

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 31st March 2019

Watford and District Schools Christian Worker Trust

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Watford and District Schools Christian Worker Trust

Reference and administrative details

Registered name Watford and District Schools Christian Worker Trust
Working name Watford Schools Trust
Charity Number 1010876

The trustees and staff who served during the year ending 31st March 2019 and the subsequent period to the date of this report were:

Trustees Rev. Duncan Campbell (appointed 28th June 2018) .
 Mrs Catherine Da Costa (appointed 28th June 2018)
 Mr Kelvin Hirst – Acting Chairman (from 24th July 2018 to 30th
 September 2019)
 Mrs Fikile Mkoyana (from 8th November 2018)
 Mrs Eileen Roby (to 22nd September 2019)
 Mrs Angela Steed – Secretary
 Mr John Way – Chairman (until 23rd July 2018)
 Miss Joanna Woolcock – Treasurer

Staff Mrs Tricia Bastable
 Mrs Alison Harvey
 Mrs Johanna Nieuwelink-Jordan

Address 13 Grover Road
 Watford
 WD19 4HH

Website www.watfordschoolstrust.org

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 25, Kings Hill Avenue
 West Malling
 Kent
 ME19 4JQ

Report of the Trustees for the year ended 31st March 2019

The trustees are pleased to present their report for the year ended 31st March 2019.

Objectives, activities and public benefit

Objectives

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

Public benefit

In setting the objectives and planning the activities for the year, the trustees have given careful consideration to the Charity Commission's guidance on public benefit including the supplementary guidance relating to the advancement of religion. The trustees consider that the activities undertaken by the Trust further the charity's purposes for the public benefit in particular through contributing to the spiritual and moral education of children, and through raising awareness and understanding of Christian beliefs and practices.

Activities

The principal activities undertaken by the Trust to meet its objectives include:

- the provision of lessons and assemblies to primary schools within the Watford area to support and complement the Christian aspects of the Hertfordshire Religious Education syllabus and scheme of work;
- the development of resources and lesson plans to assist teachers in their delivery of Christian education in schools; and
- the delivery of specific programmes or activities for schools which have been developed by other relevant organisations and support the aims of the Trust including 'It's Your Move' and 'Prayer Space'

Structure, governance and management

Formation and constitution

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

Organisation and management

The Trust is governed by the Board of Trustees who meet approximately six times a year to manage the affairs of the Trust, set the strategic direction for the future, ensure appropriate policies and procedures are in place to support the operational running of the charity and to pray for its work.

The trustees delegate the day-to-day activities of the charity and the provision of services to the staff team, under the guidance and support of one of the trustees who is designated line manager. However, key decisions relating to the application of resources for unplanned activities or the strategic direction of the charity are approved by the Board directly.

There are currently seven trustees serving on the Board. The trustees are not entitled to and did not receive any remuneration during the year. The trustees give their time and expertise freely in support of the charity's work.

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New trustees are selected when there is a need for additional expertise and experience. New trustees may be recruited by advertisement amongst supporting churches or be recommended by an existing trustee or supporter. New trustees are appointed by a majority vote at the trustees' meeting. It is recommended that new trustees attend the Scripture Union Induction that is held regularly throughout the year. Other trustees will also attend Scripture Union trustee events throughout the year when appropriate. Trustees work closely with Scripture Union and benefit from the excellent resources and support that Scripture Union are able to provide.

Policies and principles

The Trust is a Local Mission Partner of Scripture Union. Through its association with Scripture Union, the Trust has committed itself to their statement of objectives, principles and practice recommended for schools work. This includes the following:

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; and
7. to teach Christian principles while not promoting denominations.

In addition the trustees have adopted the following additional policies:

8. to ensure that staff are recognised by the Scripture Union under its Mature 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 objectives of the Trust;
10. to work in co-operation with churches in the Watford area; and
11. to focus mainly on establishing work in primary schools.

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Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

The law applicable to charities in England, Wales and Scotland requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and reports) Regulations 2008. 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 are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Achievements and performance

God continues to bless the work of the Trust, affording our talented schools' workers significant opportunities to tell thousands of primary children in **50 schools across Watford** (2017/18 52 schools) what it means to be a Christian and to help them develop a clear understanding of the Christian faith.

