

Company registration number: 06951383

Charity registration number: 1132125

Ecumenical Partnership Initiatives

known as

Workplace Matters

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2018

Ecumenical Partnership Initiatives

Contents

Reference and Administrative Details	3
Trustees' Report	4 - 12
Statement of Trustees' Responsibilities	13
Independent Examiner's Report	14
Statement of Financial Activities	15
Balance Sheet	16
Notes to the Financial Statements	17 - 26

Ecumenical Partnership Initiatives

Reference and Administrative Details

Chief Executive Officer

Mr Des Scott

Trustees

D Sandiford (Chair)
A M Charles
L M Holmes
M J Hart (Treasurer)
Canon Mark Russell

Other Officers

Rt Hon Alistair Burt MP, Patron
Rt Rev A Smith, Bishop of St. Albans, Patron
Baroness Dorothy Thornhill, Patron

Principal Office

St. Albans Diocesan Office
41 Holywell Hill
St. Albans
Hertfordshire
AL1 1HE

Company Registration Number

The charity is incorporated in England.
06951383

Charity Registration Number

1132125

Bankers

Barclays Bank plc
London Corporate Banking

Independent Examiner

Jane Marshall FCA DChA
BHP LLP
2 Rutland Park
Sheffield
S10 2PD

Ecumenical Partnership Initiatives

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 December 2018. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016).

Objectives and activities

Objects and aims

During the year we updated our vision and values to reflect the changing nature of the work and chaplaincies we are operating

Purpose / Vision

- Enabling people to encounter God's love through inspiring and resourcing Chaplaincy and championing that work in the wider world.

Values

- Empowering Chaplaincy:
We believe in Chaplaincy and our DNA is to inspire and resource more Chaplains to journey alongside people where they are
- Demonstrating God's love:
We will serve anyone regardless of their age, gender, race, sexuality, faith, ability or status
- Collaborative:
We love working with others who share our values and we believe it adds value to what we do
- Listening to God / Listening to others:
We are prayerful, we look to Jesus for our inspiration and seek to follow his lead. We also passionately believe in listening to those we serve and seek to speak prophetically in different context.
- Hopeful:
We believe in a God who transforms lives and situations
- Risk Taking and Bold:
We encourage our teams to work on the margins of society taking risks for the Kingdom of God

We do this through:

- Being present and listening;
- Serving, supporting and valuing people;
- Affirming and enhancing workplace and waterways communities;
- Providing expertise in practical, pastoral, ethical, social and spiritual care.

Objectives, strategies and activities

Our core activity at Workplace Matters (WM) is chaplaincy.

Ecumenical Partnership Initiatives

Trustees' Report

Where chaplaincy is empowered and equipped to work effectively, it improves people's wellbeing and life chances, whether in the workplace or in the lives of those we work with through the airport and on the canals and waterways.

We aim to:

- Provide chaplains in these areas and ensure that they are trained and equipped to do the role effectively.
- Equip workplace chaplains to be a voice and a presence of the church in the workplace to reveal the design and dignity of work.
- Equip waterways chaplains to be a voice and a presence of the church on the canals and waterways working with the poor and vulnerable.
- Make a difference in the lives of those we work with.

Chaplains seek to:

- Work to high standards and ethical principles providing a confidential listening ear offering emotional, moral and spiritual support.
 - Where chaplains function in the workplace they are independent, providing care for welfare and spirituality, sharing the joys and sorrows of the workforce.
 - On the canals and waterways, we aim to work with those who are often vulnerable and in need; walking alongside them, advocating for them, helping them find the support and help they need while at all times encouraging them to see their worth and value.
- Share the love of God through word and action. Chaplains do not proselytise, but they are proactive in their presence - being a voice - to speaking out against poverty and injustice, teaching the design and dignity of life and work and, when invited, sharing the Christian faith. At times of significant crisis the chaplain's support for those we work with both corporately and as individuals is priceless.
- Equip themselves with the knowledge of other professional services such as health and welfare, and signpost to these services when appropriate.

Where they provide a high-quality chaplaincy service for people at work (all faiths and none); key workplace organisations are:

- Transport: London Luton Airport
- Retail: Sainsbury's Harpenden
- Leisure: Luton Grosvenor Casino
- Leisure: Canals and Waterways

Good team working is critical to the success of WM. We seek to create a cohesive team of staff and chaplains built on mutual trust for all our stakeholders (supporting churches, chaplains, organisations we work with, and other chaplaincy organisations). By sharing a common purpose, this will contribute to growing mutual trust and thereby benefit all who need our support and services in good and bad times in their lives.

