

Heathrow Multi-Faith Chaplaincy Association

Treasurer's Report Year End Ending 31st December 2021

1. The year in summary
 - a. The highlight of the year was agreement with HAL to employ a full-time head of Chaplaincy who will be responsible for the Multi-Faith Chaplaincy and the Chapel. This work will commence in the first quarter and look for completion in the second quarter 2022.
 - b. The Income for 2021 was £67,900 (see Appendix A Income and Expenditure 2021)
 - c. Expenditure for 2021 was £29,974 (see Appendix A Income and Expenditure 2021)
 - d. There was no capital expenditure during the year.
 - e. A new budget for 2022 was proposed and is attached. (see Appendix B – Chaplaincy Budget 2022)
 - f. It should be noted that agreement to each expense item has not (as of the date of reporting) been finalised.
 - g. The charity received a donation from HAL of £72,900.
2. Starting in 2022 the Chaplaincy will be developing its own revenue streams and expenses management. At this point, the only promise of financial support is from HAL. It is important that the charity looks for other sources of income.
3. A service agreement for the provision of an interim head of chaplaincy has been reached by the Charity and a chaplain for 2022. The Agreement can be terminated with 1 months' notice by either party.
4. Year End
 - a. Current account balance £4,427
 - b. Capital Account balance £50,549
5. Accounting Policy
 - a. The Accounting policy is based on the payments and receipts method of accounting. Most small charities

(those below a turnover of £250,000 per year) use this method.

- b. It is agreed that an External Examiner is appropriate for the charity accounts of 2021.

APPENDIX A - Income and Expenditure Year Ending 31st December 2021

Heading	Budget 2021			Credit £	Debit £	
Opening Balance				17,050		
Income						
Donations	67,900			67,900		
Total	67,900			67,900		
Expenditure						
Consultancy	60,000				27,800	
Donations (Afghan)	zero				1000	
Training	3000				1063	
Bank Fees	500				111	
Total					29,974	
Closing Balance				54,976		

APPENDIX B – Chaplaincy Budget 2022

2022 Heathrow Multi Faith Chaplaincy draft budget 0.1, 07.12.21			
Governance	Insurance	500.00	
	Banking charges	250.00	
	Audits	3500.00	
	Meetings	1500.00	
	Governance Subtotal		5750.00
Employment	Advertsing costs Head Of Chaplaincy	1000.00	
	Head of Chaplaincy, 1.0fte (Salary & pension)	61000.00	
	Part time Assistant Head	15000.00	
	Recruitment of chaplains	2000.00	
	Payroll administration, outsource	700.00	
	Pension report to Auditor	200.00	
	Local authority FRS17 report	750.00	
	Employment subtotal		79650.00
Office	Stationary	1000.00	
	Social Media (domain, design, etc.)	2500.00	
	IT supplies	500.00	
	Sundries (catering, hosp, sm gifts, etc)	1300.00	
	Office Subtotal		5300.00
Training & Equipment	PPE (Hi Viz, Safety shoes, ear protection, masks	1000.00	
	Mental Health First Aid (team)	1000.00	
	Safeguarding (via Travel Care)	500.00	
	Chaplain specific courses	1000.00	
	Training & Equipment subtotal		3500.00
	Per faith, £500	3000.00	
	Publicity & Events subtotal		3000.00
Publicity/ Events			
	IACAC membership, 9 chaplains, 1 Head	500.00	
	IACAC conference, 1 attendees	500.00	
	BI & I network, 2 x 2 attendees	800.00	
	CrisisConf, 1 attendee (Emergency Response)	1000.00	
Conferences/ Associations			
	Conferences & Associations subtotal		2800.00
TOTAL for 2022			100000.00