

Yorkshire Theological Education Partnership

a Charitable Incorporated Organisation (CIO)

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 31 AUGUST 2015

Charity Registration No. 1157739

Yorkshire Theological Education Partnership

Period Ended 31 August 2015

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Charity Information

Members:	The Diocesan Board of Finance of the Diocese of Leeds The Diocesan Board of Finance of the Diocese of Sheffield The Diocesan Board of Finance of the Diocese of York The Yorkshire Ministry Course (YMC) St. Barnabas Theological Centre The Church Army
Trustees: (all appointed 07 July 2014)	Bishop Anthony W Robinson Revd Canon Dr. John Lawson (DBF Leeds) Dr. Christine Gore (DBF Sheffield) Revd Dr. Gavin Wakefield (DBF York) Revd Mark Powley (YMC) Revd Jane Truman (The Church Army) Revd Canon Dr. John Thomson (resigned 22 September 2014) The Ven. Paul Slater (resigned 24 February 2015) The Ven. Paul Hooper (resigned 24 February 2015)
Academic Co-ordinator:	Revd Barry Miller
Charity Number:	1157739
Charity Office:	The Mirfield Centre Stocks Bank Road Mirfield West Yorkshire WF14 0BW Email: enquiries@ytep.co.uk
Accountants:	Forrest Burlinson 20 Owl Lane Dewsbury West Yorkshire WF12 7RQ Email: info@forrestburlinson.co.uk
Bankers:	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

The trustees present their report and accounts for the period ended 31 August 2015. The financial statements have been prepared in accordance with the accounting policies set out in note 1 and comply with the charity's foundation document, the Charities Act 2011 and the Statement of Recommended Practice: Accounting and Reporting by Charities 2005.

Charitable Incorporated Organisation (CIO) - structure, governance and management

The charity is governed by its CIO Constitution and registered with the Charity Commission For England and Wales on 07 July 2014 as a Charitable Incorporated Organisation (CIO).

Appointment of trustees is governed by the CIO Constitution.

The trustees are appointed by the members.

The first members are:

The Diocesan Board of Finance of the Diocese of Leeds;
The Diocesan Board of Finance of the Diocese of Sheffield;
The Diocesan Board of Finance of the Diocese of York;
The Yorkshire Ministry Course;
St. Barnabas Theological Centre;
The Church Army

The CIO has power to do anything in the furtherance of its objects or is conducive or incidental to doing so.

Membership of the CIO is open to anyone or organisation, subject to the approval of the trustees, who is interested in furthering its purposes and applies for membership in agreement and acceptance of the duties of members as set out in the CIO Constitution.

The members of the CIO have no liability to contribute to its assets and no responsibility for settling its debts and liabilities in the event the CIO is wound up.

Policies and procedures adopted for the induction and training of trustees

New trustees are appointed by the members in accordance with the CIO Constitution, the charity trustees may refuse an application for membership if they believe that it is in the best interests of the charity for them to do so.

The charity recognises that it has a responsibility to provide guidance and assist new trustees in fulfilling their duties and responsibilities, this is done in accordance with Charity Commission guidance.

New trustees are given appropriate Charity Commission publications.

Investment powers

The CIO Constitution authorises the trustees to make and hold investments using the general funds of the charity. Currently no investments are held.

Objects and work of the charity for the public benefit

The objects of the charity are:

- 1) To advance education for the public benefit in the ministerial education and for both ordained and lay members of the Christian Churches; and
- 2) The advancement of theological and ministerial education and training for those with a personal interest.

YTEP co-ordinates theological education across the whole of Yorkshire on behalf of the Anglican Dioceses in Yorkshire and other training providers including The Church Army, The Yorkshire Ministry Course and St. Barnabas Theological Centre. The programmes offered by the partnership are validated by Durham University and form part of what is known nationally as the Common Awards Scheme for theological education.

The trustees confirm that they have had regard to the Charity Commission's guidance on public benefit both when reviewing the charity's aims and considering and planning the work of the charity.

Achievements and performance

The first year of the YTEP Common Awards programmes was marked by the first meeting of the Board of Examiners on 17th September 2015.

Thirty six students began studying courses from two of the partner centres – Yorkshire Ministry Course and St Barnabas Theological Centre.

During the course of the year only one withdrew. Another suspended studies and has recommenced study in the new academic year.

