

# FAITH AT WORK IN WORCESTERSHIRE

England & Wales · Charity number 1176881

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2018-01-29

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

## Contact

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**Address** 1 Farfield  
Kidderminster  
Worcestershire  
DY10 1UG

**Phone** 07784315481

**Email** [enquiries@faithatwork.org.uk](mailto:enquiries@faithatwork.org.uk)

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

## Activities

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**Objects:** THE ADVANCEMENT OF CHRISTIAN RELIGION IN WORKPLACES AND BODIES ENGAGED IN ECONOMIC AND EMPLOYMENT ISSUES IN WORCESTERSHIRE AND IN FURTHERANCE, BUT NOT OTHERWISE, OF THE ABOVE OBJECTIVE, TO ENDEAVOUR TO INCREASE UNDERSTANDING OF CONTEMPORARY SOCIETY.

**Activities:** Working with churches of all denominations across Worcestershire we promote chaplaincy support to businesses, public sector and 3rd sector organisations and those who work for them, as an expression of our Christian faith in caring for and promoting good practice and positive relationships in the workplace.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Religious Activities

## Geography

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- Worcestershire

## Finances

| Period end | Income  | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2024-12-31 | £14,200 | £31,626     | -      | -         |
| 2023-12-31 | £28,058 | £36,555     | -      | -         |
| 2022-12-31 | £29,318 | £35,931     | -      | -         |
| 2021-12-31 | £27,363 | £32,099     | -      | -         |
| 2020-12-31 | £38,530 | £37,940     | -      | -         |

## Trustees

| Name                               | Role | Appointed  |
|------------------------------------|------|------------|
| CHRISTOPHER JOHN HARVEY            |      | 2018-01-29 |
| DR CHRISTINE PATRICIA DODD BD DMIN |      | 2018-03-20 |
| Dr MARTIN PAUL ALLEN               |      | 2020-09-17 |
| Rev Canon Paul Lawlor              |      | 2018-01-29 |
| STUART JOHN SANDYS                 |      | 2021-06-10 |

**FAITH AT WORK IN WORCESTERSHIRE**

England & Wales - Charity number 1176881

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# Accounts

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## Trustees' Annual Report for the period

|      |                   |         |      |    |                 |          |      |
|------|-------------------|---------|------|----|-----------------|----------|------|
| From | Period start date |         |      | To | Period end date |          |      |
|      | 1st               | January | 2024 |    | 31st            | December | 2024 |

### Section A Reference and administration details

Charity name Faith at Work in Worcestershire

Other names charity is known by FWW

Registered charity number (if any) 1176881

Charity's principal address 124 Lyttleton Avenue

BROMSGROVE

Postcode B60 3LB

#### 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 | Martin ALLEN       |                         |                                   | The Anglican Diocese of Worcester                             |
| 2 | Mary AUSTIN        | Chair up to 29/01/24    |                                   | Birmingham District of the Methodist Church                   |
| 3 | Christine DODD     |                         |                                   | The Roman Catholic Archdiocese of Birmingham                  |
| 4 | Anthony GLOSSOP    | Treasurer               |                                   | The Anglican Diocese of Worcester                             |
| 5 | Christopher HARVEY | Chair from 29/01/24     |                                   | The Roman Catholic Archdiocese of Birmingham                  |
| 6 | Paul LAWLOR        |                         |                                   |   |
| 7 | Stuart SANDYS      | Secretary from 07/03/24 |                                   | Heart of England Baptist Association                          |
| 8 | Roy WALFORD        | Secretary               | To 07/03/2024                     |   |

#### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| N/A  |                                   |

#### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| N/A             |      |         |
|                 |      |         |
|                 |      |         |

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

Revd Richard M JOHNSON

## Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

(eg trust deed, articles of association)

CONSTITUTION

How the charity is constituted

(eg trust, association, company)

Charitable Incorporated Organisation (CIO)

Trustee selection methods

(eg appointed by, elected by)

Some were nominated by the Sponsoring Bodies (i.e. the local denominational bodies defined in the Constitution). The remainder are appointed directly by the charity (i.e. the 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.

'Faith At Work in Worcestershire' is a member of the national association of similar bodies, 'Workplace Chaplaincy Mission UK.'

## Section C Objectives and activities

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

The Charitable Objects of the CIO, from its constitution are:

The advancement of the Christian religion in workplaces and bodies engaged in economic and employment issues in Worcestershire and in furtherance, but not otherwise, of the above objective, to endeavour to increase understanding of contemporary society.

**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 principal activity of the CIO is to provide chaplaincy services to local businesses; a major part of this is to offer support to individuals including staff and management of the businesses concerned.

To support this activity the CIO offers training and networking opportunities to the chaplains. It also aims to provide at least one annual opportunity for a networking event when wider issues of business, employment and the economy can be discussed from a Christian perspective.

Links are also made with local church congregations that support the work of the CIO, with a view to helping members of those congregations deal with matters of employment, business and the economy in their own lives.

In planning and managing the work of the CIO the Trustees pay due regard to the Charity Commission guidance on public benefit.

#### **Additional details of objectives and activities (Optional information)**

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

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

A large proportion of the chaplaincy work undertaken by the CIO is carried out by volunteer chaplains, working individually or as part of a local team.

## **Section D**

## **Achievements and performance**

**Summary of the main achievements of the charity during the year**

### **Structure and constitution**

- In March 2024 we updated our constitution, specifically in the appointment of trustees. Previously the majority of trustees were nominated by denominational bodies of our sponsoring churches. After consultation after COVID with those church bodies it was agreed that, in future, all trustees would be appointed by the trustees. This change was communicated to the Charity Commission on May 24<sup>th</sup> 2024, and agreed

### **Charitable Objectives**

- Provision of on-going training for chaplains
- Stabilised the number of chaplains at 22 (from a high of 42 in 2020)
- Continued communications with chaplains, partner churches, partner businesses and supporters through the website and regular e-news bulletins
- Organised one seminar (May 2024) for chaplains, trustees and supporters.

## Section E

## Financial review

Brief statement of the charity's policy on reserves

The policy of the charity is that we should hold a minimum reserve of 6 months running costs.

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.

The charity is funded by donations from supporters and grants from denominational bodies that have formerly, appointed trustees.

At the beginning of the 2021 we received a legacy grant from the separate charity the Kidderminster Industrial Chaplaincy, upon its winding up, which has been designated by trustees as a forward fund to offset where traditional funding from denominations may not be available in the future.

The main expenditure has been on two part-time staff to promote, support and work with the volunteers, mostly chaplains, in delivering the charity's objectives and programmes.

## Section F

## Other optional information

As part of the Annual Reporting to the Charity Commission we are required to report any serious incidents. Nothing under the guidance of what constitutes a serious incident has occurred.



However, having reported in 2021 that we anticipated a significant retraction in funding from traditional sources (the denominations) we have experienced this during financial year 2024, with grant income to support our work of just £9,075. At the beginning of 2024 trustees agreed a plan to move to be a volunteer led organisation with no employees, following the retirement of all current staff. This has been financially possible due to the legacy grant from KIC mentioned above.

