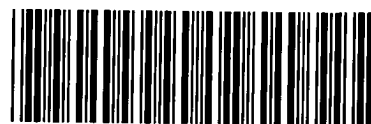


Capital Mass

Report and Accounts

year ended 31 December 2016

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COMPANIES HOUSE

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CAPITAL MASS TRUSTEES REPORT

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CAPITAL MASS
TRUSTEES REPORT
TRUST INFORMATION

STATUS	Company Limited by Guarantee Registered in England: 9257264 Registered UK Charity: 1159501
INCORPORATION	9 th October 2014
TRUSTEES	RT Revd Adrian Newman, Chair Jenny Baker (retired Sept 2016) Ben Bell Tim Bissett Gillian Bowen Azariah France-Williams Alison Grieve, Treasurer Barbara Ridpath Tim Thorlby
EXECUTIVE DIRECTOR	Andy Burns
EMPLOYEES	Angela Afzal, Refugee Response Coordinator Chantal Bose, Administrator (appointed September 2016)
MEMBERS	London Diocesan Fund Church Urban Fund
REGISTERED ADDRESS	London Diocesan House, 36 Causton Street London. SW1P 4AU
INDEPENDENT EXAMINER	Fiona Green ACA Stewardship 1 Lamb's Passage London EC1Y 8AB
BANKERS	Co-operative Bank PLC 1 Balloon Street, Manchester, M60 4EP

CAPITAL MASS
TRUSTEES REPORT FOR THE YEAR 2016

OBJECTS

1. To promote the efficiency and effectiveness of Christian-based charities in the furtherance of their objectives or any one of them, mainly but not exclusively, by the provision of information, advice, support and infrastructure provision; and
2. The relief of financial hardship, either generally or individually, through the provision of grants, goods or services.

Founded in 2014, Capital Mass is a joint venture between the Church Urban Fund and the Diocese of London. It is a new initiative in the Church of England's response to poverty in London and is part of the national Together Network of joint ventures initiated by CUF (Church Urban Fund).

Capital Mass wants to see an increase in awareness and engagement from the parishes in The Diocese of London tackling poverty and inequality in their communities. We want to enable every parish to connect into the rich resources and talent within the Diocese, where through partnership we can see transformation in London.

Across the Diocese of London, the Church of England is already actively engaged through the 500+ Anglican worshipping communities across the Diocese directly providing or partnering in over 230 distinctive projects. These projects are delivered through 1,500 volunteers working alongside paid staff to create positive outcomes for over 12,000 lives each year.

This is the Capital Mass 2nd Trustees Report and covers all expenditure and activity from the 1st January 2016 through to 31st December 2016.

CAPITAL MASS
TRUSTEES REPORT FOR THE PERIOD ENDED 31 DECEMBER 2016 (cont)

2016: OBJECTIVES AND ACHIEVEMENTS

During 2016 Capital Mass sought to achieve the aims and objectives for the public benefit as follows:

- The year started with the recruitment process and appointment of Angela Afzal to the post of Refugee Response Coordinator to resource the parishes in their efforts to support refugees and migrants.
- The year developed into a wider offer of resources, learning communities and events which enabled parishes to engaging in the areas of need they're seeing in their parishes.

Capital Mass works through an approach of; Listening, Learning, Connecting and Celebrating.

Listening: Through listening, Capital Mass has sought first to understand and then equip parishes, primarily through our partners. Building long lasting partnerships which will sustain long lasting change. This has been achieved through the following ways:

- Capital Mass has attended 5 chapter meetings and 9 synod meetings to start to understand the activity levels of the Diocese and where we can best support them. Through these meetings and subsequent conversations many of the activities mentioned below we initiated.
- The above information has been translated into an interactive map on www.capitalmass.org.uk that parishes can partner with each other as well as to know where to access support services. To date we have logged over 230 distinctive projects being delivered by 150 parishes.
- Angela created connections and partnerships with refugee organisations in London and connected churches & individuals in the Diocese to these organisation and networks to maximise impact.

