

WEST YORKSHIRE COMMUNITY CHAPLAINCY PROJECT

England & Wales · Charity number 1109048

Details

Other names	WEST YORKSHIRE COMMUNITY CHAPLAINCY
Status	Registered
Legal form	Charitable company
Company number	05322606
Registered	2005-04-14
Register	View on the Charity Commission register

Contact

Address	c/o HMP Leeds 2 Gloucester Terrace Leeds LS12 2TJ
Phone	0113 3874580
Email	Info@wyccp.org.uk
Website	www.wyccp.org.uk

Activities

Objects: TO PROMOTE, FOR THE BENEFIT OF THE PUBLIC IN YORKSHIRE AND THE HUMBER, PROVISION OF SERVICES FOR THE CARE AND RESETTLEMENT AND REHABILITATION OF OFFENDERS, AND THOSE AT RISK OF OFFENDING, AND THEIR FAMILIES AND DEPENDANTS, EITHER ALONE OR IN CO-OPERATION WITH ANY OTHER BODY, AUTHORITY OR PERSON.2. TO FURTHER AND PROMOTE THE STUDY OF AND RESEARCH INTO ALL ASPECTS AND METHODS OF THE PREVENTION OF CRIME, SOCIAL EXCLUSION AND DELINQUENCY AND TO OBTAIN AND MAKE RECORDS OF AND DISSEMINATE INFORMATION CONCERNING THE SAME.

Activities: WYCCP is a resettlement project, which aims to reduce re-offending and contribute to building safer communities in Leeds and across West Yorkshire. We are a through the gate project; we work with men both inside HMP Leeds and post release, and particularly with offenders serving less than twelve months who have limited access to statutory support, who tend to re-offend regularly.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, The Prevention Or Relief Of Poverty, Accommodation/housing, Economic/community Development/employment
- **Who:** Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** YORKSHIRE AND THE HUMBER
- Bradford City
- Calderdale
- City Of Wakefield
- Kirklees
- Leeds City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£270,607	£283,996	-	-
2024-03-31	£290,786	£311,052	-	-
2023-03-31	£377,825	£309,715	-	-
2022-03-31	£205,689	£256,597	-	-
2021-03-31	£190,000	£225,475	-	-

Trustees

Name	Role	Appointed
Shakeel Meer	Chair	2013-11-21
Andrew Sheldon		2026-05-01
Boyd Annison		2019-02-28
David Newell		2026-05-01
MONSIGNOR PETER ROSSER		2014-05-15
PATRICIA SANDBACH		2013-07-05
Patricia Moon		2022-03-24
Stephen Shackleton		2019-07-05

WEST YORKSHIRE COMMUNITY CHAPLAINCY PROJECT

England & Wales - Charity number 1109048

Accounts

Company registered number 5322606
Registered charity number 1109048

West Yorkshire Community Chaplaincy Project

Financial Statements

for the year ended 31st March 2025

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2025

The trustees present their report and unaudited financial statements for the year ended 31st March 2025.

Reference and Administrative Information

Charity Name	West Yorkshire Community Chaplaincy Project
Charity Registration Number	1109048
Company Registration Number	5322606
Registered Office	c/o HMP Leeds 2 Gloucester Terrace Leeds LS12 2TJ

Trustees

Boyd Annison - Treasurer
Khalil Bashir
Shakeel Meer – Chair
Usman Mohammed
Jaynee Moon
Peter Rosser
Patricia Sandbach
Stephen Shackleton
Marianne Ward – Deputy Chair

Principal staff

Jane Daguerre	Project Director
---------------	------------------

Independent Examiner

Paul Cowham MA FCA DChA
Withington Works
Withington Baths
30 Burton Road
Manchester, M20 3EB

Bankers

Unity Trust Bank plc
9 Brindley Place
Birmingham
B1 2HB

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2025

The Trustees are pleased to present their report together with the financial statements of the charity for the year ending 31 March 2025.

Directors and Trustees

The Directors of the charitable company (the charity) are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees serving during the year were as follows:

Boyd Annison - Treasurer
Khalil Bashir
Shakeel Meer – Chair
Usman Mohammed
Jaynee Moon
Peter Rosser
Patricia Sandbach
Stephen Shackleton
Marianne Ward – Deputy Chair

Project Director

The Director is Jane Daguerre.

Aims and Objectives

WYCCP Resettlement Service aims to create a better society for us all by working alongside people who have been in prison to help them achieve settled and productive lives back in our community. Established by people from different faith communities we are a values-based organisation and pride ourselves on treating people as we would like to be treated.

The purposes of the charity as set out in the Memorandum of Association are:

- To promote, for the benefit of the public in Yorkshire and the Humber, provision of services for the care, resettlement and rehabilitation of prisoners, and those at risk of offending, and their families and dependents, either alone or in co-operation with any other body, authority, or person.
- To further and promote the study of and research into all aspects and methods of the prevention of crime, social exclusion and delinquency, and to obtain and make records of and disseminate information concerning the same.

Aims

- To help to reduce re-offending and reconviction to prison by supporting men who are leaving HMP Leeds to resettle in West Yorkshire.
- To enable ex-prisoners to break the cycle of re-offending and to improve their life chances.
- To support prisoners' family members to deal with the implications of their loved one's offending and incarceration.

These aims reflect the purposes for which the charity was formed.

Everything the charity does aims to achieve the following three outcomes:

- People living more independent and fulfilling lives.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2025

- A reduction in offending behaviour.
- Safer communities.

Objectives

- Establish and maintain a team of support workers to provide support and advice for ex-prisoners released into West Yorkshire.
- Develop a comprehensive and effective volunteer link worker programme with a diverse range of volunteers, including ex-prisoners, to support prisoners on release and to raise awareness in local communities.
- Maintain a network of contacts within the local faith communities from which volunteers will be sought.
- Actively develop partnerships with other providers of resettlement support to provide comprehensive support services for prisoners leaving HMP Leeds.
- Sustain a well-resourced, cost effective and efficient organisation.

WYCCP's trained volunteers and staff team do this by

- Working with prisoners to plan their future on release.
- Providing practical, motivational and health related support to men post release.
- Providing practical and emotional support to members of prisoners' families
- Providing a counselling service for all service users.

Ensuring the work delivers the aims

The Board reviews the aims, objectives, and activities of the charity every year in order to ensure that they meet the charity's purposes in the most effective way. The staff team provides regular reports on work undertaken and progress against targets in the Strategic Plan to the Board.

How activities deliver public benefit

All activities contribute to

- The swifter reintegration of ex-prisoners into the community.
- Building safer communities in West Yorkshire, reducing the costs associated with offending including the costs to the Police, Court Services and the Prison.

According to the Ministry of Justice the cost of keeping a person in prison for a year is estimated to be £51,724. Between April 1st 2024 and 31st March 2025, forty-eight of the men supported by the charity and released within the year had not been re-imprisoned one year from release. This amounts to nearly £2.5 million of public money when compared to the cost of their incarceration for just one year.

The beneficiaries of WYCCP services

The primary beneficiaries of WYCCP services are men who have been in prison and who live in West Yorkshire. WYCCP works with men prior to release and in the community post release. Use of WYCCP's services by prisoners and ex-prisoners is purely voluntary and men refer themselves in response to publicity within the prison; prison chaplains and other agencies also refer prisoners. WYCCP also works with men who have recently left prison, referred by the Probation Services, Mental Health Services and West Yorkshire Police Integrated Offender Management Team, these are referred to as community referrals.

WYCCP works with all men referred who are resettling back to West Yorkshire, with the exception of men who have caused sexual harm who require specialist support. Our key criterion is that men express a willingness to engage and make positive changes in their lives.

Beneficiaries are also the families of prisoners to whom WYCCP provide emotional and practical

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2025

support to help them to cope with the implications of their loved one's offending and incarceration. Work with ex-prisoners and family members is often undertaken in partnership with other agencies.

All services are provided free with priority given to prisoners closest to their release date.

Equal access to the charity's services is a high priority. WYCCP is a multi-faith community chaplaincy with three resettlement workers and a family worker who provide their services to prisoners and their families of any or no faith. This is made explicit in the charity's publicity. All prisoners in HMP Leeds are male. Ethnic origin, religion, disability, and other characteristics are monitored to ensure that no inadvertent discrimination is occurring.

The indirect beneficiaries of the charity's work are the people of West Yorkshire. Although the social benefits cannot easily be measured reducing re-offending contributes towards safer communities, reduces the damage and distress caused by crime, helps keep families together, and reduces costs to the tax payer.

Charitable activities

In order to fulfil its objectives during 2024 – 2025 the charity employed

- Three specialist resettlement workers who give holistic practical support to WYCCP service users.
- A substantial part time family support worker
- A substantial part time volunteer co-ordinator responsible for recruitment, training, and supervision of volunteers as well as maintaining a social media presence for WYCCP.
- A substantial part time finance-office manager with case management responsibilities.
- A part time counselling co-ordinator.

Review of the year's work

WYCCP's core work is the resettlement of prisoners from HMP Leeds.

Key aims for the year in question were to

- Continue to develop a framework for Service User Involvement driven by service users.
- Review the volunteer programme.
- Maintain and develop the Counselling Service.
- Refresh WYCCP publicity.

The charity has achieved all these aims.

WYCCP was successful in obtaining funding from National Lottery Community Fund for three years from 1st July 2025. In addition to continuing to develop and provide their existing support structure this funding is helping the charity to develop a new strand of work designed to enhance service user involvement. This new initiative is called 'Fresh Start Club'; an entirely service user led initiative that has been running throughout the year with weekly sessions. Run by WYCCP's Volunteer Co-ordinator a third of the sessions involved volunteering – the group have done regular litter pick-ups in the local park as well as joining in with a local gardening club which maintains some common areas in the neighborhood. They also helped to pack and deliver Christmas food hampers at a local church. The group have undertaken a number of other activities including a trip to York, trips to the cinema and

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2025

every week the group eat together, usually at a local community centre. These are all everyday positive activities which reinforce the men's identities as regular members of society – a key milestone in the desistance journey. The group has also created a structure that gives men the opportunity to become WYCCP trustees.

The funding will enable the charity to consolidate and embed family support work into WYCCP's activities by directly employing a family support worker who will also maintain a counselling service helping people to come to terms with their past and deal with present circumstances.

These three initiatives support WYCCP's core work of supporting ex-prisoners to lead constructive and positive lives after prison, all strongly underpinned by our thriving volunteer programme.

Resettlement workers visit prisoners (service users), for assessment prior to their release. Service users are assessed using the National Offender Management Service Resettlement Pathways and an action plan is produced. Resettlement workers meet prisoners on release with a volunteer link worker and then continue to offer advice, support and signposting as appropriate during the following critical weeks and months in the areas identified by the service user as significant to them in maintaining a crime-free life. This is undertaken in partnership with any other voluntary community and public sector bodies involved in the service user's resettlement. WYCCP records and monitors work undertaken using its bespoke database.

From 1st April 2024 to 31st March 2025 WYCCP engaged with 101 men who had an initial screening, with the majority going on to receive some support in prison and in the community. 89 of these men received an average 23 hours intensive support including contact with housing services, hostels, and benefits and other agencies, and doctors. The most time intensive service user received 252 hours of direct support. In total over the year WYCCP provided 2,248 hours of support to ex-prisoners.

Comparatively, during 2023-24 140 eligible men were screened and the majority received some support in prison. 91 men received intensive support including contact with housing services, hostels, and benefits and other agencies, and doctors. They each received an average of 16 hours of support. The most time intensive service user received 85 hours of direct and indirect support. In total over the year WYCCP provided 1,603 hours of support.

Family referrals come primarily from Jigsaw Visitors Centre at HMP Leeds. The charities' part time family support worker supported 14 families in the community during the year in question providing 242 hours of support, with the most intensively supported family member receiving 46 hours of support.

WYCCP dealt with 19 counselling referrals over the 12 months which led to 21 people receiving 98 hours of counselling.

WYCCP's ultimate aim is to reduce re-imprisonment and are very successful in meeting this aim. In April 2025 the charity's average re-imprisonment rate for people 6 months from release was 19% and 33% for 12 months, based on figures collected since 2010 and on the 970 men worked with since then. This is compared to an average 64% re-imprisonment rate quoted for HMP Leeds.

WYCCP is also engaged in local strategic activity, the Director being chair of the planning group for Leeds Crime Reduction Network.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2025

Volunteer programme

WYCCP's volunteer program is integral to its success. WYCCP delivers a comprehensive training and support programme. Volunteers are referred to as Link Workers and are trained to support both family members and ex-prisoners, they are required to contribute at least 3 hours a week for a year. Volunteer counsellors are fully supervised students in the final year of their Counselling Diploma.

During the year in question WYCCP recruited and trained 9 new volunteers including 2 volunteer counsellors. WYCCP had 20 volunteers, including 3 volunteer counsellors at the year end. 3 WYCCP volunteers obtained paid employment through the year.

Service user Involvement

WYCCP has long aspired to increase the involvement of the people who access their services with the overall aim of providing appropriate volunteering opportunities within WYCCP and ultimately welcoming a service user or former service user as a member of the trustee board. As described above, WYCCP's Fresh Start Group, run by WYCCP's volunteer co-ordinator, was developed following service user feedback and is a vehicle for service user involvement. During this year a Fresh Start member was identified as a possible candidate for Board membership and plans were made for Fresh Start members to become involved in the delivery of volunteer training.

Strategic Plan

WYCCP held an Awayday in July 2024 for volunteers, staff, board members and service users, the Strategic Plan was reviewed and refreshed during the day. Reports on progress towards the aims in the plan are presented to the Board.

Partnerships, stakeholders and multi-agency working.

Key stakeholders during the year included

- Community housing providers e.g. The Bridge-It and Saviors Trust Housing.
- Drugs and Alcohol Support Services e.g., Forward Leeds.
- Local Authority Housing Services, notably the Prison leavers Team
- The Prison Service.
- The Probation Service.
- West Yorkshire Police Integrated Offender Management Service.

Partnership and multi-agency working is integral to the smooth running of WYCCP and the charity seeks to work in collaboration with others in order to provide more effective services and to avoid duplicating provision offered. WYCCP has continued to enjoy positive relationships with prison staff and external agencies based at HMP Leeds as well as the Probation Service and West Yorkshire Police.

Publicity

WYCCP has an appropriate, carefully monitored, social media presence through LinkedIn, Facebook and X (formally Twitter) as well as a range of printed leaflets and postcards which are circulated to prisoners and staff of HMP Leeds and to other agencies and faith communities. This ensures that all interested parties are aware of the full range of WYCCP's services. Members of the staff team continue to give presentations on the work of WYCCP to other agencies and to local, regional, and national gatherings. The Director keeps in close touch with appropriate staff in the prison and related agencies. Thanks to their successful application to the Big Lottery Community Fund WYCCP revised and reprinted a range of items including hoodies with a refreshed LOGO, for use when working within the prison.

Faith

There is an ongoing commitment to networking with faith communities.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2025

Financial Review

The charity continues to implement its financial strategy to achieve greater long-term security.

Investment Policy

Under the Memorandum and Articles of Association, the charity has the power to invest in any way the Trustees wish. The Trustees have an account with the Charity's Deposit Fund at CCLA Investment Management Limited, established under the Charity's Act 1993. This enables the Trustees to earn, even on relatively small sums, the rates of interest normally only available for larger sums, while retaining easy access to the charity's capital. The rate of return on deposited funds is still low, in common with all interest rates that are commonly available. The account is actively managed in conjunction with the charity's current account so that the charity makes the most effective use of its financial resources. In keeping with the charity's ethos of respecting, as far as practicable, the beliefs of all faiths, the Trustees intend to use the interest for the direct benefit of the charity's service users. The charity has no other investments.

Reserves Policy

The Trustees have examined the charity's requirements for reserves in light of the main risks to the organisation and consider that it would be prudent to hold as a goal unrestricted and uncommitted funds equivalent to six months' salaries (including redundancy liabilities) and other unavoidable running costs; in order to maintain the current activities of the charity for six months in the event of a significant fall in income, while other sources of funding are sought. The required sum is approximately £90,000; the Trustees consider it a priority to secure additional long-term funding in order to replenish diminishing reserves, but they also recognise the considerable difficulties given the current national economic austerity. The Trustees will ensure that reserves never fall below the amount needed to meet WYCCP's current redundancy liability and during the year in question this was £42,125.

Principal Funding Sources

WYCCP's principal funders during the year were:

- National Lottery Community Fund - £322,606 awarded in May 2024 for the period from 1st July 2024 - 30th June 2027.
- Henry Smith Charity – £25,000 one year's Flex Fund awarded April 2025.
- Lloyds Foundation, £75,000 awarded in July 2023 for three years.
- NHS Leeds Clinical Commissioning Group.

WYCCP has also received grants from the Albert Trust, Anton Jurgens Foundation, Charles and Elsie Sykes Charitable Trust, the Laing Family Trust, the Souter Charitable Trust as well as a donation from St Chad's Church and regular individual donations. Details are outlined in the notes to the accounts.

The charity's main area of expenditure is staff salaries and associated costs.

