

Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	1st	January	2023		31st	December 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
	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
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 24th 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

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)

C Mary Austin

Charles Compton Anthony

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
Income			
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
Total Income		£28,058.28	£29,317.64
Expenditure			
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
Net Expenses		£39,435.26	£41,751.46
Less WCM UK Expenses recovery	2	-£2,880.00	-£5,820.00
Gross Expenses		£36,555.26	£35,931.46
Surplus/(Deficit) at 31/12/2023		-£8,496.98	-£6,613.82

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

	2023	2022
Funds		
Opening Funds	£14,500.72	£21,114.54
Surplus/Deficit	-£8,496.98	-£6,613.82
Totals Funds	£6,003.74	£14,500.72
 <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
Total	£74,824.74	£93,321.72
Less provision of future income fund 1	-£68,821.00	-£78,821.00
Total Assets	£6,003.74	£14,500.72

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