

Company registered number 5322606
Registered charity number 1109048

West Yorkshire Community Chaplaincy Project

Financial Statements

for the year ended 31st March 2015

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2015

The trustees present their report and unaudited financial statements for the year ended 31st March 2015.

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

Paul Allen	Resigned October 2014
Jane Clay	
Shakeel Meer	
Yunus Miah	
David Paton-Williams	chair
Peter Rosser	appointed 15 May 2014
Patricia Sandbach	
Marianne Ward	appointed 15 May 2014
Usman Mohammed	appointed 26 February 2015

Principal staff

Jane Daguerre Project Director

Independent Examiner

Paul Cowham MA ACA 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 2015

The Trustees are pleased to present their report together with the financial statements of the charity for the year ending 31 March 2015.

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:

Paul Allen
Jane Clay
Yunus Miah
Shakeel Meer
David Paton-Williams - chair
Peter Rosser
Patricia Sandbach
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 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 and Wealstun.
- 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

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2015

the Strategic Plan to the Board.

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 £39,000.

During 2014 -2015 fifty nine 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 and HMP Wealstun 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 education classes; prison chaplains and other agencies also refer prisoners. WYCCP works with all men referred as long as they express a willingness to engage and make positive changes in their lives. Work with prisoners who have served longer than 12 months is 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 four part and 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 and Wealstun 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 2014 -2015 the charity had

- A resettlement co-ordinator, who gives holistic practical support to service users, devises the strategic approach to these services and delivers volunteer training.
- 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

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 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 developed 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'

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Report of the Trustees for the year ended 31 March 2015

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 2014/5 WYCCP received 428 referrals; 296 men received support including contact with a range of agencies. Of these 296 men 71 men received 'in depth' 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 245 men worked with, and 80 worked with 'in depth'.

WYCCP's ultimate aim is to reduce re-imprisonment to prison; the organisation enjoys significant success in meeting this aim. In July 2015 the charity's average re-imprisonment rate for people 6 months from release was 16% and 25% for 12 months, based on figures collected over the previous 44 months. This is compared to an average 64% re-imprisonment rate quoted for HMP Leeds. As mentioned earlier during this period 59 of our service users were still in the community one year from release.

The charity met its previously set target of giving 250 ex-prisoners support with 50 of this crime free one year from the date of release.

During this year the charity has continued to enjoy positive relationships with officers at both prisons and attended a range of meetings within the prisons.

There have been no staff changes over the year.

Volunteer programme

In 2014/5 the average number of active volunteers was 19. 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 2014 just over a quarter 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.

Key stakeholders include

- Community housing providers e.g. Informal learning, Faith Lodge
- Drugs projects e.g. Turning Point
- Local Authority Housing Services
- SHELTER
- The Prison Service
- West Yorkshire Probation Trust (now The National Probation Service and Community Rehabilitation Company)

Publicity

A comprehensive range of printed leaflets and posters, distributed to prisoners and staff of HMP Leeds and Wealstun and to other agencies and faith communities, ensures that all interested parties are aware of the organisation's services. Members of

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2015

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 2013/14. 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 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 2014/5 the charity was in year 3 of its second Big Lottery funded project 'Routes from Release' worth £251,998 over 3 years. This pays the salaries of the volunteer co-ordinator and resettlement co-ordinator and a percentage of the organisational costs. This year WYCCP received £31,454 from the Henry Smith Charity, year one of a second three year grant which pays the salary costs of one resettlement worker. The charity received £15,000 from the Joseph Rank Trust, £20,000 from Garfield Weston for use during this financial year and £15,000 from Lloyds TSB. WYCCP also received an annual grant of £10,000 from Allen Lane and £26,000 from HMP Wealstun to pay for work there. In addition WYCCP has received small grants from the Charles & Elsie Sykes Trust, the Brelms Trust, the Souter Charitable Trust, the George Martin Trust and the Seedbed Christian 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.

WYCCP has developed links with Purple Futures, the prime provider commissioned to deliver the government's Transforming Rehabilitation Programme in West Yorkshire and are prepared to be commissioned by them to deliver 'through the gate' resettlement support and mentoring in 2016.

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

Plans for 2015/6

- Focus on and develop work supporting ex-prisoners experiencing physical and mental ill health.
- Develop specific work with prisoner and ex-prisoners around debt and finance issues.
- Develop family work in partnership with HMP Leeds Jigsaw Visitors Centre.
- Be ready to be commissioned to deliver resettlement services under the government's 'Transforming Rehabilitation'

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2015

programme

During 2015–2016 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 2015 there were 7 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.