Learning: Through learning, Capital Mass recognises that when "iron sharpens iron" parishes and partners confidence and competence rises, building up the rich wisdom in London to ensure the Diocese's response reflects the richness of past learning and innovation. This has been achieved through the following ways:

- **Theology Evenings**
 - Six Months On: On the 20th January over 150 people attended in person (plus 70 subsequent viewings online) to an event where Bishop of Manchester and Emily Bowerman of Refugee Support Network gave reflections around the UK's response to refugees.
 - Just Living: On the 17th March Capital Mass hosted Dr Ruth Valerio's Book Launch of Just Living: a challenging and inspiring evening as we explore how globalisation and consumerism affect every area of our lives. Over 40 attended with 160 subsequently watching online.
 - Theology of Migration: On the 6th July Rev'd Dr Sam Wells delivered an academic lecture on a Theology of Migration with over 60 attending and 187 subsequently watched online.
 - The Undeserving Poor: On the 30th July Martin Charlesworth Author of The Myth of The Undeserving Poor presented the findings and biblical reflections from the afore mentioned book. 15 people attended the evening and 100 subsequently watched online.

- Meeting Christ in Prison: On the 10th October Capital Mass hosted an evening with Bishop Graham and partner prison organisations. Over 40 attended the evening and 70 subsequently watched online.
- **Learning Communities**

Learning Communities are gatherings where individuals and parishes meet around a poverty or inequality theme area to deepen their understanding and to develop new partnerships and opportunities. This year we have hosted learning communities on the themes areas of:

 - Community Chaplaincy: The group has met twice with 8 attendees.
 - Addressing Isolation in the Elderly: The group has met once with 10 attendees.
 - Clergy Supporting Destitute Migrants: The group has met twice with 20 attendees.
- **Online**
 - Capital Mass has created www.capitalmass.org.uk to be a resourcing site for the parishes. Over 2016 Capital Mass created 57 short teaching videos from experts around the Diocese as a lasting teaching resource on themes such as: Housing, Prisons, Refugees, Justice, Compassion and Hope. Collectively these films have been viewed 3,400 times.

Connecting: Through connecting, Capital Mass brokers relationships between parishes and partner organisations, affirming the rich talent already in London as parishes seek to address poverty and inequality. This builds up both social and financial capital that will enable responses and systems to work more effectively. This has been achieved through the following ways:

Events

- Over 2106 Capital Mass ran 5 Refugee Response Evenings across the Diocese with over 300 guests attending and connect with 15 wide ranging organisations at each evening.

"It broadened my ideas of the needs of refugees once they are actually in Britain. For example, I didn't realise about the potential destitution of people whilst they are waiting for claims to be processed or the housing need."

Quote from attendee

Online

- During 2016 Capital Mass created resourcing pages on www.capitalmass.org.uk in order that parishes have an ever growing library of teaching and connections to organisations who are engaged in one of the many poverty indicators in London. To date we have created pages on:
 - Housing Crisis, with 17 short films and promoting 7 recommended partners
 - Prisons, with 16 short films and promoting 13 recommended partners
 - Refugees, with 7 short films and promoting 37 recommended partners

Projects

- Off the back of the Refugee Response Evening came the desire from clergy to partner with Housing Justice and their Hosting Scheme. www.clergyhosting.org.uk was launched in December with the aim to act as a conduit for clergy to offer hospitality to homeless refugees and migrants in London. Currently 7 clergy have signed up to the scheme and an additional 7 are attending an information evening in January 2017.

Celebrating: Through celebrating, Capital Mass gives recognition, endorses and says thank you to all who seek the well-being of the city, the focus being to build up the church as it faithfully seeks the wellbeing of London. This has been achieved through the following ways:

Online

- On the website there is a blog section on which parishes and partners can promote their activities. This provides parishes with information on knowing how to partners as well as publically celebrating the work being done. At the end of 2016 there were 26 articles with over 800 viewings.
- Also on the website there is a page with an interactive map – sign posting and celebrating the activities and areas of engagement delivered by parishes plus 12 short films highlighting the work which has received 1,000 viewings.

The Trustees have complied with the duty under the Charities Acts to have due regard to the public benefit guidance published by the Charity Commission in December 2008.

