



**THE ASSOCIATION FOR PROMOTING RETREATS**  
**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2015**

**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:** c/o Holywell Lodge  
41 Holywell Hill  
St Albans  
Hertfordshire  
AL1 3HE

**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	Mrs Jacqueline Platt
Revd Ann Coleman	Revd Barry Preece
Mrs Jane Franklin	Canon Marion Syms
Mrs Sally Lowe	Mr Ben Wilson
Ms Susan Parker (co-opted annually)	Revd Jonathon Green (co-opted July 2015)

In addition, the Revd Tim Blewett served as trustee and Chairperson in the year and retired at the annual general meeting in October 2014.

No Trustee receives any remuneration from the charity.

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

President	Rt. Reverend Christopher Chessun
Chair	Revd Liz Baker (who succeeded Revd Tim Blewett)
Vice Chair	Revd Barry Preece (who succeeded 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 Spirituality 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)

## **Review of activities and achievements**

Since the retirement of the Revd Tim Blewett, who in October 2014 completed the maximum term of trusteeship possible under the provisions of the Constitution, APR has been guided by the Reverend Liz Baker as Tim's successor as Chair of the Trustees, with the Reverend Barry Preece supporting as Vice Chair.

In January 2015, Liz and her family moved some 425 miles from Milton Keynes to Pitlochry, in order for her to take up a new post of Rector Highland Perthshire Linked Charge. Sadly she has concluded that living at such a distance makes it impracticable to continue as APR Chair, so she will be stepping down at the coming AGM. Liz does however intend to remain an APR Trustee for a further year, and is very grateful to Barry who will now take up the Chair's office.

The rest of the Trustee group thank both Liz and Barry for their leadership in all aspects of APR's work and ministry.

We also extend appreciation and thanks to Mrs Sally Lowe, who by terms of the Constitution must retire at this year's annual general meeting, having given APR the maximum term of nine years' trusteeship.

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 financially 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 insight and wise counsel.

The value of the APR's steady promotion and support of retreats very often cannot be readily quantified in the short term, but, rather, we are judged by repeated activities and small successes in new projects impacting 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 2014 annual report, but in no particular order, 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 £3,373 has now been paid in grants benefiting 27 retreatants, approximately 50% of this having been authorised in the last 12 months. Members' kind donations and a transfer of funds from a closed investment account have augmented the funds available by some £990 since inception. The Trustees are very pleased that the availability of support from the Bursary fund has continued to gain wider recognition.
- Through an introduction by Bishop Christopher a special grant of £1,000 was paid from the Bursary account in November 2014 to support a group of retired Tanzanian bishops and their wives in attending a retreat and celebrations in Mtumba. The Rt Revd Philip Baji organised this retreat and along with passing on grateful thanks on behalf of his party, he gave APR a report with pictures for publication in the Spring 2015 newsletter.
- As in 2014, APR paid for a page of advertising in the retreats supplement of the Church Times in January 2015. As well as raising the profile of the APR itself, this nationwide promotion was again in particular support of its member retreat houses. APR offers this benefit free of charge to subscribing retreat house members.
- Complimentary membership for one year continues to be offered to all candidates for ordination each summer. In summer-autumn 2015 there have been 82 new applications to date (2013/14: 105). The Trustees hope that this small gift at the start of their ordained ministry will lead to a deepening interest and involvement in retreats, for both personal and pastoral benefit.
- Detailed planning for the biennial conference for Diocesan Spirituality Advisers has been taking place since the last gathering at Launde Abbey in March 2014. No other venue

has so far been found to rival Launde Abbey for this extremely well attended event and the Conference returns there, 18-20 April 2016, with its theme "Spirituality: in and out of the box", with guest speakers the Revd Dr Sam Wells and Miss Ruth Holgate.

- APR held a Members' Day in October 2014, welcoming the Very Revd Victor Stock as guest speaker on the topic "Life-giving Silence", an engaging presentation, which clearly resonated with the audience. Members and Trustees enjoyed a sociable lunch and there were other presentations including the 2014 annual general meeting, all closing with Holy Eucharist at which Bishop Christopher presided.
- Following the popularity of the Song of Songs retreat organised by APR in 2014, the Revd Graeme Watson kindly agreed to lead this again for us in May 2015 at Whalley Abbey in Blackburn. This time Graeme will be accompanied by his wife, Liz Watson, and together they will guide retreatants in exploring and appreciating the text of the Song of Songs and in silent meditation.
- At the time of writing, we are looking forward to the second members' retreat in 2015, this time taking Mindfulness as its theme. The retreat immediately precedes the annual general meeting scheduled for 31<sup>st</sup> October at Old Alresford Place (Winchester), and will be led by the Baptist minister, the Revd Shaun Lambert.
- Work began in 2014 for a re-launch of the APR website, news of which will be released at the 2015 AGM. The Trustees are obtaining advice on this from a professional creative marketing agency in order to give web visitors a fresh and welcoming experience, with easy access to comprehensive information about APR, including a "shop front" for member retreat centres to promote their services and links to external resources, including the RA.
- As its largest founding member, APR continues to support the Retreat Association with an annual agreed financial contribution based on membership numbers, amounting to £5,400 at year end 31 March 2015. In addition, the APR Trustees have pledged £1,000 to support subsidised places at the Retreat Association's national conference in June 2015. This Conference was also promoted within the APR's national advert in the Church Times.

