

Registered Charity Number: 1106392  
Company number: 05141218

## Contemplative Fire

### UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 May 2017



## **Contemplative Fire**

### **Contents**

<b>Contents</b>	<b>Page</b>
Administrative Information	1
Trustees' annual report	2 - 5
Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 - 13

## **Contemplative Fire**

### **Administrative Information for the year ended 31 May 2017**

#### **Directors**

John Marsh

Francoise Pinteaux-Jones

Elaine Wilkins

Charlotte Wright

Paul Arnesen

(resigned 22 June 2016)

#### **Charity number**

1106392

#### **Company number**

05141218

#### **Registered office**

The Circle

33 Rockingham Lane

Sheffield

S1 4FW

#### **Independent Examiner**

Sarah Lightfoot, ACA DChA

Voluntary Action Sheffield

Community Accounting Service

The Circle

33 Rockingham Lane

Sheffield

S1 4FW

## **Contemplative Fire**

### **Trustees' annual report For the year ended 31 May 2017**

The trustees (who are also the directors of the company for the purposes of company law) submit their annual report and the financial statements for the year ended 31 May 2017.

#### **Structure, governance and management**

Contemplative Fire is a registered charity, and a company limited by guarantee, not having share capital. Every member undertakes to contribute an amount not exceeding £1 to the assets of the charity in the event of the charity being wound-up during the period of membership, or within one year thereafter. It was incorporated on 28 May 2004 and became a charity on 21 October 2004. Contemplative Fire is governed by the rules and regulations set down in its company Memorandum and Articles of Association as last updated on 28 May 2004.

In June 2016, following consultations and voting within the community, the Trustees adopted the new constitution of a Charitable Incorporated Organisation (CIO) with voting members other than its Charity Trustees. A timetable for conversion is still awaited.

The overall strategic direction of the charity is determined by the Trustees, to be implemented by the Administrator and Companions of the charity.

The Trustees meet 3 or 4 times a year. All meetings are minuted and all major strategic decisions are voted on, with a simple majority being required to pass a resolution.

Authority for day to day operational matters is delegated to the Administrator, in conjunction with the Chair.

There is one part-time Administrator who is self-employed.

#### ***Acknowledged Community***

Contemplative Fire is an Acknowledged Community registered with the Advisory Council for the Relations of Bishops and Religious Communities of the Church of England. The Community is accompanied by the Right Reverend Paul Bayes, Bishop of Liverpool and Sister Rosemary, Sisters of the Love of God (SLG).

#### ***Method of Recruitment and Appointment of Trustees***

Existing Trustees use succession planning and skills audit, to identify the need for future trustees and the timeframe and skills required. A member of the community then acts as a focal point for communication with all community members to assist in identifying potential trustees in line with the trustee role description. Following a period of discernment, potential trustees are proposed to the existing trustee board. Each potential new trustee is then matched with an existing trustee for a period of mutual discussion, exploration and discernment, which includes their attendance as an observer at a trustee meeting. All existing Trustees have an input into the final decision on appointments.

Induction for new Trustees includes provision of Charity Commission guidance on roles and responsibilities of trustees and an offer of attending an external trustee training session, as well as internal discussions about how to apply the vision and values of Contemplative Fire to its governance, and an exploration of the story of Contemplative Fire thus far.

The charity recognizes the need for on-going training and all Trustees are encouraged to develop their relevant skills and expertise.

#### ***Risk and corporate governance matters***

The Trustees have examined the major strategic, business and operational risks which the charity faces and seek to minimize the effects of risk on the members of the charity. The Trustees as a body are responsible for risk management and corporate governance matters.

## Contemplative Fire

### Trustees ' annual report - continued For the year ended 31 May 2017

#### Charitable objectives and activities

Contemplative fire is a dispersed, ecumenical community and is an acknowledged community registered with the Church of England. We celebrate natural beauty, stillness and silence, deep connectedness and the play of wisdom. We seek to live the mystery of the way of Christ through our rhythm of life "travelling light, dwelling deep" which flows from a Trinitarian understanding of the nature of god.

Contemplative Fire's objectives are to:

- a) advance the Christian religion, and
- b) advance the education of the public on matters concerning the preservation, conservation and protection of the environment and the prudent use of natural resources.

