

Registered Charity Number
1140727

Registered Company Number
07320054

Sue Ryder Prayer Fellowship (Parmoor)

Report and Accounts

For The Period Ended

31 December 2019



Sue Ryder Prayer Fellowship (Parmoor)
Report and accounts
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Sue Ryder Prayer Fellowship (Parmoor)

The report of the trustees for the year ended 31 December 2019

Introduction

The trustees present their annual report and accounts for the period ended 31st December 2019. The board of trustees are satisfied with the performance of the charity during the period and the position at 31st December 2019 and consider that the charity is in a good position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

Name, registered office and constitution of the charity

The full name of the charity is the Sue Ryder Prayer Fellowship.

The legal registration details are :-

<i>Date of incorporation</i>	20/07/2010
<i>Company Registration Number</i>	07320054
<i>The Registered Office is</i>	St. Katharine's, Parmoor, Frieth Oxfordshire. RG9 6NN
<i>Charity Registration Number</i>	1140727

Objectives and Activities of the Charity

A summary of the objects of the charity as set out in its governing document.

St. Katharine's is a Retreat House and provides a place where groups or individuals of all faiths or none can meet to find peace, a time for reflection and the chance to enjoy the house, the garden and the surrounding countryside.

Structure, Governance and Management

Nature of the Governing Document and constitution of the charity

The memorandum and articles of association of the company act as the governing document and its constitution.

The methods adopted for the recruitment and appointment of new trustees

New trustees are recruited by the existing trustees after interviewing them and considering their past achievements and their potential future contributions to the charity and its wider objectives.

Sue Ryder Prayer Fellowship (Parmoor)

The report of the trustees for the year ended 31 December 2019

Financial Review

Policies on reserves

The company is limited by guarantee and therefore has no share capital. A reserves policy has been established with the following priorities :

Unrestricted Funds have been and will continue to be used to upgrade bedroom facilities in the house and further planned maintenance.

The charity only has one restricted fund (restricted by the donor and not available for general purposes), The Lady Ryder Memorial Garden Fund. This is being used to renovate the walled garden.

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

Transactions and Financial position

The financial statements are set out on pages 6 to 15. The financial statements have been prepared implementing the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission for England and Wales (revised in June 2008) and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). As stated in the introduction to this report, the trustees consider the financial performance by the charity during the year to have been satisfactory.

The Statement of Financial Activities show net outgoing resources for the period of a revenue nature of £ 182,122 and net realised outgoing resources of a capital nature of £ nil, making net overall realised outgoing resources of £182,122.

The total reserves at the year end after accounting for unrealised losses of £ nil, stand at £560,380.

Free unrestricted liquid reserves amounted to £42,623.

Specific changes in fixed assets

There have been no movements in fixed assets.

Share Capital

The company is limited by guarantee and therefore has no share capital

Day to day management of the charity

Mr Stewart McCredie was appointed a director from 1st February 2019.

Sue Ryder Prayer Fellowship (Parmoor)

The report of the trustees for the year ended 31 December 2019

The members of the Board of Trustees of the Charity during the period ended 31st December 2019 were :-

Ruth Young
The Reverend Canon Robert Clifton
Kathleen Fitzsimmons
The Reverend Charles Christiaan Radburn
Susan Poole
Rosemary King
The Reverend Susan Lepp
The Reverend Robert Carlyle Pestell

All the directors of the company are also trustees of the charity, and their responsibilities include all

Statement of Directors' and Trustees' Responsibilities

The Charities Acts and the Companies Acts require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are also responsible for the contents of the trustees' report.

Method of preparation of accounts

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

Chairman's report

2019 has been a great year of change, heralded by the arrival of Stewart McCredie, our new director, with his wife Gill.

It soon became clear that there was much still to do in bringing St, Katharine's around to its original intention - to be a Christian Retreat House, but Stewart showed himself to be a visionary and highly skilled in facilitating all the changes that would make this possible.

New direction brought a clear programme of planned events designed to resonate with local and wider interest, aided by careful networking among Church and parachurch organisations which in turn encouraged new interest. The future is looking very promising.

Staff settled into better and more supportive pastoral structures. Consequently, the atmosphere in

Sue Ryder Prayer Fellowship (Parmoor)

The report of the trustees for the year ended 31 December 2019

the house, despite ongoing difficulties, improved markedly, engendering a more welcoming and peaceful atmosphere for visitors.

It is hoped that the House has now turned an important corner, and we look forward to great new things in 2020.

