Diocese of Rochester
- The Roman Catholic Archdiocese of Southwark
- The Salvation Army London South-East Division
- The South East District of the Methodist Church
- The South Eastern Baptist Association
- The Southern Synod of the United Reformed Church

The Council may in addition appoint not more than four co-opted members.

Pastor Segun Kingsley was co-opted to fill a vacancy as a Members' Trustee at the Trustees meeting of 5th June 2018.

THE OPERATIONS GROUP

A managing group of Trustees known as the “Operations Group” meet monthly and deal with the day-to-day running of the charity, with authority delegated from the Trustees’ Council.

This consists of KWM’s officers and selected trustees:

Vice Chair	Mr John Hougham (Chair of the Operations Group)
Secretary	Mr David Slater
Treasurer	Mr Alan Wood
Lead Chaplains	Revd Canon Gary Colville Ms Ella Sibley (until 12/10/2018)

Supported by

Team Support Coordinator	Mrs Jacqueline Trice
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PUBLIC BENEFIT

The trustees have considered the impact of our work in providing benefit to the public. As can be seen from the Activities and Achievements below KWM supports individuals, workers and managers, through spiritual, personal or emotional difficulties by providing chaplains in a wide range of workplaces. These are across most geographic areas in Kent and cover a wide range of sectors from transport, retail, power generation and public services.

POLICY REVIEWS

The Operations Group undertook a full review of policies in 2018 with a view to ensuring consistency with current practice, especially the changes required under GDPR. Although previously referred to in different ways a new broad encompassing Management of Volunteers has been accepted by the Trustees. In order to prevent a large number of policies needing review at one time a 3-year timetable has been drawn up to ensure ongoing awareness of this important area.

RISK MANAGEMENT

The Operations group routinely monitor activities & finances.

The principal areas of risk are:

- Finance: monthly monitoring to limit expenditure to available resources.
- Loss of critical staff: routine evaluation of the risks from ill health or workload.
- Reputation damage: risk from widely distributed volunteer chaplains managed by regular meetings or discussions with Lead Chaplains or Team Support Coordinator.

SUMMARY OF ACTIVITIES

Over the course of 2018 Kent Workplace Mission has had an average of 45 chaplains serving several workplaces across Kent. KWM employs just one full-time chaplain who leads the team at Bluewater, so most of the KWM chaplains are volunteers. They work either as part of a team or individually. The locations where KWM chaplains serve are varied and include large transport hubs, shopping centres and care homes.

The work of a chaplain has been described as being an ‘intentional presence’. In order to get to the point in a relationship with a person so that they can be a non-judgemental listening ear for someone, whether or not they have a faith, the chaplain needs to meet people and make connections. This is done through a quiet, serving manner: to be there.

Locations of KWM chaplains

- ASDA stores in Ashford and Ramsgate
- BAE Systems, Rochester

- Bexleyheath Town Centre
- Bluewater, Dartford
- Dartford Shopping Centres
- Dungeness B Power Station
- Eurotunnel, Folkestone
- Fremlin Walk shopping mall, Maidstone
- Gravesham Borough Council
- Marlowe Theatre, Canterbury
- Medway Council, Chatham
- Port of Dover
- Rapport care home, Connors House at Canterbury
- Tonbridge and Malling Borough Council

Our aim is to provide opportunities for training each year and to encourage all KWM chaplains, whatever experience they may have, to join in with the training. The experienced chaplains can offer advice and encouragement to the chaplains just starting out. Four such opportunities were provided this year.

During 2018, and continuing, KWM has made chaplains aware that they need to look after themselves as well as the people they are chaplain to. To assist the chaplains in this we have offered two Quiet Days for them to take time out and reflect.

ACHIEVEMENTS

- The annual Conference, held at St Martin's Hospital, Canterbury. The focus of the conference was Mental Health in Chaplaincy. We were pleased to host over 50 attendees from many different chaplaincies in Kent.
- Assisting Churches Together groups who are exploring setting up workplace chaplaincies in their local area

THE FUTURE

- Continue to assist and enable Churches Together groups to start chaplaincies
- To reach areas of the County that do not have workplace chaplaincy groups
- Canon Caroline Pinchbeck, a long serving Trustee appointed by the Diocese of Canterbury, has stood down following her appointment to a parish in Yorkshire. We trust that links with her successor, and the future coordinator of the CTK Ecumenical Officers Enabling Group will be as productive.
- The Coordinator of the county Critical Incident chaplaincy Scheme is changing in 2019 giving the potential for more inter-activity.
- The Revd Mark Ball has been appointed as the new Lead Chaplain at Bluewater

The annual report was approved by the trustees of the charity on 14th May 2019 and signed on its behalf by:

.....
Mr Alan Wood
Trustee
.....