#### Achievements and performance

Significant events relating to the objects during the year included:

- *Wisdom on the Way days* for Companions and guests: July 2016 (Walking with Hildegard of Bingen - mystic, leader, liturgist, musician, artist and gardener, led by Susan Blagden), November 2016 (Bon Comino, Greetings Pilgrim, led by Tony Mealing), March 2017 (Understanding the Revelations of Julian of Norwich in the 21st century, led by Sr Pamela, Convent of All Hallows) and May 2017 (Jesus said, 'I am come that you may have fullness of life': Life in its Fullness – An Integral Exploration of Spirituality and Mental Health, led by Jo Rowbotham).
- *Still Waters, Way Beyond Religion groups and Gatherings* in different parts of the country for Companions and guests.
- *Contemplative Fire Annual Retreat* for Companions and guests: July 2016, Practising the Wisdom of the Way, led by Jacky Stride and Gill Greenwood, at Parcevall Hall, North Yorkshire.
- *Pilgrimage to Now/here*: for Companions and guests, run in different venues including the village of Saltmarsh in East Yorkshire and the Longshaw Estate on the edge of Sheffield.
- *Woodland Gatherings*: the High Wycombe group runs a regular eucharist or agape in a woodland area.
- Our commitment to engaging with other communities eg Anglican Religious Communities (ARC) and the outreach ministries that Companions are engaged with as part of our compassionate living (eg working alongside the homeless and people using food banks or supporting families with children with disabilities in Africa).
- Meditation is Mission seminar with Companions of Contemplative Fire, Revd Susan Blagden and Françoise Pinteaux-Jones, devised by Jo Rowbotham - a contribution to the conference Mission in the Catholic Tradition run by the diocese of Monmouth in partnership with the diocese of Gloucester.
- the commissioning of a new website has begun, which will help promote the practice of contemplative prayer and contemplative living.

## **Contemplative Fire**

### **Trustees' annual report - continued For the year ended 31 May 2017**

#### **Achievements and performance - continued**

We are a dispersed and relatively hidden community of contemplatives-in-action. Where we have Gatherings or local groups, their task is to deepen and sustain our rhythm of life and to welcome and nurture those who are enquiring and searching. At the end of the year we had 95 Companions in the community, and had Gatherings or small groups in:

- Emsworth, Hants
- Essex
- Sheffield, S Yorks
- Windsor, Berks
- High Wycombe and Wendover, Bucks
- London

Their achievements include holding small groups and events such as: Still Waters, Way Beyond Religion, Pilgrimages to Now/here, Open Circles, Gatherings, 3s, and exploring spiritual reading across faith traditions.

To help in the resourcing of the contemplative discipleship of Companions, in addition to the above, we provide Advent and Lent resources, and the Rhythm of Life Resources book.

#### **Public Benefit**

The Trustees have paid due regard to the Charity Commission guidance on public benefit in deciding what activities the charity should undertake, how they are carried out and in exercising their duties and powers.

There is a clear intention that both of our charitable objectives would be of benefit to the wider public and that the charity will undertake activities that are open to all.

#### **Plans for the future**

The charity is still seeking to convert to CIO status, developing a new category of Friend of the charity, exploring new models of leadership with the development of a new Hub of ten Companions, and looking at different avenues for growth led by the development of a new website.

#### **Financial review**

The year to 31 May 2017 saw a reduction in total income of 14% to £44,750 and a reduction in total expenditure of 42% to £31,206, resulting in a surplus of £13,544. Contemplative Fire has undergone a period of planned transition and these changes were expected. The decline in donations from Companions proved to be relatively limited and regular monthly donations appear to have stabilised at a little under £1,900 per month. The significant fall in expenditure was largely due to the retirement of Philip Roderick (late in the previous financial year) as paid Community Leader.

## Contemplative Fire

### Trustees' annual report - continued For the year ended 31 May 2017

#### Reserves policy

All surpluses are held as free reserves which are expended to enable the charity to "bridge the gap" in periods when donations from Companions are insufficient to allow the charity to meet its expenditure. Over the longer term it is intended to hold reserves equivalent to 3-6 months of current expenditure. However, over the recent period reserves have been considerably higher than this, due to the need to cover the eventual cost of commissioning the new website and uncertainty over future remunerated staffing requirements.

Free reserves at 31 May 2017 were £40,762 which is equivalent to just over 15 months expenditure.

#### Exemption

The trustees have taken advantage of the exemptions available to small companies including the audit exemption (see statement on balance sheet).

#### Directors' responsibilities for the financial statements

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the trustees are required to: select suitable accounting policies and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The Trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company, and enable them to ensure that the financial statements comply with the Companies Act 2006. The directors are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

#### Small company provisions:

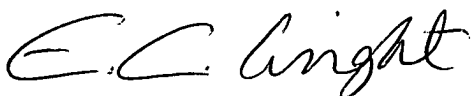
This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The trustees declare that they have approved the trustees' report above on 10/9/17

Signed on behalf of the trustees:

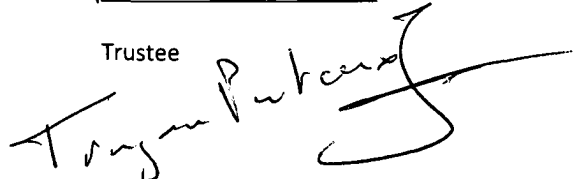
Print name: E. C. WRIGHT

Trustee



Print name: F. PUYTEAUX-JONES

Trustee



## Contemplative Fire

### Independent Examiner's report on the Financial Statements for the year ended 31 May 2017

I report on the accounts of Contemplative Fire for the year ended 31 May 2017 which are set out on pages 7 to 13.