### **Financial Review:**

The accounts, which have been prepared in accordance with the Charities Act 2011, are set out on pages 6 – 10.

Total income (£30,593) has decreased this year compared with last year (£35,833). This is due to the fact that there was no Spiritual Advisers' Conference (SAC) in March 2015.

Total expenditure has reduced to £37,685 compared with £42,020. This was due to reductions in conference costs.

The investments show an unrealised profit of £16,751 for the year compared with £2,950 unrealised profit in 2014. This has resulted in an overall net surplus for the year of £9,659.

Membership subscriptions have remained at the same rates since January 2011 but will be increased for individual and group membership categories from 1<sup>st</sup> April 2016. Subscriptions for member retreat centres have been frozen at the old rates for a minimum of a further year.

### **Approved by the Committee of Trustees and signed on its behalf by:**

The Reverend Liz Baker, Chair of the Committee of Trustees

**Dated:                    October 2015**



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

I report on the accounts of the APR for the year ended 31 March 2015 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 Limited  
Chartered Accountants  
14 London Road  
Newark  
Nottinghamshire  
NG24 1TW

Dated:



**BALANCE SHEET**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST MARCH 2015**

<b><u>Income and Expenditure</u></b>	<b>Note</b>	<b>2015</b>	<b>2014</b>
		<b>£</b>	<b>£</b>
<u>Incoming resources</u>			
Membership subscriptions		14,515	15,178
Legacy and donations		2,065	2,813
APR retreats & Events		5,960	0
Event Deposits		1,320	0
Spiritual Advisers' conference		101	10,820
Interest and dividends		6,632	7,022
Total incoming resources		<u>30,593</u>	<u>35,833</u>
<u>Resources expended</u>			
Direct charitable expenditure	2	28,946	38,280
Governance costs	3	5,635	3,740
Bursary expenditure		3,104	0
Total resources expended		<u>37,685</u>	<u>42,020</u>
Net incoming/(outgoing) resources for the year		(7,092)	(6,187)
Profits/(losses) on investments			
Unrealised	4	16,751	2,950
Realised		0	0
Net movement in funds		<u>9,659</u>	<u>(3,237)</u>
General fund balance brought forward at 1 April 2014		182,169	185,406
General fund balance carried forward at 31 March 2015		<u>191,828</u>	<u>182,169</u>

The attached notes form part of these accounts



**BALANCE SHEET  
FOR THE YEAR ENDED 31 MARCH 2015**

	<b>Note</b>	<b>2015</b>	<b>2014</b>
		<b>£</b>	<b>£</b>
Fixed Assets			
Investments	4	184,686	167,933
Current Assets			
General fund		706	4,650
Bursary fund		6,986	10,090
Cash at bank		<u>7,692</u>	<u>14,740</u>
Creditors: amounts falling due within one year	5	550	504
Net current assets		7,142	14,236
Net Assets		<u>191,828</u>	<u>182,169</u>
Funds			
General fund		184,842	172,079
Bursary fund (designated)		6,986	10,090
	6	<u>191,828</u>	<u>182,169</u>

The attached notes form part of these accounts

**Approved by the Committee of Trustees on .....**  
**and signed on its behalf by:**

The Reverend Liz Baker, Chair of the Committee of Trustees

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST MARCH 2015**

**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 2015 there were 413 full members, 272 concessionary members and 158 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>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Contributions paid to the Retreat Association	5,400	5,442
Cost of Retreats books supplied to members	5,930	5,195
Cost of retreats and events	5,079	0
Publicity and Website costs	2,914	9,545
Newsletters/Postage	2,506	1,208
Residential Meeting	1,489	2,526
Quiet Days costs	0	166
AGM and Conference costs	625	254
Spiritual Advisers Conference costs	101	9,344
APR Administrator	4,902	4,200
Donation to Ghana	0	400
	<b>28,946</b>	<b>38,280</b>





<b>3. <u>Governance costs</u></b>	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Travelling and Meetings	3,441	2,572
AGM Expenses	661	0
Stationery and office expenses	947	640
Independent examination fee	586	528
	<hr/> 5,635	<hr/> 3,740

  

<b>4. <u>Investments</u></b>	<b>2015</b>	<b>2014</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 2014	167,322	184,372
Value of shares sold in year		(20,000)
Unrealised investment profit	16,751	2,950
Market value at 31 March 2015	184,073	167,322
Deposit account	613	611
	<hr/> 184,686	<hr/> 167,933

  

<b>5. <u>Creditors: amounts falling due within one year</u></b>	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Accruals	550	504
Other creditors	0	0
Refund due	0	0
Retreat house/Administration expenses	0	0
	<hr/> 550	<hr/> 504

**2015**

## 6. Reserves

<b>Assets from balance Sheet</b>	<b>£</b>	<b>£</b>
General fund at 1 April 2015		184,842
Bursary fund at 1 April 2015		6,986
		<b>191,828</b>
 <b>Designated funds</b>		
Bursary fund	6,986	
	<u>6,986</u>	
 <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	
	<u>101,000</u>	
 <b>Contingency</b>	 <b>20,000</b>	
 <b>Surplus</b>		 <b>63,842</b>

At present the Trustees consider that a surplus of around £60,000 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 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.