The Revd Charles Christiaan Radburn
Director and Trustee

CC Radburn 18.1.2021

Sue Ryder Prayer Fellowship (Parmoor) Independent Accountant's Report

Report of the Independent Accountant to the trustees on the accounts of the Charity for the year ended 31st December 2019

We report on the financial statements of the charity on pages 6 to 15 which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) , effective April 2008, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005 revised in June 2008, under the historical cost convention and the accounting policies set out on page 10.

Respective responsibilities of directors and accountant

As described on page 3, the charity's trustees are responsible for the preparation of the accounts. The trustees consider that the audit requirement of Section 43(2) of the Charities Act 1993 (the Act) does not apply, and that there is no requirement in the memorandum and articles of the charity for the conducting of an audit, and that the charity is exempt from an audit under Section 477 of the Companies Act 2006. The trustees also consider the charity to be exempt from the requirement to be subject to Independent Examination.

Our responsibility is to prepare accounts upon the basis of the information supplied to us.

No statement of opinion

We have not carried out any audit procedures and have relied upon information supplied to us by the trustees, and the information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently we do not express an audit or other assurance opinion on the view given by the accounts.

Morgan Keen Limited
Accountants
Victoria House
32 Desborough Street
High Wycombe
Bucks

The date upon which this report was completed is :-
28 September 2020

Sue Ryder Prayer Fellowship (Parmoor)
Statement of Financial Activities
for the year ended 31 December 2019

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
Notes	2019 £	2019 £	2019 £	2018 £
Incoming resources				
<i>Incoming resources from generated funds</i>				
Donations & Legacies	2,173		2,173	5,462
Charitable activities	177,948		177,948	387,288
Other trading activities			-	-
Investments	-		-	-
Other	1,852		1,852	241
<i>Incoming resources from charitable activities</i>	18	-	18	-
Total incoming resources	181,991	-	181,991	392,991
<i>Costs of charitable activities</i>	364,113	-	364,113	538,143
<i>Governance costs</i>	-	-	-	2,300
Total resources expended	364,113	-	364,113	540,443
Income from operations before tax	(182,122)	-	(182,122)	(147,452)
Realised gains on the disposal of investments	-	-	-	-
Unrealised gains on investments	-	-	-	-
Net outgoing resources before transfers between funds	(182,122)	-	(182,122)	(147,452)
Gross transfers between funds	-	-	-	-
Net outgoing resources before other recognised gains and losses	(182,122)	-	(182,122)	(147,452)
Other recognised gains and losses	-	-	-	-
Net movement in funds	(182,122)	-	(182,122)	(147,452)
Reconciliation of funds				
<i>Total Funds brought forward</i>	711,171	31,331	742,502	889,954
<i>Total Funds carried forward</i>	529,049	31,331	560,380	742,502

The net movement in funds referred to above is the net incoming resources as defined in the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commission for England & Wales and is reconciled to the total funds as shown in the Balance Sheet on page 9 as required by the said statement.

All activities derive from continuing operations

The notes on pages 10 to 15 form an integral part of these accounts.

Sue Ryder Prayer Fellowship (Parmoor)
Statement of Financial Activities
for the year ended 31 December 2019
Income and Expenditure Account as required by the Companies Act
for the year ended 31 December 2019

	2019	2018
	£	£
Income		
Income from operations	180,121	392,750
Realised gains on the disposal of investments	-	-
Investment income	-	-
Interest receivable	-	-
Other operating income	1,870	241
Gross income	<u>181,991</u>	<u>392,991</u>
Expenditure		
Charitable expenditure, excluding depreciation	364,113	538,143
Governance costs	-	2,300
Net income before tax	<u>(182,122)</u>	<u>(147,452)</u>
Tax on surplus on ordinary activities	-	-
Deficit for the financial year	<u>(182,122)</u>	<u>(147,452)</u>
Gift Aid Payments	-	-
Retained Deficit for the financial year	<u>(182,122)</u>	<u>(147,452)</u>

All activities derive from continuing operations

The notes on pages 10 to 15 form an integral part of these accounts.

Sue Ryder Prayer Fellowship (Parmoor)
Statement of Financial Activities
for the year ended 31 December 2019

Statement of Total Recognised Gains and Losses
for the year ended 31 December 2019

	2019	2018
Excess of Income over Expenditure before realisation of assets	(182,122)	(147,452)
Loss per Profit and Loss account	(182,122)	(147,452)
Grants for the acquisition of fixed assets	-	-
Net Movement in funds before taxation	(182,122)	(147,452)

Movements in revenue and capital funds
for the year ended 31 December 2019

Revenue accumulated funds	Unrestricted Funds	Restricted Funds	Total Funds
	2019	2019	2019
	£	£	£
Accumulated funds brought forward	711,171	31,331	711,171
Recognised gains and losses before transfers	(182,122)	-	(182,122)
	529,049	31,331	529,049
Closing revenue accumulated funds	529,049	31,331	529,049

The notes on pages 10 to 15 form an integral part of these accounts.