FINANCE REPORT

ACHIEVEMENT AND PERFORMANCE

INTRODUCTION

KWM cash flow continued to be difficult through 2018 and no money was available to build up our reserves and our Epworth Deposit fund includes the Methodist Grant for 2019 and part of 2020 (£13,750 per year). The grant spread over three years amounting to £41,250 some of which will be claimed at the end of 2019. The current account balance at the end of 2018 includes over two years funding of the grant.

There is still a pressing need for KWM to increase its funding income and we aimed for £68,000 in 2018 and to £70,000 for subsequent years if KWM is to increase its activities. We need to have long term commitment from our denominational supporters and commercial supporters. As we go forward the support of those commercial organisations we serve will become more important. Sadly, we do not have anyone in the current trustees, I believe, with background in fund raising and this is a critical skill KWM needs to move forwards.

We also need more support from the individual Churches who have KWM Chaplains in their congregations and even the idea of £200 per annum or £4 per week have proved difficult to start. There are a few Churches whose donations to KWM are far more than £200 and their generosity is appreciated. We also need to be able to persuade business partners who currently enjoy Chaplaincy without giving any support to KWM to recognise the value of the service and contribute to the cost.

Our aim for 2018 was to raise our total income by 10% to leave a small budget surplus which can be moved to reserves, this was only partly achieved.

FINANCIAL RESULT FOR 2018

KWM's financial position remains difficult with income dependant on our current major supporters and additional new sources of income need to be found to increase the spread of funding. We still depend on Bluewater Retail Park for more than 50% of our income and Methodist South East District for a further 20%. However, we do receive additional income in kind as our Lead Chaplain is seconded part time from the Rochester Diocese, who also gives a further financial contribution. KWM receives further help as its office is provided by one of our supporting churches and from other organisations who provide materials and printing. The aim was to raise £68,000 in 2018 (10%increase) and £70,000 in 2019 and beyond.

KWM raises its funding primarily in the form of grants from the supporting denominations and commercial partners. Some donations are also received from individual Churches. We do not raise money directly from individual members of the public or employ any fund-raising agencies.

Our total reserves on 31st December 2017 were £50,707.19

Our total reserves on 31st December 2018 were £33,697.71

However, within the total at the end of 2017 was a Grant from Methodist South East district of £36,447.43 on the winding up of a trust fund which represents their grant for 2018, 2019 and part of 2020 of £13,750 per year. We also had not received the expected last quarterly adjusted payment from Bluewater due in December. Bluewater payments now take between four and six weeks following invoicing at the end of each quarter.

ACHIEVMENT AND PERFORMANCE

DETAILED MATTERS

Attached is a summary of KWM's current financial resources

Financial Resources at 31st December 2018

	31st Dec 2018	31st Dec 2017
Balance currently held on Santander Current Account	£ 9,158.40	£48,952.49
Balance on Santander Deposit Account (Held for emergency need only)	£501.86	£499.59
Epworth Affirmative deposit fund for Charities	£24,037.45	£1,255.11
Total of actual balances held	£33,697.71	£50,707.19

Because of the way KWM's income is spread out over the year with the majority of income in the first quarter of the year, cash flow is difficult. KWM's major expense is the salaries of our two employees which including pension payments national insurance etc total £54,000 per year and include a cost of living increase from 1st September. The only income after the first quarter of the year is the three quarterly payments from Bluewater. During 2018 our lead Chaplain at Bluewater, Ella Sibley moved to a new job leaving in October and we were fortunate that Revd Malcolm Cooper was able to stand in until 2019.

The sources of income in 2017 are largely unchanged from the previous comprising grants from Denominational and Commercial partners. KWM receives considerable further help in kind particularly the Appointment of Revd. Canon Gary Colville part time as KWM Lead Chaplain. Other organisations also help with other donations of materials and premises.

The principal income projected to be received in 2018 was as follows:

BAE	£1,100
S.E Baptist Association	£600
Bluewater	£30,859
Canterbury Diocese	£2,000
Medway Council	£3,000
Methodist S.E District	£13,750
Rochester Diocese	£4,000 (Plus Revd Canon Gary Colville)
Salvation Army	£0 (3 years grants received in 2019)
Southern Synod URC	£2,300
Donations etc.	£4,000
TOTAL	£61,609

RESERVES POLICY

The reserves of Kent Workplace Mission are represented by the various funds set out in the accounts. The Charity holds no Restricted Funds currently: only the Unrestricted Reserves comprising the General Fund of the Santander Current account and Deposit account and designated fund represented by the Epworth Affirmative Deposit fund.

The trustee's objective is to build up the Designated fund to carry out the objective of funding expansion of the Charity's work, whilst maintaining the Unrestricted reserves total equivalent to approximately six months resources expended.

