

**Watford and District Schools Christian Worker Trust**

**WATFORD AND DISTRICT SCHOOLS CHRISTIAN  
WORKER TRUST**

(working name: Watford Schools Trust)

**Registered Charity Number 1010876**

**Trustees Report and Accounts**

**Year ended 31 March 2011**

## **Watford and District Schools Christian Worker Trust**

### **Trustees**

Mrs Wendy Dodson  
Mr Kelvin Hirst  
Rev'd David Middlebrook - Resigned 18th November 2010  
Mrs Sara O'Shea  
Mrs Melanie. Sills - Resigned 23<sup>rd</sup> September 2010  
Mrs Angela Steed - Secretary  
Miss Karen Thompson  
Mrs Elizabeth Vis - Treasurer  
Mr John Way -Acting Chairman

### **Staff**

Mrs Tricia Bastable  
Mrs Debbie Uren - Appointed 28<sup>th</sup> February 2011  
Miss Claire Miller - Resigned 30<sup>th</sup> September 2010

### **Address**

2 Lower Paddock Road  
Watford  
WD19 4DS

### **Bankers**

CAF Bank Limited  
25, Kings Hill Avenue  
West Malling  
Kent  
ME19 4JQ

# **Watford and District Schools Christian Worker Trust**

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## **Watford and District Schools Christian Worker Trust**

### **Report of the Trustees for the year ended 31 March 2011**

The trustees are pleased to present their report for the year ended 31 March 2011.

#### **Formation and constitution**

The Trust was formed on 11 January 1992 and was registered as a charity by the Charity Commission on 12 May 1992 (Number 1010876).

#### **Aims and Objectives of the Trust**

The objective of the trust is to advance the Christian understanding and faith amongst school children in the Watford area, in conjunction with the local churches. The trust uses the working name 'Watford Schools Trust'.

Each year our trustees review our aims and activities to ensure they meet our objectives. In carrying out this review, the trustees have considered the Charity Commission's general guidance on public benefit.

#### **Trustees**

The trustees who have served during the period to the date of this report (unless otherwise stated) are as follows:

Mrs Wendy Dodson

Mr Kelvin Hirst

Rev David Middlebrook – Resigned 18<sup>th</sup> November 2010

Mrs Sara O'Shea

Mrs Melanie Sills – Resigned 23<sup>rd</sup> September 2010

Mrs Angela Steed

Miss Karen Thompson

Mrs Elizabeth Vis

Mr John Way

#### **Organisation**

The trustees and staff meet regularly at least once each term for a business meeting to decide policy, to manage the affairs of the trust, to discuss news and to pray.

The staff meet with several of the trustees regularly to discuss staff matters including materials and schemes for school assemblies and R.E. lessons.

#### **Use of Volunteers**

During the year the trust has taken on a number of volunteers to whom we are indebted. They have assisted in school R.E. days and helped in lessons and assemblies

## **Watford and District Schools Christian Worker Trust**

### **Report of the Trustees for the year ended 31 March 2011(continued)**

#### **Policies adopted**

Through its association with Scripture Union, the trust has committed itself to the statement of objectives, principles and practice recommended for schools work. The following are extracts of the commitments:

1. to recognise schools to be places of education and to seek to work with them in appropriate ways;
2. to make a positive contribution to the whole school community;
3. to assist pupils to evaluate Christianity as a way of life;
4. to recognise the importance of a strategic, long term approach;
5. to work in conjunction with, and mindful of, the school staff;
6. to show respect for school administration, staff and parents and never knowingly undermine them;
7. to teach Christian principles while not promoting denominations.

In addition the trustees have adopted the following policies:

8. to ensure that staff are recognised by the Scripture Union under its Associate Scheme and to take advantage of the resources and training of this inter-denominational body which has considerable expertise in working in schools and churches;
9. to ensure that the trustees represent a broad range of expertise relevant to the object of the trust;
10. to work in co-operation with the churches;
11. to focus mainly on establishing work in primary schools.

#### **Statement of Trustees' responsibilities**

The trustees are required to prepare accounts for each financial year, which comply with the Charities Act 1993 and the Charity(Accounts and Reports) Regulations 2008. In preparing these accounts the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis, unless it is inappropriate to presume that the Trust will continue in operation.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence taking reasonable steps for the prevention and detection of fraud.

## **Watford and District Schools Christian Worker Trust**

### **Report of the Trustees for the year ended 31 March 2011 (continued)**

#### **Review of activities and achievements**

One of our workers, Claire Miller has resigned during the year and so for half of the year we have operated with one worker. We have appointed a new administrator, Debbie Uren who will liaise with schools and distribute resources as required. The trust has continued to work in many primary schools in the Watford area, taking assemblies and R.E lessons and arranging R.E days. We have also provided resources for teachers and pupils– both electronically and through books and other materials

#### **Financial position**

Total income for the year was £17,784 (2009/2010 £23,590), comprising £17,078 (2009/2010 £22,242) voluntary donations towards day-to-day running of the Trust, £690 (2009/2010 £1,086) donations specifically for the provision of 'It's Your Move' a specific school resource, and £16 (2009/2010 £262) investment income.

Total expenditure in the year was £16,559 (2009/2010 £29,338), which includes £1,457 (2009/2010 £1,628) for 'It's Your Move'.

The employment costs covered one employee working part time for a whole year and two employees working part-time for part of the year – one for 6 months and one for one month. There are no employees with emoluments greater than £60,000.