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

|                                     |   |   |
|-------------------------------------|---|---|
| Signature(s)                        |  |  |
| Full name(s)                        | CHRISTOPHER SMITH   | STUART JOHN GANDYS  |
| Position (eg Secretary, Chair, etc) | CHAIR   | SECRETARY   |
| Date                                | 10 SEPTEMBER 2024   |   |

Faith at Work in Worcestershire  
Accounts January 1st - December 31st 2024

Income and Expenditure

| Income                                    |                   | Note |
|---|-------------------|------|
| Grant Income                              | £9,075.00         | 1    |
| Donations/Supporters (Including Gift Aid) | £3,141.08         | 2    |
| Bank Interest                             | £1,983.81         |      |
| KIC annual drawn down                     | £10,000.00        | 3    |
| <b>Total Income</b>                       | <b>£24,199.89</b> |      |

Expenditure

|                                    |                   |                 |
|------------------------------------|-------------------|-----------------|
| Gross salaries                     | £21,280.61        |                 |
| Employer pension contributions     | £2,985.26         |                 |
| Rent                               | £3,800.72         |                 |
| Electricity/Service Charge         | £299.92           |                 |
| Internet/Phone                     | £790.16           |                 |
| Office stationery                  | £158.41           |                 |
| Equipment & software               | £243.34           |                 |
| Insurance                          | £526.56           |                 |
| Printing & publicity               | £0.00             |                 |
| Subscriptions                      | £0.00             |                 |
| External networking                | £0.00             |                 |
| Chaplaincy                         | £364.45           |                 |
| Events & Meetings                  | £146.90           |                 |
| Travel                             | £464.16           |                 |
| Trustees expenses                  | £418.70           |                 |
| Postage                            | £75.85            |                 |
| Bank charges                       | £71.40            |                 |
| <b>Net Expenses</b>                | <b>£31,626.44</b> |                 |
| Less WCM UK Expenses recovery      | -£480.00          | 4               |
| <b>Gross Expenses</b>              | <b>£31,146.44</b> |                 |
| <b>Deficit at 31 December 2024</b> |                   | <b>-6946.55</b> |

Notes to Accounts 2024

| <b>1 Grant Income</b> | £        |
|-----------------------|----------|
| Diocese of Worcester  | 4,200.00 |
| RC Archdiocese        | 0.00     |
| B'ham District        | 0.00     |
| W&S District          | 0.00     |
| HEBA                  | 4,875.00 |
| URC Synod             | 0.00     |
|                       | 9,075.00 |

| <b>2 Donations/Supporters (Including Gift Aid)</b> |          |
|--|----------|
| Donations  | 2,515.00 |
| Gift Aid   | 626.08   |
|  | 3,141.08 |

**3 KIC Forward Fund**

The KIC Forward Fund is a designated fund set up by the trustees to manage a legacy grant from Kidderminster Industrial Chaplaincy (KIC) in January 2021. This constituted the residual funds from the KIC charity when it was closed, to be applied for the support of Workplace Chaplaincy across the County. The intention was to draw down £10,000/year, this being the grant requested by FWW from KIC for 2021, at which point KIC's trustees decided to close

|  |           |
|--|-----------|
| Initial legacy   | 98,821.06 |
| Annual draw down 2021 - 2023   | 30,000.00 |
| Annual draw down 2024  | 10,000.00 |
| Additional draw down to balance the fund with FWW assets at 31.12.24 | 942.87    |
| Fund Balance Dec 31st 2024   | 57,878.19 |

**4 WCM UK Expenses Recovery**

The agreement with WCM UK, to provide administrative services, ending in February 2024, prior to the retirement of Alison Sandham as FWW Admin and Comms Officer.

Faith at Work in Worcestershire  
Accounts January 1st - December 31st 2024

| Balance Sheet                           | £         | £                |
|---|-----------|------------------|
| UTB Current account                     | 3,259.79  |                  |
| UTB Savings account                     | 6,269.08  |                  |
| Hampshire Trust Bank                    | 25,295.87 |                  |
| Cambridge and Counties Bank             | 40,000.00 |                  |
| <b>Dec 31st 2024, Cash and deposits</b> |           | <b>74,824.74</b> |
| <br>                                    |           |                  |
| 2024 Income                             | 14,199.89 |                  |
| <br>                                    |           |                  |
| 2024 Expenditure                        | 31,146.44 |                  |
| <br>                                    |           |                  |
| 2024 Deficit/Surplus                    |           | -16,946.55       |
| <br>                                    |           |                  |
| <b>December 31st 2024 Balance</b>       |           | <b>57,878.19</b> |
| <br>                                    |           |                  |
| Represted by                            |           |                  |
| UTB Current account                     | 1,529.43  |                  |
| UTB Savings account                     | 8,078.31  |                  |
| Hampshire Trust Bank                    | 26,270.45 |                  |
| Cambridge and Counties Bank             | 22,000.00 |                  |
|   |           | <b>57,878.19</b> |



Section A

Independent Examiner's Report

Report to the trustees

Faith at Work in Worcestershire

On accounts for the year ended

December 31st 2024

Charity no (if any)

1176881

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2024

Responsibilities and basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable. N/A

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

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

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

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

Signed:

[Signature]

Date:

12-04-2025

Name:

Raymond Derek Austin

Relevant professional qualification(s) or body

[Blank]

**FAITH AT WORK IN WORCESTERSHIRE**

England & Wales - Charity number 1176881

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# Accounts

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| Trustees' Annual Report for the period |                   |     |         |    |                 |  |
|--|-------------------|-----|---------|----|-----------------|--|
| From                                   | Period start date |     |         | To | Period end date |  |
|  |                   | 1st | January |    | 2023            |  |

## Section A Reference and administration details

|                                    |   |
|------------------------------------|---|
| Charity name                       | Faith at Work in Worcestershire   |
| Other names charity is known by    | FWW   |
| Registered charity number (if any) | 1176881   |
| Charity's principal address        | 14b Top Barn Business Centre<br>Worcester Road, Holt Heath<br>WORCESTER<br>Postcode WR6 6NH |

### 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  | Martin ALLEN       |                 |                                   | The Anglican Diocese of Worcester                             |
| 2  | Mary AUSTIN        | Chair           |                                   | Birmingham District of the Methodist Church                   |
| 3  | Christine DODD     | Chaplain        |                                   | The Roman Catholic Archdiocese of Birmingham                  |
| 4  | Anthony GLOSSOP    | Treasurer       |                                   | The Anglican Diocese of Worcester                             |
| 5  | Christopher HARVEY |                 |                                   | The Roman Catholic Archdiocese of Birmingham                  |
| 7  | Paul LAWLOR        | Chaplain        |                                   |   |
| 8  | Sarah LEESON       | Chaplain        | To 15.06.2023                     |   |
| 9  | Peter LEVITT       |                 | To 17.09.2023                     | Wolverhampton and Shrewsbury District of the Methodist Church |
| 10 | Andrew MANN-RAY    |                 | To 17.09.2023                     | West Midlands Synod of the United Reformed Church             |
| 11 | Stuart SANDYS      | Chaplain        |                                   | Heart of England Baptist Association                          |
| 12 | Roy WALFORD        | Secretary       |                                   |   |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| N/A  |                                   |

### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| N/A             |      |         |
|                 |      |         |
|                 |      |         |

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

Revd Richard M JOHNSON

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document

CONSTITUTION

How the charity is constituted

Charitable Incorporated Organisation (CIO)

Trustee selection methods

Some were nominated by the Sponsoring Bodies (i.e. the local denominational bodies defined in the Constitution). The remainder are appointed directly by the charity (i.e. the 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.

'Faith At Work in Worcestershire' is a member of the national association of similar bodies, 'Workplace Chaplaincy Mission UK.'

## Section C Objectives and activities

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

The Charitable Objects of the CIO, from its constitution are:

The advancement of the Christian religion in workplaces and bodies engaged in economic and employment issues in Worcestershire and in furtherance, but not otherwise, of the above objective, to endeavour to increase understanding of contemporary society.

