

THE ASSOCIATION FOR PROMOTING RETREATS
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2017

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 5 Glebe Park
Balderton
Newark
NG24 3GN

Telephone number: 01636 555085

Email and internet addresses: Email: promoting.retreats@gmail.com

Website: www.promotingretreats.org

The Trustees at the date of this report are:

Revd Barry Preece	Revd Elizabeth Baker
Revd Ann Coleman	Mrs Jacqueline Platt
Mrs Jane Franklin retired 31 Oct 2016	Canon Marion Syms
Mr Ben Wilson	Ms Susan Parker (co-opted annually)

No Trustee receives any remuneration from the charity.

The Officers who served during the year are:

President	Rt. Reverend Christopher Chessun who retired 31 October 2016 Rt Reverend John Stroyan took over Nov 2016
Chair	Revd Barry Preece
Vice Chair	Revd Jane Franklin retired 31 October 2016 Mr Ben Wilson took over Nov 2016
Treasurer	Ms Susan Parker
Secretary and Administrator	Mrs Julia Reading left August 2016

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. During the absence of an Administrator roles where delegated to the Trustees.

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.

Chairman Annual Report

NEW PRESIDENT

Bishop Christopher Chessun, the Bishop of Southwark, retired as President at the last AGM after serving the APR extremely well for the full term of nine years in that role. It was with great pleasure for all of us that Bishop John Stroyan, the Bishop of Warwick, accepted the trustees' invitation to become the new president. Bishop John brings a great deal of expertise and enthusiasm in leading retreats and in the whole area of spirituality, and we are delighted that he is willing to get involved with us in practical ways. In November, 2018, for instance, he will be leading an APR retreat.

NEW ADMINISTRATOR

It was not an easy year for APR following Julia Reading's resignation in the summer of 2016 for personal reasons. She had fulfilled the role of administrator very effectively during her time with us and there were a number of months during which the trustees did their level best to ensure that the charity continued to run as smoothly as possible. Certain individual trustees did a considerable amount of work in this regard and we are indebted to them for offering their time so freely and willingly. It was with some considerable relief, as well as pleasure, that, having interviewed a number of excellent candidates for the post, we appointed Demelza Henderson in May this year. Demelza, as well as having an eye for detail and excellent administrative skills, is a lay minister and very enthusiastic about our work. Indeed, she has a very small retreat house in South Devon.

BURSARY SCHEME

One of the most worthwhile innovations in recent years was to set up a bursary scheme in 2013 to provide assistance to those who may struggle to afford the full cost of a retreat taken at any of our member houses. During this last year we have once again made a number of grants and this does much to fulfil our role of promoting retreats and, as well as helping individuals, to support our member houses.

SPIRITUALITY ADVISERS' CONFERENCE

Planning for the 2018 Diocesan Spirituality Advisers' Conference at Launde Abbey next April has progressed well. Entitled 'SPIRITUALITY EXPLORED: Resources for the Journey', the speakers will include Bishop John Stroyan ('Gifts from the East'), Ian Mobsby (New Monasticism) and Julie Dunstan (Supervision for Spiritual Directors). The worship will be created by Emily Walker, a musician and liturgist. Once again, it is a privilege to serve the Church of England by helping to resource such an important group of people in this way.

LOOKING AHEAD

The visioning exercise undertaken by the trustees has helped us to discern the role of APR more sharply, especially as an organisation that exists primarily to resource the

Church of England in the area of retreats and spirituality. Three particular projects have been identified and it is our hope that these may be realised during the coming year. The first project involves producing resources about a variety of spiritualities, in an accessible form and applicable to everyday life, aimed at ordinary people in parishes. The second project involves looking at how we might co-ordinate and disseminate spirituality resources and courses between dioceses. The third project is to create something akin to a Marketing Tool-kit for retreat houses that, amongst other things, will involve sharing good practice. We are acutely aware that many retreat houses are finding it hard in the current environment and we owe it, I believe, to our member houses to support them in whatever ways we can.

After what has not been an easy year, we are now in a position to move forward with renewed confidence and enthusiasm.

Financial Review:

The accounts, which 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 (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) are set out on pages 6–10.

Total income £21,917 has decreased this year compared with last year £37,262. This is due to the fact that there was no Spiritual Advisers' Conference (SAC) in 2017. Total expenditure has decreased to £42,079 compared with last year £52,047. This was due to no extra costs for the conference.

Net outgoing resources for the year were £20,162 compared to £14,785 in 2016. The investments show an unrealised profit of £23,525 for the year compared with £7,928 unrealised loss in 2016 and a realised profit of £1,221 for the year compared to a £613 loss in 2016. This has resulted in an overall net surplus for the year of £4,584 compared to £23,326.

Membership subscriptions have increased for individual and group membership categories from 1st April 2016.

Between January and September 2017, a total of 13 fraudulent standing order payments of £200 each were set up to 3 different charity organisations. The police and the bank fraud unit were notified and the bank are now monitoring the account. As at September 2017, 11 of the transactions had been refunded, resulting in a loss to the charity as at 31/03/2017 of £400. It is expected that this amount will be refunded in due course. Various control procedures have now been set up with the bank to prevent this from happening again. The motives and reasons for this malicious attack on the APR are unknown to the Trustees.

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

The Reverend Barry Preece, Chair of the Committee of Trustees

Dated:

Independent Examiner's Report to the Trustees

I report on the accounts of the APR for the year ended 31 March 2017 which are set out on pages 6 to 10.