Fundraising strategy

WYCCP has a comprehensive fundraising programme – and in parallel to working towards these fundraising goals it also works hard to ensure that it operates as cost efficiently as possible; that it achieves effective and measurable outcomes; and its achievements are appropriately publicised.

The organisation will continue to apply to appropriate charitable trusts for core and appropriate project costs, as well as seeking to engage with statutory commissioning through the NHS and His Majesty's Probation and Prison Service (HMPPS). The charity seeks to encourage regular giving by individuals through outreach to a range of relevant groups including faith communities.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2025

Plans for 2025/26

During the year WYCCP will

- Aim for a service user to become a Charity Trustee
- Incorporate service user input into its volunteer training programme
- Follow the recommendations in the Volunteer Programme review, completed in July 2025.

The charity hopes to be able to give at least 100 ex-prisoners support and estimate that at least 40 men will be crime free one year from the date of release.

Structure, Governance, and Management

Governing Document

West Yorkshire Community Chaplaincy Project (WYCCP) is a charitable company limited by guarantee, governed by its Memorandum and Articles of Association dated 10 May 2004, and registered with the Charity Commission. Membership of the charity is open to individuals and organisations applying to the charity which are approved by the Directors. Each member agrees to contribute up to £10 in the event of the charity being dissolved. At 31 March 2025 there were nine members.

Appointment of Trustees

The Articles of Association call for at least three Trustees but set no maximum number. In keeping with the charity's multi-faith nature, the Board seeks to be representative, as far as possible, of the various faiths of its service users, and to include a broad range of skills and experience. It appoints new Trustees when necessary to ensure these aims are achieved.

Trustees appointed during the year submit themselves for election at the subsequent annual general meeting. One third of the Trustees retire by rotation at the AGM each year but may be re-elected. Invitations to nominate new Trustees are sent to all members in advance of the AGM, together with names of the retiring Trustees.

Trustee Induction and Training

New Trustees are given a folder including all relevant documents (including the Memorandum and Articles of Association, the organisation's policies, and other information), information about their responsibilities under charity and company law, the current business plan, and the most recent annual report and accounts. They visit the organisation to meet the Director and other employees. If they wish, they may attend a Board meeting before formally accepting appointment. Trustees are expected to attend Safeguarding Training and encouraged to attend other appropriate internal and external training events.

Organisation

The Board of Trustees administers the charity. The Board meets on a regular basis, at least five times a year. Sub groups may be formed to deal with particular events or needs as required. A Director is appointed by the Trustees to manage the day-to-day operations of the charity and has delegated authority for operational matters. These include staff management, developing and sustaining networks with local communities and relevant organisations in all sectors, and identifying and satisfying funding needs. The Director develops, implements, and reviews all policies and procedures to ensure safe and effective running of the organisation; develops and implements evaluation and monitoring systems, and has an overview, with limited and specified authority, over the organisation's finances.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2025

Related Parties

HMPS Leeds who supply the office building.

Risk Management

The Trustees manage risks to the charity by reviewing annually the risks the charity may face, and by establishing procedures to lessen the identified risks and to minimise the impact on the charity if they should materialise. The main risk facing the charity is the failure to obtain adequate funding to meet the charity's objectives. The cash flow forecast and progress with implementation of the fundraising strategy is reported to board meetings.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the income and expenditure of the charitable company 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 Charity's SORP.
- Make judgements and accounting estimates that are reasonable and prudent.
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

The trustees of the charity who are directors for the purposes of company law, who served during the year and up to the date of this report are set out on page 1.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

Approved by the Trustees and signed on its behalf by:

Shakeel Meer

..... Name



..... Signature

9th October 2025 Date

Independent Examiner's Report to the Trustees of

West Yorkshire Community Chaplaincy Project

I report on the accounts of the company for the year ended 31 March 2025 which are set out on pages 11 to 22.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act.
- Follow the procedure laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act.
- State whether particular matters have come to my attention.

Basis of independent examiner's report

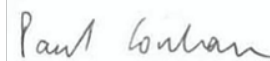
Since the Company's gross income exceeds £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 seeking explanations from you as trustees 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 the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - To keep accounting records in accordance with section 386 of the Companies Act 2006.
 - To prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Paul Cowham MA FCA DChA
Withington Works
Withington Baths
30 Burton Road
Manchester, M20 3EB

9 Oct 25

Date.....

West Yorkshire Community Chaplaincy Project

Statement of Financial Activities (including Income and Expenditure account) for the year ended 31 March 2025

	Note	Unrestricted funds £	Restricted funds £	Total funds 2025 £	Total funds 2024 £
Income					
Donations and legacies	3	3,748	-	3,748	3,949
Charitable activities	4	38,350	198,103	236,453	256,595
Fees and other income	5	30,000	-	30,000	30,000
Investments	6	406	-	406	242
Total income		72,504	198,103	270,607	290,786
Expenditure					
Raising funds	-	-	-	-	-
Charitable activities	7	85,893	198,103	283,996	311,052
Total expenditure		85,893	198,103	283,996	311,052
Net income/(expenditure) for the year	8	(13,389)	-	(13,389)	(20,266)
Transfer between funds		-	-	-	-
Net movement in funds for the year		(13,389)	-	(13,389)	(20,266)
Reconciliation of funds					
Total funds brought forward		67,456	8,000	75,456	95,722
Total funds carried forward		54,067	8,000	62,067	75,456

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

West Yorkshire Community Chaplaincy Project
Company number 5322606

Balance sheet as at 31 March 2025

	Note	2025	2024
		£	£
Fixed assets			
Tangible assets	-	-	-
Total fixed assets		-	-
Current assets			
Debtors	13	-	-
Cash at bank and in hand		68,074	82,010
Total current assets		68,074	82,010
Liabilities			
Creditors: amounts falling due in less than one year	14	(6,007)	(6,554)
Net current assets		62,067	75,456
Total assets less current liabilities		62,067	75,456
Net assets		62,067	75,456
Funds of the charity			
Restricted income funds	15	8,000	8,000
Unrestricted income funds	16	54,067	67,456
Total charity funds		62,067	75,456

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 14 to 23 form part of these accounts.

Approved by the trustees on 9 October 25 behalf by:

Boyd Annison

Name

Signed



West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2025

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

West Yorkshire Community Chaplaincy Project meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No such restatement was required.

c Preparation of the accounts on a going concern basis

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

There are no key judgments which the trustees have made which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2025 (continued)

d Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

e Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

f Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

g Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2025 (continued)

h Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

i Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

j Tangible fixed assets

Individual fixed assets costing £2,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis. There are currently no fixed assets.

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

Asset Category	Annual rate
Fixtures & fittings	25%
Computer equipment	33%

k Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

l Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

m Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2025 (continued)

N Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

O Pensions

The charity complies with autoenrolment requirements and makes contributions to pension schemes of its employees.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2025 £	<i>Unrestricted £</i>	<i>Restricted £</i>	<i>Total 2024 £</i>
Donations	3,748	-	3,748	3,949	-	3,949
Total	3,748	-	3,748	3,949	-	3,949

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2025 (continued)

4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2025 £	Unrestricted £	Restricted £	Total 2024 £
Grants						
Albert Hunt	5,000	-	5,000	-	-	-
Anton Jurgen Fonds	10,000	-	10,000	-	-	-
The National Lottery						
Community Fund	-	85,017	85,017	-	112,601	112,601
Brelms Trust	5,000	-	5,000	5,000	-	5,000
Charities Aid	1,850	-	1,850	-	-	-
Charles and Elsie Sykes	3,000	-	3,000	2,000	-	2,000
Henry Smith	-	46,400	46,400	-	45,500	45,500
Garfield Weston	-	-	-	20,000	-	20,000
NHS Leeds CCG	-	32,126	32,126	-	31,934	31,934
Laing Family Trust	2,500	-	2,500	-	-	-
Lloyds Foundation	-	25,000	25,000	-	25,000	25,000
St Chads Parish	3,000	-	3,000	-	-	-
Souter Trust	3,000	-	3,000	-	-	-
WF Southall Trust	5,000	-	5,000	5,000	-	5,000
West Yorkshire Combined Authority	-	9,560	9,560	-	9,560	9,560
Total	38,350	198,103	236,453	32,000	224,595	256,595

5 Fees and other income

	Unrestricted £	Restricted £	2025 £	Unrestricted £	Restricted £	2024 £
Sundry income		-	-		-	-
In kind income - supply of offices	30,000	-	30,000	30,000	-	30,000
	30,000	-	30,000	30,000	-	30,000

All income from fees and trading is unrestricted.

6 Investment income

	Unrestricted £	Restricted £	2025 £	Unrestricted £	Restricted £	2024 £
Income from bank deposits	406	-	406	242	-	242
	406	-	406	242	-	242

All of the charity's investment income arises from money held in interest bearing deposit accounts. All investment income is unrestricted.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2025 (continued)

7 Analysis of expenditure on charitable activities

	Total 2025 £	Total 2024 £
Wages and salaries	225,870	214,515
Other staff costs	5,514	4,700
IT costs	5,984	5,916
Administrative & office costs	9,976	7,757
Project costs (Jigsaw In to Out Project)	-	44,498
Other project costs	5,502	2,516
In kind expenditure (premises costs)	30,000	30,000
Other governance costs		
Independent examination	1,150	1,150
	283,996	311,052
	2025 £	2024 £
Restricted expenditure	198,103	234,019
Unrestricted expenditure	85,893	77,033
	283,996	311,052

8 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2025 £	2024 £
Depreciation	-	-
Independent examiner's remuneration		
- accountancy	600	600
- independent examination	550	550

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2025 (continued)

9 Staff costs

Staff costs during the year were as follows:

	2025 £	2024 £
Wages and salaries	211,150	194,541
Social security costs	14,199	12,369
Employers pension contributions	6,378	5,975
Holiday pay accrual	(737)	1,630
	230,990	214,515

No employee has employee benefits in excess of £60,000 (2024: Nil).

The average number of staff employed during the period was 8.5 (2024: 8).

The average full time equivalent number of staff employed during the period was 6.3 (2024: 6.7).

The key management personnel of the charity comprise the trustees, the Project Director, and the Office Finance Manager. The total employee benefits of the key management personnel of the charity were £83,562 (2024: £80,239).

10 Trustee remuneration and expenses, and related party transactions

Neither the trustees nor any persons connected with them received any remuneration or reimbursed expenses during the year (2024: £nil).

Aggregate donations from related parties were £nil (2024: £nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2024: nil).

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2025 (continued)

11 Government grants

The government grants recognised in the accounts were as follows:

	2025 £	2024 £
NHS Leeds Clinical Commissioning Group	32,126	31,934
	32,126	31,934

There were no unfulfilled conditions and contingencies attaching to the grants.

12 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

13 Debtors

	2025 £	2024 £
Other debtors	-	-
	-	-

14 Creditors: amounts falling due within one year

	2025 £	2024 £
Other creditors and accruals	6,007	6,554
	6,007	6,554

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2025 (continued)

15 Analysis of movements in restricted funds

	Balance at 1 April 2024 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2025 £
NHS Leeds CCG	-	32,126	(32,126)	-	-
National Lottery Community Fund	8,000	85,017	(85,017)	-	8,000
Henry Smith	-	46,400	(46,400)	-	-
Lloyds Foundation	-	25,000	(25,000)	-	-
West Yorkshire Combined Authority	-	9,560	(9,560)	-	-
	8,000	198,103	(198,103)	-	8,000

Previous reporting period	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2024 £
NHS Leeds CCG	-	31,934	(31,934)	-	-
National Lottery Community Fund	17,424	112,601	(122,025)	-	8,000
Henry Smith	-	45,500	(45,500)	-	-
Lloyds Foundation	-	25,000	(25,000)	-	-
	-	9,560	(9,560)	-	-
	17,424	224,595	(234,019)	-	8,000

Name of	Description, nature and purposes of the fund
The National Lottery Community Fund	Fresh Start Fridays; a project to develop and enhance WYCCP's service user involvement and provide activities for service users, whilst continuing to develop and provide existing support.
Henry Smith	Funding of the salary and costs of a Resettlement Worker to visit and support offenders in prison and on release.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2025 (continued)

16 Analysis of movement in unrestricted funds

	Balance at 1 April 2024 £	Income £	Expenditure £	Transfers £	Balance as at 31 March 2025 £
General fund	67,456	72,504	(85,893)	-	54,067
	67,456	72,504	(85,893)	-	54,067
Previous reporting period	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	Balance as at 31 March 2024 £
General fund	78,298	66,191	(77,033)	-	67,456
	78,298	66,191	(77,033)	-	67,456

17 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	-	-	-	-
Net current assets/(liabilities)	54,067	-	8,000	62,067
Total	54,067	-	8,000	62,067

18 Lease commitments

The charity had the following annual commitments under non-cancellable operating leases:

	Land and buildings		Equipment	
	2025 £	2024 £	2025 £	2024 £
Leases expiring in:				
One year	-	-	-	-
Two to five years	-	-	486	486

WEST YORKSHIRE COMMUNITY CHAPLAINCY PROJECT

England & Wales - Charity number 1109048

Accounts

Company registered number 5322606
Registered charity number 1109048

West Yorkshire Community Chaplaincy Project

Financial Statements

for the year ended 31st March 2024

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2024

The trustees present their report and unaudited financial statements for the year ended 31st March 2024.

Reference and Administrative Information

Charity name	West Yorkshire Community Chaplaincy Project
Charity Registration Number	1109048
Company Registration Number	5322606
Registered Office	c/o HMP Leeds 2 Gloucester Terrace Leeds LS12 2TJ

Trustees

Boyd Annison - Treasurer
Khalil Bashir
Shakeel Meer – Chair
Usman Mohammed
Jaynee Moon
Peter Rosser
Patricia Sandbach
Stephen Shackleton
Marianne Ward – Deputy Chair

Principal staff

Jane Daguerre	Project Director
---------------	------------------

Independent Examiner

Paul Cowham MA FCA DChA
Withington Works
Withington Baths
30 Burton Road
Manchester, M20 3EB

Bankers

Unity Trust Bank plc
9 Brindley Place
Birmingham
B1 2HB

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2024

The Trustees are pleased to present their report together with the financial statements of the charity for the year ending 31 March 2024.

Directors and Trustees

The Directors of the charitable company (the charity) are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees serving during the year were as follows:

Boyd Annison - Treasurer
Khalil Bashir
Shakeel Meer – Chair
Usman Mohammed
Jaynee Moon
Peter Rosser
Patricia Sandbach
Stephen Shackleton
Marianne Ward – Deputy Chair

Project Director

The Director is Jane Daguerre.

Aims and Objectives

WYCCP Resettlement Service aims to create a better society for us all by working alongside people who have been in prison to help them achieve settled and productive lives back in our community. Established by people from different faith communities we are a values-based organisation and pride ourselves on treating people as we would like to be treated.

The purposes of the charity as set out in the Memorandum of Association are:

- To promote, for the benefit of the public in Yorkshire and the Humber, provision of services for the care, resettlement and rehabilitation of prisoners, and those at risk of offending, and their families and dependants, either alone or in co-operation with any other body, authority, or person.
- To further and promote the study of and research into all aspects and methods of the prevention of crime, social exclusion and delinquency, and to obtain and make records of and disseminate information concerning the same.

Aims

- To contribute to reducing re-offending and reconviction to prison by supporting men leaving HMP Leeds to resettle in West Yorkshire.
- To enable ex-prisoners to break the cycle of re-offending and to improve their life chances.
- To develop, increase and maintain faith community involvement in developing community solutions to crime and offending locally, regionally and nationally.

These aims reflect the purposes for which the charity was formed.

Everything the charity does aims to achieve the following three outcomes:

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2024

- People being able to be independent and live more fulfilled lives.
- A reduction in offending behavior.
- Safer communities.

Objectives

- Establish and maintain a team of support workers to provide support and advice for ex-prisoners released into West Yorkshire.
- Develop a comprehensive and effective volunteer link worker programme with a diverse range of volunteers, including ex-prisoners, to support prisoners on release and to raise awareness in local communities.
- Maintain a network of contacts within the local faith communities from which volunteers will be sought.
- Actively develop partnerships with other providers of resettlement support to provide comprehensive support services for prisoners leaving HMP Leeds.
- Sustain a well-resourced, cost effective and efficient organisation.

WYCCP's trained volunteers and staff team do this by

- Working with prisoners to plan their future on release.
- Providing practical, motivational and health related support to men post release.
- Working in partnership to support families.
- Working in partnership to provide a counselling service for all service users.

Ensuring the work delivers the aims

The Board reviews the aims, objectives, and activities of the charity every year in order to ensure that they meet the charity's purposes in the most effective way. The staff team provides regular reports on work undertaken and progress against targets in the Strategic Plan to the Board.

How activities deliver public benefit

All activities contribute to

- The swifter reintegration of ex-prisoners into the community.
- Building safer communities in West Yorkshire, reducing the costs associated with offending including the costs to the Police, Court Services and the Prison.

According to the Ministry of Justice the cost of keeping a person in prison for a year is estimated to be £44,600. Between April 1st 2023 and 31st March 2024, thirty-two of the men supported by the charity and released within the year had not been re-imprisoned one year from release. This saved nearly £1.5 million of public money.