Kent Workplace Mission

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities 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 charity and of the incoming resources and application of resources of the charity 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 Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 14th May 2019 and signed on its behalf by:

.....
Mr Alan Wood
Trustee

A handwritten signature in black ink, appearing to read 'A Wood', is written over a horizontal dotted line.

Kent Workplace Mission

Independent Examiner's Report to the trustees of Kent Workplace Mission

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2018 which are set out on pages 11 to 17.

Respective responsibilities of trustees and examiner

As the charity's trustees of Kent Workplace Mission you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Kent Workplace Mission's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of Kent Workplace Mission as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

.....

Chartered Accountants

5 North Court
Armstrong Road
Maidstone
Kent
ME15 6JZ

Date:.....

Kent Workplace Mission

Statement of Financial Activities for the Year Ended 31 December 2018

		Unrestricted funds	Total 2018 £	Total 2017 £
	Note	General £		
Income and Endowments from:				
Church of England: Diocese of Canterbury		2,000	2,000	2,000
Church of England: Diocese of Rochester		4,000	4,000	4,000
Methodist South East District		-	-	12,500
Southern Synod		2,300	2,300	2,150
South East Baptist Association		600	600	650
BAE System		-	-	2,100
Bluewater		35,050	35,050	23,904
Medway Council		-	-	6,000
Churches and individuals		2,152	2,152	1,990
The Methodist Church		-	-	36,448
Investment income	2	85	85	5
Total Income		46,187	46,187	91,747
Expenditure on:				
Independent examiner's fee		(738)	(738)	(678)
Fees, salaries and pensions - Chaplain		(30,294)	(30,294)	(35,787)
Fees, salaries and pensions - Team Support		(16,505)	(16,505)	(16,360)
Staff training		(439)	(439)	(520)
Insurance		(1,703)	(1,703)	(1,622)
Printing, postage and stationery		(441)	(441)	(314)
Sundry expenses		(1,704)	(1,704)	(1,551)
Travel and subsistence		(3,443)	(3,443)	(3,948)
Promotional expenses		(1,079)	(1,079)	(1,257)
Depreciation of fixtures and fittings		(23)	(23)	(46)
Depreciation of office equipment		(204)	(204)	-
Total Expenditure		(56,573)	(56,573)	(62,083)
Net movement in funds		(10,386)	(10,386)	29,664
Reconciliation of funds				
Total funds brought forward		52,905	52,905	23,240
Total funds carried forward	9	42,519	42,519	52,904

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2017 is shown in note 9.

Kent Workplace Mission

(Registration number: 1105783)
Balance Sheet as at 31 December 2018

	Note	2018 £	2017 £
Fixed assets			
Tangible assets	6	430	46
Current assets			
Debtors	7	9,150	7,600
Cash at bank and in hand		33,697	45,996
		<u>42,877</u>	<u>53,596</u>
Creditors: Amounts falling due within one year	8	<u>(758)</u>	<u>(738)</u>
Net current assets		<u>42,089</u>	<u>52,858</u>
Net assets		<u>42,519</u>	<u>52,904</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>42,519</u>	<u>52,904</u>
Total funds	9	<u>42,519</u>	<u>52,904</u>

The financial statements on pages 5 to 11 were approved by the trustees, and authorised for issue on 14/5/19..... and signed on their behalf by:

.....
Bishop James Langstaff
Trustee

James H. Langstaff

Kent Workplace Mission

Notes to the Financial Statements for the Year Ended 31 December 2018

1 Accounting policies

Statement of compliance

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 Charities Act 2011.

Basis of preparation

Kent Workplace Mission meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Kent Workplace Mission

Notes to the Financial Statements for the Year Ended 31 December 2018

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees' meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £0.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

2 Investment income

	Unrestricted funds	Total 2018	Total 2017
	General £	£	£
Interest receivable and similar income;			
Interest receivable on bank deposits	85	85	5

Kent Workplace Mission

Notes to the Financial Statements for the Year Ended 31 December 2018

3 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2018	2017
	£	£
Depreciation of fixed assets	227	46

Kent Workplace Mission

Notes to the Financial Statements for the Year Ended 31 December 2018

4 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

5 Taxation

The charity is a registered charity and is therefore exempt from taxation.

