

# KENT WORKPLACE MISSION

England & Wales · Charity number 1105783

## Details

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**Other names** KENT INDUSTRIAL MISSION

**Status** Registered

**Legal form** Other

**Registered** 2004-09-07

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

## Contact

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**Address** Kent Workplace Mission  
C/o Larkfield Methodist Church  
New Hythe Lane  
Larkfield  
Aylesford  
KENT

**Phone** 07423767051

**Email** [admin@kentworkplacemission.org](mailto:admin@kentworkplacemission.org)

**Website** [www.kentworkplacemission.org.uk](http://www.kentworkplacemission.org.uk)

## Activities

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**Objects:** THE CHARITY'S OBJECTS ("THE OBJECTS") ARE THE ADVANCEMENT OF RELIGION AMONG PERSONS EMPLOYED IN INDUSTRY, COMMERCE AND SERVICE SECTORS BY THE PROVISION OF WORKPLACE CHAPLAINS.

**Activities:** The advancement of religion among persons employed in industry, commerce and the service sector by the provision of workplace chaplains.

## Classification

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- **How:** Provides Advocacy/advice/information
- **What:** Religious Activities, Economic/community Development/employment
- **Who:** Other Defined Groups

## Geography

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- **Area of benefit:** NOT DEFINED. IN PRACTICE KENT (MEDWAY, BEXLEY AND BROMLEY).
- Bexley
- Bromley
- Kent
- Medway

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-12-31	£94,953	£69,914	-	-
2023-12-31	£93,686	£50,758	-	-
2022-12-31	£69,967	£55,849	-	-
2021-12-31	£78,909	£66,883	-	-
2020-12-31	£46,170	£55,273	-	-

## Trustees

Name	Role	Appointed
<b>THE VENERABLE WILLIAM JONATHAN ADAM</b>	Chair	2023-05-09
ALAN PAUL WOOD		2013-09-12
Canon DAVID KEITH SLATER		2013-09-12
Canon ELLEN COUZENS		2020-09-08
Fr Gary Dyer		2024-05-07
Jaqueline TRICE		2023-09-05
Jennifer Mulrooney		2024-05-07
Major Fiona Broom		2025-05-13
Major Tracey Palmer		2026-03-17
PAUL JAMES BUCKLEY		2014-05-13
RICHARD CHARLES BLACKWELL		
Rev Conrad Hicks		2025-12-02
Rev NAOMI MARGARET OATES		2022-05-10
Rev Nigel Riley		2025-09-16
Stefan John Munro Carney		2026-05-12
The Ven Sandra McCalla		2025-12-02

**KENT WORKPLACE MISSION**

England & Wales - Charity number 1105783

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# Accounts

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Registration number 1105783



**Trustees' Report and Financial Statements for the year ended  
31 December 2024**

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**Information**

**Name of Charity**

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

**Trustees**

Mr Paul Buckley	Appointed by	Membership
Canon David Slater		Membership
Mr Alan Wood		Membership
Mrs Jacqueline Trice		Membership
Ms Jennifer Mulrooney		Membership

*from 7<sup>th</sup> May 2024*

The Ven Andrew Wooding Jones	CofE Diocese of Rochester	<i>until 3<sup>rd</sup> September 2024</i>
Mrs Ellen Couzens	CofE Diocese of Rochester	
Pastor Richard Blackwell	Southern Synod of the URC	
Mr John Ellis	Southern Synod of the URC	
The Revd Naomi Oates	SE District of the Methodist Church	
The Revd Dr David Hinchliffe	SE District of the Methodist Church	
Major Mark Herbert	Salvation Army SE Division	<i>until 7<sup>th</sup> May 2024</i>
Major Richard Oliver	Salvation Army SE Division	<i>from 7<sup>th</sup> May 2024</i>
The Ven William Adam	CofE Diocese of Canterbury	
The Revd John Letley	R/Catholic Archdiocese of Southwark	<i>until 7<sup>th</sup> May 2024</i>
The Revd Michael Dale	R/Catholic Archdiocese of Southwark	
Fr Gary Dyer	R/Catholic Archdiocese of Southwark	<i>from 7<sup>th</sup> May 2024</i>

**Officers**

Chair	The Ven Andrew Wooding Jones	<i>until 3<sup>rd</sup> September 2024</i>
Chair	The Ven William Adam	<i>from 3<sup>rd</sup> September 2024</i>
Secretary	Canon David Slater	
Vice-Chair	Mr John Ellis	
Treasurer	Mrs Jennifer Mulrooney	<i>from 7<sup>th</sup> May 2024</i>

**Paid Chaplains**

KWM Co-ordinating Chaplain	Mrs Penny Culliford (half-time)
Bluewater Lead Chaplain	Mrs Penny Culliford (half-time)

**Team Support Coordinator / Administrator**

Administrator	Mrs Madeleine Shepley
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**Charity Number**

1105783

**Kent Workplace Mission**  
**(Registration number: 1105783)**

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

**Website**                        [www.kentworkplacemission.org](http://www.kentworkplacemission.org)

**Independent**                    Levicks  
**Examiners**                    61 London Road,  
Maidstone, Kent ME16 8TX

**Bankers**                        Cooperative Bank plc  
P.O. Box 101, 1 Balloon Street  
Manchester M60 4EP

Epworth Investments  
25 Tavistock Place, London WC1H 9SF

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**Kent Workplace Mission**  
**(Registration number: 1105783)**

## **Trustees' Report for the year ended 31 December 2024**

The Trustees present their report and financial statements for the year ended 31<sup>st</sup> December 2024.

### **GOVERNING DOCUMENT**

The Kent Workplace Mission worked, as Kent Industrial Mission, for many years as an unincorporated association functioning as a Local Ecumenical Partnership under Churches Together in Kent.

A new constitution was adopted in November 2003 and amended on 24 June 2004, 31 May 2007 and 22 September 2015. The Charity Commission registered it as an unincorporated charity on 7 September 2004. It continues as a recognised Local Ecumenical Partnership within Churches Together in Kent changing its name to Kent Workplace Mission by resolution of its members in general meeting on 29 November 2006.

### **OBJECTS OF THE CHARITY**

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

### **MEMBERSHIP**

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

### **TRUSTEES**

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

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

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

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

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**PUBLIC BENEFIT**

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

**THE OPERATIONS GROUP**

A managing group of Trustees known as the 'Operations Group' deal with the day-to-day running of the charity, with authority delegated from the Trustees' Council.

The Group consists of:

<b>Chair (Vice-Chair of Trustees)</b>	Mr John Ellis	
<b>Secretary</b>	Canon David Slater	
<b>Treasurer</b>	Ms Jennifer Mulrooney	<i>from 7<sup>th</sup> May 2024</i>
<b>Co-ordinating Chaplain</b>	Mrs Penny Culliford	

Supported by

**Administrator** Mrs Madeleine Shepley

**POLICY REVIEWS**

The Operations Group has a rolling programme of review for all policies. Policies recently reviewed and updated include those on Safeguarding, Recruitment and Training.

**RISK MANAGEMENT**

The Operations Group routinely monitor activities & finances.

The principal areas of risk are:

- Finance: monitoring to limit expenditure to available resources.  
over-dependence on a few specific funders.
- Loss of critical staff: routine evaluation of the risks from ill health or workload.
- Reputation damage: risk from widely distributed volunteer chaplains managed by regular meetings or discussions with Lead Chaplains or Administrator.

**Kent Workplace Mission**  
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**SUMMARY OF ACTIVITIES**

- ✧ By the end of 2024 Kent Workplace Mission had 63 chaplains (59 in 2023) serving in workplaces across or as members of the Kent Emergency Chaplaincy Scheme.
- ✧ Work is ongoing exploring further opportunities including Ashford Town Centre, Rochester and Gravesend High Streets.
- ✧ Many chaplains work in teams but there are several sites where there are sole individuals ministering.
- ✧ The locations where KWM chaplains serve are varied and range from large transport hubs and shopping centres to manufacturing, local authorities, and a power station.
- ✧ Most of the KWM chaplains are volunteers, many retired or fitting chaplaincy around their other jobs, which for a few is paid ministry with a variety of denominations.
- ✧ The Co-ordinating Chaplain is 50% Bluewater Lead Chaplain (funded by Landsec, site managers) and 50% KWM Co-ordinating Chaplain (funded by Diocese of Rochester).
- ✧ A 50% post continues to be generously provided, funded by the Salvation Army, to provide new resources for the Coastal Chaplaincies around Dover/Folkestone and to re-energise the Kent Emergency Chaplaincy Scheme.
- ✧ Funds received from BBC Radio Kent to set up a Designated Fund to enable 'Media Training for Chaplains' were used to pay for the Communications Course in September 2024. £1,179 remains in the budget allowing for the course to be run again in the future.
- ✧ Our aim is to provide opportunities for training each year and to encourage all KWM chaplains, of whatever experience, to join in that training. Experienced chaplains can offer encouragement and advice to those just starting out. KWM will be providing Basic Chaplaincy Training from early 2025.
- ✧ In 2024 five people from the Kent area undertook the Introduction to Workplace Chaplaincy course run by Workplace Chaplaincy Mission UK.
- ✧ KWM has made chaplains aware that they need to look after themselves as well as the people they minister to. An opportunity is available to come together for an hour of weekly fellowship on Zoom. A Quiet Day was offered in 2024 and we plan to offer it again in 2025.
- ✧ The work of a chaplain has been described as being an 'intentional presence'. In order to get to the point in a relationship with a person so that the chaplain can be a non-judgemental listening ear for someone, whether or not they have a faith, the chaplain needs to meet people and make connections. This is done through a quiet, serving manner: to be there.
- ✧ The work of chaplains is increasingly recognised by the wider church. One of our working chaplains, and a trustee was appointed as an Honorary Lay Canon of Rochester Cathedral with their chaplaincy work specifically mentioned.
- ✧ A new treasurer, Jennifer Mulrooney, was appointed at the AGM in May 2024.
- ✧ We now have Canon Ellen Couzens as our Safeguarding Trustee and we are working with Claire Coles the Methodist South East District Safeguarding officer.
- ✧ The Trustees express their sincere thanks for the work of the Co-ordinating Chaplain, the Operations Group, the Administrator plus all the individual chaplains for their contributions to the mission and ministry of KWM in what was a productive 12 months.

**Kent Workplace Mission**  
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**Locations of KWM chaplains**

▫ ASDA stores in Ashford	▫ Gravesham Borough Council
▫ Ashford Designer Outlet	▫ Medway Council, Chatham
▫ Ashford Town Centre	▫ Penge and Anerley Town Centre
▫ Bexleyheath Town Centre	▫ Port of Dover
▫ Bluewater, Dartford	▫ Royal Victoria Place, Tunbridge Wells
▫ Dungeness B Power Station	▫ Tunbridge Wells Town Centre
▫ Eurotunnel, Folkestone	

**THE FUTURE**

- ✧ Continue to assist and enable Churches Together groups to start chaplaincies.
- ✧ To reach areas of the County that do not have workplace chaplaincy groups.
- ✧ To provide Mental Health Training.
- ✧ Ensure KWM has a stable and well-resourced future.
- ✧ To reiterate the 2021 Strategic Review seven objectives below:
  - Digital      Develop attractive and useful digital presence and engagement, for marketing to the workplace and resourcing chaplains.
  - Trustees    Refocus, re-engage, and re-energise trustees and wider team.
  - Chaplains    Develop ongoing chaplaincy fellowship and networking, accredited training, and peer learning.
  - Projects      Develop attractive, accessible resource packages and protocols for new project set-up.
  - Hotline        Explore setting up a telephone chaplaincy hotline.
  - Church        Proactive promotion of KWM to Churches through our many contacts and networks with a particular eye to identifying new opportunities for establishing and developing chaplaincy partnerships and potential funding sources.
  - Work            Marketing our presence and service to workplaces across the county.

**Kent Workplace Mission**  
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**FINANCE REPORT**

The net movement of funds for the year to 31 December 2024 was £25,038. This was £17,890 lower than 2023 primarily due to the Co-ordinating chaplain vacancy for 3 months at the beginning of that year.

Income of £94,953 was £1,267 higher than 2023. This was largely due to higher Denomination donations and higher bank interest, as well as new income from the Workplace Chaplaincy Mission UK for administration services provided. These increases were partly offset by lower Business donations compared to 2023, due to a receipt in that year relating to 2022, and a one-off donation in 2023 to the Media Training Fund.

The United Reformed Church and Methodist Church South-East District continue to make very generous donations, in addition to the ongoing support from Rochester Diocese towards the salary of our Co-ordinating Chaplain. We remain dependent on donations from a small number of donors, in particular the three generous ones mentioned.

Expenditure of £69,914 increased by £19,156 compared to 2023. This was primarily due to the Co-ordinating chaplain vacancy, as mentioned above. Designated expenditure of £353 relating to Media Training for chaplains utilised some of the fund received from BBC Kent during 2023, of which we have £1,179 remaining.

Another year closed with a healthy bank balance of £121,329, an increase of £25,038 compared to 2023. This continues to give us a strong position, enabling us to look forward with confidence to the various areas of development and growth mentioned in the report.

