

THE ASSOCIATION FOR PROMOTING RETREATS
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2019

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 (retired Nov 2018)
Revd Alison Christian (elected Jan 2018)	Mr Stewart McCredie (elected Sept 2017)
Revd Carol Smith (elected Jan 2018)	Mr Ben Wilson
Ms Susan Parker (co-opted annually)	Canon Marion Syms (retired Oct 2017)

No Trustee receives any remuneration from the charity.

The Officers who served during the year are:

President	Rt Reverend John Stroyan
Chair	Revd Barry Preece
Vice Chair	Mr Ben Wilson
Treasurer	Ms Susan Parker
Secretary and Administrator	Ms Demelza Henderson

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 were 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

It has been another good year for APR and for the second year running we have succeeded in recruiting two new Trustees.

The only sad thing to report is that, having served nine years as a Trustee, Ben Wilson our Vice Chair has to step down at the coming AGM. Ben has been a tower of strength to APR. His considerable PR and IT skills have helped us immensely. He has been responsible for producing the Newsletter for a number of years and the new website launched in 2015 was his initiative. He will be greatly missed, but he has ensured that others will take up the tasks he lays down.

2020 DIOCESAN SPIRITUALITY ADVISERS' CONFERENCE

Much of the planning for this biennial event at Launde Abbey is already complete and the theme, under the title 'Lost for Words', is using the Arts as a focus for prayer. I confess that much of my inspiration for speakers came from last year's excellent RA conference and they include Malcolm Guite on poetry and the RA patron, Graham Sparkes, on visual art. There will also be contributions by our own President, Bishop John, and Andrew Walker who will talk about discernment in spiritual direction.

PROJECTS

Our three projects, first conceived in 2017, are now nearing completion. They are to be found on the APR website under 'Resources for Spiritual Growth' and the first, 'Signposts for Spiritual Growth', is already live. This points people to various leaflets, resources and courses available for use by churches, groups and individuals.

'Encountering Spirituality' explores traditional Christian spiritualities, life 'agendas' and transitions and recent models of the spiritual life. The first nine articles will appear on the website in January 2020. It is, however, an ongoing project and further articles will be added in the future as and when they are produced.

Similarly, the 'Marketing Tool-Kit', designed to help retreat houses and centres market themselves in our current competitive and consumerist market, will be sent in booklet form to all houses that are listed in 'Retreat' and will appear on the APR website early in the New Year.

MEETING AT LAMBETH PALACE

A group of Trustees and our President were invited to Lambeth Palace for an hour's conversation with Archbishop Justin. It was a very fruitful encounter and, as well as appraising the Archbishop of APR's work, a number of topics were discussed and actions agreed on, particularly relating to the training of those preparing for ordination. We were very impressed that such a busy man made time to meet with us and was very obviously fully engaged throughout.

RESIDENTIAL MEETINGS

The Trustees had a very good twenty-four hour meeting at St. Katharine's, East London in January. It is certainly an oasis of peace in the heart of a very busy and noisy city and its facilities and catering are of a high quality.

The highlight, however, was the summer forty-eight hour residential at the Open Gate Retreat House on Lindisfarne in July. Holy Island is a truly atmospheric and inspirational place and this was reflected by the creative nature of our discussions which resulted in at least two new initiatives. It was a unique experience which more than compensated for the long journeys many of us had to undertake.

BURSARY FUND

Once again, I am pleased to report that the Bursary Fund, established to help those who would otherwise not be able to afford going on a residential retreat, and we have helped 18 people during the past year. Indeed, we have taken the step to extend it by enabling member retreat houses to contribute further funds, should they wish, to help more people than the fund allows at the moment (a maximum of three applications per retreat house per year).

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 7-11.

Total income £21,369 has decreased this year compared with last year of £33,300. This has been mainly due to the fact that there was no income generated from the 'Spiritual Advisers' Conference' which was held in the 2018. Total expenditure has increased to £42,719 compared with last year of £34,718. The majority of the increase has come occurred due to increased spend in preparation for the 'Spiritual Advisers Conference' for next year. There has also been increased expenditure (additional £4,000 on the previous year) on the 'Grants to the Retreat Association'.

The investments show an unrealised loss of £4,746 for the year compared with £3,916 unrealised profit in 2018. This has resulted in an overall net deficit for the year of £26,093.

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 2019 which are set out on pages 7 to 11.