Lessons and assemblies

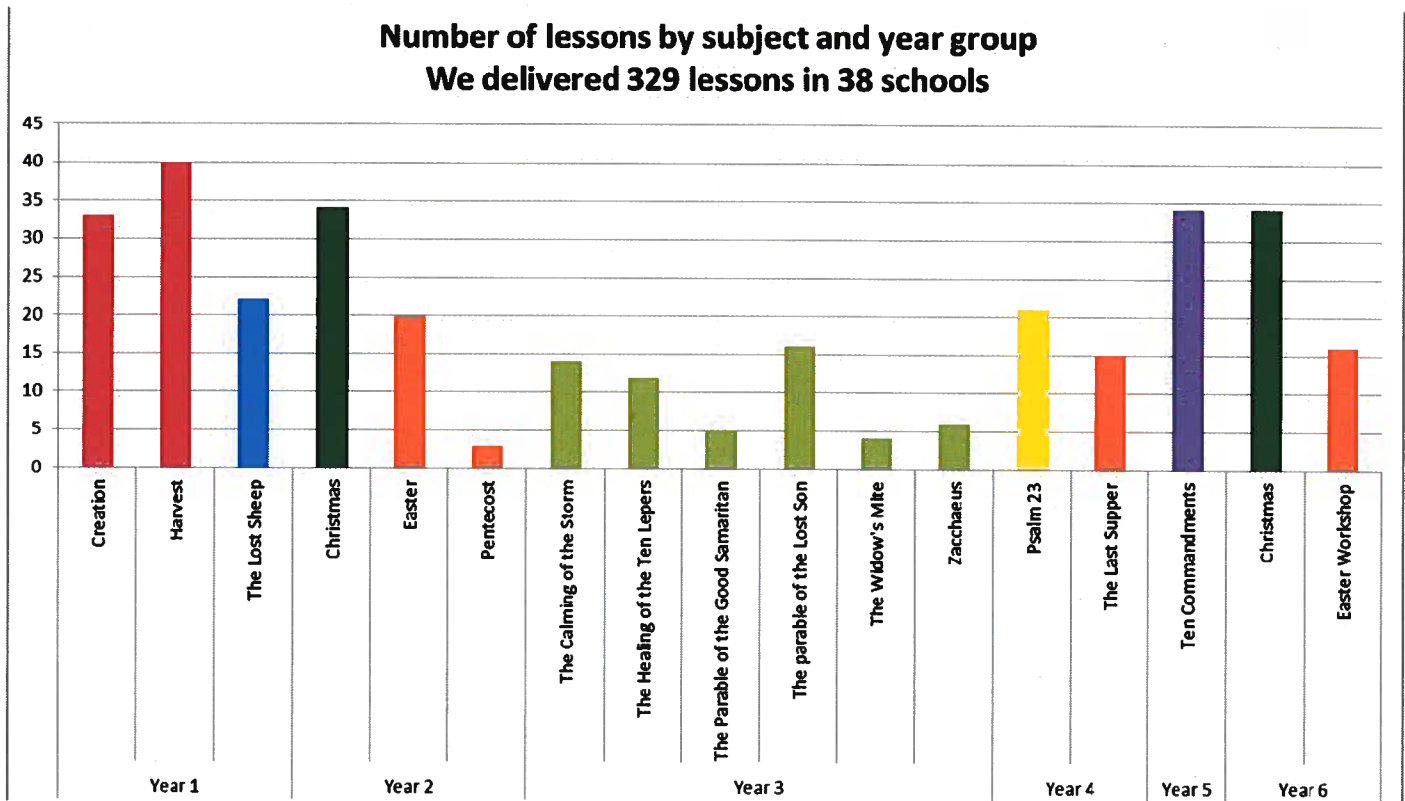
The delivery of lessons and assemblies about different aspects of the Christian faith, in-line with the Hertfordshire syllabus of Religious Education, is the core way in which we meet our charitable objectives. In addition, we occasionally run workshops or other specific activities at the schools' request.

In Spring 2018 we set aside time from our regular work in schools in order to review the impact and opportunities arising from the new Hertfordshire RE syllabus, and renew our lesson plans to align with this. The lessons we have offered this year have reflected this work, and as we have progressed through each term we have been offering some new and some revised material to each year group which has given us the chance to go deeper in some areas. For Key Stage 2 children the new syllabus seeks to address some very big concepts such as Incarnation and Salvation – our Christmas and Easter lessons address these ideas and explain

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them from a Christian point of view – a great opportunity to share the gospel, and they often result in some stretching and difficult questions from the children!

The chart below shows the range of lessons we delivered during the last year by subject and year group. We were pleased to have the opportunity to teach **329 lessons across 38 schools** (2017/18: 344 lessons across 37 schools) in the Watford area, enabling thousands of children to hear about the Christian faith in a fun and engaging way.



