

# THE CHAPLAINCY, MANCHESTER AIRPORT

England & Wales · Charity number 1074781

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 1999-03-22

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Manchester Airport PLC  
Olympic House  
Manchester Airport  
Manchester  
M90 1QX

**Phone** 01614892838

**Email** [thechaplaincy@manairport.co.uk](mailto:thechaplaincy@manairport.co.uk)

**Website** [www.thechaplaincy-manchesterairport.co.uk](http://www.thechaplaincy-manchesterairport.co.uk)

## Activities

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**Objects:** TO RELIEVE POVERTY, DISTRESS, SUFFERING AND SICKNESS AMONGST THOSE WHOSE EMPLOYMENT OR BUSINESS IS MANCHESTER AIRPORT ("THE AIRPORT"), THOSE TRAVELLING THROUGH THE AIRPORT AND MEMBERS OF THE GENERAL PUBLIC WHOSE ACTIVITIES BRING THEM TO THE AIRPORT. TO FURTHER THE RELIGIOUS AND OTHER CHARITABLE WORK OF ALL DENOMINATIONS OF THE CHRISTIAN CHURCH AT THE AIRPORT TO DEVELOP A RELATIONSHIP WITH PEOPLE OF OTHER FAITHS AND TO SHOW HOSPITALITY TO THOSE OF ANY FAITH OR NONE

**Activities:** The principal activity of The Chaplaincy is to serve all who work at or pass through Manchester Airport. The Chaplaincy's origins were ecumenical but this has moved to a multi faith perspective and The Chaplaincy also serves those with no faith at all. The board membership reflects the continuing involvement of the local churches.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Religious Activities
- **Who:** The General Public/mankind

## Geography

- Cheshire East
- Cheshire West & Chester
- Manchester City

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£119,314	£144,651	-	-
2024-03-31	£117,466	£123,793	-	-
2023-03-31	£118,665	£108,236	-	-
2022-03-31	£129,302	£121,812	-	-
2021-03-31	£153,724	£122,821	-	-

## Trustees

Name	Role	Appointed
<b>Radford Taylor</b>	Chair	2016-10-20
Bishop Matthew Porter		2023-09-07
Catherine Sarah-Jane Cave		2025-05-08
Chris Perkes		2024-11-28
Declan Aduba		2025-09-09
Jacqueline Herlihy		2024-01-11
Michael John Gannon		2013-11-25
Parkash Singh		2024-09-12
Paula Wainwright		2023-09-07
RABBI JONATHAN GUTTENTAG		2023-09-07
Rev Edmund Kwesi Akyea Mensah		2017-06-01
Stephen James Reynolds		2015-11-12
Supt. Helen Caldbeck		2023-02-01
Zarda Begum		2023-09-07

**THE CHAPLAINCY, MANCHESTER AIRPORT**

England & Wales - Charity number 1074781

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# Accounts

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# **The Chaplaincy, Manchester Airport**

(a company limited by guarantee)

## **Annual Report and Financial Statements For the year ended 31 March 2025**

**Registered Company Number: 03664008**

**Registered Charity Number: 1074781**

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## **Trustees and advisers for the year ended 31 March 2025**

### **Trustees**

R. Taylor  
M. J. Gannon  
J. S. Reynolds  
Rt Rev E. K. Akyea-Mensah  
H. Caldbeck  
Rt Rev M. Porter  
P. Wainwright  
J. Guttentag  
U. Issa  
J. Herlihy  
P. Singh (Appointed 12 September 2024)  
C. Perkes (Appointed 28 November 2024)  
D. Montgomery (Resigned 19 February 2025)  
I. C. Arterton (Resigned 19 February 2025)

### **Secretary**

D. Twomey

### **Treasurer**

R. Hill

### **Registered Office**

Olympic House  
Manchester Airport  
Manchester  
M90 1QX

### **Banker**

HSBC Bank plc  
North West Corporate Banking Centre  
2<sup>nd</sup> Floor  
4 Hardman Square  
Spinningfields  
Manchester M3 3EB

### **Auditor**

Fairhurst Audit Services Ltd  
Chartered Accountants & Registered Auditors  
Douglas Bank House  
Wigan Lane  
Wigan  
WN1 2TB

## **Trustees' report for the year ended 31 March 2025**

The Trustees of The Chaplaincy, Manchester Airport (The Chaplaincy) present their annual report and the audited financial statements for the year ended 31 March 2025.

In accordance with Section 414B of the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013, the Company is exempt from preparing a Strategic Report.

### **Reference and Administrative Details**

The charity registration number is 1074781 and the company registration number is 03664008. The principal office address is the same as the registered office address. R Taylor (MAG Director of Aerodrome Operations) leads The Chaplaincy's activities as Chair of the Board.

### **Objectives and Activities for the public benefit**

The principal activity of The Chaplaincy is to serve all who work at or pass through Manchester Airport. Since 2020, the Mission Statement of The Chaplaincy, Manchester Airport has been: To be "A living expression of faith through the provision of pastoral and humanitarian care for all people irrespective of age, ability, gender, race, religion or belief, sex, sexual orientation, relationship or parental status." This mission has been summarised by The Chaplaincy in the three words: "Help, Support, Guide".

The Chaplaincy's origins were ecumenical, but this has evolved over 25 years into a genuine multi faith team and The Chaplaincy also serves those with no religious faith. The Board membership reflects the continuing involvement of airport businesses, local churches, and faith communities.

A specific long-term aim of The Chaplaincy is the development of the Airport Care Team. This team is a group of volunteers who work at the airport who are trained and managed by The Chaplaincy to provide pastoral and humanitarian care to all those passing through the airport.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities for the year.

### **Constitution**

The Memorandum and Articles of Association set out the constitution, objectives and regulations of The Chaplaincy.

### **Going concern and basis of preparation**

The financial statements have been prepared on a going concern basis which the Trustees consider to be appropriate for the following reasons.

At 31 March 2025 the Company had cash of £66,926 (2024:72,682) and net assets of £57,172 (2024: £82,509). The Trustees have prepared a going concern assessment which considers the period from the date of approval of these financial statements to the end of its March 2025 financial year. These forecasts indicate that the Company will have sufficient funds, to continue to operate and to meet its liabilities as they fall due throughout that period.

The Company is dependent on donations from Manchester Airports Holdings Limited in order to operate, with the majority of its income being derived from this source. As such the Trustees recognise that their assessment is dependent upon Manchester Airports Holdings Limited continuing to provide donations at levels consistent with prior years. Manchester Airports Holdings Limited has confirmed its intention to provide these donations, which in turn would permit the Company to continue to operate as going concern.

## Trustees' report for the year ended 31 March 2025 (*continued*)

### Achievement and performance

The Chaplaincy continues to provide day to day pastoral and humanitarian care to Manchester Airport and allied on-site companies', which comprise roughly 25,000 employees, 31.1 million passengers (annually) and other members of the public who pass through the Airport, whatever the reason for their presence, under our stated mission to "help, support, guide".

The Airport Care Team increases the capacity of The Chaplaincy team to respond to humanitarian need. The team consists of airport employees who have volunteered and undergo regular training to assist The Chaplaincy in response to humanitarian assistance cases and, when required, in full emergency situations. The Airport Care Team continues to prove most helpful in day-to-day referrals such as Red Cross / International Organisation for Migration Family Reunions and Refugee referrals, and FCDO consular assistance referrals. Responding to these issues takes considerable time and skill, and on numerous occasions The Chaplaincy and Airport Care Teams have together proved their worth in small and large-scale responses to human need.

The Chaplaincy team provides a diverse service to people of all faiths and none and seeks to maintain and develop its close partnership with colleagues in local and national government, UK consular staff around the world, Greater Manchester Police, UK Border Force, Manchester Airport Customer Experience teams, Community Engagement, MAG HR, Occupational Health, Third Sector partners, and other community groups; schools, churches, faith communities, societies, and charities within the Airport's catchment area.

The Chaplaincy continues to establish, maintain and develop contacts with staff and to maximise visibility wherever possible. The Chaplaincy, working with the Airport Care Team, has continued to offer support and pastoral care for individual passengers and staff on a number of occasions and also responds to a wide range of pastoral and emergency situations, including passenger fatalities on flights into Manchester Airport, as well as repatriation of UK nationals abroad following acts of terrorism, bereavement, serious injury, health crisis or detention abroad. The Chaplaincy has also found new opportunities to support the airport's focus on wellbeing and good mental health – especially in these challenging times.

By working whenever possible in partnership with other agencies, The Chaplaincy provides a service to those directly affected as well as to friends, relatives and staff members involved in a particular situation that is highly regarded and appreciated by clients as well as colleagues. Manchester Airport's Employee Assistance Programme have assured The Chaplaincy and Airport Care Teams that, in addition to peer-support, specialist emotional and psychological support will be available on request, and in specific emergencies, as a matter of course, for those deployed to assist others.

We have continued to engage in dialogue with Manchester City Council, the Greater Manchester Combined Authority, the Foreign, Commonwealth and Development Office and Manchester Airport Management, with a view to the provision of specialist social work personnel who might work with The Chaplaincy and, with a Manchester Airport security pass as part of an integrated team, supporting Police, Border Force and other partners across and beyond the airport site, to achieve the best outcomes for our clients as rapidly and efficiently as possible.

Five multi-faith prayer rooms across three airport terminals are used by staff and public. We continue to work closely with teams delivering the airport's £1.2 billion transformation programme and have been consulting on the new permanent landside and airside chaplaincy facilities as well the temporary facilities which are needed in the interim. New facilities will greatly enhance the provision for staff and travelling passengers wanting to pray or find a peaceful and attractive corner of the terminal and will help to ensure that Manchester Airport is able to meet the diverse needs of users as the passenger facilities develop over the next two-three years and beyond.

The number of referrals to The Chaplaincy continues to grow alongside the significant increase in passenger numbers in 2025. The ability of The Chaplaincy to continue to operate effectively in future is dependent on the ongoing operations of Manchester Airport and the willingness of that company and each of our other donor bodies (the Diocese of Manchester, the Diocese of Chester, the RC Diocese of Shrewsbury, WDFG, the FCDO and Border Force) to provide donations to The Chaplaincy. The ability of The Chaplaincy to develop and grow its work in line with ever-growing demand will also require exploration of additional funding sources.

## Trustees' report for the year ended 31 March 2025 *(continued)*

### Members

The Chaplaincy is a company limited by guarantee. The members of The Chaplaincy as at 31 March 2025 are set out below:

Manchester Airport plc  
WDFG UK Limited (part of Dufry Ltd)  
The Nuance Group (UK) Limited (part of Dufry Ltd)

### Trustees

The Chaplaincy has a board of directors who are also Trustees. There are no Trustees who are not directors. Trustees are appointed by the members pursuant to Articles 40 to 43 of the Articles of Association. The Trustees, who served during the year and up to the date of signing the financial statements, are as follows:

R. Taylor  
M. J. Gannon  
J. S. Reynolds  
Rt Rev E. K. Akyea-Mensah  
H. Caldbeck  
Rt Rev M. Porter  
P. Wainwright  
J. Guttentag  
U. Issa  
J. Herlihy  
P. Singh (Appointed 12 September 2024)  
C. Perkes (Appointed 28 November 2024)  
D. Montgomery (Resigned 19 February 2025)  
I. C. Arterton (Resigned 19 February 2025)

### Structure, governance and management

The Trustees usually meet four times a year, with occasional extraordinary meetings as required. The Executive Committee manages business raised between such meetings, meeting a minimum of two further occasions during the year and comprising a smaller number of Trustees plus the Company Secretary, Treasurer and the Lead Chaplain. The Executive Committee may also play a role in the recruitment process, the monitoring of terms and conditions of service, and appraisals of chaplaincy team staff.

The training of Trustees is carried out on an informal basis on appointment. Further specialist training of Trustees is carried out periodically, when requirements are identified.

## Trustees' report for the year ended 31 March 2025 (*continued*)

### Financial review

The statement of financial activities is as set out on page 12. A deficit was made of £25,337 in 2025 (2024: £6,327 deficit). Donations received from existing donors decreased slightly from the prior year, in line with our expectations, alongside an increase in the salaries paid for staff due to the increase in resources from the prior year.

Due to the above, the cash balance for The Chaplaincy has decreased to £66,926 (2024: £72,682). The Chaplaincy's cash continued to be held in accounts with HSBC Bank plc.

The Chaplaincy's constitution does not permit the payment of dividends, and the deficit for the period of £25,337 has been transferred to reserves (2024: 6,327 deficit). The policy for the management of the level of reserves held is set out below.

### Reserves policy

The Chaplaincy maintains a general unrestricted fund, which represents funds that are expendable at the discretion of the Trustees in furtherance of the Objects of The Chaplaincy.

Such funds may be held in order to finance both working capital and capital investment. There are no restricted funds allocated for a specific purpose. There are no designated funds or amounts put aside at the discretion of the Trustees to be made available only for a specified purpose.

The free reserves at 31 March 2025 are £57,172 (2024: £82,509). The reserves have been maintained at a similar level since 2020.

The Chaplaincy has a reserves policy that is felt to be prudent by the Board. Reserves of a minimum of six months' costs are held to mitigate, to an extent, the risk of a downturn in the level of donations.

This policy was set at the meeting of the Board held on 15 January 2009 and has continued to be seen to be appropriate. At 31 March 2025 the target of holding a minimum of six months costs has been achieved based on resources expended during the year to 31 March 2025.

### Risk Assessment

A risk assessment framework was last agreed by The Chaplaincy Board during 2020. The main risk identified was the ongoing financial support to The Chaplaincy from its main contributors particularly during the Covid pandemic. While increased funding has been secured from several existing key funders in the past financial year, The Chaplaincy has lost funding from one of its founder members. The Chaplaincy is examining ways to maintain current levels of expenditure and reserves. All key donors have confirmed they will be able to donate the same amount (or an increased amount) going forward in the short term, but this will need to be regularly reassessed to ensure funding is secured for future years.

The Chaplaincy continually assesses and evaluates the risks it is facing including the following impacts upon its key risks:

- Funding - whilst all key donors have confirmed their intention that they will be able to donate the same funds going forward in the short-term, the success for The Chaplaincy relies on the ability of donors to provide funding in the longer term;
- Resourcing -the level of resource that can be provided to The Chaplaincy staff and volunteer body will also need to consider the long-term financial position of the charity.

## Trustees' report for the year ended 31 March 2025 (*continued*)

### Plans for the future

#### *The Chaplaincy's physical presence at Manchester Airport*

The Manchester Transformation Programme, a 10-year £1.2 billion+ investment programme to improve facilities for Manchester Airport's passengers continues to bring radical changes and improvements to the physical environment of the airport.

The Chaplaincy will continue to ensure that Airport management (and particularly the Airport Transformation Programme Team) understands and values the many different (and sometimes conflicting) tasks that are required of The Chaplaincy team by airport colleagues and management (as well as partners around the world). The Chaplaincy manages many of the rare and precious quiet spaces around the Airport: not just the well-used multi-faith prayer rooms (both landside and airside), but also other private spaces that can be used for supporting those who are vulnerable, comforting those in distress, offering a discreet space for emotional family reunions or pastoral counselling.

#### *Effective Governance and Management*

In response to the inevitable disruption and uncertainty for individual staff and for airlines and airport-based companies as they respond to rapid and radical shifts in business, commerce and international relations, including ongoing international incidents and increasing perceived threat of terrorism abroad and at home, The Chaplaincy Board needs to develop the service The Chaplaincy is able to offer the airport community.

#### *Effective training and deployment*

The Lead Chaplain, in consultation with the Board, and with the assistance of the Deputy Lead Chaplain, will continue to ensure that The Chaplaincy team is effectively led and deployed; engaged in collaborative working practices, while each individual Chaplain is encouraged to develop specific areas of responsibility. Appropriate training will also ensure that the whole Chaplaincy team, whether volunteers or paid employees, part-time or full-time can feel confident in working collaboratively as part of one team.

The Chaplaincy will continue to develop its work among the 200+ businesses that make up Manchester Airport and to enhance its visibility among staff and the local faith communities.

#### *Protecting vulnerable passengers*

The Chaplaincy has worked with Manchester Airport and associated companies in providing a framework for training staff in protecting vulnerable passengers and creating awareness among the public of the airport's desire to ensure the safety and wellbeing of all who work at, or pass through the airport, and who may be vulnerable to violence, exploitation or coercion.

The Chaplaincy will continue to develop training for staff and to raise public awareness of Safeguarding, Trafficking and related issues. As a founder-member of the GM Modern Slavery NGO Forum, with a place on the Manchester Airport's Group Modern Slavery Working Group, The Chaplaincy will continue to represent the interests of vulnerable passengers in local, regional and national networks.

## Trustees' report for the year ended 31 March 2025 (*continued*)

### Plans for the future (continued)

#### *Visibility and engagement with Airport staff, passengers and neighbours*

The Chaplaincy will continue to maximise our personal visibility through regular and systematic visiting around the Airport and one-to-one engagement. We will also increase and develop our profile through publicising our work as widely as possible, through the use of social media and The Chaplaincy website, as well as through the provision of information leaflets, monthly newsletters and six-monthly updates ("Roots and Wings"), and by speaking to national conferences, regional and local groups and organisations, as opportunities present themselves (though, again, we are already operating at near capacity in responding to speaking engagements).

The Chaplaincy will continue to respond appropriately to pastoral / liturgical requests in response to the death of serving colleagues, members of the public with connections to the airport, as well as to the needs of the families of those whose mortal remains are brought through the airport and in relation to longer-term provision of memorials around the airport as needs arise.

The Chaplaincy will also build on and develop existing positive and constructive inter-faith engagement through the provision of opportunities for dialogue and social engagement to ensure that members of all faith communities (and those who describe themselves as secular, humanist, atheist or agnostic) in and beyond the Airport are supported, helped and guided as appropriate.

### Disclosure of information to auditor

The Trustees who held office at the date of approval of this Trustees' Report confirm that, so far as they are each aware, there is no relevant audit information of which The Chaplaincy's auditor is unaware; and each Trustee has taken all the steps that they ought to have taken as a Trustee to make themselves aware of any relevant audit information and to establish that The Chaplaincy's auditor is aware of that information.

During the year the Trustees resolved to appoint Fairhurst Audit Services Ltd as auditors for the year ending 31<sup>st</sup> March 2025.

### By order of the Trustees and signed on behalf of the Board of Trustees



Rad Taylor

Date: 14 November 2025

Registered address:  
Olympic House  
Manchester Airport  
Manchester  
M90 1QX

## **Statement of Trustees' responsibilities in respect of the trustees' report and the financial statements**

Under the trust deed of the charity and charity law, the trustees are responsible for preparing a Trustees' Annual Report and the financial statements in accordance with applicable law and regulations. The trustees are required to prepare the financial statements in accordance with UK Accounting Standards, including FRS102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland*.

The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources for that period.