The beneficiaries of WYCCP services

The primary beneficiaries of WYCCP services are men who have been residents of HMP Leeds and other prisons, resettling into West Yorkshire. WYCCP works with men prior to release and in the community post release. Use of WYCCP's services by prisoners and ex-prisoners is purely voluntary and men refer themselves in response to publicity within the prison; prison chaplains and other agencies also refer prisoners. WYCCP also works with men who have recently left prison, referred by the Probation Services and Mental Health Services these are referred to as community referrals.

WYCCP works with all men referred who are resettling back to West Yorkshire, with the exception of men who have caused sexual harm, who require specialist support. Our key criterion is that men express a willingness to engage and make positive changes in their lives. Work with prisoners is often

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2024

undertaken in partnership with other agencies working with the men.

Beneficiaries are also families of prisoners supported during this year through a partnership project with Jigsaw Charity, funded by the Lottery Community Fund, 'Family Support in Out and Beyond', and clients who participate in our 'Family Support In Out and Beyond' Counselling Service.

All services are provided free with priority given to those closest to their release date.

Equal access to the charity's services is a high priority. WYCCP is a multi-faith community chaplaincy with three resettlement workers who provide their services to prisoners and their families of any or no faith. This is made explicit in the charity's publicity. All prisoners in HMP Leeds are male; ethnic origin, religion, disability, and other characteristics are monitored to ensure that no inadvertent discrimination is occurring.

The indirect beneficiaries of the charity's work are the people of West Yorkshire and in particular the families of the ex-prisoners and the local communities where they reside. Although the social benefits cannot easily be measured reducing re-offending contributes towards safer communities, reduces the damage and distress caused by crime, helps keep families together, and reduces costs to the tax payer.

Charitable activities

In order to fulfill its objectives during 2023 – 2024 the charity employed

- Three specialist resettlement workers who give holistic practical support to WYCCP service users.
- A substantial part time volunteer co-ordinator responsible for recruitment, training, and supervision of volunteers as well as maintaining a social media presence for WYCCP.
- A substantial part time finance-office manager with case management responsibilities.
- A part time counselling co-ordinator.

Review of the year's work

WYCCP's core work is the resettlement of prisoners from HMP Leeds.

This year WYCCP welcomed a new volunteer co-ordinator, responsible for the volunteer programme, service user involvement and social media. They also started to directly employ a part time counselling co-ordinator, this post had been employed by our partner, Jigsaw Visitors Centre.

Resettlement workers visit prisoners (service users), for assessment prior to their release from prison. Service users are assessed using the National Offender Management Service Resettlement Pathways and an action plan is produced. Resettlement workers meet prisoners on release with a volunteer link worker and then continue to offer advice, support and signposting as appropriate during the following critical weeks and months in the areas identified by the service user as significant to them in maintaining a crime-free life. This is undertaken in partnership with any other voluntary community and public sector bodies involved in the service user's resettlement. WYCCP records and monitors work undertaken using its bespoke database.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2024

From 1st April 2023 to 31st March 2024 WYCCP received 177 eligible referrals. 140 of these men engaged with an initial screening and the majority received some support in prison and the community. 91 of these men received an average 16 hours intensive support including contact with housing services, hostels, and benefits and other agencies, and doctors. The most time intensive service user received 85 hours of direct and indirect support. In total over the year WYCCP provided 1,603 hours of support to ex-prisoners.

Comparatively WYCCP received 214 referrals in 2022/23; 145 were eligible, screened and the majority received some support in prison. 73 men received intensive support including contact with housing services, hostels, and benefits and other agencies, and doctors. They each received an average of 17 hours of support. The most time intensive service user received 108 hours of direct and indirect support. In total over the year WYCCP provided 1,371 hours of support.

This is the final year of WYCCP's lottery funded partnership project - 'Family Support In Out and Beyond' - with Jigsaw Visitors Center. The project provides for family members of prisoners to access support from a Family Worker and all service users, men and their families to access our free counselling service.

WYCCP dealt with 18 counselling referrals over the 12 months which led to 21 people receiving 235 hours of counselling in total. The family service supported 21 families in the community. providing 467 hours of support, with the most intensively supported family member receiving 103 hours of support.

WYCCP's ultimate aim is to reduce re-imprisonment and they are very successful in meeting this aim. In April 2024 the charity's average re-imprisonment rate for people 6 months from release was 19% and 33% for 12 months, based on figures collected since 2010 and on the 926 men worked with since then. This is compared to an average 64% re-imprisonment rate quoted for HMP Leeds.

WYCCP is also engaged in local strategic activity, the Director being chair of the planning group for Leeds Crime Reduction Network.

Volunteer programme

The volunteer programme continued to provide support over the year in question with a new volunteer co-ordinator in post from April 2023. WYCCP recruited and trained 12 new volunteers. WYCCP had 16 active volunteers, including 2 volunteer counsellors at the year end. 3 WYCCP volunteers obtained paid employment through the year.

Service user Involvement

WYCCP has long aspired to increase the involvement of the people who access their services with the overall aim of providing appropriate volunteering opportunities within WYCCP and ultimately welcoming a service user or former service user as a member of the trustee board. With this in mind WYCCP invited some men to their Team/ Board Awayday to ask them how they would like to be involved. They came up with a list of suggestions and the result has been the development of WYCCP's Fresh Start Group. Run by WYCCP's volunteer co-ordinator, the group is providing positive activities and peer support within a structure where men can positively engage with each other, with the running of WYCCP and with the local community.

Strategic Plan

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2024

WYCCP held an Awayday in March 2023 for staff, board members and service users, the Strategic Plan was reviewed and refreshed during the day. Reports on progress towards the aims in the plan are presented to the Board.

Partnerships, stakeholders and multi-agency working.

Key stakeholders during the year included

- Community housing providers e.g. The Angels of The Church and Saviors Trust Housing.
- Drugs and Alcohol Support Services e.g., Forward Leeds.
- Local Authority Housing Services.
- The Prison Service.
- The Probation Service.
- West Yorkshire Police Integrated Offender Management Service.

Partnership and multi-agency working is integral to the smooth running of WYCCP and the charity seeks to work in collaboration with others in order to provide more effective services and to avoid duplicating provision offered. WYCCP has continued to enjoy positive relationships with prison staff and external agencies based at HMP Leeds as well as the Probation Service and West Yorkshire Police.

Partnership working has led to WYCCP maintaining a very helpful relationship with staff from Leeds City Council 'Housing Options' Prison Leavers Team. This has led to significantly improved outcomes for service users who now benefit from the Accommodation for Ex-Offenders scheme (AFE0) which provides funding to local authorities to support ex-offenders at risk of rough sleeping, into private rental sector accommodation.

Publicity

WYCCP has an appropriate, carefully monitored, social media presence through LinkedIn, Facebook and X (formally Twitter) as well as a range of printed leaflets and postcards which are circulated to prisoners and staff of HMP Leeds and to other agencies and faith communities. This ensures that all interested parties are aware of the full range of WYCCP's services. Members of the staff team continue to give presentations on the work of WYCCP to other agencies and to local, regional, and national gatherings. The Director keeps in close touch with appropriate staff in the prison and related agencies.

Faith

There is an ongoing commitment to networking with faith communities.

Financial Review

The charity continues to implement its financial strategy to achieve greater long-term security.

Investment Policy

Under the Memorandum and Articles of Association, the charity has the power to invest in any way the Trustees wish. The Trustees have an account with the Charity's Deposit Fund at CCLA Investment Management Limited, established under the Charity's Act 1993. This enables the Trustees to earn, even on relatively small sums, the rates of interest normally only available for larger sums, while retaining easy access to the charity's capital. The rate of return on deposited funds is 2.75%. The account is actively managed in conjunction with the charity's current account so that the charity makes the most effective use of its financial resources. In keeping with the charity's ethos of respecting, as far as practicable, the beliefs of all faiths, the Trustees intend to use the interest for

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2024

the direct benefit of the charity's service users. The charity has no other investments.

Reserves Policy

The Trustees have examined the charity's requirements for reserves in light of the main risks to the organisation and consider that it would be prudent to hold as a goal unrestricted and uncommitted funds equivalent to six months' salaries (including redundancy liabilities) and other unavoidable running costs; in order to maintain the current activities of the charity for six months in the event of a significant fall in income, while other sources of funding are sought. The required sum is approximately £90,000; the Trustees consider it a priority to secure additional long-term funding in order to replenish diminishing reserves, but they also recognize the considerable difficulties given the current national economic austerity. The Trustees will ensure that reserves never fall below the amount needed to meet WYCCP's current redundancy liability and during the year in question this was £35,345.

Principal Funding Sources

WYCCP's principal funders during the year were:

- Big Lottery Reaching Communities Fund - £344,315 awarded in February 2021 for the period from 1st April 2021- 31st March 2024.
- Henry Smith Charity - £136,554.31 awarded in April 2022 for the period from 1st May 2022 – 30th April 2025.
- Lloyds Foundation.
- NHS Leeds Clinical Commissioning Group.

WYCCP has also received grants from West Yorkshire Mayor's Safer Communities Fund, Garfield Weston Foundation, The Brelms Trust, Southall Charitable Trust and the Charles and Elsie Sykes Charitable Trust as well as a donation from St Chad's Church and regular individual donations. Details are outlined in the notes to the accounts.

The charity's main area of expenditure is staff salaries and associated costs.

Fundraising strategy

WYCCP has a comprehensive fundraising programme – and in parallel to working towards these fundraising goals it also works hard to ensure that it operates as cost efficiently as possible; that it achieves effective and measurable outcomes; and its achievements are appropriately publicised.

The organisation will continue to apply to appropriate charitable trusts for core and appropriate project costs, as well as seeking to engage with statutory commissioning through the NHS and His Majesty's Probation and Prison Service (HMPPS). The charity is also developing a strategy to seek funding through the private sector and from individuals.

Plans for 2024/25

WYCCP will

- Continue to develop a framework for Service User Involvement which will be driven by service users.
- Review the volunteer programme.
- Maintain and develop the Counselling Service.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2024

- Refresh WYCCP publicity.

The charity hopes to be able to give at least 100 ex-prisoners support and estimate that at least 40 men will be crime free one year from the date of release.

Structure, Governance, and Management

Governing Document

West Yorkshire Community Chaplaincy Project (WYCCP) is a charitable company limited by guarantee, governed by its Memorandum and Articles of Association dated 10 May 2004, and registered with the Charity Commission. Membership of the charity is open to individuals and organizations applying to the charity which are approved by the Directors. Each member agrees to contribute up to £10 in the event of the charity being dissolved. At 31 March 2024 there were nine members.

Appointment of Trustees

The Articles of Association call for at least three Trustees but set no maximum number. In keeping with the charity's multi-faith nature, the Board seeks to be representative, as far as possible, of the various faiths of its service users, and to include a broad range of skills and experience. It appoints new Trustees when necessary to ensure these aims are achieved.

Trustees appointed during the year submit themselves for election at the subsequent annual general meeting. One third of the Trustees retire by rotation at the AGM each year but may be re-elected. Invitations to nominate new Trustees are sent to all members in advance of the AGM, together with names of the retiring Trustees.

Trustee Induction and Training

New Trustees are given a folder including all relevant documents (including the Memorandum and Articles of Association, the organisation's policies, and other information), information about their responsibilities under charity and company law, the current business plan, and the most recent annual report and accounts. They visit the organisation to meet the Director and other employees. If they wish, they may attend a Board meeting before formally accepting appointment. Trustees are expected to attend Safeguarding Training and encouraged to attend other appropriate internal and external training events.

Organisation

The Board of Trustees administers the charity. The Board meets on a regular basis, at least five times a year. Sub groups may be formed to deal with particular events or needs as required. A Director is appointed by the Trustees to manage the day-to-day operations of the charity and has delegated authority for operational matters. These include staff management, developing and sustaining networks with local communities and relevant organizations in all sectors, and identifying and satisfying funding needs. The Director develops, implements, and reviews all policies and procedures to ensure safe and effective running of the organisation; develops and implements evaluation and monitoring systems, and has an overview, with limited and specified authority, over the organisation's finances.

Related Parties

HMPS Leeds who supply the office building.

Risk Management

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2024

The Trustees manage risks to the charity by reviewing annually the risks the charity may face, and by establishing procedures to lessen the identified risks and to minimize the impact on the charity if they should materialize. The main risk facing the charity is the failure to obtain adequate funding to meet the charity's objectives. The cash flow forecast and progress with implementation of the fundraising strategy is reported to board meetings.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees has elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the income and expenditure of the charitable company 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 Charity's SORP.
- make judgements and accounting estimates that are reasonable and prudent.
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

The trustees of the charity who are directors for the purposes of company law, who served during the year and up to the date of this report are set out on page 1.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

Approved by the Trustees and signed on its behalf by:

Shakeel Meer

..... Name

..... Signature

3rd October 2024

..... Date

Independent Examiner's Report to the Trustees of

West Yorkshire Community Chaplaincy Project

I report on the accounts of the company for the year ended 31 March 2024 which are set out on pages 11 to 22.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act.
- Follow the procedure laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act.
- State whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 seeking explanations from you as trustees 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 the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- To keep accounting records in accordance with section 386 of the Companies Act 2006.
 - To prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- have not been met; or
- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Paul Cowham MA FCA DChA
Withington Works
Withington Baths
30 Burton Road
Manchester, M20 3EB

Date.....

West Yorkshire Community Chaplaincy Project

Statement of Financial Activities (including Income and Expenditure account) for the year ended 31 March 2024

	Note	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
Income					
Donations and legacies	3	3,949	-	3,949	2,605
Charitable activities	4	32,000	224,595	256,595	345,220
Fees and other income	5	30,000	-	30,000	30,000
Investments	6	242	-	242	77
Total income		66,191	224,595	290,786	377,902
Expenditure					
Raising funds	-	-	-	-	-
Charitable activities	7	77,033	234,019	311,052	309,715
Total expenditure		77,033	234,019	311,052	309,715
Net income/(expenditure) for the year	8	(10,842)	(9,424)	(20,266)	68,187
Transfer between funds		-	-	-	-
Net movement in funds for the year		(10,842)	(9,424)	(20,266)	68,187
Reconciliation of funds					
Total funds brought forward		78,298	17,424	95,722	27,535
Total funds carried forward		67,456	8,000	75,456	95,722

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

West Yorkshire Community Chaplaincy Project
Company number 5322606

Balance sheet as at 31 March 2024

	Note	2024	2023
		£	£
Fixed assets			
Tangible assets	-	-	-
Total fixed assets		-	-
Current assets			
Debtors	13	-	-
Cash at bank and in hand		82,010	100,463
Total current assets		82,010	100,463
Liabilities			
Creditors: amounts falling due in less than one year	14	(6,554)	(4,741)
Net current assets		75,456	95,722
Total assets less current liabilities		75,456	95,722
Net assets		75,456	95,722
Funds of the charity			
Restricted income funds	15	8,000	17,424
Unrestricted income funds	16	67,456	78,298
Total charity funds		75,456	95,722

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 15 to 24 form part of these accounts.

Approved by the trustees on behalf by:

Boyd Annison

Name

Signed

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2024

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

West Yorkshire Community Chaplaincy Project meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No such restatement was required.

c Preparation of the accounts on a going concern basis

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

There are no key judgments which the trustees have made which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2024 (continued)

d Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

e Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

f Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

g Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2024 (continued)

h Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

i Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

j Tangible fixed assets

Individual fixed assets costing £2,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis. There are currently no fixed assets.

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

Asset Category	Annual rate
Fixtures & fittings	25%
Computer equipment	33%

k Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

l Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

m Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2024 (continued)

N Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

O Pensions

The charity complies with autoenrolment requirements and makes contributions to pension schemes of its employees.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2024 £	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2023</i> £
Donations	3,949	-	3,949	2,605	-	2,605
Total	3,949	-	3,949	2,605	-	2,605

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2024 (continued)

4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2024 £	Unrestricted £	Restricted £	Total 2023 £
Grants						
AB Charitable Trust			-	15,000	-	15,000
Big Lottery Fund	-	112,601	112,601	-	130,010	130,010
Brelms Trust	5,000	-	5,000	5,000	-	5,000
Charles and Elsie Sykes	2,000	-	2,000	4,000	-	4,000
The Drapers Company	-		-	15,000	-	15,000
Henry Smith	-	45,500	45,500	-	44,600	44,600
Garfield Weston	20,000	-	20,000	20,000	-	20,000
NHS Leeds CCG	-	31,934	31,934	-	31,369	31,369
Liz & Terry Bramall Trust	-	-	-	-	-	-
Lloyds Foundation	-	25,000	25,000	2,250	30,000	32,250
St Giles Trust	-	-	-	47,991	-	47,991
Police and crime	-	-	-	-	-	-
WF Southall Trust	5,000	-	5,000	-	-	-
West Yorkshire Combined Authority	-	9,560	9,560	-	-	-
Total	32,000	224,595	256,595	109,241	235,979	345,220

5 Fees and other income

	Unrestricted £	Restricted £	2024 £	Unrestricted £	Restricted £	2023 £
Sundry income		-	-		-	-
In kind income - supply of offices	30,000	-	30,000	30,000	-	30,000
	30,000	-	30,000	30,000	-	30,000

All income from fees and trading is unrestricted.

