



Registered charity no. 222458

**ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2011**

President Rt Revd Christopher Chessun

Chair Revd Tim Blewett

Administrator Alison MacTier

ASSOCIATION FOR PROMOTING RETREATS
TRUSTEES' REPORT

Administrative details of the Charity and its Trustees

Officers:

President	Rt. Reverend Christopher Chessun
Chair	Rev Tim Blewett
Administrator	Miss Alison MacTier
Honorary Treasurer	Mrs Susan Parker (from 16/03/2011)

Advisors:

Bankers	Lloyds Bank PLC 112 Victoria Street London SW1E 5JX
Independent Examiner	Griffin Stone Moscrop & Co 41 Welbeck Street London W1G 8EA

Registered address:

Kerridge House
42 Woodside Close
Amersham, Bucks
HP6 5EF
Tel: 01494 433004

Registered Charity No 222458

Structure, governance and management

The policy and general management of the affairs of the Association are directed by the executive committee, which meets four times a year.

The members of the committee who served during the year are:

Rev John Ansell	Mrs Sally Lowe
Rev Elizabeth Baker	Rev Ralph Mallinson (to 5/2/2011)
Rev Tim Blewett	Rev Julia Mourant (to 13/2/2011)
Rev Ann Coleman	Mr Andrew Perrin (to 5/2/2011)
Rev David Ford (from 5/2/2011)	Mrs Jacqueline Platt (from 5/2/2011)
Mrs Jane Franklin	Ms Marion Syms
Mrs Ann Jepson (to 5/2/2011)	Mr Ben Wilson (from 5/2/2011)
Ms Jacqui Lea	

The Administrator is responsible for the day to day running of the organisation.

Objectives and activities:

The Association was established under a trust deed in 1913 and was revised in November 1993. The Association was established for the advancement of religion by promoting the development of the Christian life through retreats, in particular through the promoting of retreats within the Anglican Churches in the United Kingdom.

The Trustees have taken into consideration the guidance on public benefit issued by the Charity Commission. The work carried out by the Association for Promoting Retreats continues to be of great public benefit in terms of religion and education. The Association for Promoting Retreats continues to support the activity of its member Retreat Houses and to promote going on retreat in general to the Church and wider society. Information about the Association for Promoting Retreats can be found at the Association's website www.promotingretreats.org.uk which is scheduled to be developed further in 2012.

The Association for Promoting Retreats supports the work of the Retreat Association (www.retreats.org.uk). The Retreat Association acts as an umbrella organisation to five denominational groups and one non-denominational group. The Association for Promoting Retreats is the largest group of the Retreat Association and contributes by far the most financially to the work of the Retreat Association.

As well as enabling the work of the Retreat Association the main activities of the Association for Promoting Retreats have included:

- Sending out complimentary copies of the Retreats handbook to those newly ordained to the diaconate and priesthood;
- Promoting the use of Retreat Houses within the Anglican Church both in the UK and internationally; and
- Organising Conferences and meetings for Leaders and Spiritual Advisers of the Anglican Church.

Achievements and performance

The Association for Promoting Retreats began a process of reviewing its activities in 2011 to see how it could better serve its aims and objectives. This has been possible due to the strength and commitment of the Board of Trustees which has developed a pattern of sub-committees. Some of the benefits of the review will take time to work through but they will see some major developments in the work of the Association. The achievements of the Association in the year 2010 – 2011 though have continued with:

- A successful conference looking at Anglican Spirituality;
- Preparation work for the Consultation for Spirituality Advisers in the Church of England in March 2012;
- Complimentary copies of the Retreats handbook given to those newly ordained to the Diaconate and the Priesthood in the Church of England. In 2011 – 2012 this policy

will be changed to the offer of a one year complimentary membership of the Association;

- Sent out a newsletter to all members of the Association;
- Established an Association for Promoting Retreats website which can be found at www.promotingretreats.org.uk ;
- Enabled a discount to members going on retreat a participating Anglican Retreat Houses.

All of this work has been possible because of the on-going support of the President of the Association, the Rt Revd Christopher Chessun, the Bishop of Southwark, and the dedication of those who serve the Association in a voluntary capacity as members of the Board of Trustees. The work of the Association for Promoting Retreats has been provided with office support through the Retreat Association office for which we are most grateful.

The Trustees would also like to thank Mr Roger Seaton for helping prepare and oversee the accounts in 2010 – 2011 and prepare for their handover to the Association's new Treasurer, Mrs Susan Parker.

The Board of Trustees of the Association for Promoting Retreats has much to be thankful for to those who have given both in time and finance to enable and support the work the Association to promote retreats.

Financial Review:

The accounts, which have been prepared in accordance with the Charities Act 1993, are set out on the pages following this report.

Total income is virtually unchanged compared with last year (£ 29,208 c.f. £29,530). However subscription income has fallen from £16,737 to £16,364.

Total expenditure is £37,310 compared with £38,935 last year.

