

Registered Charity Number  
1140727

Registered Company Number  
07320054

Sue Ryder Prayer Fellowship (Parmoor)

Report and Accounts

For The Year Ended

31 December 2013



**Sue Ryder Prayer Fellowship (Parmoor)**  
**Report and accounts**  
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**Sue Ryder Prayer Fellowship (Parmoor)**  
**Company Information**

**Directors**

Ruth Chestney  
The Reverend Canon Robert Clifton  
Susan Doe  
Kathleen Fitzsimmons  
Lady Anne Parmoor  
Diana Rogerson  
Susan Poole  
The Reverend Elizabeth Jackson

**Secretary**

Ruth Chestney

**Auditors**

Frith & Co  
Moorgate House  
7b Station Road West  
Oxted  
Surrey  
RH8 9EE

**Bankers**

The Royal Bank of Scotland  
4 Pauls Row  
High Wycombe  
HP11 2XL

Church of England Funds  
80 Cheapside  
London  
EC2V 6DZ

**Registered office**

St Katharine's  
Parmoor  
Henley on Thames  
Oxfordshire  
RG9 6NN

**Registered number**

1140727

## **Sue Ryder Prayer Fellowship (Parmoor)**

### **The report of the trustees for the year ended 31 December 2013**

#### **Introduction**

The trustees present their annual report and accounts for the year ended 31 December 2013.

The board of trustees are satisfied with the performance of the charity during the year and the position at 31 December 2013 and consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfill its obligations.

#### **Name, registered office and constitution of the charity**

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

The legal registration details are :-

<i>Date of incorporation</i>	20 July 2010
<i>Company Registration Number</i>	07320054
<i>The Registered Office is</i>	St Katharine's Parmoor Henley on Thames Oxfordshire RG9 6NN
<i>Charity Registration Number</i>	1140727
<i>The telephone number is</i>	01494 881037

#### **Objectives and Activities of the Charity**

##### ***Summary of main activities of the charity in relation to its objects***

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.

The house provides a venue for local groups to meet; for example, members of Alcoholics Anonymous hold their weekly meetings there, the local old peoples club has its weekly tea party there, and local churches meet there as do diocesan gatherings.

The work of restoring the Walled Garden, now officially the Lady Ryder Memorial Garden, is an important part the activities at St Katharine's. The garden is providing a place of education; training and rehabilitation for individuals who have been homeless and , in some cases suffering from alcohol and drug abuse. The work is done in association with several local charities for the homeless and is all done by local volunteers. Already, several lives have been turned around, qualifications gained, and young men and women put back into employment. Schools and groups of disabled are also benefitting from the experience of being involved in gardening and growing plants.

The next phase of the work is to build an Education Centre, within the walled Garden, where instruction can be given, and the whole project centred. An appeal £60,000 plus has been launched and it is hoped the building will be up and in use in 2014.

## **Sue Ryder Prayer Fellowship (Parmoor)**

### **The report of the trustees for the year ended 31 December 2013**

#### ***Summary of the main achievements of the charity during the year***

Once again it has been a very busy year, and the Trustees must pay tribute to our Warden Bethan Macleod, her staff and volunteers for their hard work and loyalty. It is never easy in an old house which, beautiful and appreciated as it is, always seems able to surprise us when we think we have got on top of the latest problem! Keeping the house warm, and the cost of fuel is a constant problem. We are beginning a major review of the method of heating which we hope to implement in 2014.

The Garden Committee must be thanked for hard work and enthusiasm, restoring the Walled Garden and restoring lives. Great work. Especial thanks go to Lady Parmoor whose energy, drive and unfailing optimism are an example to us all.

The comments in the Visitors Book in the Hall tell us how much St Katharine's is appreciated. It is a haven of peace in an increasingly frantic world, where all are welcome. Long may it remain so.

## **Structure, Governance and Management**

### ***Nature of the Governing Document and constitution of the charity***

The charity is constituted as a company limited by guarantee and is therefore governed by a memorandum and articles of association. The directors of the company are also trustees of the charity. Eligibility for membership of the charity, and membership of the board of trustees is governed by the memorandum and articles of association. There are no restrictions in the governing document on the operation of the charity or on its investment powers, other than those imposed by general charity law.