6 Investment income

	Unrestricted £	Restricted £	2024 £	Unrestricted £	Restricted £	2023 £
Income from bank deposits	242	-	242	77	-	77
	242	-	242	77	-	77

All of the charity's investment income arises from money held in interest bearing deposit accounts.
All investment income is unrestricted.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2024 (continued)

7 Analysis of expenditure on charitable activities

	Total 2024 £	Total 2023 £
Wages and salaries	214,515	208,322
Other staff costs	4,700	3,894
IT costs	5,916	16,094
Administrative & office costs	7,757	7,888
Project costs (Jigsaw In to Out Project)	44,498	40,619
Other project costs	2,516	1,748
In kind expenditure (premises costs)	30,000	30,000
Other governance costs		
Independent examination	1,150	1,150
	311,052	309,715
	2024 £	2023 £
Restricted expenditure	234,019	221,055
Unrestricted expenditure	77,033	88,660
	311,052	309,715

8 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2024 £	2023 £
Depreciation	-	-
Independent examiner's remuneration		
- accountancy	600	600
- independent examination	550	550

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2024 (continued)

9 Staff costs

Staff costs during the year were as follows:

	2024 £	2023 £
Wages and salaries	194,541	188,132
Social security costs	12,369	14,628
Employers pension contributions	5,975	6,280
Holiday pay accrual	1,630	(718)
	214,515	208,322

No employee has employee benefits in excess of £60,000 (2023: Nil).

The average number of staff employed during the period was 8 (2023: 6).

The average full time equivalent number of staff employed during the period was 6.7 (2023: 4.8).

The key management personnel of the charity comprise the trustees, the Project Director, and the Office Finance Manager. The total employee benefits of the key management personnel of the charity were £80,239 (2023: £75,803).

10 Trustee remuneration and expenses, and related party transactions

Neither the trustees nor any persons connected with them received any remuneration or reimbursed expenses during the year (2023: £nil).

Aggregate donations from related parties were £nil (2023: £nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2023: nil).

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2024 (continued)

11 Government grants

The government grants recognised in the accounts were as follows:

	2024 £	2023 £
NHS Leeds Clinical Commissioning Group	31,934	31,369
	31,934	31,369

There were no unfulfilled conditions and contingencies attaching to the grants.

12 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

13 Debtors

	2024 £	2023 £
Other debtors	-	-
	-	-

14 Creditors: amounts falling due within one year

	2024 £	2023 £
Other creditors and accruals	6,554	4,741
	6,554	4,741

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2024 (continued)

15 Analysis of movements in restricted funds

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2024 £
NHS Leeds CCG	-	31,934	(31,934)	-	-
Big Lottery Fund	17,424	112,601	(122,025)	-	8,000
Henry Smith	-	45,500	(45,500)	-	-
Lloyds Foundation	-	25,000	(25,000)	-	-
West Yorkshire Combined Authority	-	9,560	(9,560)	-	-
	17,424	224,595	(234,019)	-	8,000

Previous reporting period	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2023 £
NHS Leeds CCG	-	31,369	(31,369)	-	-
Big Lottery Fund	-	130,010	(112,586)	-	17,424
Henry Smith	-	44,600	(44,600)	-	-
Lloyds Foundation	2,500	30,000	(32,500)	-	-
	2,500	235,979	(221,055)	-	17,424

Name of	Description, nature and purposes of the fund
Big Lottery Fund	To run Family Support In to Out which is a partnership between West Yorkshire Community Chaplaincy and Jigsaw Visitors Centre, with WYCCP taking the lead. The overall aim of the project is to support prisoners and their families in the community.
Henry Smith	Funding of the salary and costs of a Resettlement Worker to visit and support offenders in prison and on release.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2024 (continued)

16 Analysis of movement in unrestricted funds

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	Balance as at 31 March 2024 £
General fund	78,298	66,191	(77,033)	-	67,456
	78,298	66,191	(77,033)	-	67,456
Previous reporting period					
	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	Balance as at 31 March 2023 £
General fund	25,035	141,923	(88,660)	-	78,298
	25,035	141,923	(88,660)	-	78,298

17 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	-	-	-	-
Net current assets/(liabilities)	67,456	-	8,000	75,456
Total	67,456	-	8,000	75,456

21 Lease commitments

The charity had the following annual commitments under non-cancellable operating leases:

	Land and buildings		Equipment	
	2024 £	2023 £	2024 £	2023 £
Leases expiring in:				
One year	-	-	-	-
Two to five years	-	-	486	486

WEST YORKSHIRE COMMUNITY CHAPLAINCY PROJECT

England & Wales - Charity number 1109048

Accounts

West Yorkshire Community Chaplaincy Project

Financial Statements

for the year ended 31st March 2023

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2023

The trustees present their report and unaudited financial statements for the year ended 31st March 2023.

Reference and Administrative Information

Charity name	West Yorkshire Community Chaplaincy Project
Charity Registration Number	1109048
Company Registration Number	5322606
Registered Office	c/o HMP Leeds 2 Gloucester Terrace Leeds LS12 2TJ

Trustees

Boyd Annison - Treasurer
Khalil Bashir
Shakeel Meer – Chair
Usman Mohammed
Jaynee Moon
Peter Rosser
Patricia Sandbach
Stephen Shackleton
Marianne Ward – Deputy Chair

Principal staff

Jane Daguerre	Project Director
---------------	------------------

Independent Examiner

Paul Cowham MA FCA DChA
Green Fish Resource Centre
46 – 50 Oldham Street
Manchester
M4 1LE

Bankers

Unity Trust Bank plc
9 Brindley Place
Birmingham
B1 2HB

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2023

The Trustees are pleased to present their report together with the financial statements of the charity for the year ending 31 March 2023.

Directors and Trustees

The Directors of the charitable company (the charity) are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees serving during the year were as follows:

Boyd Annison - Treasurer
Khalil Bashir - appointed 6th October 2022
Shakeel Meer – Chair
Usman Mohammed – appointed 6th October 2022
Jaynee Moon
Peter Rosser
Patricia Sandbach
Stephen Shackleton
Marianne Ward – Deputy Chair

Project Director

The Director is Jane Daguerre.

Aims and Objectives

WYCCP Resettlement Service aims to create a better society for us all by working alongside people who have been in prison to help them achieve settled and productive lives back in our community. Established by people from different faith communities we are a values-based organisation and pride ourselves on treating people as we would like to be treated.

The purposes of the charity as set out in the Memorandum of Association are:

- To promote, for the benefit of the public in Yorkshire and the Humber, provision of services for the care and resettlement and rehabilitation of prisoners, and those at risk of offending, and their families and dependants, either alone or in co-operation with any other body, authority, or person.
- To further and promote the study of and research into all aspects and methods of the prevention of crime, social exclusion and delinquency, and to obtain and make records of and disseminate information concerning the same.

Aims

- To contribute to reducing re-offending and reconviction to prison by supporting men leaving HMP Leeds to resettle in West Yorkshire.
- To enable ex-prisoners to break the cycle of re-offending and to improve their life chances.
- To develop, increase and maintain faith community involvement in developing community solutions to crime and offending locally, regionally and nationally.

These aims reflect the purposes for which the charity was formed.

Everything the charity does aims to achieve the following three outcomes:

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2023

- People being able to be independent and live more fulfilled lives.
- A reduction in offending behavior.
- Safer communities.

Objectives

- Establish and maintain a team of support workers to provide support and advice for ex-prisoners released into West Yorkshire.
- Develop a comprehensive and effective volunteer link worker programme with a diverse range of volunteers, including ex-prisoners, to support prisoners on release and to raise awareness in local communities.
- Maintain a network of contacts within the local faith communities from which volunteers will be sought.
- Actively develop partnerships with other providers of resettlement support to provide comprehensive support services for prisoners leaving HMP Leeds.
- Sustain a well-resourced, cost effective and efficient organisation.

WYCCP's trained volunteers and staff team do this by

- Working with prisoners to plan their future on release.
- Providing practical, motivational and health related support to men post release.
- Working in partnership to support families
- Working in partnership to provide a counselling service for all service users.

Ensuring the work delivers the aims

The Board reviews the aims, objectives, and activities of the charity every year in order to ensure that they meet the charity's purposes in the most effective way. The staff team provides regular reports on work undertaken and progress against targets in the Strategic Plan to the Board.

How activities deliver public benefit

All activities contribute to

- The swifter reintegration of ex-prisoners into the community.
- Building safer communities in West Yorkshire, reducing the costs associated with offending including the costs to the Police, Court Services and the Prison.

According to the Ministry of Justice the cost of keeping a person in prison for a year is estimated to be £44,600. From April 1st 2021 and 31st March 2022, thirty of the men supported by the charity and released within the year had not been re-imprisoned one year from release. This saved nearly £1.5 million of public money.

The beneficiaries of WYCCP services

The primary beneficiaries of WYCCP services are men who have been residents of HMP Leeds resettling into West Yorkshire. WYCCP works with men prior to release and in the community post release. Use of WYCCP's services by prisoners and ex-prisoners is purely voluntary and men refer themselves in response to publicity within the prison; prison chaplains and other agencies also refer prisoners. WYCCP also works with men referred by the Probation Services who have recently left prison, these are referred to as community referrals.

WYCCP works with all men referred who are resettling back to West Yorkshire, with the exception of men who have caused sexual harm, who require specialist support. Our key criterion is that men express a willingness to engage and make positive changes in their lives. Work with prisoners is often undertaken in partnership with other agencies working with the men.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2023

Beneficiaries are also families of prisoners supported through a partnership project with Jigsaw Charity, funded by the Lottery Community Fund, 'Family Support In Out and Beyond', and clients who participate in our 'Family Support In Out and Beyond' Counselling Service.

All services are provided free with priority given to those closest to their release date.

Equal access to the charity's services is a high priority. WYCCP is a multi-faith community chaplaincy with three resettlement workers who provide their services to prisoners and their families of any or no faith. This is made explicit in the charity's publicity. All prisoners in HMP Leeds are male; ethnic origin, religion, disability, and other characteristics are monitored to ensure that no inadvertent discrimination is occurring.

The indirect beneficiaries of the charity's work are the people of West Yorkshire and in particular the families of the ex-prisoners and the local communities where they reside. Although the social benefits cannot easily be measured reducing re-offending contributes towards safer communities, reduces the damage and distress caused by crime, helps keep families together, and reduces costs to the tax payer.

Charitable activities

In order to fulfill its objectives during 2022 – 2023 the charity employed

- Three specialist resettlement workers who give holistic practical support to WYCCP service users.
- A part time volunteer programme manager responsible for recruitment, training, and supervision of volunteers.
- A substantial part time finance-office manager with case management responsibilities.

Review of the year's work

WYCCP's core work is the resettlement of prisoners from HMP Leeds. This report spans the period of the end of the Covid pandemic which had clearly limited the activities of the charity. WYCCP was driven by an organizational need to maintain as much support as they practically could whilst keeping the staff team, volunteers and service users safe.

The year was punctuated by the resignation and subsequent recruitment of a resettlement worker and volunteer programme manager in the winter of 2022.

Resettlement workers visit prisoners (service users), for assessment prior to their release from prison. Service users are assessed using the National Offender Management Service Resettlement Pathways and an action plan is produced. Resettlement workers meet prisoners on release with a volunteer link worker and then continue to offer advice, support and signposting as appropriate during the following critical weeks and months in the areas identified by the service user as significant to them in maintaining a crime-free life. This is undertaken in partnership with any other voluntary community and public sector bodies involved in the service user's resettlement. WYCCP records and monitors work undertaken using its bespoke data base.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2023

From 1st April 2022 to 31st March 2023 WYCCP received 214 eligible referrals. 145 of these men engaged with an initial screening and the majority received some support in prison and the community. 73 of these men received intensive support including contact with housing services, hostels, and benefits and other agencies, and doctors. They each received an average of 17 hours of support equating to an average of 77 separate interventions. The most time intensive service user received 108 hours of direct and indirect support. In total over the year WYCCP provided 1,371 hours of support.

Comparatively WYCCP received 169 referrals in 2021/22; 115 were eligible, screened and the majority received some support in prison. 57 men received intensive support including contact with housing services, hostels, and benefits and other agencies, and doctors. They each received an average of 12 hours of support equating to an average of 56 separate interventions. The most time intensive service user received 66 hours of direct and indirect support with over 152 interventions. In total over the year WYCCP provided 820 hours of support.

This year encompasses year two of the continuation of WYCCP's lottery funded partnership project with Jigsaw Visitors Center 'Family Support In Out and Beyond'. The project provides for family members of prisoners to access support from a Family Worker and all service users, men and their families, can access our free counselling service.

WYCCP dealt with 33 counselling referrals over the 12 months which led to 15 people receiving 150 hours of counselling in total. The family service supported 18 families in the community, providing 284 hours of support, with the most intensively supported family member receiving 59 hours of support.

WYCCP's ultimate aim is to reduce re-imprisonment and they are very successful in meeting this aim. In April 2023 the charity's average re-imprisonment rate for people 6 months from release was 18% and 32% for 12 months, based on figures collected since 2010 and on the 861 men worked with since then. This is compared to an average 64% re-imprisonment rate quoted for HMP Leeds.

WYCCP are delighted that, as they move away from the restrictions placed on them by the COVID-19 pandemic, referral numbers have increased as has the amount of support that provided to service users and they have exceeded last year's target.

WYCCP is also engaged in local strategic activity, the Director being chair of the planning group for Leeds Crime Reduction Network.

Volunteer programme

The volunteer programme continued to provide support over the year in question. WYCCP recruited and trained 10 new volunteers. WYCCP had 13 active volunteers, including 4 volunteer counsellors at the year end. 7 WYCCP volunteers obtained paid employment through the year. The year ended with the resignation of WYCCP's long standing Volunteer Programme Manager. WYCCP successfully recruited to the post in March 2023, with the new Co-ordinator taking up post in April 2023.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2023

Partnerships, stakeholders and multi-agency working.

Key stakeholders during the year included

- Community housing providers e.g. The Angels Of The Church and Bridge-It Housing
- Drugs and Alcohol Support Services e.g. Forward Leeds
- Local Authority Housing Services
- The Prison Service
- The Probation Service

Partnership and multi-agency working is integral to the smooth running of WYCCP and the charity seeks to work in collaboration with others in order to provide more effective services and to avoid duplicating provision offered. WYCCP has continued to enjoy positive relationships with prison staff and external agencies based at HMP Leeds as well as the Probation Service.

Partnership working has led to WYCCP maintaining a very helpful relationship with staff from Leeds City Council 'Housing Options' Prison Leavers Team. This has led to significantly improved outcomes for service users who now benefit from the Accommodation for Ex-Offenders scheme (AFEO) which provides funding to local authorities to support ex-offenders at risk of rough sleeping, into private rental sector accommodation.

Publicity

WYCCP has an appropriate, carefully monitored, social media presence through LinkedIn, Facebook and Twitter as well as a range of printed leaflets and postcards which are circulated to prisoners and staff of HMP Leeds and to other agencies and faith communities. This ensures that all interested parties are aware of the full range of WYCCP's services. Members of the staff team continue to give presentations on the work of WYCCP to other agencies and to local, regional, and national gatherings. The Director keeps in close touch with appropriate staff in the prison and related agencies.

Faith

There is an ongoing commitment to networking with faith communities.

Financial Review

The charity continues to implement its financial strategy to achieve greater long-term security.

Investment Policy

Under the Memorandum and Articles of Association, the charity has the power to invest in any way the Trustees wish. The Trustees have an account with the Charity's Deposit Fund at CCLA Investment Management Limited, established under the Charity's Act 1993. This enables the Trustees to earn, even on relatively small sums, the rates of interest normally only available for larger sums, while retaining easy access to the charity's capital. The rate of return on deposited funds is still at a record low in common with all interest rates and remained at below 1% during 2022/23. The account is actively managed in conjunction with the charity's current account so that the charity makes the most effective use of its financial resources. In keeping with the charity's ethos of respecting, as far as practicable, the beliefs of all faiths, the Trustees intend to use the interest for the direct benefit of the charity's service users. The charity has no other investments.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2023

Reserves Policy

The Trustees have examined the charity's requirements for reserves in light of the main risks to the organisation and consider that it would be prudent to hold as a goal unrestricted and uncommitted funds equivalent to six months' salaries (including redundancy liabilities) and other unavoidable running costs; in order to maintain the current activities of the charity for six months in the event of a significant fall in income, while other sources of funding are sought. The required sum is approximately £90,000; the Trustees consider it a priority to secure additional long-term funding in order to replenish diminishing reserves, but they also recognize the considerable difficulties given the current national economic austerity. The Trustees will ensure that reserves never fall below the amount needed to meet WYCCP's current redundancy liability and during the year in question this was £28,500.

Principal Funding Sources

WYCCP's principal funders during the year were:

- Big Lottery Reaching Communities Fund - £344,315 awarded in February 2021 for the period from 1st April 2021- 31st March 2024.
- Henry Smith Charity - £136,554.31 awarded in April 2022 for the period from 1st May 2022 – 30th April 2025.
- Lloyds Foundation.
- NHS Leeds Clinical Commissioning Group.