In preparing these financial statements, generally accepted accounting practice entails that the trustees:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards and statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements;
- assess the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern; and
- use the going concern basis of accounting unless they either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

The trustees are required to act in accordance with the trust deed of the charity, within the framework of trust law. They are responsible for keeping accounting records which are sufficient to show and explain the charity's transactions and disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the trustees to ensure that, where any statements of accounts are prepared by them under section 132(1) of the Charities Act 2011, those statements of accounts comply with the requirements of regulations under that provision. They are responsible for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error, and have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE CHAPLAINCY, MANCHESTER AIRPORT

## Opinion

We have audited the financial statements of The Chaplaincy, Manchester airport (the 'charitable company') for the year ended 31 March 2025 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2025 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

## Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

## Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

# **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE CHAPLAINCY, MANCHESTER AIRPORT**

## **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

## **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

## **Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- We obtained an understanding of laws and regulations that affect the charitable company, focusing on those that had a direct effect on the financial statements or that had a fundamental effect on its operations. Key laws and regulations that we have identified included Companies Act 2006, Charities Act 2011, data protection, employment, environmental and health & safety legislation.
- We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting accreditations and legal correspondence.

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE CHAPLAINCY, MANCHESTER AIRPORT

## Our responsibilities for the audit of the financial statements (continued)

In assessing the susceptibility of the charitable company's financial statements to material misstatement, including obtaining and understanding of how fraud might occur;

- We gained an understanding of the controls that management have in place to prevent and detect fraud. We enquired of management about any instances of fraud that had taken place during the year.

To address the risk of fraud through management bias and override of controls;

- We performed analytical procedures to identify any unusual or unexpected relationships;
- We tested journal entries to identify unusual transactions; and
- We assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias.

Due to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.

We are not responsible for preventing fraud or non-compliance with laws and regulations and cannot be expected to detect all fraud and non-compliance with laws and regulations.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

## Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Louise Webster BSc BFP ACA (Senior Statutory Auditor)  
for and on behalf of Fairhurst Audit Services Ltd  
Chartered Accountants & Registered Auditors  
Douglas Bank House  
Wigan Lane  
Wigan  
Lancashire  
WN1 2TB

17 November 2025

## Statement of financial activities, incorporating the income and expenditure account, for the year ended 31 March 2025

	Note	Total funds year ended 31 March 2025	Total funds year ended 31 March 2024
		£	£
<b>Incoming resources</b>			
Donations	2	<b>119,314</b>	117,466
<b>Total incoming resources</b>		<b>119,314</b>	117,466
<b>Resources expended</b>			
<b>Charitable activities</b>			
Salaries	3	<b>(107,783)</b>	(94,913)
Management and administration expense		<b>(36,868)</b>	(28,880)
<b>Total resources expended for charitable activities</b>		<b>(144,651)</b>	(123,793)
<b>Net surplus</b>	4	<b>(25,337)</b>	(6,327)
<b>Reconciliation of funds</b>			
Total funds brought forward		<b>82,509</b>	88,836
Total funds carried forward		<b>57,172</b>	82,509

All the above results derive from continuing operations.

All the above relate to unrestricted funds.

The accompanying accounting policies and notes on pages 14 to 17 form an integral part of the financial statements.

## Balance sheet as at 31 March 2025

		2025	2024
	Note	£	£
<b>Current assets</b>			
Trade and other debtors	6	2,000	1,875
Cash at bank and in hand		66,926	72,682
Prepayments and accrued income	7	-	12,000
		<b>68,926</b>	<b>86,557</b>
<b>Current Liabilities</b>			
Accruals and deferred income	8	(11,754)	(4,048)
		<b>57,172</b>	<b>82,509</b>
<b>Funds</b>			
General unrestricted funds		<b>57,172</b>	<b>82,509</b>

The financial statements on pages 14 to 17 were approved by the Trustee Board and were signed on its behalf by:



Rad Taylor Trustee  
 14 November 2025

## Notes to the financial statements

### 1. Accounting policies

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 Companies Act 2006.

The Chaplaincy, Manchester Airport 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 note(s).

The presentational currency of these financial statements is sterling.

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charitable company's financial statements. The financial statements are filed annually with the Registrar of Companies.

#### Going Concern

The financial statements have been prepared on a going concern basis which the trustees consider to be appropriate for the following reasons.

At 31 March 2025 the Company had cash of £66,926 (2024: £72,682) and net assets of £57,172 (2024: £82,509). The Trustees have prepared a going concern assessment which considers the period from the date of approval of these financial statements to the end of its March 2025 financial year. These forecasts indicate that the Company will have sufficient funds, to continue to operate and to meet its liabilities as they fall due throughout that period.

The Company is dependent on donations from Manchester Airports Holdings Limited in order to operate, with the majority of its income being derived from this source. As such the Trustees recognise that their assessment is dependent upon Manchester Airports Holdings Limited continuing to provide donations at levels consistent with prior years. Manchester Airports Holdings Limited has confirmed its intention to provide these donations, which in turn would permit the Company to continue to operate as going concern.

Based upon their enquiries, the Trustees believe that it is reasonable to continue to adopt the going concern basis in preparing the annual report and financial statements. The financial statements do not include any adjustments that would result from the basis of preparation being inappropriate.

#### Basis of accounting

The financial statements have been prepared in accordance with applicable accounting standards under the historical cost convention and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice FRS 102.

Under FRS 102, the company is exempt from the requirement to prepare a cash flow statement on the grounds of its size.

#### Incoming resources

Income is recognised in the statement of financial activities (SoFA) when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities. Income is only recognised in the accounts when all of the following criteria are met:

- control over the rights or other access to the economic benefit has passed to the charity;
- it is more likely than not that the economic benefits associated with the transaction or gift will flow to the charity; and
- the monetary value or amount of the income can be measured reliably and the costs incurred for the transaction and the costs to complete the transaction can be measured reliably.

## Notes to the financial statements (continued)

### 1. Accounting policies (continued)

#### Resources expended

All expenses are accounted for on an accruals basis. Such costs are allocated between charitable expenditure, management and administration and governance costs. Staff costs are allocated according to the costs of staff working directly in the relevant activity. Other costs are apportioned using an appropriate basis of allocation.

#### Pension costs

The Chaplaincy contributes to defined contribution schemes on behalf of its chaplain. Other employees receive contributions to a money purchase scheme. All pension contributions are charged to the statement of financial activities as they are incurred.

#### Debtors and creditors

Trade and other debtors are recognised initially at transaction price less attributable transaction costs. Trade and other creditors are recognised initially at transaction price plus attributable transaction costs. Subsequent to initial recognition they are measured at amortised cost using the effective interest method, less any impairment losses in the case of trade debtors. If the arrangement constitutes a financing transaction, for example if payment is deferred beyond normal business terms, then it is measured at the present value of future payments discounted at a market rate of instrument for a similar debt instrument.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash in hand, bank deposits and short term deposits net of bank overdrafts, which have an original maturity of three months or less.

#### Funds

Unrestricted funds are funds which can be used in accordance with the charitable objectives at the discretion of the Trustees. There are no restricted funds.

## Notes to the financial statements

### 2. Incoming resources

Incoming resources represents donations received.

All incoming resources arise in the United Kingdom and are attributable to one activity.

### 3. Information regarding trustees and employees

	2025	2024
	Number	Number
<b>Average number of persons employed</b>		
Care services	4	4
<b>Staff costs during the period</b>		
	2025	2024
	£	£
Gross wages and salaries	88,713	77,944
Employer's national insurance and pensions costs	19,070	16,969
	<b>107,783</b>	94,913

None of the Trustees received any remuneration from The Chaplaincy (2024: none), and none were reimbursed for any expenses incurred (2024: none).

### 4. Net surplus

	2025	2024
	£	£
Net surplus is stated after charging:		
Auditor's remuneration	2,000	1,825

Auditor's remuneration has been borne by a related party in 2025 and has not yet been paid for 2025, but post year end Manchester Airports Holdings Limited confirmed that it would pay this in full on behalf of the charity. This will be recognised as both an expense and income relative to the year-ended 31 March 2025.

## Notes to the financial statements (continued)

### 5. Tax on profit on ordinary activities

The Chaplaincy, Manchester Airport, is considered to pass the tests set out in Paragraph 1, Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK taxation purposes. Accordingly, The Chaplaincy is potentially exempt from taxation in respect of income or capital gains received with categories covered by Chapter 3 Part 11 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 purpose.

### 6. Debtors

	2025	2024
	£	£
Other debtors	2,000	1,875
	<b>2,000</b>	<b>1,875</b>

### 7. Debtors - Prepayments and accrued income

	2025	2024
	£	£
Accrued income	-	12,000
	-	<b>12,000</b>

### 8. Creditors - Amounts falling due within one year

	2025	2024
	£	£
Accruals	11,754	4,048
	<b>11,754</b>	<b>4,048</b>

### 8. Related party transactions

The Chaplaincy receives donations from Manchester Airport Plc and other organisations that operate at the airport as well as local church diocese, to cover its charitable expenses. All donations received during the year are shown in total income in the Statement of Financial Activities. Some of these organisations have directors who are also trustees of The Chaplaincy resulting in related party transactions:

Manchester Airport Plc provided a donation of £77,122 (2024: £77,122).

### 9. Members

The Chaplaincy is incorporated as a company limited by guarantee having no share capital. It is registered in England, in the United Kingdom.

Every member of the company undertakes to contribute such amount as may be required (not exceeding £1) to the company's assets if it should be wound up while he or she is a member, or within one year after he or she ceases to be a member, for payment of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

**THE CHAPLAINCY, MANCHESTER AIRPORT**

England & Wales - Charity number 1074781

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# Accounts

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# **The Chaplaincy, Manchester Airport**

(a company limited by guarantee)

## **Annual Report and Financial Statements For the year ended 31 March 2024**

**Registered Company Number: 03664008**

**Registered Charity Number: 1074781**

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## Trustees and advisers for the year ended 31 March 2024

### Trustees

R. Taylor  
M. J. Gannon  
J. S. Reynolds  
Rt Rev E. K. Akyea-Mensah  
D. Montgomery  
H. Caldbeck  
I. C. Arterton (Appointed 11 May 2023)  
M. Porter (Appointed 30 November 2023)  
P. Wainwright (Appointed 11 May 2023)  
J. Guttentag (Appointed 11 May 2023)  
U. Issa (Appointed 11 May 2023)  
J. Herlihy (Appointed 11 January 2024)

### Secretary

D. Twomey (Appointed 1 October 2023)  
Z. Hopkins (Resigned 1 October 2023)

### Treasurer

R. Hill (Appointed 1 October 2023)

### Registered Office

Olympic House  
Manchester Airport  
Manchester  
M90 1QX

### Banker

HSBC Bank plc  
North West Corporate Banking Centre  
2<sup>nd</sup> Floor  
4 Hardman Square  
Spinningfields  
Manchester M3 3EB

### Auditor

Fairhurst Audit Services Ltd  
Chartered Accountants & Registered Auditors  
Douglas Bank House  
Wigan Lane  
Wigan  
WN1 2TB

## **Trustees' report for the year ended 31 March 2024**

The Trustees of The Chaplaincy, Manchester Airport (The Chaplaincy) present their annual report and the audited financial statements for the year ended 31 March 2024.

In accordance with Section 414B of the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013, the Company is exempt from preparing a Strategic Report.

### **Reference and Administrative Details**

The charity registration number is 1074781 and the company registration number is 03664008. The principal office address is the same as the registered office address. R Taylor (MAG Operations Director) leads The Chaplaincy's activities as Chair of the Board.

### **Objectives and Activities for the public benefit**

The principal activity of The Chaplaincy is to serve all who work at or pass through Manchester Airport. Since 2009, the Mission Statement of The Chaplaincy, Manchester Airport has been: To be "A living expression of faith through the provision of pastoral and humanitarian care for all people irrespective of race, gender, sexuality, physical and mental ability, within and beyond the airport community", amended in 2020, to incorporate all nine protected characteristics from the Equality Act 2010: '...irrespective of age, ability, gender, race, religion or belief, sex, sexual orientation, relationship or parental status.' This mission has been summarised by The Chaplaincy in the three words: "Help, Support, Guide".

The Chaplaincy's origins were ecumenical, but this has moved to a genuine multi faith team and The Chaplaincy also serves those with no religious faith. The Board membership reflects the continuing involvement of airport businesses, local churches, and faith communities.

A specific long-term aim of The Chaplaincy is the development of the Airport Care Team. This team is a group of volunteers who work at the airport who are trained and managed by The Chaplaincy to provide pastoral and humanitarian care to all those passing through the airport.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities for the year.

### **Constitution**

The Memorandum and Articles of Association set out the constitution, objectives and regulations of The Chaplaincy.

### **Going concern and basis of preparation**

The financial statements have been prepared on a going concern basis which the Trustees consider to be appropriate for the following reasons.

At 31 March 2024 the Company had cash of £72,682 (2023:97,590) and net assets of £82,509 (2023: £88,838). The Trustees have prepared a going concern assessment which considers the period from the date of approval of these financial statements to the end of its March 2024 financial year. These forecasts indicate that the Company will have sufficient funds, to continue to operate and to meet its liabilities as they fall due throughout that period.

The Company is dependent on donations from Manchester Airports Holdings Limited in order to operate, with the majority of its income being derived from this source. As such the Trustees recognise that their assessment is dependent upon Manchester Airports Holdings Limited continuing to provide donations at levels consistent with prior years. Manchester Airports Holdings Limited has confirmed its intention to provide these donations, which in turn would permit the Company to continue to operate as going concern.

## Trustees' report for the year ended 31 March 2024 (*continued*)

### Achievement and performance

The Chaplaincy continues to provide day to day pastoral and humanitarian care to Manchester Airport and allied on-site companies', which comprise roughly 25,000 employees, 28.8 million passengers (annually) and other members of the public who pass through the Airport, whatever the reason for their presence, under our stated mission to "help, support, guide".

The Airport Care Team increases the capacity of The Chaplaincy team to respond to humanitarian need. The team consists of airport employees who have volunteered and undergo regular training to assist The Chaplaincy in response to humanitarian assistance cases and, when required, in full emergency situations. The Airport Care Team continues to prove most helpful in day-to-day referrals such as Red Cross / International Organisation for Migration Family Reunions and Refugee referrals, and FCDO consular assistance referrals. Responding to these issues takes considerable time and skill, and on numerous occasions The Chaplaincy and Airport Care Teams have together proved their worth in small and large-scale responses to human need.

The Chaplaincy team provides a diverse service to people of all faiths and none and seeks to maintain and develop its close partnership with colleagues in local and national government, UK consular staff around the world, Greater Manchester Police, UK Border Force, Manchester Airport Customer Services, Community Relations, MAG HR, Occupational Health, Third Sector partners, and other community groups; schools, churches, faith communities, societies, and charities within the Airport's catchment area.

The Chaplaincy continues to establish, maintain and develop contacts with staff and to maximise visibility wherever possible. The Chaplaincy, working with the Airport Care Team, has continued to offer support and pastoral care for individual passengers and staff on a number of occasions and also responds to a wide range of pastoral and emergency situations, including passenger fatalities on flights into Manchester Airport, as well as repatriation of UK nationals abroad following acts of terrorism, bereavement, serious injury, health crisis or detention abroad. The Chaplaincy has also found new opportunities to support the airport's focus on wellbeing and good mental health – especially in these challenging times.

By working whenever possible in partnership with other agencies, The Chaplaincy provides a service to those directly affected as well as to friends, relatives and staff members involved in a particular situation that is highly regarded and appreciated by clients as well as colleagues. Manchester Airport's Employee Assistance Programme have assured The Chaplaincy and Airport Care Teams that, in addition to peer-support, specialist emotional and psychological support will be available on request, and in specific emergencies, as a matter of course, for those deployed to assist others.

We have continued to engage in dialogue with Manchester City Council, the Greater Manchester Combined Authority, the Foreign and Commonwealth Office and Manchester Airport Management, with a view to the provision of specialist social work personnel who might work with The Chaplaincy and, with a Manchester Airport security pass as part of an integrated team, supporting Police, Border Force and other partners across and beyond the airport site, to achieve the best outcomes for our clients as rapidly and efficiently as possible.

Our five multi-faith prayer rooms across three airport terminals have been returned to full public use, and the furniture and facilities replaced. We continue to work closely with teams delivering the airport's £1 billion transformation programme and have been consulting on the new permanent landside and airside chaplaincy facilities as well the temporary facilities which will be needed in the interim. New facilities will greatly enhance the provision for staff and travelling passengers wanting to pray or find a peaceful and attractive corner of the terminal and will help to ensure that Manchester Airport is able to meet the diverse needs of users as the passenger facilities develop over the next two-three years and beyond.

The number of referrals to The Chaplaincy has grown even more rapidly than the significant increase in passenger numbers in 2024. The ability of The Chaplaincy to continue to operate effectively in future is dependent on the ongoing operations of Manchester Airport and the willingness of that company and each of our other donor bodies (the Diocese of Manchester, the Diocese of Chester, the RC Diocese of Shrewsbury, WDFG, the FCDO and Border Force) to provide donations to The Chaplaincy. The ability of The Chaplaincy to develop and grow its work in line with ever-growing demand will also require exploration of additional funding sources.

## Trustees' report for the year ended 31 March 2024 *(continued)*

### Members

The Chaplaincy is a company limited by guarantee. The members of The Chaplaincy as at 31 March 2024 are set out below:

Manchester Airport plc  
WDFG UK Limited (part of Dufry Ltd)  
The Nuance Group (UK) Limited (part of Dufry Ltd)

### Trustees

The Chaplaincy has a board of directors who are also Trustees. There are no Trustees who are not directors. Trustees are appointed by the members pursuant to Articles 40 to 43 of the Articles of Association. The Trustees, who served during the year and up to the date of signing the financial statements, are as follows:

R. Taylor  
M. J. Gannon  
J. S. Reynolds  
Rt Rev E. K. Akyea-Mensah  
D. Montgomery  
H. Caldbeck  
I. C. Arterton (Appointed 7 September 2023)  
Z. Begum (Appointed 7 September 2023)  
M. Porter (Appointed 7 September 2023)  
P. Wainwright (Appointed 7 September 2023)

### Structure, governance and management

The Trustees usually meet twice a year, with occasional extraordinary meetings as required. The Executive Committee manages business raised between such meetings, meeting a minimum of two further occasions during the year and comprising a smaller number of Trustees plus the Company Secretary, Treasurer and the Coordinating Chaplain. The Executive Committee may also play a role in the recruitment process, the monitoring of terms and conditions of service, and appraisals of chaplaincy team staff.

The training of Trustees is carried out on an informal basis on appointment. Further specialist training of Trustees is carried out periodically, when requirements are identified.

### Financial review

The statement of financial activities is as set out on page 12. A deficit was made of £6,327 in 2024 (2023: £10,429 surplus). Donations received from existing donors decreased slightly from the prior year, in line with our expectations, alongside an increase in the salaries paid for staff due to the increase in resources from the prior year.

Due to the above, the cash balance for The Chaplaincy has decreased to £72,682 (2023: £97,590). The Chaplaincy's cash continued to be held in accounts with HSBC Bank plc.

The Chaplaincy's constitution does not permit the payment of dividends, and the deficit for the period of £6,327 has been transferred to reserves (2023: £10,429 surplus). The policy for the management of the level of reserves held is set out below.