Respective responsibilities of Trustees and examiner

The charity's Trustees are responsible for the preparation of the accounts. 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 145 of the 2011 of the Act);
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 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 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 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 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the requirements of the 2011 Act have not been met.

(2) I would like to draw the users' attention to the financial review section in the Trustees Report which provides detail as to fraudulent activity in the year. There are no other matters 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:

**STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2017**

<u>Income and Expenditure</u>	Note	Unrestricted Funds 2017	Restricted Funds 2017	Total Funds 2017	2016
		£		£	£
<u>Income from:</u>					
<i>Charitable activities</i>					
-Membership subscriptions		12,980	0	12,980	14,075
-Spiritual Advisers' conference		640	0	640	10,090
-APR retreats & events		0	0	0	4,815
-Sundries/bursary		0	0	0	299
<i>Donations and legacies</i>		2,002	0	2,002	2,244
<i>Investment income</i>		6,295	0	6,295	5,739
Total income		<u>21,917</u>	<u>0</u>	<u>21,917</u>	<u>37,262</u>
<u>Expenditure on:</u>					
<i>Expenditure on charitable activities</i>					
Direct charitable expenditure	2	40,950	0	40,950	51,375
Bursary expenditure		1,129	0	1,129	672
Total expenditure		<u>42,079</u>	<u>0</u>	<u>42,079</u>	<u>52,047</u>
Net outgoing resources for the year		(20,162)	0	(20,162)	(14,785)
(Losses)/profits on investments					
Unrealised	3	23,525	0	23,525	(7,928)
Realised		1,221	0	1,221	(613)
Net movement in funds		<u>4,584</u>	<u>0</u>	<u>4,584</u>	<u>(23,326)</u>
General fund balance brought forward at 1 April 2016		168,502	0	168,502	191,828
General fund balance carried forward at 31 March 2017		<u>173,086</u>	<u>0</u>	<u>173,086</u>	<u>168,502</u>

The attached notes form part of these accounts

**BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2017**

	Note	2017	2016
		£	£
Fixed Assets			
Investments	3	170,892	166,146
 Current Assets			
General fund		4,376	1,842
Bursary fund		5,185	6,314
Cash at bank		<u>9,561</u>	<u>8,156</u>
 Creditors: amounts falling due within one year	4	7,367	5,800
 Net current assets		2,194	2,356
 Net Assets		<u>173,086</u>	<u>168,502</u>
 Funds			
General fund		167,901	162,188
Bursary fund (designated)	5	5,185	6,314
		<u>173,086</u>	<u>168,502</u>

The attached notes form part of these accounts

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

The Reverend Barry Preece, Chair of the Committee of Trustees

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2017**

1. Accounting policies

The accounts 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 (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

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 31st March 2017 there were 282 full members, 214 concessionary members and 110 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

	2017	2016
	£	£
Donation to Sheldon Hub	10,000	0
Grant to Bishops' Retreats	0	10,000
Grant to Retreat Association	0	1,050
Spiritual Advisers Conference costs	8,447	1,618
Cost of retreats books supplied to members	6,169	4,636
Contributions paid to the Retreat Association	4,620	4,995
APR administrator	1,740	4,397
Publicity & website	3,282	4,411
Newsletters/postage	1,110	1,927
Cost of retreats and events	0	4,890
Design of new website	0	9,071
Donations	400	0

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2017**

	2017	2016
	£	£
<u>Direct charitable expenditure</u>		
<u>(continued)</u>		
<u>Governance costs</u>		
Travelling and meetings	1,952	1,784
AGM expenses	1,428	850
Stationery and office expenses	402	296
Independent examination fee	1,400	1,450
	<u>40,950</u>	<u>51,375</u>
3. <u>Investments</u>	2017	2016
	£	£
Assets are held with The Central Board of Finance of the Church of England as follows:		
Investment fund shares		
Market value at 1 April 2016	166,146	184,686
Value of shares sold in year	(18,779)	(10,613)
Unrealised investment profit	23,525	(7,927)
Market Value at 31 March 2017	170,892	166,146
	<u>170,892</u>	<u>166,146</u>
4. <u>Creditors: amounts falling due within one year</u>	2017	2016
	£	£
Accruals	1,000	800
Grants payable	0	5,000
Donations payable	6,000	0
	<u>7,000</u>	<u>5,800</u>

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2017**

5. Reserves

Assets from balance Sheet	£	£
General fund at 1 April 2017		167,901
Bursary fund at 1 April 2017		5,185
		173,086
Designated funds		
Bursary fund	5,185	5,185
Planned expenditure		
Yearly cost of administration	15,000	
Running costs	50,000	
Project allocation	15,000	
Allocation for the Sheldon Hub	6,000	86,000
Contingency		20,000
Surplus		61,901

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 at least 31 March 2017;
- The Trustees need to underwrite the costs of major events such as the biennial diocesan Spirituality Advisers' Conference, next taking place in April 2018.

6. Trustee expenses

Trustee travel expenses totalling £1,532 (2016: £1,415) were reimbursed or paid for 8 trustees by the charity in the year.

7. Donation commitments

During the year, the charity made a donation of £4,000 to the Sheldon Hub and a further £6,000 was committed to be paid as at 31 March 2017.

8. Transition to FRS 102

No adjustments were required on transition to the new accounting standards, FRS 102.