



**THE ASSOCIATION FOR PROMOTING RETREATS**  
**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2014**

**Reference and administrative details of the charity, its trustees and advisers**

**The Association for Promoting Retreats** will throughout this report and accounts be referred to as **(the) APR**. The charity registration number is **222458**.

**Principal address:** PO Box 10248  
Newark  
Nottinghamshire  
NG24 9LQ

**Telephone number:** 01636 555085

**Email and internet addresses:** Email: [promoting.retreats@gmail.com](mailto:promoting.retreats@gmail.com)

Website: [www.promotingretreats.org](http://www.promotingretreats.org)

**The Trustees at the date of this report are:**

Revd Elizabeth Baker	Ms Susan Parker (co-opted annually)
Revd Tim Blewett	Mrs Jacqueline Platt
Revd Ann Coleman	Revd Barry Preece
Mrs Jane Franklin	Ms Marion Syms
Mrs Sally Lowe	Mr Ben Wilson

In addition, the Revd Andrew Norman served as trustee in the year and retired at 31 March 2014.

No Trustee receives any remuneration from the charity.

**The Officers who served during the year are:**

President	Rt. Reverend Christopher Chessun
Chair	Revd Tim Blewett
Vice Chair	Revd Liz Baker
Treasurer	Ms Susan Parker
Secretary and Administrator	Mrs Julia Reading

**Advisers:** Bankers Lloyds Bank PLC  
98 Victoria Street  
London  
SW1E 5JL

Independent Examiner Ian Phillips FCA  
Duncan & Toplis  
14 London Road  
Newark  
Nottinghamshire  
NG24 1TW



## **Structure, governance and management**

The Association for Promoting Retreats (APR) is a charity registered with the Charity Commission for England and Wales, number 222458. The charity is not required to be registered with the Office of the Scottish Charity Regulator or the Charity Commission for Northern Ireland.

The APR is an unincorporated association established under a trust deed in 1913. After various prior amendments a replacement Constitution was adopted in November 2012, followed by amendment by resolution of one minor administrative detail in October 2013.

The policy and general management of the affairs of the APR is directed by a committee of Trustees, which meets four times a year. Trustees are elected by members and serve up to three years, being eligible for re-election for two further three-year terms. The Trustees delegate the day to day running of the charity to the Administrator.

The APR is a Founder Member of the Retreat Association, a company limited by guarantee and not having a share capital and registered with the Charity Commission for England and Wales with the number 1150792. The Retreat Association also retains its previous registration as an unincorporated association under the Charity Commission registration number 328746, which continues for the purpose only of receiving future legacies.

The Retreat Association brings together the APR with other member groups working with a joint purpose to promote and encourage retreats and Christian spirituality across the denominations.

In compliance with their legal obligation, the Trustees confirm that there have been no serious incidents in connection with APR which required a report to be made to the Charity Commission.

## **Objectives and activities:**

The APR was established and still operates 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, and, in particular, the specific guidance on charities for the advancement of religion. The Trustees consider that the work carried out by the APR, both through the Retreat Association and as an independent charity, continues to be of great public benefit in terms of religion and education. To this end, the APR works to maintain and strengthen its promotion and support for going on retreat, throughout the Church and wider society.

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

- Promoting the use of Anglican retreat houses within the Anglican Church;
- Organising conferences and meetings for Leaders and Spiritual Advisers to the Anglican Church;
- Informing members through distribution of a twice-yearly newsletter and the annual handbook *Retreats*, published by the Retreat Association;
- Supporting individuals to go on retreat who might otherwise not be able to afford it through a designated bursary fund;
- Organising retreats and other events for members and other events, using subscribers' retreat premises wherever possible;
- Providing complimentary membership of APR to those recently ordained to the diaconate and priesthood.

Further information about the APR can be found at its website, [www.promotingretreats.org.uk](http://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](http://www.retreats.org.uk).