#### Respective responsibilities of the Trustees and the examiner

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145 (5) (b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's report


My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 appropriate accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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: \_\_\_\_\_



*Sarah Lightfoot, ACA, DChA*

Voluntary Action Sheffield  
Community Accountancy Service  
The Circle  
33, Rockingham Lane  
Sheffield  
S1 4FW

Date: 21 September 2017



## Contemplative Fire

### Statement of Financial Activities (incorporating the income and expenditure account) for the year ended 31 May 2017

	Notes	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
<b>Income from:</b>					
Donations and grants	2	34,299	166	34,465	42,188
Charitable activities	3	10,285	-	10,285	9,644
Investments		-	-	-	-
<b>Total income</b>		<b>44,584</b>	<b>166</b>	<b>44,750</b>	<b>51,832</b>
<b>Expenditure on:</b>					
Charitable activities	4	31,056	150	31,206	53,814
<b>Total expenditure</b>		<b>31,056</b>	<b>150</b>	<b>31,206</b>	<b>53,814</b>
<b>Net income/(expenditure)</b>		<b>13,528</b>	<b>16</b>	<b>13,544</b>	<b>(1,982)</b>
Total funds brought forward		27,234	1,610	28,844	30,826
<b>Total funds carried forward</b>		<b>40,762</b>	<b>1,626</b>	<b>42,388</b>	<b>28,844</b>

## Contemplative Fire

### Balance sheet

As at 31 May 2017

	Notes	2017 £	2016 £
<b>Fixed Assets</b>			
Tangible Assets	6	-	-
<b>Current assets</b>			
Debtors	7	28,671	22,728
Cash at bank and in hand		22,198	14,476
<b>Total current assets</b>		50,869	37,204
Creditors: amounts falling due within one year	8	(7,591)	(8,360)
<b>Net current assets</b>		<b>43,278</b>	<b>28,844</b>
<b>Total assets less current liabilities</b>		<b>43,278</b>	<b>28,844</b>
Creditors: amounts falling due after more than one year		-	-
<b>Total net assets</b>		<b>43,278</b>	<b>28,844</b>
<b>Funds of the Charity</b>			
Unrestricted funds		40,762	27,234
Restricted income funds	9	1,626	1,610
<b>Total funds</b>	10	<b>42,388</b>	<b>28,844</b>

For the year ending 31 May 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The director's acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime.

The financial statements were approved by the board of trustees, and authorised for issue on

10/9/17

Signed on behalf of the board by:

Print name: E. C. WRIGHT

Trustee

*E.C. Wright*

## Contemplative Fire

### Notes to the Accounts for the year ended 31 May 2017

#### 1 Accounting Policies

##### (a) General

The financial statements 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 (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The financial statements have also adopted Charities SORP (FRS 102) Bulletin 1.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value. There are no restatements require to any balance.

##### (b) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from donations is recognised in the year in which the donations were received or notified. Gift aid claimable on qualifying donations is provided for in the year the donations are recognised.

Event income and donations are recognised in the year in which the event took place. Where events have no set charge, income is treated as donations and gift aid is claimed on qualifying donations. Where events have a set charge but monies are received from attendees in excess of this fee, these monies are treated as donations and gift aid is claimed on qualifying donations. All event income and donations are recognised in the accounts as income from charitable activities. Associated gift aid is classified as income from donations and grants.

Bank interest is recognised as income when it is credited to the bank statement. All bank interest is treated as unrestricted income to the General Fund.

##### (c) Expenditure and liabilities

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

##### (d) Tangible fixed assets

All items of capital expenditure below £500 are written off as incurred.

Depreciation has been calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets over their expected useful lives on a straight line basis.

Computer equipment	3 years
Office furniture	5 years

##### (e) Fund accounting

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific artistic projects being undertaken by the charity.