WYCCP has also received grants from AB Charitable Trust, The Drapers' Charitable Fund The Liz and Terry Bramall Foundation, The Brelms Trust, Southall Charitable Trust and the Charles and Elsie Sykes Charitable Trust as well as a donation from St Chad's Church and regular individual donations. Details are outlined in the notes to the accounts.

WYCCP was subcontracted by St Giles Trust during the year in question. They were part of a one-year pilot project (Local Leadership Initiative Fund) funded By Her Majesties Probation and Prison Service to support male prisoner leavers released on Fridays.

The charity's main area of expenditure is staff salaries and associated costs.

Fundraising strategy

WYCCP has a comprehensive fundraising programme – and in parallel to working towards these fundraising goals it also works hard to ensure that it operates as cost efficiently as possible; that it achieves effective and measurable outcomes; and its achievements are appropriately publicised.

The organisation will continue to apply to appropriate charitable trusts for core and appropriate project costs, as well as seeking to engage with statutory commissioning through the NHS and Her Majesties Probation and Prison Service (HMPPS). The charity is also developing a strategy to seek funding through the private sector and from individuals.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2023

Plans for 2023/24

WYCCP will

- Circulate a revised Strategic Plan – developed following a planning session which included service users, paid staff and Board members.
- Develop a framework for Service User Involvement which will be driven by service users.
- Maintain and develop the Counselling Service.

The charity hopes to be able to give at least 100 ex-prisoners support and estimate that at least 50 men will be crime free one year from the date of release.

Structure, Governance, and Management

Governing Document

West Yorkshire Community Chaplaincy Project (WYCCP) is a charitable company limited by guarantee, governed by its Memorandum and Articles of Association dated 10 May 2004, and registered with the Charity Commission. Membership of the charity is open to individuals and organizations applying to the charity which are approved by the Directors. Each member agrees to contribute up to £10 in the event of the charity being dissolved. At 31 March 2023 there were seven members.

Appointment of Trustees

The Articles of Association call for at least three Trustees but set no maximum number. In keeping with the charity's multi-faith nature, the Board seeks to be representative, as far as possible, of the various faiths of its service users, and to include a broad range of skills and experience. It appoints new Trustees when necessary to ensure these aims are achieved.

Trustees appointed during the year submit themselves for election at the subsequent annual general meeting. One third of the Trustees retire by rotation at the AGM each year but may be re-elected. Invitations to nominate new Trustees are sent to all members in advance of the AGM, together with names of the retiring Trustees.

Trustee Induction and Training

New Trustees are given a folder including all relevant documents (including the Memorandum and Articles of Association, the organisation's policies, and other information), information about their responsibilities under charity and company law, the current business plan, and the most recent annual report and accounts. They visit the organisation to meet the Director and other employees. If they wish, they may attend a Board meeting before formally accepting appointment. Trustees are encouraged to attend appropriate internal and external training events.

Organisation

The Board of Trustees administers the charity. The Board meets on a regular basis, at least five times a year. Sub groups may be formed to deal with particular events or needs as required. A Director is appointed by the Trustees to manage the day-to-day operations of the charity and has delegated authority for operational matters. These include staff management, developing and sustaining networks with local communities and relevant organizations in all sectors, and identifying and satisfying funding needs. The Director develops, implements, and reviews all policies and procedures to ensure safe and effective running of the organisation; develops and implements evaluation and monitoring systems, and has an overview, with limited and specified authority, over the organisation's finances.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2023

Related Parties

HMPS Leeds who supply the office building.

Risk Management

The Trustees manage risks to the charity by reviewing annually the risks the charity may face, and by establishing procedures to lessen the identified risks and to minimize the impact on the charity if they should materialize. The main risk facing the charity is the failure to obtain adequate funding to meet the charity's objectives. The cash flow forecast and progress with implementation of the fundraising strategy is reported to board meetings.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees has elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the income and expenditure of the charitable company 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 Charity's SORP.
- make judgements and accounting estimates that are reasonable and prudent.
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

The trustees of the charity who are directors for the purposes of company law, who served during the year and up to the date of this report are set out on page 1.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

Approved by the Trustees and signed on its behalf by:

Shakeel Meer



..... Signature

11 October 2023

..... Date

Independent Examiner's Report to the Trustees of

West Yorkshire Community Chaplaincy Project

I report on the accounts of the company for the year ended 31 March 2022 which are set out on pages 11 to 22.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act.
- Follow the procedure laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act.
- State whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 seeking explanations from you as trustees 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 the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- To keep accounting records in accordance with section 386 of the Companies Act 2006.
 - To prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- have not been met; or
- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Paul Cowham

Paul Cowham MA FCA DChA
Green Fish Resource Centre
46 – 50 Oldham Street
Manchester
M4 1LE

17/10/2023
Date.....

West Yorkshire Community Chaplaincy Project

Statement of Financial Activities (including Income and Expenditure account) for the year ended 31 March 2023

	Note	Unrestricted funds £	Restricted funds £	Total funds 2023 £	Total funds 2022 £
Income					
Donations and legacies	3	2,605	-	2,605	4,489
Charitable activities	4	109,241	235,979	345,220	205,689
Fees and other income	5	30,000	-	30,000	30,162
Investments	6	77	-	77	37
Total income		141,923	235,979	377,902	240,377
Expenditure					
Raising funds	-	-	-	-	-
Charitable activities	7	88,660	221,055	309,715	256,597
Total expenditure		88,660	221,055	309,715	256,597
Net income/(expenditure) for the year	8	53,263	14,924	68,187	(16,220)
Transfer between funds		-	-	-	-
Net movement in funds for the year		53,263	14,924	68,187	(16,220)
Reconciliation of funds					
Total funds brought forward		25,035	2,500	27,535	43,755
Total funds carried forward		78,298	17,424	95,722	27,535

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

West Yorkshire Community Chaplaincy Project
Company number 5322606

Balance sheet as at 31 March 2023

	Note	2023	2022
		£	£
Fixed assets			
Tangible assets	-	-	-
Total fixed assets		-	-
Current assets			
Debtors	13	-	-
Cash at bank and in hand		100,463	32,654
Total current assets		100,463	32,654
Liabilities			
Creditors: amounts falling due in less than one year	14	(4,741)	(5,119)
Net current assets		95,722	27,535
Total assets less current liabilities		95,722	27,535
Net assets		95,722	27,535
Funds of the charity			
Restricted income funds	15	17,424	2,500
Unrestricted income funds	16	78,298	25,035
Total charity funds		95,722	27,535

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 13 to 22 form part of these accounts.

Approved by the trustees on 11 October 2023 behalf by:

Boyd Annison

Name

Signed



West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2023

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

West Yorkshire Community Chaplaincy Project meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No such restatement was required.

c Preparation of the accounts on a going concern basis

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

There are no key judgments which the trustees have made which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2023 (continued)

d Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

e Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

f Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

g Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2023 (continued)

h Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

i Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

j Tangible fixed assets

Individual fixed assets costing £2,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis. There are currently no fixed assets.

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

Asset Category	Annual rate
Fixtures & fittings	25%
Computer equipment	33%

k Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

l Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

m Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2023 (continued)

N Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

O Pensions

The charity complies with autoenrolment requirements and makes contributions to pension schemes of its employees.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2023 £	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2022</i> £
Donations	2,605	-	2,605	4,489	-	4,489
Total	2,605	-	2,605	4,489	-	4,489

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2023 (continued)

4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2023 £	Unrestricted £	Restricted £	Total 2022 £
Grants						
AB Charitable Trust	15,000	-	15,000	15,000	-	15,000
Big Lottery Fund	-	130,010	130,010	-	109,844	109,844
Brelms Trust	5,000	-	5,000	-	-	-
Charles and Elsie Sykes	4,000	-	4,000	4,000	-	4,000
The Drapers Company	15,000	-	15,000	-	-	-
Henry Smith	-	44,600	44,600	-	-	-
Garfield Weston NHS Leeds Clinical Commissioning Group	20,000	-	20,000	-	-	-
Liz & Terry Bramall Trust	-	31,369	31,369	-	30,845	30,845
Lloyds Foundation	2,250	30,000	32,250	-	31,000	31,000
St Giles Trust	47,991	-	47,991	-	-	-
WF Southall Trust	-	-	-	5,000	-	5,000
Total	109,241	235,979	345,220	34,000	171,689	205,689

5 Fees and other income

	Unrestricted £	Restricted £	2023 £	Unrestricted £	Restricted £	2022 £
Sundry income		-	-	162	-	162
In kind income - supply of offices	30,000	-	30,000	30,000	-	30,000
	30,000	-	30,000	30,162	-	30,162

All income from fees and trading is unrestricted.

6 Investment income

	Unrestricted £	Restricted £	2023 £	Unrestricted £	Restricted £	2022 £
Income from bank deposits	77	-	77	37	-	37
	77	-	77	37	-	37

All of the charity's investment income arises from money held in interest bearing deposit accounts.
All investment income is unrestricted.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2023 (continued)

7 Analysis of expenditure on charitable activities

	Total 2023 £	Total 2022 £
Wages and salaries	208,322	163,528
Other staff costs	3,894	2,028
IT costs	16,094	5,916
Administrative & office costs	7,888	6,705
Project costs (Jigsaw In to Out Project)	40,619	45,126
Other project costs	1,748	2,194
In kind expenditure (premises costs)	30,000	30,000
Other governance costs		
Independent examination	1,150	1,100
	309,715	256,597
	2023 £	2022 £
Restricted expenditure	221,055	171,689
Unrestricted expenditure	88,660	84,908
	309,715	256,597

8 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2023 £	2022 £
Depreciation	-	-
Independent examiner's remuneration		
- accountancy	600	600
- independent examination	500	500

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2023 (continued)

9 Staff costs

Staff costs during the year were as follows:

	2023 £	2022 £
Wages and salaries	188,132	149,725
Social security costs	14,628	10,422
Employers pension contributions	6,280	5,230
Holiday pay accrual	(718)	(1,849)
	208,322	163,528

No employee has employee benefits in excess of £60,000 (2022: Nil).

The average number of staff employed during the period was 6 (2022: 6).

The average full time equivalent number of staff employed during the period was 4.8 (2022: 4.6).

The key management personnel of the charity comprise the trustees, the Project Director, and the Office Finance Manager. The total employee benefits of the key management personnel of the charity were £75,803 (2022: £63,410).

10 Trustee remuneration and expenses, and related party transactions

Neither the trustees nor any persons connected with them received any remuneration or reimbursed expenses during the year (2022: £nil).

Aggregate donations from related parties were £nil (2022: £nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2022: nil).

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2023 (continued)

11 Government grants

The government grants recognised in the accounts were as follows:

	2023 £	2022 £
Big Lottery Fund	130,010	109,844
NHS Leeds Clinical Commissioning Group	31,369	30,845
	161,379	140,689

There were no unfulfilled conditions and contingencies attaching to the grants.

12 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

13 Debtors

	2023 £	2022 £
Other debtors	-	-
	-	-

14 Creditors: amounts falling due within one year

	2023 £	2022 £
Other creditors and accruals	4,741	5,119
	4,741	5,119

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2023 (continued)

15 Analysis of movements in restricted funds

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2023 £
NHS Leeds CCG	-	31,369	(31,369)	-	-
Big Lottery Fund	-	130,010	(112,586)	-	17,424
Henry Smith	-	44,600	(44,600)	-	-
Lloyds Foundation	2,500	30,000	(32,500)	-	-
	2,500	235,979	(221,055)	-	17,424

Previous reporting period	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2022 £
NHS Leeds CCG	-	30,845	(30,845)	-	-
Big Lottery Fund	-	109,844	(109,844)	-	-
Lloyds Foundation	2,500	31,000	(31,000)	-	2,500
	2,500	171,689	(171,689)	-	2,500

Name of	Description, nature and purposes of the fund
Big Lottery Fund	To run Family Support In to Out which is a partnership between West Yorkshire Community Chaplaincy and Jigsaw Visitors Centre, with WYCCP taking the lead. The overall aim of the project is to support prisoners and their families in the community.
Henry Smith	Funding of the salary and costs of a Resettlement Worker to visit and support offenders in prison and on release.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2023 (continued)

16 Analysis of movement in unrestricted funds

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	Balance as at 31 March 2023 £
General fund	25,035	141,923	(88,660)	-	78,298
	25,035	141,923	(88,660)	-	78,298
Previous reporting period	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	Balance as at 31 March 2022 £
General fund	41,255	68,688	(84,908)	-	25,035
	41,255	68,688	(84,908)	-	25,035

17 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	-	-	-	-
Net current assets/(liabilities)	78,298	-	17,424	95,722
Total	78,298	-	17,424	95,722

21 Lease commitments

The charity had the following annual commitments under non-cancellable operating leases:

	Land and buildings 2023 £	2022 £	Equipment 2023 £	2022 £
Leases expiring in:				
One year	-	-	-	-
Two to five years	-	-	486	486

WEST YORKSHIRE COMMUNITY CHAPLAINCY PROJECT

England & Wales - Charity number 1109048

Accounts

Company registered number 5322606
Registered charity number 1109048

West Yorkshire Community Chaplaincy Project

Financial Statements

for the year ended 31st March 2022

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2022

The trustees present their report and unaudited financial statements for the year ended 31st March 2022.

Reference and Administrative Information

Charity name	West Yorkshire Community Chaplaincy Project
Charity Registration Number	1109048
Company Registration Number	5322606
Registered Office	c/o HMP Leeds 2 Gloucester Terrace Leeds LS12 2TJ

Trustees

Boyd Annison - Treasurer
Shakeel Meer – Chair
Jaynee Moon
Peter Rosser
Patricia Sandbach
Stephen Shackleton
Marianne Ward – Deputy Chair

Principal staff

Jane Daguerre	Project Director
---------------	------------------

Independent Examiner

Paul Cowham MA FCA DChA
Green Fish Resource Centre
46 – 50 Oldham Street
Manchester
M4 1LE

Bankers

Unity Trust Bank plc
9 Brindleyplace
Birmingham
B1 2HB

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2022

The Trustees are pleased to present their report together with the financial statements of the charity for the year ending 31 March 2022.

Directors and Trustees

The Directors of the charitable company (the charity) are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees serving during the year were as follows:

Boyd Annison - Treasurer
Shakeel Meer – Chair
Jaynee Moon (appointed 23rd March 2022)
Peter Rosser
Patricia Sandbach
Stephen Shackleton
Marianne Ward – Deputy Chair

Project Director

The Director is Jane Daguerre.

Aims and Objectives

WYCCP Resettlement Service aims to create a better society for us all by working alongside people who have been in prison to help them achieve settled and productive lives back in our community. Established by people from different faith communities we are a values based organisation and pride ourselves on treating people as we would like to be treated.

The purposes of the charity as set out in the Memorandum of Association are:

- To promote, for the benefit of the public in Yorkshire and the Humber, provision of services for the care and resettlement and rehabilitation of prisoners, and those at risk of offending, and their families and dependants, either alone or in co-operation with any other body, authority, or person;
- To further and promote the study of and research into all aspects and methods of the prevention of crime, social exclusion, and delinquency, and to obtain and make records of and disseminate information concerning the same.

Aims

- To contribute to reducing re-offending and reconviction to prison by supporting men leaving HMP Leeds to resettle in West Yorkshire.
- To enable ex-prisoners to break the cycle of re-offending and to improve their life chances.
- To develop, increase and maintain faith community involvement in developing community solutions to crime and offending locally, regionally and nationally.

These aims reflect the purposes for which the charity was formed.

Everything the charity does aims to achieve the following three outcomes:

- People being able to be independent and live more fulfilled lives.
- A reduction in offending behavior.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2022

- Safer communities.

Objectives

- Establish and maintain a team of support workers to provide support and advice for ex-prisoners released into West Yorkshire.
- Develop a comprehensive and effective volunteer link worker programme with a diverse range of volunteers, including ex-prisoners, to support prisoners on release and to raise awareness in local communities.
- Maintain a network of contacts within the local faith communities from which volunteers will be sought.
- Actively develop partnerships with other providers of resettlement support to provide a comprehensive support services for prisoners leaving HMP Leeds.
- Sustain a well-resourced, cost effective and efficient organisation.

WYCCP's trained volunteers and staff team do this by

- Working with prisoners to plan their future on release.
- Providing practical, motivational and health related support to men post release.
- Working in partnership to support families
- Working in partnership to provide a counselling service for all service users.

Ensuring the work delivers the aims

The Board reviews the aims, objectives, and activities of the charity every year in order to ensure that they meet the charity's purposes in the most effective way. The staff team provides regular reports on work undertaken and progress against targets in the Strategic Plan to the Board.

How activities deliver public benefit

All activities contribute to

- the swifter reintegration of ex-prisoners into the community.
- building safer communities in West Yorkshire, reducing the costs associated with offending including the costs to the Police, Court Services and the Prison.

According to the Ministry of Justice the cost of keeping a person in prison for a year is estimated to be £44,600. From April 1st 2021 and 31st March 2022 50 of the men supported by the charity and released within the year had not been re-imprisoned one year from release. This saved more than £2 million of public money.

The beneficiaries of WYCCP services

The primary beneficiaries of WYCCP services are men who are residents of HMP Leeds resettling into West Yorkshire. WYCCP works with men prior to release and in the community post release. Use of WYCCP's services by prisoners and ex-prisoners is purely voluntary and men refer themselves in response to publicity within the prison; prison chaplains and other agencies also refer prisoners. WYCCP also works with men referred by the Probation Services who have recently left prison, these are referred to as community referrals.

