

Company registered number 5322606
Registered charity number 1109048

West Yorkshire Community Chaplaincy Project

Financial Statements

for the year ended 31st March 2016

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2016

The trustees present their report and unaudited financial statements for the year ended 31st March 2016.

Reference and Administrative Information

Charity name West Yorkshire Community Chaplaincy Project

Charity Registration Number 1109048

Company Registration Number 5322606

Registered Office c/o HMP Leeds
2 Gloucester Terrace
Leeds
LS12 2TJ

Trustees

Jane Clay
Shakeel Meer
Yunus Miah
David Paton-Williams chair
Patricia Sandbach
Peter Rosser
Marianne Ward
Usman Mohammed

Principal staff

Jane Daguerre Project Director

Independent Examiner

Paul Cowham MA FCA DChA
Green Fish Resource Centre
46 – 50 Oldham Street
Manchester
M4 1LE

Bankers

Unity Trust Bank plc
9 Brindleyplace
Birmingham
B1 2HB

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2016

The Trustees are pleased to present their report together with the financial statements of the charity for the year ending 31 March 2016.

Directors and Trustees

The Directors of the charitable company (the charity) are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees serving during the year were as follows:

Jane Clay
Yunus Miah
Shakeel Meer
David Paton-Williams - chair
Patricia Sandbach
Peter Rosser
Marianne Ward
Usman Mohammed

Project Director

The Director is Jane Daguerre.

Aims and Objectives

The purposes of the charity as set out in the Memorandum of Association are:

- To promote, for the benefit of the public in Yorkshire and the Humber, provision of services for the care and resettlement and rehabilitation of prisoners, and those at risk of offending, and their families and dependants, either alone or in co-operation with any other body, authority, or person;
- To further and promote the study of and research into all aspects and methods of the prevention of crime, social exclusion, and delinquency, and to obtain and make records of and disseminate information concerning the same.

Aims

- To contribute to reducing re-offending and reconviction to prison by supporting men leaving HMP Leeds to resettle in West Yorkshire.
- To enable ex-prisoners to break the cycle of re-offending and to improve their life chances.
- To develop, increase and maintain faith community involvement in developing community solutions to crime and offending locally, regionally and nationally.

These aims reflect the purposes for which the charity was formed.

Objectives

- Establish and maintain a team of support workers to provide support and advice for ex-prisoners released into West Yorkshire.
- Develop a comprehensive and effective volunteer link worker programme with a diverse range of volunteers, including ex-prisoners, to support prisoners on release and to raise awareness in local communities.
- Maintain a network of contacts within the local faith communities from which volunteers will be sought.
- Actively develop partnerships with other providers of resettlement support to provide a comprehensive support services for prisoners leaving HMP Leeds.
- Sustain a well-resourced, cost effective and efficient organisation.

Ensuring the work delivers the aims

The Board reviews the aims, objectives, and activities of the charity every year in order to ensure that they meet the charity's purposes in the most effective way. The staff team provides regular reports on work undertaken and progress against targets in the Strategic Plan to the Board.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2016

How activities deliver public benefit

All activities contribute to

- the swifter reintegration of ex-prisoners into the community,
- building safer communities in West Yorkshire, reducing the costs associated with offending including the costs to the Police, Court Services and the Prison

According to the Ministry of Justice the cost of keeping a person in prison for a year is estimated to be £36,000. From April 1st 2015 and 31st March 2016 62 of the men supported by the charity had not been re-imprisoned one year from release; this saved more than £2,000,000 of public money

The beneficiaries of WYCCP services

The primary beneficiaries of WYCCP services are men who are residents of HMP Leeds resettling into West Yorkshire. WYCCP works with men prior to release and in the community post release. Use of WYCCP's services by prisoners and ex-prisoners is purely voluntary and men refer themselves in response to publicity within the prison and personal contact through WYCCP's dedicated prisoner 'peer worker'; prison chaplains and other agencies also refer prisoners. WYCCP works with all men referred who are resettling back to West Yorkshire, with the exception of sex offenders, who require specialist support. Our key criterion is that they express a willingness to engage and make positive changes in their lives. Work with prisoners is often undertaken in partnership with other agencies working with the men. All services are provided free with priority given to those closest to their release date.