### ***The methods adopted for the recruitment and appointment of new trustees***

When new or additional trustees are required they are elected by the Members or co-opted by the Trustees. All Trustees are also Members, and support the Objects of the charity, as set out above. One third of the Trustees must retire at each Annual General Meeting of the charity, those longest in office retiring first and the choice between any of equal service being made by drawing lots. All retiring Trustees who are eligible may be reappointed. Co-opted Trustees hold office until the next AGM, when they may be elected by the Members.

## **Financial Review**

### ***Review of the results for the year***

The pressures of rising energy costs have been our big problem. Nevertheless, we have managed to finish the year with a small surplus. The lack of a House Committee has placed added pressure on the Warden and the Chairman. This spurred the Trustees into getting outside advice on the way forward and the future governance of the Trust and the House. We have been very fortunate to have the guidance and advice of the Cranfield Trust. One of their volunteer advisers, Christopher Smith, is now engaged in a detailed look at how we run and how we should be structured for the future. This is vital work and we look forward to receiving the report. The Cranfield Trust provide their services free of charge. We are extremely grateful that they have taken us on.

## **Sue Ryder Prayer Fellowship (Parmoor)**

### **The report of the trustees for the year ended 31 December 2013**

#### ***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 Fund £664,869 - this has been and will continue to be used to upgrade bedroom facilities in the house and further planned essential maintenance.

- Restricted Fund £19,626 - this is for funds restricted by donor and not available for general purposes.

The charity only has one restricted fund at 31st December 2013, 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 fulfill its obligations in respect of each fund.

#### ***Transactions and Financial position***

The financial statements are set out on pages 11 to 22. 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 that the financial performance by the charity during the year has been satisfactory.

The Statement of Financial Activities show net incoming resources for the year of a revenue nature of £14,960 and net realised incoming resources of a capital nature of £nil, making net overall realised incoming resources of £14,960.

The total reserves at the year end stand at £684,495.

Free unrestricted liquid reserves amounted to £335,111.

#### ***Specific changes in fixed assets***

Changes in fixed assets are shown in detail in the notes to the accounts.

#### ***Share Capital***

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

## **Sue Ryder Prayer Fellowship (Parmoor)**

**The report of the trustees for the year ended 31 December 2013**

**The members of the Board of Trustees of the Charity during the year ended 31 December 2012 were :-**

Ruth Chestney  
The Reverend Canon Robert Clifton  
Susan Doe  
Kathleen Fitzsimmons  
Lady Anne Parmoor  
Diana Rogerson  
Susan Poole  
The Reverend Elizabeth Jackson

All the directors of the company are also trustees of the charity, and their responsibilities include all the responsibilities of directors under the Companies Acts and of trustees under the Charities Acts.

The directors/trustees are all members of the charity.

At the Annual General Meeting Susan Doe and Kathleen Fitzsimmons retire, but are eligible for reappointment.

**The members of the Board of Trustees of the Charity at the date the report and accounts were approved were:-**

Ruth Chestney  
The Reverend Canon Robert Clifton  
Susan Doe  
Kathleen Fitzsimmons  
Lady Anne Parmoor  
Diana Rogerson  
Susan Poole  
The Reverend Elizabeth Jackson

### **Statement as to disclosure of information to auditors**

The trustees, in their capacity as directors, state that so far as each of the directors at the time this report was approved are aware:

- a) There is no relevant audit information of which the auditors are unaware, and
- b) The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and establish that the auditors are aware of that information.

### **Auditors**

Frith & Co  
Statutory Auditors  
Moorgate House  
7b Station Road West  
Oxted

## **Sue Ryder Prayer Fellowship (Parmoor)**

### **The report of the trustees for the year ended 31 December 2013 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business; and
- 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.

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

This report was approved by the board of trustees on 23 April 2014..



The Reverend Canon Robert Clifton  
Director and Trustee



**Sue Ryder Prayer Fellowship (Parmoor)**  
**Independent Auditors' Report**

**Report of the Independent Auditors to the trustees of Sue Ryder Prayer Fellowship (Parmoor)**  
**for the year ended 31 December 2013**

We have audited the financial statements of Sue Ryder Prayer Fellowship (Parmoor) for the year ended 31 December 2013 which comprise the Statement of Financial Activities, the Profit and Loss Account, the Statement of Recognised Gains and Losses, the Balance Sheet and the related notes. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities, effective April 2008, and in accordance with the requirements of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, revised June 2008, under the historical cost convention and in accordance with the accounting policies set out in the notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the trustees of the charitable company, as a body, in accordance with the requirements of the Charities Act 1993. Our audit work has been undertaken so that we might state to the trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume liability to anyone other than the trustees as a body, for our audit work, for this report or for the opinions we have formed.