In addition to regular lessons we also delivered **60 assemblies in 10 schools** (2017/18: 55 assemblies in 12 schools), in most cases giving the whole school an opportunity to hear and engage with the Christian message.

Prayer Space



In recent years we've also been delivering the Prayer Space programme in schools. Prayer Space is part of the national 24-7 Prayer initiative, and this has become an increasingly important part of our work. It is an amazing week long programme of lessons and activities which help children to engage with prayer, and questions of life and faith in an interactive and creative way. We usually take over a classroom or hall in a school and transform it with a range of creative prayer activities which each class will visit in turn for a lesson. We also have opportunities during the week for children to revisit the space in lunch time or after school, and to invite their parents to engage with the prayer space too.

This year we were able to run **prayer space in two schools**, giving **nearly 600 children** the opportunity to explore prayer (2017/18 two schools, nearly 800 children). Prayer Space is extremely resource and time intensive, which makes it difficult for us to run it more than a handful of times each year. We have been experimenting with ways to take Prayer Space into more schools, so one of the Prayer Space events we ran this year was a 'pop-up' Prayer

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Space, where in just one day we were able to run Prayer Space for all key stage 2 classes (years 3 – 6) in a particular school. Although we had to change some of the activities to reduce the setup time, we were glad to find that we did not lose the awe and wonder that characterises this experience for the children, with some children asking big questions about the meaning of life and why we have to die, and others reflecting on loved ones they have lost, or those who are less well off than they are.

The success of prayer space depends on the commitment of a large number of volunteers and we're so grateful to all those who gave their time so freely to enable these events to take place. The impact not only on the children but on the whole school community is astonishing, and the feedback received from all involved is hugely positive.

It's Your Move



It's Your Move is a workshop we deliver to year 6 pupils to support them as they move up to secondary school, and help them to understand the difference God makes in their lives – this is based on a book produced by Scripture Union. As with previous years we were delighted that churches across Watford generously contributed to the purchase of books for the children at their local schools. In many cases church representatives delivered the programme or accompanied our workers, helping to build stronger relationships between churches and schools. A number of our regular volunteers also helped to deliver the lessons, to whom we are extremely grateful.

In 2018/19 we were able to facilitate the **It's Your Move programme in 43 schools**, reaching nearly **2,000 year 6 pupils** (2017/18 over 1,900 year 6 pupils in 46 schools).

The objective of the Trust is to give every schoolchild a clear understanding of the Christian faith and the trustees believe that the activities outlined have contributed towards that objective. Large numbers of schoolchildren have heard assemblies and taken part in lessons and workshops. The schools' workers have answered questions put to them by the teaching staff in the schools and so have enabled them to gain in confidence in teaching the Christian content of Religious Education.

The trustees confirm that they have identified the major risks to which the charity is exposed, and have reviewed the systems and procedures to manage those risks.

The trustees are also responsible for ensuring that all employees, trustees and volunteers have the appropriate DBS checks. New employees are taken on subject to these checks being made.

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Financial review

Total income for the year was £26,373 (2017/18 £29,485), comprising £23,220 (2017/18 £25,014) voluntary donations towards the day-to-day running of the Trust (received from both individuals and churches), £1,943 (2017/18 £2,501) voluntary donations towards the provision of 'It's Your Move' and 'Prayer Space' and £1,210 (2017/18 £1,970) raised through other fundraising activities.

Income is lower than the previous year as 2017/18 was our anniversary year which included a number of additional fundraising activities and one-off gifts. We were pleased with the success of our fundraising quiz, held in March 2019, which generated income of £790. Thank you to all those who attended the evening, which was a great event. We're also grateful to those who faithfully undertake fundraising activities on our behalf, including our administrator Alison Harvey who sells hanging baskets in aid of the Trust.

Total expenditure in the year was £24,700 (2017/18 £30,359). This reflects the fact that we have only employed two schools workers rather than three in the last year. We also incurred lower expenditure in relation to 'It's Your Move' as we had a number of surplus books available from previous years; this also explains the slight reduction in restricted income.

The employment costs covered three employees working part-time for a whole year. There were no employees with emoluments greater than £60,000.

We generated a small surplus of £1,673 (2017/18 deficit of £874) which has increased total reserves as at 31st March 2019 to £14,146 (2017/18 £12,473). The total reserves figure was made up entirely of general funds (2017/18 £12,473), with restricted funds £nil at the end of the year (2017/18 £nil). There was no income received in 2018/19 towards the 2019/20 'It's Your Move' workshops.

