

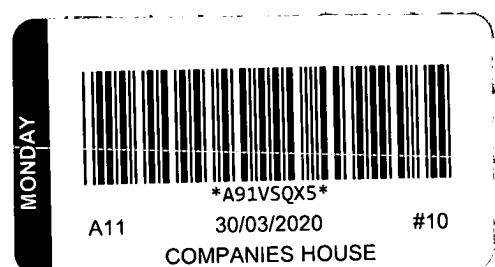
**Registered Company Number: 3664008**  
**Registered Charity Number: 1074781**

# **The Chaplaincy, Manchester Airport**

(a company limited by guarantee)

## **Report and Financial Statements**

**For the year ended 31 March 2019**



# **The Chaplaincy, Manchester Airport**

## **Annual Report and Financial Statements For the year ended 31 March 2019**

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# **The Chaplaincy, Manchester Airport**

## **Trustees and advisers for the year ended 31 March 2019**

### **Trustees**

P. A. Williams  
J. van Gelder (resigned 30 July 2019)  
L. D. Addie (resigned 13 December 2018)  
O. C. Clayton  
M. J. Gannon  
S. Reynolds  
S. Thompson  
Rt Rev E. K. Akyea-Mensah  
Rt Rev M Ashcroft  
A. Wallis (resigned 13 December 2018)  
R. Taylor  
A. Watters (resigned 23 September 2019)  
K. Foster (appointed 2 May 2019)  
D.W.Taylor (appointed 10 June 2019)  
Supt G. Openshaw (resigned 13 December 2018, appointed 2 May 2019)  
Supt S. Howard (appointed 13 December 2018, resigned 2 May 2019)  
Anne Marie Ryan (resigned 01 May 2019)

### **Secretary**

L. Woof (resigned 31 March 2019)  
E. Davenport (appointed 1 April 2019)

### **Registered Office**

Olympic House  
Manchester Airport  
Manchester  
M90 1QX

### **Banker**

HSBC Bank plc  
North West Corporate Banking Centre  
2<sup>nd</sup> Floor 4 Hardman Square  
Spinningfields  
Manchester  
M3 3EB

### **Auditor**

KPMG LLP  
Chartered Accountants  
Registered Auditor  
1 St Peter's Square  
Manchester  
M2 3AE

## **Trustees' report for the year ended 31 March 2019**

The Trustees of The Chaplaincy, Manchester Airport (The Chaplaincy) present their annual report and the audited financial statements for the year ended 31 March 2019.

In accordance with Section 414B of the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013, the Company is exempt from preparing a Strategic Report.

### **Reference and Administrative Details**

The charity registration number is 1074781 and the company registration number is 3664008.

The principal office address is the same as the registered office address. Whilst there is no CEO, P. A. Williams led The Chaplaincy's activities as Chair of the Board.

### **Objectives and Activities for the public benefit**

The principal activity of The Chaplaincy is to serve all who work at or pass through Manchester Airport. The Mission Statement of The Chaplaincy Manchester Airport is to be "*A living expression of faith through the provision of pastoral and humanitarian care for all people irrespective of race, gender, sexuality, physical and mental ability, within and beyond the airport community*". This mission has been summarised by The Chaplaincy sub-title of "*help, support, guide*".

The Chaplaincy's origins were ecumenical, but this has moved to a multi faith perspective and The Chaplaincy also serves those with no religious faith. The Board membership reflects the continuing involvement of the local churches.

A specific long-term aim of The Chaplaincy is the development of the Airport Care Team. This team is a group of volunteers who work at the airport who are trained and managed by The Chaplaincy to provide pastoral and humanitarian care to all those passing through the airport.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities for the year.

### **Constitution**

The Memorandum and Articles of Association set out the constitution, objectives and regulations of The Chaplaincy.

### **Achievement and performance**

The Chaplaincy continues to provide day to day pastoral and humanitarian care to Manchester Airport and allied on-site companies' 25,000 employees, 28.8 million (annually) passengers and other members of the public who pass through the Airport, whatever the reason for their presence, under our stated mission to "help, support, guide".

The Chaplaincy Team (currently of 11 members) undertakes to provide this service during (and at least once a week, outside) regular business hours (07.30-16.00). In addition, members of the chaplaincy team offer a 24-hour, 365 day/year out of hours on-call service.