**Kent Workplace Mission**  
**(Registration number: 1105783)**

## **Statement of Trustees' Responsibilities**

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

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

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

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

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**Statement of Financial Activity (SOFA) to 31 December 2024**

		2024				2023	
		Restricted	Designated	Unrestricted	Total	Total	
	Denominations			£63,663.00	£63,663.00	5a	£60,215.51
	Business donations			£24,663.00	£24,663.00	5c	£29,118.75
	WCM UK Admin services			£942.00	£942.00	1e	
	Other donations/ contributions			£1,408.10	£1,408.10	5b	£1,393.33
	Interest / earned income			£4,259.61	£4,259.61	2	£1,427.10
	Gift Aid Reclaim			£16.82	£16.82		£0.00
	Media Training Fund		£0.00		£0.00	1e	£1,531.73
		£0.00	£0.00	£94,952.53	£94,952.53		£93,686.42

	Salary, NI & Pension			£62,772.32	£62,772.32		£43,763.71
	Office Expenses			£12.73	£12.73		£3.00
	Post & stationery			£527.90	£527.90		£426.16
	Travel			£979.89	£979.89		£1,277.14
	Hospitality & Subsistence			£75.31	£75.31		£58.91
	IT (hard/ software consumables)			£333.06	£333.06		£490.91
	Telephone & Internet			£227.31	£227.31		£242.07
	Subscriptions			£82.80	£82.80		£698.08
	Insurance & Bank Charges			£2,521.12	£2,521.12		£2,451.58
	Promotion & Communication			£665.86	£665.86		£370.09
	Training			£175.00	£175.00		£0.00
	Benevolence			£100.00	£100.00		£54.25
	KECS Expenses	£266.05			£266.05		£106.40
	Media Training Fund		£352.80		£352.80	1e	£0.00
	Independent Examiner			£822.00	£822.00		£816.00
		£266.05	£352.80	£69,295.30	£69,914.15		£50,758.30

**Kent Workplace Mission**  
(Registration number: 1105783)

**Statement of Assets and Liabilities as at 31 December 2024**

**NET MOVEMENT OF FUNDS**

2024				2023
Restricted	Designated	Unrestricted	Total	Total
-£266.05	-£352.80	£25,657.23	£25,038.38	£42,928.12


**Reconciliation of Funds**

2024				2023
	Restricted		Unrestricted	Total
Total Funds brought forward	£4,575.85	£1,531.73	£90,183.02	£96,290.60
Total Funds carried forward	£4,309.80	£1,178.93	£115,840.25	£121,328.98

**Asset Summary**

	31 December 2024	31 December 2023
Epworth	£92,221.42	£72,961.81
CO-OP Main A/c	£29,107.56	£23,328.79
<b>TOTAL</b>	<b>£121,328.98</b>	<b>£96,290.60</b>

The annual report, financial report and accounts were approved by the trustees of the charity and signed on its behalf by:

  
.....  
The Ven. William Adam – Chair of Trustees

Date: 18 March 2025  
.....

The notes on pages 13 to 15 form an integral part of the financial statements.

## **Independent Examiner's Report to the members of Kent Workplace Mission for the year ended 31 December 2024**

I report on the accounts of Kent Workplace Mission for the year ended 31 December 2024, which comprise the Statement of Financial Activity and Statement of Assets and Liabilities.

### Respective responsibilities of members and examiner

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

It is my responsibility to:

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

### Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as members concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no material matters have come to my attention which give me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the 2011 Act;
- or • the accounts did not accord with the accounting records;
- or • the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement to show a 'true and fair' view, which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



J A Griggs FCA

LEVICKS

Chartered Accountants & Business Advisers

61 London Road

Maidstone

Kent ME16 8TX

3 April 2025

## **Notes to the Financial Statements for the Year Ended 31 December 2024**

The notes on pages 13 to 15 form an integral part of these financial statements.

### **1 Accounting Policies**

#### **a Statement of compliance**

The financial statements have been prepared in accordance with Accounting & Reporting by Charities Statement of Recommended Practices Charities SORP (FRS 102) and the Charities Act 2011. However, as the trustees are adopting cash-based receipts & payments accounts most of the recommendations of the SORP do not apply.

#### **b The intended user of the trustees' annual report and accounts**

- i The objective of the trustees' annual report and accounts is to provide information about a charity's financial performance and financial position that will be useful to a wide range of stakeholders in assessing the trustees' stewardship and management of charitable funds, and to assist the user of the accounts to make economic decisions in relation to the charity.
- ii Past, current and potential funders, donors and financial supporters of the charity are the primary audience for the financial information contained in a charity's report and accounts, but interest in this information may also extend to service users and other beneficiaries.
- iii The report and accounts are not simply a statutory requirement. When read together they should help users of the information to understand what the charity is set up to do, the resources available to it, how these resources have been used and what has been achieved as a result of its activities.

#### **c Basis of preparation**

Kent Workplace Mission meets the definition of a public benefit entity under FRS 102.

In 2021 KWM switched to receipts and payment accounts as accrual accounting raised an excessive amount of bookwork, compared to the values involved.

All transactions are now recognised when received or paid. Any significant outstanding items are recorded in appropriate notes.

#### **d Going concern**

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

#### **e Income and endowments**

Most incomes were of a general nature.

In 2023 a donation was received from BBC Radio Kent and it has been designated a special fund to provide Media Training for Chaplains. During 2024 £352.80 was used for this purpose. The remaining balance at the close of 2024 was £1,178.93.

**Kent Workplace Mission**  
**(Registration number: 1105783)**

In 2024 the Workplace Chaplaincy Mission UK reimbursed Kent Workplace Mission for administration hours provided.

**f Investment Income.**

Investment Income is recorded when received.

**g Charitable Activities**

Charitable activities comprise all costs incurred in the delivery of activities and services to our beneficiaries.

**h Governance Costs**

These include costs attributable to the charity's compliance with constitutional and statutory requirements, including Financial Examination, trustees' meetings and reimbursed expenses for such meetings.

**i Tangible fixed assets, Depreciation and Amortisation**

Individual assets costing under £5,000 are recorded as expenditure at full cost in the year of purchase.

**j Cash and cash equivalents**

All reserves are in cash or call deposits.

**k Fund Structure**

Unrestricted funds are general funds that are available for the trustees' discretion in furtherance of the objects of the charity.

Restricted funds have specific covenants on them limiting their use to specific areas of the charity's work. The only restricted funds are for the Kent Emergency Chaplains Scheme.

Designated funds are unrestricted funds that have been set aside by trustees for a specific purpose to meet the interests of their donors.

<b><u>2</u></b>	<b><u>Investment Income</u></b>	<b>2024</b>	<b>2023</b>
	Interest Received on Bank Deposits	£4,259.61	£1,427.10

**3** **Trustees' remuneration and expenses**

No trustees, nor any person connected with them, have received any remuneration from the charity for acting as a trustee. Trustees who are also chaplains may receive reimbursement of costs incurred whilst undertaking that role.

**4** **Taxation**

The Charity is a Registered Charity and is therefore exempt from Corporation Tax. The Charity is not registered for Value Added Tax but is now registered for Gift Aid.

**Kent Workplace Mission**  
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**5 Donations**

<b>a Denominations</b>	<b>2024</b>	<b>2023</b>
Rochester Diocese	£28,663.00	£33,215.51
URC Southern Synod	£20,000.00	£14,000.00
South East Methodist District	£15,000.00	£10,000.00
Canterbury Diocese		£2,000.00
Roman Catholic Archdiocese of Southwark		£1,000.00
<b>TOTAL</b>	<b>£63,663.00</b>	<b>£60,215.51</b>

The Rochester Diocese figure was made up of £4,000 (2023 £4,000) cash donation, and £24,663.00 (2023 £29,215.51) helping support the salary of our Co-ordinating Chaplain. The receipt for the Co-ordinating Chaplain was lower in 2024 because a 2022 related receipt was received during 2023 and the accounts are prepared on a cash basis.

The Salvation Army gave a donation in kind of £15,000 (2023 £7,500) being a 50% post working in East Kent. The 2023 donation was for the half year July to December.

<b>b Churches &amp; Individuals</b>	<b>2024</b>	<b>2023</b>
St-Mary-in-Castro	£300.00	£300.00
Capel United Church	£300.00	£300.00
Anonymous donation Trustee		£283.85
Tonbridge Parish Church	£250.00	
South Kent Methodist Circuit	£200.00	£200.00
United Emmanuel Church, Tunbridge Wells	£133.90	
Brent Methodist Church		£200.00
Funeral and Memorial		£109.48
St Mary's Stone	£96.00	
Hextable Methodist Church	£50.00	
High St Methodist Harpenden	£20.00	
Sundry donations	£58.20	
<b>TOTAL</b>	<b>£1,408.10</b>	<b>£1,393.33</b>

Larkfield and East Malling Methodist Church makes a generous donation in kind allowing KWM use of Office space, and the church.

<b>c Businesses</b>	<b>2024</b>	<b>2023</b>
Bluewater / Incentive FM	£5,823.75	£29,118.75
Bluewater / Landsec	£18,839.25	
Radio Kent Media Fund		£1,531.73
<b>TOTAL</b>	<b>£24,663.00</b>	<b>£30,650.48</b>

Bluewater is now managed by Landsec.

**KENT WORKPLACE MISSION**

England & Wales - Charity number 1105783

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# Accounts

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Registration number 1105783



**Trustees' Report and Financial Statements for the year ended  
31 December 2023**

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**Information**

**Name of Charity**

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

**Trustees**

Mr Paul Buckley  
Canon David Slater  
Mr Alan Wood  
Mrs Jacqueline Trice

Appointed by

Membership  
Membership  
Membership  
Membership

*from 5<sup>th</sup> September 2023*

The Ven Andrew Wooding Jones  
Mrs Ellen Couzens  
Pastor Richard Blackwell  
Mr John Ellis  
The Revd Naomi Oates  
The Revd Helen Hollands  
The Revd Dr David Hinchliffe  
Major Mark Herbert  
The Revd Dr Jonathan Arnold  
The Ven Andrew Sewell  
The Ven William Adam  
The Revd John Letley  
The Revd Michael Dale

CofE Diocese of Rochester  
CofE Diocese of Rochester  
Southern Synod of the URC  
Southern Synod of the URC  
SE District of the Methodist Church  
SE District of the Methodist Church  
SE District of the Methodist Church  
Salvation Army SE Division  
CofE Diocese of Canterbury  
CofE Diocese of Canterbury  
CofE Diocese of Canterbury  
R/Catholic Archdiocese of Southwark  
R/Catholic Archdiocese of Southwark

*until 9<sup>th</sup> May 2023*

*from 9<sup>th</sup> May 2023*

*until 9<sup>th</sup> May 2023*

*until 9<sup>th</sup> May 2023*

*from 9<sup>th</sup> May 2023*

**Officers**

Chair  
Secretary  
Vice-Chair  
Treasurer

The Ven Andrew Wooding Jones  
Canon David Slater  
Mr John Ellis  
Mr Alan Wood

*until 9<sup>th</sup> May 2023*

**Paid Chaplains**

KWM Coordinating Chaplain  
Bluewater Lead Chaplain

Mrs Penny Culliford (half-time)  
Mrs Penny Culliford (half-time)

*from 1<sup>st</sup> April 2023*

*from 1<sup>st</sup> April 2023*

**Team Support Coordinator / Administrator**

Administrator

Mrs Madeleine Shepley

**Charity Number**

1105783

**Kent Workplace Mission**  
**(Registration number: 1105783)**

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

**Website**                        [www.kentworkplacemission.org](http://www.kentworkplacemission.org)

**Independent**                 Levicks  
**Examiners**                    61 London Road,  
Maidstone, Kent ME16 8TX

**Bankers**                      Cooperative Bank plc  
P.O. Box 101, 1 Balloon Street  
Manchester M60 4EP

Epworth Investments  
9 Bonhill Street, London EC2A 4PE

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**Kent Workplace Mission**  
**(Registration number: 1105783)**

**Trustees' Report for the year ended 31 December 2023**

The Trustees present their report and financial statements for the year ended 31<sup>st</sup> December 2023

**GOVERNING DOCUMENT**

The Kent Workplace Mission worked, as Kent Industrial Mission, for many years as an unincorporated association functioning as a Local Ecumenical Partnership under Churches Together in Kent.

A new constitution was adopted in November 2003 and amended on 24 June 2004, 31 May 2007 and 22 September 2015. The Charity Commission registered it as an unincorporated charity on 7 September 2004. It continues as a recognised Local Ecumenical Partnership within Churches Together in Kent changing its name to Kent Workplace Mission by resolution of its members in general meeting on 29 November 2006.

**OBJECTS OF THE CHARITY**

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

**MEMBERSHIP**

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

**TRUSTEES**

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

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

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

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

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**PUBLIC BENEFIT**

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

**THE OPERATIONS GROUP**

A managing group of Trustees known as the 'Operations Group' deal with the day-to-day running of the charity, with authority delegated from the Trustees' Council.

The Group consists of:

<b>Chair (Vice-Chair of Trustees)</b>	Mr John Ellis	
<b>Secretary</b>	Canon David Slater	
<b>Treasurer</b>	Mr Alan Wood	<i>until 9<sup>th</sup> May 2023</i>
<b>Lead Chaplain</b>	Mrs Penny Culliford	<i>from 1<sup>st</sup> April 2023</i>

Supported by

**Administrator** Mrs Madeleine Shepley

**POLICY REVIEWS**

The Operations Group has a rolling programme of review for all policies. Policies recently reviewed and updated include those on Safeguarding, Recruitment and Training.

**RISK MANAGEMENT**

The Operations Group routinely monitor activities & finances.

The principal areas of risk are:

- Finance: monitoring to limit expenditure to available resources.  
over-dependence on a few specific funders
- Loss of critical staff: routine evaluation of the risks from ill health or workload.
- Reputation damage: risk from widely distributed volunteer chaplains managed by regular meetings or discussions with Lead Chaplains or Administrator.

