

Charity Number

1169014

# The Welcome Directory



Trustees' Report  
and Financial Statements  
31<sup>st</sup> March 2021

# **The Welcome Directory**

## **Trustees' Report and Financial Statements 31<sup>st</sup> March 2021**

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The trustees present their report and accounts for the period ended 31<sup>st</sup> March 2021 which comply with the requirements of the Charities Act 2011, Financial Reporting Standard 102 and follow the recommendations in 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).

### **Reference and Administrative Information**

<b>Charity Name</b>	The Welcome Directory
<b>Charity Number</b>	1169014
<b>Charity Trustees</b>	Shaffiq Din Peter Holloway Fred Ireland (Appointed 11/11/2020) Rizwana Reza (Appointed 11/11/2020) Amrik Singh Eric Southwick David Spademan (Resigned 08/11/2021) Robert Wilson
<b>Registered Office and Principal Address</b>	27 Tavistock Square London WC1H 9HH
<b>Bankers</b>	CAF Bank plc 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ.

# **The Welcome Directory**

## **Trustees' Report and Financial Statements 31<sup>st</sup> March 2021**

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### **Structure and Organisation**

#### **Organisation**

The organisation is a Charitable Incorporated Organisation (CIO) registered as a charity on 2<sup>nd</sup> September 2016. The Charity is managed by the trustees who meet regularly to consider the progress of the Charity and to consider its future direction and activities.

#### **Trustee Appointments**

The Charity is governed by trustees who, apart from the first charity trustees, are appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In accordance with the constitutions:

- (a) There should be not less than four nor more than nine charity trustees; of whom one may be an ex-officio trustee; and not less than three must be nominated trustees.
- (b) If the number of charity trustees falls below four the remaining charity trustee or charity trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.
- (c) The maximum number of charity trustees that can be appointed is as provided in sub-clause (a) of this clause. No trustee appointment may be made in excess of these provisions.

The Free Church Federal Council is the nominating and employing body for the nominated trustees and the ex-officio trustee. In selecting individuals for appointment as appointed charity trustees, the charity trustees have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

All trustees are inducted into the policies and procedures of the charity to ensure they are well equipped to fulfil their duties and in particular receive copies of:

The Constitution of the CIO

The latest Trustees Annual Report and Statement of Accounts of the Charity

And are encouraged to read Charity Commission guidance notes CC3 –“The Essential Trustee – What you need to know”.

In addition the trustees are encouraged to read Charity Commission and other appropriate newsletters and are aware of the need to attend courses designed to keep them abreast of their duties and responsibilities.

#### **Risk Management**

The Trustees are aware of the recommendations to examine the major strategic, business and operational risks which the Charity faces. Procedures are in place to manage the risks identified to the best of the Charity's ability.

### **Objectives and Activities**

#### **Charitable Objects**

The objects of the Charity are to promote the rehabilitation of ex-offenders for the public benefit by working with people from a range of faith communities in the United Kingdom to develop and maintain an infrastructure which supports those leaving prison so that such people are integrated into society to lead law-abiding lives, in particular by:

- 1. providing a national directory as a resource for ex-offenders and prison chaplains that lists communities from a range of faith backgrounds which have identified themselves as being welcoming and supportive of people leaving prison;
- 2. providing opportunities for members of faith communities to engage in educational activities that will equip them to understand and respond appropriately to the needs of people leaving prison and their integration into society after release.

#### **Public Benefit**

The trustees have had due regard to the Charity Commission guidance on public benefit reporting in deciding what activities the charity should undertake. The remainder of this report illustrates the activities undertaken to support the public benefit requirement.