The Chaplaincy team provides a diverse service to people of all faiths and none and seeks to maintain and develop its close partnership with colleagues in local and national government, UK consular staff around the world, Greater Manchester Police, UK Border Force, Manchester Airport Customer Services, Community Relations, Occupational Health, Third Sector partners, and other community groups; schools, churches, faith communities, societies and charities within the Airport's catchment area.

## **Trustees' report for the year ended 31 March 2019 (continued)**

The Chaplaincy continues to establish, maintain and develop contacts with staff and to maximise visibility wherever possible. The Chaplaincy, working with the Airport Care Team, continues to offer support and pastoral care for individual passengers and staff on a number of occasions and also responds to a wide range of pastoral emergency situations including passenger fatalities on flights into Manchester Airport, as well as repatriation of UK nationals abroad following acts of terrorism, bereavement, serious injury, health crisis or detention abroad. The Airport Care Team has proved particularly helpful in supporting the Chaplaincy Team when responding to Family Reunion referrals from the Red Cross and International Organisation for Migration. Dealing with these issues takes considerable time and skill, and on numerous occasions The Chaplaincy and Airport Care Teams have proved their worth in small and large-scale responses to human need. By working whenever possible in partnership with other agencies, The Chaplaincy provides a service to those directly affected as well as to friends, relatives and staff members involved in a particular situation that is highly regarded and appreciated by clients as well as colleagues. Manchester Airport's Employee Assistance Programme have assured The Chaplaincy and Airport Care Teams that, in addition to peer-support, specialist emotional and psychological support will be available on request, and in specific emergencies, as a matter of course, for those deployed to assist others.

A key area which was identified several years ago, in which our service to clients would be immeasurably enhanced, would be greater partnership with local government in accessing appropriate health and social care, as well as access to emergency and longer-term accommodation for adults, children and families. This need has been confirmed by all our partners, and we have continued to engage in dialogue with Manchester City Council, the Greater Manchester Combined Authority, the Foreign and Commonwealth Office and Airport Management, with a view to the provision of specialist social work personnel who might work with The Chaplaincy and, with a Manchester Airport security pass as part of an integrated team, supporting Police, Border Force and other partners across and beyond the airport site, to achieve the best outcomes for our clients as rapidly and efficiently as possible..

The size of the Chaplaincy team has remained stable, with retirement being matched by recruitment. The full-time equivalent of the chaplaincy team is currently approximately 4.5 posts. The chaplaincy has recruited a number of volunteer part-time chaplains, and there is no shortage of candidates who express an interest in joining the chaplaincy team. The Chaplaincy team's strength and diversity continues to develop, and, as the airport we serve continues to grow in staff and passenger numbers, the chaplaincy board has begun a strategic review to ensure that the chaplaincy will continue to meet the needs of those we serve even more effectively in the future.

That diversity is even broader when reflected in the membership of the Airport Care Team, which has also continued to grow over the past year. The Airport Care Team consists of airport employees (many, but not all of whom are employed by M.A.G) who have volunteered and undergo regular training to assist the Chaplaincy in response to humanitarian assistance cases and, when required, in full emergency situations. This continuing growth and diversification enables the Chaplaincy to offer ever more appropriate assistance to those we serve.

Monthly chaplaincy team meetings were held throughout the year. These meetings include strategic review and planning as well as, whenever possible, input from beyond the team to bring new insights and to establish and develop new partnerships within and beyond the airport. Recent examples have included representatives of airport companies, who have spoken about their work, the needs of their employees and answered team members' questions. These meetings are intended to facilitate effective communication and ensure that the diverse skills of the team are employed appropriately. Members of the Chaplaincy team are encouraged to develop skills through regular training opportunities as individuals, as a whole team, and in partnership with the Airport Care Team, Emergency Faith Responders and other Third Sector volunteers as well as airport and airline staff. Chaplaincy Team members are encouraged to learn from, and to share skills and experience with, one another. Chaplaincy team members meet individually with the Coordinating Chaplain regularly, and with a member of the Chaplaincy's Board of Trustees for a regular development review meeting, where previous goals are assessed and new goals set.

