

**The Tonbridge Children's Workshop
Financial Statements and Annual Report
for the Year Ended 31st August 2024**

The Tonbridge Children's Workshop Trustees Report

for the Year Ended 31st August 2024

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
Steve Tringham	Chair	Chair from June	
Rev Deryck Charnock	Vice Chair		
Jill Beard	Responsibility for safeguarding		
Jemimah Spalding			Last meeting in July 2024 (notice given July '23)
David Balcombe	Treasurer		
Joanne Ramsden	Chair	Held post to June 2024	
Lisa Glasscote		January to April	

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 consider ways of expanding the work of the charity and to ensure each aspect of governance is in keeping with legal requirements as well as supporting planned growth.

The Trustees had 6 meetings in the year in person. There was also an additional meeting in April one afternoon to discuss the pay rise of one employee and the expectations of their role in terms of developing a clear vision for the charity to grow, rather than shrink.

Early in 2024, the trustees welcomed the return of a former trustee, who has served the charity in the past. In July 2024, one of the trustees stepped down as trustee for family reasons.

One of the trustees agreed to take on the role of treasurer in January 2024. However, the financial administrator (a qualified accountant) has continued to oversee the financial administration of the charity, including the writing of budgets and the preparing of accounts.

Some policies were updated to reflect changes to the law.

Many of the trustees were involved in the jumble sale held in February (see below). It was recognised that this involved a lot of input from volunteers (both from trustees and local church members). Although some unexpected match funding doubled the proceeds of the jumble sale, there was a huge amount of organising and a lot of clothing and items left over. The trustees considered that there might be more effective methods of raising monies and it was decided that the long discussed 'Friends of High Hopes' association should be initiated with a view to focusing on this.

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 Executive Group (TACTEG), 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 objectives 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 also believe that children should 'aim high' and be ambitious in their personal and spiritual development. 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:

We entered the year with smallest team we've ever had; Mike working 3.5 days a week visiting schools. Thankfully, we saw Debbie finally able to return to work as administrator, following a long period of illness. We were acutely aware that we were entering a more settled period after the disruption that Covid had caused since 2020, and our initial focus was on visiting and networking with local church leaders and children's workers to ascertain the evangelistic landscape of Tonbridge.

Much of the activities of the year were seasonally led. Both Harvest and Christmas saw Mike invited as a speaker to church and school gatherings as children and families came together. This format of delivery worked well with the reduced team size which prohibited any larger ambitions for Christmas shows or presentations.

After Christmas, there was diocesan safeguarding training, and later in the winter fundraising. It was an exciting and monumental task to bring back the Jumble Sale which (prior to Covid) has always been a significant contributor to our funds, as well as a welcome opportunity to gather and spend time with our supporters. We are extremely grateful to

Christ Church URC as our venue hosts, and to the large numbers of volunteers that turned out to help on the day.

At Easter we teamed up with Youth for Christ (Tunbridge Wells) to lead an Easter RE Day, and later in the spring Mike was enabled to attend a retreat with other youth and children's workers from the area.

As the academic year drew to a close, we developed and delivered our own Year 6 transition workshops at 10 schools. These workshops were modelled on an 'Escape Room', including puzzles and activities that reflected on Biblical encouragements and expectations for the future.

Two missional projects remained consistent throughout the year: Assemblies and Fun club. Fun Club held a steady number of regular children from a variety of backgrounds, coming together each week to learn more about Jesus' life and teachings. We are extremely grateful to Jill Harris and Merle Bigden for volunteering and enabling us to meet each week. Sadly, Merle is leaving the area in August to be closer to family and we are very sorry to see her go. Assemblies with the children this year started with 'Jesus' baptism' - a focus on who he is, and what it means to prepare your heart at the beginning of a year. This was quickly followed up with the hope that Jesus gave in his timeless teaching of 'the Beatitudes'. This led to a focus on the courage and faith of 'Jairus and the bleeding woman' in reaching out to Jesus. Two particularly powerful assemblies meditated on Simon Peter's redemption after the resurrection, and 'the boy with a spirit' and how Jesus understood the individual special needs each person has. Both assemblies garnered high praise from staff and children alike.

Looking ahead we will be seeking to increase the team size and harmonize our activities better with the churches in Tonbridge.

Future Goals

Appoint an additional member of staff to work specifically with the schools in Tonbridge and improve links with the local churches.

Set new mission goals and team requirements.

Honour and maintain our established ministry while reviewing and evaluating the work of the charity.

Encourage new High Hopes volunteers to assist with assemblies and possible new fun clubs.

Recruit new trustees with a range of experience.

To continue writing any policies that will aid the functioning of the charity.

To continue promoting the profile of High Hopes and develop new fund-raising activities; establish a strategy team (Friends of High Hopes) to focus on fund raising and prayer.

Financial Review

Our financial period runs from 1st September 2023 to 31st August 2024. During the year, our income, which is made up primarily from local donations, was £44,281 compared to the previous year when it was £35,712. This is a 24% increase on last year.

There were no live performances of the pantomime because of 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 £22,953 with a further £12,642 coming from churches. A total of £250 came from schools and £5,000 from other organisations. Church giving has increased by £300.

Our staffing costs have decreased from £39,093 to £28,233. This is because we only had two members of staff for the entire year, (all working part time) as opposed to the previous year when we had three employees, one of whom was working full time.

The trustees are mindful of the risk to funds on a long-term basis because of the pandemic and possible decline in church attendance in some areas. However, at present, the risk is not so great as to affect the reserve. We recognise that church income continues to be affected by the cost-of-living crisis, and, as such, the giving from our regular donors might change significantly. We will instigate strategies to address this if required.