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**SUMMARY OF ACTIVITIES**

- ◆ By the end of 2023 Kent Workplace Mission had 59 chaplains serving in workplaces across or as members of the Kent Emergency Chaplaincy Scheme.
- ◆ This is an increase of 23 compared with 2022 as a result of gaining new members to existing teams, re-establishing old chaplaincies and establishing some totally new teams in the McArthur Glen Outlet Centre in Ashford and Royal Victoria Place, Tunbridge Wells.
- ◆ Work is ongoing exploring further opportunities including Ashford Town Centre.
- ◆ Many chaplains work in teams but there are several sites where there are sole individuals ministering.
- ◆ The locations where KWM chaplains serve are varied and range from large transport hubs and shopping centres to manufacturing, local authorities, and a power station.
- ◆ Most of the KWM chaplains are volunteers, many retired or fitting chaplaincy around their other jobs, which for a few is paid ministry with a variety of denominations.
- ◆ The Lead Chaplain is 50% Bluewater Lead Chaplain (funded by Incentive FM, site managers) and 50% KWM Coordinating Chaplain (funded by Diocese of Rochester).
- ◆ A new 50% post has been generously provided, funded by the Salvation Army, to provide new resources for the Coastal Chaplaincies around Dover/Folkestone and to re-energise the Kent Emergency Chaplaincy Scheme.
- ◆ Discussions are ongoing among the Church Leaders in Kent looking to the possibility of funding a part-post in the South/East of the county and the re-establishment of a part time Ecumenical Officer for the county.
- ◆ Funds have been received from BBC Radio Kent to set up a Designated Fund to enable 'Media Training for Chaplains'.
- ◆ Our aim is to provide opportunities for training each year and to encourage all KWM chaplains, of whatever experience, to join in that training. Experienced chaplains can offer encouragement and advice to those just starting out.
- ◆ In 2023 seven people from the Kent area undertook the Introduction to Workplace Chaplaincy course run by Workplace Chaplaincy Mission UK.
- ◆ KWM has made chaplains aware that they need to look after themselves as well as the people they minister to. An opportunity is available to come together for an hour of weekly fellowship on Zoom.
- ◆ The work of a chaplain has been described as being an 'intentional presence'. In order to get to the point in a relationship with a person so that the chaplain can be a non-judgemental listening ear for someone, whether or not they have a faith, the chaplain needs to meet people and make connections. This is done through a quiet, serving manner: to be there.
- ◆ The work of chaplains is increasingly recognised by the wider church. One of our working chaplains, and a trustee was appointed as an Honorary Lay Canon of Canterbury Cathedral with their chaplaincy work specifically mentioned.
- ◆ Our treasurer stood down at the last AGM but the previous move to online banking and an efficient Administrator have enabled other members of the Operations Group to cover the role. A potential candidate has been identified and may be available in 2024.

**Kent Workplace Mission**  
**(Registration number: 1105783)**

- ◆ The Trustees express their sincere thanks for the work of the Lead Chaplain, the Operations Group, the Administrator plus all the individual chaplains for their contributions to the mission and ministry of KWM in what was a challenging, changing and expanding 12 months.

**Locations of KWM chaplains**

▫ ASDA stores in Ashford	▫ Gravesham Borough Council
▫ Ashford Designer Outlet	▫ Medway Council, Chatham
▫ Bexleyheath Town Centre	▫ Penge and Anerley Town Centre
▫ Bluewater, Dartford	▫ Port of Dover
▫ Dungeness B Power Station	▫ Royal Victoria Place, Tunbridge Wells
▫ Eurotunnel, Folkestone	

**ACHIEVEMENTS**

- ◆ Developing and growing new Chaplaincy in Ashford Outlet Centre
- ◆ New chaplaincy in Royal Victoria Place, Tunbridge Wells
- ◆ Induction of New Co-ordinating Chaplain
- ◆ Appointment of 50% role for Dover/Folkestone/KECS funded by the Salvation Army.

**THE FUTURE**

- ◆ Continue to assist and enable Churches Together groups to start chaplaincies.
- ◆ To reach areas of the County that do not have workplace chaplaincy groups.
- ◆ Work with Church Leaders on a possible County Ecumenical Officer / Ashford role
- ◆ Appoint and induct new Treasurer (a potential candidate has been identified).
- ◆ Utilize the Media Training opportunity.
- ◆ Ensure KWM has a stable and well-resourced future.
- ◆ To reiterate the 2021 Strategic Review seven objectives below:
  - Digital      Develop attractive and useful digital presence and engagement, for marketing to the workplace and resourcing chaplains.
  - Trustees      Refocus, reengage, and reenergise trustees and wider team.
  - Chaplains      Develop ongoing chaplaincy fellowship and networking, accredited training, and peer learning.
  - Projects      Develop attractive, accessible resource packages and protocols for new project set-up.
  - Hotline      Explore setting up a telephone chaplaincy hotline.
  - Church      Proactive promotion of KWM to Churches through our many contacts and networks with a particular eye to identifying new opportunities for establishing and developing chaplaincy partnerships and potential funding sources
  - Work      Marketing our presence and service to workplaces across the county.

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**FINANCE REPORT**

Overall, 2023 was a good year-financially.

Income grew significantly to £93,686, an increase of over a third on the previous year, supported by a very generous grant from the United Reformed Church, in addition to the ongoing support from Rochester Diocese towards the salary of our Co-ordinating Chaplain.

Business income kept pace with inflation, and we earned noticeable income on our deposit account for the first time in many years.

General donations benefited from the 'donations' button on our website, and we are now registered with HMRC to enable future Gift Aid reclaim. Although General donations exceeded 2022, we are still dependent on a rather small number of donors.

BBC Kent are winding up various historic 'religious' activities and have gifted £1532 which has been put into a designated fund to provide Media Training for chaplains.

Expenditure dropped versus 2022. This was partly due to the Co-ordinating chaplain vacancy for 3 months. Staff changes have skewed staff expenditure versus recent years.

The apparently large spend in 2022 on communications were largely made up of late expense claims. More detailed headings for Hospitality, Subsistence, IT, Telephone, Internet & Subscriptions give a better picture of items previously consolidated.

Online banking with the Cooperative Bank is now working well and enabled fast payments, rapid reconciliations and prompt reporting. As a small organisation KWM operate with a cash accounting model.

In addition to cash donations, we are showing for the first time, in the Notes to the Accounts, donations received in kind which vary from vouchers for chaplains, free use of our office and meeting facilities, and the provision of a 50% post by the Salvation Army to strengthen our work in East Kent.

The year closed with a healthy balance of £96,291, up from £53,362 at the start of the year. This gives a strong position enabling us to look forward with confidence to the various areas of development and growth mentioned in the report.

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**Statement of Trustees' Responsibilities**

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

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

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

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

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**Statement of Financial Activity (SOFA) to 31 December 2023**

		2023				Notes	2022
		Restricted	Designated	Unrestricted	Total		Total
Income	Denominations			£60,215.51	£60,215.51	6a	£45,799.02
	Business donations			£29,118.75	£29,118.75	6c	£22,740.50
	Other donations/ contributions			£1,393.33	£1,393.33	6b	£1,263.59
	Interest / earned income			£1,427.10	£1,427.10	2	£164.36
	Media Training Fund		£1,531.73		£1,531.73	1e	
	KECS Income	£0.00			£0.00		£0.00
		£0.00	£1,531.73	£92,154.69	£93,686.42		£69,967.47
Expenditure	Salary, NI & Pension			£43,763.71	£43,763.71		£46,656.31
	Office Expenses			£3.00	£3.00		£117.38
	Post & stationery			£426.16	£426.16		£407.43
	Travel			£1,277.14	£1,277.14		£1,262.80
	Hospitality & Subsistence			£58.91	£58.91		£63.52
	IT (hard/ software consumables)			£490.91	£490.91		£57.56
	Telephone & Internet			£242.07	£242.07		£164.11
	Subscriptions			£698.08	£698.08		£201.00
	Insurance & Bank Charges			£2,451.58	£2,451.58		£2,258.41
	Promotion & Communication			£370.09	£370.09		£2,180.44
	Conferences			£0.00	£0.00		£75.00
	General Expenses			£0.00	£0.00	5	£39.64
	Benevolence			£54.25	£54.25		£199.60
	KECS Expenses	£106.40			£106.40		£60.00
	Independent Examiner			£816.00	£816.00		£780.00
North Kent Inter Faith			£0.00	£0.00	1e	£1,326.01	
		£106.40	£0.00	£50,651.90	£50,758.30		£55,849.21

**Kent Workplace Mission**  
(Registration number: 1105783)

**Statement of Assets and Liabilities as at 31 December 2023**

**NET MOVEMENT OF FUNDS**

2023				2022
Restricted	Designated	Unrestricted	Total	Total
-£106.40	£1,531.73	£41,502.79	£42,982.12	£14,118.26

**Reconciliation of Funds**

	2023				2022
	Restricted	Designated	Unrestricted	Total	Total
Total Funds brought forward	£4,682.25	£0.00	£48,680.23	£53,362.48	£39,244.22
Total Funds carried forward	£4,575.85	£1,531.73	£90,183.02	£96,290.60	£53,362.48

**Asset Summary**

	31 December 2023	31 December 2022
Epworth	£72,961.81	£11,534.71
COOP Main A/c	£23,328.79	£41,827.77
<b>TOTAL</b>	£96,290.60	£53,362.48

*The annual report, financial report and accounts were approved by the trustees of the charity and signed on its behalf by:*



The Ven. Andy Wooding Jones – Chair of Trustees

Date: 7/5/2024

The notes on pages 13 to 15 form an integral part of the financial statements.

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**Independent Examiner's Report to the members of Kent  
Workplace Mission for the year ended 31 December 2023**

I report on the accounts of Kent Workplace Mission for the year ended 31 December 2023, which comprise the Statement of Financial Activity and Statement of Assets and Liabilities.

*Respective responsibilities of members and examiner*

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

It is my responsibility to:

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

*Basis of independent examiner's report*

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as members concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

*Independent examiner's statement*

In connection with my examination, no material matters have come to my attention which give me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the 2011 Act;
- or • the accounts did not accord with the accounting records;
- or • the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement to show a 'true and fair' view, which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

61 London Road  
Maidstone  
Kent ME16 8TX

.....  
J A Griggs FCA  
LEVICKS  
Chartered Accountants & Business Advisers  
Date:

## **Notes to the Financial Statements for the Year Ended 31 December 2023**

The notes on pages 13 to 15 form an integral part of these financial statements.

### **1 Accounting Policies**

#### **a Statement of compliance**

The financial statements have been prepared in accordance with Accounting & Reporting by Charities Statement of Recommended Practices Charities SORP (FRS 102) and the Charities Act 2011. However, as the trustees are adopting cash-based receipts & payments accounts most of the recommendations of the SORP do not apply.

#### **b The intended user of the trustees' annual report and accounts**

- i The objective of the trustees' annual report and accounts is to provide information about a charity's financial performance and financial position that will be useful to a wide range of stakeholders in assessing the trustees' stewardship and management of charitable funds, and to assist the user of the accounts to make economic decisions in relation to the charity.
- ii Past, current and potential funders, donors and financial supporters of the charity are the primary audience for the financial information contained in a charity's report and accounts, but interest in this information may also extend to service users and other beneficiaries.
- iii The report and accounts are not simply a statutory requirement. When read together they should help users of the information to understand what the charity is set up to do, the resources available to it, how these resources have been used and what has been achieved as a result of its activities.

#### **c Basis of preparation**

Kent Workplace Mission meets the definition of a public benefit entity under FRS 102.

In 2021 KWM switched to receipts and payment accounts as accrual accounting raised an excessive amount of bookwork, compared to the values involved.

All transactions are now recognised when received or paid. Any significant outstanding items are recorded in appropriate notes.

#### **d Going concern**

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

#### **e Income and endowments**

Most incomes were of a general nature. In 2020 a sum was received into the General Fund for temporary custody from North Kent Council for Inter Faith Relations (Thameside) [known as North Kent Interfaith or NKI]. The unspent balance of £1,326.01 was returned in 2022.

In 2023 a donation was received from BBC Radio Kent and it has been designated a special fund to provide Media Training for Chaplains.

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**f Investment Income.**

Investment Income is recorded when received.

**g Charitable Activities**

Charitable activities comprise all costs incurred in the delivery of activities and services to our beneficiaries.

**h Governance Costs**

These include costs attributable to the charity's compliance with constitutional and statutory requirements, including Financial Examination, trustees' meetings and reimbursed expenses for such meetings.

**i Tangible fixed assets, Depreciation and Amortisation**

Individual assets costing under £5,000 are recorded as expenditure at full cost in the year of purchase.

**j Cash and cash equivalents**

All reserves are in cash or call deposits.

**k Fund Structure**

Unrestricted funds are general funds that are available for the trustees' discretion in furtherance of the objects of the charity.

Restricted funds have specific covenants on them limiting their use to specific areas of the charity's work. The only restricted funds are for the Kent Emergency Chaplains Scheme.

Designated funds are unrestricted funds that have been set aside by trustees for a specific purpose to meet the interests of their donors.

<b><u>2</u></b>	<b><u>Investment Income</u></b>	<b>2023</b>	<b>2022</b>
	Interest Received on Bank Deposits	£1,427.10	£164.36

**3** **Trustees' remuneration and expenses**

No trustees, nor any person connected with them, have received any remuneration from the charity for acting as a trustee. Trustees who are also chaplains may receive reimbursement of costs incurred whilst undertaking that role.