PLANS FOR 2017

The plans for Capital Mass in 2017 are to develop the objectives of engaging and equipping every parish in addressing poverty and inequality through:

- The launch of the Just Finance London Development Worker post. This post will help to unlock the resources of churches, partner organisations and community groups in the Diocese of London, to create a visible, effective and accessible community finance sector across the Diocese.
- Growth of Clergy Hosting across the Diocese, with a desired aim that 20 clergy are hosting by the end of 2017.
- Expanding the number of Learning Communities responding to the theme areas which parishes are wanting to focus on.
- Resourcing and inspire parishes on the areas of Mental Health & Poverty and Unemployment and Underemployment.
- Through the short films create a series on The Voice of Poverty.

FINANCIAL REVIEW

Total income for the 2nd period was £110,890. This largely comprises of £50,000 from The Church Urban Fund and £60,000 from The Diocese of London, of which £30,000 is restricted income from The Diocese of London focused on our refugee response work, plus £811 of individual donations and £79 of bank interest. Income exceeded expenditure by £17,594 which added to the brought forward reserves figure of £71,154 gives £88,748 which will be used to pump prime the work of 2017, of which £31,587 is restricted to the work in response to the refugee crisis.

We remain extremely grateful to the Church Urban Fund and Diocese of London who provided financial support to our work over 2016 – without this Capital Mass could not operate as it does today.

GRANT MAKING POLICY

Gifts to external organisations and individuals are considered by the Trustees on the basis of need and fulfilment of the charitable objectives. There are no upper or lower limits of support. No Grants were awarded this period.

RESERVES POLICY

The Trustees have considered what funds are required for an orderly wind up of the charity and have assessed this as an amount equal to 3 months of committed expenditure. The available reserves at the end of December 2016 exceed this amount.

RISK MANAGEMENT

All major insurable risks are subject to normal employers' insurance. Contractual risks are reviewed before being entered into to assess that they could not significantly impact Capital Mass' ability to fulfil its objectives or its reputation or that of its funders. An annual review of areas of risk will be undertaken by the Trustees in conjunction with staff and volunteers responsible for each area of activity.

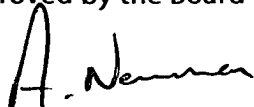
STATEMENT OF TRUSTEES RESPONSIBILITIES

Charity law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and of the profit and loss of the Charity for that period. In preparing these accounts, the trustees are required to:-

- Select suitable accounting policies and then apply them consistently.
- Make adjustments and estimates that are reasonable and prudent.
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the accounts comply with the Charities Acts. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The trustees confirm that the accounts comply with current statutory requirements and those of the Charity's trust deed.

Approved by the Board of Trustees on and signed on its behalf by:



22/3/17

Rt Revd Adrian Newman (Chair)

Company Number: 9257264

Charity Number: 1159501

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF**

Capital Mass

I have examined the accounts for the year ended 31st December 2016 on pages 9 to 13 following which have been prepared on the basis of the accounting policies set out on page 11.

Respective Responsibilities of Directors/Trustees and Examiner

The directors/trustees of the company are responsible for the preparation of accounts; they consider that the audit requirements under section 144 of the Charities Act 2011 do not apply but that an independent examination is needed. I have been appointed to conduct an Independent Examination required by section 145 of the Charities Act 2011 and to report in accordance with the regulations made under section 145 of that Act. It is my responsibility to examine the accounts, without performing an audit, and to report to the trustees.

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

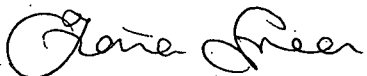
- (1) examine the accounts under section 145 of the Charities Act 2011;
- (2) follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011;
- (3) state whether particular matters have come to my attention:

Basis of Examiner's Statement

This report is in respect of an examination carried out under section 145 of the Charities Act 2011, and in accordance with the general directions given by the Charity Commissioners. 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 a review of the accounts and making such enquiries as are necessary for the purpose of this report. 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.

Examiner's Statement

Based on my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect, accounting records have not been kept in accordance with section 386 of the Companies Act 2006, or that the accounts presented do not accord with those records, or comply with the accounting requirements of section 396 of the Companies Act 2006. No matter has come to my notice in connection with my examination to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts.