Ecumenical Partnership Initiatives Trustees' Report

Achievements and performance

Details of the difference the charity has made and the benefit to the public of the activities it has undertaken are given below.

How do we measure our success?

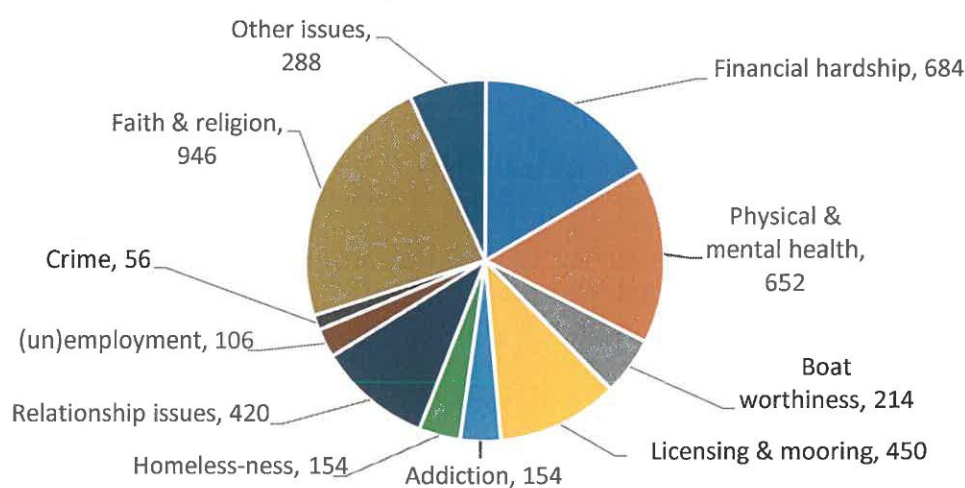
1. Increasing the number of people we are able to assist through our work.
2. Being able to measure the tangible difference we make in the lives of those we meet.
3. Through secular and Christian media coverage highlighting the work we do.
4. Feedback from those we work with and organisations we work in partnership with.

1. Increasing the number of people we are able to assist through our work

This year we have seen a significant increase in the number of people we worked with:

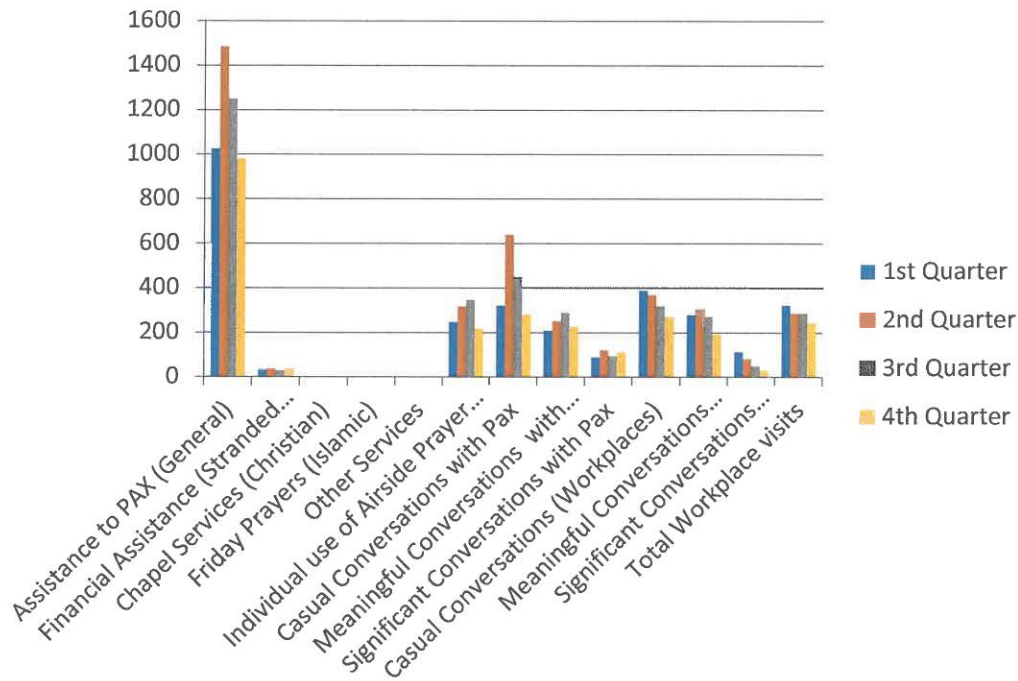
- In the airport we have supported over 4,700 passengers, an increase of 30%, from simple wayfinding and answering queries, to more significant conversations regarding worries about travelling as well as worries about the reason for travelling; bereavement, illness, relationship breakdowns or starting a new life abroad post retirement, and issues of spirituality.
- Our waterways chaplains made 7,000 contacts with boaters and those working around the canals and waterways. This is an increase of 55% from last year.
- In the casino we have seen the work change over the last year as the staffing turnover has increased and the number of new staff from across Europe has increased. The need for chaplaincy has changed and, as this is currently vacant, we are taking the opportunity to look at how best to offer this service to the changing needs of the organisation

