

		Trustees' Annual Report for the period						
		From	Period start date			To	Period end date	
			1 st	January	2021		31 st	December
Section A Reference and administration details								
Charity name				The Recovery Course				
Other names charity is known by								
Registered charity number (if any)				1170792				
Charity's principal address				c/o Tonbridge Baptist Church				
				Darenth Avenue				
				Tonbridge, Kent				
				Postcode			TN10 3HZ	

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rev Bob Street	Chairman	Reappointed to third term 9th June 2022. Term ends June 2025.	
2	Justyn Larcombe	Trustee	Appointed to first term 1 st October 2021	
3	Nigel Skelsey	Trustee	Appointed to first term 1 st October 2021	
4	Paul Martin	Trustee	Appointed to first term 1 st October 2021	
5	Susan Flashman Jarvis	Trustee	Appointed to first term 28 th October 2021	
6	Gavin Wells	Treasurer	Appointed to first term 16 th November 2021	
	Jules Radford		Reappointed to second term 10 th July 2019. Resigned 30 th September 2021	

	Steve Burnett		Reappointed to second term 18 th July 2018. Term ended June 2021.	
	Names of the trustees for the charity, if any, (for example, any custodian trustees)			
	Name		Dates acted if not for whole year	
	N/a		N/a	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Banker	National Westminster Bank plc	130 High Street, Tonbridge, Kent TN9 1DE
Independent examiner	Anthony Miles-Prouten	39 Bidborough Ridge, Bidborough, TN4 0UU

Name of chief executive or names of senior staff members (Optional information)

Justyn Larcombe, Chief Executive

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Effective 17 th June 2019, the charity was re-registered as a Charitable Incorporated Organisation, having a foundation constitution based on the Charity Commission model. Prior to this, the charity was originally constituted as a company limited by guarantee, incorporated on 29 th July 2015 and registered as a charity on 16 th December 2016, and having a memorandum and articles of association.
How the charity is constituted (eg. trust, association, company)	See above.
Trustee selection methods (eg. appointed by, elected by)	Trustees are selected by the existing Trustees.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Recruitment, induction and training of Trustees

During the period, the trustees were also charity trustees for the purposes of charity law. Under the requirements of the Constitution, the Trustees are elected to serve for a period of three years (such that each year one third of Trustees retire) after which they must be re-elected for a second or third term.

All Trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in the financial statements.

Trustees are selected by the existing Trustees firstly to provide the charity with oversight of its addiction recovery activities through relevant knowledge, experience, and involvement, and secondly to provide the charity with oversight and governance of administrative matters through relevant legal and financial knowledge and experience. New Trustee induction includes consideration of Charity Commission guidance (CC3) and completion of a Charity Commission Trustee Declaration, discussion of current issues including the financial position of the charity, and completion of DBS checks. Ongoing training includes access to the network and courses run by the Institute of Chartered Accountants in England and Wales Charity and Voluntary Sector Group.

Organisational structure

Trustees have appointed Justyn Larcombe, under a written agreement, to act as chief executive and team leader of the charity's operations including setting vision and policy, representing and promoting the charity externally, building teams to run and supervise The Recovery Course locally, fund raising, and building a network of contacts and agencies that are seeking to run The Recovery Course. The Trustee Policy Manual includes a written job description, and written policies detailing the Chief Executive's relationship with the Trustees.

Group Leaders on The Recovery Course run by the charity are selected by a nominating group comprising Justyn and those Trustees actively engaged in running the course.

The CEO has appointed an Operational Team led by Kevin Campbell (Communications, Marketing and Publicity).

Risk management

Trustees maintain a risk register which identifies 11 major risks under 4 headings: strategic, governance and management; external; operational; and financial. Using the register, Trustees assess the significance and probability of each risk, mitigation, and specific Trustee action to monitor each net risk.

Safeguarding

In recognition that those attending The Recovery Course are vulnerable adults, the Trustees have appointed one Trustee to act as Safeguarding Officer providing a formal point of contact for queries and reporting of concerns and

established a written policy on safeguarding. All Trustees and Group Leaders undertake a DBS check. Group Leaders are briefed prior to the commencement of each Recovery Course, provided with support throughout the course, and de-briefed at the conclusion.

Related parties

The charity works closely with Tonbridge Baptist Church, who provide the charity with rooms to run The Recovery Course and catering and undertake activities to care and nurture those completing The Recovery Course in furtherance of their own charitable objectives. However, the charity is not accountable to the Church in a governance sense.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The charity's object as set out in the Constitution, which is for the public benefit, is the advancement of education by raising awareness of the issue of addiction and the provision of recovery and support services to those affected by addiction.