**4** **Taxation**

The Charity is a Registered Charity and is therefore exempt from Corporation Tax.  
The Charity is not registered for Value Added Tax.

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**5 General Expenses**

From 2023 more specific nominal codes were used to distinguish between IT, Telephone and Subscription expenses.

**6 Donations**

<b>a Denominations</b>	<b>2023</b>	<b>2022</b>
Rochester Diocese	£33,215.51	£26,934.02
URC Southern Synod	£14,000.00	£14,000.00
South-East Methodist District	£10,000.00	
Canterbury Diocese	£2,000.00	£2,000.00
Roman Catholic Archdiocese of Southwark	£1,000.00	£2,000.00
South Eastern Baptist Assoc		£665.00
<b>TOTAL</b>	<b>£60,215.51</b>	<b>£45,599.02</b>

The Rochester Diocese figure was made up of £4,000 cash donation, and £29,215.51 helping support the salary of our Lead Chaplain.

The Salvation Army gave a donation in kind of £7,500 being a 50% post working in East Kent

<b>b Churches &amp; Individuals</b>	<b>2023</b>	<b>2022</b>
St-Mary-in-Castro	£300.00	£300.00
Capel United Church	£300.00	£300.00
Anonymous donation Trustee	£283.85	£283.40
South Kent Methodist Circuit	£200.00	£200.00
Brent Methodist Church	£200.00	
Funeral and Memorial	£109.48	
St Paul, Boxley Road		£100.00
Sundry donations		£298.48
<b>TOTAL</b>	<b>£1,393.33</b>	<b>£1,481.88</b>

Larkfield and East Malling Methodist Church makes a generous donation in kind allowing KWM use of Office space, and the church.

<b>c Businesses</b>	<b>2023</b>	<b>2022</b>
Bluewater / Incentive FM	£29,118.75	£22,740.50
Radio Kent Media Fund	£1,531.73	
<b>TOTAL</b>	<b>£30,650.48</b>	<b>£22,740.50</b>

**KENT WORKPLACE MISSION**

England & Wales - Charity number 1105783

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# Accounts

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Registration number 1105783



**Trustees' Report and Financial Statements for the year ended  
31 December 2022**

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**Information**

**Name of Charity**

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

**Trustees**

Mr Paul Buckley

Appointed by

Membership

Mr John Hougham CBE

Membership

*until 10<sup>th</sup> May 2022*

Mr David Slater

Membership

Mr Alan Wood

Membership

The Ven Andrew Wooding Jones

CofE Diocese of Rochester

Mrs Ellen Couzens

CofE Diocese of Rochester

Pastor Richard Blackwell

Southern Synod of the URC

Mr John Ellis

Southern Synod of the URC

The Revd Tony Graff

SE District of the Methodist Church

*until 10<sup>th</sup> March 2022*

The Revd Naomi Oates

SE District of the Methodist Church

*from 10<sup>th</sup> May 2022*

The Revd Helen Hollands

SE District of the Methodist Church

Major Mark Herbert

Salvation Army SE Division

The Revd Paul Kerley

South East Baptist Association

*until 21<sup>st</sup> September 2022*

The Revd Dr Jonathan Arnold

CofE Diocese of Canterbury

The Ven Andrew Sewell

CofE Diocese of Canterbury

The Revd John Letley

R/Catholic Archdiocese of Southwark

The Revd Michael Dale

R/Catholic Archdiocese of Southwark

**Officers**

Chair

The Ven Andrew Wooding Jones

Secretary

Mr David Slater

Vice-Chair

Mr John Ellis

Treasurer

Mr Alan Wood

**Paid Chaplains**

KWM Coordinating Chaplain

The Revd Mark Ball (Half-time)

*until 10<sup>th</sup> October 2022*

Bluewater Lead Chaplain

The Revd Mark Ball (Half-time)

*until 10<sup>th</sup> October 2022*

KWM Coordinating Chaplain

*Mrs Penny Culliford (half-time)*

*from 1<sup>st</sup> April 2023*

Bluewater Lead Chaplain

*Mrs Penny Culliford (half-time)*

*from 1<sup>st</sup> April 2023*

**Team Support Coordinator / Administrator**

Team Support Coordinator

Mrs Susan Randall

*until 10<sup>th</sup> June 2022*

Administrator

Mrs Madeleine Shepley

*from 12<sup>th</sup> September 2022*

**Charity Number**

1105783



**Kent Workplace Mission**  
**(Registration number: 1105783)**

## **Trustees' Report for the year ended 31 December 2022**

The Trustees present their report and the financial statements for the year ended 31st December 2022 having reverted to simple Receipt & Payment Accounts in 2021.

### **GOVERNING DOCUMENT**

The Kent Workplace Mission worked, as Kent Industrial Mission, for many years as an unincorporated association functioning as a Local Ecumenical Partnership under Churches Together in Kent.

A new constitution was adopted in November 2003 and amended on 24 June 2004, 31 May 2007 and 22 September 2015. The Charity Commission registered it as an unincorporated charity on 7 September 2004. It continues as a recognised Local Ecumenical Partnership within Churches Together in Kent changing its name to Kent Workplace Mission by resolution of its members in general meeting on 29 November 2006.

### **OBJECTS OF THE CHARITY**

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

### **MEMBERSHIP**

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

### **TRUSTEES**

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

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

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

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

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**PUBLIC BENEFIT**

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

**THE OPERATIONS GROUP**

A managing group of Trustees known as the 'Operations Group' deal with the day-to-day running of the charity, with authority delegated from the Trustees' Council.

The Group consists of:

<b>Chair (Vice-Chair of Trustees)</b>	Mr John Ellis	
<b>Secretary</b>	Mr David Slater	
<b>Treasurer</b>	Mr Alan Wood	
<b>Lead Chaplain</b>	The Revd Mark Ball	<i>until 10<sup>th</sup> October 2022</i>

Supported by

**Team Support Coordinator**

Mrs Susan Randall

*until 10<sup>th</sup> June 2022*

**Administrator**

Mrs Madeleine Shepley

*from 12<sup>th</sup> September 2022*

**POLICY REVIEWS**

The Operations Group has a rolling programme of review for all policies. Policies recently updated include those on Membership, Safeguarding and Expenses.

**RISK MANAGEMENT**

The Operations Group routinely monitor activities & finances.

The principal areas of risk are:

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

**Kent Workplace Mission  
(Registration number: 1105783)**

**SUMMARY OF ACTIVITIES**

Over the course of 2022 Kent Workplace Mission has had an average of 36 chaplains serving several workplaces across Kent, including those who are in the Kent Emergency Chaplaincy Scheme. Most of the KWM chaplains are volunteers who work either as part of teams or individually. The locations where KWM chaplains serve are varied and include large transport hubs, shopping centres and care homes.

The Lead Chaplain is 50% Bluewater Lead Chaplain (funded by Incentive FM, site managers) and 50% KWM Coordinating Chaplain (funded by Diocese of Rochester). The previous role holder resigned in summer 2022 and following a trustee led recruitment process a new candidate was selected who will start in April 2023.

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

The Trustees express their sincere thanks for the work of the Lead Chaplain, the Operations Group, the Administrator plus all the individual chaplains for their contributions to the mission and ministry of KWM in what was a very challenging and changing 12 months.

**Locations of KWM chaplains**

◦ Designer Outlet and ASDA stores in Ashford	◦ Eurotunnel, Folkestone
◦ Penge and Anerley Town Centre	◦ Gravesham Borough Council
◦ Bexleyheath Town Centre	◦ Medway Council, Chatham
◦ Bluewater, Dartford	◦ Medway Crematorium
◦ Dartford Shopping Centres	◦ Port of Dover
◦ Dungeness B Power Station	◦ Connors House Care Home, Canterbury

Our aim is to provide opportunities for training each year and to encourage all KWM chaplains, whatever experience they may have, to join in with the training. The experienced chaplains can offer advice and encouragement to the chaplains just starting out. Six people from the Kent area undertook the Introduction to Workplace Chaplaincy course in 2022.

During 2022 and continuing, KWM has made chaplains aware that they need to look after themselves as well as the people to whom they are chaplains. An opportunity to come together to share an hour of weekly fellowship is available on Zoom.

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**ACHIEVEMENTS**

- ◆ Induction of the new Administrator.
- ◆ Recruitment of the new Coordinating Chaplain / Bluewater Lead role.

**THE FUTURE**

- ◆ Continue to assist and enable Churches Together groups to start chaplaincies.
- ◆ To reach areas of the County that do not have workplace chaplaincy groups.
- ◆ Induct new Lead Chaplain.
- ◆ Help develop the new retail chaplaincy teams in Ashford and Tunbridge Wells.
- ◆ Identify and induct new Treasurer.
- ◆ Ensure KWM has a stable and well-resourced future.
- ◆ To reiterate the 2021 Strategic Review seven objectives below:
  - Digital  
Develop attractive and useful digital presence and engagement, for marketing to the workplace and resourcing chaplains.
  - Trustees  
Refocus, reengage, and reenergise trustees and wider team.
  - Chaplains  
Develop ongoing chaplaincy fellowship and networking, accredited training, and peer learning.
  - Projects  
Develop attractive, accessible resource packages and protocols for new project set-up.
  - Hotline  
Explore setting up a telephone chaplaincy hotline.
  - Church  
Proactive promotion of KWM to Churches through our many contacts and networks with a particular eye to identifying new opportunities for establishing and developing chaplaincy partnerships and potential funding sources
  - Work  
Marketing our presence and service to workplaces across the county.

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



.....

*The Ven. Andy Wooding Jones – Chair of Trustees*

*18<sup>th</sup> April 2023*

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**FINANCE REPORT**

During 2021 we decided to change our bank to take advantage of being able to make online payments with dual signatures which was not available with our existing bank account with Santander. After investigation a decision was made to move to the Co-op Bank and a more ethical account allowing us the on-line flexibility we needed. This change was activated during 2022 with the Co-op bank account opening on 17<sup>th</sup> May 2022 and the Santander account finally closing on 15<sup>th</sup> July 2022. The overlap was required to cover direct debits for employee salaries to take place. The new account currently allows anyone of four members of the Operations Group to post a payment on the account which will have to be approved by one of the remaining three members.

During 2022 we were able to move some of the current account balance to increase our reserves in our Epworth Fund. This account pays good interest but has been affected by very low interest rates across all banking. We aim to increase our reserves in future years.

We still need long term support from denominations and commercial supporters. We are grateful for significant funding from the United Reformed Church over a three year period. We still have too many commercial organisations that receive support from our Chaplains but have not helped with funding to KWM. We lack the fund-raising skills within the trustee structure to do this or spare funds to employ professional help.

The Operations Group had felt that we should review our Independent Examiner, and Levicks Accounting were appointed December 2021.

As KWM is a small organisation, we were advised to move from an accrual-based accounting to the more appropriate cash accounting model.

**FINANCIAL RESULT FOR 2022**

- KWM financial position has remained much the same over the last two years; with income depending on grants from our denominational partners and few commercial businesses. We need to spread the base of the funding for KWM and that is likely to come from organisations in which KWM provide Chaplaincy support.

• <b>Incoming resources 2022</b>	<b>£69,967</b>
• <b>Incoming resources 2021</b>	<b>£78,909</b>
• <b>Total balance as at 1 January 2022</b>	<b>£39,244</b>
• <b>Total balance as at 31 December 2022</b>	<b>£53,362</b>

## **Statement of Trustees' Responsibilities**

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

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

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

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

Approved by the board of trustees of the charity on *18<sup>th</sup> April 2023* and signed on its behalf by:



.....  
Mr Alan Wood  
Trustee

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**Independent Examiner's Report to the members of Kent Workplace Mission  
for the year ended 31 December 2022**

I report on the accounts of Kent Workplace Mission for the year ended 31 December 2022, which comprise the Statement of Financial Activity and Statement of Assets and Liabilities.