6 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 January 2018	1,023	1,023
Additions	611	611
At 31 December 2018	1,634	1,634
Depreciation		
At 1 January 2018	977	977
Charge for the year	227	227
At 31 December 2018	1,204	1,204
Net book value		
At 31 December 2018	430	430
At 31 December 2017	46	46

7 Debtors

	2018 £	2017 £
Other debtors	9,150	7,600

8 Creditors: amounts falling due within one year

	2018 £	2017 £
Accruals	758	738

Kent Workplace Mission

Notes to the Financial Statements for the Year Ended 31 December 2018

9 Funds

	Balance at 1 January 2018 £	Incoming resources £	Resources expended £	Balance at 31 December 2018 £
Unrestricted funds				
General	(52,905)	(46,187)	56,573	(42,519)
	Balance at 1 January 2017 £	Incoming resources £	Resources expended £	Balance at 31 December 2017 £
Unrestricted funds				
General	(23,240)	(91,747)	62,083	(52,904)

10 Analysis of net assets between funds

	Unrestricted funds General £	Total funds £
Tangible fixed assets	430	430
Current assets	42,847	42,847
Current liabilities	(758)	(758)
Total net assets	42,519	42,519

11 Analysis of net funds

	At 1 January 2018 £	Cash flow £	At 31 December 2018 £
Cash at bank and in hand	45,996	(12,299)	33,697
Net debt	45,996	(12,299)	33,697

Kent Workplace Mission

Statement of Financial Activities by fund for the Year Ended 31 December 2018

	Total Unrestricted funds 2018 £	Unrestricted funds 2017 £
Income and Endowments from:		
Voluntary Income	46,102	91,742
Investment income	85	5
Total income	46,187	91,747
Expenditure on:		
Raising funds	(738)	(678)
Charitable activities	(55,835)	(61,405)
Total expenditure	(56,573)	(62,083)
Net (expenditure)/income	(10,386)	29,664
Net movement in funds	(10,386)	29,664
Reconciliation of funds		
Total funds brought forward	52,905	23,240
Total funds carried forward	42,519	52,904

Kent Workplace Mission

Detailed Statement of Financial Activities for the Year Ended 31 December 2018

	Total 2018 £	Total 2017 £
Income and Endowments from:		
Voluntary Income (analysed below)	46,102	91,742
Investment income (analysed below)	85	5
Total income	46,187	91,747
Expenditure on:		
Raising funds (analysed below)	(738)	(678)
Charitable activities (analysed below)	(55,835)	(61,405)
Total expenditure	(56,573)	(62,083)
Net (expenditure)/income	(10,386)	29,664
Net movement in funds	(10,386)	29,664
Reconciliation of funds		
Total funds brought forward	52,905	23,240
Total funds carried forward	42,519	52,904

Kent Workplace Mission

Detailed Statement of Financial Activities for the Year Ended 31 December 2018

	Total 2018 £	Total 2017 £
<i>Voluntary Income</i>		
Church of England: Diocese of Canterbury	2,000	2,000
Church of England: Diocese of Rochester	4,000	4,000
Methodist South East District	-	12,500
Southern Synod	2,300	2,150
South East Baptist Association	600	650
BAE System	-	2,100
Bluewater	35,050	23,904
Medway Council	-	6,000
Churches and individuals	2,152	1,990
The Methodist Church	-	36,448
	<u>46,102</u>	<u>91,742</u>
<i>Investment income</i>		
Interest on cash deposits	85	5
	<u>85</u>	<u>5</u>
<i>Raising funds</i>		
Independent examiner's fee	(738)	(678)
	<u>(738)</u>	<u>(678)</u>
<i>Charitable activities</i>		
Fees, salaries and pensions - Chaplain	(30,294)	(35,787)
Fees, salaries and pensions - Team Support	(16,505)	(16,360)
Staff training	(439)	(520)
Insurance	(1,703)	(1,622)
Printing, postage and stationery	(441)	(314)
Sundry expenses	(1,704)	(1,551)
Travel and subsistence	(3,443)	(3,948)
Promotional expenses	(1,079)	(1,257)
Depreciation of fixtures and fittings	(23)	(46)
Depreciation of office equipment	(204)	-
	<u>(55,835)</u>	<u>(61,405)</u>

Charity registration number: 1105783

Kent Workplace Mission

Annual Report and Financial Statements

for the Year Ended 31 December 2018

Stones Accountancy Limited
Chartered Accountants
5 North Court
Armstrong Road
Maidstone
Kent
ME15 6JZ

Kent Workplace Mission

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Kent Workplace Mission

Reference and Administrative Details

Trustees

Ven. Stephen Taylor
Mr Alec Hollingdale
Pastor Richard Blackwell
Rev. Paul Kerley
Rev. Penny Marsh
Bishop James Langstaff, Chairman
Mr Alan Wood, Treasurer
Ven. Simon Burton-Jones
Mr David Slater, Secretary
Rev. Canon Caroline Pinchbeck
Reverend Tony Graff
Mr John Ellis
Mr Paul Buckley
Mrs Tricia Palmer
Mr John W Hougham

Principal Office

c/o Larkfield Methodist Church
New Hythe Lane
Larkfield
Maidstone
Kent
ME20 6PN

Charity Registration Number

1105783

Independent Examiner

Stones Accountancy Limited
Chartered Accountants
5 North Court
Armstrong Road
Maidstone
Kent
ME15 6JZ

Kent Workplace Mission

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 December 2018.

