

Company number 4843253

LEEDS FAITH IN SCHOOLS
DIRECTORS' AND TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2004



LEEDS FAITH IN SCHOOLS

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LEEDS FAITH IN SCHOOLS

COMPANY INFORMATION

Directors and trustees: Mike Towle (Chair) (appointed 10 February 2004)
Janet Gibson (appointed 10 February 2004)
Joanna Bailey (appointed 10 February 2004)
Graeme Collins (appointed 10 February 2004)
Andrew Hobbs (appointed 10 February 2004)
Ann Nicholl (appointed 10 February 2004)
Fiona Sherburn (appointed 10 February 2004)
Reverend Gary Stott (appointed 10 February 2004)

Company secretary : Janet Gibson

Honorary treasurer: Andrew Royston MAAT

Company number: 4843253

Registered office: 62a Burley Road
Leeds
LS3 1JX

Reporting accountants: Ian Pickup and Co
Chartered Accountants
123 New Road Side
Horsforth
Leeds
LS18 4QD

Bankers: Unity Trust Bank plc
Nine Brindleyplace
Birmingham
B1 2HB

LEEDS FAITH IN SCHOOLS

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 JULY 2004

The directors and trustees submit their report and accounts for the year ended 31 July 2004.

The company was incorporated on 23 July 2003 under the Companies Act 1985 as a company limited by guarantee, and is therefore governed by a memorandum and articles of association. During the year the company applied for charitable status and on 24 September 2004 the charity became registered with the Charity Commission in England and Wales.

On 1 August 2003 the remaining net assets of the unincorporated charity 'Leeds Faith in Schools' were transferred to Leeds Faith in Schools, a company limited by guarantee. The transfer was in accordance with the unincorporated charity's constitution and a resolution to transfer the funds had been signed by the trustees.

OBJECTS OF THE CHARITY, PRINCIPAL ACTIVITIES AND ORGANISATION OF OUR WORK

The object of the charity and its principal activity is to promote the advancement of religion and education and to benefit the community of Leeds and its surrounding areas. In particular:

- To assist Religious Education Departments, Personal and Social Education Departments and those responsible for School Assemblies;
- To promote the discussion of moral, ethical, justice, relief and development issues;
- To encourage and support Christian Unions and other Christian groups and societies;
- To forge links with local churches and church based groups and between schools and churches
- To promote and liaise with Christian Youth Culture Events;
- To help initiate Parent/Teach prayer groups in schools

DEVELOPMENTS ACTIVITIES AND ACHIEVEMENTS DURING THE YEAR

The work of Leeds Faith in Schools has continued unabated with our schools workers contributing to many areas of school life, including assemblies, RE lessons, sport, mentoring and counselling, depending on the needs of the individual school. The Workers are valued and respected members of the school community in which they work.

Directors

There were no changes in the makeup of the Directors. Andrew Royston was appointed as Honorary Treasurer.

Looking Back

- The Directors continued to encourage and support the Schools Workers in all that they did across the city. Much of their information came from Project Manager who regularly reported on the work that was being carried out in each school.
- It was with sadness that we said goodbye to Abi Monteith, our Morley Schools Worker, at the end of the Christmas Term. Following her departure, negotiations took place with St Peter's Church, Morley, and the Directors agreed to a proposal to enter a partnership with the church to share a Youth Worker. The person appointed would continue Abi's work in the Morley schools.
- It was agreed that Network Leeds would take responsibility for the Faith in Schools' website and would also produce the termly newsletter, an important information point for our supporters where we announce new initiatives and prayer needs.
- Volunteers continued to support the workers in different aspects of the work, e.g. by helping at lunchtimes with Rock Solid clubs.
- The Schools Workers were assisted throughout the year by a number of associate workers. Networking with other youth agencies in the city was maintained and developed.

Tentative discussions were held with the Chair of Governors of Temple Moor School in East Leeds to place a worker in the school, possibly shared with Brigshaw School.