WYCCP works with all men referred who are resettling back to West Yorkshire, with the exception of men who have caused sexual harm, who require specialist support. Our key criterion is that men express a willingness to engage and make positive changes in their lives. Work with prisoners is often undertaken in partnership with other agencies working with the men.

Beneficiaries are also families of prisoners supported through a partnership project with Jigsaw

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2022

Charity, funded by the Lottery Community Fund, 'Family Support In Out and Beyond', and clients who participate in our 'Family Support In Out and Beyond' Counselling Service.

All services are provided free with priority given to those closest to their release date.

Equal access to the charity's services is a high priority. WYCCP is a multi-faith community chaplaincy with three resettlement workers who provide their services to prisoners and their families of any or no faith. This is made explicit in the charity's publicity. All prisoners in HMP Leeds are male; ethnic origin, religion, disability, and other characteristics are monitored to ensure that no inadvertent discrimination is occurring.

The indirect beneficiaries of the charity's work are the people of West Yorkshire and in particular the families of the ex-prisoners and the local communities where they reside. Although the social benefits cannot easily be measured reducing re-offending contributes towards safer communities, reduces the damage and distress caused by crime, helps keep families together, and reduces costs to the tax payer.

Charitable activities

In order to fulfill its objectives during 2021 – 2022 the charity employed

- Three specialist resettlement workers who give holistic practical support to WYCCP service users.
- A part time volunteer programme manager responsible for recruitment, training, and supervision of volunteers.
- A substantial part time finance-office manager with case management responsibilities.

Review of the year's work

WYCCP's core work is the resettlement of prisoners from HMP Leeds. This report spans the period of the end of the Covid pandemic which had clearly limited the activities of the charity. WYCCP was driven by an organizational need to maintain as much support as they practically could whilst keeping the staff team, volunteers and service users safe.

The year was punctuated by the resignation and subsequent recruitment of two resettlement workers in the winter of 2021.

As the year has progressed WYCCP was able to resume their pre-Covid working methodology.

Resettlement workers visit prisoners (service users), for assessment prior to their release from prison. Service users are assessed using the National Offender Management Service Resettlement Pathways and an action plan is produced. Resettlement workers meet prisoners on release with a volunteer link worker and then continue to offer advice, support and signposting as appropriate during the following critical weeks and months in the areas identified by the service user as significant to them in maintaining a crime-free life. This is undertaken in partnership with any other voluntary community and public sector bodies involved in the service user's resettlement. WYCCP records and monitors work undertaken using its bespoke data base.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2022

From 1st April 2021 to 31st March 2022 WYCCP received 169 eligible referrals. 115 of these men co-operated with an initial screening and the majority received some support in prison and the community. 57 of these men received intensive support including contact with housing services, hostels, and benefits and other agencies, and doctors. They each received an average of 12 hours of support equating to an average of 56 separate interventions. The most time intensive service user received 66 hours of direct and indirect support with over 152 interventions. In total over the year WYCCP provided 820 hours of support.

Comparatively WYCCP received 98 referrals in 2020/21; 85 were eligible, screened and the majority received some support in prison. 44 men received intensive support including contact with housing services, hostels, and benefits and other agencies, and doctors. They each received an average of 22 hours of support equating to an average of 45 separate interventions. The most time intensive service user received 42 hours of direct and indirect support with over 100 interventions.

This year encompasses year one of the continuation of WYCCP's lottery funded partnership project with Jigsaw Visitors Center 'Family Support In Out and Beyond'. The project provides for family members of prisoners to access support from a Family Worker and all service users, men and their families, can access our free counselling service.

WYCCP dealt with 30 counselling referrals over the 12 months which led to 18 people receiving 133 hours of counselling in total. In spite of the challenges caused by the pandemic (prison visits have been limited) the service supported 16 families in the community. providing 295 hours of support, with the most intensively support family member receiving 48 hours of support.

WYCCP's ultimate aim is to reduce re-imprisonment and they are very successful in meeting this aim. In April 2022 the charity's average re-imprisonment rate for people 6 months from release was 18% and 30% for 12 months, based on figures collected since 2010 and on the 826 men worked with since then. This is compared to an average 64% re-imprisonment rate quoted for HMP Leeds.

WYCCP are delighted that, as they move away from the restrictions placed on them by the COVID-19 pandemic, referrals numbers have increased as has the amount of support that provided to service users and they have exceeded last year's target.

WYCCP is also engaged in local strategic activity, the Director being chair of the planning group for Leeds Crime Reduction Network.

Volunteer programme

As WYCCP's volunteer programme was on hold for the period of the pandemic WYCCP's volunteer programme manager developed a 'return to WYCCP' plan which was put into effect in June 2021. This included the production of several recorded training sessions that Link Workers could access online to prepare them for returning to volunteering at WYCCP. It was agreed that WYCCP would re-introduce volunteers gradually as the volume of work, although increasing, was still reduced. WYCCP had two recruitment rounds during the year and had an average of 16 volunteers, five of whom were volunteer counsellors.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2022

Partnerships, stakeholders and multi-agency working.

Key stakeholders during the year included

- Community housing providers e.g. the Saviour Trust and Bridge-It Housing
- Drugs projects e.g. Forward Leeds
- Local Authority Housing Services
- The Prison Service
- The Probation Service

Partnership and multi-agency working is integral to the smooth running of WYCCP and the charity seeks to work in collaboration with others in order to provide more effective services and to avoid duplicating provision offered. WYCCP has continued to enjoy positive relationships with prison staff and external agencies based at HMP Leeds.

WYCCP staff have embraced the changes in the way that Probation Services are delivered due to the Re-unification of the Probation Service and have met with senior staff involved in the implementation of the new Probation Community Involvement Teams (CITs) as well as other agencies contracted by Probation for the provision of accommodation and health and well-being support. Through this WYCCP has made closer links with the Integrated Offender Management Team (a partnership approach to managing prolific offenders driven by West Yorkshire Police and The Probation Service) and this had led to WYCCP resettlement workers being given the opportunity to be vetted by West Yorkshire Police, this allowing a closer sharing of information.

Partnership working has also led to WYCCP establishing a very helpful relationship with staff from Leeds City Council 'Housing Options' homelessness team. This had led to significantly improved outcomes for service users.

Publicity

WYCCP has an appropriate, carefully monitored, social media presence through LinkedIn, Facebook and Twitter as well as a range of printed leaflets and postcards which are circulated to prisoners and staff of HMP Leeds and to other agencies and faith communities. This ensures that all interested parties are aware of the full range of WYCCP's services. Members of the staff team continue to give presentations on the work of WYCCP to other agencies and to local, regional, and national gatherings. The Director keeps in close touch with appropriate staff in the prison and related agencies.

Faith

There is an ongoing commitment to networking with faith communities.

Financial Review

The charity continues to implement its financial strategy to achieve greater long term security.

Investment Policy

Under the Memorandum and Articles of Association, the charity has the power to invest in any way the Trustees wish. The Trustees have an account with the Charity's Deposit Fund at CCLA Investment Management Limited, established under the Charity's Act 1993. This enables the Trustees to earn, even on relatively small sums, the rates of interest normally only available for larger sums, while retaining easy access to the charity's capital. The rate of return on deposited funds is still at a record low in common with all interest rates and remained at below 1% during 2021/22. The account is

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2022

actively managed in conjunction with the charity's current account so that the charity makes the most effective use of its financial resources. In keeping with the charity's ethos of respecting, as far as practicable, the beliefs of all faiths, the Trustees intend to use the interest for the direct benefit of the charity's service users. The charity has no other investments.

Reserves Policy

The Trustees have examined the charity's requirements for reserves in light of the main risks to the organisation and consider that it would be prudent to hold as a goal unrestricted and uncommitted funds equivalent to six months' salaries (including redundancy liabilities) and other unavoidable running costs; in order to maintain the current activities of the charity for six months in the event of a significant fall in income, while other sources of funding are sought. The required sum is approximately £90,000; the Trustees consider it a priority to secure additional long-term funding in order to replenish diminishing reserves, but they also recognize the considerable difficulties given the current national economic austerity. The Trustees will ensure that reserves never fall below the amount needed to meet WYCCP's current redundancy liability and during the year in question this was £30,000.

Principal Funding Sources

WYCCP's principle funders during the year were:

- Big Lottery Reaching Communities Fund - £344,315 awarded in February 2021 for the period from 1st April 2021- 31st March 2024
- Lloyds Foundation
- NHS Leeds Clinical Commissioning Group

WYCCP has also received grants from AB Charitable Trust, The Liz and Terry Bramall Foundation the Charles and Elsie Sykes Charitable Trust as well as a donation from St Chad's Church and regular individual donations. Details are outlined in the notes to the accounts.

The charity's main area of expenditure is staff salaries and associated costs.

Fundraising strategy

WYCCP funding was not adversely affected by Covid 19 during this financial year, as they do not have a reliance on public fundraising initiatives such as the London Marathon or other revenue streams such as retail or café sales. The board and management will continue to closely monitor any potential impact of any delayed Lottery or other funding, but at time of writing are projecting cash flows that are within our normal operating parameters.

WYCCP has a comprehensive fundraising programme – and in parallel to working towards these fundraising goals it also works hard to ensure that it operates as cost efficiently as possible; that it achieves effective and measurable outcomes; and its achievements are appropriately publicised.

The organisation will continue to apply to appropriate charitable trusts for core and appropriate project costs, as well as seeking to engage with statutory commissioning through the NHS and Her Majesty's Probation and Prison Service (HMPPS). The charity is also developing a strategy to seek funding through the private sector and from individuals.

Plans for 2022/23

WYCCP continue to work to rebuild its client base following the disruption caused by COVID-19.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2022

Whilst referrals have been progressively increasing they anticipate that client numbers and outcomes may continue to be somewhat lower than they would normally anticipate. The charity hopes to be able to give at least 100 ex-prisoners support and estimate that at least 50 service users will be crime free one year from the date of release.

The year in question has been one of consolidation and re-growth. The charity will review its Strategic Plan in the winter of 2022/3 and consider the objectives set in 2019 before the pandemic.

Structure, Governance, and Management

Governing Document

West Yorkshire Community Chaplaincy Project (WYCCP) is a charitable company limited by guarantee, governed by its Memorandum and Articles of Association dated 10 May 2004, and registered with the Charity Commission. Membership of the charity is open to individuals and organizations applying to the charity which are approved by the Directors. Each member agrees to contribute up to £10 in the event of the charity being dissolved. At 31 March 2022 there were seven members.

Appointment of Trustees

The Articles of Association call for at least three Trustees but set no maximum number. In keeping with the charity's multi-faith nature, the Board seeks to be representative, as far as possible, of the various faiths of its service users, and to include a broad range of skills and experience. It appoints new Trustees when necessary to ensure these aims are achieved.

Trustees appointed during the year submit themselves for election at the subsequent annual general meeting. One third of the Trustees retire by rotation at the AGM each year but may be re-elected. Invitations to nominate new Trustees are sent to all members in advance of the AGM, together with names of the retiring Trustees.

Trustee Induction and Training

New Trustees are given a folder including all relevant documents (including the Memorandum and Articles of Association, the organisation's policies, and other information), information about their responsibilities under charity and company law, the current business plan, and the most recent annual report and accounts. They visit the organisation to meet the Director and other employees. If they wish, they may attend a Board meeting before formally accepting appointment. Trustees are encouraged to attend appropriate internal and external training events.

Organisation

The Board of Trustees administers the charity. The Board meets on a regular basis, at least five times a year. Sub groups are formed to deal with particular events or needs as required. A Director is appointed by the Trustees to manage the day to day operations of the charity and has delegated authority for operational matters. These include staff management, developing and sustaining networks with local communities and relevant organizations in all sectors, and identifying and satisfying funding needs. The Director develops, implements, and reviews all policies and procedures to ensure safe and effective running of the organisation; develops and implements evaluation and monitoring systems, and has an overview, with limited and specified authority, over the organisation's finances.

Related Parties

HMPS Leeds who supply the office building.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2022

Risk Management

The Trustees manage risks to the charity by reviewing annually the risks the charity may face, and by establishing procedures to lessen the identified risks and to minimize the impact on the charity if they should materialize. The main risk facing the charity is the failure to obtain adequate funding to meet the charity's objectives. The cash flow forecast and progress with implementation of the fundraising strategy is reported to board meetings.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees has elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the income and expenditure of the charitable company 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 Charity's SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

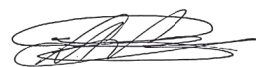
The trustees of the charity who are directors for the purposes of company law, who served during the year and up to the date of this report are set out on page 1.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

Approved by the Trustees and signed on its behalf by:

Shakeel Meer

..... Name



..... Signature

6th October 2022

..... Date

Independent Examiner's Report to the Trustees of

West Yorkshire Community Chaplaincy Project

I report on the accounts of the company for the year ended 31 March 2022 which are set out on pages 11 to 22.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedure laid down in the general Directions given by the Charity Commission 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 general Directions given by the Charity Commission. 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 seeking explanations from you as trustees 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 the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Paul Cowham

Paul Cowham MA FCA DChA
Green Fish Resource Centre
46 – 50 Oldham Street
Manchester
M4 1LE

10 / 11 / 2022

Date.....

West Yorkshire Community Chaplaincy Project

Statement of Financial Activities (including Income and Expenditure account) for the year ended 31 March 2022

	Note	Unrestricted funds £	Restricted funds £	Total funds 2022 £	Total funds 2021 £
Income					
Donations and legacies	3	4,489	-	4,489	540
Charitable activities	4	34,000	171,689	205,689	159,468
Fees and other income	5	30,162	-	30,162	30,000
Investments	6	37	-	37	5
Total income		68,688	171,689	240,377	190,013
Expenditure					
Raising funds	-	-	-	-	-
Charitable activities	7	84,908	171,689	256,597	225,475
Total expenditure		84,908	171,689	256,597	225,475
Net income/(expenditure) for the year	8	(16,220)	-	(16,220)	(35,462)
Transfer between funds		-	-	-	-
Net movement in funds for the year		(16,220)	-	(16,220)	(35,462)
Reconciliation of funds					
Total funds brought forward		41,255	2,500	43,755	79,217
Total funds carried forward		25,035	2,500	27,535	43,755

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

West Yorkshire Community Chaplaincy Project
Company number 5322606

Balance sheet as at 31 March 2022

	Note	2022	2021
		£	£
Fixed assets			
Tangible assets	-	-	-
Total fixed assets		-	-
Current assets			
Debtors	13	-	-
Cash at bank and in hand		32,654	50,724
Total current assets		32,654	50,724
Liabilities			
Creditors: amounts falling due in less than one year	14	(5,119)	(6,969)
Net current assets		27,535	43,755
Total assets less current liabilities		27,535	43,755
Net assets		27,535	43,755
Funds of the charity			
Restricted income funds	15	2,500	2,500
Unrestricted income funds	16	25,035	41,255
Total charity funds		27,535	43,755

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 13 to 22 form part of these accounts.

Approved by the trustees on 6 October 2022 behalf by:

Boyd Annison

Name

Signed



West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2022

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

West Yorkshire Community Chaplaincy Project meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No such restatement was required.

c Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern. The Covid pandemic has impacted the way the charity works, however the charity has not been adversely impacted financially by the pandemic during the year or months following 31 March 2021.

There are no key judgments which the trustees have made which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2022 (continued)

d Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

e Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

f Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

g Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2022 (continued)

h Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

i Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

j Tangible fixed assets

Individual fixed assets costing £2,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis. There are currently no fixed assets.

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

Asset Category	Annual rate
Fixtures & fittings	25%
Computer equipment	33%

k Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

l Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

m Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2022 (continued)

N Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

O Pensions

The charity complies with autoenrolment requirements and makes contributions to pension schemes of its employees.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2022 £	<i>Unrestricted £</i>	<i>Restricted £</i>	<i>Total 2021 £</i>
Donations	4,489	-	4,489	540		540
Total	4,489	-	4,489	540	-	540

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2022 (continued)

4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2022 £	Unrestricted £	Restricted £	Total 2021 £
Grants						
AB Charitable Trust	15,000	-	15,000	15,000	-	15,000
Big Lottery Fund	-	109,844	109,844	-	42,289	42,289
Charles and Elsie						
Sykes	4,000	-	4,000	2,000	-	2,000
CHK Foundation	-	-	-	10,000	-	10,000
Evan Cornish	-	-	-	10,000	-	10,000
HMRC JRS	-	-	-	-	17,291	17,291
Leeds S&E Health						
Grant (LCF)	-	-	-	22,500	-	22,500
NHS Leeds						
Clinical						
Commissioning						
Group	-	30,845	30,845	-	-	-
Liz & Terry Bramall						
Trust	10,000	-	10,000	-	-	-
Lloyds Foundation	-	31,000	31,000	-	30,000	30,000
Lloyds Foundation -						
COVID	-	-	-	-	5,388	5,388
WF Southall Trust	5,000	-	5,000	5,000	-	5,000
Total	34,000	171,689	205,689	64,500	94,968	159,468

5 Fees and other income

	Unrestricted £	Restricted £	2022 £	Unrestricted £	Restricted £	2021 £
Sundry income	162	-	162	-	-	-
In kind income -						
supply of offices	30,000	-	30,000	30,000	-	30,000
	30,162	-	30,162	30,000	-	30,000

All income from fees and trading is unrestricted.