Objectives and activities

Objects and aims

The Charity's objects are the advancement of religion among persons employed in Industry and Commerce by the provision of Industrial Chaplains and voluntray helpers.

Public benefit

The Charity provides advocacy, advice and information in commercial environments.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Structure, governance and management

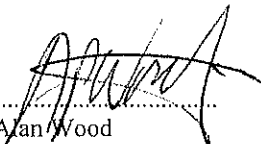
Nature of governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Major risks and management of those risks

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The annual report was approved by the trustees of the charity on 15/5/19 and signed on its behalf by:


.....
Mr Alan Wood
Trustee

Kent Workplace Mission

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

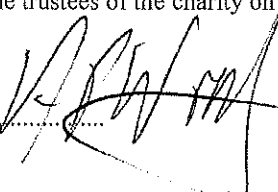
The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 14/5/19 and signed on its behalf by:

.....
Mr Alan Wood
Trustee



Kent Workplace Mission

Independent Examiner's Report to the trustees of Kent Workplace Mission

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2018 which are set out on pages 5 to 11.

Respective responsibilities of trustees and examiner

As the charity's trustees of Kent Workplace Mission you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Kent Workplace Mission's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of Kent Workplace Mission as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Shores Accountancy Ltd

Chartered Accountants

5 North Court
Armstrong Road
Maidstone
Kent
ME15 6JZ

Date: 20/5/19

Kent Workplace Mission

Statement of Financial Activities for the Year Ended 31 December 2018

		Unrestricted funds	Total 2018	Total 2017
	Note	General £	£	£
Income and Endowments from:				
Church of England: Diocese of Canterbury		2,000	2,000	2,000
Church of England: Diocese of Rochester		4,000	4,000	4,000
Methodist South East District		-	-	12,500
Southern Synod		2,300	2,300	2,150
South East Baptist Association		600	600	650
BAE System		-	-	2,100
Bluewater		35,050	35,050	23,904
Medway Council		-	-	6,000
Churches and individuals		2,152	2,152	1,990
The Methodist Church		-	-	36,448
Investment income	2	85	85	5
Total Income		46,187	46,187	91,747
Expenditure on:				
Independent examiner's fee		(738)	(738)	(678)
Fees, salaries and pensions - Chaplain		(30,294)	(30,294)	(35,787)
Fees, salaries and pensions - Team Support		(16,505)	(16,505)	(16,360)
Staff training		(439)	(439)	(520)
Insurance		(1,703)	(1,703)	(1,622)
Printing, postage and stationery		(441)	(441)	(314)
Sundry expenses		(1,704)	(1,704)	(1,551)
Travel and subsistence		(3,443)	(3,443)	(3,948)
Promotional expenses		(1,079)	(1,079)	(1,257)
Depreciation of fixtures and fittings		(23)	(23)	(46)
Depreciation of office equipment		(204)	(204)	-
Total Expenditure		(56,573)	(56,573)	(62,083)
Net movement in funds		(10,386)	(10,386)	29,664
Reconciliation of funds				
Total funds brought forward		52,905	52,905	23,240
Total funds carried forward	9	42,519	42,519	52,904

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2017 is shown in note 9.

Kent Workplace Mission
(Registration number: 1105783)
Balance Sheet as at 31 December 2018

	Note	2018 £	2017 £
Fixed assets			
Tangible assets	6	430	46
Current assets			
Debtors	7	9,150	7,600
Cash at bank and in hand		33,697	45,996
		<u>42,877</u>	<u>53,596</u>
Creditors: Amounts falling due within one year	8	<u>(758)</u>	<u>(738)</u>
Net current assets		<u>42,089</u>	<u>52,858</u>
Net assets		<u>42,519</u>	<u>52,904</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>42,519</u>	<u>52,904</u>
Total funds	9	<u>42,519</u>	<u>52,904</u>

The financial statements on pages 5 to 11 were approved by the trustees, and authorised for issue on 14/5/19..... and signed on their behalf by:

.....
Bishop James Langstaff
Trustee

James H. Langstaff

Kent Workplace Mission

Notes to the Financial Statements for the Year Ended 31 December 2018

1 Accounting policies

Statement of compliance

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 Charities Act 2011.