Waterways Chaplaincy breakdown of the issues dealt with in 2018



Ecumenical Partnership Initiatives Trustees' Report

London Luton Airport Activity during 2018



You will note that through 2018 we held no services in the chapel. During this time, because of all the building and development works going on, we only had the small prayer room airside. The new, much larger chapel is in the final stages of opening and we will then return to regular services to serve the staff and visitors. We expect also that this will significantly increase the activity and request for chaplains, as it is in a much higher profile location and will give the chaplains a base to work from rather than simply wandering around or depending on staff requests for assistance.

2. Being able to measure the tangible difference we make in the lives of those we meet

Stories of transformation :Waterways Chaplaincy

Boater A

"I had been sent a letter about my boat being taken out of the water because I couldn't afford to pay for a license and I hadn't moved far enough. I was really panicking, I thought I was going to lose my home. Somebody told me about the Waterways Chaplaincy and I looked on their website. I put in my details and asked for help. The next day I got a telephone call from a Chaplain who arranged to visit me. The Chaplain helped me to claim housing benefit so that I could get a boat license. He talked to me about how far I needed to cruise and that I needed to move my boat every fourteen days, then he helped me to put together a cruising plan. I wrote a letter to Canal and River Trust asking for another chance and the Chaplain wrote a letter supporting me. Then I got another letter. I was scared to open it but when I did it said that, because the Chaplain had agreed to help me, I was to be given one more chance! I started to move my boat in the way that I had agreed on the cruising plan and the Chaplain often turned up to help and encourage me. I now have a license which is paid for with housing benefit and my license was renewed last time with no trouble. I enjoy moving my boat now and am a confident boater. When I meet other boaters who have problems I always tell them to contact the Chaplains."

Ecumenical Partnership Initiatives

Trustees' Report

Boater B

"The bailiffs turned up at my ex-partners house and I knew I was in trouble! I was being charged £4,000 for council tax and late payment fees for a mooring that I had left some time ago. I didn't know what to do, I had no proof of when I had left the mooring. Some fellow boaters told me to contact the local Waterways Chaplains. The Chaplain contacted Canal & River Trust who keep records of boat movements on their waterways and they were able to certify exactly where my boat had been on their waters. The Chaplain wrote to the council on my behalf with the proof and they not only dropped the charges but said that they owed me £11.88!"

Stories of transformation: London Luton Airport Chaplaincy

A young woman rushed past me in floods of tears and headed for the toilets.

So what does a Chaplain do in such circumstances? I followed her into the loo and asked her if she needed some help!

Through the tears, she told me that her purse had been stolen on her way to the Airport this morning. It contained her bankcards and all the euros that she had taken out for her weekend away. She had only noticed once she arrived in the departure lounge and wanted to buy herself a drink. She was distraught, not wanting to waste the money that she had paid for the flight and hotel, but realising she wouldn't be able to go anywhere, do anything or even eat without her cash or cards. As she calmed down a little, I was able to ascertain that she had travelled to the Airport on the National Express service from London. "I definitely had the purse when I got on the coach, but I fell asleep - it must have been the man across the aisle who took it!"