The surplus for the year was £1,225 (2009/2010 deficit of £5,748), which has been added to reserves. At 31 March 2011, accumulated funds were £18,868 (2009/2010 £17,643), none of which was restricted. The funds were equivalent to a years running costs, although we are intending to take on a new worker in September 2011, if funds allow. The trustees are aware of the need to increase income should further employees be recruited.

The deficit on the restricted funds has been met by a transfer from unrestricted funds.

## **Watford and District Schools Christian Worker Trust**

### **Report of the Trustees for the year ended 31 March 2011 (continued)**

#### **Appreciation**

The trustees would like to record their appreciation to current and former members of staff. Thank you for all you have done for the trust.

Finally we would like to thank our supporting churches and individuals. Their faithful support, both in giving and in praying is the foundation on which our whole work is built. Without them there would be no trust.

On behalf of the Trustees

John Way  
Acting Chairman of Trustees

Elizabeth Vis  
Treasurer

## **Watford and District Schools Christian Worker Trust**

### **Independent Examiner's Report to the trustees of the Watford and District Schools Christian Worker Trust**

I report on the accounts of The Watford and District Schools Christian Worker Trust for the year ended 31 March 2011, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

#### **Respective responsibilities of trustees and examiner**

As the charity's trustees you are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed. It is my responsibility to:

- Examine the accounts (under section 43(3)(a) of the 1993 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 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 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 consideration of any unusual items or disclosures in the accounts, and the seeking of 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, I do not express an audit opinion on the view given by the accounts.

#### **Independent examiner's statement**

In connection with 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 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Acthave 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.

Date

Roger Hughes-Penney  
44 Cassiobury Drive  
Watford  
WD17 3AB

# Watford and District Schools Christian Worker Trust

## Statement of Financial Activities for the year ended 31 March 2011

		2010/2011		2009/2010	
	Unrestricted Funds	Restricted Funds	Total	Total	
<i>Note</i>	£	£	£	£	
<b>Incoming resources</b>					
	17,078	690	17,768	23,328	
	16	0	16	262	
	<b>17,094</b>	<b>690</b>	<b>17,784</b>	<b>23,590</b>	
<b>Resources expended</b>					
	(14,340)	(1,457)	(15,797)	(28,675)	
	(762)	0	(762)	(663)	
	<b>(15,102)</b>	<b>(1,457)</b>	<b>(16,559)</b>	<b>(29,338)</b>	
	<b>1,992</b>	<b>(767)</b>	<b>1,225</b>	<b>(5,748)</b>	
<b>Net incoming/(outgoing) resources for the year</b>					
	(767)	767	0	0	
	17,643	0	17,643	23,391	
	<b>18,868</b>	<b>0</b>	<b>18,868</b>	<b>17,643</b>	
<b>Funds carried forward at 31 March 2011</b>					

# Watford and District Schools Christian Worker Trust

## Balance Sheet as at 31 March 2011

	<i>Note</i>	<u>2011</u> £	<u>2010</u> £
<b>Current assets</b>			
Receivables	4	668	1,349
Cash and cash equivalents		<u>18,256</u>	<u>16,685</u>
		<b>18,924</b>	<b>18,034</b>
<b>Payables– due within one year</b>	5	(56)	(391)
<b>Net assets</b>		<u><b>18,868</b></u>	<u><b>17,643</b></u>
<b>Funds</b>			
Unrestricted		18,868	17,643
Restricted		<u>-</u>	<u>-</u>
		<u><b>18,868</b></u>	<u><b>17,643</b></u>

Approved by the Trustees and signed on their behalf:

John Way

Trustees

Elizabeth Vis

Date

# Watford and District Schools Christian Worker Trust

## Notes to the accounts

### 1. Accounting policies

#### *Basis of preparation of the financial statements*

The financial statements have been prepared in accordance with the Statement of Recommended Practice for Accounting by Charities, and have been prepared under the historical cost convention.

#### *Income*

Donations and gifts are accounted for when received. Tax recoverable on covenanted gifts is accounted for on an accruals basis.

#### *Expenditure*

Expenditure is accounted for on an accruals basis. Resource materials are written off as acquired. Assets over the value of £500 are capitalised.

### 2. Charitable activities

	2010/2011	2009/2010
	£	£
	<u>                    </u>	<u>                    </u>
<i>Unrestricted funds</i>		
Staff costs	12,418	24,718
Insurance	131	105
Lap top	499	0
Training and Scripture Union support	410	489
Travel and expenses	0	231
Printing, stationery and postage	299	558
Christmas comics for schools	216	0
Resource materials	204	614
Communications	163	332
	<u>14,340</u>	<u>27,047</u>
<i>Restricted funds</i>		
Resource materials	1,457	1,628
	<u>15,797</u>	<u>28,675</u>

### 3. Governance costs

Travel and expenses of trustees	8	0
Sundry expenses	78	115
Rental of Premises	676	548
	<u>762</u>	<u>663</u>

## Watford and District Schools Christian Worker Trust

### Notes to the accounts (continued)

#### 4. Receivables

	2011 £	2010 £
Income tax recoverable	525	1,102
Sundry receivables	143	247
	<u>668</u>	<u>1,349</u>

#### 5. Payables – due within one year

Other expenses	56	300
Tax and NI	0	91
	<u>56</u>	<u>391</u>