Basis of preparation

Kent Workplace Mission meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Kent Workplace Mission

Notes to the Financial Statements for the Year Ended 31 December 2018

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £0.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

2 Investment income

	Unrestricted funds		
	General	Total	Total
	£	2018	2017
		£	£
Interest receivable and similar income;			
Interest receivable on bank deposits	85	85	5

Kent Workplace Mission

Notes to the Financial Statements for the Year Ended 31 December 2018

3 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2018 £	2017 £
Depreciation of fixed assets	227	46

Kent Workplace Mission

Notes to the Financial Statements for the Year Ended 31 December 2018

4 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

5 Taxation

The charity is a registered charity and is therefore exempt from taxation.

6 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 January 2018	1,023	1,023
Additions	611	611
At 31 December 2018	1,634	1,634
Depreciation		
At 1 January 2018	977	977
Charge for the year	227	227
At 31 December 2018	1,204	1,204
Net book value		
At 31 December 2018	430	430
At 31 December 2017	46	46

7 Debtors

	2018 £	2017 £
Other debtors	9,150	7,600

8 Creditors: amounts falling due within one year

	2018 £	2017 £
Accruals	758	738

Kent Workplace Mission

Notes to the Financial Statements for the Year Ended 31 December 2018

9 Funds

	Balance at 1 January 2018 £	Incoming resources £	Resources expended £	Balance at 31 December 2018 £
Unrestricted funds				
General	(52,905)	(46,187)	56,573	(42,519)
	Balance at 1 January 2017 £	Incoming resources £	Resources expended £	Balance at 31 December 2017 £
Unrestricted funds				
General	(23,240)	(91,747)	62,083	(52,904)

10 Analysis of net assets between funds

	Unrestricted funds General £	Total funds £
Tangible fixed assets	430	430
Current assets	42,847	42,847
Current liabilities	(758)	(758)
Total net assets	42,519	42,519

11 Analysis of net funds

	At 1 January 2018 £	Cash flow £	At 31 December 2018 £
Cash at bank and in hand	45,996	(12,299)	33,697
Net debt	45,996	(12,299)	33,697

Kent Workplace Mission

Statement of Financial Activities by fund for the Year Ended 31 December 2018

	Total Unrestricted funds 2018 £	Unrestricted funds 2017 £
Income and Endowments from:		
Voluntary Income	46,102	91,742
Investment income	85	5
Total income	<u>46,187</u>	<u>91,747</u>
Expenditure on:		
Raising funds	(738)	(678)
Charitable activities	<u>(55,835)</u>	<u>(61,405)</u>
Total expenditure	<u>(56,573)</u>	<u>(62,083)</u>
Net (expenditure)/income	<u>(10,386)</u>	<u>29,664</u>
Net movement in funds	(10,386)	29,664
Reconciliation of funds		
Total funds brought forward	<u>52,905</u>	<u>23,240</u>
Total funds carried forward	<u>42,519</u>	<u>52,904</u>

Kent Workplace Mission

Detailed Statement of Financial Activities for the Year Ended 31 December 2018

	Total 2018 £	Total 2017 £
Income and Endowments from:		
Voluntary Income (analysed below)	46,102	91,742
Investment income (analysed below)	85	5
Total income	<u>46,187</u>	<u>91,747</u>
Expenditure on:		
Raising funds (analysed below)	(738)	(678)
Charitable activities (analysed below)	(55,835)	(61,405)
Total expenditure	<u>(56,573)</u>	<u>(62,083)</u>
Net (expenditure)/income	<u>(10,386)</u>	<u>29,664</u>
Net movement in funds	(10,386)	29,664
Reconciliation of funds		
Total funds brought forward	<u>52,905</u>	<u>23,240</u>
Total funds carried forward	<u>42,519</u>	<u>52,904</u>

Kent Workplace Mission

Detailed Statement of Financial Activities for the Year Ended 31 December 2018

	Total 2018 £	Total 2017 £
<i>Voluntary Income</i>		
Church of England: Diocese of Canterbury	2,000	2,000
Church of England: Diocese of Rochester	4,000	4,000
Methodist South East District	-	12,500
Southern Synod	2,300	2,150
South East Baptist Association	600	650
BAE System	-	2,100
Bluewater	35,050	23,904
Medway Council	-	6,000
Churches and individuals	2,152	1,990
The Methodist Church	-	36,448
	<u>46,102</u>	<u>91,742</u>
<i>Investment income</i>		
Interest on cash deposits	85	5
	<u>85</u>	<u>5</u>
<i>Raising funds</i>		
Independent examiner's fee	(738)	(678)
	<u>(738)</u>	<u>(678)</u>
<i>Charitable activities</i>		
Fees, salaries and pensions - Chaplain	(30,294)	(35,787)
Fees, salaries and pensions - Team Support	(16,505)	(16,360)
Staff training	(439)	(520)
Insurance	(1,703)	(1,622)
Printing, postage and stationery	(441)	(314)
Sundry expenses	(1,704)	(1,551)
Travel and subsistence	(3,443)	(3,948)
Promotional expenses	(1,079)	(1,257)
Depreciation of fixtures and fittings	(23)	(46)
Depreciation of office equipment	(204)	-
	<u>(55,835)</u>	<u>(61,405)</u>