I suggested we call National Express and Airport lost property, to see if anything had been found, before we informed the police of a theft. National Express said they had had something handed in this morning, but it looked more like a man's wallet. About 10 minutes later the girl at the National Express ticket desk rang me back to confirm that it was the correct purse and all the bankcards and money were intact. The passenger burst into tears once more - she hugged me and sobbed on my shoulder, more like a daughter than a stranger - but this time tears of joy and relief!

I then had to move swiftly, to get back landside to retrieve the purse before the Amsterdam flight started boarding. I told the passenger that she should head for the gate when it was announced and I would find her there. I met the National Express staff member in the main concourse, retrieved the purse and rushed back through security. As luck would have it, the flight was slightly delayed and the gate was called about 5 minutes after the purse was safely back with its owner. Yet more tears and hugs and the promise of free food if I ever visit the restaurant where she works in Fulham A few days later, this arrived in the post:



Ecumenical Partnership Initiatives Trustees' Report

3. Through secular and Christian media coverage highlighting the work we do

- We are advertised widely through the airport networks.
- We have given over 15 local radio station interviews during the year.
- We were featured by the Floating Boatyard following being joint winners of a competition they ran.
- We are featured on two of our supporting trusts websites.
- We were featured in Towpath talk
- We are recommended by Canal and River Trust on their website.

4. Feedback from those we work with and organisations we work in partnership with

Trustees acknowledge the financial support provided by London Luton Airport, the Diocese of St Albans, the Bedfordshire, Essex and Hertfordshire Circuit of the Methodist Church, the Baptist Church, the United Reformed Church, the Salvation Army and the Religious Society of Friends;

We have received grants from the Tudor Trust, All Churches Trust, John Ellerman Foundation, Hobson Trust, Westhill Foundation, Garfield Weston and the W E Dunn trust.

We are also indebted to a number of churches and individuals who support the work and many of the chaplains themselves, who not only give of their time but claim little or no expenses.

Richard Parry, CEO of Canal and River Trust says:

“Waterways Chaplains make a significant difference in the wellbeing of the lives of many of our more vulnerable waterways users. Their local knowledge, together with the practical help and pastoral support they can offer can often be the catalyst for change that enables those in need to move forward with their lives.

Our Welfare Officer and local teams regularly refer people to the chaplains for help, and often link with them in situations where we can work together in the best interest of the boater to avoid long term issues and difficulties. I believe they have become a vital part of our waterways network reaching those most others are unable to reach”

Ecumenical Partnership Initiatives

Trustees' Report

Public benefit

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Use of volunteers

Workplace Matters values highly the contribution made by a large number of volunteer chaplains and associates (98 volunteers, a rise of 40%). The value of their contribution is not included as income in the Statement of Financial Affairs.

Staff

Our CEO is seconded one day a week through our partnership with Church Army. In addition to one full time and three part time chaplains we have a part time Finance Manager and additional administration and HR support through our partnership. The Board records its profound gratitude to Church Army for its generous support.

Board changes

There have been no changes on the board during the last year.

Baptist Pension Scheme

Because of the cessation of previous organisations that oversaw the employment of the chaplain, EPI is facilitating the full and final settlement for the pension scheme both for its own liability and the period before. The total liability is £54,000. The period from 2009 will be paid for by EPI and the supporting churches and the period prior to 2009 will be paid for by the churches supporting through that period.

At the time of writing, EPI has agreed its final figure with the Baptist Pension Scheme of £23,000 made up of donations from the churches supporting through that period from 2009 and funds that EPI have already set aside within a designated fund.

Ecumenical Partnership Initiatives

Trustees' Report

A year of growth

2017 was a year of considerable change for Workplace Matters. In 2018 we have been able to build positively on those changes.

The airport chaplaincy has seen a number of chaplains retire and some new ones join. Among the many things the chaplains are called to deal with are stranded and ill passengers, safeguarding concerns and sometimes frightened passengers who just want someone to talk things through with. The chaplaincy has been managing through a period of significant change, as the airport physically expands. In 2018 over 16 million passengers passed through, an increase of 5% and when fully redeveloped will accommodate 20 million passengers a year. This will bring significant changes to staffing numbers as well as passengers, and the chaplaincy will need to grow to respond to that. They are also looking at how to develop the chaplaincy to cover evenings and weekends beyond just emergency call outs. The development of the new, much larger, chapel will also bring growth in the year ahead.

