

THE ASSOCIATION FOR PROMOTING RETREATS
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2021

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	Mr Stewart McCredie (elected Sept 2017)
Revd Alison Christian (elected Jan 2018)	Dawn Pointing (elected Jan 2020)
Revd Carol Smith (elected Jan 2018)	Revd Nicholas Buxton (elected Oct 2019)
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 John Stroyan
Chair	Revd Barry Preece
Vice Chair	Revd Alison Christian
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:

Once again Covid has dominated all our lives and presented many challenges to organisations like our own, but I am pleased to report that we have had a very productive year and accomplished a great deal.

The postponed Diocesan Spirituality Advisers' Conference had to be deferred once again owing to the pandemic, but we are reasonably confident that it will go ahead in April 2022 with the same speakers and programme. Similarly, the retreat that was postponed in 2020 will go ahead in early November 2021.

Last year's AGM, which went ahead on Zoom, was the best attended for many years and this year's AGM, which follows the retreat, will be a hybrid event for people to attend in person or by Zoom. We will continue to use Zoom in future years both for the AGM and for most Trustees' meetings.

It has been decided to hold annual online gatherings for members, where people can contribute thoughts and ideas for our ongoing work, and the first will be held in May 2022.

We have extended our offer of a year's free membership, which has been available to newly ordained clergy for many years, to all newly licensed Readers/Lay Ministers. Diocesan Spirituality Advisers receive free membership while they remain in post.

The Bursary Scheme has been reviewed and it was decided to increase the maximum sum from £150 to £200. These cover up to half of the total cost for individuals who would otherwise be unable to afford the full cost of going on retreat.

Members generously contributed over £6,000 to our NHS Bursary Scheme and, due to the fact that NHS staff and care workers will be under continued pressure during the coming winter, we have decided to extend the scheme until the end of June 2022. We hope to receive some further donations from Church Times readers in response to an advert we have placed in October 2021.

The final payment of a £15000 grant made to help the work of the Retreat Association, which was spread over the last three years, has now been paid. This grant has helped them to increase funds for their charity in order to create a more sustainable income generating capacity over a period of time by allowing them to focus on a number of potential sources.

The Trustees now meet monthly on Zoom to pray for our houses, our members, forthcoming events and various aspects of our ongoing work.

We are running a Beginners' Retreat Weekend in October 2021 which is designed to train those who are looking to lead future retreats aimed at those who are attending a retreat for the first time.

The Trustees held a residential meeting at Llangasty Retreat House, near Brecon, at the end of September 2021. This was a particularly fruitful event which gave birth to a number of potential future projects, most notably creating retreats specifically for teenagers and young people. A planning group has been created to work with the results of research and consultations which have been set in motion.

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 £24,458 has decreased this year compared with last year of £37,186. This has been mainly due to the fact that there was additional income received in the prior year for the spiritual advisers conference (SAC) which was not held due to the implications of the coronavirus and therefore the majority was refunded to the Dioceses. Total expenditure has decreased to £27,104 compared with last year of £51,366. The majority of the decrease has occurred due to the refunds of the SAC mentioned above.

The investments show an exceptional unrealised profit of £30,074 for the year compared with £2,797 unrealised loss in 2020. This has resulted in an overall net surplus for the year of £27,428 (2020: £16,977 deficit). See note 3 & 8 for further details.

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 2021 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 2021**