Charity registration number: 1105783

Kent Workplace Mission

Annual Report and Financial Statements

for the Year Ended 31 December 2018

Stones Accountancy Limited
Chartered Accountants
5 North Court
Armstrong Road
Maidstone
Kent
ME15 6JZ

Kent Workplace Mission

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Statement of Trustees' Responsibilities	3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7 to 11

Kent Workplace Mission

Reference and Administrative Details

Trustees

Ven. Stephen Taylor
Mr Alec Hollingdale
Pastor Richard Blackwell
Rev. Paul Kerley
Rev. Penny Marsh
Bishop James Langstaff, Chairman
Mr Alan Wood, Treasurer
Ven. Simon Burton-Jones
Mr David Slater, Secretary
Rev. Canon Caroline Pinchbeck
Reverend Tony Graff
Mr John Ellis
Mr Paul Buckley
Mrs Tricia Palmer
Mr John W Hougham

Principal Office

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Charity Registration Number

1105783

Independent Examiner

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Kent Workplace Mission

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 December 2018.

Objectives and activities

Objects and aims

The Charity's objects are the advancement of religion among persons employed in Industry and Commerce by the provision of Industrial Chaplains and volunteer helpers.

Public benefit

The Charity provides advocacy, advice and information in commercial environments.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Structure, governance and management

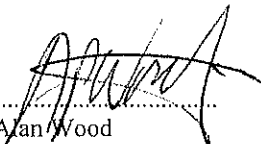
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The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Major risks and management of those risks

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The annual report was approved by the trustees of the charity on 15/5/19 and signed on its behalf by:


.....
Mr Alan Wood
Trustee

Kent Workplace Mission

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

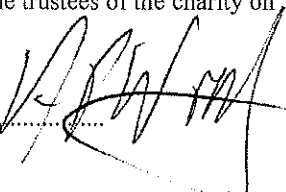
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- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 14/5/19 and signed on its behalf by:

.....
Mr Alan Wood
Trustee



Kent Workplace Mission

Independent Examiner's Report to the trustees of Kent Workplace Mission

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2018 which are set out on pages 5 to 11.

Respective responsibilities of trustees and examiner

As the charity's trustees of Kent Workplace Mission you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Kent Workplace Mission's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

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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.

Shores Accountancy Ltd

Chartered Accountants

5 North Court
Armstrong Road
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ME15 6JZ

Date: 20/5/19

Kent Workplace Mission

Statement of Financial Activities for the Year Ended 31 December 2018

		Unrestricted funds	Total 2018	Total 2017
	Note	General £	£	£
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Total Income		46,187	46,187	91,747
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Total funds brought forward		52,905	52,905	23,240
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Kent Workplace Mission
(Registration number: 1105783)
Balance Sheet as at 31 December 2018

	Note	2018 £	2017 £
Fixed assets			
Tangible assets	6	430	46
Current assets			
Debtors	7	9,150	7,600
Cash at bank and in hand		33,697	45,996
		<u>42,877</u>	<u>53,596</u>
Creditors: Amounts falling due within one year	8	<u>(758)</u>	<u>(738)</u>
Net current assets		<u>42,089</u>	<u>52,858</u>
Net assets		<u>42,519</u>	<u>52,904</u>
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Unrestricted income funds			
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Total funds	9	<u>42,519</u>	<u>52,904</u>

The financial statements on pages 5 to 11 were approved by the trustees, and authorised for issue on 14/5/19..... and signed on their behalf by:

.....
Bishop James Langstaff
Trustee

James H. Langstaff

Kent Workplace Mission

Notes to the Financial Statements for the Year Ended 31 December 2018

1 Accounting policies

Statement of compliance

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 Charities Act 2011.

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Kent Workplace Mission

Notes to the Financial Statements for the Year Ended 31 December 2018

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Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

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The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £0.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

2 Investment income

	Unrestricted funds		
	General	Total	Total
	£	2018	2017
		£	£
Interest receivable and similar income;			
Interest receivable on bank deposits	85	85	5

Kent Workplace Mission

Notes to the Financial Statements for the Year Ended 31 December 2018

3 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2018 £	2017 £
Depreciation of fixed assets	227	46

Kent Workplace Mission

Notes to the Financial Statements for the Year Ended 31 December 2018

4 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

5 Taxation

The charity is a registered charity and is therefore exempt from taxation.