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

Our opening bank balance was £32,531 and our closing balance was £43,618. The higher balance reflects the decrease in outgoings (mainly staff costs) this year and the increase in donations. Fund raising in February brought in extra monies. There is also a gift aid claim which has yet to be made for this year. A gift aid claim was made in September 2023, 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 for the financial year 2023 to 2024 amounts to £8,298.

We ended our financial year with a bank reserve of £43,618 which exceeds the reserves policy level. The financial administrator supplies regular accounts, and the chair 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 (£265 in the year ending 2024) and he is married to one of the trustees.

Office space is rented from Christ Church, Tonbridge.

We would expect any connected party declaration to be made to each of the organisations involved. Furthermore, any trustee who has a conflict of interest should not vote on TTCW issues, when appropriate to do so. They should also be mindful of ensuring confidentiality and separation between TTCW and other organisations meetings.

All payments are authorised by two authorised signatories. Steps have been taken to add additional signatories to the list of those able to if usual signatories are away or ill. The trustee married to the financial administrator 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. Due to the proposed changes in staffing (see the **Future Goals** section above), we project a break-even position for the year ending 2025.

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 (trustee)

Steve Tringham

Mr Steve Tringham (chair of trustees)

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

3rd March 2025



Receipts and payments accounts

For the period from	01/09/2023	To	31/08/2024
---------------------	------------	----	------------

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	22,953	-	-	22,953	20,642
Donations and gifts from other organisations	17,642	-	-	17,642	12,342
Fundraising events	3,362	-	-	3,362	70
Billed school and church activities	250	-	-	250	588
Interest	74	-	-	74	70
Legacy	-	-	-	-	2,000
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	44,281	-	-	44,281	35,712
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	44,281	-	-	44,281	35,712
A3 Payments					
Direct school costs	212	-	-	212	553
Charitable donations	-	-	-	-	-
Rent and rates	1,371	-	-	1,371	1,371
Insurance	675	-	-	675	673
Admin costs	192	-	-	192	83
Computer costs	215	-	-	215	597
Travel and subsistence	893	-	-	893	1,531
Bank charges	66	-	-	66	60
Staff salaries	28,233	-	-	28,233	39,093
Training	200	-	-	200	400
Subscriptions	150	-	-	150	195
Payroll fees	611	-	-	611	378
Accountancy	285	-	-	285	285
Sundry expenses	90	-	-	90	30
Sub total	33,193	-	-	33,193	45,249
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	33,193	-	-	33,193	45,249
Net of receipts/(payments)	11,088	-	-	11,088	- 9,537
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	32,530	-	-	32,530	42,067
Cash funds this year end	43,618	-	-	43,618	32,530

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	43,618	-	-
		-	-	-
		-	-	-
	Total cash funds	43,618	-	-
	(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	2,209	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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	231	
	Independent examiner fee	General fund	300	
	Room charge	General fund	228	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	<i>Steve Tringham</i>	Steve Tringham	03/03/2025
	<i>Joanne Ramsden</i>	Joanne Ramsden	

adventus accounting solutions

Supporting Charitable Organisations

15 January 2025

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 2024 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

adventus accounting solutions

Ashby Acres

Chapel Lane

Ashby-cum-Fenby

Grimsby

DN37 0QT

e-mail: martyn.burt@btinternet.com or adventusaccounting@btinternet.com

Telephone: 07523 6229679



Receipts and payments accounts

For the period from	01/09/2023	To	31/08/2024
---------------------	------------	----	------------

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	22,953	-	-	22,953	20,642
Donations and gifts from other organisations	17,642	-	-	17,642	12,342
Fundraising events	3,362	-	-	3,362	70
Billed school and church activities	250	-	-	250	588
Interest	74	-	-	74	70
Legacy	-	-	-	-	2,000
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	44,281	-	-	44,281	35,712
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	44,281	-	-	44,281	35,712
A3 Payments					
Direct school costs	212	-	-	212	553
Charitable donations	-	-	-	-	-
Rent and rates	1,371	-	-	1,371	1,371
Insurance	675	-	-	675	673
Admin costs	192	-	-	192	83
Computer costs	215	-	-	215	597
Travel and subsistence	893	-	-	893	1,531
Bank charges	66	-	-	66	60
Staff salaries	28,233	-	-	28,233	39,093
Training	200	-	-	200	400
Subscriptions	150	-	-	150	195
Payroll fees	611	-	-	611	378
Accountancy	285	-	-	285	285
Sundry expenses	90	-	-	90	30
Sub total	33,193	-	-	33,193	45,249
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	33,193	-	-	33,193	45,249
Net of receipts/(payments)	11,088	-	-	11,088	- 9,537
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	32,530	-	-	32,530	42,067
Cash funds this year end	43,618	-	-	43,618	32,530

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	43,618	-	-
		-	-	-
		-	-	-
	Total cash funds	43,618	-	-
	(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	2,209	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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	231	
	Independent examiner fee	General fund	300	
	Room charge	General fund	228	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	<i>Steve Tringham</i>	Steve Tringham	03/03/2025
	<i>Joanne Ramsden</i>	Joanne Ramsden	

adventus accounting solutions

Supporting Charitable Organisations

15 January 2025

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 2024 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

adventus accounting solutions

Ashby Acres

Chapel Lane

Ashby-cum-Fenby

Grimsby

DN37 0QT

e-mail: martyn.burt@btinternet.com or adventusaccounting@btinternet.com

Telephone: 07523 6229679