**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 principal activity of the CIO is to provide chaplaincy services to local businesses; a major part of this is to offer support to individuals including staff and management of the businesses concerned.

To support this activity the CIO offers training and networking opportunities to the chaplains. It also aims to provide at least one annual opportunity for a networking event when wider issues of business, employment and the economy can be discussed from a Christian perspective.

Links are also made with local church congregations that support the work of the CIO, with a view to helping members of those congregations deal with matters of employment, business and the economy in their own lives.

In planning and managing the work of the CIO the Trustees pay due regard to the Charity Commission guidance on public benefit.

#### **Additional details of objectives and activities (Optional information)**

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

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

A large proportion of the chaplaincy work undertaken by the CIO is carried out by volunteer chaplains, working individually or as part of a local team.

## **Section D**

### **Achievements and performance**

**Summary of the main achievements of the charity during the year**

#### **Structure and constitution**

- In March 2024 we updated our constitution, specifically in the appointment of trustees. Previously the majority of trustees were nominated by denominational bodies of our sponsoring churches. After consultation after COVID with those church bodies it was agreed that, in future, all trustees would be appointed by the trustees. This change was communicated to the Charity Commission on May 24<sup>th</sup> 2024, and agreed

#### **Charitable Objectives**

- Provision of on-going training for chaplains
- Stabilised the number of chaplains at 25 (from a high of 42 in 2020)
- Continued communications with chaplains, partner churches, partner businesses and supporters through the website and regular e-news bulletins
- Organised two seminars (April and September) for chaplains, trustees and supporters.

**Section E****Financial review****Brief statement of the charity's policy on reserves**

The policy of the charity is that we should hold a minimum reserve of 6 months running costs. To safeguard the livelihood of employees, this was considered the minimum time required to seek alternative funding should there be a significant shortfall in current levels

**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.

The charity is funded by donations from supporters and grants from denominational bodies that have formally appointed trustees (The Anglican Diocese of Worcester, The Birmingham District of the Methodist Church, The Roman Catholic Archdiocese of Birmingham, The Heart of England Baptist Association, The Wolverhampton and Shrewsbury District of the Methodist Church, The West Midlands Synod of the United Reformed Church).

At the beginning of the 2021 we received a legacy grant from the separate charity the Kidderminster Industrial Chaplaincy, upon its winding up, which has been designated by trustees as a forward fund to offset where traditional funding from denominations may not be available in the future.

The main expenditure has been on two part-time staff to promote, support and work with the volunteers, mostly chaplains, in delivering the charity's objectives and programmes.

**Section F****Other optional information**

part-time staff to promote

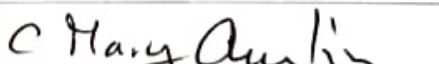
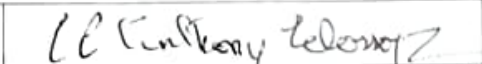
As part of the Annual Reporting to the Charity Commission we are required to report any serious incidents. Nothing under the guidance of what constitutes a serious incident has occurred.

However, having reported in 2021 that we anticipated a significant retraction in funding from traditional sources (the denominations) due to the long-term impact of COVID, we have continued to keep this under review. During 2023 we have begun to consider options for restructuring the work of the charity to reduce costs. Because of the legacy fund received (see section E above) we have resources and time to develop these plans in 2023. During the financial year 2023 (Jan – Dec 2023) there has been no material impact to the viability of the charity.

**Section G****Declaration**

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

**Signed on behalf of the charity's trustees**

|                                     |   |  |
|-------------------------------------|---|--|
| Signature(s)                        |  |  |
| Full name(s)                        | CHRISTINE MARY AUSTIN   | CHARLES COMPTON ANTHONY  |
| Position (eg Secretary, Chair, etc) | Vice Chair  | Treasurer / Treasurer  |
| Date                                | 28.10.24  |  |

**FAITH AT WORK IN WORCESTERSHIRE**  
**Income and Expenditure Account for the Year Ending 31st December 2023**

|  | 2023              | 2022              |
|--|-------------------|-------------------|
| <b>Income</b>                          |                   |                   |
| Grants                                 | £12,700.00        | £15,875.00        |
| Donations                              | £4,020.79         | £2,833.85         |
| Interest                               | £1,119.11         | £258.79           |
| Miscellaneous                          | £218.38           | £350.00           |
| KIC annual drawn down                  | 1     £10,000.00  | £10,000.00        |
| <b>Total Income</b>                    | <b>£28,058.28</b> | <b>£29,317.64</b> |
| <br>                                   |                   |                   |
| <b>Expenditure</b>                     |                   |                   |
| Gross salaries                         | £29,459.85        | £30,646.20        |
| Employer pension contributions         | £3,228.30         | £3,830.43         |
| Rent                                   | £3,726.20         | £3,610.00         |
| Electricity                            | £325.45           | £389.96           |
| Internet/Phone/Postage                 | £783.02           | £763.94           |
| Equipment & software                   | £234.42           | £246.95           |
| Insurance                              | £62.56            | £312.48           |
| Stationery, Printing & publicity       | £368.09           | £894.17           |
| Subscriptions                          | £0.00             | £372.60           |
| Chaplaincy & networking                | £354.62           | -                 |
| Events, Meetings, Training             | £322.63           | £401.92           |
| Travel                                 | £410.82           | £136.52           |
| Trustees expenses                      | £87.30            | £68.29            |
| Bank charges                           | £72.00            | £78.00            |
| <b>Net Expenses</b>                    | <b>£39,435.26</b> | <b>£41,751.46</b> |
| Less WCM UK Expenses recovery          | 2     -£2,880.00  | -£5,820.00        |
| <b>Gross Expenses</b>                  | <b>£36,555.26</b> | <b>£35,931.46</b> |
| <br>                                   |                   |                   |
| <b>Surplus/(Deficit) at 31/12/2023</b> | <b>-£8,496.98</b> | <b>-£6,613.82</b> |

**FAITH AT WORK IN WORCESTERSHIRE**  
**Balance Sheet as at 31st December 20203**

|  | <b>2023</b>       | <b>2022</b>       |
|--|-------------------|-------------------|
| <b>Funds</b>                           |                   |                   |
| Opening Funds                          | £14,500.72        | £21,114.54        |
| Surplus/Deficit                        | -£8,496.98        | -£6,613.82        |
| <b>Totals Funds</b>                    | <b>£6,003.74</b>  | <b>£14,500.72</b> |
| <br>                                   |                   |                   |
| <i>Represented by</i>                  |                   |                   |
| <i>Current assets</i>                  |                   |                   |
| Cash at Nat West Bank                  | £0.00             | £500.00           |
| Cash at Unity Trust Bank               | £3,259.79         | £13,784.76        |
| Monmouthshire Building Society Account | £0.00             | £3,821.06         |
| Redwood Bank                           | £0.00             | £10,215.90        |
| Hampshire Trust Bank                   | £25,295.87        | £25,000.00        |
| Cambridge & Counties Bank              | £40,000.00        | £40,000.00        |
| Unity Trust Savings Account            | £6,269.08         | £0.00             |
| <b>Total</b>                           | <b>£74,824.74</b> | <b>£93,321.72</b> |
| Less provision of future income fund 1 | -£68,821.00       | -£78,821.00       |
| <b>Total Assets</b>                    | <b>£6,003.74</b>  | <b>£14,500.72</b> |

## FAITH AT WORK IN WORCESTERSHIRE

### Notes to the accounts:

- 1 In January 2021, KIC Trustees chose to discontinue operations and transfer their remaining funds (£88,821) to Faith at Work in Worcestershire (FWW) in the form of a lump sum rather than the annual grants previously given. The FWW trustees have decided to recognise this amount as future income over an eight/nine year period and created separate bank accounts to hold the monies as well as setting up a Provision for Future Income. This is the third year of this transfer
- 2 The expense reimbursement received from WCMUK of £2,880 (£5,820 in 2022) arises from agreed costs incurred by FWW, primarily of salary and related benefit for time spent by the Office Manager/Communications Officer working on their behalf.