*Respective responsibilities of members and examiner*

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

It is my responsibility to:

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

*Basis of independent examiner's report*

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as members concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

*Independent examiner's statement*

In connection with my examination, no material matters have come to my attention which give me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the 2011 Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement to show a 'true and fair' view, which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



61 London Road  
Maidstone  
Kent ME16 8TX

J A Griggs FCA  
LEVICKS  
Chartered Accountants & Business Advisers

28 April 2023

**Kent Workplace Mission**  
(Registration number: 1105783)

**Statement of Financial Activity (SOFA) to 31 December 2022**

		<b>2022</b>			<b>2021</b>	<i>Notes</i>
		Restricted	Unrestricted	Total	Total	
<b>Income</b>	Denominations		£45,799.02	£45,799.02	£41,289.50	7
	Business donations		£22,740.50	£22,740.50	£29,905.00	7
	Other donations/ contributions		£1,281.88	£1,281.88	£2,714.00	7
	Interest / earned income		£146.07	£146.07	£0.13	7
	KECS Income	£0.00		£0.00	£5,000.00	
<b>TOTAL INCOME</b>		<b>£0.00</b>	<b>£69,967.47</b>	<b>£69,967.47</b>	<b>£78,908.63</b>	

<b>Expenditure</b>	Salary and NI		£46,656.31	£46,656.31	£58,490.46	
	Post & stationery		£407.43	£407.43	£472.14	
	Travel & subsistence		£1,262.80	£1,262.80	£849.48	
	Insurance		£2,258.41	£2,258.41	£2,107.40	
	Promotion & Communication		£2,132.44	£2,132.44	£1,838.50	
	Conferences & Training		£75.00	£75.00	£630.67	
	North Kent Interfaith		£1,326.01	£1,326.01	£202.20	6
	General Expenses		£741.21	£741.21	£822.20	
	Benevolence		£149.60	£149.60	£395.10	
	IFE		£780.00	£780.00	£817.20	
	KECS Expenses	£60.00	£0.00	£60.00	£257.75	1k
<b>TOTAL EXPENDITURE</b>		<b>£60.00</b>	<b>£55,789.21</b>	<b>£55,849.21</b>	<b>£66,883.10</b>	

Depreciation-due change from Accruals to Receipt & Payment accounts				-£181.00	3
Adjustment for 2020				-£7,067.31	
Due within one year				-£25.00	

<b>NET MOVEMENT OF FUNDS</b>	<b>2022</b>			<b>2021</b>
	Restricted	Unrestricted	Total	Total
	-£60.00	£14,178.26	£14,118.26	£4,752.22


**Kent Workplace Mission**  
(Registration number: 1105783)

**Statement of Assets and Liabilities as at 31 December 2022**

Reconciliation of Funds	2022			2021
	Restricted	Unrestricted	Total	Total
Total Funds brought forward	£4,742.25	£34,501.97	£39,244.22	£34,492.00
Total Funds carried forward	£4,682.25	£48,680.23	£53,362.48	£39,244.22

Asset Summary	2022	2021
Coop Main Account	£41,827.77	£0.00
Santander Main a/c	£0.00	£37,094.11 9
Santander Deposit	£0.00	£506.49 9
Epworth	£11,534.71	£1,418.62 9
Petty Cash (Lloyds)	£0.00	£250.00 9
due within one year	£0.00	£-25.00 9
Repayment due to NKIF	£0.00	£-1,326.01 6
<b>TOTAL FUNDS</b>	<b>£53,362.48</b>	<b>£37,918.21</b>

The notes on pages 13 to 15 form an integral part of these financial statements which were approved by the trustees, and authorised for issue on 18<sup>th</sup> April 2023 and signed on their behalf by:



.....  
The Ven. Andrew Wooding Jones  
Chairman and Trustee

## **Notes to the Financial Statements for the Year Ended 31 December 2022**

The notes on pages 13 to 15 form an integral part of these financial statements.

### **1 Accounting Policies**

#### **a Statement of compliance**

The financial statements have been prepared in accordance with Accounting & Reporting by Charities Statement of Recommended Practices Charities SORP (FRS 102) and the Charities Act 2011. However, as the trustees are adopting cash-based receipts & payments accounts most of the recommendations of the SORP do not apply.

#### **b The intended user of the trustees' annual report and accounts**

- i The objective of the trustees' annual report and accounts is to provide information about a charity's financial performance and financial position that will be useful to a wide range of stakeholders in assessing the trustees' stewardship and management of charitable funds, and to assist the user of the accounts to make economic decisions in relation to the charity.
- ii Past, current and potential funders, donors and financial supporters of the charity are the primary audience for the financial information contained in a charity's report and accounts, but interest in this information may also extend to service users and other beneficiaries.
- iii The report and accounts are not simply a statutory requirement. When read together they should help users of the information to understand what the charity is set up to do, the resources available to it, how these resources have been used and what has been achieved as a result of its activities

#### **c Basis of preparation**

Kent Workplace Mission meets the definition of a public benefit entity under FRS 102. In 2021 KWM switched to receipts and payment accounts as accrual accounting raised an excessive amount of bookwork, compared to the values involved. All transactions are now recognised when received or paid. Any significant outstanding items are recorded in appropriate notes

#### **d Going concern**

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

#### **e Income and endowments**

All incomes were of a general nature.

in 2020 a sum was received into the General Fund for temporary custody from North Kent Council for Inter Faith Relations (Thameside) [known as North Kent Interfaith or NKI] in 2020. The unspent balance of £1,326.01 was returned in 2022.

#### **f Investment Income.**

Investment Income is recorded when received.

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**g Charitable Activities**

Charitable activities comprise all costs incurred in the delivery of activities and services to our beneficiaries.

**h Governance Costs**

These include costs attributable to the charity's compliance with constitutional and statutory requirements, including Financial Examination, trustees' meetings and reimbursed expenses for such meetings.

**i Tangible fixed assets, Depreciation and Amortisation**

Individual assets costing under £5,000 are recorded as expenditure at full cost in the year of purchase.

**j Cash and cash equivalents**

All reserves are in cash or call deposits.

**k Fund Structure**

Unrestricted funds are general funds that are available for the trustees' discretion in furtherance of the objects of the charity.

Restricted funds have specific covenants on them limiting their use to specific areas of the charity's work. The only restricted funds are for the Kent Emergency Chaplains Scheme.

<b>2</b>	<b><u>Investment Income</u></b>	<b>2022</b>	<b>2021</b>
	Interest Received on Bank Deposits	£146.07	£0.13
<b>3</b>	<b><u>Net incoming/outgoing recourses</u></b>	<b>2022</b>	<b>2021</b>
	Depreciation/Adjustments	£0	£181

All historic un-depreciated value was written off in 2021 as an adjustment.

KWM has re-adopted cash accounting, and has no assets with residual value of more than £100.

**4 Trustees' remuneration and expenses**

No trustees, nor any person connected with them, have received any remuneration from the charity for acting as a trustee. Trustees who are also chaplains may receive reimbursement of costs incurred whilst undertaking that role.

**5 Taxation**

The Charity is a Registered Charity and is therefore exempt from Corporation Tax.

The Charity is not registered for Value Added Tax.

**6 Creditors falling due within one year**  
donation mistakenly credited in 2020 which was repaid in 2022 – see Note 1e

<b>2022</b>	<b>2021</b>
£0	-£1,326.01

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**7 Donations**

Denominations	2022	2021
URC Southern Synod	£14,000.00	£16,000.00
CofE Rochester Diocese	£26,934.02	£20,639.50
CofE Canterbury Diocese	£2,000.00	£2,000.00
Methodist South Kent Circuit	£200.00	
South Eastern Baptist Association	£665.00	£650.00
RC Archdiocese of Westminster	£2,000.00	£2,000.00
<b>TOTAL</b>	<b>£45,799.02</b>	<b>£41,289.50</b>

The Rochester Diocese figure was made up of £4,000 cash donation, and £22,934.02 helping support the salary of our Lead Chaplain.

Churches & Individuals	2022	2021
St Mary-in-Castro	£300.00	£300.00
St Paul, Boxley Road	£100.00	
Susan Randall, various KWM items	£85.19	
Hextable Methodist Church	£75.00	
Trustee	£50.00	
Anonymous donation Talk Fee	£40.00	
Shorne PC	£30.00	
Anonymous Trustees	£283.40	£55.00
Unknown donation	£18.29	
Capel United Church	£300.00	£200.00
Bearsted Methodist Church		£500.00
Funeral fees donated by chaplain		£439.00
Brent Methodist Church Dartford		£200.00
South Kent Methodist Circuit		£200.00
The church at Burnham		£70.00
Christ Church Milton		£200.00
Brentford Church Dartford		£200.00
St Nicholas Southfleet		£150.00
Tonbridge Road Methodist Church, Maidstone		£200.00
<b>TOTAL</b>	<b>£1,281.88</b>	<b>£2,714.00</b>

Businesses	2022	2021
Bluewater / Incentive FM	£22,740.50	£29,905.00
Dover District		£5,000.00
<b>TOTAL</b>	<b>£22,740.50</b>	<b>£34,905.00</b>

**8 Interest**

The Epworth deposit account generated £146.07 interest in the year.

**9 Bank Accounts**

The Santander accounts were closed and a new online account was opened with the Co-op Bank. The 'petty cash' account for the convenience of the previous Team Administrator was also closed.

**KENT WORKPLACE MISSION**

England & Wales - Charity number 1105783

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# Accounts

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Registration number 1105783



**Trustees' Report and Financial Statements for the year ended  
31 December 2021**

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**Information**

**Name of Charity**

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

**Trustees**

Mr Paul Buckley  
Mr John Hougham CBE  
Mr David Slater  
Mr Alan Wood

Appointed by

Membership  
Membership  
Membership  
Membership

The Ven Andrew Wooding Jones  
Mrs Ellen Couzens  
Pastor Richard Blackwell  
Mr John Ellis  
The Revd Tony Graff  
The Revd Helen Hollands  
Major Mark Herbert  
The Revd Paul Kerley  
The Revd Dr Jonathan Arnold  
The Ven Andrew Sewell  
The Revd John Letley  
The Revd Michael Dale  
The Revd John Newman  
The Ven Stephen Taylor MBE

CoE Diocese of Rochester  
CoE Diocese of Rochester  
Southern Synod of the URC  
Southern Synod of the URC  
SE District of the Methodist Church  
SE District of the Methodist Church  
Salvation Army SE Division  
South East Baptist Association  
CoE Diocese of Canterbury  
CoE Diocese of Canterbury  
R/Catholic Archdiocese of Southwark  
R/Catholic Archdiocese of Southwark  
R/Catholic Archdiocese of Southwark  
CoE Diocese of Canterbury

*From 10<sup>th</sup> May 2021*

*From 15<sup>th</sup> November 2021*

*Deceased 8<sup>th</sup> July 2021*

*Resigned 10<sup>th</sup> May 2021*

**Officers**

Chair  
Secretary  
Vice-Chair  
  
Treasurer

The Ven Andrew Wooding Jones  
Mr David Slater  
Mr John Hougham CBE  
Mr John Ellis  
Mr Alan Wood

*Until 10<sup>th</sup> May 2021*

*From 10<sup>th</sup> May 2021*

**Chaplaincy Partners**

KWM Coordinating Chaplain  
Bluewater Lead Chaplain

The Revd Mark Ball (Half-time)  
The Revd Mark Ball (Half-time)

**Team Support Coordinator**

Mrs Jacqueline Trice  
Mrs Susan Randall

*Until 10<sup>th</sup> May 2021*

*From 10<sup>th</sup> May 2021*

**Charity Number**

1105783

**Kent Workplace Mission**  
**(Registration number: 1105783)**

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

**Website** [www.kentworkplacemission.org](http://www.kentworkplacemission.org)

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

**Correspondence Address** c/o 41 Weavers Way,  
Dover,  
CT16 2DG

**Independent Examiners** Levicks  
61 London Road,  
Maidstone, Kent ME16 8TX

**Bankers** Santander UK plc  
BBAM, Bridle Road  
Bootle, Merseyside L30 4GB

Epworth Investments  
9 Bonhill Street, London EC2A 4PE

Lloyds Bank plc.  
25 Gresham Street, London EC2V 7HN

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Independent Examiner's Report	10
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Notes to the Financial Statements	13 - 18

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**Trustees' Report for the year ended 31 December 2021**

The Trustees present their report and the financial statements for the year ended 31st December 2021 having reverted from the Charities SORP (FRS 102) to simple Receipt & Payment Accounts.

**GOVERNING DOCUMENT**

The Kent Workplace Mission worked, as Kent Industrial Mission, for many years as an unincorporated association functioning as a Local Ecumenical Partnership under Churches Together in Kent.

A new constitution was adopted in November 2003 and amended on 24 June 2004, 31 May 2007 and 22 September 2015. The Charity Commission registered it as an unincorporated charity on 7 September 2004, it continues as a recognised Local Ecumenical Partnership within Churches Together in Kent changing its name to Kent Workplace Mission by resolution of its members in general meeting on 29 November 2006.

**OBJECTS OF THE CHARITY**

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

**MEMBERSHIP**

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

**TRUSTEES**

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

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

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

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**PUBLIC BENEFIT**

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

**THE OPERATIONS GROUP**

A managing group of Trustees known as the "Operations Group" meet monthly and deal with the day-to-day running of the charity, with authority delegated from the Trustees' Council. During 2021 much of the activity was conducted on-line by Zoom or E-mail.

The Group consists of KWM's officers and selected trustees:

<b>Chair (Vice-Chair of Trustees)</b>	Mr John Hougham CBE	<i>Until 10th May 2021</i>
-"-	Mr John Ellis	<i>From 10th May 2021</i>
<b>Secretary</b>	Mr David Slater	

Supported by

**Team Support Coordinator**

Mrs Jacqueline Trice  
Mrs Susan Randall

*Until 10th May 2021*  
*From 10th May 2021*

**POLICY REVIEWS**

The Operations Group commenced a rolling programme of review for all policies, starting in July 2019. This was put on hold during the pandemic, but following changes to staff and officers action has re-started, many areas have been checked and work to reword some procedures has started, especially regarding Membership, Safeguarding and Expenses.

**RISK MANAGEMENT**

The Operations Group routinely monitor activities & finances.

The principal areas of risk are:

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

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**SUMMARY OF ACTIVITIES**

Over the course of 2021 Kent Workplace Mission has had an average of 43 chaplains serving several workplaces across Kent, including those who are in the Kent Emergency Chaplaincy Scheme. Most of the KWM chaplains are volunteers who work either as part of teams or individually. The locations where KWM chaplains serve are varied and include large transport hubs, shopping centres and care homes. Our Chaplaincy Lead is 50% Bluewater Lead Chaplain (funded by Incentive FM, site managers) and 50% KWM Coordinating Chaplain (funded by Diocese of Rochester).

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

Although religious activities and voluntary work remained legal throughout the Covid-19 Lockdown restrictions many of our locations were closed to non-operational workers and some of our volunteer chaplains had to shield, either on their own behalf or for their families. Whilst face to face work with individuals has been much lower this year, inventive alternative ways have been found, eg from a supermarket chaplain excluded from staff areas supporting store workers whilst shopping; on-line video calls; meeting at outdoor smoking areas; and even taking funerals for the families of our usual clientele. Since KWM took oversight of Kent Emergency Chaplains Scheme, much management work has been done with Kent Resilience but regrettably training was postponed due to Covid restrictions.