Sue Ryder Prayer Fellowship (Parmoor)
Company Number 07320054
Balance Sheet
as at 31 December 2019

	Notes	2019 £	2018 £
The assets and liabilities of the charity :			
Fixed assets			
Tangible assets		344,304	344,304
Investments		210,015	215,961
Total fixed assets		<u>554,319</u>	<u>560,265</u>
Current assets			
Cash at bank and in hand	42,623	203,606	
Debtors			
Creditors:-			
amounts due within one year	7 (36,562)	(21,369)	
Net current assets		<u>6,061</u>	<u>182,237</u>
Total assets less current liabilities		<u>560,380</u>	<u>742,502</u>
Creditors:-			
amounts due after more than one year			
Net assets including pension asset / liability		<u>560,380</u>	<u>742,502</u>
The funds of the charity :			
Unrestricted income funds			
Unrestricted revenue accumulated funds	529,049	711,171	
Designated revenue funds			
Unrestricted capital funds			
Designated fixed asset funds			
Total unrestricted funds		<u>529,049</u>	<u>711,171</u>
Total restricted funds		<u>31,331</u>	<u>31,331</u>
Total charity funds		<u>560,380</u>	<u>742,502</u>

The directors are satisfied that for the year in question the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that no member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The director(s) acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The Revd Charles Christiaan Radburn
Trustee

C C Radburn 19.1.2021

Approved by the board of trustees on 28 September 2020

The notes on pages 10 to 15 form an integral part of these accounts.

Sue Ryder Prayer Fellowship (Parmoor)
Notes to the Accounts
for the year ended 31 December 2019

1 Accounting policies

Basis of preparation of the accounts

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, and all other applicable accounting standards, as modified by the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, (revised June 2008). The accounts have been drawn up in accordance with the provisions of the Charities (Accounts and Reports) Regulations 2008 and the Companies Acts, and include the results of the charity's operations which are described in the Trustees' Report, all of which are continuing.

Insofar as the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, (revised June 2008) requires compliance with specific Financial Reporting Standards other than the FRSSE then the specific Financial Reporting Standards have been followed where their requirements differ from those of the FRSSE.

Advantage has been taken of Section 396(5) of The Companies Act 2006 to allow the format of the financial statements to be adapted to reflect the special nature of the charity's operation and in order to comply with the requirements of the SORP.

The charity has taken advantage of the exemption in the FRSSE from the requirement to produce a cash flow statement.

The particular accounting policies adopted are set out below.

Accounting convention

The financial statements are prepared, on a going concern basis, under the historical cost convention.

Incoming Resources

Incoming resources are accounted for on a receivable basis.

Fixed assets and depreciation

All tangible fixed assets, except freehold land and buildings, are stated at cost less depreciation. Freehold land and buildings are stated at a valuation arrived at by a professionally qualified firm of valuers, who valued the assets on the basis of open market value in current use.

Items of less than £100 are not capitalised.

Depreciation has been provided at the following rates in order to write off the assets (less their estimated residual value) over their estimated useful economic lives.

Plant and machinery	25% straight line
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Sue Ryder Prayer Fellowship (Parmoor)
Notes to the Accounts
for the year ended 31 December 2019

Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities.

Funds structure policy

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

A fixed asset fund is maintained which represents the written down value of tangible fixed assets, and is divided into a restricted fixed asset fund representing the written down value of those assets subject to restrictions, with the balance being in a designated fund representing the written down value of those assets free of restrictions. The detailed operation of these funds is described under the accounting policy 'Capital grants'

There is no formal policy of transfer between funds or on the allocation of funds to designated funds, other than that described above.

Any other proposed transfer between funds would be considered on the particular circumstances.

2 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

Funds belonging to the charity have not been used for the purchase of insurance to protect the charity from loss arising from the neglect or defaults of its trustees, employees or agents, or to indemnify its trustees, employees or agents, against the consequences of any neglect or default on their part. The sum expended on such insurance was as indicated in the above schedule.

3 Statement that no expenses were paid to trustees or connected persons

No expenses were paid to trustees or persons connected with them.

Sue Ryder Prayer Fellowship (Parmoor)
Notes to the Accounts
for the year ended 31 December 2019

4 Detailed analysis of certain transactions required by the 2005 revision to the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales (effective April 2005)

Various items which are required by the 2005 revision to the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales (revised June 2008) to be disclosed in the notes to the accounts are set out in the Detailed Schedule to the Statement of Financial Activities and its appendices, which should be read together with these notes.