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

West Yorkshire Community Chaplaincy Project

Report of the Trustees for the year ended 31 March 2015

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:

DAVID PATON-WILLIAMS Name

DPA-W Signature

8.10.15 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 2015 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 ACA DChA
Green Fish Resource Centre
46 – 50 Oldham Street
Manchester
M4 1LE

Date

14.10.2015

West Yorkshire Community Chaplaincy Project

**Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2015**

	Note	Unrestricted funds £	Restricted funds £	2015 £	2014 £
Incoming resources	2				
Donations		3,898	-	3,898	1,259
Grants		81,200	101,259	182,459	149,765
Earned Income		2,500	-	2,500	26,000
In kind income		30,000	-	30,000	30,000
Bank interest		112	-	112	443
Total incoming resources		117,710	101,259	218,969	207,467
Resources expended					
<i>Charitable activities</i>	3	141,626	116,416	258,042	258,040
Governance costs		1,113	-	1,113	1,313
Total resources expended		142,739	116,416	259,155	259,353
Net incoming/(outgoing) resources for the year	5	(25,029)	(15,157)	(40,186)	(51,886)
Transfer between funds		(15,784)	15,784	-	-
Net movement in funds		(40,813)	627	(40,186)	(51,886)
Funds at 31 March 2014		58,648	31,652	90,300	142,186
Funds at 31 March 2015		£ 17,835	£ 32,279	£ 50,114	£ 90,300

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 2015**

	Note	2015	2014
		£	£
Fixed assets			
Tangible assets	8	-	-
Current assets			
Debtors	9	1,428	1,264
Cash at bank and in hand		49,786	90,336
		<hr/>	<hr/>
		51,214	91,600
Creditors: amounts falling due in less than one year	10	(1,100)	(1,300)
		<hr/>	<hr/>
Net current assets		50,114	90,300
		<hr/>	<hr/>
Total assets less current liabilities		£ 50,114	£ 90,300
		<hr/> <hr/>	<hr/> <hr/>
Reserves			
Unrestricted funds			
Designated funds	11	-	50,000
General funds		17,835	8,648
		<hr/>	<hr/>
Subtotal		17,835	58,648
Restricted funds	12	32,279	31,652
		<hr/>	<hr/>
		£ 50,114	£ 90,300
		<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:

David Paton Williams (chair)

Signed



Date 8.10.15

Name

DAVID PATON WILLIAMS

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2015

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 historical cost convention and in accordance with the Companies Act 2006, the Statement of Recommended Practice - Accounting and Reporting by Charities (issued in March 2005), and the Financial Reporting Standard for Smaller Entities (effective April 2008).

The prior year adjustment is in respect of income receivable at 31 March 2010 which had originally been deferred. It is felt that this treatment was not consistent with the Statement of Recommended Practice Accounting and Reporting by Charities (issued March 2005).

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 2015 (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 (2014: £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 2015 (continued)**

2 Incoming resources

	Unrestricted £	Restricted £	Total 2015 £	Total 2014 £
Grants				
Big Lottery Fund	-	86,259	86,259	83,387
Henry Smith	23,250	-	23,250	30,000
Joseph Rank Trust	15,000	-	15,000	15,000
Community Development Foundation			-	(622)
Garfield Weston	20,000	-	20,000	-
Lloyds TSB	-	15,000	15,000	15,000
The Trusthouse Charitable Foundation			-	7,000
Laing Family Trust	5,000	-	5,000	-
Other small grants	17,950	-	17,950	-
	<u>81,200</u>	<u>101,259</u>	<u>182,459</u>	<u>149,765</u>
Donations	3,898	-	3,898	1,259
Earned Income				
HMP Wealstun	2,500	-	2,500	26,000
In kind income				
Rent for offices	30,000	-	30,000	30,000
	<u>30,000</u>	<u>-</u>	<u>30,000</u>	<u>30,000</u>
Bank interest	112	-	112	443
Total incoming resources	<u>£ 117,710</u>	<u>£ 101,259</u>	<u>£ 218,969</u>	<u>£ 207,467</u>