Only one student did not successfully complete the year and this was due to mitigating circumstances. The student will now continue into the new academic year.

Two students were recommended for the award of DipHE, one for the award of Certificate of HE and one student is transferring to Cranmer Hall to continue study and preparation for ordination.

The External Examiner appointed by Durham attended the Board of Examiners' meeting and commented positively on the standard of work submitted by students and on the quality of marking and feedback provided by tutors.

Common Awards Virtual Learning Environment (VLE)

The greatest challenge of the year has been the difficulties encountered with the development of the VLE. The intention to provide a nationally available platform proved difficult within the anticipated timescale. YTEP wisely maintained and retained all data locally and we were able to meet the requirements of the University directly.

A new platform has been agreed and development is well underway for the new academic year.

Financial review

The trustees are satisfied to report a surplus for this first period of operation of £29,133. This surplus is required to continue the charity's operations into our second period of operation.

Future Developments

Some 120 students will transfer into Common Awards from the Foundation Degree programme validated by York St John University. Approximately 80 new students will begin study and 32 will continue from the previous year. The total student population is likely to be in the region of two hundred and fifty.

It is likely that YTEP will seek validation to deliver postgraduate awards during this year with the intention of beginning them in 2016/17.

Discussion is also taking place among Diocesan Officers about the use of Common Awards programmes as the 'top-up' route for those ordinands currently studying on Common Awards and who may wish to complete an award during the early years of their ministry.

Risk management

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels will provide sufficient resources in the event of adverse conditions. The trustees have also examined the financial and other operational and business risks faced by the charity and confirm that proportionate systems are established to mitigate the significant risks.

Reserves policy

It is the policy of the charity to maintain unrestricted funds such that the normal activities of the charity can be maintained at a satisfactory level in order to achieve the objectives set out above.

As this has been the first period of operation the charity does not yet hold any reserves over and above those necessary to carry out its primary purpose in the coming year.

The charity has Unrestricted General Reserves of £29,133 and Restricted Reserves of £NIL.

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for preparing this Trustees Annual Report and the financial statements in accordance with applicable law and regulations and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales 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 financial statements, the trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgements and estimates that are reasonable and prudent;
- d) state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- e) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011 and regulations thereunder.

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.

Approval

The Report of the Trustees was approved by the Board of Trustees on 27 January 2016 and signed on their behalf by:

.....

Bishop A.W. Robinson
Chair
Yorkshire Theological Education Partnership

Independent Examiner's Report to the trustees of Yorkshire Theological Education Partnership

I report on the accounts of the CIO for the period ended 31 August 2015, which are set out on pages 6 to 9.

This report is made solely to the charity's trustees, as a body.

My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose.

To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, for the statements I have made, or for the opinions I have stated.

Respective responsibilities of the trustees and the examiner

The charity's trustees are responsible for the preparation of the accounts.

The trustees consider that an audit is not required for this period 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;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 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 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 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; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

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.

.....

dated/...../.....

Ebrahim Suleman

Member of the Institute of Chartered Accountants in England and Wales

for and on behalf of **Forrest Burlinson Chartered Accountants**

20 Owl Lane, Shawcross, Dewsbury, WF12 7RQ

	Note	Unrestricted funds £	Restricted funds £	Total 14 months 2015 £
Incoming Resources				
<i>Incoming resources from charitable activities:</i>				
Fees and Contributions		131,583		131,583
		<u>131,583</u>	--	<u>131,583</u>
Total Incoming Resources available for charitable activities				
		<u>131,583</u>	--	<u>131,583</u>
Resources expended				
Charitable activities				
Tuition Fees		69,384		69,384
Academic Co-ordinator		23,840		23,840
Room Hire and Catering		1,772		1,772
Travel Expenses		1,177		1,177
Office Costs		3,785		3,785
Occasional Costs		1,144		1,144
Library Costs		450		450
Website Costs		58		58
		<u>101,610</u>	--	<u>101,610</u>
Governance costs	3	840		840
		<u>102,450</u>	--	<u>102,450</u>
Net incoming/(outgoing) resources		29,133	--	29,133
		<u>29,133</u>	--	<u>29,133</u>
Net movement in funds				
Transfers		--		--
Funds brought forward		--		--
Total funds as at 31 August	8	<u>29,133</u>	--	<u>29,133</u>

There were no recognised gains or losses for the period ended 31 August 2015 other than included in the Statement of Financial Activities above.