Equal access to the charity's services is a high priority. WYCCP is a multi-faith community chaplaincy with three full time resettlement workers who provide their services to prisoners and their families of any or no faith. This is made explicit in the charity's publicity. All prisoners in HMP Leeds are male; ethnic origin, religion, disability, and other characteristics are monitored to ensure that no inadvertent discrimination is occurring.

The indirect beneficiaries of the charity's work are the people of West Yorkshire and in particular the families of the ex-prisoners and the local communities where they reside. The social benefits cannot easily be measured but reducing re-offending makes for safer communities, reduces the damage and distress caused by crime, helps keep families together, and reduces costs to the tax payer.

Charitable activities

In order to fulfill its objectives during 2015 - 2016 the charity had

- A resettlement co-ordinator, who gave holistic practical support to service users, devised the strategic approach to these services and delivered volunteer training, until January 2016.
- Three specialist resettlement workers who give holistic practical support to WYCCP service users.
- A part time volunteer programme manager and part assistant volunteer co-ordinator responsible for recruitment, training, and supervision of volunteers.

Review of the year's work

This was a year of financial challenge for WYCCP. The government's Transforming Rehabilitation Programme created expectations for the voluntary sector to be commissioned to deliver resettlement activities and this in turn led to an apparent reluctance for large funders to support charities in the Criminal Justice Sector. WYCCP was, in the year in question, and has been subsequently, unsuccessful in being commissioned to deliver and also unsuccessful in some major funding applications. The result of this was that WYCCP's Board was forced to make one post redundant and reduce staff hours for several months. In addition to this the uncertainty led to two key staff members resigning during the course of the year. The situation improved considerably in the autumn of 2015 with success in several funding applications. Staff hours were reinstated at that point; however WYCCP's staffing levels continue to be lower than at any time in the life of the charity.

WYCCP's core work is the resettlement of prisoners from HMP Leeds and Wealstun. Resettlement workers visit prisoners (service users), for assessment prior to their release from prison. Service users are assessed using the National Offender Management Service Resettlement Pathways and an action plan is produced. Resettlement workers meet prisoners on release with a volunteer link worker and then continue to offer advice, support and signposting as appropriate during the following

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2016

critical weeks and months in the areas identified by the service user as significant to them in maintaining a crime-free life. This is undertaken in partnership with any other voluntary community and public sector bodies involved in the service user's resettlement. WYCCP records and monitors work undertaken using its bespoke data base.

This year WYCCP has continued to develop and maintain a Service User Advisory Group. This group was facilitated initially by a WYCCP volunteer and has had input into various elements of WYCCP work, including how to encourage service users to volunteer and the contents of WYCCPs 'on release hampers'

Informed by the Service User Advisory Group WYCCP has developed a booklet to be given to prisoners on release, containing a wealth of useful information around local services in an easily accessible format.

In 2015/16 WYCCP received 295 referrals; 212 were eligible, screened and the majority received some support in prison. 62 of these men received support in the community including contact with a range of agencies. Of these 62 men 39 men received intensive support. Men in this category received in depth support including contact with housing services, hostels, and benefits and other agencies, and doctors. They had one or more volunteer link workers allocated to them. They each received an average of 44 separate interventions. Comparative figures for 2013/14 were 296 men worked with, and 71 worked with 'in depth'. WYCCP acknowledges a significant drop in the number of men supported and ascribes this almost completely to the difficulties described above. We are delighted however that the number of men supported to be crime free one year from release has increased this year.

WYCCP's ultimate aim is to reduce re-imprisonment to prison; the organisation enjoys significant success in meeting this aim. In April 2016 the charity's average re-imprisonment rate for people 6 months from release was 19% and 28% for 12 months, based on figures collected over the previous five years. This is compared to an average 64% re-imprisonment rate quoted for HMP Leeds.

The charity partially met its previously set target of giving 250 ex-prisoners support with 60 of this crime free one year from the date of release; as mentioned earlier during this period 62 of our service users were still in the community one year from release.

Despite the difficulties during this year the charity has continued to enjoy positive relationships with officers at HMP Leeds and attended a range of meetings within the prison.

Volunteer programme

In 2015/6 the average number of active volunteers was 20. Potential volunteers attend a compulsory half day assessment session. If they successfully pass this they attend three day induction training programme and are then formally interviewed and, if selected as volunteer link workers, undertake further compulsory training, receive one to one support and develop individual action plans. Volunteer link workers shadow experienced volunteers and staff before undertaking work with service users.