### Accounting Policies

The trustees of FWW have a Fixed Asset policy to capitalise assets with a cost of more than £100. There were no such assets purchased in this period

These accounts have been produced on the 'Cash Basis', i.e. amounts received and paid during the period

**Independent Examiner's Report to the Trustees of Faith at Work in Worcestershire  
Charity Number 1176881**

**Responsibilities and basis of report**

I report to the Trustees on my examination of the accounts of Faith at Work in Worcestershire for the period ended 31 December 2023 set out on pages 1 to 3. As the Charity's trustees, 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 Charity's accounts carried out under section 145 of the Act and, in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent Examiner's Statement**

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

- the 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 this report in order to enable a proper understanding of the accounts to be reached.

Signature of independent examiner *Sandie Smith*

Name of independent examiner Sandie Smith

Relevant professional qualification of independent examiner

Name of firm (where appropriate)

SAS Accounting Services

Address 20 Beechwood Drive, Eaton, Congleton, Cheshire, CW12 2NQ

Date 13th May 2024

**FAITH AT WORK IN WORCESTERSHIRE**

England & Wales - Charity number 1176881

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# Accounts

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| Trustees' Annual Report for the period |                   |     |         |    |                 |  |      |
|--|-------------------|-----|---------|----|-----------------|--|------|
| From                                   | Period start date |     |         | To | Period end date |  |      |
|  |                   | 1st | January |    | 2022            |  | 31st |

## Section A Reference and administration details

Charity name **Faith at Work in Worcestershire**

Other names charity is known by **FWW**

Registered charity number (if any) **1176881**

Charity's principal address **14b Top Barn Business Centre**  
**Worcester Road, Holt Heath**  
**WORCESTER**  
Postcode **WR6 6NH**

### 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  | Martin ALLEN       |                 |                                   | The Anglican Diocese of Worcester                             |
| 2  | Mary AUSTIN        | Chair           |                                   | Birmingham District of the Methodist Church                   |
| 3  | Christine DODD     | Chaplain        |                                   | The Roman Catholic Archdiocese of Birmingham                  |
| 4  | Anthony GLOSSOP    | Treasurer       |                                   | The Anglican Diocese of Worcester                             |
| 5  | Christopher HARVEY |                 |                                   | The Roman Catholic Archdiocese of Birmingham                  |
| 6  | John HILL          | Secretary       | To 09.06.2022                     | Heart of England Baptist Association                          |
| 7  | Paul LAWLOR        | Chaplain        |                                   |   |
| 8  | Sarah LEESON       | Chaplain        |                                   |   |
| 9  | Peter LEVITT       |                 |                                   | Wolverhampton and Shrewsbury District of the Methodist Church |
| 10 | Andrew MANN-RAY    |                 |                                   | West Midlands Synod of the United Reformed Church             |
| 11 | Stuart SANDYS      | Chaplain        |                                   | Heart of England Baptist Association                          |
| 12 | Roy WALFORD        | Secretary       |                                   |   |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| N/A  |                                   |

### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| N/A             |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

Revd Richard M JOHNSON

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document

CONSTITUTION

How the charity is constituted

Charitable Incorporated Organisation (CIO)

Trustee selection methods

Some are nominated by the Sponsoring Bodies (i.e. the local denominational bodies defined in the Constitution). The remainder are appointed directly by the charity (i.e. the 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.

'Faith At Work in Worcestershire' is a member of the national association of similar bodies, 'Workplace Chaplaincy Mission UK.'

## Section C Objectives and activities

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

The Charitable Objects of the CIO, from its constitution are:

The advancement of the Christian religion in workplaces and bodies engaged in economic and employment issues in Worcestershire and in furtherance, but not otherwise, of the above objective, to endeavour to increase understanding of contemporary society.

**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 principal activity of the CIO is to provide chaplaincy services to local businesses; a major part of this is to offer support to individuals including staff and management of the businesses concerned.

To support this activity the CIO offers training and networking opportunities to the chaplains. It also aims to provide at least one annual opportunity for a networking event when wider issues of business, employment and the economy can be discussed from a Christian perspective.

Links are also made with local church congregations that support the work of the CIO, with a view to helping members of those congregations deal with matters of employment, business and the economy in their own lives.

In planning and managing the work of the CIO the Trustees pay due regard to the Charity Commission guidance on public benefit.

#### **Additional details of objectives and activities (Optional information)**

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

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

A large proportion of the chaplaincy work undertaken by the CIO is carried out by volunteer chaplains, working individually or as part of a local team.

## **Section D**

## **Achievements and performance**

**Summary of the main achievements of the charity during the year**

### **Structure and constitution**

- The impact of COVID on the activities of the CIO was felt acutely during the year, with the number of volunteers reduced by 50%, and denominations that provide the bulk of our funding signalling that future financial support would be more difficult.
- We began a forward planning process to address these issues, undertaking a review of governance and strategic priorities.

### **Charitable Objectives**

- Provision of on-going training for chaplains using video training.
- Stabilised the number of chaplains at 25 (from a high of 42 in 2020)
- Continued communications with chaplains, partner churches, partner businesses and supporters through the website and regular newsletters
- Organised two seminars (April and September) for chaplains, trustees and supporters.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The policy of the charity is that we should hold a minimum reserve of 6 months running costs. To safeguard the livelihood of employees, this was considered the minimum time required to seek alternative funding should there be a significant shortfall in current levels.

### 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.

The charity is funded by donations from supporters and grants from denominational bodies that, constitutionally, appoint trustees (The Anglican Diocese of Worcester, The Birmingham District of the Methodist Church, The Roman Catholic Archdiocese of Birmingham, The Heart of England Baptist Association, The Wolverhampton and Shrewsbury District of the Methodist Church, The West Midlands Synod of the United Reformed Church).

At the beginning of the year we received a legacy grant from the separate charity the Kidderminster Industrial Chaplaincy, upon its winding up, which has been designated by trustees as a forward fund to offset where traditional funding from denominations may not be available in the future.

The main expenditure has been on two part-time staff to promote, support and work with the volunteers, mostly chaplains, in delivering the charity's objectives and programmes.

## Section F

## Other optional information

As part of the Annual Reporting to the Charity Commission we are required to report any serious incidents. Nothing under the guidance of what constitutes a serious incident has occurred.

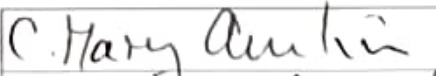
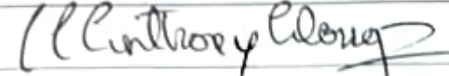
However, having reported in 2021 that we anticipated a significant retraction in funding from traditional sources (the denominations) due to the long-term impact of COVID, we have continued to keep this under review. During 2022 we have begun to consider options for sourcing funds elsewhere, and restructuring the work of the charity to reduce costs. Because of the legacy fund received (see section E above) we have resources and time to develop these plans in 2023. During the financial year 2022 (Jan – Dec 2022) there has been no material impact to the viability of the charity.