## Trustees' report for the year ended 31 March 2024 (*continued*)

### Reserves policy

The Chaplaincy maintains a general unrestricted fund, which represents funds that are expendable at the discretion of the Trustees in furtherance of the Objects of The Chaplaincy.

Such funds may be held in order to finance both working capital and capital investment. There are no restricted funds allocated for a specific purpose. There are no designated funds or amounts put aside at the discretion of the Trustees to be made available only for a specified purpose.

The free reserves at 31 March 2024 are £82,509 (2023: £88,836). The reserves have been maintained at a similar level since 2020.

The Chaplaincy has a reserves policy that is felt to be prudent by the Board. Reserves of a minimum of six months' costs are held to mitigate, to an extent, the risk of a downturn in the level of donations.

This policy was set at the meeting of the Board held on 15 January 2009 and has continued to be seen to be appropriate. At 31 March 2023 the target of holding a minimum of six months costs has been achieved based on resources expended during the year to 31 March 2023.

### Risk Assessment

A risk assessment framework was last agreed by The Chaplaincy Board during 2010. The main risk identified was the ongoing financial support to The Chaplaincy from its main contributors. While increased funding has been secured from several existing key funders in the past financial year, The Chaplaincy has lost funding from one of its founder members. The Chaplaincy is examining ways to maintain current levels of expenditure and reserves. As recovery continues from the Covid-19 pandemic The Chaplaincy has reassessed the risk of ongoing financial support. All key donors have confirmed they will be able to donate the same amount going forward in the short term, but this will need to be reassessed to ensure funding is secured for future years.

The Chaplaincy continually assesses and evaluates the risks it is facing including the following impacts upon its key risks:

- Funding - whilst all key donors have confirmed their intention that they will be able to donate the same funds going forward in the short-term, the success for The Chaplaincy relies on the ability of donors to provide funding in the longer term;
- Resourcing -the level of resource that can be provided to The Chaplaincy staff and volunteer body will also need to consider the long-term financial position of the charity.

### Plans for the future

#### *The Chaplaincy's physical presence at Manchester Airport*

The Manchester Transformation Programme, a 10-year £1 billion+ investment programme to improve facilities for Manchester Airport's passengers continues to bring radical changes and improvements to the physical environment of the airport.

The Chaplaincy will continue to ensure that Airport management (and particularly the Airport Transformation Programme Team) understands and values the many different (and sometimes conflicting) tasks that are required of The Chaplaincy team by airport colleagues and management (as well as partners around the world). The Chaplaincy manages many of the rare and precious quiet spaces around the Airport: not just the well-used multi-faith prayer rooms (both landside and airside), but also other private spaces that can be used for supporting those who are vulnerable, comforting those in distress, offering a discreet space for emotional family reunions or pastoral counselling or practical humanitarian assistance for those who are destitute.

## Trustees' report for the year ended 31 March 2024 (*continued*)

### Plans for the future (continued)

#### *Effective Governance and Management*

In response to the inevitable disruption and uncertainty for individual staff and for airlines and airport-based companies as they respond to rapid and radical shifts in business, commerce and international relations, including ongoing international incidents and increasing perceived threat of terrorism abroad and at home, The Chaplaincy Board needs to develop the service The Chaplaincy is able to offer the airport community.

#### *Effective training and deployment*

The Coordinating Chaplain, in consultation with the Board will continue to ensure that The Chaplaincy team is effectively coordinated and deployed; engaged in collaborative working practices, while each individual Chaplain is encouraged to develop specific areas of responsibility. Appropriate training will also ensure that the whole Chaplaincy team, whether volunteers or paid employees, part-time or full-time can feel confident in working collaboratively as part of one team.

The Chaplaincy will continue to develop its work among the 200+ businesses that make up Manchester Airport and to enhance its visibility among staff and the local faith communities.

#### *Protecting vulnerable passengers*

The Chaplaincy has worked with Manchester Airport and associated companies in providing a framework for training staff in protecting vulnerable passengers and creating awareness among the public of the airport's desire to ensure the safety and wellbeing of all who work at, or pass through the airport, and who may be vulnerable to violence, exploitation or coercion.

The Chaplaincy will continue to develop training for staff and to raise public awareness of Safeguarding, Trafficking and related issues. As a founder-member of the GM Modern Slavery NGO Forum, convened by the Modern Slavery Coordination Unit of Greater Manchester Police, The Chaplaincy will continue to represent the interests of vulnerable passengers in local, regional and national networks, such as the Safeguarding Vulnerable Persons Unit of the HBA Steering Group, the Greater Manchester Modern Slavery Multi-faith Forum and other networks.

#### *Visibility and engagement with Airport staff, passengers and neighbours*

The Chaplaincy will continue to maximise our personal visibility through regular and systematic visiting around the Airport and one-to-one engagement. We will also increase and develop our profile through publicising our work as widely as possible, through the use of social media and The Chaplaincy website, as well as through the provision of information leaflets, monthly newsletters and six-monthly updates ("Roots and Wings"), and by speaking to national conferences, regional and local groups and organisations, as opportunities present themselves (though, again, we are already operating at near capacity in responding to speaking engagements).

The Chaplaincy will continue to respond appropriately to pastoral / liturgical requests in response to the death of serving colleagues, members of the public with connections to the airport, as well as to the needs of the families of those whose mortal remains are brought through the airport and in relation to longer-term provision of memorials around the airport as needs arise.

The Chaplaincy will also build on and develop existing positive and constructive inter-faith engagement through the provision of opportunities for dialogue and social engagement to ensure that members of all faith communities (and those who describe themselves as secular, humanist, atheist or agnostic) in and beyond the Airport are supported, helped and guided as appropriate.

## **Trustees' report for the year ended 31 March 2024** *(continued)*

### **Disclosure of information to auditor**

The Trustees who held office at the date of approval of this Trustees' Report confirm that, so far as they are each aware, there is no relevant audit information of which The Chaplaincy's auditor is unaware; and each Trustee has taken all the steps that they ought to have taken as a Trustee to make themselves aware of any relevant audit information and to establish that The Chaplaincy's auditor is aware of that information.

During the year the Trustees resolved to appoint Fairhurst Audit Services Ltd as auditors for the year ending 31<sup>st</sup> March 2024.

### **By order of the Trustees and signed on behalf of the Board of Trustees**



Rad Taylor

Date: 10 December 2024

Registered address:  
Olympic House  
Manchester Airport  
Manchester  
M90 1QX

## **Statement of Trustees' responsibilities in respect of the trustees' report and the financial statements**

Under the trust deed of the charity and charity law, the trustees are responsible for preparing a Trustees' Annual Report and the financial statements in accordance with applicable law and regulations. The trustees are required to prepare the financial statements in accordance with UK Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland*.

The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources for that period.

In preparing these financial statements, generally accepted accounting practice entails that the trustees:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards and statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements;
- assess the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern; and
- use the going concern basis of accounting unless they either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

The trustees are required to act in accordance with the trust deed of the charity, within the framework of trust law. They are responsible for keeping accounting records which are sufficient to show and explain the charity's transactions and disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the trustees to ensure that, where any statements of accounts are prepared by them under section 132(1) of the Charities Act 2011, those statements of accounts comply with the requirements of regulations under that provision. They are responsible for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error, and have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE CHAPLAINCY, MANCHESTER AIRPORT

## Opinion

We have audited the financial statements of The Chaplaincy, Manchester airport (the 'charitable company') for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

## Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

## Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE CHAPLAINCY, MANCHESTER AIRPORT

## Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

## Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

## Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- We obtained an understanding of laws and regulations that affect the charitable company, focusing on those that had a direct effect on the financial statements or that had a fundamental effect on its operations. Key laws and regulations that we have identified included Companies Act 2006, Charities Act 2011, data protection, employment, environmental and health & safety legislation.
- We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting accreditations and legal correspondence.

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE CHAPLAINCY, MANCHESTER AIRPORT

## Our responsibilities for the audit of the financial statements (continued)

In assessing the susceptibility of the charitable company's financial statements to material misstatement, including obtaining and understanding of how fraud might occur;

- We gained an understanding of the controls that management have in place to prevent and detect fraud. We enquired of management about any instances of fraud that had taken place during the year.

To address the risk of fraud through management bias and override of controls;

- We performed analytical procedures to identify any unusual or unexpected relationships;
- We tested journal entries to identify unusual transactions; and
- We assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias.

Due to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.

We are not responsible for preventing fraud or non-compliance with laws and regulations and cannot be expected to detect all fraud and non-compliance with laws and regulations.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

## Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Louise Webster BSc BFP ACA (Senior Statutory Auditor)  
for and on behalf of Fairhurst Audit Services Ltd  
Chartered Accountants & Registered Auditors  
Douglas Bank House  
Wigan Lane  
Wigan  
Lancashire  
WN1 2TB

Date: 10 December 2024

## Statement of financial activities, incorporating the income and expenditure account, for the year ended 31 March 2024

	Note	Total funds year ended 31 March 2024	Total funds year ended 31 March 2023
		£	£
<b>Incoming resources</b>			
Donations	2	117,466	118,665
<b>Total incoming resources</b>		<b>117,466</b>	<b>118,665</b>
<b>Resources expended</b>			
<b>Charitable activities</b>			
Salaries	3	(94,913)	(77,978)
Management and administration expense		(28,880)	(30,258)
<b>Total resources expended for charitable activities</b>		<b>(123,793)</b>	<b>(108,236)</b>
<b>Net surplus</b>	4	<b>(6,327)</b>	<b>10,429</b>
<b>Reconciliation of funds</b>			
Total funds brought forward		88,836	78,407
Total funds carried forward		82,509	88,836

All the above results derive from continuing operations.

All the above relate to unrestricted funds.

The accompanying accounting policies and notes on pages 14 to 17 form an integral part of the financial statements.

## Balance sheet as at 31 March 2024

		2024	2023
	Note	£	£
<b>Current assets</b>			
Trade and other debtors	6	1,875	1,825
Cash at bank and in hand		72,682	97,590
Prepayments and accrued income	7	12,000	-
		<b>86,557</b>	99,415
<b>Current Liabilities</b>			
Accruals and deferred income	8	(4,048)	(10,579)
		<b>82,509</b>	88,836
<b>Funds</b>			
General unrestricted funds		<b>82,509</b>	88,836

The financial statements on pages 14 to 17 were approved by the Trustee Board and were signed on its behalf by:



Rad Taylor  
 Trustee

10 December 2024

## Notes to the financial statements

### 1. Accounting policies

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 Companies Act 2006.

The Chaplaincy, Manchester Airport 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 note(s).

The presentational currency of these financial statements is sterling.

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charitable company's financial statements. The financial statements are filed annually with the Registrar of Companies.

#### Going Concern

The financial statements have been prepared on a going concern basis which the trustees consider to be appropriate for the following reasons.

At 31 March 2024 the Company had cash of £72,682 (2023 - £97,590) and net assets of £82,509 (2023 - £88,836). The Trustees have prepared a going concern assessment which considers the period from the date of approval of these financial statements to the end of its March 2024 financial year. These forecasts indicate that the Company will have sufficient funds, to continue to operate and to meet its liabilities as they fall due throughout that period.

The Company is dependent on donations from Manchester Airports Holdings Limited in order to operate, with the majority of its income being derived from this source. As such the Trustees recognise that their assessment is dependent upon Manchester Airports Holdings Limited continuing to provide donations at levels consistent with prior years. Manchester Airports Holdings Limited has confirmed its intention to provide these donations, which in turn would permit the Company to continue to operate as going concern.

Based upon their enquiries, the Trustees believe that it is reasonable to continue to adopt the going concern basis in preparing the annual report and financial statements. The financial statements do not include any adjustments that would result from the basis of preparation being inappropriate.

#### Basis of accounting

The financial statements have been prepared in accordance with applicable accounting standards under the historical cost convention and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice FRS 102.

Under FRS 102, the company is exempt from the requirement to prepare a cash flow statement on the grounds of its size.

#### Incoming resources

Income is recognised in the statement of financial activities (SoFA) when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities. Income is only recognised in the accounts when all of the following criteria are met:

- control over the rights or other access to the economic benefit has passed to the charity;
- it is more likely than not that the economic benefits associated with the transaction or gift will flow to the charity; and
- the monetary value or amount of the income can be measured reliably and the costs incurred for the transaction and the costs to complete the transaction can be measured reliably.

## Notes to the financial statements (continued)

### 1. Accounting policies (continued)

#### Resources expended

All expenses are accounted for on an accruals basis. Such costs are allocated between charitable expenditure, management and administration and governance costs. Staff costs are allocated according to the costs of staff working directly in the relevant activity. Other costs are apportioned using an appropriate basis of allocation.

#### Pension costs

The Chaplaincy contributes to defined contribution schemes on behalf of its chaplain. Other employees receive contributions to a money purchase scheme. All pension contributions are charged to the statement of financial activities as they are incurred.

#### Debtors and creditors

Trade and other debtors are recognised initially at transaction price less attributable transaction costs. Trade and other creditors are recognised initially at transaction price plus attributable transaction costs. Subsequent to initial recognition they are measured at amortised cost using the effective interest method, less any impairment losses in the case of trade debtors. If the arrangement constitutes a financing transaction, for example if payment is deferred beyond normal business terms, then it is measured at the present value of future payments discounted at a market rate of instrument for a similar debt instrument.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash in hand, bank deposits and short term deposits net of bank overdrafts, which have an original maturity of three months or less.

#### Funds

Unrestricted funds are funds which can be used in accordance with the charitable objectives at the discretion of the Trustees. There are no restricted funds.

## Notes to the financial statements (continued)

### 2. Incoming resources

Incoming resources represents donations received.

All incoming resources arise in the United Kingdom and are attributable to one activity.

### 3. Information regarding trustees and employees

	2024	2023
	Number	Number
<b>Average number of persons employed</b>		
Care services	4	4
<b>Staff costs during the period</b>		
	2024	2023
	£	£
Gross wages and salaries	77,944	58,818
Employer's national insurance and pensions costs	16,969	19,160
	<b>94,913</b>	<b>77,978</b>

None of the Trustees received any remuneration from The Chaplaincy (2023 - none), and none were reimbursed for any expenses incurred (2023 - none).

### 4. Net surplus

	2024	2023
	£	£
Net surplus is stated after charging:		
Auditor's remuneration	1,875	1,825

Auditor's remuneration has been borne by a related party in 2024 and has not yet been paid for 2024, but post year end Manchester Airports Holdings Limited confirmed that it would pay this in full on behalf of the charity. This will be recognised as both an expense and income relative to the year-ended 31 March 2024.

## Notes to the financial statements (continued)

### 5. Tax on profit on ordinary activities

The Chaplaincy, Manchester Airport, is considered to pass the tests set out in Paragraph 1, Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK taxation purposes. Accordingly, The Chaplaincy is potentially exempt from taxation in respect of income or capital gains received with categories covered by Chapter 3 Part 11 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 purpose.

### 6. Debtors

	2024	2023
	£	£
Other debtors	1,875	1,825
	<b>1,875</b>	<b>1,825</b>

### 7. Debtors - Prepayments and accrued income

	2024	2023
	£	£
Accrued income	12,000	-
	<b>12,000</b>	<b>-</b>

### 8. Creditors - Amounts falling due within one year

	2024	2023
	£	£
Accruals	4,048	10,579
	<b>4,048</b>	<b>10,579</b>

### 8. Related party transactions

The Chaplaincy receives donations from Manchester Airport Plc and other organisations that operate at the airport as well as local church diocese, to cover its charitable expenses. All donations received during the year are shown in total income in the Statement of Financial Activities. Some of these organisations have directors who are also trustees of The Chaplaincy resulting in related party transactions:

Manchester Airport Plc provided a donation of £77,122 (2023 - £77,122).

### 9. Members

The Chaplaincy is incorporated as a company limited by guarantee having no share capital. It is registered in England, in the United Kingdom.

Every member of the company undertakes to contribute such amount as may be required (not exceeding £1) to the company's assets if it should be wound up while he or she is a member, or within one year after he or she ceases to be a member, for payment of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

**THE CHAPLAINCY, MANCHESTER AIRPORT**

England & Wales - Charity number 1074781

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# Accounts

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# **The Chaplaincy, Manchester Airport**

(a company limited by guarantee)

## **Annual Report and Financial Statements For the year ended 31 March 2023**

**Registered Company Number: 03664008**  
**Registered Charity Number: 1074781**



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## Trustees and advisers for the year ended 31 March 2023

### Trustees

R. Taylor  
M. J. Gannon  
S. Reynolds  
Rt Rev E. K. Akyea-Mensah  
K. Foster  
D. Montgomery (Appointed 23 February 2023)  
H. Caldbeck (Appointed 1 February 2023)  
Supt G. Openshaw (Resigned 31 January 2023)  
Rt Rev M Ashcroft (Resigned 31 January 2023)  
S M Thompson (Resigned 31 January 2023)  
D. W. Taylor (Resigned 30 November 2022)

### Secretary

D. Twomey (Appointed 1 October 2023)  
Z. Hopkins (Resigned 1 October 2023)

### Treasurer

R. Hill (Appointed 1 October 2023)

### Registered Office

Olympic House  
Manchester Airport  
Manchester  
M90 1QX

### Banker

HSBC Bank plc  
North West Corporate Banking Centre  
2<sup>nd</sup> Floor  
4 Hardman Square  
Spinningfields  
Manchester M3 3EB

### Auditor

Fairhurst  
Chartered Accountants & Registered Auditors  
Douglas Bank House  
Wigan Lane  
Wigan  
WN1 2TB

## **Trustees' report for the year ended 31 March 2023**

The Trustees of The Chaplaincy, Manchester Airport (The Chaplaincy) present their annual report and the audited financial statements for the year ended 31 March 2023.

In accordance with Section 414B of the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013, the Company is exempt from preparing a Strategic Report.

### **Reference and Administrative Details**

The charity registration number is 1074781 and the company registration number is 03664008. The principal office address is the same as the registered office address. R Taylor (MAG Operations Director) leads The Chaplaincy's activities as Chair of the Board.

### **Objectives and Activities for the public benefit**

The principal activity of The Chaplaincy is to serve all who work at or pass through Manchester Airport. Since 2009, the Mission Statement of The Chaplaincy, Manchester Airport has been: To be "A living expression of faith through the provision of pastoral and humanitarian care for all people irrespective of race, gender, sexuality, physical and mental ability, within and beyond the airport community", amended in 2020, to incorporate all nine protected characteristics from the Equality Act 2010: '...irrespective of age, ability, gender, race, religion or belief, sex, sexual orientation, relationship or parental status.' This mission has been summarised by The Chaplaincy in the three words: "Help, Support, Guide".

The Chaplaincy's origins were ecumenical, but this has moved to a genuine multi faith team and The Chaplaincy also serves those with no religious faith. The Board membership reflects the continuing involvement of airport businesses, local churches, and faith communities.

A specific long-term aim of The Chaplaincy is the development of the Airport Care Team. This team is a group of volunteers who work at the airport who are trained and managed by The Chaplaincy to provide pastoral and humanitarian care to all those passing through the airport.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities for the year.