Waterways Chaplaincy continues to be the fastest growing chaplaincy within Workplace Matters. Borne out of an identified need, the Waterways Chaplaincy supports all waterway users including the residents of boats, walkers, volunteers and workers of any faith or none. They seek to play their part in bringing about short- and long-term personal transformation - emotionally, mentally and spiritually. They now have over 80 chaplains covering many of the main arteries of the UK; including the Grand Union Canal, the Kennett and Avon Canal, River Wey, Basingstoke Canal and the River Lee and Stort. Last year we had contact with over 10,000 people on the waterways and surrounding areas, with meaningful contact with 6,500. This can range from boating matters to relationships, finance and homelessness, with many of these wanting to talk about faith and spirituality. The underpinning principle of this unique chaplaincy is to provide independent and confidential support, which is encouraging and ensures that people feel listened to.

Among our volunteers are a mix of retired teachers, GP's, clergy, professionals and others who are still working but find volunteering a great way to 'give back'.

Conclusion

We are most grateful to our volunteers for the service they are delivering to the public in our chaplaincies. I wholeheartedly thank trustees and staff for their energetic response to the challenges, and for their steadfast work not only to keep the Trust afloat, but to see it grow.

Financial review

The balance of unrestricted funds at the end of this financial year amounted to £29,205 (2017 £25,066). The restricted funds received have increased to cover the growth of the work particularly in the Waterways Chaplaincy. Not all the income was spent in year. Some of this was to do with timing and also an amount was carried across to support the growth plan in the following year. The continued support of Church Army through the provision of leadership and back office support services have helped to stabilise the uncertainty of earlier years when significant funding had been withdrawn by the St Albans diocese

Policy on reserves

The trustees are working toward a target level of free reserves equal to three months' expenditure to ensure a smooth cessation of the trust and its work in the event of a serious reduction in income. At current levels of expenditure this amounts to £40,000. Funds continue to be monitored carefully with the aim of growing them towards our target reserves and that the designated funds could be used to support this until they are required for the designated purpose.

Ecumenical Partnership Initiatives

Trustees' Report

Investment policy and objectives

The charity has no long-term investments.

Risk Management

The Board review the risks annually at their spring meeting and monitor them every quarter. They are content that the controls in place are adequate.

Structure, governance and management

Nature of governing document

Workplace Matters is the working name of Ecumenical Partnership Initiatives which is a registered Charity and a company limited by guarantee. The Company is governed by its Memorandum and Articles of Association (the governing documents). In the event of winding up, Members' liability is limited to £1 each.

Recruitment and appointment of trustees

As at 31 December 2018 the Board comprised five Trustees who are collectively responsible for the oversight of the management of the affairs of the Charity. They are subject to election or re-election according to procedures set out in the governing document. All members of the Board give their time voluntarily and receive no benefits from the Charity. Trustees may claim reasonable expenses in connection with their duties as Trustees. On appointment, each trustee is given an induction by the Chair and Company Secretary together with copies of Charity Commission guidance on being a trustee and organisational policies and procedures. Their responsibilities include the oversight of the business of Workplace Matters, regular review of the finances, risk management and monitoring of any projects.

The period of appointment is for three years and is renewable for further terms. One-third of members retire by rotation and are appointed or re-appointed each year.

The Board have delegated management of Workplace Matters to the CEO who reports on the performance of the organisation. Management accounts are received quarterly by the trustees.

Organisational structure

The CEO has responsibility for planning and developing the services and strategies for Workplace Matters within the policies and procedures set by the board of Directors. The CEO ensures that the staff team is recruited and supported to provide the skills and expertise needed to run a successful organisation, and that Workplace Matters goals and values are observed. The CEO is also responsible for Fundraising, PR and External and Internal Communications.

The CEO has direct line management responsibility for the Core Team of Chaplains and the Assistant Management Accountant. The Core Team are responsible for recruiting and team leading the Chaplains, training and developing of the Chaplains and for maintaining the key relationship with their allocated 'area of chaplaincy'. The Assistant Management Accountant is responsible for office purchases and financial book-keeping. Church Army HR and administration team manage volunteer recruitment processes, databases, and website management in conjunction with the chaplains. The CEO manages the administration of the Workplace Matters Board of Directors and provides first-contact information and advice, and acts as Company Secretary.