The Trustees express their sincere thanks for the work of the Lead Chaplain, the Operations Group, the Team Support Co-coordinators (Jacky Trice and Susan Randall) plus all the individual chaplains for their contributions to the mission and ministry of KWM in what was a very challenging and changing 12 months.

**Locations of KWM chaplains**

▫ ASDA stores in Ashford	▫ Eurotunnel, Folkestone
▫ Penge and Anerley Town Centre	▫ Gravesham Borough Council
▫ Bexleyheath Town Centre	▫ Medway Council, Chatham
▫ Bluewater, Dartford	▫ Medway Crematorium
▫ Dartford Shopping Centres	▫ Port of Dover
▫ Dungeness B Power Station	▫ Connors House Care Home, Canterbury

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

During 2021 and continuing, KWM has made chaplains aware that they need to look after themselves as well as the people to whom they are chaplains.

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**PERFORMANCE**

For a second year KWM faced a difficult year due to the effects of the Covid virus making it very difficult to keep in contact and meet people. The need for Chaplaincy was much higher than usual with people affected again by work from home, businesses closing plus the problems at Ports, Channel Tunnel with personnel and hauliers. Many people suffered mental health issues with coping with their personal issues and those around them. KWM used all the available IT ways of keeping in contact with colleges and the employees in the workplaces our Chaplains support.

**ACHIEVEMENTS**

- ◆ Conducting a Strategic Review of KWM giving a plan for the near future.
- ◆ Establishing the new Coordinating Chaplain / Bluewater Lead role.
- ◆ Induction of the new Team Support Coordinator.

**THE FUTURE**

- ◆ Continue to assist and enable Churches Together groups to start chaplaincies.
- ◆ To reach areas of the County that do not have workplace chaplaincy groups.
- ◆ Develop the role of Kent Emergency Chaplains Scheme (KECS) – see also note 14
- ◆ Ensure KWM has a stable and well-resourced future.
- ◆ To continue to develop and enact the strategic plan as identified in the 2021 Review
  - Digital  
Develop attractive and useful digital presence and engagement, for marketing to the workplace and resourcing chaplains
  - Trustees  
Refocus, reengage and reenergise trustees and wider team
  - Chaplains  
Develop ongoing chaplaincy fellowship and networking, accredited training and peer learning.
  - Projects  
Develop attractive, accessible resource packages and protocols for new project set-up
  - Hotline  
Explore setting up a telephone chaplaincy hotline
  - Church  
Proactive promotion of KWM to Churches through our many contacts and networks with a particular eye to identifying new opportunities for establishing and developing chaplaincy partnerships and potential funding sources
  - Work  
Marketing our presence and service to workplaces across the county.

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



6<sup>th</sup> May 2022

The Ven Andy Wooding Jones – Chair of Trustees

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**FINANCE REPORT**

The work of KWM was recognised by donation of £5,000 specifically for the work of KECS Chaplains at the port of Dover.

The balances at the beginning of the year and the end were much the same and we plan to move some of the balance to increase our reserves in our Epworth Fund. This account usually pays good interest but has been affected by very low interests across all banking. We aim to increase our funding income each year to fund new projects across the county with further grants from our denominations and business partners; but opportunities to do this have been restricted by the ongoing effects of the Covid virus.

We still need long term support from denominations and commercial supporters. We are grateful for significant new funding from the United Reformed Church over a three year period. We still have too many commercial organisations that receive support from our Chaplains but have not helped with funding to KWM. We lack the fund-raising skills within the trustee structure to do this or spare funds to employ professional help.

During 2021 we decided to review our ways of accounting, bankers and Independent Examiner. The reason for this was that our accounting using accrual accounts was complicated and led to misunderstanding. KWM is not a large organisation and reverting to more simple Receipt/Payment accounts would be easier for our Team Support Co-ordinator and Independent Examiner.

The Operations Group felt that we should review our Independent Examiner as part of this change as the existing Examiners had been in place for many years and a new approach could be better for all. After contacting several organisations the decision was made to appoint Levicks Accounting In December 2021.

Another result of the work from home restriction has been that our existing bank account with Santander was not fit for purpose. We needed an account that allowed us online transactions with dual signature and Santander could not offer this. After investigation a decision was made to move to the Co-op Bank and a more ethical account allowing us the on-line flexibility we need. This change should be active in early 2022.

**FINANCIAL RESULT FOR 2021**

- KWM financial position has remained much the same over the last two years; with income depending on grants from our denominational partners and few commercial businesses. We need to spread the base of the funding for KWM and that is likely to come from organisations in which KWM provide Chaplaincy support. The impact of Covid on commercial partners has restricted opportunities for further funding.
- **Incoming resources 2021**                      **£78,909**
- **Incoming resources 2020**                      **£57,970**
- **Total balance at 1 January 2021**        **£34,492**
- **Total balance at 31 December 2021** **£39,269**

## **Statement of Trustees' Responsibilities**

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

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

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

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

Approved by the board of trustees of the charity on 6<sup>th</sup> May 2022 and signed on its behalf by:



Mr Alan Wood  
Trustee

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF  
KENT WORKPLACE MISSION  
FOR THE YEAR ENDED 31 DECEMBER 2021**

I report on the accounts of Kent Workplace Mission for the year ended 31 December 2021, which comprise the Statement of Financial Activity and Statement of Assets and Liabilities.

*Respective responsibilities of members and examiner*

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

It is my responsibility to:

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

*Basis of independent examiner's report*

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as members concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

*Independent examiner's statement*

In connection with my examination, no material matters have come to my attention which give me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the 2011 Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement to show a 'true and fair' view, which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

61 London Road  
Maidstone  
Kent ME16 8TX



J A GRIGGS FCA  
LEVICKS  
Chartered Accountants & Business Advisers

6 May 2022

**Kent Workplace Mission**  
(Registration number: 1105783)

**Statement of Financial Activity (SOFA) to 31 December 2021**

		<b>2021</b>			<b>2020</b>	<i>Notes</i>
		Restricted	Unrestricted	Total	Total	
<b>Income</b>	Denominations		£41,289.50	£41,289.50	£16,363.00	12
	Business donations		£29,905.00	£29,905.00	£38,212.00	12
	Other donations/ contributions		£2,714.00	£2,714.00	£3,385.00	12
	Interest / earned income		£0.13	£0.13	£10.00	13
	KECS Income	£5,000.00		£5,000.00		14
<b>TOTAL INCOME</b>		£5,000.00	£73,908.63	£78,908.63	£57,970.00	

<b>Expenditure</b>	Salary and NI		£58,490.46	£58,490.46	£48,496.00	
	Post & stationery		£472.14	£472.14	£502.00	
	Travel & subsistence		£849.48	£849.48	£739.00	
	Insurance		£2,107.40	£2,107.40	£1,655.00	
	Promotion & Communication		£1,838.50	£1,838.50	£1,436.00	
	Conferences & Training		£630.67	£630.67	£33.00	
	North Kent Interfaith		£202.20	£202.20		16
	General Expenses		£822.20	£822.20	£1,383.00	
	Benevolence		£395.10	£395.10	£96.00	
	IFE		£817.20	£817.20	£831.00	
	KECS Expenses	£257.75	£0.00	£257.75	£0.00	14
<b>TOTAL EXPENDITURE</b>		£257.75	£66,625.35	£66,883.10	£55,273.00	

Depreciation-due change from Accruals to Receipt & Payment accounts		£-181.00	-£181.00	£1102.00	17
Adjustment for 2020		-£7,067.31	-£7,067.31		15
Adjustment for 2019		£0.00	£0.00	-£11,800.00	15

<b>NET MOVEMENT OF FUNDS</b>		<b>2021</b>			<b>2020</b>
		Restricted	Unrestricted	Total	Total
		£4,742.25	£9.97	£4,752.22	-£9,103.00

**Kent Workplace Mission**  
(Registration number: 1105783)

## Statement of Assets and Liabilities as at 31 December 2021

Reconciliation of Funds	2021			2020	
	Restricted	Unrestricted	Total	Total	
Total Funds brought forward	£0.00	£34,492.00	£34,492.00	£43,595.00	
Total Funds carried forward	£4,742.25	£34,501.97	£39,244.22	£34,492.00	

Asset Summary	2021		2020	
	Santander Main a/c	£37,094.11		£25,318.71
Payments made in advance			-£419.69	15
Santander Deposit	£506.49		£506.49	18
Epworth	£1,418.62		£1,418.49	18
Petty Cash (Lloyds)	£250.00		£0.00	18
due within one year	-£25.00		-£1,919.00	18
Repayment due to NKIF	-£1,326.01			
Debtors			£9,406.00	18
Tangible Assets			£181.00	17
<b>TOTAL FUNDS</b>	<b>£37,918.21</b>		<b>£34,492.00</b>	

The notes on pages 13 to 18 form an integral part of these financial statements which were approved by the trustees, and authorised for issue on 6th May 2022 and signed on their behalf by:



The Ven Andrew Wooding Jones  
Chairman and Trustee

## **Notes to the Financial Statements for the Year Ended 31 December 2021**

The notes on pages 13 to 18 form an integral part of these financial statements.

### **1 Accounting Policies**

#### **a Statement of compliance**

The financial statements have been prepared in accordance with Accounting & Reporting by Charities Statement of Recommended Practices Charities SORP (FRS 102) and the Charities Act 2011. However, as the trustees are adopting cash-based receipts & payments accounts most of the recommendations of the SORP do not apply.

#### **b The intended user of the trustees' annual report and accounts**

- i The objective of the trustees' annual report and accounts is to provide information about a charity's financial performance and financial position that will be useful to a wide range of stakeholders in assessing the trustees' stewardship and management of charitable funds, and to assist the user of the accounts to make economic decisions in relation to the charity.
- ii Past, current and potential funders, donors and financial supporters of the charity are the primary audience for the financial information contained in a charity's report and accounts, but interest in this information may also extend to service users and other beneficiaries.
- iii The report and accounts are not simply a statutory requirement. When read together they should help users of the information to understand what the charity is set up to do, the resources available to it, how these resources have been used and what has been achieved as a result of its activities

#### **c Basis of preparation**

Kent Workplace Mission meets the definition of a public benefit entity under FRS 102.

In 2021 KWM switched to receipts and payment accounts as accrual accounting raised an excessive amount of bookwork, compared to the values involved.

All transactions are now recognised when received or paid. Any significant outstanding items are recorded in appropriate notes.

#### **d Going concern**

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

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**e Income and endowments**

All incomes are of a general nature, with two exceptions. One grant received specifically for KECS activities which is shown as a Restricted Fund.

Secondly, a sum of £1603.21 was received into the General Fund for temporary custody from North Kent Council for Inter Faith Relations (Thameside) [known as North Kent Interfaith or NKI] in 2020. The Trustees do not consider it appropriate to hold this permanently and the unspent balance of £1,326.01 will be returned in 2022 – see also Note 16.

**f Investment Income.**

Investment Income is recorded when received.

**g Charitable Activities**

Charitable activities comprises all costs incurred in the delivery of activities and services to our beneficiaries.

**h Governance Costs**

These include costs attributable to the charity's compliance with constitutional and statutory requirements, including Financial Examination, trustees' meetings and reimbursed expenses for such meetings.

**i Tangible fixed assets , Depreciation and Amortisation**

Individual assets costing under £5,000 are recorded as expenditure at full cost in the year of purchase.

The final depreciation of the final £181 residual value of items purchases prior to 2021 has been written off as an adjustment. An asset register is maintained but there is little realistically recoverable value and replacement will depend on future circumstances.

**j Cash and cash equivalents**

All reserves are in cash or call deposits.

**k Fund Structure**

Unrestricted funds are general funds that are available for the trustees' discretion in furtherance of the objects of the charity.

Restricted funds have specific covenants on them limiting their use to specific areas of the charity's work. The only restricted funds are for the Kent Emergency Chaplains Scheme.

**2 Investment Income**

	2021		2020
	Unrestricted Funds	Total Funds	Total Funds
Interest Received on Bank Deposits	£0.13	£0.13	£10

**Kent Workplace Mission**  
**(Registration number: 1105783)**

<b>3</b>	<b><u>Net incoming/outgoing recourses</u></b>	<b>2021</b>	<b>2020</b>
	Adjustment / Depreciation	£181.00	£102.00

All historic un-depreciated value (£181) written off in 2021 as an adjustment. KWM has re-adopted cash accounting, and has no assets with residual value of more than £100.

**4** **Trustees' remuneration and expenses**

No trustees, nor any person connected with them, have received any remuneration from the charity for acting as a trustee. Trustees who are also chaplains may receive reimbursement of costs incurred whilst undertaking that role.

<b>5</b>	<b><u>Independent Examiner's Remuneration</u></b>	<b>2021</b>	<b>2020</b>
		-£817	-£831

**6** **Taxation**

The Charity is a Registered Charity and is therefore exempt from Corporation Tax. The Charity is not registered for Value Added Tax.