West Yorkshire Community Chaplaincy Project

**Notes to the accounts
for the year ended 31 March 2015 (continued)**

3 Resources expended

	Big Lottery Fund	Lloyds TSB	Unrestricted projects and central costs	Governance	Total 2015	Total 2014
	£	£	£	£	£	£
Wages and salaries	75,219	30,429	94,678	-	200,326	188,275
Other staff costs e.g. travel, training	5,927	355	-	-	6,282	11,433
Premises costs	1,499	-	3,187	-	4,686	4,816
Administrative costs	2,987	-	11,506	1,113	15,606	19,761
Other project costs	-	-	2,255	-	2,255	3,693
Depreciation	-	-	-	-	-	1,375
In kind expenditure (premises costs)	-	-	30,000	-	30,000	30,000
Allocation of central costs	-	-	-	-	-	-
Total resources expended	£ 85,632	£ 30,784	£ 141,626	£ 1,113	£ 259,155	£ 259,353
Total resources expended 2014	£ 87,019	£ -	£ 171,021	£ 1,313	£ 259,353	

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2015 (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:

	2015 £	2014 £
Independent examiner's remuneration	1,100	1,300
Depreciation	-	1,375
	1,100	1,375
Independent examiner's/auditor's remuneration comprised:		
Independent examination	500	600
Accountancy	600	700
	£ 1,100	£ 1,300

6 Staff costs

Staff costs during the year were as follows:

	2015 £	2014 £
Wages and salaries	179,492	167,572
Social security costs	14,164	13,897
Pension costs	6,670	5,359
	£ 200,326	£ 186,828

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	5.7	5.7
	6.5	6.5

The number of employees earning over £60,000 per annum excluding pension contributions was nil (2014: nil).

West Yorkshire Community Chaplaincy Project

Notes to the accounts

for the year ended 31 March 2015 (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 (2014: £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 (2014: nil).

8 Fixed assets: tangible assets

	Fixtures, fittings & equipment £
Cost brought forward 1 April 2014	19,394
Additions	-
Disposals	-
	£ 19,394
Depreciation brought forward 1 April 2014	19,394
Charge for the year	-
Disposals	-
	£ 19,394
Net book value at 31 March 2015	£ -
<i>Net book value at 31 March 2014</i>	£ -

9 Debtors

	2015 £	2014 £
Other debtors	495	300
Prepayments	933	964
	£ 1,428	£ 1,264
	£ 1,428	£ 1,264

West Yorkshire Community Chaplaincy Project

**Notes to the accounts
for the year ended 31 March 2015 (continued)**

10 Creditors: amounts falling due in less than one year	2015	2014
	£	£
Accruals	1,100	1,300
	<hr/>	<hr/>
	£ 1,100	£ 1,300
	<hr/> <hr/>	<hr/> <hr/>

11 Designated funds

	<i>As at 1 April 2014</i>	Incoming transfers	Outgoing transfers	<i>As at 31 March 2015</i>
	£	£	£	£
John Paul Getty	50,000	-	(50,000)	-
	<hr/>	<hr/>	<hr/>	<hr/>
	£ 50,000	£ -	£ (50,000)	£ -
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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

	<i>As at 1 April 2014</i>	Incoming resources	Outgoing resources	Transfers	<i>As at 31 March 2015</i>
	£	£	£	£	£
Big Lottery Fund 2	31,652	86,259	(85,632)	-	32,279
Lloyds TSB	-	15,000	(30,784)	15,784	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	£ 31,652	£ 101,259	£ (116,416)	£ 15,784	£ 32,279
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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

Big Lottery Fund - funds received for the payment of two posts and related costs.

West Yorkshire Community Chaplaincy Project

Notes to the accounts for the year ended 31 March 2015 (continued)

13 Analysis of net assets between funds

Fund balances at 31 March 2015 are represented by:

	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	-	-	-
Net current assets	17,835	32,279	50,114
	<hr/>	<hr/>	<hr/>
Total net assets	£ 17,835	£ 32,279	£ 50,114
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

14 Going Concern

The charity has experienced a difficult time financially resulting in a fall in reserves and lack of contracts. This was due to factors outside the control of the charity. In 2015 it has restructured to reduce the running costs and undertaken a significant amount of fundraising resulting in additional funds being obtained. As at October 2015 the funding in place is sufficient to allow the charity to operate until October 2016. The trustees and staff of the charity are committed to the future viability and sustainability of the organisation and are confident that the charity is a going concern. There are a number of other funding bids which they are optimistic will provide additional funding.