LEEDS FAITH IN SCHOOLS

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 JULY 2004

Finances

- The Directors were grateful to Andrew Royston for agreeing to become Treasurer. Andrew reported to the Directors on a regular basis.
- The financial crises of mid 2003 led to a substantial increase in giving from individuals and churches to whom the Directors extend their thanks.
- Applications to Trusts continued and we are grateful to those trusts who continue to make regular donations.
- We are thankful to all those who support us on a regular monthly basis, both individuals and churches.
- Two schools agreed to financially support the work of Leeds Faith in Schools and this model is to be encouraged.
- A donation from Leeds Christian Community Trust enabled Sarah Bradford to increase her working hours to a full five days.

Premises

The Charity continues to be grateful to Burley St Matthias Church for its generous rental terms. However, the lack of office space is now a serious problem. Several alternative venues have been inspected in an attempt to find larger premises, but, as yet, nothing suitable has been found.

FUTURE DEVELOPMENTS

The year 2003-2004 has been a period of consolidation, but the Directors now wish to engage with the Workers in looking at future vision. Some proposals include:

- Finding new premises.
- Asking more schools where we have a worker to contribute some funding.
- Increasing our donor base further.
- Expanding the work into more schools and more areas.
- Engaging in a dialogue with the schools, parents and churches in East Leeds to raise money for a Worker in two schools in East Leeds.

The Directors extend their gratitude once again this year to all the Schools Workers, the Project Director, Project Administrator, Associate Workers and Volunteers. Each person, paid or unpaid, plays a major role in the success of this work and the Directors wish to record their immense gratitude to them all for their enthusiasm and commitment to Leeds Faith in Schools.

RISK MANAGEMENT

The Directors have implemented a risk management strategy which comprises:

- An annual review of the risks which the charity may face;
- The establishment of systems and procedures to mitigate those risks identified;
and
- The implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise.

LEEDS FAITH IN SCHOOLS

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 JULY 2004

RESERVES POLICY

The Directors have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') held by the charity should be 3 months of resources expended (£35,591). At this level the Directors feel they would be able to continue the activities of the charity in the event of a drop in funding and enable sufficient time for replacement funding to be sourced. At present the free reserves amount to £57,576. The policy will be reviewed annually.

DIRECTORS AND TRUSTEES

Under the articles of association all the directors shall retire at the first AGM and being eligible offer themselves for re-election.

At subsequent AGM's one third of the directors, who are subject to retirement by rotation, shall retire from office.

All the directors of the company are also trustees of the charity. The trustees who served during the year under review and to date are set out on page 3.

STATEMENT OF THE RESPONSIBILITIES OF THE DIRECTORS AND TRUSTEES

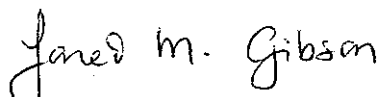
Company law requires the Board to prepare financial statements for each financial period which gives a true and fair view of the state of affairs of the Company as at the end of the financial period and of the profit and loss of the Company for that period.

In preparing those financial statements the Board is required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and which enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved and signed on behalf of the directors by



Janet Gibson
Director and Trustee

17 March 2005

LEEDS FAITH IN SCHOOLS

ACCOUNTANTS' REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF LEEDS FAITH IN SCHOOLS

We report on the accounts for the year ended 31 July 2004 set out on pages 8 to 14

Respective responsibilities of directors and reporting accountants

As described on page 6 the company's directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion


In our opinion

(a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985;

(b) having regard only to, and on the basis of, the information contained in those accounting records:

(i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and

(ii) the company satisfied the conditions for exemption from an audit of the accounts for the period specified in section 249A(4) of the Act, as modified by section 249A(5) and did not, at any time within that period, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).