## Section G

## Declaration

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

### Signed on behalf of the charity's trustees

|                                     |   |  |
|-------------------------------------|---|--|
| Signature(s)                        |  |  |
| Full name(s)                        | Rev. C. MARY AUSTIN   | C. C. ANTHONY CHOSSO   |
| Position (eg Secretary, Chair, etc) | Chair   | Treasurer  |
| Date                                | 18/10/23  |  |

**FAITH AT WORK IN WORCESTERSHIRE**  
**Income and Expenditure Account for the Year Ending 31st December 2022**

|                               | <b>2022</b>        | <b>2021</b>        |
|-------------------------------|--------------------|--------------------|
|                               | <b>Income</b>      | <b>Income</b>      |
| Interest                      | £258.79            | £2.00              |
| Grants                        | £15,875.00         | £25,425.00         |
| Donations                     | £2,668.37          | £1,333.00          |
| KIC Future Income Fund        | 1 £10,000.00       | £0.00              |
| Misc Income                   | £350.00            | £253.00            |
| Local Churches                | £165.48            | £350.00            |
| <b>Total Income</b>           | <b>£29,317.64</b>  | <b>£27,363.00</b>  |
|                               | <b>Expenditure</b> | <b>Expenditure</b> |
| Rent                          | £3,610.00          | £3,600.00          |
| Electricity                   | £389.96            | £368.00            |
| Office Equipment/IT           | £246.95            | £1,255.00          |
| Gross Salaries                | 2 £30,646.20       | £26,386.00         |
| Pensions                      | 2 £3,830.43        | £4,848.00          |
| Tax & NI                      | 2 £0.00            | £357.00            |
| Insurance                     | £312.48            | £329.00            |
| Telephone, postage, broadband | £763.94            | £157.00            |
| Trustees Expenses             | £68.29             | £0.00              |
| Chaplains Expenses            | £136.52            | £239.00            |
| Meetings                      | £46.55             | £9.00              |
| Subscriptions                 | £372.60            | £403.00            |
| Events & Training             | £355.37            | £0.00              |
| Stationery & Printing         | £894.17            | £604.00            |
| WCMUK Expenses                | 3 -£5,820.00       | -£6,456.00         |
| Bank Charges                  | £78.00             | £0.00              |
| <b>Total Expenditure</b>      | <b>£35,931.46</b>  | <b>£32,099.00</b>  |
| <b>Surplus/(Deficit)</b>      | <b>-£6,613.82</b>  | <b>-£4,736.00</b>  |

**FAITH AT WORK IN WORCESTERSHIRE**  
**Balance Sheet as at 31st December 2022**

|  | 2022              | 2021               |
|--|-------------------|--------------------|
| <b>Funds</b>                           |                   |                    |
| Opening Funds                          | £21,114.54        | £25,850.54         |
| Surplus/Deficit                        | -£6,613.82        | -£4,736.00         |
| <b>Totals Funds</b>                    | <b>£14,500.72</b> | <b>£21,114.54</b>  |
| <br>                                   |                   |                    |
| <i>Represented by</i>                  |                   |                    |
| Current assets                         |                   |                    |
| Cash at Nat West Bank                  | £500.00           | £6,114.48          |
| Cash at Unity Trust Bank               | £13,784.76        | £0.00              |
| COIF account                           | £0.00             | £15,000.00         |
| Monmouthshire Building Society Account | £3,821.06         | £88,821.06         |
| Redwood Bank                           | £10,215.90        | £0.00              |
| Hampshire Trust Bank                   | £25,000.00        | £0.00              |
| Cambridge & Counties Bank              | £40,000.00        | £0.00              |
| <b>Total</b>                           | <b>£93,321.72</b> | <b>£109,935.54</b> |
| Less provision of future income fund   | 1 -£78,821.00     | -£88,821.00        |
| <b>Total Assets</b>                    | <b>£14,500.72</b> | <b>£21,114.54</b>  |

## **FAITH AT WORK IN WORCESTERSHIRE**

### Notes to the accounts:

- 1 In January 2021, KIC Trustees chose to discontinue operations and transfer their remaining funds (£88,821) to Faith at Work in Worcestershire (FWW) in the form of a lump sum rather than the annual grants previously given. The FWW trustees have decided to recognise this amount as future income over an eight/nine year period and created separate bank accounts to hold the monies as well as setting up a Provision for Future Income.
- 2 In 2021, the figures used were not analysed correctly, although the overall figure was correct.
- 3 The expense reimbursement received from WCMUK of £5,820 (£6,456 in 2021) arises from agreed costs incurred by FWW, primarily of salary and related benefit for time spent by the Office Manager/Communications Officer working on their behalf.

### Accounting Policies

The trustees of FWW have a Fixed Asset policy to capitalise assets with a cost of more than £100. There were no such assets purchased in this period

**Independent Examiner's Report to the Trustees of Faith at Work in Worcestershire  
Charity Number 1176881**

**Responsibilities and basis of report**

I report to the trustees on my examination of the accounts of Faith at Work in Worcestershire for the period ended 31 December 2022 set out on pages 1 to 4. As the Charity's trustees, 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 Charity's accounts carried out under section 145 of the Act and, in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent Examiner's Statement**

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

- the 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 this report in order to enable a proper understanding of the accounts to be reached.

Signature of independent examiner



Name of independent examiner

Sandie Smith

Relevant professional qualification of independent examiner

Name of firm (where appropriate)

SAS Accounting Services

Address

20 Beechwood Drive, Eaton, Congleton, Cheshire, CW12 2NQ

Date

14th April 2023

**FAITH AT WORK IN WORCESTERSHIRE**

England & Wales - Charity number 1176881

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# Accounts

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| Trustees' Annual Report for the period |                   |     |         |    |                 |  |
|--|-------------------|-----|---------|----|-----------------|--|
| From                                   | Period start date |     |         | To | Period end date |  |
|  |                   | 1st | January |    | 2021            |  |

## Section A Reference and administration details

|                                    |   |
|------------------------------------|---|
| Charity name                       | Faith at Work in Worcestershire   |
| Other names charity is known by    | FWW   |
| Registered charity number (if any) | 1176881   |
| Charity's principal address        | 14b Top barn Business Centre<br>Worcester Road, Holt Heath<br>WORCESTER<br>Postcode WR6 6NH |

### 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  | Martin ALLEN       |                         |                                   | The Anglican Diocese of Worcester                             |
| 2  | Mary AUSTIN        | Chair                   |                                   | Birmingham District of the Methodist Church                   |
| 3  | Siân BATTLE-WELCH  |                         | To 09.12.21                       |   |
| 4  | Christine DODD     |                         |                                   | The Roman Catholic Archdiocese of Birmingham                  |
| 5  | Ronald GILBERT     | Treasurer               | From 10.06.21                     |   |
| 6  | Anthony GLOSSOP    |                         |                                   | The Anglican Diocese of Worcester                             |
| 7  | Christopher HARVEY |                         |                                   | The Roman Catholic Archdiocese of Birmingham                  |
| 8  | John HILL          | Secretary               |                                   | Heart of England Baptist Association                          |
| 9  | Paul LAWLOR        |                         |                                   |   |
| 10 | Sarah LEESON       |                         |                                   |   |
| 11 | Pete LEVITT        |                         |                                   | Wolverhampton and Shrewsbury District of the Methodist Church |
| 12 | Andrew MANN-RAY    |                         |                                   | West Midlands Synod of the United Reformed Church             |
| 13 | Stuart SANDYS      |                         | From 10.06.21                     | Heart of England Baptist Association                          |
| 14 | Roy WALFORD        | Treasurer/<br>Secretary |                                   |   |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|------|-----------------------------------|

N/A

### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| N/A             |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

Revd Richard M JOHNSON

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document

CONSTITUTION

How the charity is constituted

Charitable Incorporated Organisation (CIO)

Trustee selection methods

Some are nominated by the Sponsoring Bodies (i.e. the local denominational bodies defined in the Constitution). The remainder are appointed directly by the charity (i.e. the 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.