# **The Welcome Directory**

## **Trustees' Report and Financial Statements 31<sup>st</sup> March 2021**

---

### **Achievements and Performance**

#### **Review of the Period**

The Welcome Directory has a simple yet powerful mission: to help faith communities become places where people who leave prison find acceptance. A place to belong that not only nurtures faith but also offers appropriate practical support. In 2020-21 the charity has made significant and important steps forward in achieving this mission, expanding its staffing, developing its reach and welcoming new sustainable funding streams. Having struggled through to October 2020 on the zero staffing model we had to adopt at the end of the previous financial year, it was a great joy to appoint a wholly new, and wonderfully motivated team. The hope for increased funding expressed in the previous annual report were indeed realised, and so 2020-21 has been characterised by a renewed sense of optimism as well as challenge. The need to adapt operating practices for staff appointment, management and delivery of charity goals caused by the COVID19 pandemic have meant that we have developed a much more sustainable and effective operating model. We look forward to developing this further into 2021-22. Having started the reporting period with 119 registered faith communities, at the end of March 2020 we can report that this has increased to 157 a 32% rise in the 6 months where we have had staff in post.

#### **History**

Every year many thousands of offenders who benefit from the professional and supportive services of prison chaplains leave our establishments never to be seen by their faith communities beyond the prison gates.

At a Prisons Week lecture in November 2011, Crispin Blunt MP, the incumbent Prisons Minister mentioned a project in Singapore established to enable employers to welcome offenders into the work place following release. This lecture inspired the NOMS Free Churches Faith Advisor, Revd Bob Wilson to gather together national leaders from prison chaplaincy, the voluntary sector, academia and many faith groups to explore what a project like this could look like if it were applied to communities across faith boundaries. It was hoped that a response from faith communities would bring better social cohesion, change attitudes to offenders and release a resource of care and welcome to people leaving prison that it has been shown could reduce reoffending.

Prior to establishment of The Welcome Directory, the Free Churches Group helped to secure a really solid base for the work, helping us to understand what it would take to help faith communities become better at helping people leaving prison and how they could identify themselves safely. They also helped in establishing some core training materials which are used widely in prisons across England and Wales as they continue to engage with local faith communities.

#### **Development Work**

Our Full Time Development Officer served to serve us well in 2019-20 until his redundancy in October, establishing the profile and presence of The Welcome Directory nationally. In 2020-21, following the recommencement of the partnership with the Methodist Connexional Team with associated funding, and new funding directly from HMPPS we have established a whole new team of 2 x FTE, across three posts. It is expected that Methodist funding will continue for one further year, with HMPPS funding being in place for 2 years.

As well as the ongoing development work of encouraging faith communities to consider registration, in 2020 we have significantly reworked our Prisons Awareness Course to enable it to be presented in an online face-face format. The first delivery in this format began in March 2021.

#### **Today**

The Welcome Directory is growing once again as a network of faith communities who

- Are willing to identify themselves as being welcoming to people leaving prison
- Are safe spaces, with active safeguarding policies and structures in place
- Have at least two named champions to lead the way in welcoming people from prison into their community

# **The Welcome Directory**

## **Trustees' Report and Financial Statements 31<sup>st</sup> March 2021**

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### **Review of the Period (Continued)**

#### **Today (Continued)**

- Have either a working relationship with a prison or who have completed our prison awareness course

These communities are at the heart of this movement; these people will be at the very heart of this work. Behind The Welcome Directory are people who have found the benefits of being part of a faith community whether inside or outside the prison gates, brought together so that all are improved. The results we believe will be safer, more cohesive and better functioning communities. Communities who value and support people to live better lives today, whatever damage the mistakes of yesterday may have caused.

#### **Financial Review**

At 31<sup>st</sup> March 2021 the charity had funds totalling £31,906 (2020: £1,054) of which £2,828 (2020: £1,054) is unrestricted funds. £58,503 (2020: £3,336) has been raised during the year and £27,651 (2020: £31,375) has been expended as detailed in the notes to the accounts.

#### **Going Concern**

The trustees are content that the charity is a going concern, at the end of the year there were funding applications pending which resulted in multi-year grants which commenced in the year to 31<sup>st</sup> March 2021.

#### **Reserves Policy**

It is the policy of the Trustees to retain sufficient reserves to support the costs of running the charity for a three-month period, which is approximately £12,500. At 31<sup>st</sup> March 2021 there were unrestricted undesignated reserves of £2,828 (2020: £1,054). The Trustees aim to build up sufficient reserves to develop the charity and to cover gaps in funding.