6 Investment income

	Unrestricted £	Restricted £	2022 £	Unrestricted £	Restricted £	2021 £
Income from bank						
deposits	37	-	37	5	-	5
	37	-	37	5	-	5

All of the charity's investment income arises from money held in interest bearing deposit accounts.
All investment income is unrestricted.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2022 (continued)

7 Analysis of expenditure on charitable activities

	Total 2022 £	Total 2021 £
Wages and salaries	163,528	169,623
Other staff costs	2,028	1,244
IT costs	5,916	5,765
Administrative & office costs	6,705	7,955
Project costs (Jigsaw In to Out Project)	45,126	9,788
Other project costs	2,194	-
In kind expenditure (premises costs)	30,000	30,000
Other governance costs		
Independent examination	1,100	1,100
	256,597	225,475
	2022 £	2021 £
Restricted expenditure	171,689	52,596
Unrestricted expenditure	84,908	172,879
	256,597	225,475

8 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2022 £	2021 £
Depreciation	-	-
Independent examiner's remuneration		
- accountancy	600	600
- independent examination	500	500

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2022 (continued)

9 Staff costs

Staff costs during the year were as follows:

	2022 £	2021 £
Wages and salaries	149,725	152,958
Social security costs	10,422	9,871
Employers pension contributions	5,230	5,814
Holiday pay accrual	(1,849)	980
	163,528	169,623

No employee has employee benefits in excess of £60,000 (2021: Nil).

The average number of staff employed during the period was 6 (2021: 6).

The average full time equivalent number of staff employed during the period was 4.6 (2021: 4.9).

The key management personnel of the charity comprise the trustees, the Project Director, and the Office Finance Manager. The total employee benefits of the key management personnel of the charity were £63,410 (2021: £61,542).

10 Trustee remuneration and expenses, and related party transactions

Neither the trustees nor any persons connected with them received any remuneration or reimbursed expenses during the year (2021: £nil).

Aggregate donations from related parties were £nil (2021: £nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2021: nil).

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2022 (continued)

11 Government grants

The government grants recognised in the accounts were as follows:

	2022 £	2021 £
Big Lottery Fund	109,844	42,289
NHS Leeds Clinical Commissioning Group	30,845	-
	140,689	42,289

There were no unfulfilled conditions and contingencies attaching to the grants.

12 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

13 Debtors

	2022 £	2021 £
Other debtors	-	-
	-	-

14 Creditors: amounts falling due within one year

	2022 £	2021 £
Other creditors and accruals	5,119	6,969
	5,119	6,969

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2022 (continued)

15 Analysis of movements in restricted funds

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2022 £
NHS Leeds CCG	-	30,845	(30,845)	-	-
Big Lottery Fund	-	109,844	(109,844)	-	-
Lloyds Foundation	2,500	31,000	(31,000)	-	2,500
	2,500	171,689	(171,689)	-	2,500
Previous reporting period	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2021 £
Big Lottery Fund	-	42,289	(42,289)	-	-
Henry Smith	-	-	-	-	-
HMRC JRS	-	17,291	(17,291)	-	-
Lloyds Foundation	2,417	30,000	(29,917)	-	2,500
Lloyds Foundation - COVID	-	5,388	(5,388)	-	-
	2,417	52,679	(52,596)	-	2,500
Name of	Description, nature and purposes of the fund				
Big Lottery Fund	To run Family Support In to Out which is a partner project between West Yorkshire Community Chaplaincy and Jigsaw Visitors Centre, with WYCCP taking the lead. The overall aim of the project is to support prisoners and their families in the community.				
Henry Smith	Funding of the salary and costs of a Resettlement Worker to visit and support offenders in prison and on release.				

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2022 (continued)

16 Analysis of movement in unrestricted funds

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	Balance as at 31 March 2022 £
General fund	41,255	68,688	(84,908)	-	25,035
	41,255	68,688	(84,908)	-	25,035
Previous reporting period					
	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance as at 31 March 2021 £
General fund	76,800	95,045	(130,590)	-	41,255
	76,800	95,045	(130,590)	-	41,255

17 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	-	-	-	-
Net current assets/(liabilities)	25,035	-	2,500	27,535
Total	25,035	-	2,500	27,535

21 Lease commitments

The charity had the following annual commitments under non-cancellable operating leases:

	Land and buildings		Equipment	
	2022 £	2021 £	2022 £	2021 £
Leases expiring in:				
One year	-	-	-	-
Two to five years	-	-	486	486

WEST YORKSHIRE COMMUNITY CHAPLAINCY PROJECT

England & Wales - Charity number 1109048

Accounts

Company registered number 5322606
Registered charity number 1109048

West Yorkshire Community Chaplaincy Project

Financial Statements

for the year ended 31st March 2021

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2021

The trustees present their report and unaudited financial statements for the year ended 31st March 2021.

Reference and Administrative Information

Charity name	West Yorkshire Community Chaplaincy Project
Charity Registration Number	1109048
Company Registration Number	5322606
Registered Office	c/o HMP Leeds 2 Gloucester Terrace Leeds LS12 2TJ

Trustees

Boyd Annison - Treasurer
Shakeel Meer - Chair
Peter Rosser
Patricia Sandbach
Stephen Shackleton
Nigel Tapp (resigned 9th November 2020)
Marianne Ward – Deputy Chair

Principal staff

Jane Daguerre	Project Director
---------------	------------------

Independent Examiner

Paul Cowham MA FCA DChA
Green Fish Resource Centre
46 – 50 Oldham Street
Manchester
M4 1LE

Bankers

Unity Trust Bank plc
9 Brindleyplace
Birmingham
B1 2HB

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2021

The Trustees are pleased to present their report together with the financial statements of the charity for the year ending 31 March 2021.

Directors and Trustees

The Directors of the charitable company (the charity) are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees serving during the year were as follows:

Boyd Annison - Treasurer
Shakeel Meer - Chair
Peter Rosser
Patricia Sandbach
Stephen Shackleton
Nigel Tapp (resigned 9th November 2020)
Marianne Ward – Deputy Chair

Project Director

The Director is Jane Daguerre.

Aims and Objectives

WYCCP Resettlement Service aims to create a better society for us all by working alongside people who have been in prison to help them achieve settled and productive lives back in our community. Established by people from different faith communities we are a values based organisation and pride ourselves on treating people as we would like to be treated.

The purposes of the charity as set out in the Memorandum of Association are:

- To promote, for the benefit of the public in Yorkshire and the Humber, provision of services for the care and resettlement and rehabilitation of prisoners, and those at risk of offending, and their families and dependants, either alone or in co-operation with any other body, authority, or person;
- To further and promote the study of and research into all aspects and methods of the prevention of crime, social exclusion, and delinquency, and to obtain and make records of and disseminate information concerning the same.

Aims

- To contribute to reducing re-offending and reconviction to prison by supporting men leaving HMP Leeds to resettle in West Yorkshire.
- To enable ex-prisoners to break the cycle of re-offending and to improve their life chances.
- To develop, increase and maintain faith community involvement in developing community solutions to crime and offending locally, regionally and nationally.

These aims reflect the purposes for which the charity was formed.

Everything the charity does aims to achieve the following three outcomes:

- People being able to be independent and live more fulfilled lives.
- A reduction in offending behavior.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2021

- Safer communities.

Objectives

- Establish and maintain a team of support workers to provide support and advice for ex-prisoners released into West Yorkshire.
- Develop a comprehensive and effective volunteer link worker programme with a diverse range of volunteers, including ex-prisoners, to support prisoners on release and to raise awareness in local communities.
- Maintain a network of contacts within the local faith communities from which volunteers will be sought.
- Actively develop partnerships with other providers of resettlement support to provide a comprehensive support services for prisoners leaving HMP Leeds.
- Sustain a well-resourced, cost effective and efficient organisation.

WYCCP's trained volunteers and staff team do this by

- Working with prisoners to plan their future on release.
- Providing practical, motivational and health related support to men post release.
- Working in partnership to support families.

Ensuring the work delivers the aims

The Board reviews the aims, objectives, and activities of the charity every year in order to ensure that they meet the charity's purposes in the most effective way. The staff team provides regular reports on work undertaken and progress against targets in the Strategic Plan to the Board.

How activities deliver public benefit

All activities contribute to

- the swifter reintegration of ex-prisoners into the community.
- building safer communities in West Yorkshire, reducing the costs associated with offending including the costs to the Police, Court Services and the Prison.

According to the Ministry of Justice the cost of keeping a person in prison for a year is estimated to be £44,600 From April 1st 2020 and 31st March 2021. 55 of the men supported by the charity and released within the year had not been re-imprisoned one year from release. This saved nearly £2.5 million of public money.

The beneficiaries of WYCCP services

The primary beneficiaries of WYCCP services are men who are residents of HMP Leeds resettling into West Yorkshire. WYCCP works with men prior to release and in the community post release. Use of WYCCP's services by prisoners and ex-prisoners is purely voluntary and men refer themselves in response to publicity within the prison; prison chaplains and other agencies also refer prisoners. WYCCP also works with men referred by the Probation Services who have recently left prison, these are referred to as community referrals.

WYCCP works with all men referred who are resettling back to West Yorkshire, with the exception of men who have caused sexual harm, who require specialist support. Our key criterion is that men express a willingness to engage and make positive changes in their lives. Work with prisoners is often undertaken in partnership with other agencies working with the men.

Beneficiaries are also families of prisoners supported through a partnership project with Jigsaw Charity, funded by the Lottery Community Fund, 'Family Support In Out and Beyond', and clients who

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2021

participate in our 'Family Support In Out and Beyond' Counselling Service.
All services are provided free with priority given to those closest to their release date.

Equal access to the charity's services is a high priority. WYCCP is a multi-faith community chaplaincy with three resettlement workers who provide their services to prisoners and their families of any or no faith. This is made explicit in the charity's publicity. All prisoners in HMP Leeds are male; ethnic origin, religion, disability, and other characteristics are monitored to ensure that no inadvertent discrimination is occurring.

The indirect beneficiaries of the charity's work are the people of West Yorkshire and in particular the families of the ex-prisoners and the local communities where they reside. Although the social benefits cannot easily be measured reducing re-offending contributes towards safer communities, reduces the damage and distress caused by crime, helps keep families together, and reduces costs to the tax payer.

Charitable activities

In order to fulfill its objectives during 2020 – 2021 the charity employed

- Three specialist resettlement workers who give holistic practical support to WYCCP service users.
- A part time volunteer programme manager responsible for recruitment, training, and supervision of volunteers.
- A substantial part time finance-office manager with case management responsibilities.

Review of the year's work

WYCCP's core work is the resettlement of prisoners from HMP Leeds. This report spans the period of the Covid pandemic which clearly limited the activities of the charity during 2020-2021. WYCCP was driven by an organisational need to maintain as much support as they practically could whilst keeping the staff team, volunteers and service users safe.

Normally resettlement workers visit prisoners (service users), for assessment prior to their release from prison. Service users are assessed using the National Offender Management Service Resettlement Pathways and an action plan is produced. Resettlement workers meet prisoners on release with a volunteer link worker and then continue to offer advice, support and signposting as appropriate during the following critical weeks and months in the areas identified by the service user as significant to them in maintaining a crime-free life. This is undertaken in partnership with any other voluntary community and public sector bodies involved in the service user's resettlement. WYCCP records and monitors work undertaken using its bespoke data base.

The WYCCP office was shut on the 23rd March 2020 and re-opened in June 2020. During the first period of the pandemic when it was not possible to provide support in the community and most volunteers were on hold. WYCCP took advantage of the Government Furlough scheme and two of WYCCP's resettlement workers, the office finance manager and the volunteer programme manager were put on furlough for varying periods.

Whilst working in a different way WYCCP did manage to make a positive impact however with active service users receiving regular telephone calls from the non-furloughed resettlement worker. A universally low mood was apparent amongst men and WYCCP signposted to the Samaritans and

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2021

Mental Health Crisis Teams. Recipients of phone calls reported how much they valued the human contact and that WYCCP were available to give practical and emotional support. WYCCP was able to give very practical help such as information about meals and foodbank access. Due to WYCCP's interventions people received support with food and medication delivery and WYCCP liaised with the drug and alcohol service, Forward Leeds, and the Department of Work and Pensions on men's behalf.

The Jigsaw/WYCCP counselling service continued to function throughout the year, providing telephone counselling, and the service has been supporting both ex-prisoners and family members through this period.

Following government guidelines, WYCCP started a phased return to the office in June 2020. From that point and for the rest of the year in question, WYCCP has had a daily presence in the office, with a maximum of three staff members present and welcomed service users into its large meeting room on an appointment basis, with the proviso that meetings were socially distanced and all parties wore masks. As the summer 2020 progressed it became possible to meet men in the community in the open air. This made provision of support far easier, in terms of dealing with paperwork and obtaining signatures.

WYCCP had no access to the prison from March to July 2020. They were able to access certain office areas from July 2020 but with no access to the prison wings. For that reason, resettlement workers carried out all pre-release screenings with new referrals by telephone via the prison 'InCell' internal phone system. The prison opened up to some extent during the summer months and limited contact with prisoners was possible however as the country entered the second lockdown in the autumn and as there was a worrying spike in cases among prison staff prison access again became limited, with no face to face contact with prisoners. Lack of access to the prison had a negative impact on the number of referrals received by the charity.

WYCCP submitted an application for continuation and development of its successful partnership project, Family Support In to Out to the National Lottery Community Fund in February 2020. The assessment of this was delayed due to COVID-19. However, following an application to the Lottery COVID-19 emergency funding WYCCP was fortunate to be granted an extension to the Family Support In to Out project for six months from 1st June. This funded work with ex-prisoners and family members as they came out of the first COVID-19 lockdown period. Crucially and very positively it also funded the development of the WYCCP/Jigsaw Counselling Service.

In December 2020 the charity learnt that its application to the National Lottery Community Fund had been successful and during the latter part of the year in question WYCCP were preparing to embark upon the new programme from April 2021. Staff were recruited and new publicity was designed and printed.

From 1st April 2020 to 31st March 2021 WYCCP received 98 eligible referrals. 85 of these co-operated with an initial screening and the majority received some support in prison and the community. 44 men received intensive support including contact with housing services, hostels, and benefits and other agencies, and doctors. They each received an average of 22 hours of support equating to an average of 45 separate interventions. The most time intensive service user received 42 hours of direct and indirect support with over 100 interventions.

Comparatively we received 256 referrals in 2018/19; 187 were eligible, screened and the majority received some support in prison. 82 of these men received support in the community including contact with a range of agencies. Of these 82 men 57 men received intensive support. They each received an average of 15 hours' worth of support over an average 39 separate interventions.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2021

WYCCP's ultimate aim is to reduce re-imprisonment and they are very successful in meeting this aim. In April 2021 the charity's average re-imprisonment rate for people 6 months from release was 18% and 29% for 12 months, based on figures collected over the previous nine and a half years. This is compared to an average 64% re-imprisonment rate quoted for HMP Leeds.

Partly due to the Covid pandemic the charity only partially met its previously set target of giving 250 ex-prisoners support, however it exceeded its target of having 50 men crime free one year from the date of release. As mentioned earlier, during this period 55 of our service users were still in the community one year from release. It may be of interest to note that although WYCCP worked with fewer men during the year in question that average amount of support given was greater than in the previous year.

WYCCP has continued to enjoy positive relationships with prison staff and external agencies based at HMP Leeds and, within limits created by the pandemic, attended meetings within the prison as well as with National Probation Service and Community Rehabilitation Company staff. WYCCP was involved in a partnership group which discussed the development of a dedicated Resettlement Wing in HMP Leeds, due to open in the summer of 2021.

WYCCP is also engaged in local and national strategic activity. The Director is chair of the planning group for Leeds Crime Reduction Network and a board member of the national Community Chaplaincy Association. All meetings within these arenas have taken place remotely.

Volunteer programme

With exception of volunteer counsellors, all volunteers have been on hold throughout the year in question. WYCCP kept in touch with them and following the New Year lockdown the volunteer programme manager developed a 'return to WYCCP' plan which was put into effect in June 2021. This included the production of several recorded training sessions that Link Workers could access online to prepare them for returning to volunteering at WYCCP.

Volunteer counsellors provided telephone counselling throughout the year through the WYCCP/Jigsaw partnership counselling service.

Partnerships, stakeholders and multi-agency working.

Partnership and multi-agency working is integral to the smooth running of WYCCP and the charity seeks to work in collaboration with others in order to provide more effective services and to avoid duplicating provision offered.

