

SCHOOLS CHRISTIAN WORKER PROJECT

PART OF CHURCHES TOGETHER IN OSWESTRY DISTRICT AND IN
ASSOCIATION WITH CHURCHES TOGETHER IN ELLESMERE AND SCRIPTURE UNION

REPORT AND FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2018

CONTENTS

Legal and administrative information	page 2
Trustees Report	page 3
Independent Examiner's Report	page 6
Statement of Financial Activities	page 7
Balance Sheet	page 8
Notes to the Financial Statements	page 10

**SCHOOLS CHRISTIAN WORKER PROJECT
YEAR ENDED 31 DECEMBER 2018**

1. LEGAL AND ADMINISTRATIVE INFORMATION

BOARD MEMBERS from January 2018	Mrs Gill Buckeridge	Chairman
	Mrs Jenni Bevington	Secretary
	Mr Martin Digby	Vice Chair
	Rev Andrew Cranston	Line manager
	Mrs Lydia Cranston	Line Manager
	Mrs Pam Kingsley	Communications
	Mr Alistair Nurden	Treasurer Elected May 2018 after co-option

COMPANY SECRETARY Mrs Jenni Bevington

REGISTERED OFFICE Oswestry Christian Bookshop
Lower Brook Street
Oswestry SY11 2HG

COMPANY REGISTRATION NUMBER 3679389 England and Wales

CHARITY REGISTRATION NUMBER 1076894

BANKS	Lloyds TSB Bank plc	CAF Bank Ltd
	32 Church Street Oswestry Shropshire SY11 2SS.	25 Kings Hill Avenue West Malling Kent ME19 4JQ

INDEPENDENT EXAMINER Mr Mike Horner
Pilgrims
12 Morda Close
Oswestry
SY11 2BA

SCHOOLS CHRISTIAN WORKER PROJECT

YEAR ENDED 31 DECEMBER 2018

2. TRUSTEES REPORT

The Trustees present their Report and accounts for the year.

The accounts have been prepared in accordance with the accounting policies set out in Para 6 [Notes to the Financial Policies] and comply with the charity's governing document, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

2.1 STRUCTURE, GOVERNANCE AND MANAGEMENT OF THE CHARITY

2.1.1 Governing Document

The charity is governed by its Memorandum and Articles of Association dated 4th December 1998

2.1.2 Structure and Relationship

The Schools Christian Worker Project ("The Project") is a company limited by guarantee and does not have share capital. The Project was registered as a charity on 4th August 1999. The Project forms part of the work and witness of Churches Together in Oswestry District (CTOD) in association with Churches Together in Ellesmere (CTIE). The Project is an associate project of Scripture Union in Schools (SU).

2.1.3 Organisational Management

The administration and management of the Project is carried out by a board of trustees, all of whom are directors. The Board must have a minimum of six members. The two longest serving members of the Board are required to retire at the Annual General Meeting, but are eligible for re-election. The Board may, from time to time, co-opt members prior to an Annual General Meeting for specific tasks. Such members must be presented for election at the next occurring Annual General Meeting. The President and Vice-President of CTOD are ex-officio members of the Board.

The Trustees meet at least four times a year and are responsible for the day to day management of the Project. Rev and Mrs Cranston have responsibility for the line management of The Project's employee, Jane Webber. The Trustees are responsible for the oversight of their work, maintaining prayer and pastoral support, managing aspects of the budget and fund-raising.

2.1.4 Recruitment and Training of Trustees

Trustees of the charity are appointed by a Trustees' meeting. Trustees, who must be committed to the objects of the charity, are recruited from supporting churches and organisations. A package of information on Trustee responsibility and relevant policies is provided. Support and training is available from Scripture Union. None of the Trustees has any beneficial interest in the company.

2.1.5 Risk Management

The Trustees are responsible for the management of the risks faced by the charity. The controls used include:

- Established organisational structure, lines of reporting and employee supervision
- Formal agendas for all Board activity
- Planning, budgeting and financial forecasting
- Vetting procedures as required by law for the protection of the vulnerable

It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

2.1.6 Reserves

The Trustees maintain reserves of at least £11,000, which would meet the current cost of employment for three months. The level of reserves is reviewed by the Board annually.

SCHOOLS CHRISTIAN WORKER PROJECT

YEAR ENDED 31 DECEMBER 2018

2. TRUSTEES REPORT [Continued]

2.1.7. Remuneration Policy

The Trustees review remuneration annually in line with our pay policy adopted in October 2017. They take into account indices of inflation and national wage levels alongside conditions in comparable employment and any changes in the work done.

2.1.8. Financial Control

The Trustees fulfil their responsibilities regarding accounting requirements and financial control as follows. - Each year the Trustees go through the checklist provided by the Charity Commission to ensure that all controls are in place that are relevant to SCWP.