These volunteers assist in implementing previously agreed action plans which may include accompanying the newly-released service users to Housing Advice, a hostel or Probation Office; registering with Jobcentre Plus, supporting applications for Job Seeker's Allowance, and helping them to work towards education or employment.

Volunteers benefit significantly from the training they receive and experience of work in the criminal justice field, provided by WYCCP. Volunteering with WYCCP can increase confidence and 'employability'. The organisation provides support and advice to their volunteers around job seeking, and a number have been successful in obtaining employment. In August 2015 a number of the charity's volunteers were undertaking associated university courses; WYCCP offers practical experience, which can greatly enhance their studies.

WYCCP also provides student placement opportunities to young people from local universities.

Partnerships, stakeholders and multi agency working.

Partnership and multi agency working is integral to the smooth running of WYCCP and the charity seeks to work in collaboration with others in order to provide more effective services and to avoid duplicating provision offered.

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Report of the Trustees for the year ended 31 March 2016

Key stakeholders include

- Community housing providers e.g. Informal Learning, Faith Lodge
- Drugs projects e.g. Forward Leeds
- Local Authority Housing Services
- The Prison Service
- The National Probation Service (formerly West Yorkshire Probation Trust)
- Community Rehabilitation Company (formerly West Yorkshire Probation Trust)

Publicity

A comprehensive range of printed leaflets and posters, distributed to prisoners and staff of HMP Leeds and to other agencies and faith communities, ensures that all interested parties are aware of the organisation's services. Members of the staff team give presentations on the work of WYCCP to other agencies and to local, regional, and national gatherings. The Director, in particular, keeps in close touch with appropriate staff in the prison and related agencies.

Faith

There is an ongoing commitment to networking with faith communities.

Financial Review

The charity continues to implement its financial strategy to achieve greater long term security.

Investment Policy

Under the Memorandum and Articles of Association, the charity has the power to invest in any way the Trustees wish. The Trustees have an account with the Charity's Deposit Fund at CCLA Investment Management Limited, established under the Charity's Act 1993. This enables the Trustees to earn, even on relatively small sums, the rates of interest normally only available for larger sums, while retaining easy access to the charity's capital. The rate of return on deposited funds is still at a record low in common with all interest rates and remained at below 1% during 2015/6. The account is actively managed in conjunction with the charity's current account so that the charity makes the most effective use of its financial resources. In keeping with the charity's ethos of respecting, as far as practicable, the beliefs of all faiths, the Trustees intend to use the interest for the direct benefit of the charity's service users. The charity has no other investments.

Reserves Policy

The Trustees have examined the charity's requirements for reserves in light of the main risks to the organisation and consider that it would be prudent to hold unrestricted and uncommitted funds equivalent to six months' salaries (including redundancy liabilities), and other unavoidable running costs, in order to maintain the current activities of the charity for six months in the event of a significant fall in income, while other sources of funding are sought. The required sum is approximately £90,000; the Trustees consider it a priority to secure additional long term funding in order to replenish diminishing reserves, but recognise the considerable difficulties given the given current national economic austerity. The Trustees will ensure that reserves never fall below the amount needed to meet WYCCP's current redundancy liability.

Principal Funding Sources

In 2015/6 WYCCP received £31,454 from the Henry Smith Charity, year two of a second three year grant which pays the salary costs of one resettlement worker. The charity received £30,000 from the John Paul Getty Foundation, £25,000 from the AllChurches Trust and £23,942 from Lloyds Foundation. WYCCP was successful in securing NHS funding of £29,357 to run a pilot project with an aim of supporting ex-prisoners to engage better with primary and secondary health services in South and East Leeds. In addition WYCCP has received small grants from The AB Charitable Trust, Liz & Terry Bramall Foundation, Jimbo's Fund, through Leeds Community Foundation, Brelms Trust, The Hilden Charitable Trust, The Laing Family Trust, Evan Cornish Foundation and Wades Charity

The charity's main area of expenditure is staff salaries and associated costs.

Fundraising strategy

WYCCP has a comprehensive fundraising programme and whilst working to achieve fundraising outcomes also ensures that it is as cost efficient as possible, achieves effective outcomes which can be measured and its achievements are appropriately publicised.