#### **Principal Funding Source**

The principal funding source is from grant income.

#### **Investment Policy**

The Trustees consider that there are no funds available for long term investment.

#### **Plans for the Future**

As previously explained the Trustees are seeking to develop the database of faith communities and to broaden the range of communities involved. The Trustees are also seeking to expand the Trustee Board with people who have the necessary skills to drive the charity forward and also to broaden the base of the communities from which they are drawn.

#### **Responsibilities of the Trustees**

Charity law requires the trustees to prepare financial statements for each financial period, which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are prudent and reasonable;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. 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.

Signed on behalf of the trustees

# **The Welcome Directory**

## **Trustees' Report and Financial Statements 31<sup>st</sup> March 2021**

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### **Independent Examiner's Report to the Members of The Welcome Directory**

I report on the accounts of the charity for the year ended 31<sup>st</sup> March 2021, which are set out on pages 6 to 10.

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

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

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity 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 the 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 connection with 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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act 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.

S J Cutler  
23 Grasmere Close  
Guildford  
GU1 2TG

Date: 26<sup>th</sup> January 2021

# The Welcome Directory

## Trustees' Report and Financial Statements 31<sup>st</sup> March 2021

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### Statement of Financial Activities For the year ended 31<sup>st</sup> March 2021

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<b>Income and endowments from:</b>					
Donations and legacies	3	1,774	56,729	58,503	3,335
Investments	4	-	-	-	1
<b>Total</b>		<u>1,774</u>	<u>56,729</u>	<u>58,503</u>	<u>3,336</u>
<b>Expenditure on:</b>					
Charitable activities	5	-	27,651	27,263	31,375
<b>Total</b>		<u>-</u>	<u>27,651</u>	<u>27,263</u>	<u>31,375</u>
<b>Net income</b>		1,774	29,078	31,240	(28,039)
<b>Reconciliation of Funds</b>					
Total funds brought forward		1,054	-	1,054	29,093
<b>Total funds carried forward</b>		<u>2,828</u>	<u>29,078</u>	<u>32,294</u>	<u>1,054</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 8 to 10 form part of these accounts.

# The Welcome Directory

## Trustees' Report and Financial Statements 31<sup>st</sup> March 2021

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### Balance Sheet As at 31<sup>st</sup> March 2021

	Notes	£	2021 £	£	2020 £
<b>Current assets</b>					
Cash at bank and in hand		33,126		1,054	
<b>Total current assets</b>		<u>33,126</u>		<u>1,054</u>	
<b>Current Liabilities</b>					
Creditors: Amounts falling due within one year	8	<u>1,220</u>		<u>-</u>	
<b>Net current assets</b>			<u>31,906</u>		<u>1,054</u>
<b>Total assets less current liabilities</b>			<u><u>31,906</u></u>		<u><u>1,054</u></u>
<b>The funds of the charity</b>					
Restricted income funds			29,078		-
Unrestricted income funds		<u>2,828</u>		<u>1,054</u>	
<b>Total unrestricted funds</b>			<u>2,828</u>		<u>1,054</u>
<b>Total charity funds</b>			<u><u>31,906</u></u>		<u><u>1,054</u></u>

These financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The financial statements were approved by the trustees and authorised for issue on the 10<sup>th</sup> November 2021 and are signed on their behalf by:

Eric Southwick

The notes on pages 8 to 10 form part of these accounts.



# **The Welcome Directory**

## **Trustees' Report and Financial Statements 31<sup>st</sup> March 2021**

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### **Notes to the accounts**

#### **1 Accounting policies**

The charity is a Public benefit entity, in preparing the accounts the following accounting policies have been complied with:

- a) The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard 102, the Charities Act 2011 and follow the recommendations in 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).
- b) Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the Trust. Unrestricted funds include a revaluation reserve representing the restatement of freehold property at market value.
- c) Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.
- d) Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.
- e) All incoming resources are included in the Statement of Financial Activities when the Trust is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:
  - i) Donations and legacies is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants, where entitlement is conditional on the delivery of a specific performance by the Trust, are recognised when the charity becomes unconditionally entitled to the grant.
  - ii) Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
  - iii) Income and endowments from charitable activities is accounted for when the letting or activity takes place and deposits received during the year in respect of future periods are carried forward as deferred income.
  - iv) Investment income is included when receivable.
- f) Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:
  - i) Costs of generating funds comprise costs associated with attracting voluntary income, including costs of trading for fundraising purposes including the Trust's shop.
  - ii) Expenditure on charitable activities comprises those costs incurred by the Trust 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.
  - iii) All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource.

