

**THE ASSOCIATION FOR PROMOTING RETREATS**  
**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2020**

**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](mailto:promoting.retreats@gmail.com)  
Website: [www.promotingretreats.org](http://www.promotingretreats.org)

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

Revd Barry Preece	Mr Stewart McCredie (elected Sept 2017)
Revd Alison Christian (elected Jan 2018)	Mr Ben Wilson (resigned Oct 2019)
Revd Carol Smith (elected Jan 2018)	Dawn Pointing (elected Jan 2020)
Ms Susan Parker (co-opted annually)	Revd Nicholas Buxton (elected Oct 2019)

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	Revd Alison Christian
Treasurer	Ms Susan Parker
Secretary and Administrator	Ms Demelza Henderson

<b>Advisers:</b>	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](http://www.promotingretreats.org).

## **Chairman Annual Report**

Owing to the Coronavirus pandemic, the months since March this year have been challenging. Meetings of Trustees now take place on Zoom, via the internet, and a number of difficult decisions have had to be made. The biennial Conference for Diocesan Spirituality Advisers, scheduled to be held at Launde Abbey at the end of April, had to be postponed until the beginning of December. Similarly, a retreat the Chair was due to lead in the days leading up to the AGM in early November has been rescheduled for autumn next year on the grounds that a number of people may be reluctant to commit themselves before a vaccine becomes available.

### **Projects**

The past year has seen the completion of a number of projects which were first conceived back in 2017 and all are contained on the APR website under a section called 'Resources for Spiritual Growth'.

### **Encountering Spirituality**

Encountering spirituality is for those looking to learn about different spiritualities. There are three sections – the first addresses traditional spiritualities (eg, Celtic, Benedictine, Ignatian, Franciscan etc); the second introduces recent role models of the spiritual life (eg, Thomas Merton, Richard Rohr, etc).

### **Signposts for Spiritual Growth**

Signposts for spiritual growth is all about making existing resources more widely available. Many churches and dioceses have produced outstanding resources for growing in spirituality. This section of the website provides links to these resources, all of which are directly downloadable from external websites.

### **Marketing Tool-Kit for Retreat Houses**

The Marketing tool-kit for retreat houses was published in March 2020. Entitled Spreading the Word, this beautifully produced guide offers some practical ideas to help Retreat Houses of all denominations reach out to a wider audience. These include ideas on how to best utilise online and social media promotion, as well as how to promote the value of retreat through more traditional local, regional and national channels. Complimentary copies were sent out to all member houses of APR and the RA just a week before they all had to close as part of the lockdown! Hopefully it will be a useful resource in what is bound to be a challenging future. Copies in pdf format can be downloaded from the website for free.

### **Monthly Reflections**

Monthly reflections were introduced at the beginning of 2020 and increased to weekly during the lockdown. They comprise of photographs taken by the Chair, alongside each of which he has written a brief reflection in a style best described as short lines.

### **New Initiatives**

We continue to find new ways to promote retreats and help facilitate people to go on them. One of our latest initiatives has been to extend our offer of a year's free membership for the newly ordained to those newly licensed as Readers, recognising that it is not always the clergy who promote and organise parish retreats, or encourage individuals to go on one. Another is to include carers, when accompanying those who are dependent on their help, in our bursary scheme.

In the summer of 2020 the decision was made to send a cash gift to each of our member retreat houses, equal to their annual subscription fee, as a gesture of our support and to help them publicise their reopening after several months of being shut. It was also decided to set aside a sum of money to temporarily extend our bursary scheme to help NHS staff and care workers go on retreat between August 2020 and April 2021. It is a way of recognising the stressful and exhausting time these people have been through caring for Coronavirus patients and to aid their recovery. These bursaries will cover half the cost up to a maximum of £150 per person.

**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 of £37,186 has increased this year compared with last year of £21,369. This has been mainly due to the fact that there was additional income received this year for the spiritual advisers conference (SAC) which was not held due to the implications of the coronavirus and will therefore be refunded to the Diocesan's. Total expenditure has increased marginally to £51,366 compared with last year of £51,070. The majority of the increase has occurred due to increased expenditure in relation to Project – Tool kit as well as an increase in donations and further work required from the administrator. As mentioned above, the SAC refunds also significantly increased expenditure by £15,395.

The investments show an unrealised loss of £2,797 for the year compared with £4,746 unrealised loss in 2019. This has resulted in an overall net deficit for the year of £16,977.