5 Investment Income	2019	2018
	£	£
Bank deposit interest received	<u>-</u>	<u>6</u>

6 Trustees' Remuneration

Neither the trustees nor any persons connected with them have received any remuneration, either in the current year or the prior year.

7 Creditors: amounts falling due within one year	2019	2018
	£	£
Deferred income	6,338	11,393
Accrued expenses	<u>30,224</u>	<u>9,976</u>
	<u>36,562</u>	<u>21,369</u>

Sue Ryder Prayer Fellowship (Parmoor)
Notes to the Accounts
for the year ended 31 December 2019

8 Analysis of the Net Movement in Funds	2019	2018
	£	£

9 Particulars of Individual Funds and analysis of assets and liabilities representing funds				
At 31 December 2019	Unrestricted	Designated	Restricted	Total
	funds	funds	funds	Funds
	£	£	£	£
Tangible Fixed Assets	344,304	-	-	344,304
	<u>344,304</u>	<u>-</u>	<u>-</u>	<u>344,304</u>

10 Endowment Funds

The charity had no endowment funds in the period.

11 Share Capital

The charity is incorporated under the Companies Act 1985 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding one pound as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter.

There are 11 members of the company .

Sue Ryder Prayer Fellowship (Parmoor)
Schedule to the Statement of Financial Activities
for the year ended 31 December 2019
Status of this schedule to the Statement of Financial Activities

This schedule is an intrinsic part of the accounts required to comply with the 2008 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2008. However, it is not a part of the statutory accounts required under the provisions of the Companies Act 2006 in relation to incorporated charities.

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2019	2019	2019	2018
	£	£	£	£
Incoming Resources				
Incoming Resources from generated funds				
Non government and non public bodies				
Incoming resources of a revenue nature				
Small donations individually less than £1000	2,173	-	2,173	2,462
Pat Gregory - Chapel Fund	-	-	-	2,000
Canon Coyle	-	-	-	1,000
Total	2,173	-	2,173	5,462
Total Grants, Legacies & Donations Received	2,173	-	2,173	5,462
Total Voluntary Income	2,173	-	2,173	5,462
Activities for generating funds				
Retreats	127,334	-	127,334	247,091
Accommodation and weddings	37,752	-	37,752	40,432
Property rents	12,862	-	12,862	22,679
Outside catering	-	-	-	150
Other charitable activities	-	-	-	76,936
Total of activities for generating funds	177,948	-	177,948	387,288
Investment Income				
Bank interest received	-	-	-	6
Total Investment Income	-	-	-	6

Incoming resources from charitable activities

Income from fundraising events	18	-	18	-
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Total Incoming resources from charitable activities

18	-	18	-
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Other Incoming Resources

Sundry other income	1,852	-	1,852	235
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1,852	-	1,852	235
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Total Incoming Resources

181,991	-	181,991	392,991
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Charitable expenditure**Support costs of charitable activities****Direct support costs**

Gross wages and salaries - charitable activities	212,060	-	212,060	268,652
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Temporary staff - charitable activities	-	-	-	3,831
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Food	20,136	-	20,136	50,758
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Housekeeping	334	-	334	4,535
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Costs of other charitable activities	165	-	165	1,170
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232,695	-	232,695	328,946
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Management and administration costs**in support of charitable activities**

-	-	-	-
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Indirect employee costs

Training and welfare	3,212	-	3,212	764
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Travel and subsistence	1,062	-	1,062	1,701
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4,274	-	4,274	2,465
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Premises Costs

Rates, water and service charges	17,111	-	17,111	2,378
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Insurance	13,497	-	13,497	15,333
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Light and heat	31,929	-	31,929	31,383
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Premises repairs and renewals	44,985	-	44,985	26,556
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Carpark	-	-	-	26,731
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Letting property repairs	-	-	-	10,009
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Roof repairs	-	-	-	76,761
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Garden	1,820	-	1,820	3,251
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109,342	-	109,342	192,402
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General administrative expenses:

Telephone and fax	1,314	-	1,314	2,033
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Postage	97	-	97	70
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Stationery and printing	401	-	401	1,010
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Computer expenses	5,851	-	5,851	2,466
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Volunteers' expenses	8,446	-	8,446	1,338
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Advertising and PR	1,693	-	1,693	2,060
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Sundry expenses	-	-	-	5,353
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17,802	-	17,802	14,330
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364,113	-	364,113	538,143
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Total Support costs

Support costs for grants paid

Total Expended on Charitable Activities	364,113	-	364,113	538,143
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Governance costs that are not direct management functions inherent in generating funds, service delivery and programme or project work (including management and administration costs)

Specific governance costs

Independent Examiner's Fees	-	-	-	2,300
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Total governance costs	-	-	-	2,300
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