## Contemplative Fire

### Notes to the Accounts - continued for the year ended 31 May 2017

#### 2 Income from donations and grants

	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
Donations	27,487	135	27,622	34,190
Tax recoverable on donations eligible for gift aid	5,812	31	5,843	6,998
Grants	1,000	-	1,000	1,000
	<b>34,299</b>	<b>166</b>	<b>34,465</b>	<b>42,188</b>

#### 3 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
Event income and donations	10,285	-	10,285	9,644
	<b>10,285</b>	<b>-</b>	<b>10,285</b>	<b>9,644</b>

#### 4 Expenditure on charitable activities

	Note	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
Activities of workshop and training		10,095	-	10,095	11,698
Staff costs	5	890	-	890	24,800
Administration - self employed costs		13,674	-	13,674	11,550
Travel costs		890	-	890	981
Support costs		5,027	-	5,027	4,305
Independent examiner's fees		480	-	480	480
Bursaries given towards event costs		-	150	150	-
		<b>31,056</b>	<b>150</b>	<b>31,206</b>	<b>53,814</b>

Other fees paid to Independent examiner's organisation for IT support  
(2016: Registered office fee)

**1,019** **72**

## Contemplative Fire

### Notes to the Accounts - continued for the year ended 31 May 2017

#### 5 Staff Costs

	2017 £	2016 £
Salaries	-	24,800
	<u>-</u>	<u>24,800</u>

There were no employees during the year (2016: the average number of employees during the period was 2).

#### 6 Tangible fixed assets

	Computer Equipment £	Total £
<b>Cost</b>		
As at 1 June 2016	1,242	1,242
As at 31 May 2017	<u>1,242</u>	<u>1,242</u>
<b>Depreciation</b>		
As at 1 June 2016	1,242	1,242
As at 31 May 2017	<u>1,242</u>	<u>1,242</u>
<b>Net Book Value</b>		
As at 31 May 2017	<u>-</u>	<u>-</u>
As at 31 May 2016	<u>-</u>	<u>-</u>

#### 7 Debtors

	2017 £	2016 £
Income tax recoverable on gift aid donations	28,471	22,628
Other debtors	200	100
	<u>28,671</u>	<u>22,728</u>

#### 8 Creditors: amounts falling due within one year

	2017 £	2016 £
Trade creditors	1,326	1,641
Accruals	480	480
Taxes & social security	-	550
Deferred event income	5,785	5,689
	<u>7,591</u>	<u>8,360</u>

## Contemplative Fire

### Notes to the Accounts - continued for the year ended 31 May 2017

#### 9 Restricted funds

	Balance at 01-Jun-16 £	Income £	Expenditure £	Balance at 31-May-17 £
Bursary fund	1,610	166	(150)	1,626
	<u>1,610</u>	<u>166</u>	<u>(150)</u>	<u>1,626</u>

##### Bursary fund

Companions/members are invited to contribute to the Bursary Fund and are offered the opportunity of requesting a bursary payment towards the Community Weekend or the annual Retreat, which are relatively expensive for people on low incomes. Bursary rates (total available per event) are £200 per event and £100 maximum per person. There is a form for requests and two Trustees are delegated the responsibility of agreeing and signing off bursary applications. The fund is only available to Companions/members.

#### 10 Net assets by fund

	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
Net current assets	41,652	1,626	43,278	28,844
	<u>41,652</u>	<u>1,626</u>	<u>43,278</u>	<u>28,844</u>

#### 11 Trustees remuneration, benefits and expenses

One trustee received travel expenses totalling £98 during the year (2015: three trustees received £587). No trustees received remuneration for their role.

#### 12 Related party transactions

During the year trustees and close family members donated £6,370 before gift aid, included within the total of Note 2.

## Contemplative Fire

### Notes to the Accounts - continued for the year ended 31 May 2017

#### 13 Statement of Financial Activities - previous year fund analysis

	2017			2016		
	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
	£	£	£	£	£	£
<b>Income from:</b>						
Donations and grants	34,299	166	34,465	41,934	254	42,188
Charitable activities	10,285	-	10,285	9,644	-	9,644
<b>Total income</b>	<b>44,584</b>	<b>166</b>	<b>44,750</b>	<b>51,578</b>	<b>254</b>	<b>51,832</b>
<b>Expenditure from:</b>						
Charitable Activities	31,056	150	31,206	53,814	-	53,814
<b>Total expenditure</b>	<b>31,056</b>	<b>150</b>	<b>31,206</b>	<b>53,814</b>	<b>-</b>	<b>53,814</b>
<b>Net income/(expenditure)</b>	<b>13,528</b>	<b>16</b>	<b>13,544</b>	<b>(2,236)</b>	<b>254</b>	<b>(1,982)</b>
Total funds brought forward	27,234	1,610	28,844	29,470	1,356	30,826
<b>Total funds carried forward</b>	<b>40,762</b>	<b>1,626</b>	<b>42,388</b>	<b>27,234</b>	<b>1,610</b>	<b>28,844</b>