

**The Tonbridge Children's Workshop
Financial Statements and Annual Report
for the Year Ended 31st August 2022**

The Tonbridge Children's Workshop

Trustees Report

for the Year Ended 31st August 2022

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 operating name 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 then Vice Chair	Sept 2021 to 1 st Feb 2022 (VC)	
Jennifer Hancox			Left as trustee 5 th July 2022
Mark Rigby	Treasurer		
Jill Beard	Responsibility for safeguarding		
Jemimah Spalding			
Joanne Ramsden	Chair	From 1/2/2022	
David Balcombe		From 5 th July 2022	

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 and as such the Trustees are responsible for the financial and general oversight of the work.

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

The Trustees had 8 meetings in the year in person (and via Zoom for those who could not attend in person). There was also a special meeting via Zoom in late November to discuss the appointment of a potential new employee.

In July 2022, the charity welcomed a new trustee, David Balcombe, and said goodbye to Jenny Hancox, thanking her for her many years of faithful service.

The treasurer has been extremely busy with other work commitments and so the trustees took the decision to appoint a financial administrator, Zak Ramsden, (a qualified accountant), to oversee the financial administration of the charity, including the writing of budgets and the preparing of accounts.

A few policies were updated to reflect changes to the law and changes that have arisen as the result of Covid.

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 charity. 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 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 aim to fulfil their potential.

Review of activities and achievements:

The year 2021-22 was a time of small changes in the team, starting the year with 2 part time employees and a volunteer, as well as a part-time administrator and (from November) a finance administrator.

The year started well in September with the team continuing to record videos for use in schools until all the schools felt comfortable having them in post-pandemic. The theme was well-being. By November, schools were happy to have High Hopes in to do actual assemblies. Fun Club also eventually resumed at Cage Green primary school (in November) and by May was running with maximum numbers. At Easter, Sussex Road primary school invited High Hopes in to do an Easter workshop with key stage 1. A pantomime was written for performing in schools in December but due to Covid illness could not be performed.

Towards the end of the year, the schools lead announced that she would be leaving in the autumn to set up a similar venture in the town where she lives. This was exciting news and whilst the trustees were sad that she would be leaving, there was encouragement that the purpose of the charity would continue in a wider area of the southeast.

By the end of the year, High Hopes were back into 20 schools, heading well towards pre-pandemic levels. There was a theme of reconciliation and looking to the future, (respectively responding to the community needs of the schools).

Towards the end of the academic year, the charity appointed a new schools lead who had formerly worked as a children's pastor at a church in Tunbridge Wells.

Future Goals

Improve links with local churches.

Publicise and encourage the growth of the 'Fun Club' after school groups for KS1. At least one extra school is showing an interest.

Identify and undertake staff training to increase the effectiveness of activities undertaken by TTCW. There have been some training opportunities in the year.

Increase the number of TTCW volunteers, especially as new Fun Clubs start.

Recruit new trustees with a range of experience.

To continue writing such policies as deemed necessary at the time.

Develop fund raising activities.

Financial Review

Our financial period runs from 1st September 2021 to 31st August 2022. During the year, our income, which is made up primarily from local donations, was £35,796 compared to the previous

year when it was £41,071. This is a 13% 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 because of covid illness and so, for the second year in a row, 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.

Donations from individuals, including some gift aid, came to £23,910 with a further £11,655 coming from churches. A total of £186 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 increased from £24,559 to £33,333. This is because we had three members of staff for the entire year.

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. It is entirely possible that as churches continue to be affected by both the pandemic and the cost-of-living crisis, giving from our regular donors might change significantly. We will instigate strategies to address this if required.

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 £45,242 and our closing balance was £42,068. The lower balance reflects the increase in out goings (mainly staff costs) this year. There is also a gift aid claim which has yet to be made for this year. A gift aid claim was made in September 2021, but this relates to the previous 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 spending. Three months spending amounts to £9,743.

We ended our financial year with a bank reserve of £42,068 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.

Related Parties Transactions

None of the Trustees received any remuneration, benefits or expenses during the year. There is one related party transaction: Zachary Ramsden receives payment for his services as financial administrator (£450 in the year ending 2022) and he is married to the chair of the trustees.

We usually rent office space from Christ Church, Tonbridge. During the pandemic, this rent was not charged. The trustees made a goodwill donation to Christ Church earlier in the year.

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 signatories. The chair of trustees is not a signatory.

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 High Hopes. 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.

Joanne Ramsden

Mrs Joanne Ramsden (chair of trustees)

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



Receipts and payments accounts

For the period from	01/09/2021	To	31/08/2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Individual donations and gifts	23,910	-	-	23,910	23,474
Donations and gifts from other organisations	11,655	-	-	11,655	15,011
Fundraising events	45	-	-	45	35
Billed school and church activities	186	-	-	186	120
Furlough grant	-	-	-	-	2,431
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	35,796	-	-	35,796	41,071
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	35,796	-	-	35,796	41,071
A3 Payments					
Direct school costs	408	-	-	408	1,250
Charitable donations	400	-	-	400	-
Rent and rates	1,088	-	-	1,088	-
Insurance	336	-	-	336	844
Admin costs	174	-	-	174	147
Computer costs	1,160	-	-	1,160	512
Travel and subsistence	1,116	-	-	1,116	393
Bank charges	93	-	-	93	84
Staff salaries	33,333	-	-	33,333	24,559
Training	200	-	-	200	12
Subscriptions	181	-	-	181	181
Payroll fees	147	-	-	147	600
Accountancy	285	-	-	285	530
Sundry expenses	49	-	-	49	-
Sub total	38,970	-	-	38,970	29,112
A4 Asset and investment purchases, (see table)					
	-	-	-	-	592
	-	-	-	-	592
Sub total	-	-	-	-	592
Total payments	38,970	-	-	38,970	29,704
Net of receipts/(payments)	- 3,174	-	-	- 3,174	11,367
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	45,242	-	-	45,242	33,875
Cash funds this year end	42,068	-	-	42,068	45,242

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	CAF Bank	42,068	-	-
		-	-	-
		-	-	-
	Total cash funds	42,068	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Debtor: Gift aid reclaim	2,579	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	PAYE	General fund	216	
	Independent examiner fee	General fund	285	
	Salary	General fund	102	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	<i>Joanne Ramsden</i>	Joanne Ramsden	15/05/2023

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Supporting Charitable Organisations

16 May 2023

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 2022 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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