



*staying true at work.*

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## **Trustees' Annual Report and Accounts for the period ended 31 January 2019**

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@GoodWorksNews

Registered Charity 1165561 (February 2016)

**Key Information about Good Works**

**Board of Trustees**

David Roberts (Chair)

Brian Gilliland

Kathleen Kelliher (Secretary and acting Treasurer)

Dr Maria Power

Bram Vueghs,

**Management subcommittee**

Alessia Cesana

**Bankers**

National Westminster Bank plc

94 Moorgate

London EC2M 6UR

Reliance Bank

23-24 Lovat Lane

London EC3R 8EB

## **Introduction**

This document comprises the Trustees' annual report and financial statements of Good Works for the period ended 31 January 2019. The financial statements are prepared in accordance with the Statement of Recommended Practice (SORP) for Accounting and Reporting by Charities (revised March 2005).

## **Chair's Statement**

This year has seen a continuation of the strategy adopted in 2018/19 which has allowed for a period of consolidation and of repositioning together with a re-framing of our core message to - 'Beliefs, Values and Worldviews at Work'. To this end, we have continued our relationship with Professor Christopher Baker, a sociologist of religion who is based at the Faiths and Civil Society Unit, Goldsmiths, University of London. Working with the Chair, Dr Maria Power (University of Liverpool) and our Development Manager, Alessia Cesana, we have created a series of workshops which will be offered in the period from 2019/20.

The research upon which these workshops will be based was shared at two workshops: the first at the British Academy, and the second at the Catholic University of Portugal.

During the coming year we hope to be in a position to pilot a new project offering workshops to Catholic University Chaplaincies. Once the pilot is complete, we will apply for funding. We will also be advertising for new trustees in the Autumn of 2019.

On behalf of Good Works Trustees I would like to express our gratitude to all the volunteers who have given freely of their time and resources and to our partners who have demonstrated so much good will.

**David Roberts**



**Chair of Trustees, Good Works**



## **2 Our Strategy**

Our strategy is to work with partners to provide practical solutions to:

- Help people in the workplace apply ethical principles as a matter of routine and
- Share their insights and wisdom as far as possible in order to
- Disseminate confidence, language and advocacy for applied ethics in the workplace.

### **Achievements**

Everything we do is the result of an ongoing conversation across our network which numbers around 500 people. The cornerstone of this conversation are universal ethical principles which apply across the economy and society - The Common Good and Human Dignity which in turn depend on the principles of Subsidiarity, Sustainability, Plurality, Solidarity and Reciprocity. These principles are neatly summarised in the Blueprint Framework of The Blueprint Trust which is another charity which we work with.

### ***Good Careers programme***

We test piloted workshops with an additional 4 universities in 2017 to help young people at the start of their careers explore how they can develop their career in a way that enables them to stay true to their values. Although staff changes have meant delays in implementing these projects, we have completed workbooks for both workshops.

There are two formats, one called 'Yours faithfully' in partnership with University Chaplaincies and the other called 'Career Bootcamp - Get fit for purpose' in partnership with University career services.

These workshops have led to the creation of the 'Good Careers' programme for Universities and the Good Works Society for University students.

### ***Bridge building with individuals and organisations around applied ethics***

The Credit Crunch in 2008 acted as a catalyst for the spontaneous development of a plethora of initiatives about ethics in the workplace and wider society. Good Works encourages these different initiatives to collaborate for the benefit of the common good.

### **Priorities for 2019/20**

Good Works is now in the middle of the third stage of its development:

- Our next business plan will be focused on securing funding for specific research projects under our revised mission statement, "Beliefs, Values and Worldviews at Work". We also intend to extend our network of beneficiaries, volunteers and partners and to put in place the appropriate infrastructure for both our online services and the back office required to support our two core activities; 'Beliefs Values and Worldviews at Work', and workshops for University Chaplaincies.
- To establish an income stream for the two projects.

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

#### **3.1 Legal structure of Good Works**

Between February 2013 and January 2016 Good Works was an unregistered charity. However, in February 2016, immediately after this accounting year, Good Works was registered as a Charitable Incorporated Organisation (CIO) with the Charities Commission for England and Wales.

#### **3.2 Governance**

The Constitution of Good Works is our governing document; the old constitution applied to the accounting period but the notes were written under our new constitution as a CIO.

Good Works is governed by a Board of Trustees. The Trustees aim to meet as a full board every quarter, and are required to meet at least three times in each full year (although a Trustees' meeting may be held at any time, subject to the Constitution).

Each year, all Trustees will retire at the Annual General Meeting (AGM), and the members shall elect between 3 and 12 new Trustees to serve for the next year. Existing Trustees may stand for re-election, and any member may stand for election as a trustee.

During each year, the Trustees may co-opt up to 2 additional Trustees. They must stand down at the next AGM, though if members of Good Works would be eligible for election at that AGM.

Currently, the only formal members of Good Works are the existing Trustees as set out on page 2 of this document.

#### **3.3 Risk management**

The Trustees have considered and reviewed the risks to which Good Works could be exposed. Good Works currently has no employees, no premises, no financial commitments and no contractual agreements. The Trustees consider that the operations and controls relating to Good Works' activities are adequate in the context of our risk environment.

## **4 Financial Review**

### **4.1 Overview of results for the period**

During the period to 31 January 2019 Good Works received no income or core funding. Good Works started the year with £8,831 in the bank and used £1,040 (plus £500 in goods in kind) to fund its activities.