At 31st March 2019, unrestricted general funds were approximately equal to 6 months' forward expenditure. General reserves are held to ensure that our work in schools may be continued and contractual commitments to staff, premises and other partners can be met in the case of a decline in income. Our target level of reserves is 3 months' forward expenditure.

We are presently considering employing a third schools worker on a short term basis, but would like to explore opportunities for making this a permanent appointment, if we are able to secure regular income to support this. We continue to receive high demand from schools and are only limited by our own resources in what we can offer.

Volunteer involvement

The Trust continues to benefit from a number of volunteers from local churches across Watford who assist the team with providing lessons, assemblies and other special activities including 'Prayer Space' and 'It's Your Move'. The contribution of volunteers is essential and we are hugely grateful to all those who support the work of the Trust with such energy and enthusiasm.

Appreciation

We give thanks for the support of Garston Community Church who generously share their office space with us.

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We would like to express our thanks to our independent examiner, Elizabeth Vis.

We record our appreciation for current and former members of staff. Thank you for all you have done for the Trust and for the way you give of yourselves in support of the cause.

This year we have said a sad farewell to John Way, our Chairman and a long standing trustee. John's faithful service and dedication over so many years is hugely appreciated and we would like to take the opportunity to express our heartfelt thanks to him for all he has done. He will be very much missed, but we are grateful to Kelvin Hirst for agreeing to be the Acting Chair from September 2018 until September 2019. With effect from September 2019, Kelvin has also chosen to step down as trustee after many years and we wish to record our grateful thanks for all that he has sacrificed in service of the Trust. Finally we would also acknowledge the contribution of Eileen Roby who has served as trustee and line manager for the last 2 years and to whom we are very grateful.

However, we are delighted that, in answer to many prayers, three new trustees have been able to join the team this year, and offer our warm welcome to Rev. Duncan Campbell, Catherine Da Costa and Fikile Mkoyana. Each brings different gifts and skills that we are certain will contribute significantly to the work of the Trust, and we are so grateful to them for giving up their time to support the Trust in this way.

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

On behalf of the Trustees



12 / 11 / 2019

Joanna Woolcock
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 (Charity no. 1010876) for the year ended 31st March 2019, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes set out on pages 12 to 16.

Respective responsibilities of trustees and independent examiner

The charity's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act;
2. follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
3. 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 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 the 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 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 130 of the Charities Act; or
 - to prepare accounts which accord with these accounting recordshave 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.

Elizabeth Vis

12/11/19

Elizabeth Vis FCA
2 Lower Paddock Road
Oxhey Village
Watford
Hertfordshire
WD19 4DS

Watford and District Schools Christian Worker Trust

Statement of Financial Activities for the year ended 31st March 2019

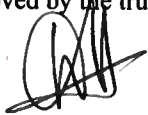
		2018/19	2018/19	2018/19	2017/18	2017/18	2017/18
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<i>Notes</i>		£	£	£	£	£	£
Income from							
Donations and legacies		23,220	1,943	25,163	25,014	2,501	27,515
Other trading activities		1,210		1,210	1,970	0	1,970
Total income		24,430	1,943	26,373	26,984	2,501	29,485
Expenditure on:							
Charitable activities	2	22,655	1,943	24,598	27,479	2,880	30,359
Raising funds		102		102			
Total expenditure		22,757	1,943	24,700	27,479	2,880	30,359
Net income/(expenditure)		1,673	-	1,673	(495)	(379)	(874)
Net movement in funds		1,673	-	1,673	(495)	(379)	(874)
Reconciliation of funds:							
Funds brought forward at 1 April 2018	7	12,473	-	12,473	12,968	379	13,347
Funds carried forward at 31 March 2019		14,146	-	14,146	12,473	-	12,473

Watford and District Schools Christian Worker Trust

Balance Sheet as at 31st March

	Notes	2019 £	2018 £
Current assets			
Debtors	3	2,175	1,290
Cash at bank and in hand		12,662	11,328
		<u>14,688</u>	<u>12,618</u>
Creditors: amounts falling due within one year	4	(692)	(145)
Total net assets		<u>14,146</u>	<u>12,473</u>
The funds of the charity			
Unrestricted funds	7	14,146	12,473
Restricted funds	7	-	-
Total charity funds		<u>14,146</u>	<u>12,473</u>

Approved by the trustees and signed on their behalf:



12/11/2019

Janna Woolcock (Treasurer)