Fiona Green ACA

For and on behalf of:
Stewardship
1 Lamb's Passage
London, EC1Y 8AB

2nd June 2017

Capital Mass
Statement of Financial Activities
FOR THE YEAR ENDED 31 DECEMBER 2016

Summary Income and Expenditure Account

Note	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
	year to 31.12.2016			15 month period to 31.12.2015		
	£	£	£	£	£	£
INCOMING RESOURCES						
<i>Incoming resources from generated funds</i>						
Voluntary income 2	80,000	30,811	110,811	96,896	30,000	126,896
Investment income	79		79	6		6
Total Incoming Resources	80,079	30,811	110,890	96,902	30,000	126,902
RESOURCES EXPENDED						
Charitable activities 3	64,267	29,029	93,296	54,833	195	55,029
Total Resources Expended	64,267	29,029	93,296	55,553	195	55,749
Net Movement in Funds	15,812	1,782	17,594	41,349	29,805	71,154
Transfers between funds	-	-	-	-	-	-
Fund balances at 31 December 2015	41,349	29,805	71,154	-	-	-
Fund balances at 31 December 2016	57,161	31,587	88,748	41,349	29,805	71,154

Movements on reserves and all recognised gains and losses are shown above.

The notes on page 11-13 form part of these accounts.

Capital Mass
BALANCE SHEET
FOR THE YEAR ENDED 31 DECEMBER 2016

	Note	Unrestricted Funds £	Restricted Funds £	Total funds 2016 £	Total funds 2015 £
FIXED ASSETS	5	903		903	-
CURRENT ASSETS					
Cash at bank	6	59,433	31,797	91,230	71,935
		<u>59,433</u>	<u>31,797</u>	<u>91,230</u>	<u>71,935</u>
CURRENT LIABILITIES					
Liabilities falling due within one year	7	3,175	210	3,385	781
Net Current Assets		<u>56,258</u>	<u>31,587</u>	<u>87,845</u>	<u>71,154</u>
NET ASSETS		<u>57,161</u>	<u>31,587</u>	<u>88,748</u>	<u>71,154</u>
FUND BALANCES					
Unrestricted funds	8				
General Funds		57,161		57,161	41,349
Designated funds		-		-	-
Restricted Funds	8		31,587	31,587	29,805
		<u>57,161</u>	<u>31,587</u>	<u>88,748</u>	<u>71,154</u>

For the year ended 31 December 2016, the company was entitled to the exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

Responsibilities of directors/trustees:

- The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act - however, in accordance with Section 145 of the Charities Act 2011 the accounts have been examined by an independent examiner whose report forms part of this document.
- The directors/trustees acknowledge their responsibilities for complying with the requirements of the Companies 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.

Approved by the Directors and signed on their behalf on the
by:

22/3/2017


Rt Revd Adrian Newman

Company number:

9257264

Charity number:

1159501

The notes on page 10-13 form part of these accounts.

Capital Mass

Notes to the Accounts

FOR THE YEAR ENDED 31 DECEMBER 2016

1 Accounting Policies

The accounts have been prepared under the historic cost convention, in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014; and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102). The following are the accounting policies which have been applied in dealing with material items:-

a) Donated and grant income:

Donated income and grants receivable are taken into account when received by the charity. Income received in circumstances where a claim for repayment of tax has been or will be made to HM Revenue & Customs is grossed up for the tax recoverable. Any amount of tax reclaimed from HM Revenue & Customs but not yet received is shown within the charity's debtors.

b) Other income and expenditure:

Investment income is taken into account when receivable and expenditure, including irrecoverable VAT, when incurred by the charity, regardless of when payment is made. Grants payable are taken into account at the earlier of when they are paid or become constructive obligations.

c) Funds:

Unrestricted funds are donations and other income received or generated for the objects of the charity without specified purpose and are available for purposes as directed by the trustees. Restricted funds are amounts received where the donor has specified the purpose for which it should be used.

d) Fixed assets and depreciation:

Fixed assets acquired for use by the charity are capitalised and depreciated over their estimated useful life unless they cost less than £1,000 when they are written off on purchase.

Depreciation periods are as follows:

Equipment	Between 3 and 7 years
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e) Pension costs:

The Company at present doesn't offer a pension provision. From 1st April 2017 a pension provision will be available to all eligible employees

f) Taxation

The company is a registered charity and is exempt from taxation under the Income & Corporation Taxes Acts.

g) Cashflow statement

The company has taken advantage of the exemption provided by the Financial Reporting Standard 1 and has not prepared a Cash Flow Statement for the year.