### **Constitution**

The Memorandum and Articles of Association set out the constitution, objectives and regulations of The Chaplaincy.

### **Going concern and basis of preparation**

The financial statements have been prepared on a going concern basis which the Trustees consider to be appropriate for the following reasons.

At 31 March 2023 the Company had cash of £97,590 (2022: £79,244) and net assets of £88,836 (2022: £78,407). The Trustees have prepared a going concern assessment which considers the period from the date of approval of these financial statements to the end of its March 2023 financial year. These forecasts indicate that the Company will have sufficient funds, to continue to operate and to meet its liabilities as they fall due throughout that period.

The Company is dependent on donations from Manchester Airports Holdings Limited in order to operate, with the majority of its income being derived from this source. As such the Trustees recognise that their assessment is dependent upon Manchester Airports Holdings Limited continuing to provide donations at levels consistent with prior years. Manchester Airports Holdings Limited has confirmed its intention to provide these donations, which in turn would permit the Company to continue to operate as going concern.

## **Trustees' report for the year ended 31 March 2023 (continued)**

### **Achievement and performance**

The Chaplaincy continues to provide day to day pastoral and humanitarian care to Manchester Airport and allied on-site companies', which comprise roughly 25,000 employees, 28.8 million passengers (annually) and other members of the public who pass through the Airport, whatever the reason for their presence, under our stated mission to "help, support, guide". From March 2020 until March 2022, the Covid-19 pandemic led to a significant decline in passenger numbers and staff members at Manchester Airport. However, The Chaplaincy maintained a high standard of response throughout the period despite the many obvious challenges the aviation industry, Manchester Airport and The Chaplaincy have faced.

The Chaplaincy's post-covid recovery plan has been to focus on developing the volunteering team of The Chaplaincy, and following number of interviews, the team doubled in size over the year from nine to sixteen, whilst maintaining a similar number of hours worked across the team. The Chaplaincy Board also approved plans in 2022 to recruit a full-time deputy lead chaplain (the coordinating chaplain's job-title having been changed to 'lead chaplain' during the year) and to fill the part time vacancy for a second part time Muslim chaplain.

In the year April 2022 – March 2023, the size, diversity, and strength of The Chaplaincy team has grown very successfully, and a new energised and unified team has emerged, which, as the airport and community we serve has rapidly grown once again in passenger numbers and staff through the year, I am confident that we will meet the needs of those we serve even more effectively in the future.

The Airport Care Team increases the capacity of The Chaplaincy team to respond to humanitarian need. The team consists of airport employees who have volunteered and undergo regular training to assist The Chaplaincy in response to humanitarian assistance cases and, when required, in full emergency situations. The Airport Care Team continues to prove most helpful in day-to-day referrals such as Red Cross / International Organisation for Migration Family Reunions and Refugee referrals, and FCDO consular assistance referrals. Responding to these issues takes considerable time and skill, and on numerous occasions The Chaplaincy and Airport Care Teams have together proved their worth in small and large-scale responses to human need.

The Chaplaincy team provides a diverse service to people of all faiths and none and seeks to maintain and develop its close partnership with colleagues in local and national government, UK consular staff around the world, Greater Manchester Police, UK Border Force, Manchester Airport Customer Services, Community Relations, MAG HR, Occupational Health, Third Sector partners, and other community groups; schools, churches, faith communities, societies, and charities within the Airport's catchment area.

The Chaplaincy continues to establish, maintain and develop contacts with staff and to maximise visibility wherever possible. The Chaplaincy, working with the Airport Care Team, has continued to offer support and pastoral care for individual passengers and staff on a number of occasions and also responds to a wide range of pastoral and emergency situations, including passenger fatalities on flights into Manchester Airport, as well as repatriation of UK nationals abroad following acts of terrorism, bereavement, serious injury, health crisis or detention abroad. The Chaplaincy has also found new opportunities to support the airport's focus on wellbeing and good mental health – especially in these challenging times.

By working whenever possible in partnership with other agencies, The Chaplaincy provides a service to those directly affected as well as to friends, relatives and staff members involved in a particular situation that is highly regarded and appreciated by clients as well as colleagues. Manchester Airport's Employee Assistance Programme have assured The Chaplaincy and Airport Care Teams that, in addition to peer-support, specialist emotional and psychological support will be available on request, and in specific emergencies, as a matter of course, for those deployed to assist others.

We have continued to engage in dialogue with Manchester City Council, the Greater Manchester Combined Authority, the Foreign and Commonwealth Office and Manchester Airport Management, with a view to the provision of specialist social work personnel who might work with The Chaplaincy and, with a Manchester Airport security pass as part of an integrated team, supporting Police, Border Force and other partners across and beyond the airport site, to achieve the best outcomes for our clients as rapidly and efficiently as possible.

## **Trustees' report for the year ended 31 March 2023 (continued)**

### **Achievement and performance (continued)**

The Chaplaincy has continued its work supporting British Citizens returning to the UK throughout the pandemic and lockdown periods, working closely with the Foreign and Commonwealth Office Social Work and Mental Health teams as well as the joint Home Office/ Foreign and Commonwealth Office Forced Marriage Team, the Ministry of Defence, Home Office and Border Force. The Chaplaincy's agreement with the Border Force Immigration team to provide responsible adult supervision when required has also remained in place, though with passenger traffic significantly reduced, the number of referrals also decreased. Regular visits to the Manchester Residential Short Term Immigration Holding Facility were also suspended, though have begun to return in 2021. We have continued to work alongside Third Sector and charitable NGOs to assist passengers of different faiths, cultures, physical and mental abilities entering and leaving the country, often in difficult and challenging circumstances.

Our five multi-faith prayer rooms across three airport terminals have been returned to full public use, and the furniture and facilities replaced. We continue to work closely with teams delivering the airport's £1 billion transformation programme and have been consulting on the new permanent landside and airside chaplaincy facilities as well the temporary facilities which will be needed in the interim. New facilities will greatly enhance the provision for staff and travelling passengers wanting to pray or find a peaceful and attractive corner of the terminal and will help to ensure that Manchester Airport is able to meet the diverse needs of users as the passenger facilities develop over the next two-three years and beyond.

The Chaplaincy's general performance during has improved, due to the recovery of the Covid-19 pandemic and the consequent restrictions on travel and other aspects of day-to-day life, has been maintained as

the number of referrals to The Chaplaincy has grown even more rapidly than the significant increase in passenger numbers in 2023. The ability of The Chaplaincy to continue to operate effectively in future is dependent on the ongoing operations of Manchester Airport and the willingness of that company and each of our other donor bodies (the Diocese of Manchester, the Diocese of Chester, the RC Diocese of Shrewsbury, WDFG, the FCDO and Border Force) to provide donations to The Chaplaincy. The ability of The Chaplaincy to develop and grow its work in line with ever-growing demand will also require exploration of additional funding sources.

### **Members**

The Chaplaincy is a company limited by guarantee. The members of The Chaplaincy as at 31 March 2023 are set out below:

Manchester Airport plc  
WDFG UK Limited (part of Dufry Ltd)  
The Nuance Group (UK) Limited (part of Dufry Ltd)  
British Airways plc (no longer donors to The Chaplaincy)  
SSP Air Limited (no longer donors to The Chaplaincy)

## Trustees' report for the year ended 31 March 2023 *(continued)*

### Trustees

The Chaplaincy has a board of directors who are also Trustees. There are no Trustees who are not directors. Trustees are appointed by the members pursuant to Articles 40 to 43 of the Articles of Association. The Trustees, who served during the year and up to the date of signing the financial statements, are as follows:

R. Taylor	
M. J. Gannon	
S. Reynolds	
Rt Rev E. K. Akyea-Mensah	
K. Foster	
D. Montgomery	(Appointed 23 February 2023)
H. Caldbeck	(Appointed 1 February 2023)
Supt G. Openshaw	(Resigned 31 January 2023)
Rt Rev M Ashcroft	(Resigned 31 January 2023)
S M Thompson	(Resigned 31 January 2023)
D. W. Taylor	(Resigned 30 November 2022)

### Structure, governance and management

The Trustees usually meet twice a year, with occasional extraordinary meetings as required. The Executive Committee manages business raised between such meetings, meeting a minimum of two further occasions during the year and comprising a smaller number of Trustees plus the Company Secretary, Treasurer and the Coordinating Chaplain. The Executive Committee may also play a role in the recruitment process, the monitoring of terms and conditions of service, and appraisals of chaplaincy team staff.

The training of Trustees is carried out on an informal basis on appointment. Further specialist training of Trustees is carried out periodically, when requirements are identified.

### Financial review

The statement of financial activities is as set out on page 13. A surplus was made of £10,429 in 2023 (2022: £7,491 surplus). Donations received from existing donors decreased slightly from the prior year, in line with our expectations. As expected, costs have been kept under control and reduced compared to the previous year. Total resources expended were consistent with the Board's expectations.

Due to the above, the cash balance for The Chaplaincy at 31 March 2023 was higher than at 31 March 2022 (£97,590 (2022: £79,244)). The Chaplaincy's cash continued to be held in accounts with HSBC Bank plc.

The Chaplaincy's constitution does not permit the payment of dividends, and the surplus for the period of £10,429 has been transferred to reserves (2022: £7,491 surplus). The policy for the management of the level of reserves held is set out below.

### Reserves policy

The Chaplaincy maintains a general unrestricted fund, which represents funds that are expendable at the discretion of the Trustees in furtherance of the Objects of The Chaplaincy.

Such funds may be held in order to finance both working capital and capital investment. There are no restricted funds allocated for a specific purpose. There are no designated funds or amounts put aside at the discretion of the Trustees to be made available only for a specified purpose.

The free reserves at 31 March 2023 are £88,836 (2022: £78,407). The reserves have been maintained at a similar level since 2020.

## Trustees' report for the year ended 31 March 2023 *(continued)*

### Reserves policy *(continued)*

The Chaplaincy has a reserves policy that is felt to be prudent by the Board. Reserves of a minimum of six months' costs are held to mitigate, to an extent, the risk of a downturn in the level of donations.

This policy was set at the meeting of the Board held on 15 January 2009 and has continued to be seen to be appropriate. At 31 March 2023 the target of holding a minimum of six months costs has been achieved based on resources expended during the year to 31 March 2023.

### Risk Assessment

A risk assessment framework was last agreed by The Chaplaincy Board during 2010. The main risk identified was the ongoing financial support to The Chaplaincy from its main contributors. While increased funding has been secured from several existing key funders in the past financial year, The Chaplaincy has lost funding from one of its founder members. The Chaplaincy is examining ways to maintain current levels of expenditure and reserves. As recovery continues from the Covid-19 pandemic The Chaplaincy has reassessed the risk of ongoing financial support. All key donors have confirmed they will be able to donate the same amount going forward in the short term, but this will need to be reassessed to ensure funding is secured for future years.

The Chaplaincy continually assesses and evaluates the risks it is facing including the following impacts upon its key risks:

- Funding - whilst all key donors have confirmed their intention that they will be able to donate the same funds going forward in the short-term, the success for The Chaplaincy relies on the ability of donors to provide funding in the longer term;
- Resourcing -the level of resource that can be provided to The Chaplaincy staff and volunteer body will also need to consider the long-term financial position of the charity.

### Plans for the future

#### *The Chaplaincy's physical presence at Manchester Airport*

The Manchester Transformation Programme, a 10-year £1 billion+ investment programme to improve facilities for Manchester Airport's passengers continues to bring radical changes and improvements to the physical environment of the airport.

The Chaplaincy will continue to ensure that Airport management (and particularly the Airport Transformation Programme Team) understands and values the many different (and sometimes conflicting) tasks that are required of The Chaplaincy team by airport colleagues and management (as well as partners around the world). The Chaplaincy manages many of the rare and precious quiet spaces around the Airport: not just the well-used multi-faith prayer rooms (both landside and airside), but also other private spaces that can be used for supporting those who are vulnerable, comforting those in distress, offering a discreet space for emotional family reunions or pastoral counselling or practical humanitarian assistance for those who are destitute.

These spaces will need to be located appropriately, so that services can be accessed easily by chaplaincy, airport colleagues and clients, but also to ensure safe and healthy working practices for Chaplaincy staff. As Terminal 1 nears the end of its life, enhanced chaplaincy facilities will need to be in place in Terminal 3, comparable to its footprint in Terminal 2. Ensuring that The Chaplaincy continues to engage with the consultation and planning process will ensure that the Airport's customers and staff receive the best possible care – often in instances of unbearably difficult circumstances.

#### *Effective Governance and Management*

The Chaplaincy Board (in full consultation with The Chaplaincy Team) has reviewed all of its policies and procedures, employment and appointment documents over the past two years.

In response to the inevitable disruption and uncertainty for individual staff and for airlines and airport-based companies as they respond to rapid and radical shifts in business, commerce and international relations, including ongoing international incidents and increasing perceived threat of terrorism abroad and at home, The Chaplaincy Board needs to develop the service The Chaplaincy is able to offer the airport community.

## Trustees' report for the year ended 31 March 2023 *(continued)*

### Plans for the future (continued)

#### *Effective training and deployment*

The Coordinating Chaplain, in consultation with the Board will continue to ensure that The Chaplaincy team is effectively coordinated and deployed; engaged in collaborative working practices, while each individual Chaplain is encouraged to develop specific areas of responsibility. Appropriate training will also ensure that the whole Chaplaincy team, whether volunteers or paid employees, part-time or full-time can feel confident in working collaboratively as part of one team.

The Chaplaincy will continue to develop its work among the 200+ businesses that make up Manchester Airport and to enhance its visibility among staff and the local faith communities.

#### *Protecting vulnerable passengers*

The Chaplaincy has worked with Manchester Airport and associated companies in providing a framework for training staff in protecting vulnerable passengers and creating awareness among the public of the airport's desire to ensure the safety and wellbeing of all who work at, or pass through the airport, and who may be vulnerable to violence, exploitation or coercion.

The Chaplaincy will continue to develop training for staff and to raise public awareness of Safeguarding, Trafficking and related issues. As a founder-member of the GM Modern Slavery NGO Forum, convened by the Modern Slavery Coordination Unit of Greater Manchester Police, The Chaplaincy will continue to represent the interests of vulnerable passengers in local, regional and national networks, such as the Safeguarding Vulnerable Persons Unit of the HBA Steering Group, the Greater Manchester Modern Slavery Multi-faith Forum and other networks.

#### *Visibility and engagement with Airport staff, passengers and neighbours*

The Chaplaincy will continue to maximise our personal visibility through regular and systematic visiting around the Airport and one-to-one engagement. We will also increase and develop our profile through publicising our work as widely as possible, through the use of social media and The Chaplaincy website, as well as through the provision of information leaflets, monthly newsletters and six-monthly updates ("Roots and Wings"), and by speaking to national conferences, regional and local groups and organisations, as opportunities present themselves (though, again, we are already operating at near capacity in responding to speaking engagements).

The Chaplaincy will continue to respond appropriately to pastoral / liturgical requests in response to the death of serving colleagues, members of the public with connections to the airport, as well as to the needs of the families of those whose mortal remains are brought through the airport and in relation to longer-term provision of memorials around the airport as needs arise.

The Chaplaincy will also build on and develop existing positive and constructive inter-faith engagement through the provision of opportunities for dialogue and social engagement to ensure that members of all faith communities (and those who describe themselves as secular, humanist, atheist or agnostic) in and beyond the Airport are supported, helped and guided as appropriate.

## **Trustees' report for the year ended 31 March 2023** *(continued)*

### **Disclosure of information to auditor**

The Trustees who held office at the date of approval of this Trustees' Report confirm that, so far as they are each aware, there is no relevant audit information of which The Chaplaincy's auditor is unaware; and each Trustee has taken all the steps that they ought to have taken as a Trustee to make themselves aware of any relevant audit information and to establish that The Chaplaincy's auditor is aware of that information.

During the year the Trustees resolved to appoint Fairhurst Accountants as auditors for the year ending 31<sup>st</sup> March 2023.

### **By order of the Trustees and signed on behalf of the Board of Trustees**



Rad Taylor

Date: 14 December 2023

Registered address:  
Olympic House  
Manchester Airport  
Manchester  
M90 1QX

## **Statement of Trustees' responsibilities in respect of the trustees' report and the financial statements**

Under the trust deed of the charity and charity law, the trustees are responsible for preparing a Trustees' Annual Report and the financial statements in accordance with applicable law and regulations. The trustees are required to prepare the financial statements in accordance with UK Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland*.

The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources for that period.

In preparing these financial statements, generally accepted accounting practice entails that the trustees:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards and statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements;
- assess the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern; and
- use the going concern basis of accounting unless they either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

The trustees are required to act in accordance with the trust deed of the charity, within the framework of trust law. They are responsible for keeping accounting records which are sufficient to show and explain the charity's transactions and disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the trustees to ensure that, where any statements of accounts are prepared by them under section 132(1) of the Charities Act 2011, those statements of accounts comply with the requirements of regulations under that provision. They are responsible for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error, and have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE CHAPLAINCY, MANCHESTER AIRPORT

## Opinion

We have audited the financial statements of The Chaplaincy, Manchester airport (the 'charitable company') for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

## Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

## Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

# **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE CHAPLAINCY, MANCHESTER AIRPORT**

## **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

## **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

## **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

## **Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- We obtained an understanding of laws and regulations that affect the charitable company, focusing on those that had a direct effect on the financial statements or that had a fundamental effect on its operations. Key laws and regulations that we have identified included Companies Act 2006, Charities Act 2011, data protection, employment, environmental and health & safety legislation.
- We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting accreditations and legal correspondence.

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE CHAPLAINCY, MANCHESTER AIRPORT

## Our responsibilities for the audit of the financial statements (continued)

In assessing the susceptibility of the charitable company's financial statements to material misstatement, including obtaining and understanding of how fraud might occur;

- We gained an understanding of the controls that management have in place to prevent and detect fraud. We enquired of management about any instances of fraud that had taken place during the year.

To address the risk of fraud through management bias and override of controls;

- We performed analytical procedures to identify any unusual or unexpected relationships;
- We tested journal entries to identify unusual transactions; and
- We assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias.

Due to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.

We are not responsible for preventing fraud or non-compliance with laws and regulations and cannot be expected to detect all fraud and non-compliance with laws and regulations.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

## Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Louise Webster BSc BFP ACA (Senior Statutory Auditor)  
for and on behalf of Fairhurst  
Chartered Accountants & Registered Auditors  
Douglas Bank House  
Wigan Lane  
Wigan  
Lancashire  
WN1 2TB

15 December 2023

**Statement of financial activities, incorporating the income and expenditure account, for the year ended 31 March 2023**

	Note	Total funds year ended 31 March 2023	Total funds year ended 31 March 2022
		£	£
<b>Incoming resources</b>			
Donations	2	118,665	123,495
Other income - government grants	3	-	5,807
<b>Total incoming resources</b>		<b>118,665</b>	<b>129,302</b>
<b>Resources expended</b>			
<b>Charitable activities</b>			
Salaries	4	(77,978)	(102,723)
Management and administration expense		(30,258)	(19,088)
<b>Total resources expended for charitable activities</b>		<b>(108,236)</b>	<b>(121,811)</b>
<b>Net surplus</b>	5	<b>10,429</b>	<b>7,491</b>
<b>Reconciliation of funds</b>			
Total funds brought forward		78,407	70,916
Total funds carried forward		88,836	78,407

All the above results derive from continuing operations.