The CEO, together with the Treasurer, is responsible for the financial management and maintenance of accounts, budgets and reports. The CEO in conjunction with the Treasurer prepares and presents quarterly reports to the Board and other reports as required.

The annual report was approved by the trustees of the charity on 11 July 2019 and signed on its behalf by:

.....
D Sandiford Trustee

Ecumenical Partnership Initiatives
Statement of Trustees' Responsibilities

The trustees (who are also the directors of Ecumenical Partnership Initiatives for the purposes of company law) 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.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

Approved by the trustees of the charity on the 11th July 2019 and signed on its behalf by:


.....
D Sandiford
Trustee

Ecumenical Partnership Initiatives

Independent Examiner's Report to the trustees of Ecumenical Partnership Initiatives

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 December 2018 which are set out on pages 15-26.

Responsibilities and basis of report

As the charity 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').

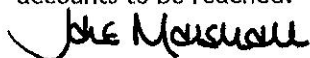
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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 have completed my examination. I confirm that no 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 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 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.



Jane Marshall FCA DChA

BHP LLP
2 Rutland Park
Sheffield
S10 2PD

Date: 8 August 2019

Ecumenical Partnership Initiatives

Statement of Financial Activities for the Year ended 31 December 2018 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total Funds 2018 £
Income and Endowments from:				
Charitable activities	3	622	164,482	165,104
Investment income	4	187	-	187
Other income	5	21,330	-	21,330
Total Income		22,139	164,482	186,621
Expenditure on:				
Charitable activities	6	(18,000)	(141,116)	(159,116)
Total Expenditure		(18,000)	(141,116)	(159,116)
Net income/(expenditure)		4,139	23,366	27,505
Net movement in funds		4,139	23,366	27,505
Reconciliation of funds				
Total funds brought forward		25,066	39,688	64,754
Total funds carried forward	13	29,205	63,054	92,259
2017				
	Note	Unrestricted funds as restated £	Restricted funds as restated £	Total Funds 2017 as restated £
Income and Endowments from:				
Charitable activities	3	6,367	119,062	125,429
Investment income	4	9	-	9
Other income	5	16,300	-	16,300
Total Income		22,676	119,062	141,738
Expenditure on:				
Charitable activities	6	(11,500)	(129,238)	(140,738)
Total Expenditure		(11,500)	(129,238)	(140,738)
Net income/(expenditure)		11,176	(10,176)	1,000
Net movement in funds		11,176	(10,176)	1,000
Reconciliation of funds				
Total funds brought forward		13,890	49,864	63,754
Total funds carried forward	13	25,066	39,688	64,754

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

The funds breakdown for 2017 is shown in note 13.

Ecumenical Partnership Initiatives

(Registration number: 06951383)
Balance Sheet as at 31 December 2018

	Note	2018 £	2017 £
Fixed assets			
Tangible assets	10	-	46
Current assets			
Debtors	11	783	377
Cash at bank and in hand		160,245	124,104
		<u>161,028</u>	<u>124,527</u>
Creditors: Amounts falling due within one year	12	<u>(68,769)</u>	<u>(59,773)</u>
Net current assets		<u>92,259</u>	<u>64,754</u>
Net assets		<u>92,259</u>	<u>64,754</u>
Funds of the charity:			
Restricted funds		63,054	58,711
Unrestricted income funds			
Unrestricted funds		<u>29,205</u>	<u>6,043</u>
Total funds	13	<u>92,259</u>	<u>64,754</u>

For the financial year ending 31 December 2018 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small company's regime and in accordance with FRS102 SORP.

The financial statements on pages 15-26 were approved by the trustees and authorised for issue on..... and signed on their behalf by:


.....
D Sandiford
Trustee

Ecumenical Partnership Initiatives

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

1 Charity status

The charity is a charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 as set out on page 12 of this report towards the assets of the charity in the event of liquidation.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Basis of preparation of financial statements

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) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Companies Act 2006 and UK Generally Accepted Practice.

Ecumenical Partnership Initiatives 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.

The financial statements are prepared in sterling, which is the functional currency of the charity and rounded to the nearest £.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Two years ago the charity was at a stage of facing closure due to a shortage of funds and having to make the CEO redundant. Church Army offered support to the charity and helped raise the funding necessary to stabilise the organisation and grow the various chaplaincies. (The vast majority of the income we receive, and expenditure, is restricted for the specific areas of chaplaincy). We are now working on raising non restricted funds to enable us to build up the three months reserves as set out by the trustees. We have already had some successes in this for 2019/20. In the interim Church Army would underwrite any deficit should that be necessary.