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 been met.
- (2) I wish 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 2019**

<u>Income and Expenditure</u>	Note	Unrestricted Funds 2019	Restricted Funds 2019	Total Funds 2019	Total Funds 2018 £
<u>Income from:</u>					
<i>Charitable activities</i>					
-Membership subscriptions		12,298	0	12,298	14,480
-Spiritual Advisers' conference		-	0	-	11,015
-APR retreats & events		-	0	-	710
-Sundries/bursary		65	0	65	105
<i>Donations and legacies</i>		3,238	0	3,238	1,034
<i>Investment income</i>		5,768	0	5,768	5,956
Total income		<u>21,369</u>	<u>0</u>	<u>21,369</u>	<u>33,300</u>
<u>Expenditure on:</u>					
<i>Expenditure on charitable activities</i>					
Direct charitable expenditure	2	40,930	0	40,930	32,007
Bursary expenditure		1,786	0	1,786	2,711
Total expenditure		<u>42,716</u>	<u>0</u>	<u>42,716</u>	<u>34,718</u>
Net outgoing resources for the year (Losses)/profits on investments		(21,347)	0	(21,347)	(1,418)
Unrealised	3	(4,746)	0	(4,746)	3,916
Realised		0	0	0	0
Net movement in funds		<u>(26,093)</u>	<u>0</u>	<u>(26,093)</u>	<u>2,498</u>
General fund balance brought forward at 1 April 2018		175,584	0	175,584	173,086
General fund balance carried forward at 31 March 2019		<u>149,491</u>	<u>0</u>	<u>149,491</u>	<u>175,584</u>

The attached notes on pages 9-11 form part of these accounts

**BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2019**

	Note	2019	2018
		£	£
Fixed Assets			
Investments	3	170,062	174,808
Current Assets			
General fund		4,339	6,266
Bursary fund		7,064	3,258
Cash at bank		<u>11,403</u>	<u>9,524</u>
Prepayments		-	970
Total Current Assets		<u>11,403</u>	<u>10,494</u>
Creditors: amounts falling due within one year	4	14,328	5,718
Net current assets		(2,925)	4,776
Creditors: amounts falling due after more than one year	4	6,000	4,000
Net Assets		161,137	175,584
Funds			
General fund	5	154,073	172,326
Bursary fund (designated)	5	<u>7,064</u>	<u>3,258</u>
		<u>161,137</u>	<u>175,584</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 2019**

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 2019 there were 324 full members and 234 concessionary 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

<u>Charitable expenditure</u>	2019	2018
	£	£
Donation to Sheldon Hub	2,000	2,000
Grant to Bishops' Retreats	1,000	1,000
Grant to Retreat Association	4,000	-
Spiritual Advisers Conference costs	8,167	2,075
Cost of retreats books supplied to members	-	3,807
Contributions paid to the Retreat Association	8,518	7,145
APR administrator	6,493	6,156
Publicity & website	1,477	1,978
Newsletters/postage	943	1,093
Cost of retreats and event	262	-
Bursary payment	892	-
	33,752	25,254

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2019**

	2019	2018
	£	£
<u>Direct charitable expenditure (continued)</u>		
<u>Governance costs</u>		
Travelling and meetings	4,291	3,282
AGM expenses	-	795
Independent examination fee	2,160	1,800
Stationery and office expenses	727	876
	<u>7,178</u>	<u>6,753</u>
 Total direct charitable expenditure	 <u>40,930</u>	 <u>32,007</u>
3. <u>Investments</u>	2019	2018
	£	£
Assets are held with The Central Board of Finance of the Church of England as follows:		
 Investment fund shares		
Market value at 1 April 2018	174,808	170,892
Value of shares sold in year	-	-
Unrealised investment profit/(loss)	(4,746)	3,916
Market Value at 31 March 2019	<u>170,062</u>	<u>174,808</u>
	<u>170,062</u>	<u>174,808</u>
4. <u>Creditors</u>	2019	2018
	£	£
Amounts falling due within one year:		
Accruals	1,473	1,200
Donations payable	9,000	2,000
Creditors	3,855	2,518
	<u>14,328</u>	<u>5,718</u>
	2019	2018
	£	£
Amounts falling due after more than one year:		
Donations payable	<u>6,000</u>	<u>4,000</u>

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2019**

5. Reserves

	£	£
Assets from balance Sheet		
General fund at 1 April 2019		154,073
Bursary fund at 1 April 2019		7,064
Designated funds		161,137
Bursary fund	7,064	7,064
Planned expenditure		
Yearly cost of administration	15,000	
RA donation for a Fundraiser	11,000	
Running costs	50,000	
Project allocation	10,000	
Allocation for the Sheldon Hub	4,000	
Top up Bursary Fund	4,000	
		94,000
Contingency		20,000
Surplus		40,073

At present the Trustees consider that a surplus of around £40,000 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 2020
- The Trustees need to underwrite the costs of major events such as the biennial diocesan Spirituality Advisers' Conference, next taking place in April 2020.

6. Trustee expenses

Trustee travel expenses totalling £1,817 (2018: £2,359) were reimbursed or paid for 8 trustees by the charity in the year.

7. Donation commitments

During the year ended 31st March 2017 a donation of £10,000 was committed to be paid to the Sheldon Hub. This commitment was further extended by £2,000 in the prior year. £4,000 was paid during the year ended 31st March 2017, £2,000 was paid during the year ended 31st March 2018 and a further £2,000 was paid during the year ended 31st March 2019. A remaining £4,000 payment is due to be paid before March 2020.

During the year ended 31st March 2019, a maximum future donation of £15,000 was committed to be paid over three years and a total of £4,000 was paid during the year ended 31st March 2019. The remaining payment of £11,000 is due to be paid before 31st March 2021.