The Recovery Course is a Christian charity established to reach those suffering from the effects of addictions of all kinds, including alcohol, drugs, gambling, pornography, food, social media and other compulsive habits. The charity does this through enabling, equipping and encouraging churches to run the Recovery Course. The course is suitable for people of faith or no faith; the key requirement for a successful outcome is that course attendees have a desire to overcome their addiction.

Ethos, vision and outcomes

Ethos: We are passionate and committed to see people suffering from the pain and grip of addiction restored to wholeness and a new sense of purpose in life.

Vision: Our vision for the Recovery Course is to see as many people as possible set free from their addiction.

Mission: Our mission is to facilitate recovery from addiction through Christ and to share the good news of hope, freedom and reconciliation with as many people as possible.

Our **outcomes**, being how we know that we are achieving our vision, is:

- For individuals – ongoing release for many from addictions of all kinds, and protection of that freedom gained through support networks and faith community groups.
- For churches, help with organising, structuring and supporting recovery from addiction of all kinds.
- For society, that individuals and agencies have hope that people can be set free from their addictions.

What we do - strategy and activities

We will achieve our vision of seeing The Recovery Course run in every major town and city by:

- maintaining high quality resources;
- promoting the course nationally;

- giving easy access to the resources to those who want to run courses;; - helping to establish new courses through training and explaining tried and tested methods; - establishing a recovery community where those who need it can locate the nearest course easily. The development and distribution of TRC resources is key to the achievement of our goal and forms the tangible product we offer for no cost to all those wanting to run courses, so they in turn won't charge the guests for participating. The resources include the following: - A 400 page course manual including a section on how to set up and run The Recovery Course; - Written and filmed transcripts of all the weekly talks; - A work book with weekly 'Pause for Thought' exercises for the guests; - A leaders manual; - A resource section with links to other recovery groups; - Filmed testimonies of individuals who have found freedom through the course; - A Family Programme for those affected by the actions of addicts - Leaders notes for group leaders each week; - Access to training and support on line; - An annual Recovery Course Conference. We offer free training and support to churches and Christian-based organisations running or wishing to run the Recovery Course throughout the UK and beyond. The Recovery Course team are actively involved in running Recovery Courses, as well as supporting new courses with training, leading and speaking. The team also work alongside a number of other addiction-focused charities. Our trustees often speak to the media on issues surrounding addiction, and our CEO speaks regularly to mainstream media specifically on issues of gambling addiction, and has supported national campaigns aiming to include safety-mechanisms within the gambling industry. <i>Trustees' responsibility statement</i> The Trustees have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.	
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Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

Grant making

The charity is not grant making.

Contribution made by volunteers

Justyn, the Trustees, Group Leaders and those involved in running The Recovery Course are volunteers, for which the Trustees are grateful. While reasonable expenses of travel to speaking engagements are met, no payment is made for time spent.

Section D

Achievements and performance

Summary of the main

TAR

As during 2020, the impact of COVID-19 meant the charity

achievements of the charity during the year

in 2021 had to continue the change in its approach from running “in person courses” to offering an online course, as well as cancelling any planned conferences. The charity developed and ran a national online course and continued to respond to enquiries received through online links and personal recommendations and resource packs were sent to churches expressing an interest in new recovery courses. In addition to enquiries from the UK, support is being offered to contacts around the world.

In the Autumn of 2021, a new board of Trustees was put in place with the number of Trustees being increased from three to six, each new Trustee bringing a fresh set of specialised gifts to the challenges ahead.

Throughout 2022 the charity has come up with a fresh strategy now that COVID-19 no longer appears to be influencing face-to-face meetings quite as much and the biggest changes are in three main areas:

First, our main role is to train and empower community groups to run face-to-face meetings within their area. To this end *The Recovery Course* Charity will continue to run online courses for those struggling with addictions who don't have a course near them and individual churches will be part of the online course in order to be trained up in running effective face-to-face courses for themselves, thereby increasing the number of local courses available throughout 2023.

Second, the Charity has developed links with another nationwide organisation, *Alpha in Prisons*, with a view to training up teams to take the course into prisons where 70-80% of those in prison have addiction issues. The first course is due to start at HMP Pentonville, at the prison's invitation, in early 2023, It was hoped to start in 2022, but all UK prisons remained in COVID-19 lockdown for much of the first half of 2022. *Alpha in Prisons* has access to the majority of the 117 prisons in England and Wales so there is a huge amount of potential in this area.

Third, *The Recovery Course* has been expanding in other countries. In South Africa it runs in churches, rehabs and townships and plans are being explored to run it in secondary schools.

The course continues to run in Australia and there are plans in the USA to run the course in a number of US prisons. We have been approached by two prisons and as with the UK it will have teams provided by *Alpha in Prisons USA*, but trained by *The Recovery Course*. *Alpha in Prisons* has access to the majority of the 151,000 prisoners in 122

Section D

Achievements and performance

Federal institutions.

To date *The Recovery Course* remains a volunteer organisation so as to keep its operating costs to a minimum (see Section E below).