The Chaplaincy continues to develop its work supporting British Citizens returning to the UK, and to work closely with the Foreign and Commonwealth Office Social Work and Mental Health teams as well as the joint Home Office/ Foreign and Commonwealth Office Forced Marriage Team, the Ministry of Defence, Home

## **Trustees' report for the year ended 31 March 2019 (continued)**

Office and Border Force. The Chaplaincy also has an agreement with the Border Force Immigration team to provide responsible adult supervision when required and, with the Home Office and Tascor, to maintain regular visits to the Manchester Residential Short Term Immigration Holding Facility, now relocated to the cargo area. We also regularly work alongside Third Sector and charitable NGOs to assist passengers entering and leaving the country, often in difficult and challenging circumstances.

Chaplains continue to provide initial and ongoing training to staff colleagues at Manchester Airport on themes of faith and diversity, taking care of themselves, one another and customers (particularly those at greater risk of exploitation such as: forced marriage; modern slavery/human trafficking; so-called 'honour'-based violence; domestic violence; and FGM). The Chaplains also continue to assist passengers of different faiths, cultures and physical and mental abilities travelling through Manchester on pilgrimage. We manage five multi-faith prayer rooms in three airport terminals – with airside and landside multi-faith prayer rooms in Terminal 1 and 2, and the chaplaincy was also consulted during the relocation of the Terminal 3 (Landside) multi-faith prayer room (T3 remains the only terminal without an airside prayer room). We are pleased to be working closely with those teams delivering the airport's 1 billion pound transformation programme in order to ensure that Manchester Airport is able to meet the diverse needs of users as the passenger facilities develop over the next two-three years.

We receive favourable comments and feedback from other airlines, airport management, individual passengers and their families and friends about the service provided by The Chaplaincy; this offers positive evidence of how the team's work at Manchester Airport continues to be viewed and reflects the achievement of the charity's objectives for the year to March 2019.

### **Members**

The Chaplaincy is a company limited by guarantee. The members of The Chaplaincy as at 31 March 2019 are set out below:

Autogrill Retail UK Limited  
British Airways plc  
Manchester Airport plc  
The Nuance Group (UK) Limited  
SSP Air Limited

### **Trustees**

The Chaplaincy has a board of directors who are also trustees. There are no trustees who are not directors. Trustees are appointed by the members pursuant to Articles 40 to 43 of the Articles of Association. The trustees, who served during the year and up to the date of signing the financial statements, are as follows:

P. A. Williams

J. van Gelder (resigned 30 July 2019)

L. D. Addie (resigned 13 December 2018)

O. C. Clayton

M. J. Gannon

S. Reynolds

S. Thompson

Rt Rev E. K. Akyea-Mensah

Rt Rev M. Ashcroft

A. Watters (resigned 23 September 2019)

A. Wallis (resigned 13 December 2018)

R. Taylor

K. Foster (appointed 2 May 2019)

D.W.Taylor (appointed 10 June 2019)

Supt G. Openshaw (resigned 13 December 2018, appointed 2 May 2019)

Supt S. Howard (appointed 13 December 2018, resigned 2 May 2019)

Anne Marie Ryan (resigned 01 May 2019)

## **Trustees' report for the year ended 31 March 2019 (continued)**

### **Structure, governance and management**

The Trustees meet twice a year, with day-to-day operations being the responsibility of the Executive Committee, which meets on a minimum of two further occasions during the year and comprises a smaller number of trustees plus the Company Secretary, Treasurer and the Coordinating Chaplain, and which also undertakes recruitment and the monitoring of terms and conditions of service and staff appraisals.

The training of trustees is carried out on an informal basis on appointment of a trustee. The requirement for further training of the trustees is carried out on a periodic basis when requirements are identified.

### **Financial review**

The statement of financial activities is as set out on page 12. The deficit has reduced year on year from £9,697 to £9,646 in 2019. Donations received from existing donors were consistent with both the prior year and expectations. There were several donations outstanding at the year end. These have been subsequently collected.

As expected, costs have been kept under control and reduced slightly compared to the previous year. Total resources expended were consistent with the Board's expectations.

