

**The Tonbridge Children's Workshop
Financial Statements and Annual Return
for the Year Ended 31st August 2021**

The Tonbridge Children's Workshop Trustees Report for the Year Ended 31st August 2021

This report includes information required by the Charities (Accounts and Reports) Regulations 2008 and the Statement of Recommended Practice for Accounting by Charities 2005.

SECTION A - REFERENCE AND ADMINISTRATIVE INFORMATION

Name: The name of the Charity is The Tonbridge Children's Workshop (TTCW). The main catch phrase of the charity is High Hopes which is explained further under objectives and activities.

Charity Number: The Charity is registered with the Charity Commission, Charity Number 1069911 and was first registered in April 1998.

Charity Principal Address: Room 3, Christ Church United Reformed Church, High Street, Tonbridge, TN9 1SG

Trustees

Name	Office (If any)	Dates acted if not for whole year	Date of resignation
Rev Deryck Charnock	Chair		
Jennifer Hancox			
Mark Rigby	Treasurer		
Jill Beard			
Jemimah Spalding			
Joanne Ramsden		From 1/7/21	

SECTION B - STRUCTURE, GOVERNANCE AND MANAGEMENT

Description of the charity's trusts:

Governing Document: The Charity is governed by a Trust Deed, copies of which are available, and it is constituted as a Charitable Trust.

The activities of The Tonbridge Children's Workshop (TTCW) are overseen by the Trustees in accordance with the provisions of The Trust Deed as such the Trustees are responsible for the financial and general oversight of the work.

Trustees continue to work to expand the work and to ensure each aspect of governance is in good shape in order to support planned growth.

The Trustees met 11 times in the year via Zoom and have established regular monthly meetings under the current pandemic situation.

Appointment of Trustees: Candidates for becoming Trustees are selected by taking advice from the leadership of the local Christian community, notably Tonbridge Area Churches Together (TACT), existing Trustees and other stakeholders - e.g. Schools and churches. Potential Trustees are interviewed by at least two trustees, normally including the chair. They are subsequently invited to see the work of TTCW in action, for example by visiting a school assembly. Following this they may be invited to the next Trustees meeting where they gain a fuller understanding of the work and may ask questions and meet the rest of the Trustees. The candidate is then asked to withdraw, and existing Trustees discuss and then vote on the appointment at a Special Meeting called for the purpose. If successful, the candidate is invited to become a Trustee and if they accept this will complete their appointment. The Trustees seek to appoint a diverse mix of backgrounds, experiences and skills that will fully represent the community and users we serve and who will be able to contribute to the work of the Trust. Continual efforts are in place to find and appoint new trustees.

Additional governance issues:

TTCW continues with a closer operational tie to the local churches by consulting with leadership and stakeholders before implementing its mission – adapting its practice, if necessary, to accommodate the particular needs of the community.

SECTION C - OBJECTIVES AND ACTIVITIES

Summary of the objects of the charity set out in its governing document:

"The advancement of the Christian Faith and the advancement of religious and other education for the public benefit and in particular for the benefit of children and families."

We call our main schools work "High Hopes". We believe that Hope is part of God's plan for every child, and the natural response to encountering God. We visit all the children in the 'High' name of God to share our Hope in him and the positive impact of the Christian life. We are passionate about children achieving good and great things, and we know that it is hope that sustains them as they reach up to their full potential.

Review of activities and achievements:

The year 2020-21 was a time of small changes in the team, starting the year with 1 part time employee and a volunteer, and having different short-term staff throughout the year to assist, as well as a part-time Administrator.

After sending care packages to every teacher on our books, we committed to weekly 'Bubble Worship' resources. Mindful that schools were unable to have the usual assemblies in the main school hall (because of Covid restrictions), we looked instead to support schools using a digital approach. Here, we provided topical videos and PDFs that made assembly-time a joyful and revealing time for teachers to lead with their class bubbles.

Bubble worship was topically and seasonally focused, responding to the events/themes of each week so that the content remained as highly relevant to each child's lived experience as possible. In October we welcomed local Black Christian activist Lizzie Mate-Kole Rampe, into our

videos to provide an appropriate voice and platform for resources for Black History Month. In December we explored Advent in addition to the standard Christmas focus, and despite the difficulties, we were still able to offer our annual Panto by joining with The Family Trust to film 'No Zoom at the Inn'.