All the above relate to unrestricted funds.

The accompanying accounting policies and notes on pages 15 to 18 form an integral part of the financial statements.

**Balance sheet as at 31 March 2023**

		2023	2022
	Note	£	£
<b>Current assets</b>			
Trade and other debtors	7	1,825	1,750
Cash at bank and in hand		97,590	79,244
		<b>99,415</b>	<b>80,994</b>
<b>Creditors - amounts falling due within one year</b>	<b>8</b>	<b>(10,579)</b>	<b>(2,587)</b>
<b>Total assets less current liabilities</b>		<b>88,836</b>	<b>78,407</b>
<b>Funds</b>			
General unrestricted funds		<b>88,836</b>	<b>78,407</b>

The financial statements on pages 15 to 18 were approved by the Trustee Board and were signed on its behalf by:



Rad Taylor  
 Trustee  
 14 December 2023

## Notes to the financial statements

### 1. Accounting policies

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 Companies Act 2006.

The Chaplaincy, Manchester Airport 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 note(s).

The presentational currency of these financial statements is sterling.

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charitable company's financial statements. The financial statements are filed annually with the Registrar of Companies.

#### Going Concern

The financial statements have been prepared on a going concern basis which the trustees consider to be appropriate for the following reasons.

At 31 March 2023 the Company had cash of £97,590 (2022 - £79,244) and net assets of £88,836 (2022 - £78,407). The Trustees have prepared a going concern assessment which considers the period from the date of approval of these financial statements to the end of its March 2023 financial year. These forecasts indicate that the Company will have sufficient funds, to continue to operate and to meet its liabilities as they fall due throughout that period.

The Company is dependent on donations from Manchester Airports Holdings Limited in order to operate, with the majority of its income being derived from this source. As such the Trustees recognise that their assessment is dependent upon Manchester Airports Holdings Limited continuing to provide donations at levels consistent with prior years. Manchester Airports Holdings Limited has confirmed its intention to provide these donations, which in turn would permit the Company to continue to operate as going concern.

Based upon their enquiries, the Trustees believe that it is reasonable to continue to adopt the going concern basis in preparing the annual report and financial statements. The financial statements do not include any adjustments that would result from the basis of preparation being inappropriate.

#### Basis of accounting

The financial statements have been prepared in accordance with applicable accounting standards under the historical cost convention and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice FRS 102.

Under FRS 102, the company is exempt from the requirement to prepare a cash flow statement on the grounds of its size.

#### Incoming resources

Income is recognised in the statement of financial activities (SoFA) when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities. Income is only recognised in the accounts when all of the following criteria are met:

- control over the rights or other access to the economic benefit has passed to the charity;
- it is more likely than not that the economic benefits associated with the transaction or gift will flow to the charity; and
- the monetary value or amount of the income can be measured reliably and the costs incurred for the transaction and the costs to complete the transaction can be measured reliably.

## Notes to the financial statements (continued)

### 1. Accounting policies (continued)

#### Government grants

The income based grant consists of the Coronavirus Job Retention Scheme. Income arising from this grant is recorded in "other income - government grants" within the income statement, and amounts receivable under the scheme are included within other receivables in the balance sheet.

#### Resources expended

All expenses are accounted for on an accruals basis. Such costs are allocated between charitable expenditure, management and administration and governance costs. Staff costs are allocated according to the costs of staff working directly in the relevant activity. Other costs are apportioned using an appropriate basis of allocation.

#### Pension costs

The Chaplaincy contributes to defined contribution schemes on behalf of its chaplain. Other employees receive contributions to a money purchase scheme. All pension contributions are charged to the statement of financial activities as they are incurred.

#### Debtors and creditors

Trade and other debtors are recognised initially at transaction price less attributable transaction costs. Trade and other creditors are recognised initially at transaction price plus attributable transaction costs. Subsequent to initial recognition they are measured at amortised cost using the effective interest method, less any impairment losses in the case of trade debtors. If the arrangement constitutes a financing transaction, for example if payment is deferred beyond normal business terms, then it is measured at the present value of future payments discounted at a market rate of instrument for a similar debt instrument.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash in hand, bank deposits and short term deposits net of bank overdrafts, which have an original maturity of three months or less.

#### Funds

Unrestricted funds are funds which can be used in accordance with the charitable objectives at the discretion of the Trustees. There are no restricted funds.

## Notes to the financial statements (continued)

### 2. Incoming resources

Incoming resources represents donations received.

All incoming resources arise in the United Kingdom and are attributable to one activity.

### 3. Other income - government grants

Other income relates to amounts paid to the charity by Manchester Airport PLC for furlough claims made by that company in respect of staff whose costs are borne by the Chaplaincy and these amounts have been accordingly recognised as other income.

The Coronavirus Job Retention Scheme officially closed on 30 September 2021, so no funds were provided in this financial year.

	2023	2022
	£	£
Coronavirus Job Retention Scheme	-	5,807
	-	5,807

### 4. Information regarding trustees and employees

	2023	2022
	Number	Number
<b>Average number of persons employed</b>		
Care services	4	2

#### Staff costs during the period

	2023	2022
	£	£
Gross wages and salaries	58,818	43,664
Employer's national insurance and pensions costs	19,160	19,472
Settlement remuneration	-	39,587
	77,978	102,723

None of the Trustees received any remuneration from The Chaplaincy (2022 - none), and none were reimbursed for any expenses incurred (2022 - none).

### 5. Net surplus

	2023	2022
	£	£
Net surplus is stated after charging:		
Auditor's remuneration	1,825	1,750

Auditor's remuneration has been borne by a related party in 2023 and has not yet been paid for 2023, but post year end Manchester Airports Holdings Limited confirmed that it would pay this in full on behalf of the charity. As this commitment was not received by the year end this has not been recognised as a donation in the year to March 2023 and will be recorded in the following financial year to March 2023.

## Notes to the financial statements (continued)

### 6. Tax on profit on ordinary activities

The Chaplaincy, Manchester Airport, is considered to pass the tests set out in Paragraph 1, Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK taxation purposes. Accordingly, The Chaplaincy is potentially exempt from taxation in respect of income or capital gains received with categories covered by Chapter 3 Part 11 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 purpose.

### 7. Debtors

	2023	2022
	£	£
Other debtors	1,825	1,750
	<u>1,825</u>	<u>1,750</u>

### 8. Creditors - Amounts falling due within one year

	2023	2022
	£	£
Accruals	10,579	2,587
	<u>10,579</u>	<u>2,587</u>

### 9. Related party transactions

The Chaplaincy receives donations from Manchester Airport plc and other organisations that operate at the airport as well as local church diocese, to cover its charitable expenses. All donations received during the year are shown in total income in the Statement of Financial Activities. Some of these organisations have directors who are also trustees of The Chaplaincy resulting in related party transactions:

Manchester Airport Plc provided a donation of £77,122 (2022 - £77,122).

### 10. Members

The Chaplaincy is incorporated as a company limited by guarantee having no share capital. It is registered in England, in the United Kingdom.

Every member of the company undertakes to contribute such amount as may be required (not exceeding £1) to the company's assets if it should be wound up while he or she is a member, or within one year after he or she ceases to be a member, for payment of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

**THE CHAPLAINCY, MANCHESTER AIRPORT**

England & Wales - Charity number 1074781

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# Accounts

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# **The Chaplaincy, Manchester Airport**

(a company limited by guarantee)

## **Annual Report and Financial Statements For the year ended 31 March 2022**

**Registered Company Number: 03664008**  
**Registered Charity Number: 1074781**

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## **Trustees and advisers for the year ended 31 March 2022**

### **Trustees**

R. Taylor  
M. J. Gannon  
S. Reynolds  
S. Thompson  
Rt Rev E. K. Akyea-Mensah  
Rt Rev M Ashcroft  
K. Foster  
D.W. Taylor  
Supt G. Openshaw

### **Secretary**

Z. Hopkins

### **Registered Office**

Olympic House  
Manchester Airport  
Manchester  
M90 1QX

### **Banker**

HSBC Bank plc  
North West Corporate Banking Centre  
2<sup>nd</sup> Floor  
4 Hardman Square  
Spinningfields  
Manchester M3 3EB

### **Auditor**

Fairhurst  
Chartered Accountants & Registered Auditors  
Douglas Bank House  
Wigan Lane  
Wigan  
WN1 2TB

## **Trustees' report for the year ended 31 March 2022**

The Trustees of The Chaplaincy, Manchester Airport (The Chaplaincy) present their annual report and the audited financial statements for the year ended 31 March 2022.

In accordance with Section 414B of the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013, the Company is exempt from preparing a Strategic Report.

### **Reference and Administrative Details**

The charity registration number is 1074781 and the company registration number is 03664008. The principal office address is the same as the registered office address. R Taylor (MAG Operations Director) leads The Chaplaincy's activities as Chair of the Board.

### **Objectives and Activities for the public benefit**

The principal activity of The Chaplaincy is to serve all who work at or pass through Manchester Airport. Since 2009, the Mission Statement of The Chaplaincy, Manchester Airport has been: To be "A living expression of faith through the provision of pastoral and humanitarian care for all people irrespective of race, gender, sexuality, physical and mental ability, within and beyond the airport community", amended in 2020, to incorporate all nine protected characteristics from the Equality Act 2010: '...irrespective of age, ability, gender, race, religion or belief, sex, sexual orientation, relationship or parental status.' This mission has been summarised by The Chaplaincy in the three words: "Help, Support, Guide".

The Chaplaincy's origins were ecumenical, but this has moved to a genuine multi faith team and The Chaplaincy also serves those with no religious faith. The Board membership reflects the continuing involvement of airport businesses, local churches and faith communities.

A specific long-term aim of The Chaplaincy is the development of the Airport Care Team. This team is a group of volunteers who work at the airport who are trained and managed by The Chaplaincy to provide pastoral and humanitarian care to all those passing through the airport.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities for the year.

### **Constitution**

The Memorandum and Articles of Association set out the constitution, objectives and regulations of The Chaplaincy.

### **Going concern and basis of preparation**

The financial statements have been prepared on a going concern basis which the Trustees consider to be appropriate for the following reasons.

At 31 March 2022 the Company had cash of £79,244 (2021: £63,220) and net assets of £78,407 (2021\*: £70,916). The Trustees have prepared a going concern assessment which considers the period from the date of approval of these financial statements to the end of its March 2023 financial year. These forecasts indicate that the Company will have sufficient funds, to continue to operate and to meet its liabilities as they fall due throughout that period.

The Company is dependent on donations from Manchester Airports Holdings Limited in order to operate, with the majority of its income being derived from this source. As such the Trustees recognise that their assessment is dependent upon Manchester Airports Holdings Limited continuing to provide donations at levels consistent with prior years. Manchester Airports Holdings Limited has confirmed its intention to provide these donations, which in turn would permit the Company to continue to operate as going concern.

\* restated as per Note 7 of the Notes to the financial statements

## **Trustees' report for the year ended 31 March 2022 (*continued*)**

### **Going concern and basis of preparation (*continued*)**

However, continued support is dependent on the ability of the Manchester Airports Holdings Limited Group being able to settle its liabilities as they fall due. The directors of Manchester Airports Holdings Limited have concluded that a material uncertainty exists over the Manchester Airports Holdings Limited Group's ability to continue as a going concern. Under the severe but plausible downside scenario, the leverage test in March 2023 would be expected to breach the Group's covenant terms when tested. In such an event MAG would engage with its secured creditors in order to look to obtain further covenant waivers or amendments. In making this assessment, the Directors have considered the latest forecast position taking account of current economic assumptions including consumer spending, inflation, energy prices and the mini budget announced by the UK government on 23 September 2022.

Based on their enquiries the Trustees believe that it remains appropriate to prepare the financial statements on a going concern basis. However, these circumstances represent a material uncertainty which may cast significant doubt on The Chaplaincy's ability to continue as a going concern and, therefore, to continue realising its assets and discharging its liabilities in the normal course of business. The financial statements do not include any adjustments that would result from the Basis of Preparation being inappropriate.

### **Achievement and performance**

The Chaplaincy continues to provide day to day pastoral and humanitarian care to Manchester Airport and allied on-site companies', which (in pre-COVID-19 times) compromised 25,000 employees, 28.8 million passengers (annually) and other members of the public who pass through the Airport, whatever the reason for their presence, under our stated mission to "help, support, guide". From March 2020, the COVID-19 pandemic has led to a significant decline in passenger numbers and staff members at Manchester Airport. However, the Chaplaincy has maintained a high standard of response throughout the period despite the many obvious challenges the aviation industry, Manchester Airport and the Chaplaincy have faced.

The Chaplaincy Team (currently 2 full time chaplains and 7 volunteers) undertakes to provide this service during (and at least once a week, outside) regular business hours (07.30-16.00). In addition, the chaplaincy team offers a 24-hour, 365 day/year out of hours on-call service.

The Airport Care Team has nevertheless proved particularly helpful in supporting the Chaplaincy Team when responding to Refugee and Family Reunion referrals from the Red Cross and International Organisation for Migration. Dealing with these issues takes considerable time and skill, and on numerous occasions The Chaplaincy and Airport Care Teams have together proved their worth in small and large-scale responses to human need.

The Chaplaincy team provides a diverse service to people of all faiths and none, and seeks to maintain and develop its close partnership with colleagues in local and national government, UK consular staff around the world, Greater Manchester Police, UK Border Force, Manchester Airport Customer Services, Community Relations, MAG HR, Occupational Health, Third Sector partners and other community groups; schools, churches, faith communities, societies and charities within the Airport's catchment area.

## **Trustees' report for the year ended 31 March 2022** *(continued)*

### **Achievement and performance** (continued)

The Chaplaincy continues to establish, maintain and develop contacts with staff and to maximise visibility wherever possible. The Chaplaincy, working with the Airport Care Team, has continued to offer support and pastoral care for individual passengers and staff on a number of occasions and also responds to a wide range of pastoral and emergency situations, including passenger fatalities on flights into Manchester Airport, as well as repatriation of UK nationals abroad following acts of terrorism, bereavement, serious injury, health crisis or detention abroad. The year 2021-2022 has seen an increase in Chaplaincy team members taking funeral services for staff and staff family members, and associated bereavement pastoral care. The Chaplaincy has also found new opportunities to support the airport's focus on wellbeing and good mental health – especially in these challenging times.

By working whenever possible in partnership with other agencies, The Chaplaincy provides a service to those directly affected as well as to friends, relatives and staff members involved in a particular situation that is highly regarded and appreciated by clients as well as colleagues. Manchester Airport's Employee Assistance Programme have assured The Chaplaincy and Airport Care Teams that, in addition to peer-support, specialist emotional and psychological support will be available on request, and in specific emergencies, as a matter of course, for those deployed to assist others.

We have continued to engage in dialogue with Manchester City Council, the Greater Manchester Combined Authority, the Foreign and Commonwealth Office and Manchester Airport Management, with a view to the provision of specialist social work personnel who might work with The Chaplaincy and, with a Manchester Airport security pass as part of an integrated team, supporting Police, Border Force and other partners across and beyond the airport site, to achieve the best outcomes for our clients as rapidly and efficiently as possible.

Our five multi-faith prayer rooms across three airport terminals are not lockable, so have remained open throughout 2021-2022, though all books and artefacts have been removed for public health reasons, and the surfaces have been deep cleaned and regularly sanitised just as the rest of the airport's public spaces. We have removed furniture and placed signage to communicate the maximum capacity of rooms and communicated consistently that the prayer rooms are not to be used for group gatherings of any kind. Test and Trace cards (and subsequently QR code posters) and supplies of anti-viral hand-gel have also kept airport staff and travellers safe. We are pleased that, having worked closely with teams delivering the airport's £1 billion transformation programme, we have helped to deliver a new airside prayer room in the brand new Terminal 2, with a very limited time-frame and budget. This new facility will greatly enhance the provision for staff and travelling passengers wanting to pray or find a peaceful and attractive corner of the terminal and will help to ensure that Manchester Airport is able to meet the diverse needs of users as the passenger facilities develop over the next two-three years.

## **Trustees' report for the year ended 31 March 2022** *(continued)*

### **Achievement and performance** (continued)

We have received positive feedback from those assisted; passengers and airport colleagues, with many of those in particularly vulnerable situations being inclined simply to keep in touch as their situations have improved (gradually but very significantly). Fewer referrals, but for very much deeper and longer pastoral relationships have strengthened relationships with airport staff colleagues, those with whom we work from around the world, and their clients. Despite the significant isolation of lockdown, there is still plenty of evidence of how the team's work at Manchester Airport continues to be viewed very positively and reflects the achievement of the charity's objectives for the year to March 2022.

The Chaplaincy's general performance during 2021/2022 was significantly affected by the Covid-19 pandemic, the UK Government's restrictions on travel and other aspects of day-to-day life, as well as the drop in passenger numbers passing through Manchester Airport. Although members of the team were furloughed at the start of the pandemic, the Chaplain remained in post to ensure that the Chaplaincy continues to fulfil its purpose during these difficult times. A high standard of response has been maintained through the period despite the obvious challenges to the aviation industry. The ability of the Chaplaincy to operate in future is dependent on the ongoing operation of Manchester Airport and the willingness of that company to provide donations to the Chaplaincy, as detailed above in the Going Concern section for the Trustees Report.

### **Members**

The Chaplaincy is a company limited by guarantee. The members of The Chaplaincy as at 31 March 2022 are set out below:

Manchester Airport plc  
Chester Diocese  
Shrewsbury Diocese  
The Diocese of Manchester  
Foreign, Commonwealth & Development Office

### **Trustees**

The Chaplaincy has a board of directors who are also Trustees. There are no Trustees who are not directors. Trustees are appointed by the members pursuant to Articles 40 to 43 of the Articles of Association. The Trustees, who served during the year and up to the date of signing the financial statements, are as follows:

R. Taylor  
M. J. Gannon  
S. Reynolds  
S. Thompson  
Rt Rev E. K. Akyea-Mensah  
Rt Rev M Ashcroft  
K. Foster  
D.W. Taylor  
Supt G. Openshaw

## Trustees' report for the year ended 31 March 2022 (*continued*)

### Structure, governance and management

The Trustees usually meet twice a year, with occasional extraordinary meetings as required. The Executive Committee manages business raised between such meetings, meeting a minimum of two further occasions during the year and comprising a smaller number of Trustees plus the Company Secretary, Treasurer and the Coordinating Chaplain. The Executive Committee may also play a role in the recruitment process, the monitoring of terms and conditions of service, and appraisals of chaplaincy team staff.

The training of Trustees is carried out on an informal basis on appointment. Further specialist training of Trustees is carried out periodically, when requirements are identified.

### Financial review

The statement of financial activities is as set out on page 14. A surplus was made of £7,491 in 2022 (2021\*: £43,403 surplus). Donations received from existing donors decreased slightly from the prior year, in line with our expectations. As expected, costs have been kept under control and reduced compared to the previous year. Total resources expended were consistent with the Board's expectations.