Ian Pickup & Co
Reporting Accountants
123 New Road Side
Horsforth
Leeds
LS18 4QD

17 March 2005

LEEDS FAITH IN SCHOOLS

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2004

	NOTE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS 2004
		£	£	£
INCOMING RESOURCES				
Donations, legacies and similar incoming resources	2	128627	6933	135560
Activities to further the charity's objects:				
Fees	3	15882	-	15882
Other income	3	1983	-	1983
Investment income		72	-	72
Total incoming resources		<u>146564</u>	<u>6933</u>	<u>153497</u>
RESOURCES EXPENDED				
Charitable expenditure:				
Provision of services	4	129492	6933	136425
Management and administration	4	5940	-	5940
Total resources expended	4	<u>135432</u>	<u>6933</u>	<u>142365</u>
Net incoming resources for the year	6	11132	-	11132
Funds transferred from unincorporated charity	12	51755	-	51755
Total funds at 31 July 2004	12	<u>62887</u>	<u>-</u>	<u>62887</u>

The notes on pages 10 to 14 form part of these accounts.

There were no recognised gains and losses for the year other than those included in the income and expenditure account.

LEEDS FAITH IN SCHOOLS

BALANCE SHEET AS AT 31 JULY 2004

	Note	£	2004 £
FIXED ASSETS			
Tangible assets	8		5311
CURRENT ASSETS			
Debtors	9	13849	
Cash at bank and in hand		<u>50683</u>	
		64532	
CREDITORS: Amounts falling due within one year	10	<u>(6956)</u>	
NET CURRENT ASSETS			57576
NET ASSETS			<u>62887</u>
REPRESENTED BY:			
Unrestricted funds	12		<u>62887</u>
			<u>62887</u>

The notes on pages 10 to 14 form part of these accounts.

The directors:

1. Confirm that for the year ended 31 July 2004 the company was entitled to the exemption under section 249A(2) of the Companies Act 1985.

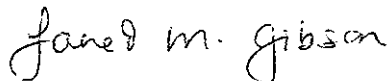
2. Confirm that no notice requiring an audit has been deposited under subsection (2) of section 249B in relation to the accounts for the financial year; and

3. Acknowledge their responsibility for:

- (a) Ensuring that the company keeps accounting records that comply with section 221; and
- (b) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of Section 226 of the Companies Act 1985 relating to accounts, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 applicable to small companies.

These financial statements were approved by the directors and trustees on 17 March 2005 and signed on its behalf:



Janet Gibson
Director and Trustee

LEEDS FAITH IN SCHOOLS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2004

1. ACCOUNTING POLICIES

- (a) **Basis of preparation of accounts.**
The financial statements are prepared under the historic cost convention and include the results of the charity's operations which are described in the Directors' and Trustees' Report and all of which are continuing. The accounts have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities, issued in October 2000, SORP Update Bulletin 1 issues in December 2002, applicable accounting standards and the Companies Act 1985.
- (b) **Incoming Resources**
Donations are recognised when received by the charity.
Income tax recoverable on gift aid donations is recognised when the income is recognised.
Income arising from the provision of services and the hire of equipment is recognised when an invoice is raised.
- (c) **Fixed Assets and depreciation**
Fixed assets costing more than £500 are capitalised. Depreciation is provided to write off the cost or valuation, less estimated residual values, of all fixed assets over their expected useful lives. Depreciation has been charged at the following rate:

Fixtures and equipment - 33% straight line method
- (d) **Unrestricted funds**
Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- (e) **Restricted funds**
Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund

LEEDS FAITH IN SCHOOLS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2004

2. DONATIONS AND SIMILAR INCOMING RESOURCES

	Unrestricted funds £	Restricted funds £	2004 Total £
Grants and trusts	3000	6933	9933
Other donations	114930	-	114930
Gift Aid tax reclaimed	10697	-	10697
	<u>128627</u>	<u>6933</u>	<u>135560</u>

3. FEES AND OTHER INCOME

The fees represent the recovery of staff salary costs incurred in carrying out charitable activities at various schools. Other small amounts of income represent recovery of sundry other costs.

