

THE UNIVERSITY OF BEDFORDSHIRE ECUMENICAL
CHAPLAINCY TRUST

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2022

Company Limited by Guarantee number 06204411

Registered Charity number 1119414

THE UNIVERSITY OF BEDFORDSHIRE ECUMENICAL CHAPLAINCY TRUST

TRUSTEES REPORT FOR THE YEAR TO 31 JULY 2022

The Trustees, who are also the directors of the charity for the purposes of Company Law, present their annual report together with the financial statements for the year ending 31 July 2022. They are prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

STRUCTURE, GOVERNANCE AND MANAGEMENT

The University of Bedfordshire Ecumenical Chaplaincy Trust is a company limited by guarantee (company number 06204411) and is registered as a charity (charity number 1119414). The governing instrument of the charitable company is the Memorandum and Articles of Association as revised by resolution on 15 October 2018. In view of the enhanced role of the charity in overseeing the chaplaincy at all campuses of the University of Bedfordshire the name of the charity was changed from Bedford Ecumenical Chaplaincy Committee as from 29 January 2020.

The membership has the legal responsibilities in the governance of the charity for electing the directors who are also the trustees. Its responsibilities also include: the admission and classification of members of the charity; agreeing procedures at general meetings and meetings of the directors/trustees; receiving the annual report and financial statements of the directors/trustees and appointing the independent examiner.

Being a company limited by guarantee, there is also a board of directors who also act as trustees of the registered charity. The Directors and trustees of the Charity throughout the year were:

Peter West (Chairman until 8 February 2023)
Clifford Harris
Reverend Keith Brown
Reverend Christopher Batten
Reverend Stephen Copson (Chairman from 8 February 2023)
Stephen Henry O'Brien
Reverend Peter Protheroe

Clifford Harris retired as Company Secretary and Treasurer on 8 February 2023 and has been succeeded by Carolyn Smith.

The trustees manage the business of the charity and are responsible for ensuring that the charity is solvent, well-run, and delivering the charitable outcomes for which it has been set up, ensuring the charity complies with charity law and within the requirements of the Charity Commission, that the charity does not breach any of the requirements of its governing document and that it remains true to the charitable purpose set out there, acting with integrity and avoiding any personal conflicts of interest or misuse of the charity's funds or assets, appoints and regulating the financial affairs of the charity. The trustees may enter into contracts, appoint and employ staff, determine staff remuneration.

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TRUSTEES REPORT FOR THE YEAR TO 31 JULY 2022

The trustees may enter into contracts, appoint and employ staff, determine staff remuneration and conditions of service. The trustees endeavour to consult the membership and to inform it of their decisions.

The trustees meet at least three times a year. Time is given within trustees meetings to focus on their role and changes in legislation. When required formal training or advice from consultants is received.

OBJECTIVES AND ACTIVITIES (including Review of the year)

The Chaplaincy is an expression of the Churches' contribution to Higher Education and its support of the chaplains within the University of Bedfordshire. The Chaplain's purpose is to further that commitment to serve the University of Bedfordshire, and to engage with the University and its members, in particular by offering to the University the riches of the Christian faith.

In furthering this object, the Chaplaincy recognizes and rejoices in the multi-faith and multicultural nature of the University and pledges to work in partnership with people of all faiths and none.

During the year covered by this report the charity has continued to support the work of the Coordinating Chaplains, The Reverend Cassandra Howes and The Reverend Andrew Goodman and the team of Assistant Chaplains at all of the campuses of the University. The chaplaincy has provided pastoral support for students and members of staff of the University together with opportunities for prayer and friendship in the SeedBeds Centre on the Bedford Campus and the Treehouse on the Luton campus as well as through the annual carol service. The Reverend Andrew Goodman resigned as coordinating chaplain at the Luton campus in March 2022 on his appointment as priest in charge of Marston Morteyne with Liddington. The Reverend Cassandra Howes retired soon after the end of the financial year in August 2022. The Trustees wish to put on record their thanks to both Chaplains for all their work on behalf of the chaplaincy and the University over many years.

PLANS FOR THE FUTURE

Following the resignation and retirement of the coordinating chaplains the trustees have reviewed the organization and staffing of the chaplaincy throughout the University with its various campuses and are currently in the process of appointing a new Lead Chaplain to manage, develop and empower the Community and Faith team to ensure they have the motivation and skills to deliver the mission of the Chaplaincy and the strategy of the University.

During this recruitment process the work of the chaplaincy has continued though the work of assistant chaplains on both campuses.