Due to the above, the cash balance for The Chaplaincy at 31 March 2022 was higher than at 31 March 2021. The Chaplaincy's cash continued to be held in accounts with HSBC Bank plc.

The Chaplaincy's constitution does not permit the payment of dividends, and the surplus for the period of £7,491 has been transferred to reserves (2021\*: surplus of £70,916). The policy for the management of the level of reserves held is set out below.

### Reserves policy

As stated above the impact of the Covid-19 pandemic from March 2020 onwards has had a significant impact upon the wider economy and the airline sector in particular.

The Chaplaincy maintains a general unrestricted fund, which represents funds that are expendable at the discretion of the Trustees in furtherance of the Objects of The Chaplaincy.

Such funds may be held in order to finance both working capital and capital investment. There are no restricted funds allocated for a specific purpose. There are no designated funds or amounts put aside at the discretion of the Trustees to be made available only for a specified purpose.

The free reserves at 31 March 2022 are £78,407 (2021\*: £70,916). The reserves have been maintained at a similar level to 2020.

The Chaplaincy has a reserves policy that is felt to be prudent by the Board. Reserves of a minimum of six months' costs are held to mitigate, to an extent, the risk of a downturn in the level of donations.

This policy was set at the meeting of the Board held on 15 January 2009 and has continued to be seen to be appropriate. At 31 March 2021 the target of holding a minimum of six months costs has been achieved based on resources expended during the year to 31 March 2022.

## Trustees' report for the year ended 31 March 2022 (*continued*)

### Risk Assessment

A risk assessment framework was last agreed by the Chaplaincy Board during 2010. The main risk identified was the ongoing financial support to the Chaplaincy from its main contributors. While increased funding has been secured from several existing key funders in the past financial year, the chaplaincy has lost funding from one of its founder members. The Chaplaincy is examining ways to maintain current levels of expenditure and reserves. Due to the COVID-19 pandemic the Chaplaincy has reassessed the risk of ongoing financial support. All key donors have confirmed they will be able to donate the same amount going forward in the short term, but this will need to be reassessed to ensure funding is secured for future years.

Due to the COVID-19 pandemic the Chaplaincy is in the process of re-evaluating the risks it is facing including the following impacts upon its key risks:

- Funding - whilst all key donors have confirmed their intention that they will be able to donate the same funds going forward in the short-term, the impact of COVID-19 on the ability of donors to provide funding in the longer term will need to be reassessed;
- Resourcing - the impact of COVID-19 upon the level of resource that can be provided to the Chaplaincy staff and volunteer body.

### Plans for the future

#### *The Chaplaincy's physical presence at Manchester Airport*

The Manchester Transformation Programme, a 10-year £1 billion+ investment programme to improve facilities for Manchester Airport's passengers will bring radical changes and improvements to the physical environment of the airport.

The Chaplaincy will continue to ensure that Airport management (and particularly the Airport Transformation Programme Team) understands and values the many different (and sometimes conflicting) tasks that are required of the chaplaincy team by airport colleagues and management (as well as partners around the world). The Chaplaincy manages many of the rare and precious quiet spaces around the Airport: not just the well-used multi-faith prayer rooms (both landside and airside), but also other private spaces that can be used for supporting those who are vulnerable, comforting those in distress, offering a discreet space for emotional family reunions or pastoral counselling or practical humanitarian assistance for those who are destitute.

These spaces will need to be located appropriately, so that services can be accessed easily by chaplaincy, airport colleagues and clients, but also to ensure safe and healthy working practices for Chaplaincy staff. As Terminal 1 nears the end of its life, enhanced chaplaincy facilities will need to be in place in Terminal 3, comparable to its footprint in Terminal 2. Ensuring that The Chaplaincy continues to engage with the consultation and planning process will ensure that the Airport's customers and staff receive the best possible care – often in instances of unbearably difficult circumstances.

#### *Effective Governance and Management*

The Chaplaincy Board (in full consultation with the Chaplaincy Team) has reviewed all of its policies and procedures, employment and appointment documents over the past two years.

In response to the inevitable disruption and uncertainty for individual staff and for airlines and airport-based companies as they respond to rapid and radical shifts in business, commerce and international relations, including Britain's departure from the EU and increasing perceived threat of terrorism abroad and at home, the Chaplaincy Board needs to develop the service the Chaplaincy is able to offer the airport community.

## Trustees' report for the year ended 31 March 2022 (*continued*)

### Plans for the future (continued)

#### *Effective training and deployment*

The Coordinating Chaplain, in consultation with the Board will continue to ensure that the Chaplaincy team is effectively coordinated and deployed; engaged in collaborative working practices, while each individual Chaplain is encouraged to develop specific areas of responsibility. Appropriate training will also ensure that the whole Chaplaincy team, whether volunteers or paid employees, part-time or full-time can feel confident in working collaboratively as part of one team.

The Chaplaincy will continue to develop its work among the 200+ businesses that make up Manchester Airport and to enhance its visibility among staff and the local faith communities.

#### *Protecting vulnerable passengers*

The Chaplaincy has worked with Manchester Airport and associated companies in providing a framework for training staff in protecting vulnerable passengers and creating awareness among the public of the airport's desire to ensure the safety and wellbeing of all who work at, or pass through the airport, and who may be vulnerable to violence, exploitation or coercion.

The Chaplaincy will continue to develop training for staff and to raise public awareness of Safeguarding, Trafficking and related issues. As a founder-member of the GM Modern Slavery NGO Forum, convened by the Modern Slavery Coordination Unit of Greater Manchester Police, The Chaplaincy will continue to represent the interests of vulnerable passengers in local, regional and national networks, such as the Safeguarding Vulnerable Persons Unit of the HBA Steering Group, the Greater Manchester Modern Slavery Multi-faith Forum and other networks.

#### *Visibility and engagement with Airport staff, passengers and neighbours*

The Chaplaincy will continue to maximise our personal visibility through regular and systematic visiting around the Airport and one-to-one engagement. We will also increase and develop our profile through publicising our work as widely as possible, through the use of social media and the chaplaincy website, as well as through the provision of information leaflets, monthly newsletters and six-monthly updates ("Roots and Wings"), and by speaking to national conferences, regional and local groups and organisations, as opportunities present themselves (though, again, we are already operating at near capacity in responding to speaking engagements).

The Chaplaincy will continue to respond appropriately to pastoral / liturgical requests in response to the death of serving colleagues, members of the public with connections to the airport, as well as to the needs of the families of those whose mortal remains are brought through the airport and in relation to longer-term provision of memorials around the airport as needs arise.

The Chaplaincy will also build on and develop existing positive and constructive inter-faith engagement through the provision of opportunities for dialogue and social engagement to ensure that members of all faith communities (and those who describe themselves as secular, humanist, atheist or agnostic) in and beyond the Airport are supported, helped and guided as appropriate.

## **Trustees' report for the year ended 31 March 2022** *(continued)*

### **Disclosure of information to auditor**

The Trustees who held office at the date of approval of this Trustees' Report confirm that, so far as they are each aware, there is no relevant audit information of which The Chaplaincy's auditor is unaware; and each Trustee has taken all the steps that they ought to have taken as a Trustee to make themselves aware of any relevant audit information and to establish that The Chaplaincy's auditor is aware of that information.

During the year the Trustees resolved to appoint Fairhurst Accountants as auditors for the year ending 31<sup>st</sup> March 2022.

### **By order of the Trustees and signed on behalf of the Board of Trustees**



Rad Taylor

Date: 14 December 2022

Registered address:  
Olympic House  
Manchester Airport  
Manchester  
M90 1QX

## **Statement of Trustees' responsibilities in respect of the trustees' report and the financial statements**

Under the trust deed of the charity and charity law, the trustees are responsible for preparing a Trustees' Annual Report and the financial statements in accordance with applicable law and regulations. The trustees are required to prepare the financial statements in accordance with UK Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland*.

The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources for that period.

In preparing these financial statements, generally accepted accounting practice entails that the trustees:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards and statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements;
- assess the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern; and
- use the going concern basis of accounting unless they either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

The trustees are required to act in accordance with the trust deed of the charity, within the framework of trust law. They are responsible for keeping accounting records which are sufficient to show and explain the charity's transactions and disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the trustees to ensure that, where any statements of accounts are prepared by them under section 132(1) of the Charities Act 2011, those statements of accounts comply with the requirements of regulations under that provision. They are responsible for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error, and have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE CHAPLAINCY, MANCHESTER AIRPORT

## Opinion

We have audited the financial statements of The Chaplaincy, Manchester Airport (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Statement of Financial Position and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

## Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

We draw attention to note 1 "Going Concern" in the financial statements, which details the reliance by the charitable company on Manchester Airport Holdings Limited (The Group) for donations in order to operate. As stated in note 1, the material uncertainty at The Group also indicates a material uncertainty which may cast doubt upon the entity's future donations, and thus its ability to continue as a going concern.

Our opinion is not modified in respect of this matter.

## Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE CHAPLAINCY, MANCHESTER AIRPORT

## Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

## Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

## Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

## Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charity and the sector in which it operates, we identified that the principal risks of non-compliance with laws and regulations related to, but were not limited to, The Companies Act 2006, UK Tax, employment, pension and health & safety regulations and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements, such as the Companies Act 2006 and Charities Act.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls) and determined that the principal risks were related to management bias in accounting estimates and judgements.

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE CHAPLAINCY, MANCHESTER AIRPORT

## Our responsibilities for the audit of the financial statements (continued)

Our procedures to respond to risks identified included the following:

To identify risks of material misstatement due to fraud ("fraud risks") we assessed events or conditions that could indicate an incentive or pressure to commit fraud or provide an opportunity to commit fraud. Our risk assessment procedures included:

- reviewing the financial statement disclosures and performing tests on supporting documentation to assess compliance with the provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- enquiring of management about actual and potential litigation and claims; their policies and procedures to prevent and detect fraud as well as whether they have knowledge of any actual, suspected or alleged fraud;
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- reading minutes of meetings of those charged with governance; and
- in addressing the risk of fraud through management override of controls: testing the appropriateness of journal entries; assessing whether the accounting estimates, judgements and decisions made by management are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.


There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspections of regulatory and legal correspondence, if any. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our audit report.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

## Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Louise Webster BSc BFP ACA (Senior Statutory Auditor)  
for and on behalf of Fairhurst  
Chartered Accountants & Registered Auditors  
Douglas Bank House  
Wigan Lane  
Wigan  
Lancashire  
WN1 2TB  
14 December 2022

## Statement of financial activities, incorporating the income and expenditure account, for the year ended 31 March 2022

	Note	Total funds year ended 31 March 2022 £	Total funds year ended 31 March 2021 Restated £
<b>Incoming resources</b>			
Donations	2	123,495	139,231
Other income - government grants	3	5,807	26,993
<b>Total incoming resources</b>		<b>129,302</b>	<b>166,224</b>
<b>Resources expended</b>			
<b>Charitable activities</b>			
Salaries	4	(102,723)	(106,197)
Travel and subsistence		-	(893)
Management and administration expense		(19,088)	(15,731)
<b>Total resources expended for charitable activities</b>		<b>(121,812)</b>	<b>(122,821)</b>
<b>Net surplus/(deficit)</b>	5	<b>7,491</b>	<b>43,403</b>
<b>Reconciliation of funds</b>			
Total funds brought forward		70,916	27,513
Total funds carried forward		78,407	70,916

All the above results derive from continuing operations.

All the above relate to unrestricted funds.

The accompanying accounting policies and notes on pages 16 to 19 form an integral part of the financial statements.

## Balance sheet as at 31 March 2022

	Note	2022 £	2021 Restated £
<b>Current assets</b>			
Trade and other debtors	7	1,750	27,911
Cash at bank and in hand		79,244	63,220
		<b>80,994</b>	<b>91,131</b>
<b>Creditors - amounts falling due within one year</b>	8	<b>(2,587)</b>	<b>(20,215)</b>
<b>Total assets less current liabilities</b>		<b>78,407</b>	<b>70,916</b>
<b>Funds</b>			
General unrestricted funds		<b>78,407</b>	<b>70,916</b>

The financial statements on pages 14 to 19 were approved by the Trustee Board and were signed on its behalf by:



Rad Taylor  
 Trustee  
 14 December 2022

## Notes to the financial statements

### 1. Accounting policies

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 Companies Act 2006.

The Chaplaincy, Manchester Airport 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 note(s).

The presentational currency of these financial statements is sterling.

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charitable company's financial statements. The financial statements are filed annually with the Registrar of Companies.

#### Going Concern

The financial statements have been prepared on a going concern basis which the trustees consider to be appropriate for the following reasons.

At 31 March 2022 the Company had cash of £79,244 (2021 - £63,220) and net assets of £78,407 (2021\* - £70,916). The Trustees have prepared a going concern assessment which considers the period from the date of approval of these financial statements to the end of its March 2023 financial year. These forecasts indicate that the Company will have sufficient funds, to continue to operate and to meet its liabilities as they fall due throughout that period.

The Company is dependent on donations from Manchester Airports Holdings Limited in order to operate, with the majority of its income being derived from this source. As such the Trustees recognise that their assessment is dependent upon Manchester Airports Holdings Limited continuing to provide donations at levels consistent with prior years. Manchester Airports Holdings Limited has confirmed its intention to provide these donations, which in turn would permit the Company to continue to operate as going concern.

However, the Directors of Manchester Airports Holdings Limited have concluded that a material uncertainty exists over that group's ability to continue as a going concern, as detailed in the basis of preparation on page 98 of the Manchester Airports Holdings Limited annual report for the year to March 2022, which is publicly available on the company website or Companies House. Should Manchester Airport Holdings Limited cease to operate as a going concern this would in turn prevent it from providing this company with the donations that it needs to continue to operate.

Based upon their enquiries, the Trustees believe that it is reasonable to continue to adopt the going concern basis in preparing the annual report and financial statements. However, these circumstances represent a material uncertainty that may cast significant doubt on the Chaplaincy's ability to continue as a going concern and, therefore, to continue realising its assets and discharging its liabilities in the normal course of business. The financial statements do not include any adjustments that would result from the basis of preparation being inappropriate.

#### Basis of accounting

The financial statements have been prepared in accordance with applicable accounting standards under the historical cost convention and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice FRS 102.

Under FRS 102, the company is exempt from the requirement to prepare a cash flow statement on the grounds of its size.

\* restated as per Note 7 of the Notes to the financial statements

## Notes to the financial statements (continued)

### 1. Accounting policies (continued)

#### Incoming resources

Income is recognised in the statement of financial activities (SoFA) when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities. Income is only recognised in the accounts when all of the following criteria are met:

- control over the rights or other access to the economic benefit has passed to the charity;
- it is more likely than not that the economic benefits associated with the transaction or gift will flow to the charity; and
- the monetary value or amount of the income can be measured reliably and the costs incurred for the transaction and the costs to complete the transaction can be measured reliably.

#### Government grants

The income based grant consists of the Coronavirus Job Retention Scheme. Income arising from this grant is recorded in "other income - government grants" within the income statement, and amounts receivable under the scheme are included within other receivables in the balance sheet.

#### Resources expended

All expenses are accounted for on an accruals basis. Such costs are allocated between charitable expenditure, management and administration and governance costs. Staff costs are allocated according to the costs of staff working directly in the relevant activity. Other costs are apportioned using an appropriate basis of allocation.

#### Pension costs

The Chaplaincy contributes to defined contribution schemes on behalf of its chaplain. Other employees receive contributions to a money purchase scheme. All pension contributions are charged to the statement of financial activities as they are incurred.

#### Debtors and creditors

Trade and other debtors are recognised initially at transaction price less attributable transaction costs. Trade and other creditors are recognised initially at transaction price plus attributable transaction costs. Subsequent to initial recognition they are measured at amortised cost using the effective interest method, less any impairment losses in the case of trade debtors. If the arrangement constitutes a financing transaction, for example if payment is deferred beyond normal business terms, then it is measured at the present value of future payments discounted at a market rate of instrument for a similar debt instrument.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash in hand, bank deposits and short term deposits net of bank overdrafts, which have an original maturity of three months or less.

#### Funds

Unrestricted funds are funds which can be used in accordance with the charitable objectives at the discretion of the Trustees. There are no restricted funds.

## Notes to the financial statements (continued)

### 2. Incoming resources

Incoming resources represents donations received.

All incoming resources arise in the United Kingdom and are attributable to one activity.

### 3. Other income - government grants

Other income relates to amounts paid to the charity by Manchester Airport PLC for furlough claims made by that company in respect of staff whose costs are borne by the Chaplaincy and these amounts have been accordingly recognised as other income.

	2022	2021
	£	£
Coronavirus Job Retention Scheme	5,807	26,993
	<b>5,807</b>	<b>26,993</b>

### 4. Information regarding trustees and employees

	2022	2021
	Number	Number
<b>Average number of persons employed</b>		
Care services	2	5

#### Staff costs during the period

	2022	2021
	£	£
Gross wages and salaries	43,664	84,117
Employer's national insurance and pensions costs	19,472	22,080
Settlement remuneration	39,587	-
	<b>102,723</b>	<b>106,197</b>

None of the Trustees received any remuneration from The Chaplaincy (2021 - none), and none were reimbursed for any expenses incurred (2021 - none).

### 5. Net surplus

	2022	2021
	£	£
Net surplus is stated after charging:		
Auditor's remuneration	1,750	12,500

Auditor's remuneration has been borne by a related party in 2022 and has not yet been paid for 2022, but post year end Manchester Airports Holdings Limited confirmed that it would pay this in full on behalf of the charity. As this commitment was not received by the year end this has not been recognised as a donation in the year to March 2022 and will be recorded in the following financial year to March 2022.

## Notes to the financial statements (continued)

### 6. Tax on profit on ordinary activities

The Chaplaincy, Manchester Airport, is considered to pass the tests set out in Paragraph 1, Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK taxation purposes. Accordingly, The Chaplaincy is potentially exempt from taxation in respect of income or capital gains received with categories covered by Chapter 3 Part 11 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 purpose.

### 7. Debtors

	2022	2021
		Restated
	£	£
Trade debtors	-	2,000
Other debtors	1,750	25,736
Prepayments and accrued income	-	175
	<b>1,750</b>	<b>27,911</b>

The restated value in 2021 is a result of the £12,500 accrued audit fee, which is paid for by Manchester Airport PLC on behalf of The Chaplaincy, Manchester Airport. This fee should have been recognised as a donation and an other debtor due to the benefit received from the payment, with the current audit fee being recognised in 2022 but the prior year fee not being recognised as such. Therefore a restatement of the prior year audit fee in donation income and other debtors has been included.

### 8. Creditors - Amounts falling due within one year

	2022	2021
	£	£
Accruals	<b>(2,587)</b>	20,215
	<b>(2,587)</b>	20,215

### 9. Related party transactions

The Chaplaincy receives donations from Manchester Airport plc and other organisations that operate at the airport as well as local church diocese, to cover its charitable expenses. All donations received during the year are shown in total income in the Statement of Financial Activities. Some of these organisations have directors who are also trustees of The Chaplaincy resulting in related party transactions:

Manchester Airport Plc provided a donation of £77,122 (2021 - £87,122)

### 10. Members

The Chaplaincy is incorporated as a company limited by guarantee having no share capital. It is registered in England, in the United Kingdom.