Cash Flow Statement as at 31st March

	Notes	2019 £	2018 £
Cash flows from operating activities			
Net cash provided by/(used in) operating activities	a	1,335	(1,443)
Change in cash and cash equivalents in the reporting period		1,335	(1,443)
Cash and cash equivalents at the beginning of the reporting period		11,328	12,771
Cash and cash equivalents at the end of the reporting period		<u>12,662</u>	<u>11,328</u>
a. Net income / (expenditure) for the reporting period (as per the statement of financial activities)		1,673	(874)
Adjustments for:			
(Increase) in debtors		(885)	(25)
Increase/(decrease) in creditors		547	(544)
Net cash provided by (used in) operating activities		<u>1,335</u>	<u>(1,443)</u>

Watford and District Schools Christian Worker Trust

Notes to the accounts for the year to 31st March 2019

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements is as follows:

Basis of accounting

The Watford and District Schools Christian Worker Trust is a public benefit entity; these accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (effective 1 January 2015) (the SORP), Financial Reporting Standard 102 and the Charities Act 2011. The accounts are prepared under the historical cost convention as modified for the revaluation of investments.

The trustees have a reasonable expectation that the charity has adequate resources to continue its activities for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

Financial instruments and financial liabilities

The charity only has financial instruments of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Income

All income is accounted for in the Statement Of Financial Activity when the Charity is legally entitled to the income, it is probable that the income will be received, and the amount can be quantified with reasonable accuracy.

Donations and gifts are accounted for when received. Tax recoverable on donations to which gift aid has been applied is accounted for on an accruals basis.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Advantage has been taken of exemptions available under paragraph 4.22 of the Charities SORP (FRS 102) not to report expenditure on an activity basis. Expenditure has therefore been reported based on the nature and type of the costs incurred.

Fund Accounting

General funds – these are funds given freely to the charity that can be applied at the discretion of the trustees in accordance with the charitable objectives of the Trust.

Restricted funds – these are funds received for undertaking an activity specified by the donor when making the gift, or may result from the terms of an appeal for funds.

Operating leases

Rentals under operating leases are charged on a straight-line basis over the lease term, even if the payments are not made on such a basis.

Tax

The Watford and District Schools Christian Worker Trust as a registered charity is exempt from tax under Chapter 3 of Part 11 to the Corporation Tax Act 2010 or Section 256 of the Taxation for Chargeable Gains Act 1992, to the extent surpluses are applied to its charitable purposes.

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Notes to the accounts for the year to 31st March 2019 (continued)

2. Expenditure on charitable activities

	2018/19			2017/18		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	£	£	£	£	£	£
Staff costs	20,231	1,275	21,506	24,209	868	25,077
Resource materials	434	668	1,102	748	2,012	2,760
Travel expenses	702		702	814		814
Storage facilities	-		-	110		110
Training and Scripture Union support	370		370	300		300
Communications	329		329	582		582
Insurance	273		273	268		268
Printing, stationery and postage	43		43	90		90
Other expenditure	273		273	358		358
Total Expenditure	22,655	1,943	24,598	27,479	2,880	30,359

3. Debtors

	31 March	31 March
	2019	2018
	£	£
Accrued income	1,985	1,134
Prepayments	190	156
	<u>2,175</u>	<u>1,290</u>

4. Creditors: amounts falling due within one year

	31 March	31 March
	2019	2018
	£	£
Accruals	692	145
	<u>692</u>	<u>145</u>

5. Staff costs

	2018/19	2017/18
	£	£
Wages and salaries	21,506	25,077
	<u>21,506</u>	<u>25,077</u>

Average head count (number of staff employed) during the reporting period:

	No.	No.
Schools workers	2	3
Administrators	1	1
	<u>3</u>	<u>4</u>

No employees received employee benefits (excluding employer pension costs) of more than £60,000 during the year (2018: £nil)

The trustees, who are also the only key management personnel, are not entitled to and did not receive any remuneration or other benefits during the year (2018: £nil). The trustees did not claim any expenses during the year (2018: £nil).

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Notes to the accounts for the year to 31st March 2019 (continued)

6. Related Party Transactions

There were no related party transactions during the year (2018: £nil).

7. Reconciliation of Funds

	1 April 2018	Income	Expenditure	31 March 2019
	£	£	£	£
<u>Restricted Funds</u>				
It's Your Move	-	1,625	(1,625)	-
Prayer Space	-	318	(318)	-
Total Restricted Funds	-	1,943	(1,943)	-
Total Unrestricted Funds	12,473	24,430	(22,757)	14,146
Total Funds	12,473	26,373	(24,700)	14,146