



TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2012

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

Advisers:

Bankers	Lloyds Bank PLC 112 Victoria Street London SW1E 5JX
Independent Examiner	Ian Phillips FCA Duncan & Toplis 14 London Road Newark Nottinghamshire NG24 1TW

Registered address:

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

NB. Amersham address was in force at year end. The current address is:

PO Box 10248
Newark
Nottinghamshire
NG24 9LQ
Telephone: 01636 555085

Registered Charity No 222458

The registered charity the Association for Promoting Retreats will throughout this report and accounts be referred to as the APR.

Structure, governance and management

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

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

Rev John Ansell	Mrs Jane Franklin
Rev Elizabeth Baker	Ms Jacqui Lea (until March 2012)
Rev Tim Blewett	Mrs Sally Lowe
Ms Penny Coates	Mrs Jacqueline Platt
Rev Ann Coleman	Ms Marion Syms
Rev David Ford (until October 2011)	Mr Ben Wilson

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



Objectives and activities:

The APR was established under a trust deed in 1913 and was revised in November 1993. The APR 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 Retreat Association has five member groups of which the APR is a founder member.

The Trustees have taken into consideration the guidance on public benefit issued by the Charity Commission. The work carried out by the APR continues to be of great public benefit in terms of religion and education. The APR 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 APR can be found at its website, www.promotingretreats.org.uk, where pages have been posted since 2011, including contact information. Enquirers may also follow links to the APR's website via that of the Retreat Association at www.retreats.org.uk.

In addition to its support of the Retreat Association, the main activities of the APR have included:

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

Achievements and performance

The APR has continued to review its activities in 2011 - 2012 actively to serve its aims and objectives. This has been possible due to the strength and commitment of the executive committee and Trustees. The achievements of the APR in recent years have continued with:

- A successful conference and consultation for Spirituality Advisers in the Church of England in March 2012;
- The offer of complimentary membership of the APR for up to one year to those newly ordained to the Diaconate and the Priesthood in the Church of England.
- The publication of a biannual coloured newsletter to all members of the APR;
- The further development of the APR website at www.promotingretreats.org.uk;
- Enabling discounts to members going on retreats to participating Anglican retreat houses.

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

The Trustees would also like to thank the APR's new Treasurer, Mrs Susan Parker.

The Trustees have much to be thankful for to those who have given both time and finance to enable and support the work of the APR.

Financial Review:

The accounts, which have been prepared in accordance with the Charities Act 1993, are set out on pages 5 - 8.

Total income has increased this year compared with last year (£35,896 to £29,208)

This was due to a very successful Spiritual Advisers' conference creating a profit and an increase of nearly 20% of members paying their subscriptions.

Total expenditure has reduced to £35,929 compared with £37,310 in the previous year. This was due to reductions in contributions to the retreat and conferences.

The investments show an unrealised loss of £940 for the year, compared with £6,144 unrealised profit in 2011.

The Trustees continue with efforts to improve the financial situation and seek through efficient and diligent housekeeping to work towards a balanced budget in the coming years.

Approved by the executive committee of the APR on 09 October 2012 and signed on its behalf by:

The Reverend Elizabeth Baker 

Dated 17 November 2012

Independent Examiner's Report to the Trustees of the APR

I report on the accounts of the APR for the year ended 31 March 2012 which are set out on pages 5 to 8.

Respective responsibilities of Trustees and examiner

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

Basis of independent examiner's statement

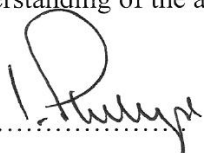
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes the review of the accounting records kept by the charity and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of 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 41 of the Act; and
 - to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and the Regulation 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.

Signed



Ian Phillips FCA
Duncan & Toplis
Chartered Accountants
14 London Road
Newark
Notts.
NG24 1TW

Dated: 15th November 2012

ASSOCIATION FOR PROMOTING RETREATS

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2012

Income and expenditure

	<u>Note</u>	<u>2012</u> £	<u>2011</u> £
<u>Incoming resources</u>			
Subscriptions		19,619	16,364
Legacy and donations		882	1,200
AGM and conference		-	3,530
Spiritual Advisers' conference		8,230	150
Interest and dividends		7,161	7,278
Tax recoverable on gift aid		4	686
Total incoming resources		<u>35,896</u>	<u>29,208</u>
<u>Resources expended</u>			
Direct charitable expenditure	2	32,183	35,328
Governance costs	3	3,746	1,982
Total resources expended		<u>35,929</u>	<u>37,310</u>
Net outgoing resources for the year		(33)	(8,102)
Profits/(losses) on investment assets -			
Unrealised		(940)	6,144
Realised		-	18
Net movement in funds		<u>(973)</u>	<u>(1,940)</u>
General fund balance brought forward at 1 st April 2011		164,238	166,178
General fund balance carried forward at 31st March 2012		<u>163,265</u>	<u>164,238</u>

The attached notes form part of these accounts

ASSOCIATION FOR PROMOTING RETREATS

BALANCE SHEET
FOR THE YEAR ENDED 31ST MARCH 2012

	<u>Note</u>	<u>2012</u> £	<u>2011</u> £
Fixed assets			
Investments	4	164,380	165,316
Current assets			
Cash at bank		4,360	7,414
Creditors: amounts falling due within one year	5	5,475	8,492
Net current liabilities		(1,115)	(1,078)
Net assets		163,265	164,238
General fund		163,265	164,238

Approved by the executive committee on 09 October 2012 and signed on its behalf by:

The Reverend Elizabeth Baker 

Dated 17 November 2012

The attached notes form part of these accounts.

ASSOCIATION FOR PROMOTING RETREATS

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2012

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 APR.

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

	<u>2012</u>	<u>2011</u>
	£	£
2. <u>Direct charitable expenditure</u>		
Contributions to the Retreat Association:		
For administration services	7,500	7,500
Contribution	8,230	10,000
Cost of <i>Retreats</i> - supplied to members	2,927	4,649
- copies each year 2012: 1,081 (2011: 1,250)		
Cost of <i>Retreats</i> - complimentary to newly ordained	377	3,051
- copies each year 2012: 64 (2011: 886)		
Support for Ghana mission	-	200
Publicity and website costs	695	1,322
Cost of newsletter	886	1,195
Cost of residential meetings	3,031	3,471
AGM and conference costs	-	3,940
Spiritual Advisers' conference costs	7,122	-
Cost for new APR Admin (adverts/TE/Interviews)	1,415	-
Total	<u>32,183</u>	<u>35,328</u>

	<u>2012</u>	<u>2011</u>
	£	£
3. <u>Governance costs</u>		
Travelling and meetings	2,498	761
AGM expenses	320	438
Stationery and office expenses	88	113
Independent examination fee	840	670
	<u>3,746</u>	<u>1,982</u>

£2,498 (2011: £575) was paid to 13 (2011: 8) members of the executive committee for travelling expenses in connection with meetings. No executive committee member received any remuneration during the year.

	<u>2012</u>	<u>2011</u>
4. <u>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 2011	164,718	165,056
Value of shares sold in year	-	(6,482)
Unrealised investment profit /loss	(940)	6,144
Market value at 31 st March 2012	<u>163,778</u>	<u>164,718</u>
Deposit account	602	598
	<u>164,380</u>	<u>165,316</u>

5. <u>Creditors: amounts falling due within one year</u>		
Accruals	480	360
Other creditor – invoices from Retreat Association	6,097	8,132
Overcharging 2010 & 2011 on RA journals	(1,546)	-
Retreat House	444	-
	<u>5,475</u>	<u>8,492</u>