Every member of the company undertakes to contribute such amount as may be required (not exceeding £1) to the company's assets if it should be wound up while he or she is a member, or within one year after he or she ceases to be a member, for payment of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

**THE CHAPLAINCY, MANCHESTER AIRPORT**

England & Wales - Charity number 1074781

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# Accounts

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# **The Chaplaincy, Manchester Airport**

(a company limited by guarantee)

## **Annual Report and Financial Statements For the year ended 31 March 2021**

**Registered Company Number: 03664008**  
**Registered Charity Number: 1074781**

# The Chaplaincy, Manchester Airport

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# **The Chaplaincy, Manchester Airport**

## **Trustees and advisers for the year ended 31 March 2021**

### **Trustees**

R. Taylor  
O. C. Clayton (resigned 21 May 2021)  
M. J. Gannon  
S. Reynolds  
S. Thompson  
Rt Rev E. K. Akyea-Mensah  
Rt Rev M Ashcroft  
K. Foster  
D.W. Taylor  
Supt G. Openshaw  
P. A. Williams (resigned 1 September 2020)

### **Secretary**

E. Davenport (resigned 4 August 2020)  
Z. Hopkins (appointed 4 August 2020)

### **Registered Office**

Olympic House  
Manchester Airport  
Manchester  
M90 1QX

### **Banker**

HSBC Bank plc  
North West Corporate Banking Centre  
2<sup>nd</sup> Floor  
4 Hardman Square  
Spinningfields  
Manchester M3 3EB

### **Auditor**

KPMG LLP  
Chartered Accountants  
Registered Auditor  
St Peter's Square  
Manchester  
M2 3AE

# **The Chaplaincy, Manchester Airport**

## **Trustees' report for the year ended 31 March 2021**

The Trustees of The Chaplaincy, Manchester Airport (The Chaplaincy) present their annual report and the audited financial statements for the year ended 31 March 2021.

In accordance with Section 414B of the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013, the Company is exempt from preparing a Strategic Report.

### **Reference and Administrative Details**

The charity registration number is 1074781 and the company registration number is 03664008. The principal office address is the same as the registered office address. R Taylor (MAG Operations Director) leads The Chaplaincy's activities as Chair of the Board. P. A. Williams (MAG Chief Customer Officer) resigned the post on 1 September 2020.

### **Objectives and Activities for the public benefit**

The principal activity of The Chaplaincy is to serve all who work at or pass through Manchester Airport. Since 2009, the Mission Statement of The Chaplaincy Manchester Airport has been: To be "A living expression of faith through the provision of pastoral and humanitarian care for all people irrespective of race, gender, sexuality, physical and mental ability, within and beyond the airport community", amended in 2020, to incorporate all nine protected characteristics from the Equality Act 2010: '...irrespective of age, ability, gender, race, religion or belief, sex, sexual orientation, relationship or parental status.' This mission has been summarised by The Chaplaincy in the three words: "help, support, guide".

The Chaplaincy's origins were ecumenical, but this has moved to a genuine multi faith team and The Chaplaincy also serves those with no religious faith. The Board membership reflects the continuing involvement of airport businesses and local churches and faith communities.

A specific long-term aim of The Chaplaincy is the development of the Airport Care Team. This team is a group of volunteers who work at the airport who are trained and managed by The Chaplaincy to provide pastoral and humanitarian care to all those passing through the airport.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities for the year.

### **Constitution**

The Memorandum and Articles of Association set out the constitution, objectives and regulations of The Chaplaincy.

### **Going concern and basis of preparation**

The financial statements have been prepared on a going concern basis which the Trustees consider to be appropriate for the following reasons.

At 31 March 2021 the Company had cash of £63,220 (2020: £27,584) and net assets of £58,416 (2020: £27,513). The Trustees have prepared a going concern assessment which considers the period from the date of approval of these financial statements to the end of its March 2023 financial year. These forecasts indicate that the Company will have sufficient funds, to continue to operate and to meet its liabilities as they fall due throughout that period.

The Company is dependent on donations from Manchester Airports Holdings Limited in order to operate, with the majority of its income being derived from this source. As such the Trustees recognise that their assessment is dependent upon Manchester Airports Holdings Limited continuing to provide donations at levels consistent with prior years. Manchester Airports Holdings Limited has confirmed its intention to provide these donations, which in turn would permit the Company to continue to operate as going concern.

# The Chaplaincy, Manchester Airport

## Trustees' report for the year ended 31 March 2021 (*continued*)

### Going concern and basis of preparation (*continued*)

However, the Directors of Manchester Airports Holdings Limited have concluded that a material uncertainty exists over that group's ability to continue as a going concern, as detailed in the basis of preparation on page 58 of the Manchester Airports Holdings Limited annual report for the year to March 2021, which is publicly available on the company website or Companies House. Should Manchester Airport Holdings Limited cease to operate as a going concern this would in turn prevent it from providing this company with the donations that it needs to continue to operate.

Based upon their enquiries, the Trustees believe that it is reasonable to continue to adopt the going concern basis in preparing the annual report and financial statements. However, these circumstances represent a material uncertainty that may cast significant doubt on the Chaplaincy's ability to continue as a going concern and, therefore, to continue realising its assets and discharging its liabilities in the normal course of business. The financial statements do not include any adjustments that would result from the basis of preparation being inappropriate.

### Achievement and performance

The Chaplaincy continues to provide day to day pastoral and humanitarian care to Manchester Airport and allied on-site companies', which (in pre-COVID-19 times) comprised 25,000 employees, 28.8 million passengers (annually) and other members of the public who pass through the Airport, whatever the reason for their presence, under our stated mission to "help, support, guide". From March 2020, the COVID-19 pandemic has led to a significant decline in passenger numbers and staff members at Manchester Airport. However, the Chaplaincy has maintained a high standard of response throughout the period despite the many obvious challenges the aviation industry, Manchester Airport and the Chaplaincy have faced.

The Chaplaincy Team (currently 1 full time chaplain, 4 part time paid members and 7 volunteers) undertakes to provide this service during (and at least once a week, outside) regular business hours (07.30-16.00). In addition, the chaplaincy team offers a 24-hour, 365 day/year out of hours on-call service. A number of

The size of the Chaplaincy team has reduced slightly during the past year, and we have said goodbye to two volunteers and one of our two part-time Muslim chaplains. The full-time equivalent of the chaplaincy team has reduced from approximately 4.5 to 4.2 posts. The chaplaincy recruited three volunteer part-time chaplains early in 2020, although the pandemic lockdowns have made their induction challenging, with the period of August – October 2020 being the focus of chaplaincy in-person attendance at the airport. However, there is no shortage of expressions of interest in joining the team; enquiries have been received from eleven potentially suitably qualified candidates wanting to apply as volunteers. Unfortunately, these enquiries have been put on hold until the New Year. The Chaplaincy Board has also put in place measures to ensure that the chaplaincy will continue to meet the needs of those we serve even more effectively in the future. As the airport we serve begins to grow in staff and passenger numbers through the second half of 2021 and through 2022, the Chaplaincy team's composition, strength and diversity will continue to develop.

That diversity is even broader when reflected in the membership of the Airport Care Team, which has also continued to grow over the past year. The Airport Care Team consists of airport who have volunteered and undergo regular training to assist the Chaplaincy in response to humanitarian assistance cases and, when required, in full emergency situations. Sadly, we have lost ten members of the Airport Care Team through redundancy across the airport community, but we have also had a number of new applications to join the team in the same period.

The Airport Care Team has nevertheless proved particularly helpful in supporting the Chaplaincy Team when responding to Refugee and Family Reunion referrals from the Red Cross and International Organisation for Migration. Dealing with these issues takes considerable time and skill, and on numerous occasions The Chaplaincy and Airport Care Teams have together proved their worth in small and large-scale responses to human need.

# The Chaplaincy, Manchester Airport

## Trustees' report for the year ended 31 March 2021 *(continued)*

### Achievement and performance (continued)

The Chaplaincy team provides a diverse service to people of all faiths and none and seeks to maintain and develop its close partnership with colleagues in local and national government, UK consular staff around the world, Greater Manchester Police, UK Border Force, Manchester Airport Customer Services, Community Relations, MAG HR, Occupational Health, Third Sector partners, and other community groups; schools, churches, faith communities, societies and charities within the Airport's catchment area.

The Chaplaincy continues to establish, maintain and develop contacts with staff and to maximise visibility wherever possible. The Chaplaincy, working with the Airport Care Team, has continued to offer support and pastoral care for individual passengers and staff on a number of occasions and also responds to a wide range of pastoral and emergency situations, including passenger fatalities on flights into Manchester Airport, as well as repatriation of UK nationals abroad following acts of terrorism, bereavement, serious injury, health crisis or detention abroad. The year 2020-2021 has seen an increase in chaplaincy team members taking funeral services for staff and staff family members, and associated bereavement pastoral care. The chaplaincy has also found new opportunities to support the airport's focus on wellbeing and good mental health – especially in these challenging times.

By working whenever possible in partnership with other agencies, The Chaplaincy provides a service to those directly affected as well as to friends, relatives and staff members involved in a particular situation that is highly regarded and appreciated by clients as well as colleagues. Manchester Airport's Employee Assistance Programme have assured The Chaplaincy and Airport Care Teams that, in addition to peer-support, specialist emotional and psychological support will be available on request, and in specific emergencies, as a matter of course, for those deployed to assist others.

We have continued to engage in dialogue with Manchester City Council, the Greater Manchester Combined Authority, the Foreign and Commonwealth Office and Manchester Airport Management, with a view to the provision of specialist social work personnel who might work with The Chaplaincy and, with a Manchester Airport security pass as part of an integrated team, supporting Police, Border Force and other partners across and beyond the airport site, to achieve the best outcomes for our clients as rapidly and efficiently as possible.

Chaplaincy meetings were held weekly online via Zoom and Microsoft Teams for much of the year and especially during the periods of lockdown in April-June 2020 and November-March 2021. These meetings were primarily pastoral in nature, focussing on airport staff in crisis and those members of the chaplaincy team in isolation or shielding at home.

The Chaplaincy has continued its work supporting British Citizens returning to the UK throughout the pandemic and lockdown periods, working closely with the Foreign and Commonwealth Office Social Work and Mental Health teams as well as the joint Home Office/ Foreign and Commonwealth Office Forced Marriage Team, the Ministry of Defence, Home Office and Border Force. The Chaplaincy's agreement with the Border Force Immigration team to provide responsible adult supervision when required has also remained in place, though with passenger traffic significantly reduced, the number of referrals also decreased. Regular visits to the Manchester Residential Short Term Immigration Holding Facility were also suspended, though have begun to return in 2021. We have continued to work alongside Third Sector and charitable NGOs to assist passengers of different faiths, cultures, physical and mental abilities entering and leaving the country, often in difficult and challenging circumstances.

# The Chaplaincy, Manchester Airport

## Trustees' report for the year ended 31 March 2021 (*continued*)

### Achievement and performance (continued)

Our five multi-faith prayer rooms across three airport terminals are not lockable, so have remained open throughout 2020-2021, though all books and artefacts have been removed for public health reasons, and the surfaces have been deep cleaned and regularly sanitised just as the rest of the airport's public spaces. We have removed furniture and placed signage to communicate the maximum capacity of rooms and communicated consistently that the prayer rooms are not to be used for group gatherings of any kind. Test and Trace cards (and subsequently QR code posters) and supplies of anti-viral hand-gel have also kept airport staff and travellers safe. We are pleased that, having worked closely with teams delivering the airport's £1 billion transformation programme, we have helped to deliver a new airside prayer room in the brand new Terminal 2, with a very limited time-frame and budget. This new facility will greatly enhance the provision for staff and travelling passengers wanting to pray or find a peaceful and attractive corner of the terminal and will help to ensure that Manchester Airport is able to meet the diverse needs of users as the passenger facilities develop over the next two-three years.

We have received positive feedback from those assisted; passengers and airport colleagues, with many of those in particularly vulnerable situations being inclined simply to keep in touch as their situations have improved (gradually but very significantly). Fewer referrals, but for very much deeper and longer pastoral relationships have strengthened relationships with airport staff colleagues, those with whom we work from around the world, and their clients. Despite the significant isolation of lockdown, there is still plenty of evidence of how the team's work at Manchester Airport continues to be viewed very positively and reflects the achievement of the charity's objectives for the year to March 2021.

The Chaplaincy's general performance during 2020/2021 was significantly affected by the Covid-19 pandemic, the UK Government's restrictions on travel and other aspects of day-to-day life, as well as the drop in passenger numbers passing through Manchester Airport. Although members of the team were furloughed at the start of the pandemic, the Chaplain remained in post to ensure that the Chaplaincy continues to fulfil its purpose during these difficult times. From August, both paid and volunteer staff members have returned to work. A high standard of response has been maintained through the period despite the obvious challenges to the aviation industry. The ability of the Chaplaincy to operate in future is dependent on the ongoing operation of Manchester Airport and the willingness of that company to provide donations to the Chaplaincy, as detailed above in the Going Concern section for the Trustees Report.

### Members

The Chaplaincy is a company limited by guarantee. The members of The Chaplaincy as at 31 March 2021 are set out below:

WDFG UK Limited  
British Airways plc  
Manchester Airport plc  
The Nuance Group (UK) Limited  
SSP Air Limited

# The Chaplaincy, Manchester Airport

## Trustees' report for the year ended 31 March 2021 *(continued)*

### Trustees

The Chaplaincy has a board of directors who are also Trustees. There are no Trustees who are not directors. Trustees are appointed by the members pursuant to Articles 40 to 43 of the Articles of Association. The Trustees, who served during the year and up to the date of signing the financial statements, are as follows:

R. Taylor  
O. C. Clayton (resigned 21 May 2021)  
M. J. Gannon  
S. Reynolds  
S. Thompson  
Rt Rev E. K. Akyea-Mensah  
Rt Rev M Ashcroft  
K. Foster  
D.W. Taylor  
Supt G. Openshaw  
P. A. Williams (resigned 1 September 2020)

### Structure, governance and management

The Trustees usually meet twice a year, with occasional extraordinary meetings as required. The Executive Committee manages business raised between such meetings, meeting a minimum of two further occasions during the year and comprising a smaller number of Trustees plus the Company Secretary, Treasurer and the Coordinating Chaplain. The Executive Committee may also play a role in the recruitment process, the monitoring of terms and conditions of service, and appraisals of chaplaincy team staff.

The training of Trustees is carried out on an informal basis on appointment. Further specialist training of Trustees is carried out periodically, when requirements are identified.

### Financial review

The statement of financial activities is as set out on page 12. A surplus was made of £30,903 in 2021 (2020: £11,165 deficit). Donations received from existing donors increased slightly from the prior year, in line with our expectations. As expected, costs have been kept under control and reduced compared to the previous year. Total resources expended were consistent with the Board's expectations.

Due to the above, the cash balance for The Chaplaincy at 31 March 2021 was higher than at 31 March 2020. The Chaplaincy's cash continued to be held in accounts with HSBC Bank plc.

The Chaplaincy's constitution does not permit the payment of dividends, and the surplus for the period of £30,903 has been transferred to reserves (2020: deficit of £11,165). The policy for the management of the level of reserves held is set out below.

# The Chaplaincy, Manchester Airport

## Trustees' report for the year ended 31 March 2021 (*continued*)

### Reserves policy

As stated above the impact of the Covid-19 pandemic from March 2020 onwards has had a significant impact upon the wider economy and the airline sector in particular.

The Chaplaincy maintains a general unrestricted fund, which represents funds that are expendable at the discretion of the Trustees in furtherance of the Objects of The Chaplaincy.

Such funds may be held in order to finance both working capital and capital investment. There are no restricted funds allocated for a specific purpose. There are no designated funds or amounts put aside at the discretion of the Trustees to be made available only for a specified purpose.

The free reserves at 31 March 2021 are £58,416 (2020: £27,513). The reserves have been maintained at a similar level to 2020.

The Chaplaincy has a reserves policy that is felt to be prudent by the Board. Reserves of a minimum of six months' costs are held to mitigate, to an extent, the risk of a downturn in the level of donations.

This policy was set at the meeting of the Board held on 15 January 2009 and has continued to be seen to be appropriate. At 31 March 2021 the target of holding a minimum of six months costs has been achieved based on resources expended during the year to 31 March 2021.

### Risk Assessment

A risk assessment framework was last agreed by the Chaplaincy Board during 2010. The main risk identified was the ongoing financial support to the Chaplaincy from its main contributors. While increased funding has been secured from several existing key funders in the past financial year, the chaplaincy has lost funding from one of its founder members. The Chaplaincy is examining ways to maintain current levels of expenditure and reserves. Due to the COVID-19 pandemic the Chaplaincy has reassessed the risk of ongoing financial support. All key donors have confirmed they will be able to donate the same amount going forward in the short term, but this will need to be reassessed to ensure funding is secured for future years.

Due to the COVID-19 pandemic the Chaplaincy is in the process of re-evaluating the risks it is facing including the following impacts upon its key risks:

- Funding - whilst all key donors have confirmed their intention that they will be able to donate the same funds going forward in the short-term, the impact of COVID-19 on the ability of donors to provide funding in the longer term will need to be reassessed;
- Governance - significant turnover of the Trustee body during the year. Two Trustees resigned during the year. At the time of signing, no further appointments have been made to the board;
- Resourcing - the impact of COVID-19 upon the level of resource that can be provided to the Chaplaincy staff and volunteer body.

# The Chaplaincy, Manchester Airport

## Trustees' report for the year ended 31 March 2021 (*continued*)

### Plans for the future

#### *The Chaplaincy's physical presence at Manchester Airport*

The Manchester Transformation Programme, a 10-year £1 billion+ investment programme to improve facilities for Manchester Airport's passengers will bring radical changes and improvements to the physical environment of the airport.

The Chaplaincy will continue to ensure that Airport management (and particularly the Airport Transformation Programme Team) understands and values the many different (and sometimes conflicting) tasks that are required of the chaplaincy team by airport colleagues and management (as well as partners around the world). The Chaplaincy manages many of the rare and precious quiet spaces around the Airport: not just the well-used multi-faith prayer rooms (both landside and airside), but also other private spaces that can be used for supporting those who are vulnerable, comforting those in distress, offering a discreet space for emotional family reunions or pastoral counselling or practical humanitarian assistance for those who are destitute.

These spaces will need to be located appropriately, so that services can be accessed easily by chaplaincy, airport colleagues and clients, but also to ensure safe and healthy working practices for Chaplaincy staff. As Terminal 1 nears the end of its life, enhanced chaplaincy facilities will need to be in place in Terminal 3, comparable to its footprint in Terminal 2. Ensuring that The Chaplaincy continues to engage with the consultation and planning process will ensure that the Airport's customers and staff receive the best possible care – often in instances of unbearably difficult circumstances.