As a result in the increase in debtors the cash balance for The Chaplaincy at 31 March 2019 was lower than at 31 March 2018. The Chaplaincy's cash continued to be held in accounts with HSBC Bank plc.

The Chaplaincy's constitution does not permit the payment of dividends, and the deficit for the period of £9,646 has been transferred to reserves (2018: deficit of £9,697). The policy for the management of the level of reserves held is set out below.

### **Reserves policy**

The Chaplaincy maintains a general unrestricted fund, which represents funds that are expendable at the discretion of the Trustees in furtherance of the Objects of The Chaplaincy. Such funds may be held in order to finance both working capital and capital investment. There are no restricted funds allocated for a specific purpose. There are no designated funds or amounts put aside at the discretion of the Trustees to be made available only for a specified purpose.

The free reserves at 31 March 2019 are £38,678 (2018: £48,324). The reserves have been maintained at a similar level to 2018.

The Chaplaincy has a reserves policy that is felt to be prudent by the Board. Reserves of a minimum of six months' costs are held to mitigate, to an extent, the risk of a downturn in the level of donations. This policy was set at the meeting of the Board held on 15 January 2009 and has continued to be seen to be appropriate. At 31 March 2019 the target of holding a minimum of six months costs has not been achieved, with free reserves only equating to 4 months' costs, based on resources expended during the year to 31 March 2019.

### **Risk Assessment**

A risk assessment framework was last agreed by the Chaplaincy Board during 2010. The main risk identified was the ongoing financial support to the Chaplaincy from its main contributors. Additional funding has been secured from one of the existing key funders for the 2017 financial year, enabling the Chaplaincy to maintain current levels of expenditure and reserves.

### **Plans for the future**

#### *The Chaplaincy's physical presence at Manchester Airport*

The Manchester Transformation Programme, a 10-year £1 billion+ investment programme to improve facilities for Manchester Airport's 27 million (growing to 55 million+) passengers, will bring radical changes and

## Trustees' report for the year ended 31 March 2019 (continued)

improvements to the physical environment of the airport. The Chaplaincy will continue to ensure that Airport management (and particularly the Airport Transformation Programme Team) understands and values the many different (and sometimes conflicting) tasks that are required of the chaplaincy team by airport colleagues and management (as well as partners around the world). The Chaplaincy manages many of the rare and precious quiet spaces around the Airport: not just the well-used multi-faith prayer rooms (both landside and airside), but also other private spaces that can be used for supporting those who are vulnerable, comforting those in distress, offering a discreet space for emotional family reunions or pastoral counselling or practical humanitarian assistance for those who are destitute. These spaces will need to be located appropriately, so that services can be accessed easily by chaplaincy, airport colleagues and clients, but also to ensure safe and healthy working practices for Chaplaincy staff. Ensuring that The Chaplaincy continues to engage with the consultation and planning process will ensure that the Airport's customers and staff receive the best possible care – often in instances of unbearably difficult circumstances.

The Chaplaincy also continues to review our lone-worker policy, in response to situations in which team-members felt physically threatened. The Chaplaincy will implement a policy that genuinely addresses the health, safety and well-being of team-members, especially when responding to out-of-hours on-call referrals.

In response to the inevitable disruption and uncertainty for individual staff and for airlines and companies as they respond to rapid and radical shifts in business, commerce and international relations, including Britain's departure from the EU and increasing perceived threat of terrorism abroad and at home, the Chaplaincy team needs to develop and grow in size and experience. The development of Airport City will require partnership with local faith communities in Wythenshawe (Airport City North) and Hale Barns and Wilmslow (Airport City South), as we find new ways of working across the wider airport site.

The Coordinating Chaplain will remain President of IACAC (International Association of Civil Aviation Chaplains) until autumn 2019 (DV), which continues to bring added responsibilities and an additional workload, particularly in managing the growth of airport chaplaincies around the world, annual conferences and developing training of chaplains, in turn, requiring the assistance and flexibility of chaplaincy colleagues at Manchester.

### *Effective training and deployment*

The Board, in consultation with the Coordinating Chaplain will continue to ensure that The Chaplaincy team is effectively coordinated and deployed – engaged in collaborative working practices, while each individual Chaplain is encouraged to develop specific areas of responsibility. The Coordinating Chaplain will work with the core Chaplaincy team members to ensure that all members of the team feel appropriately informed and connected.