Capital Mass

Notes to the Accounts

FOR THE YEAR ENDED 31 DECEMBER 2016

2 Voluntary income	Unrestricted Funds	Restricted Funds	Total 2016	Total 2015
	£	£	£	£
Grant income	80,000	30,000	110,000	126,896
General donations	-	811	811	-
	80,000	30,811	110,811	126,896

3 Charitable activities	Unrestricted Funds	Restricted Funds	Total 2016	Total 2015
	£	£	£	£
Direct Charitable Costs				
Launch costs	-	-	-	2,261
Consultancy	-	-	-	13,332
Employment costs	54,384	23,242	77,626	31,738
Insurance	355	355	710	-
Website design	-	-	-	4,744
Advertising	866	-	866	220
Travel	463	389	852	478
Telephone and Internet	282	315	597	527
Entertainment and refreshments	498	661	1,159	522
Events	901	3,631	4,532	-
Training and conferences	332	-	332	215
Communications	1,016	389	1,405	-
Printing, postage and stationery	-	37	37	126
Sundry other costs	1,998	10	2,008	865
Administration support	2,000	-	2,000	-
Depreciation	452	-	452	-
Governance costs	720	-	720	720
Total	64,267	29,029	93,296	55,028

4 Staff & Trustees	Unrestricted Funds	Restricted Funds	2016	2015
			£	£
Gross wages & salaries	50,750	22,067	72,817	30,385
Employer's National Insurance costs	3,634	1,175	4,809	1,353
Total staff costs	54,384	23,242	77,626	31,738

The charity has one full time and one part time employed staff. Two days a week of administration support was provided by London Diocesan Fund.

No staff received salaries at a rate of more than £60,000 per annum.

No remuneration was paid to any trustee during the year nor to any person connected to them.

Remuneration payable to key management (excluding trustees) amounted to £72,817 in the year (2015: £30,385). Key management is considered to cover senior management directly employed by the charity. Key management is considered to cover all staff directly paid by the charity.

The total amount of donations funded by trustees [and connected parties] was £NIL (2015: £NIL).

No other transactions have taken place with related parties during the year.

Fees payable to Stewardship including payroll bureau services and independent examination totalled £1,444 (2015: £930).

Capital Mass

Notes to the Accounts

FOR THE YEAR ENDED 31 DECEMBER 2016

5 Fixed Assets

	equipment £	Total £
Cost		
At 1 January 2016	-	-
Additions in year	1,355	1,355
Disposals in year	-	-
At 31 December 2016	<u>1,355</u>	<u>1,355</u>
Accumulated Depreciation		
At 1 January 2016	-	-
Charge for year	452	452
At 31 December 2016	<u>452</u>	<u>452</u>
Net Book Value		
At 31 December 2016	<u>903</u>	<u>903</u>
At 1 January 2016	<u>-</u>	<u>-</u>

6 Cash at Bank and in Hand

	2016 £	2015 £
Bank operating accounts	91,230	71,935
	<u>91,230</u>	<u>71,935</u>

7 Creditors: liabilities falling due within one year

	2016 £	2015 £
Creditors	325	61
Accruals	3,060	720
	<u>3,385</u>	<u>781</u>

8 Funds

The restricted funds represent amounts received for specific purposes and the movements in the year are as follows:

	Opening balance	Incoming resources £	Outgoing resources £	Transfers in the year £	Closing balance £
Refugee work	29,805	30,811	(29,029)		31,587
	<u>29,805</u>	<u>30,811</u>	<u>(29,029)</u>	-	<u>31,587</u>

The assets and liabilities represented by the various funds are as follows:

	Fixed Assets	Bank & cash balances £	Other net assets/ liabilities £	Total £
Restricted funds	-	31,797	(210)	31,587
Unrestricted funds	903	59,433	(3,175)	57,161
	<u>903</u>	<u>91,230</u>	<u>(3,385)</u>	<u>88,748</u>

14 Members

Each member of the company commits to contribute if the charity is wound up an amount of £1.