The Trustees will continue to support the work of the Chaplaincy during the coming year. They will also be working with the University and the Diocese of St. Albans to bring into being a closer arrangement for management of the chaplaincies of the Bedford and Luton campuses of the University.

THE UNIVERSITY OF BEDFORDSHIRE ECUMENICAL CHAPLAINCY TRUST

TRUSTEES REPORT FOR THE YEAR TO 31 JULY 2022

RISK REVIEW

The trustees regularly undertake a wide ranging appraisal in order to identify major risks to which the charity is exposed. Steps are taken with a view to mitigating these risks as far as is reasonably possible. Insurance, staff training and consciousness raising is regarded seriously and policies are in place and regularly reviewed to counter these risks.

The trustees are aware that continued financial stability of the charity relies on grant funding and service contracts together with donations from the local community. The trustees believe that the time frames for which its grant income is agreed is reasonably assured and that expenditure, linked to grants are also managed within similar time frames. The University of Bedfordshire Ecumenical Chaplaincy Trust is aware of the implications of the Disability Discrimination Act in all of its activities. Trustees and their staff have been made aware of, and are required to implement, data protection principles.

PUBLIC BENEFIT

In compiling this report, the Trustees have given due regard to the public benefit guidance as issued by the Charity Commission. The trustees consider that the range of activities detailed above fulfill these requirements in that they benefit all members of the University community.

As a charity The University of Bedfordshire Ecumenical Chaplaincy Trust is committed to the advancement of the Christian religion, the promotion of religious harmony, and promoting co-operation, joint working and greater efficiency amongst its members. We believe that the Christian faith is of benefit to individuals and society because it has at its heart God's intent to reconcile all people and the whole of creation to Himself under Christ as head. This is a vision which encompasses peace and cohesion, mutual respect and self-giving love.

FINANCIAL REVIEW

The results for the year, as given in the Statement of Financial Activities, are considered satisfactory by the trustees.

THE UNIVERSITY OF BEDFORDSHIRE ECUMENICAL CHAPLAINCY TRUST

TRUSTEES REPORT FOR THE YEAR TO 31 JULY 2022

RESERVES POLICY

It is the policy of the trustees to ensure that the charity has adequate reserves to enable it to meet both its ongoing commitments in regard to general charitable activities, and its future funding requirements. The trustees ideally require as reserves a minimum of three months expenditure in order to meet any contractual and winding up costs. The trustees consider the current level of reserves, although below this limit, to be sufficient for the present situation and requirements of the charity, but will continue to review the overall position and policy at regular intervals.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of The University of Bedfordshire Ecumenical Chaplaincy Trust for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the incoming resources and the application of those resources, including its income and expenditure for the period.

In preparing those financial statements the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- observe the methods and principles in the Charities SORP 2019);
- 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 charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity to enable them as a matter of good practice, to ensure that the financial statements comply with the Statement of Recommended Practice (SORP 2019) applicable to charities preparing their accounts in accordance with the Financial Reporting Statement FRS 102. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the board on 20/06/2023 and signed on its behalf by:


.....
Peter West - Chairman

THE UNIVERSITY OF BEDFORDSHIRE ECUMENICAL CHAPLAINCY TRUST

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR TO 31 JULY 2022**

	Note	Total Unrestricted Funds	
		2022	2021
		£	£
Incoming resources			
Grants Received			
Denominational Grants	3	20,550	12,850
The University of Bedfordshire	3	22,000	21,000
Other income		150	50
		-----	-----
Total incoming resources		42,700	33,900
		-----	-----
Resources expended			
Cost of generating funds			
Cost of activities in furtherance of the Charity's objectives:			
Staff costs	5	32,249	32,392
Chaplain's expenses		411	533
Other chaplaincy costs		2,319	862
Administrative costs		769	428
Governance costs	6	1,032	1,015
		-----	-----
Total resources expended		36,780	35,230
		-----	-----
Net movement in resources for the period			
Net income/(deficit) for the period		5,920	(1,330)
Adjustment relating to previous years	7	(964)	405
Adjustment relating to denominational grants		-	(8,250)
Total Funds brought forward		20,638	29,813
		-----	-----
Total Funds carried forward		25,594	20,638
		=====	=====

THE UNIVERSITY OF BEDFORDSHIRE ECUMENICAL CHAPLAINCY TRUST

BALANCE SHEET 31 JULY 2022

	Note	2022 £	2021 £
Current Assets			
Cash at bank		25,994	21,907
		-----	-----
		25,994	21,907
Less: Creditors:			
Amounts falling due within one year	8	400	1,269
		-----	-----
Net current assets		25,594	20,638
		-----	-----
Total assets less current liabilities		25,594	20,638
		=====	=====
Unrestricted Funds		25,594	20,638
		-----	-----
		25,594	20,638
		=====	=====

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2022.