We will continue to invest in training the Chaplaincy Administrator in database and website management, so that she can more effectively fulfil her complex and detailed job-description. Appropriate training will also ensure that the whole Chaplaincy team, whether volunteers or paid employees, part-time or full-time can feel confident in working collaboratively as part of one team.

The Chaplaincy will work with the new emergency Planning Officer to continue to develop the work of the Airport Care Team and to replenish and grow its membership and planning a scheme of regular, varied training and support throughout the year, increasing partnership and engagement with the local authority, third sector organisations, emergency services, local churches and faith communities. Having updated the Emergency Response syllabus we are engaged in delivering a year by year scheme of training to ensure Emergency Faith Responders, Airport Care Team and The Chaplaincy, regularly engage with airport companies and Third Sector partners in training and deployment. To improve communication, we will set up a members-only area on the chaplaincy's own website, where chaplains and airport care team members can find information, contact one another and write up reports. We will be careful to follow good practice in data protection and storage and sharing of information. This member-only area will incur a small annual increase in website costs.

We continue successfully to develop contacts with local black-majority/black-led churches and the Muslim community in particular, and other non-Christian communities in general, to broaden our engagement with the whole spectrum of our local communities.



## **Trustees' report for the year ended 31 March 2019 (continued)**

### *Continuing to broaden our funding base*

By appointing a part time (0.2) supporter-relations officer, the chaplaincy will continue to broaden the funding base of potential donors from the communities that we serve to ensure that appropriate funding for the coming year continues to be achieved. This process will also include an ongoing review of expenditure, in relation to recent additional staffing costs, to ensure that the long term financial basis of the Chaplaincy is sustainable.

The Chaplaincy will continue to develop its work among the 200+ businesses that make up Manchester Airport and to enhance its visibility among staff and the local faith communities. We will conduct research to establish awareness of the chaplaincy. We have already planned to follow this up with strategies to improve our visibility during the course of every week, and to develop and extend the use of regular 'chaplaincy rounds' across the airport and airfield, while continuing to strive for effective communication among the chaplaincy team and cross-fertilization of information and experience. Having developed the profile of the chaplaincy team within the retail sector at the airport, and develop relationships with businesses through regular Chaplaincy breakfasts/lunches, we are engaging with partners across the airport and in the wider community through inviting colleagues to join us at our own regular team meetings.

### *Protecting vulnerable passengers*

The Chaplaincy has used the opportunity of Manchester Airport Group's adoption of a distinct Modern Slavery and Anti-Trafficking Policy (March 2019) to work with Manchester Airport and associated companies in providing a framework for training staff in protecting vulnerable passengers and creating awareness among the public of the airport's desire to ensure the safety and wellbeing of all who work at, or pass through the airport, and who may be vulnerable to violence, exploitation or coercion.

The Chaplaincy will build on existing partnerships with the Foreign and Commonwealth Office, Home Office / Border Force, and the many other agencies, charities and NGOs alongside which we work. In partnership with Border Force Safeguarding and Anti-trafficking Team colleagues (and many others) the Chaplaincy will continue to develop training for staff and to raise public awareness of related issues. As a founder-member of the Modern Slavery Network forum, convened by the Modern Slavery Coordination Unit of Greater Manchester Police, The Chaplaincy will continue to represent the interests of vulnerable passengers in local, regional and national networks, such as the Safeguarding Vulnerable Persons Unit of the HBA Steering Group, the Greater Manchester Modern Slavery Multi-faith Forum and other networks.

However, the greatest priority in the next twelve months remains to improve our ability to engage as fellow-professionals with the local / regional housing, health and social care sectors for the benefit of our clients and also for our own efficiency in the face of ever-growing demand. We have gone a long way towards deepening relationships with the airport's local authority and with social and health care managers. After many conversations discussions and meetings on the matter, there are strong hopes that we may achieve the goal of a social worker or workers who would be dedicated to the airport and work with the chaplaincy team as appropriate to ensure the needs of clients are met with greater efficiency and efficacy.