Good Works has also benefited from the 'donation in kind' of services with an estimated value of approximately £500 in respect of the hosting and support of our web site and intranet plus room hire.

Good Works' expenses during this period have been modest. Costs mostly related to consultancy, web and social media development and travel to universities and other sites. We also had some expenses for stationery and publicity materials. As noted above, some web design services were donated in kind. The Trustees have undertaken a large amount of the 'leg work' for Good work, and this has largely eliminated the need to pay for event planning, administration and accountancy services.

Good Works' net incoming resources for the period from 31 January 2019 was £7,841. The Trustees consider this surplus to be a reasonable outcome at the end of Good Works' second stage of development; it puts us on a sound footing to build on our early achievements.

### **4.2 General Funds and Good Works' reserves policy**

Good Works' net assets of £7,841 are represented by cash at bank as of 31 January 2019. The net assets are held within General Funds.

It is reasonable for Good Works to retain sufficient monies within its General Reserve to cover several months of expenditure. Since Good Works is a newly established organisation, it is not yet possible to determine an appropriate target level of general reserves. The Trustees are satisfied that £7,841 represents a prudent and appropriate level of General Reserves at the current time, sufficient to meet the requirements for working capital. The Trustees will keep the level of general reserves under review and will take into account changing circumstances, revised financial forecasts and evolving challenges and opportunities facing the organisation.



## 5 Statement of Trustees' Responsibilities

The Trustees are required to prepare the annual report and financial statements for each financial year which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgments 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## 6 Auditors and independent examiners

Good Works is now a Charitable Incorporated Organisation and a registered charity.

Given the size of Good Works, there is currently no requirement for the accounts to be audited or to be the subject of an independent examination.

and signed on their behalf by



David Roberts - Chairman



Kathleen Kelliher – acting Treasurer



**Good Works: Trustees' Annual Report and Accounts for the Period Ended 31 January 2019**

<b>General Funds</b>	<b>7</b>	<b>8,881</b>
<b>Total Funds</b>		<b><u>8,881</u></b>

These accounts were  
approved by the  
Trustees on 28 January  
2020 and signed on their  
behalf by

David Roberts  
Chair of Trustees

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Kathleen Kelliher, Acting Treasurer

The notes on pages [12) to [14) form an integral part of these financial statements.

## Notes to the Financial Statements

### For the period ended 31 January 2019

#### 1 Accounting Policies

##### a. Basis of accounting

The financial statements have been prepared on the going concern basis and under the historical cost convention as modified by the revaluation of investments. They comply with the reporting requirements of the 'Accounting and Reporting by Charities: Statement of Recommended Practice' issued by the Charity Commission in March 2005 ("SORP2005") and all applicable UK accounting standards.

##### b. Incoming resources

All incoming resources are credited to the Statement Of Financial Activities ('SOFA') when the charity is legally entitled to the income and the amount can be quantified with reasonable certainty. Where grants are received which relate to a specific future period, these are deferred.

Voluntary donations and gifts, interest income and grant income are recognised on a receivable basis. Legacies are accounted for as income (lg resources either upon receipt or where the receipt of the legacy is virtually certain, i.e. when confirmation has been received from the representatives of the estates that payment of the legacy will be made and once all conditions attached to the legacy have been fulfilled. Income from events and activities for generating funds is recognised when the event takes place. Gift Aid recoverable is included in income on an accruals basis where there is a valid Gift Aid declaration from the donor.

Gifts in kind are recognised as income when brought into use by the charity. Gifts in kind and donated services and facilities are included in income at an amount equivalent to their estimated value to the charity, where this can be quantified, and an equivalent amount is included in the appropriate cost line, or (in the case of tangible assets) capitalised if appropriate. The only amounts included for donated services are those provided in a professional capacity. No amounts are included in the financial statements for any services donated by volunteers. Details of any contribution made by volunteers can be found in the Report of the Trustees.

##### c. Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Any support costs which are not directly attributable to generating funds, charitable activities or governance, are allocated to those categories on a basis consistent with the use of resources.

##### **Governance costs**

Governance costs are those associated with the strategic direction and management of the charity, compliance with legal obligations and the charity's constitutional documents as well as ensuring proper public accountability, as opposed to day to day management of the charity's operations. Governance costs include the costs of preparing statutory accounts, the cost of Trustees' meetings and fees for general legal advice to the Trustees.

##### d. Taxation

Irrecoverable VAT is not separately analysed and is charged to the SOFA when the expenditure to which it relates is incurred and is allocated as part of the expenditure to which it relates.

##### e. Cash flow statement

The charity has taken advantage of the exemption from the need to prepare a cash flow statement on the grounds of its size.

**2 Services donated in kind**

	<b>2019 Total £</b>
Web site development and maintenance	300
Room hire	200
<b>Total incoming resources from generated funds</b>	<b>500</b>

Donations in kind were received from Insiteability for web services, and for photographic services.

**4 Payment for services provided by Trustees**

During 2018/19, there were no payments for services provided by Trustees.

**5 Trustee remuneration and expenses**

No Trustee received any remuneration for their services as a Trustee.

**6 Current liabilities: amounts falling due within one year**

	<b>2019 Total £</b>
Amounts owed to Trustees for Trustee expenses	0
<b>Total seminar costs</b>	<b>0</b>

**7 General Funds • Unrestricted**

	<b>Opening balance</b>	<b>Net incoming resources for the period before transfers</b>	<b>Transfers between funds</b>	<b>Balance 31 January 2019</b>
	£	£	£	£
General funds	8,831	1,040		8,881