All incoming resources and resources expended derive from continuing activities.

	Note	Unrestricted 2015 £
Current Assets		
Cash at bank and in hand		31,713
Total Current Assets		<u>31,713</u>
Creditors: amounts falling due within one year	4	<u>(2,580)</u>
Net Current Assets		29,133
Net Assets		<u><u>29,133</u></u>
The funds of the charity:		
Restricted Funds carried forward	8	--
Unrestricted Funds carried forward	8	29,133
Total Funds carried forward		<u><u>29,133</u></u>

The notes on pages 8 to 9 form part of these accounts.

Approved by the trustees on 27 January 2016 and signed on their behalf by:

.....
 Bishop A.W. Robinson
 Trustee/Chair
 Yorkshire Theological Education Partnership

.....
 Revd Mark Powley
 Trustee
 Yorkshire Theological Education Partnership

1 Accounting policies

1.1 Basis of preparation of accounts

The accounts are prepared under the historical cost convention and include the results of the charity's operations which are described in the Trustees' Report and all of which are continuing.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) issued in March 2005 and updated in April 2008 and applicable UK Accounting Standards and the Charities Act 2011.

1.2 Funds structure

Unrestricted income funds comprise those funds which the charity is free to use for any purpose in the furtherance of the charitable objects.

1.3 Incoming resources

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability and are stated before all expenses.

1.4 Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis, inclusive of VAT which cannot be recovered and has been classified under headings that aggregate all costs related to the category.

1.5 Taxation

No tax has been provided in these accounts because the trustees believe that the income and gains of the charity are within the exemptions granted for charities.

1.6 Governance costs

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice.

1.7 Contingent liabilities and provisions

In accordance with the SORP, a contingent liability is disclosed, which does not represent a present liability, where the possible obligation, which arises from past events, will only be confirmed by the occurrence of one or more uncertain future events not wholly within the charity's control.

Provisions are recognised for those events where there is uncertainty as to the timing or amount, and any uncertainty regarding the amount is more than one of determining a basis for reasonable estimation of the liability arising from that obligation.

There are currently no contingent liabilities or provisions that require reporting in these accounts.

2 Related party transactions and trustees' remuneration

The trustees received no emoluments or expenses in the period.

3 Governance Costs

Accountancy and independent examination

2015

£

840

4 Creditors: amounts falling due within one year

	2015
	£
Accruals	2,580
	<u>2,580</u>

5 Securities and Charges

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General Regulations 2012), that at the period end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

6 Support Costs

All support costs are incurred in the one activity of the charity.

The total for the period was £5,769, consisting of office costs, occasional costs and governance costs.

7 Employees

The charity had no employees in the period.

8 Statement of funds

	General fund £	Unrestricted Total £	Total 2015 £
Movement in the year	29,133	29,133	29,133
Transfers	--	--	--
Carried forward at 31 August 2015	<u>29,133</u>	<u>29,133</u>	<u>29,133</u>

Unrestricted Funds

The General Fund is the principal fund of the charity. The income produced is used to support the work of the charity in all areas.

Restricted Funds

The charity had no restricted funds in the period.

	£	Total 14 months 2015 £
INCOME		
Transfer from RTP		27,513
Foundation Degree		65,575
IME Phase 2		10,995
Common Awards		12,000
Diocesan Contributions		15,500
		<u>131,583</u>
EXPENDITURE		
Tuition fees		
Common Awards	7,380	
Sheffield University	5,129	
York University St. Johns	<u>56,875</u>	
		69,384
Academic Co-ordinator		20,008
Room Hire and Catering		1,772
Travel Expenses		1,177
Office Costs		
Office expenses	338	
Postage	23	
Photocopying	105	
Stationery	226	
Secretarial	6,375	
CoR Admin	<u>550</u>	
		7,617
Occasional Costs		
Occasional fees	205	
Occasional expenses	<u>939</u>	
		1,144
Library Costs (CoR)		450
Website Costs		58
Accountancy		840
		<u>102,450</u>
SURPLUS/(DEFICIT)		<u><u>29,133</u></u>

This page does not form part of the main accounts.