'Faith At Work in Worcestershire' is a member of the national association of similar bodies, 'Workplace Chaplaincy Mission UK.

## Section C Objectives and activities

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

The Charitable Objects of the CIO, from its constitution are:

The advancement of the Christian religion in workplaces and bodies engaged in economic and employment issues in Worcestershire and in furtherance, but not otherwise, of the above objective, to endeavour to increase understanding of contemporary society

**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 principal activity of the CIO is to provide chaplaincy services to local businesses; a major part of this is to offer support to individuals including staff and management of the businesses concerned.

To support this activity the CIO offers training and networking opportunities to the chaplains. It also aims to provide at least one annual opportunity for a networking event when wider issues of business, employment and the economy can be discussed from a Christian perspective.

Links are also made with local church congregations that support the work of the CIO, with a view to helping members of those congregations deal with matters of employment, business and the economy in their own personal lives.

In planning and managing the work of the CIO the Trustees pay due regard to the Charity Commission guidance on public benefit.

#### **Additional details of objectives and activities (Optional information)**

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

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

A large proportion of the chaplaincy work undertaken by the CIO is carried out by volunteer chaplains, working individually or as part of a local team.

## **Section D**

### **Achievements and performance**

**Summary of the main achievements of the charity during the year**

#### **Structure and constitution**

- Continued to respond to the challenges of Covid 19 in terms of arrangements for Trustee meetings all held via Zoom.
- Prepared for the launch of a Supporters of FWW network, aimed in part in raising income for the charity.
- Commenced a review and revision of internal financial control system

#### **Charitable Objectives**

- Responded to the challenges of Covid 19 in terms of arrangements for returning chaplains safely to chaplaincy through a return to chaplaincy plan.
- Sustaining and developing network of chaplains to commercial and retail businesses through the year including during the pandemic.
- Adapting approaches to chaplaincy to comply with lockdown guidelines. Support for chaplains and trustees during lockdown.
- Continuing to promote the charity to partner churches through visits, preaching and talks, where possible.
- Provision of on-going training for chaplains using video training.
- Continued communications through the website, regular newsletters with chaplains, partner churches, partner businesses and supporters.
- Began a new Chaplaincy with YMCA Worcestershire.

## Section E Financial review

### Brief statement of the charity's policy on reserves

The policy of the charity is that we should hold a minimum reserve of 6 months running costs. To safeguard the livelihood of employees, this was considered the minimum time required to seek alternative funding should there be a significant shortfall in current levels.

### 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.

The charity is funded by donations from supporters and grants from grant making charities (Kidderminster Industrial Chaplaincy) and the denominational bodies that, constitutionally, appoint trustees (The Anglican Diocese of Worcester, The Birmingham District of the Methodist Church, The Roman Catholic Archdiocese of Birmingham, The Heart of England Baptist Association, The Wolverhampton and Shrewsbury District of the Methodist Church, The West Midlands Synod of the United Reformed Church).

The main expenditure has been on two part-time staff to promote, support and work with the much larger group of volunteers, mostly chaplains, in delivering the charity's objectives and programmes.

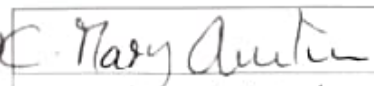
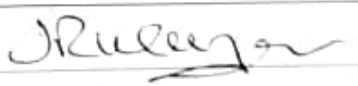
## Section F Other optional information

As part of the Annual Reporting to the Charity Commission we are required to report any serious incidents. Nothing under the guidance of what constitutes a serious incident has occurred. However, we have reviewed the impact of the COVID pandemic on the charity which, whilst not a serious incident as defined within the guidance, has changed the context in which we work. Our review has concluded that, whilst during the financial year 2021 (Jan – Dec 2021) there has been no material impact to the viability of the charity there is a potential risk to future grants from supporting bodies (as outlined above in section E) due to their coming under financial pressure as a result of the pandemic. We intend to keep this under review and report accordingly.

## Section G Declaration

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

### Signed on behalf of the charity's trustees

|                                     |   |  |
|-------------------------------------|---|--|
| Signature(s)                        |  |  |
| Full name(s)                        | CHRISTINE MARY AUSTIN   | JOHN ROWSTON WALFORD   |
| Position (eg Secretary, Chair, etc) | Chair   | SECRETARY  |
| Date                                | 26.10.22  |  |

**FWW INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDING 31/12/2021**

|                                 |                     | 2021<br>£          | 2020<br>£          |
|---------------------------------|---------------------|--------------------|--------------------|
|                                 | <b>Bank Trf. In</b> | <b>Income Note</b> | <b>Income</b>      |
| Interest                        |                     | 2                  | 39                 |
| Grants                          |                     | 25,425             | 31,417 1           |
| Donations                       |                     | 1,333              | 1,351              |
| KIC Future Income               | 88,821              | 0 2                | 0                  |
| Misc. Income                    |                     | 253                | 0                  |
| Local Churches                  |                     | 350                | 573                |
| <b>Total Income</b>             |                     | <b>£27,363</b>     | <b>£33,380</b>     |
|                                 | <b>Bk.Trf. Out</b>  | <b>Expenditure</b> | <b>Expenditure</b> |
| Rent                            |                     | 3,600              | 3,300              |
| Electricity                     |                     | 368                | 320                |
| Office Equipment / IT           |                     | 1,255 3            | 0                  |
| Salaries                        |                     | 26,386             | 23,549             |
| Pensions                        |                     | 4,848              | 4,605              |
| Tax & NIC                       |                     | 357                | 3,241              |
| Insurance                       |                     | 329                | 329                |
| Telephone & Postage             |                     | 157                | 358                |
| Trustees Expenses               |                     | 0                  | 52                 |
| Chaplains Expenses              |                     | 239                | 1,587              |
| Meetings                        |                     | 9                  | 0                  |
| Subscriptions                   |                     | 403                | 403                |
| Conferences & Training          |                     | 0                  | 68                 |
| Stationery & Printing           |                     | 604                | 127                |
| WCMUK (Expenses Billed)         |                     | -6,456 4           | -5,150             |
| Transfer KIC Future Income Fund | 88,821              | 2                  | 0                  |
| <b>Total Expenditure</b>        |                     | <b>£32,099</b>     | <b>£32,789</b>     |
| <b>Surplus/ -Deficit</b>        |                     | <b>-£4,736</b>     | <b>£591</b>        |

**FWW BALANCE SHEET AS AT 31/12/2021**

|                                    |         | 2021           | 2020           |
|------------------------------------|---------|----------------|----------------|
| <b>Funds</b>                       |         |                |                |
| Opening Funds                      |         | 25,851         | 25,260 1       |
| Surplus/Deficit                    |         | -4,736         | 591 1          |
| <b>Total Funds</b>                 |         | <b>£21,115</b> | <b>£25,851</b> |
| <b>Represented by</b>              |         |                |                |
| <b>Current assets</b>              |         |                |                |
| Cash at bank                       |         | 6,115          | 10,851         |
| COIF Account                       |         | 15,000         | 15,000         |
| Monmouthshire Building Society     | 88,821  |                |                |
| Less provision for unearned income | -88,821 | 0 3            | 0              |
| <b>Total Assets</b>                |         | <b>£21,115</b> | <b>£25,851</b> |