The organisation will continue to apply to appropriate charitable trusts for core and appropriate project costs.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2016

Plans for 2016/7

- Focus on and develop work supporting ex-prisoners experiencing physical and mental ill health.
- Develop family work in partnership with HMP Leeds Jigsaw Visitors Centre and apply for funding to support this work.
- Continue to develop and maintain WYCCP's Service User Advisory Group.

During 2016–2017 we plan to give at least 250 ex-prisoners support and estimate that at least 60 of our service users will be crime free one year from the date of release.

Structure, Governance, and Management

Governing Document

West Yorkshire Community Chaplaincy Organisation (WYCCP) is a charitable company limited by guarantee, governed by its Memorandum and Articles of Association dated 10 May 2004, and registered with the Charity Commission. Membership of the charity is open to individuals and organisations applying to the charity which are approved by the Directors. Each member agrees to contribute up to £10 in the event of the charity being dissolved. At 31 March 2016 there were eight members.

Appointment of Trustees

The Articles of Association call for at least three Trustees but set no maximum number. In keeping with the charity's multi-faith nature, the Board seeks to be representative, as far as possible, of the various faiths of its service users, and to include a broad range of skills and experience. It appoints new Trustees when necessary to ensure these aims are achieved.

Trustees appointed during the year submit themselves for election at the subsequent annual general meeting. One third of the Trustees retire by rotation at the AGM each year but may be re-elected. Invitations to nominate new Trustees are sent to all members in advance of the AGM, together with names of the retiring Trustees.

Trustee Induction and Training

New Trustees are given a folder including all relevant documents (including the Memorandum and Articles of Association, the Organisation's policies, and other information), information about their responsibilities under charity and company law, the current business plan, and the most recent annual report and accounts. They visit the organisation to meet the Director and other employees. If they wish, they may attend a Board meeting before formally accepting appointment. Trustees are encouraged to attend appropriate internal and external training events.

Organisation

The Board of Trustees administers the charity. The Board meets on a regular basis, at least four times a year. Sub groups are formed to deal with particular events or needs (e.g. personnel) as required. A Director is appointed by the Trustees to manage the day to day operations of the charity and has delegated authority for operational matters. These include staff management, developing and sustaining networks with local communities and relevant organisations in all sectors, and identifying and satisfying funding needs. The Director develops, implements, and reviews all policies and procedures to ensure safe and effective running of the organisation; develops and implements evaluation and monitoring systems, and has an overview, with limited and specified authority, over the organisation's finances.

Related Parties

HMPS Leeds who supply the office building.

Risk Management

The Trustees manage risks to the charity by reviewing annually the risks the charity may face, and by establishing procedures to lessen the identified risks and to minimise the impact on the charity if they should materialise. The main risk facing the charity is the failure to obtain adequate funding to meet the charity's objectives. Progress with the implementation of the fundraising strategy is reported to board meetings.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and regulations.

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2016

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees has elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the income and expenditure of the charitable company for that period. In preparing these financial statements the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity's SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose at any time the financial position of the charitable company and to enable it to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees of the charity who are directors for the purposes of company law, who served during the year and up to the date of this report are set out on page 1.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

Approved by the Trustees and signed on its behalf by:

..... Name

..... Signature

..... Date

Independent Examiner's Report to the Trustees of

West Yorkshire Community Chaplaincy Project

I report on the accounts of the company for the year ended 31 March 2016 which are set out on pages 9 to 18.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedure laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Paul Cowham MA FCA DChA
Green Fish Resource Centre
46 – 50 Oldham Street
Manchester
M4 1LE

Date

West Yorkshire Community Chaplaincy Project

Statement of Financial Activities (including Income and Expenditure account) for the year ended 31 March 2016

	Unrestricted funds	Restricted funds	2016	2015
Note	£	£	£	£
Income	2			
Donations	1,274	-	1,274	3,898
Grants	165,442	82,534	247,976	182,459
Other income	1,530	-	1,530	2,500
In kind income	30,000	-	30,000	30,000
Bank interest	53	-	53	112
	<hr/>	<hr/>	<hr/>	<hr/>
Total incoming resources	198,299	82,534	280,833	218,969
	<hr/>	<hr/>	<hr/>	<hr/>
Expenditure				
<i>Expenditure on charitable activities</i>	3	89,140	110,813	199,953
		<hr/>	<hr/>	<hr/>
Total expenditure		89,140	110,813	199,953
		<hr/>	<hr/>	<hr/>
Net incoming/(outgoing) resources for the year	5	109,159	(28,279)	80,880
Transfer between funds		-	-	-
		<hr/>	<hr/>	<hr/>
Net income/(expenditure) and net movement in funds for the year		109,159	(28,279)	80,880
		<hr/>	<hr/>	<hr/>
Reconciliation of funds				
Funds brought forward		17,835	32,279	50,114
		<hr/>	<hr/>	<hr/>
Funds carried forward		£ 126,994	£ 4,000	£ 130,994
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

All of the charity's operations are classed as continuing.