#### *Effective Governance and Management*

The Chaplaincy Board (in full consultation with the Chaplaincy Team) has reviewed all of its policies and procedures, employment and appointment documents over the past two years.

In response to the inevitable disruption and uncertainty for individual staff and for airlines and airport-based companies as they respond to rapid and radical shifts in business, commerce and international relations, including Britain's departure from the EU and increasing perceived threat of terrorism abroad and at home, the Chaplaincy Board needs to develop the service the Chaplaincy is able to offer the airport community.

The first step in this regard is to ensure that the Board, which has lost a number of members due to redundancy, retirement or restructuring, in appointing new members, is fully representative of the community it serves and has the capacity to ensure appropriate accountability, governance and direction. The Board will also re-examine its constitution to ensure that this document is able to provide direction to the chaplaincy and its role in the third decade of the 21st century. As the aviation sector recovers globally, and Manchester Airport resumes its rapid growth and development, careful attention to the appropriate size and composition of the Chaplaincy Team (and the Board which oversees its work) will be necessary. The development of Airport City, and the airport and chaplaincy's work in addressing issues around rough sleeping, homelessness, criminal exploitation and trafficking and support of refugees will require ever stronger partnership with local faith communities in Wythenshawe (Airport City North) and Hale Barns and Wilmslow (Global Logistics Hub), as we find new ways of working across the wider airport site. We continue successfully to develop contacts with local faith communities to broaden our engagement with the whole spectrum of our local communities.

#### *Effective training and deployment*

The Coordinating Chaplain, in consultation with the Board will continue to ensure that the Chaplaincy team is effectively coordinated and deployed; engaged in collaborative working practices, while each individual Chaplain is encouraged to develop specific areas of responsibility. Appropriate training will also ensure that the whole Chaplaincy team, whether volunteers or paid employees, part-time or full-time can feel confident in working collaboratively as part of one team.

The Chaplaincy will continue to develop its work among the 200+ businesses that make up Manchester Airport and to enhance its visibility among staff and the local faith communities.

# The Chaplaincy, Manchester Airport

## Trustees' report for the year ended 31 March 2021 *(continued)*

### Plans for the future (continued)

#### *Protecting vulnerable passengers*

The Chaplaincy has worked with Manchester Airport and associated companies in providing a framework for training staff in protecting vulnerable passengers and creating awareness among the public of the airport's desire to ensure the safety and wellbeing of all who work at, or pass through the airport, and who may be vulnerable to violence, exploitation or coercion.

The Chaplaincy will continue to develop training for staff and to raise public awareness of Safeguarding, Trafficking and related issues. As a founder-member of the GM Modern Slavery NGO Forum, convened by the Modern Slavery Coordination Unit of Greater Manchester Police, The Chaplaincy will continue to represent the interests of vulnerable passengers in local, regional and national networks, such as the Safeguarding Vulnerable Persons Unit of the HBA Steering Group, the Greater Manchester Modern Slavery Multi-faith Forum and other networks.

#### *Visibility and engagement with Airport staff, passengers and neighbours*

The Chaplaincy will continue to maximise our personal visibility through regular and systematic visiting around the Airport and one-to-one engagement. We will also increase and develop our profile through publicising our work as widely as possible, through the use of social media and the chaplaincy website, as well as through the provision of information leaflets, monthly newsletters and six-monthly updates ("Roots and Wings"), and by speaking to national conferences, regional and local groups and organisations, as opportunities present themselves (though, again, we are already operating at near capacity in responding to speaking engagements).

The Chaplaincy will continue to respond appropriately to pastoral / liturgical requests in response to the death of serving colleagues, members of the public with connections to the airport, as well as to the needs of the families of those whose mortal remains are brought through the airport and in relation to longer-term provision of memorials around the airport as needs arise.

The Chaplaincy will also build on and develop existing positive and constructive inter-faith engagement through the provision of opportunities for dialogue and social engagement to ensure that members of all faith communities (and those who describe themselves as secular, humanist, atheist or agnostic) in and beyond the Airport are supported, helped and guided as appropriate.

### **Disclosure of information to auditor**

The Trustees who held office at the date of approval of this Trustees' Report confirm that, so far as they are each aware, there is no relevant audit information of which The Chaplaincy's auditor is unaware; and each Trustee has taken all the steps that they ought to have taken as a Trustee to make themselves aware of any relevant audit information and to establish that The Chaplaincy's auditor is aware of that information.

During the year the Trustees resolved to appoint Fairhurst Accountants as auditors for the year ending 31<sup>st</sup> March 2022.

### **By order of the Trustees and signed on behalf of the Board of Trustees**



Rad Taylor

Date: 25 January 2022

Registered address:  
Olympic House  
Manchester Airport  
Manchester  
M90 1QX

## **Statement of Trustees' responsibilities in respect of the trustees' report and the financial statements**

Under the trust deed of the charity and charity law, the trustees are responsible for preparing a Trustees' Annual Report and the financial statements in accordance with applicable law and regulations. The trustees are required to prepare the financial statements in accordance with UK Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland*.

The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources for that period.

In preparing these financial statements, generally accepted accounting practice entails that the trustees:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards and statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements;
- assess the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern; and
- use the going concern basis of accounting unless they either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

The trustees are required to act in accordance with the trust deed of the charity, within the framework of trust law. They are responsible for keeping accounting records which are sufficient to show and explain the charity's transactions and disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the trustees to ensure that, where any statements of accounts are prepared by them under section 132(1) of the Charities Act 2011, those statements of accounts comply with the requirements of regulations under that provision. They are responsible for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error, and have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.



## **Independent auditor’s report to the members of The Chaplaincy, Manchester Airport**

### **Opinion**

We have audited the financial statements of The Chaplaincy, Manchester Airport (“the charitable company”) for the year ended 31<sup>st</sup> March 2021 which comprise the Statement of Financial Activities, incorporating the income and expenditure account, balance sheet and related notes, including the accounting policies in note 1.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company’s affairs as at 31<sup>st</sup> March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with UK accounting standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland*; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (“ISAs (UK)”) and applicable law. Our responsibilities are described below. We have fulfilled our ethical responsibilities under, and are independent of the charitable company in accordance with, UK ethical requirements including the FRC Ethical Standard. We believe that the audit evidence we have obtained is a sufficient and appropriate basis for our opinion.

### **Going concern**

We draw attention to note 1 on page 16 to the financial statements which indicates that the Charity’s ability to continue as a going concern is dependent on the going concern status of its main donor, Manchester Airport Holdings Limited. The financial statements of Manchester Airport Holdings Limited include a material uncertainty related to going concern and therefore the ongoing provision of these donations is subject to doubt. These events and conditions, along with the other matters explained in page 16 constitute a material uncertainty that may cast significant doubt on the Charity’s ability to continue as a going concern.

### **Fraud and breaches of laws and regulations – ability to detect**

#### *Identifying and responding to risks of material misstatement due to fraud*

To identify risks of material misstatement due to fraud (“fraud risks”) we assessed events or conditions that could indicate an incentive or pressure to commit fraud or provide an opportunity to commit fraud. Our risk assessment procedures included:

- Enquiring of trustees and inspection of policy documentation as to the entities’ high-level policies and procedures to prevent and detect fraud, including the channel for “whistleblowing”, as well as whether they have knowledge of any actual, suspected or alleged fraud.
- Reading Board meeting minutes.
- Using analytical procedures to identify any unusual or unexpected relationships.

We communicated identified fraud risks throughout the audit team and remained alert to any indications of fraud throughout the audit.

As required by auditing standards, we perform procedures to address the risk of management override of controls, in particular the risk that management may be in a position to make inappropriate accounting entries.

## **Independent auditor's report to the members of The Chaplaincy, Manchester Airport (*continued*)**

In this audit we do not believe there is a fraud risk related to revenue recognition because there is little opportunity due to the limited number of transactions and limited number of sources of income. There is no appetite for fraudulent / misreporting as income predominantly comes from a related party entity and there is no incentive for management to fraudulently recognise revenue incentive from a management / trustee perspective.

### *Identifying and responding to risks of material misstatement due to non-compliance with laws and regulations*

We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general commercial and sector experience. through discussion with the trustees and discussed with the trustees the policies and procedures regarding compliance with laws and regulations.

We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit. The potential effect of these laws and regulations on the financial statements varies considerably.

Firstly, the entity is subject to laws and regulations that directly affect the financial statements including financial reporting legislation (including related charities legislation) and we assessed the extent of compliance with these laws and regulations as part of our procedures on the related financial statement items.

Secondly, the entity is subject to many other laws and regulations where the consequences of non-compliance could have a material effect on amounts or disclosures in the financial statements, for instance through the imposition of fines or litigation or the loss of entities' license to operate.

We identified the following areas as those most likely to have such an effect: health and safety and employment law. Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the trustees and other management and inspection of regulatory and legal correspondence, if any. Therefore, if a breach of operational regulations is not disclosed to us or evident from relevant correspondence, an audit will not detect that breach.

### *Context of the ability of the audit to detect fraud or breaches of law or regulation*

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it.

In addition, as with any audit, there remained a higher risk of non-detection of fraud, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. Our audit procedures are designed to detect material misstatement. We are not responsible for

### **Other information**

The trustees are responsible for the other information, which comprises the Trustees' Annual Report. Our opinion on the financial statements does not cover the other information and, accordingly, we do not express an audit opinion or, except as explicitly stated below, any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether, based on our financial statements audit work, the information therein is materially misstated or inconsistent with the financial statements or our audit knowledge. Based solely on that work:

- we have not identified material misstatements in the other information;
- in our opinion the information given in the Trustees' Annual Report, which constitutes the directors' report for the financial year, is consistent with the financial statements; and
- in our opinion the report has been prepared in accordance with the Companies Act 2006.

# **Independent auditor's report to the members of The Chaplaincy, Manchester Airport (*continued*)**

## **Matters on which we are required to report by exception**

Under the Companies Act 2006 we are required to report to you if, in our opinion:

- the charitable company has not kept adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a strategic report.

We have nothing to report in these respects.

## **Trustees' responsibilities**

As explained more fully in their statement set out on page 10, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view; such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern; and using the going concern basis of accounting unless they either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

## **Auditor's responsibilities**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue our opinion in an auditor's report. Reasonable assurance is a high level of assurance, but does not guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

A fuller description of our responsibilities is provided on the FRC's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities).

## **The purpose of our audit work and to whom we owe our responsibilities**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



**Liam Finnigan**

**(Senior Statutory Auditor) for and on behalf of KPMG LLP, Statutory Auditor**

*Chartered Accountants*

*1 St Peter's Square*

*Manchester*

*M2 3AE*

*Date: 25 January 2022*

## Statement of financial activities, incorporating the income and expenditure account, for the year ended 31 March 2021

	Note	Total funds year ended 31 March 2021 £	Total funds year ended 31 March 2020 £
<b>Incoming resources</b>			
Donations	2	126,731	123,782
Other income - government grants	3	26,993	-
<b>Total incoming resources</b>		<b>153,724</b>	123,782
<b>Resources expended</b>			
<b>Charitable activities</b>			
Salaries	4	(106,197)	(108,633)
Travel and subsistence		(893)	(6,729)
Management and administration expense		(15,731)	(19,585)
<b>Total resources expended for charitable activities</b>		<b>(122,821)</b>	(134,947)
<b>Net surplus/(deficit)</b>	5	<b>30,903</b>	(11,165)
<b>Reconciliation of funds</b>			
Total funds brought forward		27,513	38,678
Total funds carried forward		58,416	27,513

All the above results derive from continuing operations.

All the above relate to unrestricted funds.

The accompanying accounting policies and notes on pages 16 to 19 form an integral part of the financial statements.

## Balance sheet as at 31 March 2021

	Note	2021 £	2020 £
<b>Current assets</b>			
Trade and other debtors	7	15,411	17,747
Cash at bank and in hand		63,220	27,584
		<b>78,631</b>	45,331
<b>Creditors - amounts falling due within one year</b>	8	<b>(20,215)</b>	(17,818)
<b>Total assets less current liabilities</b>		<b>58,416</b>	27,513
<b>Funds</b>			
General unrestricted funds		<b>58,416</b>	27,513

The financial statements on pages 16 to 19 were approved by the Trustee Board and were signed on its behalf by:



Rad Taylor  
Trustee  
25 January 2022

## Notes to the financial statements

### 1. Accounting policies

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 Companies Act 2006.

The Chaplaincy, Manchester Airport 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 note(s).

The presentational currency of these financial statements is sterling.

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charitable company's financial statements. The financial statements are filed annually with the Registrar of Companies.

#### Going Concern

The financial statements have been prepared on a going concern basis which the trustees consider to be appropriate for the following reasons.

At 31 March 2021 the Company had cash of £63,220 (2020 - £27,584) and net assets of £58,416 (2020 - £27,513). The Trustees have prepared a going concern assessment which considers the period from the date of approval of these financial statements to the end of its March 2023 financial year. These forecasts indicate that the Company will have sufficient funds, to continue to operate and to meet its liabilities as they fall due throughout that period.

The Company is dependent on donations from Manchester Airports Holdings Limited in order to operate, with the majority of its income being derived from this source. As such the Trustees recognise that their assessment is dependent upon Manchester Airports Holdings Limited continuing to provide donations at levels consistent with prior years. Manchester Airports Holdings Limited has confirmed its intention to provide these donations, which in turn would permit the Company to continue to operate as going concern.

However, the Directors of Manchester Airports Holdings Limited have concluded that a material uncertainty exists over that group's ability to continue as a going concern, as detailed in the basis of preparation on page 58 of the Manchester Airports Holdings Limited annual report for the year to March 2021, which is publicly available on the company website or Companies House. Should Manchester Airport Holdings Limited cease to operate as a going concern this would in turn prevent it from providing this company with the donations that it needs to continue to operate.

Based upon their enquiries, the Trustees believe that it is reasonable to continue to adopt the going concern basis in preparing the annual report and financial statements. However, these circumstances represent a material uncertainty that may cast significant doubt on the Chaplaincy's ability to continue as a going concern and, therefore, to continue realising its assets and discharging its liabilities in the normal course of business. The financial statements do not include any adjustments that would result from the basis of preparation being inappropriate.

#### Basis of accounting

The financial statements have been prepared in accordance with applicable accounting standards under the historical cost convention and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice FRS 102.

Under FRS 102, the company is exempt from the requirement to prepare a cash flow statement on the grounds of its size.

## Notes to the financial statements (continued)

### 1. Accounting policies (continued)

#### Incoming resources

Income is recognised in the statement of financial activities (SoFA) when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities. Income is only recognised in the accounts when all of the following criteria are met:

- control over the rights or other access to the economic benefit has passed to the charity;
- it is more likely than not that the economic benefits associated with the transaction or gift will flow to the charity; and
- the monetary value or amount of the income can be measured reliably and the costs incurred for the transaction and the costs to complete the transaction can be measured reliably.

#### Government grants

The income based grant consists of the Coronavirus Job Retention Scheme. Income arising from this grant is recorded in "other income - government grants" within the income statement, and amounts receivable under the scheme are included within other receivables in the balance sheet.

#### Resources expended

All expenses are accounted for on an accruals basis. Such costs are allocated between charitable expenditure, management and administration and governance costs. Staff costs are allocated according to the costs of staff working directly in the relevant activity. Other costs are apportioned using an appropriate basis of allocation.

#### Pension costs

The Chaplaincy contributes to defined contribution schemes on behalf of its chaplain. Other employees receive contributions to a money purchase scheme. All pension contributions are charged to the statement of financial activities as they are incurred.

#### Debtors and creditors

Trade and other debtors are recognised initially at transaction price less attributable transaction costs. Trade and other creditors are recognised initially at transaction price plus attributable transaction costs. Subsequent to initial recognition they are measured at amortised cost using the effective interest method, less any impairment losses in the case of trade debtors. If the arrangement constitutes a financing transaction, for example if payment is deferred beyond normal business terms, then it is measured at the present value of future payments discounted at a market rate of instrument for a similar debt instrument.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash in hand, bank deposits and short term deposits net of bank overdrafts, which have an original maturity of three months or less.

#### Funds

Unrestricted funds are funds which can be used in accordance with the charitable objectives at the discretion of the Trustees. There are no restricted funds.

## Notes to the financial statements (continued)

### 2. Incoming resources

Incoming resources represents donations received.

All incoming resources arise in the United Kingdom and are attributable to one activity.

### 3. Other income - government grants

Other income relates to amounts paid to the charity by Manchester Airport PLC for furlough claims made by that company in respect of staff whose costs are borne by the Chaplaincy and these amounts have been accordingly recognised as other income.

	2021	2020
	£	£
Coronavirus Job Retention Scheme	26,993	-
	<b>26,993</b>	-

### 4. Information regarding trustees and employees

	2021	2020
	Number	Number
<b>Average number of persons employed</b>		
Care services	5	7

#### Staff costs during the period

	2021	2020
	£	£
Gross wages and salaries	84,117	88,283
Employer's national insurance and pensions costs	22,080	20,350
	<b>106,197</b>	108,633

None of the Trustees received any remuneration from The Chaplaincy (2020 - none), and none were reimbursed for any expenses incurred (2020 - none).

### 5. Net surplus

	2021	2020
	£	£
Net surplus is stated after charging:		
Auditor's remuneration	12,500	10,000

Auditor's remuneration has been borne by a related party in 2021 and has not yet been paid for 2021, but post year end Manchester Airports Holdings Limited confirmed that it would pay this in full on behalf of the charity. As this commitment was not received by the year end this has not been recognised as a donation in the year to March 2021 and will be recorded in the following financial year to March 2022.

### 6. Tax on profit on ordinary activities

The Chaplaincy, Manchester Airport, is considered to pass the tests set out in Paragraph 1, Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK taxation purposes. Accordingly, The Chaplaincy is potentially exempt from taxation in respect of income or capital gains received with categories covered by Chapter 3 Part 11 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 purpose.

## Notes to the financial statements (continued)

### 7. Debtors

	2021	2020
	£	£
Trade debtors	2,000	17,747
Other debtors	13,236	-
Prepayments and accrued income	175	-
	<b>15,411</b>	<b>17,747</b>

### 8. Creditors - Amounts falling due within one year

	2021	2020
	£	£
Trade creditors	-	-
Accruals	20,215	10,000
	<b>20,215</b>	<b>10,000</b>

### 9. Related party transactions

The Chaplaincy receives donations from Manchester Airport plc and other organisations that operate at the airport as well as local church diocese, to cover its charitable expenses. All donations received during the year are shown in total income in the Statement of Financial Activities. Some of these organisations have directors who are also trustees of The Chaplaincy resulting in related party transactions:

Manchester Airport Plc provided a donation of £87,122 (2020 - £87,122)

Manchester Diocese provided a donation of £12,000 (2020 - £12,000)

SSP Air Limited provided a donation of £nil (2020 - £3,247)

### 10. Members

The Chaplaincy is incorporated as a company limited by guarantee having no share capital. It is registered in England, in the United Kingdom.

Every member of the company undertakes to contribute such amount as may be required (not exceeding £1) to the company's assets if it should be wound up while he or she is a member, or within one year after he or she ceases to be a member, for payment of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.