## Notes to the FWW Accounts for the Year Ended 31<sup>st</sup> December, 2021

1. A pledged grant from Kidderminster Industrial Chaplaincy (KIC) of £8,000 for the 2019 year was not received until 2020. Had this money been received in 2019 rather than 2020 as it should have been, the surplus of £591 reported would have resulted in a deficit of £7,409.
2. In January, 2021 KIC Trustees chose to discontinue operations and transfer their remaining funds (£88,821) to FWW in the form of a lump sum rather than the annual grants previously given. The FWW trustees have decided to recognise this amount as future income over an eight/nine year period and have created a separate bank account with the Monmouthshire Building Society as well as setting up a Provision for Future Income. An immediate recognition of the KIC funds as income would distort the annual performance of FWW over the next eight/nine years and render the accounts virtually meaningless.
3. FWW's Accounting Policy on Fixed Assets is detailed below. In 2021 the FWW enhanced its IT systems by upgrading its computing capacity by utilising refurbished computers. While these items cost more than the £100 threshold contained in the accounting policy (as shown below) the uncertainty related to the useful life of these assets led to the decision to expense them.
4. The expense reimbursement received from WCMUK of £6,456 (£5,150 in 2019) arises from agreed costs incurred by FWW, primarily of salary and related benefits for time spent by our Office Manager/Communications Officer working on their behalf.

### Accounting Policies:

- A) FWW has no assets which cost more than £100 which the trustees have set as the minimum costs for Fixed Assets to be recorded in the Accounts.

For and on behalf of the trustees

R. L. Gilbert

TRUSTEE AND TREASURER 14 JUNE 2022

**Independent Examiner's Report to the Trustees of Faith at Work In Worcestershire  
Charity Number 1176881**

**Responsibilities and basis of report**

I report to the trustees on my examination of the accounts of Faith at Work In Worcestershire for the period ended 31 December 2021 set out on pages 1 to 4. As the Charity's trustees, 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 Charity's accounts carried out under section 145 of the Act and, in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent Examiner's Statement**

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

- the 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 this report in order to enable a proper understanding of the accounts to be reached.

Signature of independent examiner *Sandie Smith*

Name of independent examiner Sandie Smith

Relevant professional qualification of independent examiner

Name of firm (where appropriate)

SAS Accounting Services

Address 43 Crofters Green, Droitwich, Worcestershire, WR9 9HX

Date 10th June 2022

**FAITH AT WORK IN WORCESTERSHIRE**

England & Wales - Charity number 1176881

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# Accounts

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| Trustees' Annual Report for the period |                   |         |      |    |                 |          |
|--|-------------------|---------|------|----|-----------------|----------|
| From                                   | Period start date |         |      | To | Period end date |          |
|  | 1st               | January | 2020 |    | 31st            | December |

## Section A Reference and administration details

|                                    |   |
|------------------------------------|---|
| Charity name                       | Faith at Work in Worcestershire   |
| Other names charity is known by    | FWW   |
| Registered charity number (if any) | 1176881   |
| Charity's principal address        | 14b Top barn Business Centre<br>Worcester Road, Holt Heath<br>WORCESTER<br>Postcode WR6 6NH |

### 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  | Martin ALLEN       |                 | From 17.9.2020                    | The Anglican Diocese of Worcester                             |
| 2  | Mary AUSTIN        | Chair           |                                   | Birmingham District of the Methodist Church                   |
| 3  | Siân BATTLE-WELCH  |                 |                                   |   |
| 4  | Christine DODD     |                 |                                   | The Roman Catholic Archdiocese of Birmingham                  |
| 5  | Anthony GLOSSOP    |                 |                                   | The Anglican Diocese of Worcester                             |
| 6  | Christopher HARVEY |                 |                                   | The Roman Catholic Archdiocese of Birmingham                  |
| 7  | John HILL          | Secretary       |                                   | Heart of England Baptist Association                          |
| 8  | Rosemary LAWLEY    |                 | To 30.11.2020                     |   |
| 9  | Paul LAWLOR        |                 |                                   |   |
| 10 | Sarah LEESON       |                 |                                   |   |
| 11 | Pete LEVITT        |                 |                                   | Wolverhampton and Shrewsbury District of the Methodist Church |
| 12 | Andrew MANN-RAY    |                 | From 17.9.2020                    | West Midlands Synod of the United Reformed Church             |
| 13 | Alison MACKEY      |                 | To 30.11.2020                     | Heart of England Baptist Association                          |
| 14 | Roy WALFORD        | Treasurer       |                                   |   |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| N/A  |                                   |

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|-----------------|------|---------|
| N/A             |      |         |
|                 |      |         |
|                 |      |         |

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

Revd Richard M JOHNSON

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

**CONSTITUTION**

How the charity is constituted  
(eg. trust, association, company)

**Charitable Incorporated Organisation (CIO)**

Trustee selection methods  
(eg. appointed by, elected by)

Some are nominated by the Sponsoring Bodies (i.e. the local denominational bodies defined in the Constitution). The remainder are appointed directly by the charity (i.e. the 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.

'Faith At Work in Worcestershire' is a member of the national association of similar bodies, 'Workplace Chaplaincy Mission UK.'

**Section C Objectives and activities**

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

The Charitable Objects of the CIO, from its constitution are:

The advancement of the Christian religion in workplaces and bodies engaged in economic and employment issues in Worcestershire and in furtherance, but not otherwise, of the above objective, to endeavour to increase understanding of contemporary society.

**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 principal activity of the CIO is to provide chaplaincy services to local businesses; a major part of this is to offer support to individuals including staff and management of the businesses concerned.

To support this activity the CIO offers training and networking opportunities to the chaplains. It also aims to provide at least one annual opportunity for a networking event when wider issues of business, employment and the economy can be discussed from a Christian perspective.

Links are also made with local church congregations that support the work of the CIO, with a view to helping members of those congregations deal with matters of employment, business and the economy in their own personal lives.

In planning and managing the work of the CIO the Trustees pay due regard to the Charity Commission guidance on public benefit.

**Additional details of objectives and activities (Optional information)**

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

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

A large proportion of the chaplaincy work undertaken by the CIO is carried out by volunteer chaplains, working individually or as part of a local team.

**Section D**

**Achievements and performance**

**Summary of the main achievements of the charity during the year**

**Structure and constitution**

- Recruitment of new trustee appointed by Worcester Diocese and the West Midlands Synod of the United Reformed Church.
- Succession planning for replacement Secretary and Treasurer to the Trustees
- Policy development: Production of new volunteer policy. Adapted health and safety policy to meet Covid 19 crisis. Provided video training for chaplains in its implementation.
- Implemented a research project into efficacy of chaplaincy through a series of structured interviews with chaplains, churches and beneficiaries of chaplaincy in order to inform a new three-year plan.
- Responded to the challenges of Covid 19 in terms of arrangements for Trustee meetings and administration. Three of our four trustees' meetings were via Zoom and all but one executive.
- Produced and adopted a new three year development plan for 2021 - 2023

**Charitable Objectives**

- Responded to the challenges of Covid 19 in terms of arrangements for returning chaplains safely to chaplaincy through a return to chaplaincy plan.
- Sustaining and developing network of chaplains to commercial and

## Section D

## Achievements and performance

retail businesses through the year including during the pandemic.