Movements on reserves and all recognised surpluses or deficits are shown above.

**West Yorkshire Community Chaplaincy Project
Company no. 5322606**

**Balance Sheet
as at 31 March 2016**

	Note	2016		2015	
		£	£	£	£
Fixed assets					
Tangible assets	8		-		-
Current assets					
Debtors	9	71		1,428	
Cash at bank and in hand		132,023		49,786	
		<hr/>		<hr/>	
		132,094		51,214	
Creditors: amounts falling due in less than one year	10	(1,100)		(1,100)	
		<hr/>		<hr/>	
Net current assets			130,994		50,114
			<hr/>		<hr/>
Total assets less current liabilities			£ 130,994		£ 50,114
			<hr/> <hr/>		<hr/> <hr/>
The funds of the charity					
Unrestricted funds					
Designated funds	11	-		-	
General funds		126,994		17,835	
		<hr/>		<hr/>	
Subtotal			126,994		17,835
Restricted funds	12		4,000		32,279
			<hr/>		<hr/>
			£ 130,994		£ 50,114
			<hr/> <hr/>		<hr/> <hr/>

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime (of the Companies Act 2006).

Approved by the Trustees and signed on their behalf by:

Shakeel Meer (chair)

Signed

Date

Name

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2016

1 Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below. They have been applied consistently during the year, and in the preceding year.

a Basis of preparation

The financial statements have been prepared under the historic cost convention and in accordance with the Companies Act 2006, the Statement of Recommended Practice - Accounting and Reporting by Charities FRSSE version (effective January 2015).

b Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

c Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

d Resources expended

Expenditure is recognised on an accrual basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is included as part of the expenditure to which it relates.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2016 (continued)

e Operating leases

Rentals payable under operating leases, where substantially all the risks and rewards of ownership remains with the lessor, are charged to the Statement of Financial Activities in the year in which they fall due.

f Tangible fixed assets

Fixed assets are stated at cost less accumulated depreciation. Individual items costing less than £2,000 are not capitalised.

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

Asset Category	Annual rate
Leasehold improvements	10%
Fixtures & fittings	25%
Computer equipment	33%

g Pensions

The charitable company contributes to defined contribution pension schemes on behalf of its employees. The assets of these schemes are entirely separate to those of the charity. The pension cost shown represents contributions payable by the charity on behalf of the employees and it has no other liability to these schemes.

There were contributions outstanding / (prepaid) at the balance sheet date of £nil (2015: £nil).

h Cash flow statement

The charity has taken advantage of the exemption in Financial Reporting Standard 1 from preparing a Cash Flow Statement on the grounds that it is a small charitable company.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2016 (continued)

2 Income

	Unrestricted £	Restricted £	Total 2016 £	<i>Total 2015</i> £
Grants				
Big Lottery Fund	-	21,802	21,802	<i>86,259</i>
Henry Smith	-	31,375	31,375	<i>23,250</i>
Joseph Rank Trust	-	-	-	<i>15,000</i>
John Paul Getty Trust	30,000	-	30,000	-
Garfield Weston	-	-	-	<i>20,000</i>
Leeds S&E Health Grant (LCF)	-	29,357	29,357	
Lloyds TSB	23,942	-	23,942	<i>15,000</i>
Porticus	25,000	-	25,000	-
Allchurches Trust	25,000	-	25,000	-
Other small grants	61,500	-	61,500	<i>22,950</i>
	<hr/> 165,442	<hr/> 82,534	<hr/> 247,976	<hr/> <i>182,459</i>
Donations	1,274	-	1,274	<i>3,898</i>
Other income				
Sundry Income	1,530	-	1,530	-
HMP Wealstun	-	-	-	<i>2,500</i>
	<hr/> 1,530	<hr/> -	<hr/> 1,530	<hr/> <i>2,500</i>
In kind income				
Rent for offices	30,000	-	30,000	<i>30,000</i>
	<hr/> 30,000	<hr/> -	<hr/> 30,000	<hr/> <i>30,000</i>
Bank interest	53	-	53	<i>112</i>
Total incoming resources	<hr/> £ 198,299	<hr/> £ 82,534	<hr/> £ 280,833	<hr/> <i>£ 218,969</i>