**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 2020 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 been met.
- (2) to which, in my opinion, attention should be drawn in order to enable the 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 2020**

<u>Income and Expenditure</u>	Note	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
<u>Income from:</u>					
<i>Charitable activities</i>					
-Membership subscriptions		12,021	-	12,021	12,298
-Spiritual Advisers' conference		15,395	-	15,395	-
-Sundries/bursary		1,005	-	1,005	65
-Donations and legacies		3,173	-	3,173	3,238
-Investment income		5,592	-	5,592	5,768
Total income		<u>37,186</u>	<u>-</u>	<u>37,186</u>	<u>21,369</u>
<u>Expenditure on:</u>					
<i>Expenditure on charitable activities</i>					
Direct charitable expenditure	2	49,255	-	49,255	49,284
Bursary expenditure		2,111	-	2,111	1,786
Total expenditure		<u>51,366</u>	<u>-</u>	<u>51,366</u>	<u>51,070</u>
Net outgoing resources for the year		(14,180)	-	(14,180)	(29,701)
(Losses)/profits on investments:					
Unrealised	3	(2,797)	-	(2,797)	(4,746)
Realised		-	-	-	20,000
Net movement in funds		<u>(16,977)</u>	<u>-</u>	<u>(16,977)</u>	<u>(14,447)</u>
Total fund balance brought forward at 1 April 2019		161,137	-	161,137	175,584
Total fund balance carried forward at 31 March 2020		<u>144,160</u>	<u>-</u>	<u>144,160</u>	<u>161,137</u>

*The attached notes on pages 8-10 form part of these accounts*

**BALANCE SHEET  
FOR THE YEAR ENDED 31 MARCH 2020**

	<b>Note</b>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
Fixed Assets			
Investments	3	147,265	170,062
 Current Assets			
General fund		21,498	4,339
Bursary fund		1,178	7,064
Cash at bank		<u>22,676</u>	<u>11,403</u>
 Total Current Assets		<u>22,676</u>	<u>11,403</u>
 Creditors: amounts falling due within one year	4	22,781	14,328
 Net current assets		(105)	(2,925)
 Creditors: amounts falling due after more than one year	4	3,000	6,000
 Net Assets		144,160	161,137
 <u>Funds</u>			
General fund		142,982	154,073
Bursary fund (designated)	5	1,178	7,064
		<u>144,160</u>	<u>161,137</u>

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

The Reverend Barry Preece, Chair of the Committee of Trustees

## **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 2020 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**

	<b>2020</b>	<b>2019</b>
<u>Charitable expenditure</u>	<b>£</b>	<b>£</b>
Donations	2,000	11,000
Grant to Bishops' Retreats	-	1,000
Grant to Retreat Association	<b>(Note A)</b> 128	4,000
Spiritual Advisers Conference costs	2,338	8,167
Spiritual Advisers Conference refunds	15,395	-
Contributions paid to the Retreat Association	<b>(Note B)</b> 5,798	8,518
APR administrator	7,449	6,493
Publicity & website	683	1,477
Newsletters/postage	1,033	943
Bursary payment	-	246
RA journal and cost of events	4,082	262
Consulting	300	-
Project - tool kit	<u>3,097</u>	<u>-</u>
	<b>42,303</b>	<b>42,106</b>

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**

**Note A) Grant to Retreat Association**

	<b>£</b>
Paid 2020	4,128
Accrued 2019	<u>(4,000)</u>
	128

**Note B) Contributions paid to the Retreat Association**

	<b>£</b>
Paid 2020	6,000
Accrued 2019	(213)
Accrued 2020	<u>11</u>
	5,798

**Direct charitable expenditure (continued)**

Governance costs

Travelling and meetings	3,262	4,291
Independent examination fee	2,302	2,160
Stationery and office expenses	<u>1,388</u>	<u>727</u>
	6,952	7,178
<b>Total direct charitable expenditure</b>	<b><u>49,255</u></b>	<b><u>49,284</u></b>

**3. Investments**

Assets are held with The Central Board of Finance of the Church of England as follows:

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Investment fund shares		
Market value at 1 April 2019	170,062	174,808
Value of shares sold in year	(20,000)	(20,000)
Unrealised investment profit/(loss)	(2,797)	15,254
Market Value at 31 March 2020	<b><u>147,265</u></b>	<b><u>170,062</u></b>

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2020**

<b><u>4. Creditors</u></b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Amounts falling due within one year:		
Accruals	1,586	1,473
Donations payable	4,000	9,000
Creditors	17,195	3,855
	<b><u>22,781</u></b>	<b><u>14,328</u></b>

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Amounts falling due after more than one year:		
Donations payable	3,000	6,000

**5. Reserves**

**Assets from balance Sheet**

	<b>£</b>	<b>£</b>
General fund at 1 April 2020		142,982
Bursary fund at 1 April 2020		1,178
		<u>144,160</u>

**Designated funds**

Bursary fund	<u>(1,178)</u>	(1,178)
--------------	----------------	---------

**Planned expenditure**

Yearly cost of administration	15,000	
RA donation for a Fundraiser	7,000	
Running costs	50,000	
Project allocation – NHS Bursary	10,000	
		(82,000)
<b>Contingency</b>		<u>(20,000)</u>
<b>Surplus</b>		<b>40,982</b>

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 2021
- The Trustees need to underwrite the costs of major events such as the biennial diocesan Spirituality Advisers' Conference, next taking place in April 2022.

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2020**

**6. Trustee expenses**

Trustee travel expenses totalling £1,899 (2019: £1,817) were reimbursed or paid for 8 trustees by the charity in the year.

**7. Donation commitments**

During the year ended 31<sup>st</sup> March 2019, a maximum future donation of £15,000 was committed to be paid over three years to the RA fundraiser. A total of £4,000 was paid during the year ended 31<sup>st</sup> March 2019 with a further £4,000 being paid during the year ended 31<sup>st</sup> March 2020.