- Adapting approaches to chaplaincy to comply with lockdown guidelines. Support for chaplains and trustees during lockdown. Working with churches in Upton upon Severn to develop town centre chaplaincy there as a new programme.
- Succession planning and supporting volunteers withdrawing from activity as their circumstances change including those who feel unable to continue due to Covid19.
- Continuing to promote the charity to partner churches through visits, preaching and talks, where possible.
- Organised a training morning facilitated by West Mercia Police on Safeguarding with particular emphasis on modern day slavery and human trafficking within the economy.
- Provision of on-going training for chaplains using video training including encouraging support of those experiencing unemployment.
- Developed communications through the website, regular newsletters with chaplains, partner churches, partner businesses and supporters.
- Began planning to introduce a role of Business Partnership liaison volunteers

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The policy of the charity is that we should hold a minimum reserve of 6 months running costs. To safeguard the livelihood of employees, this was considered the minimum time required to seek alternative funding should there be a significant shortfall in current levels

### 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.

The charity is funded by donations from supporters and grants from grant making charities (Kidderminster Industrial Chaplaincy) and the denominational bodies that, constitutionally, appoint trustees (The Anglican Diocese of Worcester, The Birmingham District of the Methodist Church, The Roman Catholic Archdiocese of Birmingham, The Heart of England Baptist Association, The Wolverhampton and Shrewsbury District of the Methodist Church, The West Midlands Synod of the United Reformed Church).

The main expenditure has been on two part-time staff to promote, support and work with the much larger group of volunteers, mostly chaplains, in delivering the charity's objectives and programmes.

## Section F

## Other optional information

As part of the Annual Reporting to the Charity Commission we are required to report any serious incidents. Nothing under the guidance of what constitutes a serious incident has occurred. However, we have reviewed the impact of the COVID pandemic on the charity which, whilst not a serious incident as defined within the guidance, has changed the context in which we work. Our review has concluded that, whilst during the financial year 2020 (Jan – Dec 2020) there has been no material impact to the viability of the charity there is a potential risk to future grants from supporting bodies (as outlined above in section E) due to their coming under financial pressure as a result of the pandemic. We intend to keep this under review and report accordingly.

## Section G Declaration

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

Signed on behalf of the charity's trustees

|                                     |                           |                      |
|-------------------------------------|---------------------------|----------------------|
| Signature(s)                        | C. Mary Aurkin            | J. R. Walford        |
| Full name(s)                        | REV CHRISTINE MARY AUSTIN | JOHN ROYSTON WALFORD |
| Position (eg Secretary, Chair, etc) | CHAIR                     | SECRETARY            |
| Date                                | 19.10.21                  |                      |

**Income and Expenditure Account - Year Ended 31st December 2020**

| Note               | Income                 | Comparative      |                   |
|--------------------|------------------------|------------------|-------------------|
|                    |                        | £                | £                 |
|                    |                        |                  | <b>2019</b>       |
| 1                  | Grants                 |                  | 20,000.00         |
|                    | Donations              | 31,417.00        | 60.00             |
|                    | Interest               | 1,350.97         | 105.94            |
|                    | Gift Aid               | 39.39            | 98.86             |
|                    |                        | -                |                   |
| 3                  | WMCUK                  | 5,150.00         | 2,490.00          |
|                    | Local Churches         | 573.00           | 1,740.20          |
|                    | <b>Total</b>           | <b>38,530.36</b> | <b>24,495.00</b>  |
| <b>Expenditure</b> |                        |                  |                   |
| 1                  | Salaries               | 23,549.37        | 18,855.37         |
|                    | Tax/NI                 | 3,241.24         | 2,580.53          |
|                    | Pensions               | 4,604.90         | 1,225.83          |
|                    | Rent                   | 3,300.00         | 3,600.00          |
|                    | Subscriptions          | 403.00           | 600.00            |
|                    | Electricity            | 320.15           | 293.56            |
|                    | Insurance              | 329.28           | 318.08            |
|                    | Telephone              | 358.11           | 311.81            |
|                    | Chaplains' Expenses    | 1,586.60         | 3,067.69          |
|                    | Trustees' Expenses     | 52.35            | -                 |
|                    | Meetings etc.          | -                | 95.00             |
|                    | Conference             | 67.50            | 160.00            |
|                    | Stat/Print/IT          | 127.20           | 607.40            |
|                    | <b>Total</b>           | <b>37,939.70</b> | <b>31,715.27</b>  |
|                    | <b>Surplus/Deficit</b> | <b>590.66</b>    | <b>- 7,220.27</b> |

**Balance Sheet as at 31st December 2020**

| Note     |                               | £ | £                | Comparative<br><b>2019</b> |
|----------|-------------------------------|---|------------------|----------------------------|
|          | <b>FUNDS</b>                  |   |                  |                            |
|          | Opening Funds                 |   | 25,260.07        | 32,480.34                  |
|          | Surplus/Deficit               |   | 590.66           | - 7,220.27                 |
|          | <b>Total Funds</b>            |   | <b>25,850.73</b> | <b>25,260.07</b>           |
|          | <br><b>REPRESENTED BY</b>     |   |                  |                            |
|          | <b>Current Asstets</b>        |   |                  |                            |
|          | Cash at Bank                  |   | 10,850.73        | 10,260.07                  |
|          | COIF Account                  |   | 15,000.00        | 15,000.00                  |
|          |                               |   | <b>25,850.73</b> | <b>25,260.07</b>           |
|          | <br>Less Current Liabilities  |   |                  |                            |
|          | Sundry Creditors              | - |                  | -                          |
|          | <br><b>Net Current Assets</b> |   | <b>25,850.73</b> | <b>25,260.07</b>           |
| <b>2</b> | Fixed Assets                  |   | -                | -                          |

Notes to the accounts - Year Ended 31st December 2020

- 1 A pledged donation from KIC of £8,000 for 2019 was, due to an oversight, not paid during the year. It was instead paid in January 2020 along with £8,000 for 2020. Had this money been received in 2019, the 2019 accounts would have shown a surplus of £779.73 (recorded deficit £7,220.27), and the surplus in the 2020 accounts would have been a deficit of £7,409.27
  
- 2 Faith at Work has no assets which cost more than £100.00 which the trustees have set as the minimum costs for fixed assets in the accounts
  
- 3 The Income from WCMUK of £5,150 (£2,490 in 2019) relates to the recharge to them for time spent by our Communications Officer carrying out duties for them.

**Independent Examiner's Report to the Trustees of Faith at Work in Worcestershire  
Charity Number 1176881**

**Responsibilities and basis of report**

I report to the trustees on my examination of the accounts of Faith at Work in Worcestershire for the period ended 31 December 2020 set out on pages 1 to 4. As the Charity's trustees, 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 Charity's accounts carried out under section 145 of the Act and, in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent Examiner's Statement**

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

- the 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 this report in order to enable a proper understanding of the accounts to be reached.

Signature of independent examiner

*Sandie Smith*

Name of independent examiner

Sandie Smith

Relevant professional qualification of independent examiner

Name of firm (where appropriate)

Address

43 Crofters Green, Droitwich, Worcestershire, WR9 9HX

Date

8th October 2021

**Independent Examiner's Report to the Trustees of Faith at Work in Worcestershire  
Charity Number 1176881**

**Responsibilities and basis of report**

I report to the trustees on my examination of the accounts of Faith at Work in Worcestershire for the period ended 31 December 2020 set out on pages 1 to 4. As the Charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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Signature of independent examiner *Sandie Smith*

Name of independent examiner Sandie Smith

Relevant professional qualification of independent examiner

Name of firm (where appropriate)

Address 43 Crofters Green, Droitwich, Worcestershire, WR9 9HX

Date 8th October 2021