In addition to the seasons, we constantly had to adapt and evolve through the changing restrictions of the year. In the spring term we adapted Bubble Worship to a much simpler 'thought-of-the-day' style entitled 'Wow of the week'. Leading up to Easter our digital ministry enabled us to give a 6-part in-depth focus on Easter, which explored the fullness of the passion week. Throughout the changes our core format stood strong, and we were able to respond to current events with inspiring Christian insights every week. Overall, we produced a total of 40 videos that had over 13,000 views.

Through the spring and summer terms, we made use of the flexi-furlough scheme to help us be diligent with our finances and staff capacity. We were finally able to visit a school in June: Wateringbury Primary asked us to lead them through their launch of Christian Values and we led a whole day of workshops exploring the parable of the sower.

Towards the end of the academic year, we advertised a new post for a schools lead and were able to appoint a youth leader who had previously given temporary support on the Bubble worship videos earlier in the year.

A survey was conducted in June which indicated positive feedback from those who responded. There were 15 responses, each of which were from Church of England schools. It is unclear whether CofE based respondents are more enthusiastic about our videos than others, or simply more likely to respond, but the comments indicated a desire and role for digital resources in the future and this will shape our plans for the next academic year.

Future Goals

Deliver assemblies at least once per term into schools.

Publicise and encourage the growth of the 'Fun Club' after school groups for KS1.

Identify and undertake staff training to increase the effectiveness of activities undertaken by TTCW. Training opportunities have been restricted because of the pandemic.

Increase the number of TTCW volunteers.

Recruit new trustees with a range of experience.

To write such policies as deemed necessary at the time.

Alter finance arrangements, to take account of pressure on existing trustees and the ending of the accounts manager's time at the charity.

Financial Review

Our financial period runs from 1st September 2020 to 31st August 2021. During the year, our income, which is made up primarily from local donations, was £41,071 compared to the previous year when it was £57,403. This is a 28% decrease on last year.

The pandemic has affected our fund-raising efforts since the usual opportunities to go into schools and churches have not been available. There were no live performances of the pantomime and so donations from schools that have occurred in the past at this event did not happen. In the past, we have looked to local grants to increase our income but last year we did not apply for any local grants. Some money came in from trust funds based both locally and further away.

Donations from individuals, including gift aid, came to £23,474 with a further £12,496 coming from churches. A total of £2,515 came from schools and other organisations. It seems clear that as the pandemic has developed, income has reduced across the board for many; churches have not been immune to this and their tithes or giving have reduced accordingly.

Our staffing costs have dropped from £43,354 to £24,559. This is because one of our staff left to do teacher training. We received a furlough grant of £2,431.

The trustees are mindful of the risk to funds on a long-term basis because of the pandemic. However, at present, the risk is not so great as to affect the reserve. If giving from our regular donors changed significantly, we would instigate strategies to address this.

Our regular supporters have been contacted throughout the year and are showing an ongoing commitment to continue funding our work.

Our opening bank balance was £33,875 and our closing balance was £45,242. The high balance reflects the decrease in out goings (mainly staff costs) this year.

Reserve Policy

The Trustees always aim to keep 3 months' worth of expenditure in the bank account as a reserve. Monthly expenditure for this purpose is usually calculated as an average from the previous financial year's expenditure. Since spending in the last year was lower than usual (see above), the Trustees are using the expenditure from the year before (2020) to provide a more realistic reserve; this means a sum in excess of £11,900. In addition, the Trustees will review the reserves policy if it continues to increase and will develop plans to utilise some of these reserves on suitable projects as appropriate.

We ended our financial year with a bank reserve of £45,242 which exceeds the reserves policy level. The Treasurer would convene an urgent extraordinary Trustee meeting if the bank balance went below the level of 4 months' worth of expenditure.

Connected Parties Transactions

None of the Trustees received any remuneration during the year and there were no other connected party transactions.

We usually rent office space from Christ Church, Tonbridge. During the pandemic, this rent was not charged. The trustees envisage that some payment will be made for this in the future.