The Trustees ensure that proper external scrutiny of charities is carried out as follows. -

The appointed independent examiner confirms that he follows the checklist provided by the Charity Commission for proper scrutiny as relevant to SCWP.

2.2 OBJECTS AND ACTIVITIES

2.2.1 Charitable Objects

The charity's objects, as set out in the Memorandum and Articles of Association, are to advance the Christian faith among young people in full time education, in particular but not exclusively by the provision of Schools Christian Worker(s) to assist with religious activities in schools and other extra-curricular youth work activities in the local districts covered by the catchment areas of The Marches, Lakelands and St Martin's Schools and their feeder primary schools.

The second key activity is the maintenance of active interest in constituent churches to provide prayer, financial and practical support. This is done by the circulation of regular newsletters, prayer diaries and monthly prayer breakfast and plans to develop a greater presence on social media. There are also visits made to churches and other groups.

2.2.2 Aims, including public benefit

The Trustees have paid due regard to guidance issued by the Charity Commission including that on public benefit and, in particular, the specific guidance on charities established for the advancement of religion.

It is the aim of the charity to present the good news of Jesus Christ to as many local children, young people and students as possible. This is primarily achieved by using employed Schools Workers to visit local schools and colleges making contact in a whole variety of ways. These include participation in individual discussion with students and staff, lessons, school assemblies, extra-curricular activities and supporting Christian Unions.

Freedom of choice is at the heart of the Christian faith: no indoctrination is involved. Staff and pupils, regardless of their ethnic or religious background, are encouraged to consider the Christian faith and challenged to review their own values and beliefs. In this way over 5,000 children a year benefit in around 20 schools and colleges as well as staff, parents church groups and others. No charge is made except for a few isolated activities such as a concert or a residential.

2.3 ACHIEVEMENTS AND PERFORMANCE

2.3.1 At the 2018 AGM Miss Lynsey Arnott was thanked very much for her work as treasurer and wished well in her university studies. Mr Alistair Nurden had been co-opted to take her place in January 2018 and his position as a trustee was ratified by a unanimous vote.

**SCHOOLS CHRISTIAN WORKER PROJECT
YEAR ENDED 31 DECEMBER 2018**

2. TRUSTEES REPORT [Continued]

During early 2018 The Trustees continued to work to identify the next SCWP worker. The post was advertised in January and the interviews of 5 candidates resulted in Mrs Jane Webber being offered and accepting the role to start on Sept 1st.

Jane has undertaken her role with energy and skill. She has made contact with all 20 schools and many of the churches. Her diary is becoming fuller as schools appreciate the range of support the Project offers and three establishments which previously were closed to us have booked visits.

Amongst other things she has also attended SU's induction training, made links with other Christian youth workers and organised a prayer week in half term.

In the time without a worker Mrs Gill Buckeridge attended the National and Northern Region Scripture Union conferences.

We continued to review our policies and practices to ensure legal compliance and the best possible practice and have agreed policies on Safeguarding, Conflict of Interest and Equality.

Mrs Pam Kingsley led the process of becoming GDPR compliant and establishing a secure Data Base.

Mr Alistair Nurden has updated our processes for reclaiming Gift Aid and has put in claims as appropriate.

2.4 FUTURE PLANS 2019

2.4.1 The main priority will be to continue to support Jane in representing the churches in the schools to bring the good news of Jesus to pupils and staff.

2.4.2 We will continue to work to develop a supporter base spread as widely across the region and the age groups as possible and we will continue to review our processes on an ongoing basis.

2.5 CONCLUSION

2.5.1 Volunteers and supporters

The Trustees very much appreciate the continuing encouragement, financial and prayer support of individuals, organisations and church groups throughout our area particularly through the difficult period without a worker.

This generous giving is the core funding which gives the security to employ staff. We particularly acknowledge wise oversight from Scripture Union, Rev Paul Darlington, our Chaplain, and the services of Mr Mike Horner, our Independent Examiner.

Approved by the Board and signed on their behalf:

Signed: *G.M. Buckeridge*
Gill Buckeridge – SCWP Chair

Date: 4th March 2019

**SCHOOLS CHRISTIAN WORKER PROJECT
YEAR ENDED 31 DECEMBER 2018**

3. INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

3.1 Respective Responsibilities of Members and Examiner

As the Charity's members you are responsible for the preparation of the Accounts; you consider that the audit requirement of section 145(1) of the Charities Act 2011 does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners, whether particular matters have come to my attention.

3.2 Basis of report

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. 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 members concerning any such matters. The procedures undertaken do not provide all that evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the Accounts.