Key stakeholders during the year included

- Community housing providers e.g. Informal Learning, the Saviour Trust
- Drugs projects e.g. Forward Leeds
- Local Authority Housing Services
- The Prison Service
- The National Probation Service (NPS)
- Community Rehabilitation Company (CRC)

Publicity

WYCCP has developed its website this year and added a password protected resource area for volunteer link workers. In addition, WYCCP has an appropriate, carefully monitored, social media presence through LinkedIn, Facebook and Twitter.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2021

Following news of the charity's successful application to the National Lottery Community Fund a range of printed leaflets and postcards were designed and produced to be distributed to prisoners and staff of HMP Leeds and to other agencies and faith communities. This will ensure that all interested parties are aware of the full range of WYCCP's services. Members of the staff team will continue to give presentations on the work of WYCCP to other agencies and to local, regional, and national gatherings. The Director keeps in close touch with appropriate staff in the prison and related agencies.

Faith

There is an ongoing commitment to networking with faith communities.

Financial Review

The charity continues to implement its financial strategy to achieve greater long term security.

Investment Policy

Under the Memorandum and Articles of Association, the charity has the power to invest in any way the Trustees wish. The Trustees have an account with the Charity's Deposit Fund at CCLA Investment Management Limited, established under the Charity's Act 1993. This enables the Trustees to earn, even on relatively small sums, the rates of interest normally only available for larger sums, while retaining easy access to the charity's capital. The rate of return on deposited funds is still at a record low in common with all interest rates and remained at below 1% during 2017/2018. The account is actively managed in conjunction with the charity's current account so that the charity makes the most effective use of its financial resources. In keeping with the charity's ethos of respecting, as far as practicable, the beliefs of all faiths, the Trustees intend to use the interest for the direct benefit of the charity's service users. The charity has no other investments.

Reserves Policy

The Trustees have examined the charity's requirements for reserves in light of the main risks to the organisation and consider that it would be prudent to hold as a goal unrestricted and uncommitted funds equivalent to six months' salaries (including redundancy liabilities) and other unavoidable running costs; in order to maintain the current activities of the charity for six months in the event of a significant fall in income, while other sources of funding are sought. The required sum is approximately £90,000; the Trustees consider it a priority to secure additional long-term funding in order to replenish diminishing reserves, but they also recognise the considerable difficulties given the current national economic austerity. The Trustees will ensure that reserves never fall below the amount needed to meet WYCCP's current redundancy liability and during the year in question this was £30,000.

Principal Funding Sources

WYCCP's principle funders during the year were:

- Big Lottery Reaching Communities Fund - £42,289 COVID-19 emergency funding
- Lloyds Foundation who granted us £90,000 for three years from 2018 plus a COVID-19 emergency fund grant of £5,378.
- Garfield Weston. WYCCP received 3 years support worth £60,000 in November 2019.

In addition, WYCCP has received grant from NHS Leeds Clinical Commissioning Group who are

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2021

funding WYCCP through their Vulnerable Groups Project. The charity also received grants from AB Charitable Trust, Evan Cornish Foundation, Southall Charitable Trust and the Charles and Elsie Sykes Charitable Trust as well as individual donations. Details are outlined in the notes to the accounts.

The charity's main area of expenditure is staff salaries and associated costs.

Fundraising strategy

WYCCP funding was not adversely affected by Covid 19 during this financial year, as they do not have a reliance on public fundraising initiatives such as the London Marathon or other revenue streams such as retail or café sales. The board and management will continue to closely monitor any potential impact of any delayed Lottery or other funding, but at time of writing are projecting cash flows that are within our normal operating parameters.

WYCCP has a comprehensive fundraising programme – and in parallel to working towards these fundraising goals it also works hard to ensure that it operates as cost efficiently as possible; that it achieves effective and measurable outcomes; and its achievements are appropriately publicised.

The organisation will continue to apply to appropriate charitable trusts for core and appropriate project costs, as well as seeking to engage with statutory commissioning through the NHS and Her Majesties Probation and Prison Service (HMPPS). The charity is also developing a strategy to seek funding through the private sector and from individuals.

Plans for 2021/22

WYCCP are working to rebuild its client base following the disruption caused by COVID-19. The charity anticipates continuing to work in a different way through the majority of 2021. Whilst referrals have been progressively increasing they anticipate that client numbers and outcomes may continue to be somewhat lower than they would normally anticipate. The charity hopes to be able to give at least 75 ex-prisoners support and estimate that at least 40 service users will be crime free one year from the date of release.

A dedicated Resettlement Wing is due to open in the summer of 2021 within HMP Leeds. This will facilitate WYCCP service delivery and benefit service users as all potential service users will be housed on one wing and all resettlement services will be based there.

As the year progresses the charity will review its Strategic Plan and hopes to be able to resume working towards the set objectives:

- Develop the use of volunteers with lived experience
- Investigate the possibility of developing a Housing Project
- Investigate opportunities for corporate giving and engagement with the private sector
- Relaunch 'Friends of WYCCP' in order to encourage individual donations

Structure, Governance, and Management

Governing Document

West Yorkshire Community Chaplaincy Project (WYCCP) is a charitable company limited by guarantee, governed by its Memorandum and Articles of Association dated 10 May 2004, and registered with the Charity Commission. Membership of the charity is open to individuals and organisations applying to the charity which are approved by the Directors. Each member agrees to contribute up to £10 in the event of the charity being dissolved. At 31 March 2021 there were six

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2021

members.

Appointment of Trustees

The Articles of Association call for at least three Trustees but set no maximum number. In keeping with the charity's multi-faith nature, the Board seeks to be representative, as far as possible, of the various faiths of its service users, and to include a broad range of skills and experience. It appoints new Trustees when necessary to ensure these aims are achieved.

Trustees appointed during the year submit themselves for election at the subsequent annual general meeting. One third of the Trustees retire by rotation at the AGM each year but may be re-elected. Invitations to nominate new Trustees are sent to all members in advance of the AGM, together with names of the retiring Trustees.

Trustee Induction and Training

New Trustees are given a folder including all relevant documents (including the Memorandum and Articles of Association, the organisation's policies, and other information), information about their responsibilities under charity and company law, the current business plan, and the most recent annual report and accounts. They visit the organisation to meet the Director and other employees. If they wish, they may attend a Board meeting before formally accepting appointment. Trustees are encouraged to attend appropriate internal and external training events.

Organisation

The Board of Trustees administers the charity. The Board meets on a regular basis, at least five times a year. Sub groups are formed to deal with particular events or needs as required. A Director is appointed by the Trustees to manage the day to day operations of the charity and has delegated authority for operational matters. These include staff management, developing and sustaining networks with local communities and relevant organisations in all sectors, and identifying and satisfying funding needs. The Director develops, implements, and reviews all policies and procedures to ensure safe and effective running of the organisation; develops and implements evaluation and monitoring systems, and has an overview, with limited and specified authority, over the organisation's finances.

Related Parties

HMPS Leeds who supply the office building.

Risk Management

The Trustees manage risks to the charity by reviewing annually the risks the charity may face, and by establishing procedures to lessen the identified risks and to minimise the impact on the charity if they should materialise. The main risk facing the charity is the failure to obtain adequate funding to meet the charity's objectives. The cash flow forecast and progress with implementation of the fundraising strategy is reported to board meetings.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees has elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2021

the state of affairs of the charitable company and the income and expenditure of the charitable company 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 Charity's SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

The trustees of the charity who are directors for the purposes of company law, who served during the year and up to the date of this report are set out on page 1.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

Approved by the Trustees and signed on its behalf by:

Shakeel Meer

..... Name

..... Signature

30 September 2021

..... Date

Independent Examiner's Report to the Trustees of

West Yorkshire Community Chaplaincy Project

I report on the accounts of the company for the year ended 31 March 2021 which are set out on pages 13 to 24.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedure laid down in the general Directions given by the Charity Commission 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 general Directions given by the Charity Commission. 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 seeking explanations from you as trustees 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 the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Paul Cowham MA FCA DChA
Green Fish Resource Centre
46 – 50 Oldham Street
Manchester
M4 1LE

Date.....

West Yorkshire Community Chaplaincy Project

Statement of Financial Activities (including Income and Expenditure account) for the year ended 31 March 2021

	Note	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Total funds 2020 £
Income					
Donations and legacies	3	540	-	540	1,649
Charitable activities	4	64,500	94,968	159,468	266,664
Fees and other income	5	30,000	-	30,000	38,400
Investments	6	5	-	5	73
Total income		95,045	94,968	190,013	306,786
Expenditure					
Raising funds	-	-	-	-	-
Charitable activities	7	130,590	94,885	225,475	262,582
Total expenditure		130,590	94,885	225,475	262,582
Net income/(expenditure) for the year	8	(35,545)	83	(35,462)	44,204
Transfer between funds		-	-	-	-
Net movement in funds for the year		(35,545)	83	(35,462)	44,204
Reconciliation of funds					
Total funds brought forward		76,800	2,417	79,217	35,013
Total funds carried forward		41,255	2,500	43,755	79,217

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

West Yorkshire Community Chaplaincy Project
Company number 5322606

Balance sheet as at 31 March 2021

	Note	2021	2020
		£	£
Fixed assets			
Tangible assets	13	-	-
Total fixed assets		-	-
Current assets			
Debtors	14	-	-
Cash at bank and in hand		50,724	85,126
Total current assets		50,724	85,126
Liabilities			
Creditors: amounts falling due in less than one year	15	(6,969)	(5,909)
Net current assets		43,755	79,217
Total assets less current liabilities		43,755	79,217
Net assets		43,755	79,217
Funds of the charity			
Restricted income funds	16	2,500	2,417
Unrestricted income funds	17	41,255	76,800
Total charity funds		43,755	79,217

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 15 to 24 form part of these accounts.

Approved by the trustees on 30 September 2021 and signed on their behalf by:

Boyd Annison

Name

Signed

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2021

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

West Yorkshire Community Chaplaincy Project meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No such restatement was required.

c Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern. The Covid pandemic has impacted the way the charity works, however the charity has not been adversely impacted financially by the pandemic during the year or months following 31 March 2021.

There are no key judgments which the trustees have made which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2021 (continued)

d Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

e Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

f Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

g Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2021 (continued)

h Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

i Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

j Tangible fixed assets

Individual fixed assets costing £2,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis. There are currently no fixed assets.

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

Asset Category	Annual rate
Fixtures & fittings	25%
Computer equipment	33%

k Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

l Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

m Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2021 (continued)

N Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

O Pensions

The charity complies with autoenrolment requirements and makes contributions to pension schemes of its employees.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2021 £	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2020</i> £
Donations	540	-	540	1,649		1,649
Total	540	-	540	1,649	-	1,649

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2021 (continued)

4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2021 £	Unrestricted £	Restricted £	Total 2020 £
Grants						
AB Charitable Trust	15,000	-	15,000	-	-	-
Big Lottery Fund	-	42,289	42,289	-	59,164	59,164
Charles and Elsie						
Sykes	2,000	-	2,000	2,000	-	2,000
CHK Foundation	10,000	-	10,000	15,000	-	15,000
The Drapers						
Company	-	-	-	15,000	-	15,000
Evan Cornish	10,000	-	10,000	10,000	-	10,000
Garfield Weston	-	-	-	60,000	-	60,000
Henry Smith	-	-	-	-	33,000	33,000
HMRC JRS	-	17,291	17,291	-	-	-
Leeds S&E Health						
Grant (LCF)	22,500	-	22,500	-	-	-
NHS Leeds						
Clinical						
Commissioning						
Group	-	-	-	-	37,500	37,500
Lloyds Foundation	-	30,000	30,000	-	29,000	29,000
Lloyds Foundation -						
COVID	-	5,388	5,388	-	-	-
Police and crime						
commissioner for						
West Yorkshire	-	-	-	6,000	-	6,000
WF Southall Trust	5,000	-	5,000	-	-	-
Total	64,500	94,968	159,468	108,000	158,664	266,664

5 Fees and other income

	Unrestricted £	Restricted £	2021 £	Unrestricted £	Restricted £	2020 £
In kind income -						
supply of offices	30,000	-	30,000	30,000	-	30,000
In kind income -						
website and design						
work	-	-	-	8,400	-	8,400
	30,000	-	30,000	38,400	-	38,400

All income from fees and trading is unrestricted.

6 Investment income

	Unrestricted £	Restricted £	2021 £	Unrestricted £	Restricted £	2020 £
Income from bank						
deposits	5	-	5	73	-	73
	5	-	5	73	-	73

All of the charity's investment income arises from money held in interest bearing deposit accounts. All investment income is unrestricted.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2021 (continued)

7 Analysis of expenditure on charitable activities

	Total 2021 £	Total 2020 £
Wages and salaries	169,623	172,346
Other staff costs	1,244	5,935
IT costs	5,765	4,889
Administrative & office costs	7,955	15,387
Project costs (Jigsaw In to Out Project)	9,788	24,425
In kind expenditure (premises costs)	30,000	30,000
In kind expenditure (website development and design work)	-	8,400
Other governance costs		
Independent examination	1,100	1,200
	225,475	262,582
	2021 £	2020 £
Restricted expenditure	94,885	172,296
Unrestricted expenditure	130,590	90,286
	225,475	262,582

8 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2021 £	2020 £
Depreciation	-	-
Independent examiner's remuneration		
- accountancy	600	600
- independent examination	500	500

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2021 (continued)

9 Staff costs

Staff costs during the year were as follows:

	2021 £	2020 £
Wages and salaries	152,958	156,688
Social security costs	9,871	10,764
Employers pension contributions	5,814	6,026
Holiday pay accrual	980	(1,132)
	169,623	172,346

No employee has employee benefits in excess of £60,000 (2020: Nil).

The average number of staff employed during the period was 6 (2020: 7).

The average full time equivalent number of staff employed during the period was 4.9 (2020: 5.5).

The key management personnel of the charity comprise the trustees, the Project Director, and the Office Finance Manager. The total employee benefits of the key management personnel of the charity were £61,542 (2020: £59,904).

10 Trustee remuneration and expenses, and related party transactions

Neither the trustees nor any persons connected with them received any remuneration or reimbursed expenses during the year (2020: £nil).

Aggregate donations from related parties were £nil (2020: £nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties. In the previous year, one trustee redesigned the website and logo of the charity free of charge during the year free of charge, this is recognised in these accounts as in kind income and expenditure to the value of £8,400.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2020: nil).

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2021 (continued)

11 Government grants

The government grants recognised in the accounts were as follows:

	2021 £	2020 £
Big Lottery Fund	42,289	59,164
NHS Leeds Clinical Commissioning Group	22,500	37,500
	64,789	96,664

There were no unfulfilled conditions and contingencies attaching to the grants.

12 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

13 Fixed assets: tangible assets

	Fixtures, fittings & equipment £	Total £
Cost		
At 1 April 2020	-	-
Additions	-	-
Disposals	-	-
At 31 March 2021	-	-
Depreciation		
At 1 April 2020	-	-
Charge for the year	-	-
Disposals	-	-
At 31 March 2021	-	-
Net book value		
At 31 March 2021	-	-
At 31 March 2020	-	-

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2021 (continued)

14 Debtors

	2021 £	2020 £
Other debtors	-	-
	-	-

15 Creditors: amounts falling due within one year

	2021 £	2020 £
Other creditors and accruals	6,969	5,909
	6,969	5,909

16 Analysis of movements in restricted funds

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2021 £
NHS Leeds CCG	-	-	-	-	-
Big Lottery Fund	-	42,289	(42,289)	-	-
Henry Smith	-	-	-	-	-
HMRC JRS	-	17,291	(17,291)	-	-
Lloyds Foundation	2,417	30,000	(29,917)	-	2,500
Lloyds Foundation - COVID	-	5,388	(5,388)	-	-
	2,417	94,968	(94,885)	-	2,500

Previous reporting period	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2020 £
NHS Leeds CCG	-	37,500	(37,500)	-	-
Big Lottery Fund	16,049	59,164	(75,213)	-	-
Henry Smith	-	33,000	(33,000)	-	-
Lloyds Foundation	-	29,000	(26,583)	-	2,417
	16,049	158,664	(172,296)	-	-

Name of	Description, nature and purposes of the fund
Big Lottery Fund	To run Family Support In to Out which is a partner project between West Yorkshire Community Chaplaincy and Jigsaw Visitors Centre, with WYCCP taking the lead. The overall aim of the project is to support prisoners and their families in the community.
Henry Smith	Funding of the salary and costs of a Resettlement Worker to visit and support offenders in prison and on release.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2021 (continued)

17 Analysis of movement in unrestricted funds

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance as at 31 March 2021 £
General fund	76,800	95,045	(130,590)	-	41,255
	<u>76,800</u>	<u>95,045</u>	<u>(130,590)</u>	<u>-</u>	<u>41,255</u>

Previous reporting period

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers £	Balance as at 31 March 2020 £
General fund	18,964	148,122	(90,286)	-	76,800
	<u>18,964</u>	<u>148,122</u>	<u>(90,286)</u>	<u>-</u>	<u>76,800</u>

18 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	-	-	-	-
Net current assets/(liabilities)	41,255	-	2,500	43,755
Total	<u>41,255</u>	<u>-</u>	<u>2,500</u>	<u>43,755</u>

21 Lease commitments

The charity had the following annual commitments under non-cancellable operating leases:

	Land and buildings		Equipment	
	2021 £	2020 £	2021 £	2020 £
Leases expiring in:				
One year	-	-	-	-
Two to five years	-	-	486	486
	<u>-</u>	<u>-</u>	<u>486</u>	<u>486</u>