#### **2 Taxation**

The charity is exempt from taxation on its income and gains where they are applied for charitable purposes. Irrecoverable VAT is included in the cost of the goods or services on which it was charged.

# The Welcome Directory

## Trustees' Report and Financial Statements 31<sup>st</sup> March 2021

### Notes to the accounts (Continued)

#### 3 Income and endowments from: Donations and legacies

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
	£	£	£	£
Donations	1,774	-	1,774	2,335
Grants	-	56,729	56,729	1,000
<b>Total</b>	<b>1,774</b>	<b>56,729</b>	<b>58,503</b>	<b>3,335</b>

#### 4 Income and endowments from: Investments

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
	£	£	£	£
Bank interest	-	-	-	1

#### 5 Expenditure on: Charitable activities

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
	£	£	£	£
Salary costs	-	23,015	23,015	27,474
Employee expenses	-	134	134	2,539
Volunteer expenses	-	300	300	-
Recruitment costs	-	939	939	-
Publication of the directory	-	388	388	-
Equipment	-	866	866	-
Other expenses	-	225	225	52
Insurance	-	1,086	1,086	618
Bank charges	-	69	69	60
Subscriptions	-	629	629	632
<b>Total</b>	<b>-</b>	<b>27,651</b>	<b>27,651</b>	<b>31,375</b>

#### 6 Employee information

No employee received emoluments in excess of £60,000 during the period.

Employee costs during the period were:

	Total 2021	Total 2020
	£	£
Salaries	21,919	22,753
Pension Costs	1,096	2,096
Redundancy costs	-	2,625
	<b>23,015</b>	<b>27,474</b>

The average number of people employed during the period was 2 the full-time equivalents were as follows:

	Total 2021	Total 2020
	£	£
Charitable Activities	2.00	1.40

# The Welcome Directory

## Trustees' Report and Financial Statements 31<sup>st</sup> March 2021

### Notes to the accounts (Continued)

#### 7 Trustee information

No trustee received remuneration and no expenses were reimbursed in the current or previous years.

#### 8 Creditors: Amounts falling due within one year

	Total 2021 £	Total 2020 £
Accruals	1,220	-

#### 9 Reserves

	2020 £	2019 £
<b>Restricted funds</b>		
Current assets	29,078	-
<b>Unrestricted funds</b>		
Current assets	2,828	1,054
	<u>31,906</u>	<u>1,054</u>

The restricted funds were provided for the preparation of resource materials for the charity.

#### 10 Comparative Statement of Financial Activities by fund

	Unrestricted funds £	Restricted funds £	Total 2020 £
<b>Income and endowments from:</b>			
Donations and legacies	3,335	-	3,335
Investments	1	-	1
<b>Total</b>	<u>3,336</u>	<u>-</u>	<u>3,336</u>
<b>Expenditure on:</b>			
Raising funds	-	-	-
Charitable activities	31,375	-	31,375
<b>Total</b>	<u>31,375</u>	<u>-</u>	<u>31,375</u>
<b>Net expenditure</b>	<u>(28,039)</u>	<u>-</u>	<u>(28,039)</u>

#### 11 Related Parties

The Free Church Federal Council Incorporated (FCFC) is entitled to nominate at least three trustees and one trustee employed by the FCFC is ex-officio a member of the board.

#### 12 Controlling Parties

The charity is controlled by the trustees.

#### 13 Other information

The charity is a Charitable Incorporated Organisation with its registered office at 27 Tavistock Square, London WC1H 9HH.