Exemption from preparing a cash flow statement

The charity have applied the disclosure requirements of section 1A of FRS 102 other than where additional disclosure is required to show a true and fair view and have therefore not included a cash flow statement in these financial statements.

Income

All income is recognised once the Charity has entitlement to the income.

Ecumenical Partnership Initiatives

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

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.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

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.

Fundraising Costs

Although this is a key area, it has become of integral part of a number of roles and it is not practical to separately measure the time spent or attach a cost to it.

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 £500.00 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:

Computer equipment 33% straight line

Debtors

Debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Ecumenical Partnership Initiatives
Notes to the Financial Statements for the Year Ended 31 December 2018

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.

Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation.

Funds structure

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

Trustees agreed to create a designated fund from the unrestricted funds reflecting the extent to which unrestricted donations have been committed to support the arrears of the Baptist Pension Fund.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

Gift in kind

The office at 41 Holywell Lodge, St. Albans, is rent free, the equivalent of £6,500. The time spent by Des Scott working as CEO is a gift in kind through the partnership with Church Army the equivalent of £10,000.

Ecumenical Partnership Initiatives
Notes to the Financial Statements for the Year Ended 31 December 2018

3 Income from charitable activities

	Unrestricted funds		Total 2018	Total 2017
	General £	Restricted funds £	£	£
London Luton Airport	-	73,422	73,422	70,858
Luton Casino Chaplaincy	-	10,000	10,000	10,000
Waterways Chaplaincy	-	81,060	81,060	37,004
Rural Chaplaincy	-	-	-	1,200
General Unrestricted	622	-	622	6,367
	<u>622</u>	<u>164,482</u>	<u>165,104</u>	<u>125,429</u>
2017 Restated	6,367	119,062	125,429	

4 Investment income

	Unrestricted funds		Total 2018	Total 2017
	General £		£	£
Interest receivable and similar income;				
Interest receivable on bank deposits		187	187	9
		<u>187</u>	<u>187</u>	<u>9</u>

5 Other income

	Unrestricted funds		Total 2018	Total 2017
	Designated £	General £	£	£
	4,830	16,500	21,330	16,300
	<u>4,830</u>	<u>16,500</u>	<u>21,330</u>	<u>16,300</u>
2017 Restated	4,800	11,500	16,300	
	<u>4,800</u>	<u>11,500</u>	<u>16,300</u>	

Ecumenical Partnership Initiatives
Notes to the Financial Statements for the Year Ended 31 December 2018

6 Expenditure on charitable activities

	Unrestricted funds	Restricted funds	Total 2018	Total 2017
	General £	£	£	£
London Luton Airport	-	66,215	66,215	73,618
Luton Casino Chaplaincy	-	7,440	7,440	11,101
Waterways Chaplaincy	-	67,461	67,461	44,206
General	18,000	-	18,000	11,500
Big Lottery Fund	-	-	-	313
	18,000	141,116	159,116	140,738
2017 Restated	11,500	129,238	140,738	

Ecumenical Partnership Initiatives
Notes to the Financial Statements for the Year Ended 31 December 2018

7 Net incoming/outgoing resources

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

	2018	2017
	£	£
Depreciation of fixed assets	<u>46</u>	<u>648</u>
Independent examiner's fees	<u>1,200</u>	<u>1,200</u>

8 Staff costs, Trustee's remuneration and expenses

Analysis of staff costs:

	2018	2017
	£	£
Salaries	96,502	77,104
National insurance	3,999	3,881
Pension	<u>8,739</u>	<u>8,368</u>
	<u>109,240</u>	<u>89,353</u>

No employee received remuneration amounting to more than £60,000 in either year.

The average number of persons employed by the charitable company during the year was 5 (2017: 5).

During the year the key management personnel received pay of £10,000 representing benefit in kind (2017: £5,000).