4. TOTAL RESOURCES EXPENDED – CHARITABLE EXPENDITURE

	Management & Admin £	Education Services £	2004 Total £
Gross salaries	-	96826	96826
National Insurance	-	9623	9623
Pension	-	897	897
Payroll costs	-	48	48
Staff travel & other expenses	-	4616	4616
Staff recruitment and training	-	2129	2129
Printing, postage & Stationery	-	2179	2179
Publicity	-	1573	1573
Telephone	-	1593	1593
Rent and room hire	-	960	960
Insurance	-	700	700
Consumables	-	612	612
Computer expenses	-	56	56
Other office expenses	-	8297	8297
Equipment	-	2986	2986
Resources	-	3330	3330
Depreciation	4794	-	4794
Reporting accountants fee	587	-	587
Accounts preparation	559	-	559
	<u>5940</u>	<u>136425</u>	<u>142365</u>

LEEDS FAITH IN SCHOOLS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2004

5. EMPLOYEE INFORMATION

The average number of employees, calculated on a full-time equivalent (FTE) basis analysed by function was:

	2004 FTE
Manager	1
Schools workers	4
Administrator	1
	<hr/> 6

Staff costs during the period were as follows:

	2004 £
Wages and salaries	96826
Social security costs	9623
Pension costs	897
	<hr/> 107346

No employee earned £50,000 or more during the period.

6. NET INCOME FOR THE YEAR

This is stated after charging:

	2004 £
Reporting accountant's fee	587
Accountancy fees	559
Depreciation	<hr/> 4794

7. TRUSTEES INFORMATION

None of the trustees received remuneration for their services during the year. No trustees received any reimbursed expenses during the year.

LEEDS FAITH IN SCHOOLS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2004

8. TANGIBLE FIXED ASSETS

	Fixtures and equipment £
Cost or valuation:	
Transfer from unincorporated charity at 1 August 2003	15805
Additions	2196
At 31 July 2004	<u>18001</u>
Depreciation:	
Transfer from unincorporated charity at 1 August 2003	7896
Charge for the year	4794
At 31 July 2004	<u>12690</u>
Net book value At 31 July 2004:	<u>5311</u>

9. DEBTORS

	2004 £
Income tax recoverable	13849
	<u>13849</u>

10. CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR

	2004 £
Creditors and accruals	1464
Social security and other taxes	1614
Fees received in advance	<u>3878</u>
	<u>6956</u>

LEEDS FAITH IN SCHOOLS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2004

11. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted funds £	Restricted funds £	Total 2004 £
Fixed assets	5311	-	5311
Net current assets	57576	-	57576
	<u>62887</u>	<u>-</u>	<u>62887</u>

12. MOVEMENT IN FUNDS

	Transfer at 1 August 03 (Note A) £	Fixed Asset Fund transfer (Note B) £	Incoming Resources £	Resources expended £	Balance 31 July 04 £
Restricted funds:	3893	(3893)	-	-	-
Leeds Christian Community Trust			3933	(3933)	-
Garfield Weston Charitable Trust			3000	(3000)	-
Total Restricted Funds	<u>3893</u>	<u>(3893)</u>	<u>6933</u>	<u>(6933)</u>	<u>-</u>
Unrestricted funds:					
General funds	47862	3893	146564	(135432)	62887
Total funds	<u>51755</u>	<u>-</u>	<u>153497</u>	<u>(142365)</u>	<u>62887</u>

Note A

The balances represent the net assets transferred to the charitable company from the unincorporated charity on 1 August 2003.

Note B

The restricted fund transferred represents those donations, from both Charitable Trusts and individuals, which have been made to enable the purchase of specific equipment. The monies have been spent in accordance with the restrictions and because the restriction has now been complied with the net book value of the assets purchased have now been transferred into unrestricted funds.

The funds received during the year were to contribute to the salary costs for both the volunteer coordination and work in the schools.

13. PENSION CONTRIBUTIONS

Contributions were made to personal pension schemes on behalf of 2 employees. This amounted to £897 in the year. There were no amounts outstanding at the year end.