6 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 January 2018	1,023	1,023
Additions	611	611
At 31 December 2018	1,634	1,634
Depreciation		
At 1 January 2018	977	977
Charge for the year	227	227
At 31 December 2018	1,204	1,204
Net book value		
At 31 December 2018	430	430
At 31 December 2017	46	46

7 Debtors

	2018 £	2017 £
Other debtors	9,150	7,600

8 Creditors: amounts falling due within one year

	2018 £	2017 £
Accruals	758	738

Kent Workplace Mission

Notes to the Financial Statements for the Year Ended 31 December 2018

9 Funds

	Balance at 1 January 2018 £	Incoming resources £	Resources expended £	Balance at 31 December 2018 £
Unrestricted funds				
General	(52,905)	(46,187)	56,573	(42,519)
	Balance at 1 January 2017 £	Incoming resources £	Resources expended £	Balance at 31 December 2017 £
Unrestricted funds				
General	(23,240)	(91,747)	62,083	(52,904)

10 Analysis of net assets between funds

	Unrestricted funds General £	Total funds £
Tangible fixed assets	430	430
Current assets	42,847	42,847
Current liabilities	(758)	(758)
Total net assets	42,519	42,519

11 Analysis of net funds

	At 1 January 2018 £	Cash flow £	At 31 December 2018 £
Cash at bank and in hand	45,996	(12,299)	33,697
Net debt	45,996	(12,299)	33,697

Kent Workplace Mission

Statement of Financial Activities by fund for the Year Ended 31 December 2018

	Total Unrestricted funds 2018 £	Unrestricted funds 2017 £
Income and Endowments from:		
Voluntary Income	46,102	91,742
Investment income	85	5
Total income	<u>46,187</u>	<u>91,747</u>
Expenditure on:		
Raising funds	(738)	(678)
Charitable activities	<u>(55,835)</u>	<u>(61,405)</u>
Total expenditure	<u>(56,573)</u>	<u>(62,083)</u>
Net (expenditure)/income	<u>(10,386)</u>	<u>29,664</u>
Net movement in funds	(10,386)	29,664
Reconciliation of funds		
Total funds brought forward	<u>52,905</u>	<u>23,240</u>
Total funds carried forward	<u>42,519</u>	<u>52,904</u>

Kent Workplace Mission

Detailed Statement of Financial Activities for the Year Ended 31 December 2018

	Total 2018 £	Total 2017 £
Income and Endowments from:		
Voluntary Income (analysed below)	46,102	91,742
Investment income (analysed below)	85	5
	<hr/>	<hr/>
Total income	46,187	91,747
Expenditure on:		
Raising funds (analysed below)	(738)	(678)
Charitable activities (analysed below)	(55,835)	(61,405)
	<hr/>	<hr/>
Total expenditure	(56,573)	(62,083)
	<hr/>	<hr/>
Net (expenditure)/income	(10,386)	29,664
	<hr/>	<hr/>
Net movement in funds	(10,386)	29,664
Reconciliation of funds		
Total funds brought forward	52,905	23,240
	<hr/>	<hr/>
Total funds carried forward	42,519	52,904
	<hr/>	<hr/>

Kent Workplace Mission

Detailed Statement of Financial Activities for the Year Ended 31 December 2018

	Total 2018 £	Total 2017 £
<i>Voluntary Income</i>		
Church of England: Diocese of Canterbury	2,000	2,000
Church of England: Diocese of Rochester	4,000	4,000
Methodist South East District	-	12,500
Southern Synod	2,300	2,150
South East Baptist Association	600	650
BAE System	-	2,100
Bluewater	35,050	23,904
Medway Council	-	6,000
Churches and individuals	2,152	1,990
The Methodist Church	-	36,448
	<u>46,102</u>	<u>91,742</u>
<i>Investment income</i>		
Interest on cash deposits	85	5
	<u>85</u>	<u>5</u>
<i>Raising funds</i>		
Independent examiner's fee	(738)	(678)
	<u>(738)</u>	<u>(678)</u>
<i>Charitable activities</i>		
Fees, salaries and pensions - Chaplain	(30,294)	(35,787)
Fees, salaries and pensions - Team Support	(16,505)	(16,360)
Staff training	(439)	(520)
Insurance	(1,703)	(1,622)
Printing, postage and stationery	(441)	(314)
Sundry expenses	(1,704)	(1,551)
Travel and subsistence	(3,443)	(3,948)
Promotional expenses	(1,079)	(1,257)
Depreciation of fixtures and fittings	(23)	(46)
Depreciation of office equipment	(204)	-
	<u>(55,835)</u>	<u>(61,405)</u>