### *Visibility and engagement with Airport staff, passengers and neighbours*

The Chaplaincy will continue to maximise our personal visibility through regular and systematic visiting around the Airport and one-to-one engagement. We will also increase and develop our profile through publicising our work as widely as possible, through the use of social media and the chaplaincy website, as well as through the provision of information leaflets, monthly newsletters and six-monthly updates ("Roots and Wings"), and by speaking to national conferences, regional and local groups and organisations, as opportunities present themselves (though, again, we are already operating at near capacity in responding to speaking engagements).

The Chaplaincy will continue to respond appropriately to pastoral / liturgical requests in response to the death of serving colleagues, members of the public with connections to the airport, as well as to the needs of the families of those whose mortal remains are brought through the airport and in relation to longer-term provision of memorials around the airport as needs arise.

**Trustees' report for the year ended 31 March 2019 (continued)**

The Chaplaincy will also build on and develop existing positive and constructive inter-faith engagement (such as the #WeStandTogether campaign, and occasions such as an interfaith Eid celebration) through the provision of opportunities for dialogue and social engagement to ensure that members of all faith communities (and those who describe themselves as secular, humanist, atheist or agnostic) in and beyond the Airport are supported, helped and guided as appropriate.

**Disclosure of information to auditor**

The Trustees who held office at the date of approval of this Trustees' Report confirm that, so far as they are each aware, there is no relevant audit information of which The Chaplaincy's auditor is unaware; and each trustee has taken all the steps that they ought to have taken as a director to make themselves aware of any relevant audit information and to establish that The Chaplaincy's auditor is aware of that information.

**By order of the Trustees  
and signed on behalf of the Board of Trustees**

*PA William*

Trustee *Patricia Williams* Chair of Manchester Airport  
Chaplaincy Board

Date: 17 March 2020

Registered address:  
Olympic House  
Manchester Airport  
Manchester  
M90 1QX

### **Statement of Trustees' responsibilities in respect of the trustees' report and the financial statements**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law they have are required to prepare the financial statements in accordance with UK Accounting Standards and applicable law (UK Generally Accepted Accounting Practice), including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland*.

Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the excess of expenditure over income for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- assess the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern; and
- use the going concern basis of accounting unless they either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are responsible for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error, and have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charitable company and to prevent and detect fraud and other irregularities.



## **Independent auditor's report to the members of The Chaplaincy, Manchester Airport**

### **Opinion**

We have audited the financial statements of The Chaplaincy, Manchester Airport ("the charitable company") for the year ended 31 March 2019 which comprise the statement of financial position, incorporating the income and expenditure account, balance sheet and related notes, including the accounting policies in note 1.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2019 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with UK accounting standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland*; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) ("ISAs (UK)") and applicable law. Our responsibilities are described below. We have fulfilled our ethical responsibilities under, and are independent of the charitable company in accordance with, UK ethical requirements including the FRC Ethical Standard. We believe that the audit evidence we have obtained is a sufficient and appropriate basis for our opinion.

### **Going concern**

The trustees have prepared the financial statements on the going concern basis as they do not intend to liquidate the charitable company or to cease its operations, and as they have concluded that the charitable company's financial position means that this is realistic. They have also concluded that there are no material uncertainties that could have cast significant doubt over its ability to continue as a going concern for at least a year from the date of approval of the financial statements ("the going concern period").

We are required to report to you if we have concluded that the use of the going concern basis of accounting is inappropriate or there is an undisclosed material uncertainty that may cast significant doubt over the use of that basis for a period of at least a year from the date of approval of the financial statements. In our evaluation of the trustees' conclusions, we considered the inherent risks to the charitable company's business model, including the impact of Brexit, and analysed how those risks might affect the charitable company's financial resources or ability to continue operations over the going concern period. We have nothing to report in these respects.

However, as we cannot predict all future events or conditions and as subsequent events may result in outcomes that are inconsistent with judgements that were reasonable at the time they were made, the absence of reference to a material uncertainty in this auditor's report is not a guarantee that the charitable company will continue in operation.

### **Other information**

The trustees are responsible for the other information, which comprises the Trustees' Report. Our opinion on the financial statements does not cover the other information and, accordingly, we do not express an audit opinion or, except as explicitly stated below, any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether, based on our financial statements audit work, the information therein is materially misstated or inconsistent with the financial statements or our audit knowledge. Based solely on that work:

- we have not identified material misstatements in the other information;
- in our opinion the information given in the Trustees' Report, which constitutes the directors' report for the financial year, is consistent with the financial statements; and
- in our opinion that report has been prepared in accordance with the Companies Act 2006.