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2016 (continued)

3 Expenditure

	Total 2016 £	Total 2015 £
Wages and salaries	146,796	200,326
Other staff costs e.g. travel, training	6,831	6,282
Premises costs	4,547	4,686
Administrative costs	8,511	14,506
Other project costs	2,168	2,255
Accountancy	1,100	1,100
In kind expenditure (premises costs)	30,000	30,000
Total resources expended	£ 199,953	£ 259,155

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2016 (continued)

4 Corporation tax

The charity is exempt from tax on income and gains falling within S505 of the Income & Corporation Taxes Act 1988 (ICTA 1998) or S256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

5 Net incoming/(outgoing) resources

This is stated after charging/(crediting) the following:

	2016 £	2015 £
Independent examiner's remuneration	1,100	1,100
Depreciation	-	-
	1,100	1,100
Independent examiner's/auditor's remuneration comprised:		
Independent examination	500	500
Accountancy	600	600
	1,100	1,100
	£ 1,100	£ 1,100

6 Staff costs

Staff costs during the year were as follows:

	2016 £	2015 £
Wages and salaries	131,112	179,492
Social security costs	11,556	14,164
Pension costs	4,128	6,670
	146,796	200,326
	£ 146,796	£ 200,326

The average number of employees during the year calculated on the basis of full-time equivalents was as follows:

Project director	0.8	0.8
Project and other workers	5.1	5.7
	5.9	6.5
Total	5.9	6.5

The number of employees earning over £60,000 per annum excluding pension contributions was nil (2015: nil).

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2016 (continued)

7 Trustees' remuneration and expenses

Neither the trustees nor any persons connected with them received any remuneration during the year.

No trustees received any travel and subsistence expenses during the year (2015: £nil).

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2015: nil).

8 Fixed assets: tangible assets

	Fixtures, fittings & equipment £
Cost brought forward 1 April 2015	19,394
Additions	-
Disposals	-
	£ 19,394
Depreciation brought forward 1 April 2015	19,394
Charge for the year	-
Disposals	-
	£ 19,394
Net book value at 31 March 2016	£ -
<i>Net book value at 31 March 2015</i>	£ -

9 Debtors

	2016 £	2015 £
Other debtors	71	495
Prepayments	-	933
	£ 71	£ 1,428
	£ 71	£ 1,428

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2016 (continued)

10 Creditors: amounts falling due in less than one year

	2016	2015
	£	£
Accruals	1,100	1,100
	£ 1,100	£ 1,100
	£ 1,100	£ 1,100

11 Designated funds

	As at 1 April 2015	Incoming transfers	Outgoing transfers	As at 31 March 2016
	£	£	£	£
John Paul Getty	-	-	-	-
	£ -	£ -	£ -	£ -
	£ -	£ -	£ -	£ -

Funds have been designated by the management committee for the following purposes:

John Paul Getty - this funding will contribute to the cost of resettlement worker/chaplains plus running costs, to support WYCCP's 'through the gate' support of ex-offenders.

12 Restricted funds

	As at 1 April 2015	Incoming resources	Outgoing resources	Transfers	As at 31 March 2016
	£	£	£	£	£
Leeds S&E Health Grant (LCF)	-	29,357	(25,357)	-	4,000
Big Lottery Fund 2	32,279	21,802	(54,081)	-	-
Henry Smith	-	31,375	(31,375)	-	-
	£ 32,279	£ 82,534	£ (110,813)	£ -	£ 4,000
	£ 32,279	£ 82,534	£ (110,813)	£ -	£ 4,000

Restricted funds represent monies to be used for the following specific purposes

Leeds Health Grant – a to run a pilot project with an aim of supporting ex-prisoners to engage better with primary and secondary health services in South and East Leeds

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2016 (continued)

13 Analysis of net assets between funds

Fund balances at 31 March 2016 are represented by:	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	-	-	-
Net current assets	126,994	4,000	130,994
	<hr/>	<hr/>	<hr/>
Total net assets	£ 126,994	£ 4,000	£ 130,994
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>