The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2022 in accordance with Section 476 of the Companies Act 2006.


The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime. The financial statements were approved by the Board of Trustees and authorised for issue on 20/06/2023 and were signed on its behalf by:


.....
Peter West
Chairman


.....
Clifford Harris FCA
Director/Trustee and Company Secretary

THE UNIVERSITY OF BEDFORDSHIRE ECUMENICAL CHAPLAINCY TRUST

NOTES ON THE FINANCIAL STATEMENTS FOR THE YEAR TO 31 JULY 2022

1. Accounting policies

Basis of preparing the financial statements

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS102.

The presentation currency of the financial statements is in Pounds Sterling (£), which is the functional currency of the charity.

The charity is a company limited by guarantee. The members are each liable to contribute a sum of £10 towards debts and costs in the event of a winding up of the company under the terms of the Memorandum of Association. The current number of members is 10.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

All expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds comprise the costs associated with attracting voluntary income; mainly in relation to fundraising events.

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

Governance costs include those costs associated with meeting the Constitutional and statutory requirements of the charity and include the independent examiner's fees and cost linked to strategic management of the charity.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

THE UNIVERSITY OF BEDFORDSHIRE ECUMENICAL CHAPLAINCY TRUST

NOTES ON THE FINANCIAL STATEMENTS FOR THE YEAR TO 31 JULY 2022

2. Segmental analysis

The income, excess of income over expenditure and net assets are all attributable to the principle activity of the charitable company which is the management and oversight of the chaplaincy at the University of Bedfordshire.

The charitable company only operates in the United Kingdom and the whole of its income is from the United Kingdom.

3. Grants receivable for the year

	2022 £	2021 £
Denominational Grants		
St. Albans Church of England Diocese	9,700	9,700
Northampton Roman Catholic Diocese	-	-
The United Reformed Church (North Thames)	2,900	-
The Methodist District (Beds, Essex and Herts)	5,000	-
Central Baptist Association	2,950	2,950
The Salvation Army	-	-
Miracle Church of God	-	200
The Society of Friends	-	-
	-----	-----
	20,550	12,850
The University of Bedfordshire	22,000	21,000
	-----	-----
	42,550	33,850
	=====	=====

4. Trustees' Remuneration and Benefits

None of the trustees received any remuneration or other benefits from the charity during the year (2021 – nil)

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 July 2022 nor for the year ended 31 July 2021.

THE UNIVERSITY OF BEDFORDSHIRE ECUMENICAL CHAPLAINCY TRUST

NOTES ON THE FINANCIAL STATEMENTS FOR THE YEAR TO 31 JULY 2022

5. Staff Cost

	2022 £	2021 £
Gross stipend of chaplain	32,249	31,835
Social security costs	-	-
Pension contributions	-	557
	<u>32,249</u>	<u>32,392</u>

The average number of employees during the year was 1. (2021 - 1).
No employee received emoluments in excess of £60,000.

6. Governance Costs

	2022 £	2021 £
Independent Examination costs	360	360
Insurance	659	642
Companies Act compliance	13	13
	<u>1,032</u>	<u>1,015</u>

7. Adjustment relating to previous years.

Errors had occurred in reconciling the PAYE account when the previous treasurer was ill. This resulted in a further net underpayment during the period between April 2015 and March 2018 of £964.

8. Creditors amounts falling due within one year

	2022 £	2021 £
Accruals	<u>400</u>	<u>1,269</u>

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE UNIVERSITY OF BEDFORDSHIRE
ECUMENICAL CHAPLAINCY TRUST**

Independent examiner's report to the trustees of The University of Bedfordshire Ecumenical Chaplaincy Trust

I report to the charity trustees on my examination of the financial statements of The University of Bedfordshire Ecumenical Chaplaincy Trust (the Trust) for the year ended 31 July 2022.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

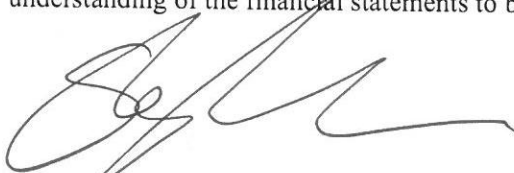
I report in respect of my examination of the Trust's financial statements carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

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

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

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



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Date: 30.06.2023