#### **Matters on which we are required to report by exception**

Under the Companies Act 2006 we are required to report to you if, in our opinion:

- the charitable company has not kept adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a strategic report.

We have nothing to report in these respects.

#### **Trustees' responsibilities**

As explained more fully in their statement set out on page 9, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view; such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern; and using the going concern basis of accounting unless they either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

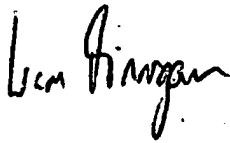
#### **Auditor's responsibilities**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue our opinion in an auditor's report. Reasonable assurance is a high level of assurance, but does not guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

A fuller description of our responsibilities is provided on the FRC's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities).

**The purpose of our audit work and to whom we owe our responsibilities**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.



**Liam Finnigan (Senior Statutory Auditor)**  
**for and on behalf of KPMG LLP, Statutory Auditor**  
*Chartered Accountants*  
**1 St Peter's Square**  
**Manchester**  
**M2 3AE**

**17 March 2020**

## Statement of financial activities, incorporating the income and expenditure account, for the year ended 31 March 2019

	Note	Total funds year ended 31 March 2019 £	Total funds year ended 31 March 2018 £
<b>Incoming resources</b>			
Donations	2	129,188	126,749
<b>Total incoming resources</b>		<b>129,188</b>	<b>126,749</b>
<b>Resources expended</b>			
<b>Charitable activities</b>			
Salaries	3	(108,103)	(105,576)
Travel and subsistence		(13,959)	(8,340)
Management and administration expense		(16,772)	(22,530)
<b>Total resources expended for charitable activities</b>		<b>(138,834)</b>	<b>(136,446)</b>
<b>Net (Deficit)</b>	4	<b>(9,646)</b>	<b>(9,697)</b>
<b>Reconciliation of funds</b>			
Total funds brought forward		48,324	58,021
Total funds carried forward		38,678	48,324

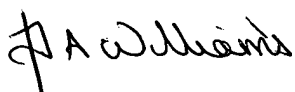
All the above results derive from continuing operations.  
All the above results relate to unrestricted funds.

The notes on pages 15 to 18 form an integral part of the financial statements.

## Balance sheet as at 31 March 2019

	Note	2019 £	2018 £
<b>Current assets</b>			
Debtors	6	31,916	26,696
Cash at bank and in hand		16,762	29,910
		<b>48,678</b>	<b>56,606</b>
<b>Creditors - amounts falling due within one year</b>	7	<b>(10,000)</b>	<b>(8,282)</b>
<b>Total assets less current liabilities</b>		<b>38,678</b>	<b>48,324</b>
<b>Funds</b>			
<b>General unrestricted funds</b>		<b>38,678</b>	<b>48,324</b>

The financial statements on pages 13 to 18 were approved by the Trustee Board and were signed on its behalf by:



Name  
Trustee

Date: 17/03/2020



# Notes to the financial statements

## 1.Accounting policies

The financial statements 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 (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Chaplaincy, Manchester Airport meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The presentational currency of these financial statements is sterling.

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charitable company's financial statements. The financial statements are filed annually with the Registrar of Companies.

### Going Concern

At 31 March 2019 the Chaplaincy had reserves to cover charitable activities costs without further donations and net current assets of £38,678 (2018- £48,324). The Trustees have a reasonable expectation that The Chaplaincy has adequate resources to continue in operational existence for the foreseeable future and at least 12 months from signing as if donations do fall, they will reduce their charitable expenditure accordingly. Accordingly, the Trustees continue to adopt the going concern basis in preparing the annual report and financial statements.

### Basis of accounting

The financial statements have been prepared in accordance with applicable accounting standards under the historical cost convention and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice FRS 102.

Under FRS 102, the company is exempt from the requirement to prepare a cash flow statement on the grounds of its size.