There is an unrealised gain of £6,144, on the movement in the value of the investment in shares from the beginning to the end of the year, compared with £36,020 in the previous year. There is also a realised gain this year of £18 on the sale of part of these shares.

As a result the accounts show a reduction in funds for the year of £1,940, compared with an increase in funds last year of £26,615.

The charity's net assets value continues to be influenced significantly by the value of its investment in shares. At the balance sheet date, the investment was valued at £165,316, the charity had net current liabilities of £1,078 and therefore net assets of £164,238.

The Trustees have taken substantial steps to close the margin of deficit and to work towards a balanced budget in the coming years.

Approved by the executive committee on
Rev Tim Blewett (Chairman)

and signed on its behalf by

ASSOCIATION FOR PROMOTING RETREATS

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2011

Note

<u>Income and expenditure</u>		<u>2011</u>	<u>2010</u>
<u>Incoming resources</u>			
Subscriptions		16,364	16,737
Legacy and donations		1,200	40
AGM and conference		3,530	-
Spiritual Advisors conference		150	4,705
Interest and dividends		7,278	7,225
Tax recoverable on gift aid		686	823
		-----	-----
Total incoming resources		29,208	29,530
		-----	-----
<u>Resources expended</u>			
Direct charitable expenditure	2	35,328	36,291
Governance costs	3	1,982	2,644
		-----	-----
Total resources expended		37,310	38,935
		-----	-----
Net outgoing resources for the year		(8,102)	(9,405)
Profits on investment assets -			
Unrealised		6,144	36,020
Realised		18	-
		-----	-----
Net movement in funds		(1,940)	26,615
General fund balance brought forward at 1st April 2010		166,178	139,563
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General fund balance carried forward at 31st March 2011		£164,238	166,178
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The attached notes form part of these accounts.

ASSOCIATION FOR PROMOTING RETREATS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2011

1. Accounting policies

The accounts have been prepared under the historical cost convention as modified by the revaluation of investments in accordance with the provisions of the Charity (Accounts and Reports) Regulations 2005 and the Statement of Recommended Practice Accounting and Reporting by Charities.

a) Subscriptions, donations, etc.

Subscriptions, donations, and tax recoverable on payments under gift aid are accounted for when received by the Association.

b) Investment income

Investment income is included in the accounts when received.

c) Investments

Investments are included in the accounts at market value.

d) VAT

The Association is not registered for VAT and the irrecoverable VAT is written off in the accounts.

	<u>2011</u>	<u>2010</u>
2. <u>Direct charitable expenditure</u>		
Contributions to the Retreat Association:		
For administration services	17,500	17,500
Cost of Retreats supplied to members	4,649	5,530
Cost of Retreats complimentary to newly ordained	3,051	2,989
Cost of residential meetings	3,471	2,077
AGM and conference costs	3,940	-
Spiritual Advisors conference costs	-	5,889
Cost of newsletter	1,195	1,633
Support for Ghana mission	200	500
Publicity and website costs	1,322	-
Greenbelt costs	-	173
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	<u>£35,328</u>	<u>36,291</u>

ASSOCIATION FOR PROMOTING RETREATS

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2011 (continued)

	<u>2011</u>	<u>2010</u>
<u>3. Governance costs</u>		
Travelling and meetings	761	818
AGM Expenses	438	710
Stationery and office expenses	113	426
Independent examination fee	670	690
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	£1,982	2,644
	-----	-----

£575 (2010- £779) was paid to 8 (2010 – 8) members of the executive committee for travelling expenses in connection with non-residential meetings. No executive committee member received any remuneration during the year.

	<u>2011</u>	<u>2010</u>
<u>4. Investments</u>		
Assets are held with The Central Board of Finance of the Church of England as follows:		
Investment fund shares		
Market value at 1 April 2010	165,056	129,036
Less 1.4.10 value of shares sold in year	(6,482)	-
Unrealised gains on shares still held	6,144	36,020
	-----	-----
Market value at 31 March 2011	164,718	165,056
Deposit account	598	595
	-----	-----
	£165,316	165,651
	-----	-----
<u>5. Creditors: amounts falling due within one year</u>		
Accruals	360	360
Other creditor – invoices from Retreat Association	8,132	5,530
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	£8,492	360
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Independent Examiner's Report to the Executive Committee of Association of Promoting Retreats

We report on the accounts of the charity for the year ended 31st March 2011 which comprise the Statement of Financial Activities, the Balance Sheet and the Notes to the Accounts.

Respective responsibilities of the Executive Committee trustees and examiner

The Association's Executive Committee are responsible for the preparation of the accounts. The charity's Executive Committee consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

Our examination was carried out in accordance with 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 our examination, no matter has come to our attention:

- 1 which gives us reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave not been met; or
- 2 to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Griffin Stone Moscrop & Co
Chartered Accountants

41 Welbeck Street
London
W1G 8EA

October 2011