<u>Income and Expenditure</u>	Note	Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
		2021	2021	2021	2020
		£	£	£	£
<u>Income from:</u>					
Charitable activities					
-Membership subscriptions		10,752	-	10,752	12,021
-Spiritual Advisers' conference		-	-	-	15,395
-Sundries/bursary		230	-	230	1,005
-Donations and legacies		3,178	-	3,178	3,173
-Investment income		4,927	-	4,927	5,592
-NHS bursary fund		5,266	-	5,266	-
-Spiritual Directors		106	-	106	-
Total income		24,458	-	24,458	37,186
<u>Expenditure on:</u>					
Expenditure on charitable activities					
Direct charitable expenditure	2	25,851	-	25,851	49,255
Bursary expenditure		1,253	-	1,253	2,111
Total expenditure		27,104	-	27,104	51,366
Net outgoing resources for the year		(2,646)	-	(2,646)	(14,180)
(Losses)/profits on investments:					
Unrealised 3 Realised		30,074	-	30,074	(2,797)
		-	-	-	-
Net movement in funds		27,428	-	27,428	(16,977)
Total fund balance brought forward					
at 1 April 2020		144,160	-	144,160	161,137
Total fund balance carried forward					
at 31 March 2021		171,588	-	171,588	144,160

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

**BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	2021 £	2020 £
Fixed Assets			
Investments	3	157,339	147,265
Current Assets			
General fund		5,275	21,498
Bursary fund		15,617	1,178
Cash at bank		20,892	22,676
Total Current Assets		20,892	22,676
Creditors: amounts falling due within one year	4	6,644	22,781
Net current assets		14,249	(105)
Creditors: amounts falling due after more than one year	4	-	3,000
Net Assets		171,588	144,160
<u>Funds</u>			
General fund		155,971	142,982
Bursary fund (designated)	5	15,617	1,178
		171,588	144,160

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 2021 there were 283 full members and 191 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.

<u>2. Direct charitable expenditure</u>	2021	2020
<u>Charitable expenditure</u>	£	£
Donations	-	2,000
Grant to Retreat Association	-	128
Spiritual Advisers Conference costs	-	2,338
Spiritual Advisers Conference refunds	-	15,395
Contributions paid to the Retreat Association	6,000	5,798
APR administrator	7,406	7,449
Publicity & website	573	683
Newsletters/postage	1,155	1,033
RA journal and cost of events	3,754	4,082
Consulting	-	300
Project - tool kit	-	3,097
Bank charges	15	-
NHS bursary	3,194	-
IT software and consumables	126	-
	<u>22,223</u>	<u>42,303</u>

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2021**

Direct charitable expenditure (continued)

Governance costs

Travelling and meetings	-	3,262
Independent examination fee	3,105	2,302
Stationery and office expenses	524	1,388
	3,629	6,952
 Total direct charitable expenditure	 25,851	 49,255

3. Investments

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

	2021	2020
	£	£
Investment fund shares		
Market value at 1 April 2020	147,265	170,062
Value of shares sold in year	(20,000)	(20,000)
Unrealised investment profit/(loss)	30,074	(2,797)
 Market Value at 31 March 2021	 157,339	 147,265

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2021**

<u>4. Creditors</u>	2021	2020
	£	£
Amounts falling due within one year:		
Accruals	2,644	1,586
Donations payable	4,000	4,000
Creditors	-	17,195
	6,644	22,781
	2021	2020
	£	£
Amounts falling due after more than one year:		
Donations payable	-	3,000
 <u>5. Reserves</u>		
Assets from balance Sheet	£	£
General fund at 1 April 2021		155,971
Bursary fund at 1 April 2021		15,617
		171,588
Designated funds		
Bursary fund	(15,617)	(15,617)
 Planned expenditure		
Yearly cost of administration	15,000	
Running costs	50,000	
Project allocation – NHS Bursary	10,000	
		(75,000)
Contingency		(20,000)
Surplus		60,971

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 2022.

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 31ST MARCH 2021**

6. Trustee expenses

Trustee travel expenses totalled £Nil (2020: £1,899) during the year. All trustee expenses are reimbursed when incurred.

7. Donation commitments

During the year ended 31st March 2019, a maximum future donation of £15,000 was committed to be paid over three years to the RA fundraiser. A total of £12,000 has been paid thus far (£4,000 paid during the year ended 31st March 2021) leaving £3,000 due in less than one year.

8. Exceptional items

During the year, an unrealised profit was made on investments of £30,074.