3.3 Independent Examiner's Report

In connection with my examination, no matter has come to my attention, which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the Act;
- and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met, or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed - *M. Horner* Date - 12th March 2019
Mike Horner Independent Examiner

**SCHOOLS CHRISTIAN WORKER PROJECT
YEAR ENDED 31 DECEMBER 2018**

4. STATEMENT OF FINANCIAL ACTIVITIES

	£	2018 £	£	2017 £
INCOMING RESOURCES				
General Fund				
General donations	22,647		30,525	
Other donations and fund raising	0		0	
General Gift Aid	3,449		5,555	
Interest Receivable	45		22	
		26,141		36,102
RESOURCES USED				
Workers Salary, PAYE, INC, Pension	7,063		17,857	
Conferences and training	235		0	
Printing and photocopying	40		32	
Sundry expenses	43		401	
Postage & stationary	308		68	
Telephone	40		60	
Motor and travel expenses	522		1,539	
Other worker expenses	77		0	
Grants Given	1,500		1,000	
Administration and projects expenses	1,907		1,725	
Depreciation	0		28	
		11,735		22,710
NET INCOMING RESOURCES				
		14,406		13,392
	Designated	0	(5,207)	
	General	<u>14,406</u>	<u>18,599</u>	
	TOTAL	14,406	13,392	
Balance of Funds Brought Forward				
	General	58,415	39,816	
	<i>New Project Fund</i>			
	Restricted	0	0	
	Designated	18,067	23,274	
		76,482		63,090
	General	90,888	58,415	
	<i>New Project Fund</i>			
	Restricted	0	0	
	Designated	0	18,067	
Balance of Funds Carried Forward				
		90,888		76,482

**SCHOOLS CHRISTIAN WORKER PROJECT
YEAR ENDED 31 DECEMBER 2018**

5. BALANCE SHEET AS AT 31ST DECEMBER 2018

			2018		2017
	Notes	£	£	£	£
TANGIBLE FIXED ASSETS	6.2		0		0
CURRENT ASSETS					
Debtors	6.3	3,431		5,784	
Cash at Bank		<u>87,718</u>		<u>70,698</u>	
			91,149		76,482
Creditors	6.4	261		0	
ACCRUALS amounts falling due within one year		0		0	
NET CURRENT ASSETS			90,888		76,482
TOTAL ASSETS LESS CURRENT LIABILITIES			90,888		76,482
ACCRUALS amounts falling due in more than one year			0		0
			90,888		76,482
CAPITAL AND RESERVES					
General reserves		90,888		58,415	
New Project Fund Reserves					
Restricted Reserves		0		0	
Designated Reserves		0		18,067	
Retained surplus carried forward			90,888		76,482

**SCHOOLS CHRISTIAN WORKER PROJECT
YEAR ENDED 31 DECEMBER 2018**

6. NOTES TO THE FINANCIAL STATEMENTS

6.1 ACCOUNTING STATEMENTS

Basis of Accounting These financial statements have been prepared under the historical cost convention

Cash Flow The accounts do not included a cash flow statement because the company, as a small reporting entity, is exempt from the requirements to prepare such a statement under Financial Reporting Standard 1 "Cash Flow Statements".

Operating Income mainly comprises pledged and other donations from individuals, churches and other organisations.

Depreciation Assets are written off in three equal instalments over their expected useful life

6.2 TANGIBLE FIXED ASSETS

COST	Computer Equipment £
As at 31 December 2017	329
Additions	
Disposals	
As at 31 December 2018	329
 DEPRECIATION	
As at 31 December 2017	329
Charge for year	0
Eliminated on disposal	
As at 31 December 2018	329
 NET BOOK VALUE	
As at 31 December 2018	0
As at 31 December 2017	0

6.3 DEBTORS

	2018 £	2017 £
Income Tax recoverable on Gift Aid Donations	3,431	5,784
Debtors and prepayments	0	0
	3,431	5,784

6.4 CREDITORS

	2018 £	2017 £
PAYE	0	0
Pension costs	261	0
	261	0

Approved by The Board and signed on their behalf

Signed:- *G. M. Buckeridge* Date:- 4th March 2019

Gill Buckeridge - SCWP Chair

**SCHOOLS CHRISTIAN WORKER PROJECT
YEAR ENDED 31 DECEMBER 2018**

For the financial year ended 31 December 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 and no notice has been deposited under section 476.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records that comply with sections 386 and 387 of Companies Act 2006
- preparing financial statements which give a true and fair view of the affairs of the company as at 31 December 2018 and of its surplus or deficit for the year then ending.

The above, in accordance with the requirements of section 394 and 395 and which otherwise comply with the Companies Act 2006, so far as applicable to the company.