### Incoming resources

Income is recognised in the statement of financial activities (SoFA) when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities. Income is only recognised in the accounts when all of the following criteria are met:

- control over the rights or other access to the economic benefit has passed to the charity;
- it is more likely than not that the economic benefits associated with the transaction or gift will flow to the charity; and
- the monetary value or amount of the income can be measured reliably and the costs incurred for the transaction and the costs to complete the transaction can be measured reliably.

### Resources expended

All expenses are accounted for on an accruals basis. Such costs are allocated between charitable expenditure, management and administration and governance costs. Staff costs are allocated according to the costs of staff working directly in the relevant activity. Other costs are apportioned using an appropriate basis of allocation.

### **Pension costs**

The Chaplaincy contributes to defined contribution schemes on behalf of its chaplain. Other employees receive contributions to a money purchase scheme. All pension contributions are charged to the statement of financial activities as they are incurred.

### **Debtors and creditors**

Trade and other debtors are recognised initially at transaction price less attributable transaction costs. Trade and other creditors are recognised initially at transaction price plus attributable transaction costs. Subsequent to initial recognition they are measured at amortised cost using the effective interest method, less any impairment

### **Notes to the financial statements (continued)**

losses in the case of trade debtors. If the arrangement constitutes a financing transaction, for example if payment is deferred beyond normal business terms, then it is measured at the present value of future payments discounted at a market rate of instrument for a similar debt instrument.

### **Cash and cash equivalents**

Cash and cash equivalents comprise cash in hand, bank deposits and short term deposits net of bank overdrafts, which have an original maturity of three months or less.

## **2 Incoming resources**

Incoming resources represents donations and interest received.

All incoming resources arise in the United Kingdom and are attributable to one activity.

During the year donations in kind of £7,000 (2018 £11,172) were received relating to staff costs borne by the Diocese of Shrewsbury.

## **3 Information regarding trustees and employees**

	2019 Number	2018 Number
<b>Average number of persons employed</b>		
Care services	7	7
<b>Staff costs during the period</b>	<b>2019 £</b>	<b>2018 £</b>
Gross wages and salaries	88,699	97,770
Employer's national insurance and pension costs	19,404	7,806
	<b>108,103</b>	<b>105,576</b>

None of the Trustees received any remuneration from The Chaplaincy (2018 - none), and none were reimbursed for any expenses incurred (2018 - none). Included within gross wages and salaries is an amount of £7,784 (2018 - £11,720) relating to staff costs donated in kind. Included in net management and administration expenses is an amount of £ nil (2018 - £649) relating to trustees' indemnity insurance.

## Notes to the financial statements (continued)

### 4 Net deficit

	2019 £	2018 £
Net deficit is stated after charging:		
Auditor's remuneration	10,000	5,500

### 5 Tax on profit on ordinary activities

The Chaplaincy, Manchester Airport, is considered to pass the tests set out in Paragraph 1, Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK taxation purposes. Accordingly, The Chaplaincy is potentially exempt from taxation in respect of income or capital gains received with categories covered by Chapter 3 Part 11 Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purpose.

### 6 Debtors

	2019 £	2018 £
Trade debtors	25,396	20,176
Prepayments and accrued income	6,520	6,520
	31,916	26,696

## Notes to the financial statements (continued)

### 7 Creditors – Amounts falling due within one year

	2019 £	2018 £
Trade creditors	-	-
Accruals	10,000	8,282
	10,000	8,282

### 8 Related party transactions

The Chaplaincy receives donations from Manchester Airport plc and other organisations that operate at the airport as well as local church diocese, to cover its charitable expenses. All donations received during the year are shown in total income in the Statement of Financial Activities. Some of these organisations have directors who are also trustees of The Chaplaincy resulting in related party transactions:

Manchester Airport plc provided a donation of £92,622 (2018 - £77,122).

Manchester Diocese provided a donation of £12,000 (2018 - £12,000)

SSP Air Limited provided a donation of £3,247 (2018 - £3,247)

### 9 Members

The Chaplaincy is incorporated as a company limited by guarantee having no share capital. It is registered in England, in the United Kingdom.

Every member of the company undertakes to contribute such amount as may be required (not exceeding £1) to the company's assets if it should be wound up while he or she is a member, or within one year after he or she ceases to be a member, for payment of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.