<b>7</b>	<b><u>Tangible Fixed Assets</u></b>	<b>2021</b>	<b>2020</b>
	Net book value 1 January	£181	£282
	<b>Adjustment</b> for the year	£181	£101
	Net book value at 31 December	£0	£181

<b>8</b>	<b><u>Debtors</u></b>	<b>2021</b>	<b>2020</b>
	Unpaid Invoices		£9,406

<b>9</b>	<b><u>Cash and cash equivalents</u></b>	<b>2021</b>	<b>2020</b>
	Santander Main a/c @31/12/21	£37,094.11	£25,319
	Payments made in advance		-£420
	Santander Deposit	£506.49	£506
	Epworth	£1,418.62	£1,418
	Petty Cash (Lloyds)	£250.00	£0
	<b>TOTAL</b>	<b>£39,269.22</b>	<b>£26,824</b>

**10** **Creditors falling due within one year**

	<b>2021</b>	<b>2020</b>
		-£1,919.00
donation mistakenly credited in 2020 which will be repaid as soon as practical in 2022 – see Note 16	-£1,326.01	
	<b>£1,326.01</b>	<b>-£1,919.00</b>

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**11 Funds**

	2021			2020
	Restricted Funds (KECS)	Unrestricted funds	Total fund	Total fund
Balance at 1 January	£0.00	£34,492.00	£34,492.00	£43,595.00
Incoming Resources	£5,000.00	£73,908.63	£78,908.63	£46,170.00
Resources Expended	-£257.75	-£66,625.35	-£66,883.10	-
Change Accruals to Receipt & Payment accounts		-£181.00	-£181.00	
Adjustment for 2020		-£7,067.31	-£7,067.31	
Balance at 31 December	£4,742.25	£34,526.97	£39,269.22	£34,492.00

**12 Donations**

**Denominations**

URC Southern Synod	£16,000.00	
Rochester Diocese	£20,639.50	
Canterbury Diocese	£2,000.00	
South Eastern Baptist Assoc.	£650.00	
Roman Catholic Archdiocese	£2,000.00	£41,289.50

The Rochester Diocese figure was made up of £2,000 cash donation, and £18,639.50 helping support the salary of our Lead Chaplain.

**Churches & Individuals**

Bearsted Methodist Church	£500.00	
St Mary in Castro	£300.00	
Fees for Funeral by a Chaplain	£220.00	
Fees for Funeral by a Chaplain	£219.00	
The Brent Methodist Church, Dartford	£200.00	
South Kent Methodist Circuit	£200.00	
Christ Church Milton	£200.00	
Brentford Church Dartford	£200.00	
The Church in Burham	£70.00	
An anonymous Trustee	£50.00	
An anonymous Trustee	£5.00	
St Nicholas Southfleet	£150.00	
Tonbridge Road Methodist Church, Maidstone	£200.00	
Capel United Church	£200.00	£2,714.00

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**Businesses**

Bluewater / Incentive FM	£29,905.00	
Dover District Council	£5,000.00	£34,905.00

The Bluewater figure reflects what was actually received in the year, including amounts accrued from 2020 – see also Note 15.

**13 Interest**

The Epworth deposit account generated 13p interest in the year.  
The Santander deposit account generated no interest.  
See also Note 18.

**14 Kent Emergency Chaplains Scheme**

In addition to normal workplaces KWM is also responsible to the counties church leaders for the Emergency chaplains (KECS), not least the need for insurance which the church leaders cannot take out as such. There is a significant overlap of personnel between the two groups of chaplains. Covid has totally stopped KECS recruitment and training in recent years. Following work by Emergency Chaplains in Dover at Christmas 2020 a donation of £5,000 was received from Dover District Council specifically restricted to support the KECS work.

**15 Adjustments**

The 2020 accounts had an adjustment to correct a mis-recorded accrual in 2019. Those accounts had £7,067.31 total accruals carried forward. As we have moved to Receipt/Payment accounts reflecting the bank movements they have been taken as a single adjustment.

**16 North Kent Interfaith monies**

In August 2020 North Kent Interfaith were having difficulties with their bankers due to a number of changes of trustees and authorised signatures. They wished to shut their account until another could be opened with new officers after their AGM. As they have had a long link with KWM at Bluewater it was agreed we should temporarily hold their funds. Unfortunately, due to miscommunication the receipt of a cheque via a Methodist contact from their North Kent Circuit was recorded as a donation from the Methodist Circuit. Due to remote working this was not picked up immediately, nor by the previous accountants who prepared accounts from the vouchers and spread-sheets. The situation was only realised in 2022 when KWM were checking vouchers and found expenditure on behalf of North Kent Interfaith. Holding these funds was only ever meant to be a short-term solution and so rather than create and manage a discrete designated fund it is intended to return the unspent balance as soon as practicable in 2022.

	Date	Received	Spent	Balance
Mis-recorded as Donation from Methodist North Kent Circuit, ie as (Meth KNT Con)	02/09/2020	£1,528.21		£1,528.21
Kent Interfaith Council;	16/08/2021		£35.00	£1,493.21
Spectulise Ltd (Inv No 8092);	22/11/2021		£100.00	£1,393.21
M Ball ;	06/12/2021		£67.20	£1,326.01

**Kent Workplace Mission**  
**(Registration number: 1105783)**

**17 Depreciation**

Having moved to Receipt & Payment accounts the remaining depreciation on old assets has been written off, and all new assets under £1,000 are being written off on purchase as second-hand computer equipment has little realisable value.

**18 Bank Accounts**

- i) It is intended to transfer banking to Co-operative Bank at some point during 2022 as changing mandates, online access, maintaining dual authorisation has proved difficult with Santander, although opening a new account is also proving troublesome.
  
- ii) The rise of online sales has occasionally raised the need for a credit or debit card for payment. It is undesirable to require staff to have to fund items before reclaiming them, but equally problematic as cards are essentially single authorisation. A stand alone account was arranged at Lloyds and £250 was transferred to allow the Team Support Co-ordinator to make card payments which would then be topped up, on receipt of appropriate vouchers, using dual authorisation.  
Since this was put in place there has been no need to use it in the rest of 2021.

**KENT WORKPLACE MISSION**

England & Wales - Charity number 1105783

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# Accounts

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Registration number 1105783



**Trustees' Report and Financial Statements for the year ended  
31 December 2020**

## Information

### Name of Charity

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

### Trustees

### Appointed by

Mr Paul Buckley  
Mr John Hougham CBE  
Mr David Slater  
Mr Alan Wood

Membership  
Membership  
Membership  
Membership

The Ven Andrew Wooding Jones

CoE Diocese of Rochester

Mrs Ellen Couzens

CoE Diocese of Rochester

appointed 08/09/2020

Pastor Richard Blackwell

Southern Synod of the URC

Mr John Ellis

Southern Synod of the URC

The Revd Tony Graff

SE District of the Methodist Church

The Revd Helen Hollands

SE District of the Methodist Church

Major Mark Herbert

Salvation Army SE Division

The Revd Paul Kerley

South East Baptist Association

The Revd John Letley

R/Catholic Archdiocese of Southwark

The Revd John Newman

R/Catholic Archdiocese of Southwark

The Revd Dr Jonathan Arnold

CoE Diocese of Canterbury

The Ven Stephen Taylor MBE

CoE Diocese of Canterbury

Rt Revd James Langstaff, Bishop of  
Rochester

CoE Diocese of Rochester

Resigned 08/09/2020

Mr Martin Bradley

Membership

Resigned 08/09/2020

Pastor Segun Kingsley

Membership

Resigned 08/09/2020

### Officers

Chair

Rt. Revd James Langstaff, to 08/09/2020

Ven Andrew Wooding Jones from 08/09/2020

Secretary

Mr David Slater

Vice-Chair

Mr John Hougham

Treasurer

Mr Alan Wood

### Chaplaincy Partners

KWM Lead Chaplain

The Revd Canon Gary Colville retired 01/06/2020

Bluewater Lead Chaplain

The Revd Mark Ball

### Team Support Coordinator

Mrs Jacqueline Trice

**Charity Number**

1105783

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

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## **Trustees' Report for the year ended 31 December 2020**

The Trustees' present their report and the financial statements for the year ended 31 December 2020 having adopted the provisions of the Charities SORP (FRS 102).

### **GOVERNING DOCUMENT**

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

### **OBJECTS OF THE CHARITY**

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

### **MEMBERSHIP**

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

### **TRUSTEES**

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

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

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

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

## **THE OPERATIONS GROUP**

A managing group of Trustees known as the “Operations Group” meet monthly and deal with the day-to-day running of the charity, with authority delegated from the Trustees’ Council. During 2020 most activity was conducted on-line by Zoom or E-mail.

This consists of KWM’s officers and selected trustees:

<b>Vice Chair</b>	Mr John Hougham (Chair of the Operations Group)
<b>Secretary</b>	Mr David Slater
<b>Treasurer</b>	Mr Alan Wood
<b>Lead Chaplains</b>	The Revd Canon Gary Colville (retired 01/06/2020) The Revd Mark Ball

Supported by

<b>Team Support Coordinator</b>	Mrs Jacqueline Trice
---------------------------------	----------------------

## **PUBLIC BENEFIT**

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

## **POLICY REVIEWS**

The Operations Group commenced a three-year programme of review for all policies, starting in July with ‘Conflict of Interest’, ‘Financial Controls’, ‘Risk Assessment’ and ‘Training and Accreditation’, followed in December by ‘Commercial Confidentiality’, ‘Complaint Handling’ and ‘Confidentiality’. The programme of rolling policy reviews that started in 2019 was effectively put on hold by the pandemic as KWM moved into ‘manage the situation’ mode.

This review will resume in 2021 and continue on a three-year cycle.

## **RISK MANAGEMENT**

The Operations group routinely monitor activities & finances.

The principal areas of risk are:

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

## **SUMMARY OF ACTIVITIES**

Over the course of 2020 Kent Workplace Mission has had an average of 45 chaplains serving several workplaces across Kent. Most of the KWM chaplains are volunteers who work either as part of teams or individually. The locations where KWM chaplains serve are varied and include large transport hubs, shopping centres and care homes. Until June 2020 KWM had a half-time Lead Chaplain seconded from the Diocese of Rochester and employed a full-time chaplain who led the team at Bluewater. From the start of 2021 there will be a single employee 50% Bluewater Lead Chaplain (funded by Incentive FM, site managers) and 50% KWM Coordinating Chaplain (funded by Diocese of Rochester).

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

Although religious activities and voluntary work remained legal throughout the Covid-19 Lockdown restrictions many of our locations were closed to non-operational workers and some of our volunteer chaplains had to shield, either on their own behalf or for their families. Whilst direct work with individuals has been much lower this year inventive ways have been found from a supermarket chaplain excluded from staff areas supporting store workers whilst shopping, on-line video calls, meeting at outdoor smoking areas and even taking funerals for the families of our usual clientele. KWM took over the oversight of Kent Emergency Chaplains Scheme, not a lot of training was possible due to Lockdown restrictions, but the year ended with chaplain-lead support for drivers caught in the end of year traffic jams at Dover caused by the French border closure.

#### Locations of KWM chaplains

- ASDA stores in Ashford and Ramsgate
- BAE Systems, Rochester
- Bexleyheath Town Centre
- Bluewater, Dartford
- Dartford Shopping Centres
- Dungeness B Power Station
- Eurotunnel, Folkestone
- Fremlin Walk shopping mall, Maidstone
- Gravesham Borough Council
- Medway Council, Chatham
- Port of Dover
- Rapport care home, Connors House at Canterbury

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

During 2020 and continuing, KWM has made chaplains aware that they need to look after themselves as well as the people they are chaplain to.

#### **ACHIEVEMENTS**

- 'Just Work?' online seminar in October 2020. Following on from the Conference in September 2019 on 'The Economy' we ran a seminar looking at work and its value. Input was received from Theos Think Tank, with whom KWM partner.
- Staying afloat financially during the pandemic, adjusting to remote working and maintaining support of workers.
- Support established for the Kent Emergency Chaplains Service, and their work in Dover prior to Christmas 2020.

## **THE FUTURE**

- To conduct a Strategic Review of KWM and plan the short-term future.
- Establishing the new Coordinating Chaplain / Bluewater Lead role.
- Induct a new Team Support Coordinator.
- Continue to assist and enable Churches Together groups to start chaplaincies.
- To reach areas of the County that do not have workplace chaplaincy groups.

The annual report was approved by the trustees of the charity on 21<sup>st</sup> September 2021 and signed on its behalf by:



.....  
Mr Alan Wood, Trustee

## **FINANCE REPORT**

### **ACHIEVEMENT AND PERFORMANCE**

#### **INTRODUCTION**

KWM faced a difficult year due to the effects of the Covid virus making it very difficult to keep in contact and meet people. The need for Chaplaincy was much higher than usual with people affected by furlough and business closing plus the problems at Ports, Channel Tunnel with personnel and hauliers. Many people suffered mental health issues with coping with their personal issues and those around them.

The balances at the beginning of the year and the end look much the same, but do not tell the story of cash flow problems which gave cause for concern during the year. Previous annual reports have identified a need to increase our reserves and increase our income. We aimed to increase our funding income to £68,000 in 2018 and increase it further in 2019. This did not happen and our reserves remain low, and the beginning of 2021 shows further problems due to the ongoing effects of the Covid virus.

These Accounts contain a Contra-entry for £11,800 in respect of two grants totalling £5,900, received in advance at the end of 2019 but was incorrectly added rather than subtracted, creating an inflated surplus. A contra entry appears in this years accounts thus appearing to show a loss in 2020.

We still need long term support from denominations and commercial supporters. We still have too many commercial organisations that receive support from our Chaplains but have not helped with funding to KWM. We lack the fund-raising skills within the trustee structure to do this or spare funds to employ professional help.

