

Trustees' Annual Report for the period					
From	Period start date		To	Period end date	
	1st	January	2021	31st	December
					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
	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	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/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**

### **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.

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



## 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.

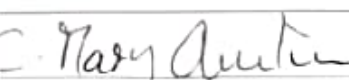
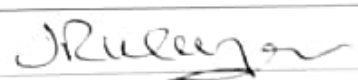
Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

	
CHRISTINE MARY AUSTIN	JOHN ROWSTON WALFORD
Chair	SECRETARY

26.10.22

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

		2021 £	2020 £
	Bank Trf. In	Income Note	Income
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>
	Bk.Trf. Out	Expenditure	Expenditure
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