### **Achievements and performance**

The value of the APR's steady promotion and support of retreats very often cannot be readily quantified in the short term, but, rather, repeated activities and small successes in new projects accrete over a longer period. In continuing to evolve its programme of activities, the APR is committed to fulfilling its aims and objectives, and its achievements consolidate and become more apparent with each passing year. Looking back on the time since the 2013 annual report, the Trustees focus on the following areas:

- Applications to the Trustees for financial help for individuals to go on retreat with APR retreat houses have been increasing steadily since the launch of the bursary fund in 2013. A total of £1,600 has now been paid in grants benefiting 14 retreatants, and the Trustees are very pleased that the availability of this support is gaining wider recognition.
- Complimentary membership for one year continues to be offered to all candidates for ordination each summer. The application process was streamlined in 2013/14 resulting in 101 new deacons and priests taking up the invitation by the end of the year. A further refinement in the process introduced in 2014 is administratively more efficient, enabling the ordinands to apply on-line, and has already resulted in 105 new applications to date this year.
- The biennial conference for Diocesan Spirituality Advisers was held at Launde Abbey in March 2014. This event was extremely popular, drawing representatives from nearly every diocese in England to gather in fellowship, for exchange of experience, opinion and innovation, with the programme, and not least the setting, offering plenty of opportunity for personal spiritual refreshment. The theme of Making Space was reflected across the content and in the inspiring keynote addresses by the Revd Canon Mark Oakley, Chancellor of St Paul's Cathedral, London, to whom the APR Trustees are indebted. The Trustees plan for the next conference to be held 18-20 April 2016.
- In the year, the APR conducted surveys of its members which the Trustees will use in developing future strategies and activities.
- The APR held a number of member events in 2013 to commemorate the charity's centenary year. Visitors reported that they had enjoyed these and the Trustees have been planning a wider future programme of occasional day and residential retreat events. First among these was a members' retreat held at Sarum College in July 2014, attracting 25 guests to join the Reverend Graeme Watson in exploring the Song of Songs. This was very well received and Mr Watson has agreed to lead a repeat of the Song of Songs retreat in May 2015.
- In particular support of its member retreat houses, APR took out a nationwide advertisement in the retreats supplement of the Church Times in January 2014, repeating the exercise in May 2014. This offered valuable exposure for retreat houses, featuring specific extracts from members' retreat programmes and a promotional voucher for any Church Times reader to redeem at participating houses. The voucher scheme ends in November 2014 and early feedback has been positive.

The Trustees wish to pay tribute in recognising that the APR's work and achievement in the last nine years has been expanded and modernised enormously by the effort and dedication of the Revd Tim Blewett, who has now completed the maximum term of trusteeship possible under the provisions of the Constitution. On behalf of all members, the Trustees wish to express their heartfelt thanks to Tim for his clear vision and

innovation in leadership, and for enabling APR to become an essential voice in the retreat world. APR's work will continue with the Reverend Liz Baker as Tim's successor as Chair of the Trustees, with the Reverend Barry Preece supporting as Vice Chair.

The Trustees have much to be thankful for in the many others who have given time and finance to enable and support the work of the APR. Our members underpin the charity, not only in funding the APR's work and ministry, but also in terms of their loyalty and dedication. We are in particular grateful to the APR President, the Rt Revd Christopher Chessun, the Bishop of Southwark, for his personal interest in APR matters and his wise counsel.

**Financial Review:**

The accounts, which have been prepared in accordance with the Charities Act 2011, are set out on pages 6 - 9.

Total income has increased this year compared with last year (£35,703 compared to £28,465). This is due to the Spiritual Advisers' Conference (SAC) in March 2014.

Total expenditure has increased due to the celebration of our Centenary Year and the SAC; £41,891 compared with £26,918.

The investment show a unrealised profit of £2,950 for the year against £20,594 unrealised profit in 2013. £20,000.00 of shares were sold in April 2013; this was to set up the bursary fund, and to fund the Centenary year.

Approved by the Board of Trustees and signed on its behalf by:



The Reverend Liz Baker, Vice Chair of the Board of Trustees

**Dated: 25<sup>th</sup> October 2014**

### **Independent Examiner's Report to the Trustees of the APR**

I report on the accounts of the APR for the year ended 31 March 2014 which are set out on pages 6 to 9.

#### **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.

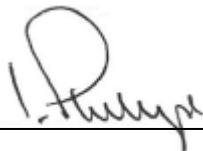
#### **Basis of independent examiner's statement**

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:



**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2014**

<b><u>Income and Expenditure</u></b>	<b>Note</b>	<b>2014</b>	<b>2013</b>
		<b>£</b>	<b>£</b>
<u>Incoming resources</u>			
Membership subscriptions		15,166	14,360
Legacy and donations		2,699	3,563
AGM and Conference		0	3,015
Spiritual Advisers' conference		10,820	0
Interest and dividends		7,018	7,527
Total incoming resources		<u>35,703</u>	<u>28,465</u>
 <u>Resources expended</u>			
Direct charitable expenditure	2	37,785	22,441
Governance costs	3	4,106	4,477
Total resources expended		<u>41,891</u>	<u>26,918</u>
 Net incoming/(outgoing) resources for the year			
		-6,188	1,547
 Profits/(losses) on investments			
Unrealised	4	2,950	20,594
Realised		0	0
Net movement in funds		<u>-3,238</u>	<u>22,141</u>
 General fund balance brought forward at 1 April 2013			
		185,406	163,265
 General fund balance carried forward at 31 March 2014			
		<u>182,168</u>	<u>185,406</u>

The attached notes form part of these accounts



**BALANCE SHEET  
FOR THE YEAR ENDED 31 MARCH 2014**

	<b>Note</b>	<b>2014</b> <b>£</b>	<b>2013</b> <b>£</b>
Fixed Assets			
Investments	4	167,933	184,979
Current Assets			
General fund		4,779	8,664
Bursary fund		10,090	0
Cash at bank		<u>14,869</u>	<u>8,664</u>
Creditors: amounts falling due within one year	5	634	8,237
Net current assests/(Liabilities)		14,235	427
Net Assets	6	<u>182,168</u>	<u>185,406</u>
Represented by:			
General fund		172,078	185,406
Bursary fund (designated)		10,090	-
		<u>182,168</u>	<u>185,406</u>

The attached notes form part of these accounts

Approved by the Board of Trustees on October 2014 and signed on its behalf by:

The Reverend Liz Baker, Vice Chair of the Board of Trustees

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2013

### 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. During the year to 31<sup>st</sup> March 2014 there were 408 Full members, 277 Concessionary members and 210 complimentary members.

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.

### 2. Direct charitable expenditure

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Contribution paid to the Retreat Association	5,455	7,620
Cost of <i>Retreats</i> supplied to members (101 Complimentary to newly ordained)	5,195	2,660
Publicity and Website costs (Exceptional costs due to celebrating 100 years)	9,203	906
Newsletters	1,208	715
Residential Meeting	2,526	4,494
Quiet Days costs		1,016
AGM and Conference costs	254	2,250
Spiritual Advisers Conference costs	9,344	0
APR Administrator	4,200	2,780
Donation to Ghana	400	0
	<b>37,785</b>	<b>22,441</b>

### 3. Governance costs

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Solicitors fees	0	1,500
Travelling and Meetings	2,701	1,460
AGM Expenses	254	0
Stationery and office expenses	647	1,036
Independent examination fee	504	480
	<b>4,106</b>	<b>4,476</b>





<b>4. <u>Investments</u></b>	<b>2014</b>	<b>2013</b>
Assets are held with The Central Board of Finance of the Church of England as follows:	<b>£</b>	<b>£</b>
Investment fund shares		
Market value at 1 April 2013	184,372	163,778
Value of shares sold in year	-20,000	0
Unrealised investment profit/(loss)	2,950	20,594
Market Value at 31 March 2014	167,322	184,372
Deposit account	611	607
	167,933	184,979
<b>5. <u>Creditors: amounts falling due within one year</u></b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Accruals	504	480
Other creditors	0	5,587
Refund due	0	170
Retreat house/Administration expenses	0	2,000
	504	8,237
<b>6. <u>Reserves</u></b>		<b>2014</b>
<b>Assets from balance sheet</b>	<b>£</b>	<b>£</b>
General fund at 1 April 2014		172,079
Bursary fund at 1 April 2014		10,090
		<b>182,169</b>
<b>Designated funds</b>		
Bursary fund	10,090	
Lucy Cox Trust, to be added to Bursary fund	600	
	<b>10,690</b>	
<b>Planned expenditure</b>		
Yearly cost of administration	15,000	
Running costs	60,000	
Project allocation (website development, national advertising)	20,000	
Grant allocation for bishops' retreats	6,000	
	<b>101,000</b>	
<b>Contingency</b>	<b>20,000</b>	
<b>Surplus</b>		<b>50,479</b>

At present the Trustees consider that a surplus of around £50,000 should be maintained, and is justified because:

- It is important to maintain a year's expenditure;
- Membership income is decreasing because member numbers are declining and the Trustees have agreed to maintain existing rates of subscription until at least 31 March 2016;
- The Trustees need to underwrite the costs of major events such as the biennial diocesan Spirituality Advisers' Conference, next taking place in April 2016.