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year. (2017: £Nil)

No trustees have received any reimbursed expenses or any other benefits from the charity during the year. (2017: £Nil)

9 Taxation

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

Ecumenical Partnership Initiatives
Notes to the Financial Statements for the Year Ended 31 December 2018

10 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 January 2018	4,519	4,519
At 31 December 2018	4,519	4,519
Depreciation		
At 1 January 2018	4,473	4,473
Charge for the year	46	46
At 31 December 2018	4,519	4,519
Net book value		
At 31 December 2018	-	-
At 31 December 2017	46	46

11 Debtors

	2018 £	2017 £
Prepayments	433	377
Other debtors	350	-
	783	377

12 Creditors: amounts falling due within one year

	2018 £	2017 £
Other taxation and social security	-	1,672
Deferred Income	61,000	52,100
Accruals	7,769	6,001
	68,769	59,773

Ecumenical Partnership Initiatives

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

13 Funds	Balance at 1 Jan 2018 £	Incoming resources £	Resources expended £	Balance at 31 Dec-18 £
Unrestricted funds				
General	15,466	17,309	(16,500)	16,275
Designated	9,600	4,830	(1,500)	12,930
Total	25,066	22,139	(18,000)	29,205
Restricted funds	39,688	164,482	(141,116)	63,054
Total funds	64,754	186,621	(159,116)	92,259

	Balance at 1 Jan 2018 £	Incoming resources £	Resources expended £	Balance at 31 Dec-18 £
Unrestricted funds				
Donations from charitable activities	8,942	622	-	9,564
Interest receivable from investments	24	187	-	211
Benefit In Kind; CEO salary and Office rent	6,500	16,500	(16,500)	6,500
Designated - (Baptist Pension Provision)	9,600	4,830	(1,500)	12,930
	25,066	22,139	(18,000)	29,205

	Balance at 1 Jan 2018 £	Incoming resources £	Resources expended £	Balance at 31 Dec 2018 £
London Luton Airport	13,305	73,422	(66,215)	20,512
Luton Casino Chaplaincy	4,914	10,000	(7,440)	7,474
Waterways Chaplaincy	17,322	81,060	(67,461)	30,921
Rural Chaplaincy	2,400	-	-	2,400
Big Lottery	18	-	-	18
Stranded Traveller	1,729	-	-	1,729
	39,688	164,482	(141,116)	63,054

Restricted and Unrestricted funds are for the running and development of the chaplaincy.

Ecumenical Partnership Initiatives

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

2017	Balance at 1 Jan 2017 £	Incoming resources £	Resources expended £	Balance at 31 Dec-17 £
Unrestricted funds				
General and Designated	13,890	22,676	(11,500)	25,066
Restricted funds	49,864	119,062	(129,238)	39,688
Total funds	63,754	141,738	(140,738)	64,754

	Balance at 1 Jan 2017 £	Incoming resources £	Resources expended £	Balance at 31 Dec-17 £
Unrestricted funds				
Donations from charitable activities	2,575	6,367	-	8,942
Interest receivable from investments	15	9	-	24
Benefit In Kind; CEO salary and Office rent	6,500	11,500	(11,500)	6,500
Designated - (Baptist Pension Provision)	4,800	4,800	-	9,600
	13,890	22,676	(11,500)	25,066

	Balance at 1 Jan 2017 £	Incoming resources £	Resources expended £	Balance at 31 Dec-17 £
Restricted funds				
London Luton Airport	16,064	70,858	(73,618)	13,304
Luton Casino Chaplaincy	6,015	10,000	(11,101)	4,914
Waterways Chaplaincy	24,525	37,004	(44,206)	17,323
Rural Chaplaincy	1,200	1,200	-	2,400
Big Lottery	331	-	(313)	18
Stranded Traveller	1,729	-	-	1,729
	49,864	119,062	(129,238)	39,688

14 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
Tangible fixed assets	-	-	-	-
Current assets	66,021	12,930	82,077	161,028
Current liabilities	(68,769)	-	-	(68,769)
Total net assets	(2,748)	12,930	82,077	92,259
2017	(3,557)	9,600	58,711	64,754

Ecumenical Partnership Initiatives

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

15 Analysis of net funds

	At 1 Jan 2018 £	Cash flow 2018 £	At 31 Dec 2018 £
Cash at bank and in hand	124,104	36,141	160,245
Net debt	124,104	36,141	160,245

16 Related party transactions

There are no related party transactions during the period other than the £10,000 gift in kind for Des Scott's time as mentioned in the accounting policies note (2017: £nil).