Our current Treasurer, Mark Rigby, is a member of the Christ Church congregation. Mark's only connected party declaration is that he is both an Elder of Christ Church and the convenor (Chair) of their Fabric (property) Committee. He is also a member of the CC Finance committee. He has declared to both TTCW and CC his position(s) in each organisation and take steps to mitigate potential conflicts of interest, such as not voting on TTCW or CC issues in their respective meetings or removing himself from parts of meetings when appropriate to do so. He also ensures confidentiality and separation between TTCW and CC meetings.

All payments are authorised by two authorised signatures.

Additional Comments

It is the opinion of the Trustees that the charity can continue as a going concern for the foreseeable future.

Once again, the Charity and Trustees would like to express their grateful thanks to all the individuals, churches and organisations who have given so generously to support the work of the Charity. Their support and encouragement have enabled this work to continue and have also helped raise the profile of children's work in and around Tonbridge. Without this support our highly valued work could not continue.

A handwritten signature in black ink, appearing to be 'Deryck Charnock', written in a cursive style.

Rev Deryck Charnock (chair of trustees)

On behalf of the Trustees of The Tonbridge Children's Workshop

Receipts and Payments Accounts

The Tonbridge Children's Workshop

Charity Number 1069911

for the period from (start date)

01/09/2020

to (end date)

31/08/2021

Section A

Receipts and Payments

A1 Receipts	unrestricted	restricted	Total Funds to the nearest	Last Year to the nearest
	funds to the nearest	funds to the nearest		
	£	£	£	£
Individual Donations & Gifts	23474		23474	25037
Donations & Gifts from other organisations	15011		15011	22879
Fund Raising Events	35		35	1564
Billed School & Church Activities	120		120	3385
Furlough	2431		2431	4538
sub total	41071	0	41071	57403
A2 Asset & Investment Sales, etc	0	0	0	0
Total Receipts	41071	0	41071	57403

A3 Payments

Direct School Costs	1250		1250	845
Charitable Donations	0		0	0
Rent and Rates	0		0	613
Insurance	844		844	840
Admin Costs	147		147	168
Computer Costs	512		512	145
Travel & Subsistance	393		393	795
Bank Charges	84		84	60
Staff Salaries	24559		24559	43354
Training	12		12	476
CCPAS cost	181		181	185
Subscriptions	0		0	0
Accountancy	1130		1130	0
sub total	29112	0	29112	47482
A4 Asset & investment purchases, etc	592		592	2778
Total Payments	29704	0	29704	50260
Net of receipts / payments	11367	0	11367	7142

A5 Transfer between funds

A6 Cash funds last year end

cash funds this year end

	33875	0	33875	26732
	45242	0	45242	33875

Section B

Statement of assets and liabilities at the end of the period

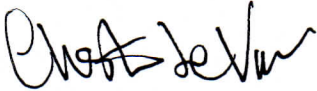
		unrestricted funds to the nearest	restricted funds to the nearest
B1 Cash Funds	CAF Bank	45242	
	Total Cash Funds		

		unrestricted funds to the nearest	restricted funds to the nearest
B2 Other monetary assets	Debtor Gift Aid rebate	2751	
		0	
		0	

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			
	Total Cash Funds		

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for charity's own use	Details		
	Office Equipment	unrestricted 4216	
	Furniture & Fixtures	unrestricted 304	
	Total Cash Funds		

		unrestricted funds to the nearest	restricted funds to the nearest
B5 Liabilities	Accountancy	285	

	Print Name	Date Of Approval
Accounts Manager	 Christa Le Vine	28/11/2021

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Supporting Charitable Organisations

12 January 2022

Independent Examiner's report to the Trustees of The Tonbridge Children's Workshop Charity Registration Number 1069911

I report on the accounts for the year ended 31 August 2021 which are set out on the pages following.

Respective responsibilities of the Trustees and Independent Examiner

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

It is my responsibility to

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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 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.

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 2011 Act; or
 - to prepare accounts which accord with these accounting records have 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.

Yours sincerely



Martyn Burt

B.Sc.(Hons), ACMA, CGMA

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