Section E

Financial review

Brief statement of the charity's policy on reserves

In summary, the charity received £41,377 (2020 £24,468) in unrestricted income and spent £27,899 (2020 £28,523). The balance of unrestricted funds at 31st December 2021 was £21,210 (2020 £7,730).

In order to continue and expand the work of the charity, the Trustees will seek further gifts and donations. In view of its continued early stage of development as a charity, and the absence of any fixed costs such as salaries, the Trustees have not yet identified any level of reserves which they consider will need to be maintained.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Fundraising

Since the Charity does not charge churches for providing *The Recovery Course* materials, it is dependent on gifts and grants from supporters and grant-making trusts to continue meeting its objectives.

Section F

Other optional information

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Section G

Declaration

The trustees declare that they have approved the trustees' report above.

☐ Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

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☐
☐
☐ **Position (eg
Secretary, Chair, etc)**

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Date

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Receipts and payments account

For the period from	Period start date Jan 1, 21	To
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
A1 Receipts			
Grants, gifts and donations	21,200	-	-
The Recovery Conference	-	-	-
Tonbridge Recovery course	-	-	-
Speaking & engagement income	-	-	-
Bank interest	-	-	-
Good News Evangelic	3,000	-	-
Baptist Insurance	4,000	-	-
Compact BL	10,000	-	-
Co-op	3,178	-	-
Sub total (Gross income for AR)	41,378	-	-
A2 Asset and investment sales, (see table).			
	-	-	-
	-	-	-
Sub total	-	-	-
Total receipts	41,378	-	-
A3 Payments			
Faithworks Wessex - seconded staff	-	-	-
The Recovery Conference	-	-	-
Speaking and engagements	-	-	-
Tonbridge Recovery course	-	-	-
Publicity and marketing support	11,550	-	-
Poublicity and Marketing materials	615	-	-
Fundraising	6,000	-	-
DBS checks	129	-	-
Trustee expenses	36	-	-
Tyne Valley - support	-	-	-
Bank charges	-	-	-
Just Giving Fees	36	-	-
Postage	23	-	-
Star Recovery	9,510	-	-
Sub total	27,899	-	-
A4 Asset and investment purchases, (see table)			
	-	-	-
	-	-	-
Sub total	-	-	-

<i>Total payments</i>	27,899	-	-
<i>Net of receipts/(payments)</i>	13,479	-	-
A5 Transfers between funds	-	-	-
A6 Cash funds last year end	7,731		-
<i>Cash funds this year end</i>	21,210	-	-

Section B Statement of assets and liabilities at the end of

Categories	Details	Unrestricted funds to nearest £
B1 Cash funds	Natwest Current a/c	21,210
	Natwest Investment a/c	-
		-
	Total cash funds	21,210
	(agree balances with receipts and payments account(s))	OK
B2 Other monetary assets		-
		-
		-
		-
		-
		-
		-
B3 Investment assets		
B4 Assets retained for the charity's own use		
B5 Liabilities		

Signed by one or two trustees on
behalf of all the trustees

Signature

Print N

Mr Gavir

o (if any) 170792
ounts
Period end date Dec 31, 21

CC16a

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Total funds	Last year
to the nearest £	to the nearest £
21,200	24,371
-	-
-	50
-	39
-	8
3,000	-
4,000	-
10,000	-
3,178	-
41,378	24,468

-	
-	-
-	-

41,378	24,468
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-	6,153
-	-
-	276
-	102
11,550	19,084
615	
6,000	2,197
129	120
36	74
-	502
-	15
36	
23	
9,510	-
27,899	28,523

-	
-	
-	-

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27,899	28,523
13,479	- 4,055
-	-
7,731	5,632
21,210	1,577

the period

Restricted funds

to nearest £

-
-
-
-

OK

Endowment funds

to nearest £

-
-
-
-

OK

Restricted funds

to nearest £

-
-
-
-
-
-

Endowment funds

to nearest £

-
-
-
-
-
-

Cost (optional)

-
-
-
-
-

Current value (optional)

-
-
-
-
-

Cost (optional)

-
-
-
-
-
-
-
-
-

Current value (optional)

-
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-
-
-
-
-
-

Amount due (optional)

-
-

When due (optional)

-	
-	
-	

lame	Date of approval
1 Wells	Jun 30, 22



Section A

Independent Examiner's Report

**Report to the
trustees/ members
of**

Charity Name
The Recovery Course

**On accounts for the
year ended**

December 2021

**Charity
no (if
any)**

1170792

Set out on pages

One and two

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2021**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

**Independent
examiner's
statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

Name:

Anthony Miles-Prouten

**Relevant
professional**

**qualification(s) or
body (if any):**

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Address:

39 Bidborough Ridge
Bidborough, Kent, TN4 0UU

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.