#### **FINANCIAL RESULT FOR 2020**

KWM financial position still remains much the same as before with income depending on grants from our Denominational partners and few commercial businesses. We need to spread the base of the funding for KWM and that is likely to come from organisations in which KWM provide Chaplaincy support. Our Lead Chaplain, seconded from Rochester Diocese, had to retire due to ill health and from the beginning of 2021 the position has been combined with the Bluewater Chaplain with the funding split between Bluewater and Rochester Diocese. The substantial income from the Methodist South East District ceased with the payment for 2020 as the trust fund was exhausted.

KWM raises its funds from in the form of grants from the supporting Denominations and commercial partners. Some donations are also received from individual Churches and the provision of an office by one of the Churches. KWM does not raise any funds directly from individual members of the public or any employ any fund-raising agencies.

- **In coming resources 2020 £43,160**
- In coming resources 2019 £61,382
- **Total balance at 1<sup>st</sup> January 2020 £43,595**
- **Total balance at 31<sup>st</sup> December 2020 £34,492**

The cash flow issues in 2020 are not reflected in those figures as the Order from Bluewater (Landsec) for the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021 payable in 4 quarterly was restricted to a six-month order to be invoiced at the end of September. The invoice was not paid until end of November 2020 which caused a cash flow issue in October. The next 6 months order placed through a different owner of Bluewater reverted to 3month invoice periods and that for the end of December has been more promptly paid in 2021.

## Statement of Trustees' Responsibilities

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

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

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

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

Approved by the trustees of the charity on 21<sup>st</sup> September 2021 and signed on its behalf by:



.....  
Mr Alan Wood  
Trustee

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

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2020 which are set out on pages 11 – 18.

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

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

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

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

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

1. Accounting records were not kept in respect of Kent Workplace Mission as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Peter O'Donnell FCA  
Stones Accountancy Limited  
Chartered Accountants  
5 North Court, Armstrong Road  
Maidstone  
Kent ME15 6JZ

Date: 3 August 2021

## Statement of Financial Activities for the Year Ended 31 December 2020

		Unrestricted funds		
	Note	General £	Total 2020 £	Total 2019 £
<b>Income and Endowments from:</b>				
Church of England: Diocese of Canterbury		2,000	2,000	2,000
Church of England: Diocese of Rochester		4,000	4,000	4,000
Methodist South East District		6,328	6,328	9,601
Salvation Army London SE Division		1,100	1,100	5,400
United Reformed Church Southern Synod		2,300	2,300	2,300
South Eastern Baptist Association		635	635	625
BAE Systems		1,100	1,100	1,100
Bluewater		37,112	37,112	29,597
Medway Council		-	-	3,000
Churches and individuals		3,385	3,385	3,683
Investment income	2	10	10	76
Overstatement of deferred income in 2019	11	(11,800)	(11,800)	
<b>Total Income</b>		<b>46,170</b>	<b>46,170</b>	<b>61,382</b>
<b>Expenditure on:</b>				
Fees, salaries and pensions-Chaplain		(37,586)	(37,586)	(38,198)
Fees, salaries and pensions-Team Support		(10,901)	(10,901)	(12,169)
Staff training		(33)	(33)	(753)
Insurance		(1,655)	(1,655)	(1,605)
Printing, postage and stationery		(502)	(502)	(372)
Benevolence fund		(96)	(96)	(100)
Sundry expenses		(1,383)	(1,383)	(1,640)
Travel and subsistence		(739)	(739)	(3,635)
Promotional expenses		(1,436)	(1,436)	(908)
Depreciation of fixtures and fittings		(12)	(12)	(12)
Depreciation of office equipment		(90)	(90)	(136)
Independent examiner's fee		(831)	(831)	(780)
<b>Total Expenditure</b>		<b>(55,273)</b>	<b>(55,273)</b>	<b>(60,308)</b>
<b>Net movement in funds</b>		<b>(9,103)</b>	<b>(9,103)</b>	<b>1,074</b>
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>43,595</u>	<u>43,595</u>	<u>42,521</u>
Total funds carried forward	11	<u>34,492</u>	<u>34,492</u>	<u>43,595</u>

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

The funds breakdown for 2019 is shown in note 11

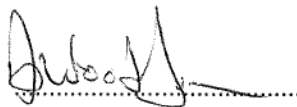
The notes on pages 11 to 18 form an integral part of these financial statements.

**Kent Workplace Mission**

**(Registration number: 1105783)  
Balance Sheet as at 31 December 2020**

	Note	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	7	181	282
<b>Current assets</b>			
Debtors	8	9,406	15,606
Cash at bank and in hand	9	<u>26,824</u>	<u>28,487</u>
		36,230	44,093
<b>Creditors: Amounts falling due within one year</b>	10	(1,919)	(780)
<b>Net current assets</b>		<u>34,311</u>	<u>43,313</u>
<b>Net assets</b>		<u>34,492</u>	<u>43,595</u>
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>34,492</u>	<u>43,595</u>
<b>Total funds</b>	11	<u>34,492</u>	<u>43,595</u>

The financial statements on pages 11 to 18 were approved by the trustees, and authorised for issue on 21<sup>st</sup> September 2021 and signed on their behalf by:



The Ven. Andrew Wooding Jones  
Chairman and Trustee

The notes on pages 11 to 18 form an integral part of these financial statements.

## **Kent Workplace Mission**

### **Notes to the Financial Statements for the Year Ended 31 December 2020**

#### **1 Accounting policies**

##### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

##### **Basis of preparation**

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

##### **Exemption from preparing a cash flow statement**

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

##### **Going concern**

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

##### **Income and endowments**

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

##### **Investment income**

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

##### **Expenditure**

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

Other support costs are allocated based on the spread of staff costs.

##### **Charitable Activities**

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

## Kent Workplace Mission

### Notes to the Financial Statements for the Year Ended 31 December 2020

#### Governance costs

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

#### Taxation

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

#### Tangible fixed assets

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

#### Depreciation and amortisation

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

#### Cash and cash equivalents

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

#### Fund structure

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

#### 2 Investment income

	Unrestricted funds General £	Total Funds £
Interest receivable and similar income; Interest receivable on bank deposits	10	10
<b>Total for 2020</b>	<u>10</u>	<u>10</u>
<b>Total for 2019</b>	<u>76</u>	<u>76</u>

## Kent Workplace Mission

### Notes to the Financial Statements for the Year Ended 31 December 2020

	2020	2019
	£	£
	<u>102</u>	<u>148</u>
<b>4 Trustees remuneration and expenses</b>		
<b>No trustees, nor any person connected with them, have received any remuneration from the charity during the year.</b>		
<b>5 Independent examiner's remuneration</b>		
	2020	2019
	£	£
Out of balance to Examiner's remuneration category	<u>(831)</u>	<u>(780)</u>
<b>6 Taxation</b>		
The charity is a registered charity and is therefore exempt from taxation		

#### 7 Tangible fixed assets

	Furniture and equipment £	Total £
<b>Cost</b>		
At 1 January 2020	<u>1,634</u>	<u>1,634</u>
At 31 December 2020	<u>1,634</u>	<u>1,634</u>
 <b>Depreciation</b>		
At 1 January 2020	1,352	1,352
Charge for the year	<u>101</u>	<u>101</u>
At 31 December 2020	<u>1,453</u>	<u>1,453</u>
 <b>Net book value</b>		
At 31 December 2020	<u>181</u>	181
At 31 December 2019	<u>282</u>	282

## Kent Workplace Mission

### Notes to the Financial Statements for the Year Ended 31 December 2020

#### 8 Debtors

	2020 £	2019 £
Accrued income	-	5,900
Other debtors	9,406	9,706
	9,406	15,606

#### 9 Cash and cash equivalents

	2020 £	2019 £
Cash at bank	25,406	27,077
Short-term deposits	1,418	1,410
	26,824	28,487

#### 10 Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals	1,919	780
	1,919	780

#### 11 Funds

	Balance at 1 January 2020 £	Incoming resources £	Resources expended £	Balance at 31 December 2020 £
<b>Unrestricted funds</b>				
General	43,595	46,170	(55,273)	34,492
	£	£	£	£
	£	£	£	£
<b>Unrestricted</b>				
General	(42,521)	(61,382)	60,308	(43,595)

Grants from the Methodist Church South East District and the Salvation Army, destined for 2020, were received in December 2019. Rather than being deducted they were added as extra income.

Received in December 2019 for 2020 :	from Methodist Southeast District	£4,800.25
	from the Salvation Army	£1,100.00
	Total	£5,900.25
Excess Income Effect on 2019 (ie x2)		£11,800.50

Hence the Income for the year ending 31 December 2019 was overstated and so the sum of £11,800 has been taken as a contra income item in 2020.

## Kent Workplace Mission

### Notes to the Financial Statements for the Year Ended 31 December 2020

#### 12 Analysis of net assets between funds

	<b>Unrestricted funds General £</b>	<b>Total funds at 31 December 2020 £</b>
Tangible fixed assets	181	181
Current assets	36,230	36,230
Current liabilities	(1,919)	(1,919)
<b>Total net assets</b>	<b>34,492</b>	<b>34,492</b>
	<b>Unrestricted funds General £</b>	<b>Total funds at 31 December 2019 £</b>
Tangible fixed assets	282	282
Current assets	44,093	44,093
Current liabilities	(780)	(780)
<b>Total net assets</b>	<b>43,595</b>	<b>43,595</b>

#### 13 Analysis of net funds

	<b>At 1 January 2020 £</b>	<b>At 31 December 2020 £</b>
Cash at bank and in hand	28,487	28,487
<b>Net debt</b>	<b>28,487</b>	<b>28,487</b>

	<b>At 1 January 2020 £</b>	<b>Financing cash flows £</b>	<b>At 31 December 2020 £</b>
Cash at bank and in hand	28,487	(1,663)	26,824
<b>Net debt</b>	<b>28,487</b>	<b>(1,663)</b>	<b>26,824</b>

	<b>At 1 January 2019 £</b>	<b>Financing cash flows £</b>	<b>At 31 December 2019 £</b>
Cash at bank and in hand	33,697	(5,210)	28,487
<b>Net debt</b>	<b>33,697</b>	<b>(5,210)</b>	<b>28,487</b>

## Kent Workplace Mission

### Statement of Financial Activities by fund for the Year Ended 31 December 2020

	<b>Total Unrestricted Funds 2020 £</b>	<b>Total Unrestricted Funds 2019 £</b>
<b>Income and Endowments from:</b>		
Voluntary Income	46,160	61,306
Investment income	<u>10</u>	<u>76</u>
Total income	<u>46,170</u>	<u>61,382</u>
<b>Expenditure on:</b>		
Charitable activities	<u>(55,273)</u>	<u>(60,308)</u>
Total expenditure	<u>(55,273)</u>	<u>(60,308)</u>
Net income / (expenditure)	<u>(9,103)</u>	<u>1,074</u>
Net movement in funds	(9,103)	1,074
<b>Reconciliation of funds</b>		
Total funds brought forward	<u>43,595</u>	<u>42,521</u>
Total funds carried forward	<u><u>34,492</u></u>	<u>43,595</u>

**See Note 11**

This page does not form part of the statutory financial statements.

**Kent Workplace Mission**

**Detailed Statement of Financial Activities by fund for the Year Ended 31 December 2020**

	<b>Total 2020 £</b>	<b>Total 2019 £</b>
<b>Income and Endowments from:</b>		
Voluntary Income (analysed below)	46,160	61,306
Investment income (analysed below)	10	76
Total income	<u>46,170</u>	<u>61,382</u>
<b>Expenditure on:</b>		
Charitable activities (analysed below)	<u>(55,273)</u>	<u>(60,308)</u>
Total expenditure	<u>(55,273)</u>	<u>(60,308)</u>
Net income / (expenditure)	<u>(9,103)</u>	<u>1,074</u>
Net movement in funds	(9,103)	1,074
<b>Reconciliation of funds</b>		
Total funds brought forward	<u>43,595</u>	<u>42,521</u>
Total funds carried forward	<u>34,492</u>	<u>43,595</u>

**See Note 11**

This page does not form part of the statutory financial statements.

**Kent Workplace Mission**

**Detailed Statement of Financial Activities by fund for the Year Ended 31 December 2020**

	<b>Total 2020 £</b>	<b>Total 2019 £</b>
<b><i>Voluntary Income</i></b>		
Church of England: Diocese of Canterbury	2,000	2,000
Church of England: Diocese of Rochester	4,000	4,000
Methodist South East District	6,328	9,601
Salvation Army London SE Division	1,100	5,400
United Reformed Church Southern Synod	2,300	2,300
South East Baptist Association	635	625
BAE System	1,100	1,100
Bluewater	37,112	29,597
Medway Council	-	3,000
Churches and individuals	3,385	3,683
Overstatement of deferred income in 2019	(11,800)	
see note 11		
	<u>46,160</u>	<u>61,306</u>
<b><i>Investment income</i></b>		
Interest on cash deposits	10	76
	<u>10</u>	<u>76</u>
<b><i>Charitable activities</i></b>		
Fees, salaries and pensions - Chaplain	(37,586)	(38,198)
Fees, salaries and pensions - Team Support	(10,910)	(12,169)
Staff training	(33)	(753)
Insurance	(1,655)	(1,605)
Printing, postage and stationery	(502)	(372)
Benevolence fund	(96)	(100)
Sundry expenses	(1,383)	(1,640)
Travel and subsistence	(739)	(3,635)
Promotional expenses	(1,436)	(908)
Depreciation of fixtures and fittings	(12)	(12)
Depreciation of office equipment	(90)	(136)
Independent examiner's fee	(831)	(780)
	<u>(55,273)</u>	<u>(60,308)</u>

This page does not form part of the statutory financial statements.