**Respective responsibilities of trustees as directors and of the auditors**

As described in the Statement of Trustees' Responsibilities the charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

We report to you our opinion as to whether the financial statements give a true and fair view and have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and in accordance with the Companies Act 2006 and the Charities (Accounts and Reports) Regulations 2008.

We also report to you if, in our opinion, the Report of the Trustees is consistent with the financial statements, if the charity has not kept adequate accounting records, if the charity's financial statements are not in agreement with the accounting records and returns, or if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the company is not disclosed.

We read the Trustees Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

## **Sue Ryder Prayer Fellowship (Parmoor)**

### **Independent Auditors' Report**

**Report of the Independent Auditors to the trustees of Sue Ryder Prayer Fellowship (Parmoor)**

#### **Basis of Audit Opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board and in accordance with the Practice Note 'The Audit of Charities in the United Kingdom', revised in December 2008.

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the accounts.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

#### **Opinion**

In our opinion the Company's Financial Statements comply with the requirements of section 396 of the Companies Act 2006 and have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and in particular:-

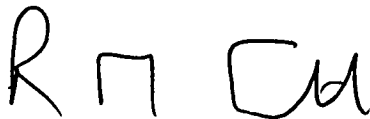
- a) The Income and Expenditure Account gives a true and fair view of the Income and Expenditure of the charity for the financial year ended on 31 December 2013; and
- b) The Balance Sheet gives a true and fair view, of the state of affairs of the charity as at 31 December 2013;
- c) The Statement of Financial Activities gives a true and fair view of the charity's incoming resources and application of resources for the financial year ended on 31 December 2013;
- d) The financial statements have been prepared in accordance with the methods and principles required by Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005 (as modified in June 2008) (The SORP) and those methods and principles have been followed;
- e) The information given in the Trustees' Annual Report for the financial year for which the accounts are prepared is consistent with the accounts.

**Sue Ryder Prayer Fellowship (Parmoor)  
Independent Auditors' Report**

**Report of the Independent Auditors to the trustees of Sue Ryder Prayer Fellowship (Parmoor)  
Eligibility of auditor and status of audit**

We confirm that we are eligible under S.43 (2)(b) of the Charities Act 1993 to conduct this audit, and that this report is a report in respect of an audit carried out under section 43 of the 1993 Act and in accordance with regulations made under section 44 of that Act.

We confirm that the charity is exempt from audit under Part 16 of the Companies Act 2006.

A handwritten signature in black ink, appearing to read 'R M Frith'.

Signed by R M Frith, as senior statutory auditor  
on behalf of  
Frith & Co  
Statutory Auditors  
Moorgate House  
7b Station Road West  
Oxted  
Surrey  
RH8 9EE

The date upon which our opinion is expressed is :-  
23 April 2014

**Sue Ryder Prayer Fellowship (Parmoor)**  
**Statement of Financial Activities**  
**for the year ended 31 December 2013**

	Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
Notes	2013 £	2013 £	2013 £	2012 £
<b>Incoming resources</b>				
<i><b>Incoming resources from generated funds</b></i>				
Voluntary Income	1,042	9,951	10,993	21,401
Activities for generating funds	3,746	-	3,746	6,755
Investment Income	269	-	269	424
<i><b>Incoming resources from charitable activities</b></i>	320,435	2,003	322,438	307,103
<b>Total incoming resources</b>	<b>325,492</b>	<b>11,954</b>	<b>337,446</b>	<b>335,683</b>
 <i><b>Costs of charitable activities</b></i>	 318,748	 1,080	 319,828	 315,389
<i><b>Governance costs</b></i>	2,658	-	2,658	3,363
<b>Total resources expended</b>	<b>321,406</b>	<b>1,080</b>	<b>322,486</b>	<b>318,752</b>
 <b>Net incoming resources before transfers between funds</b>	 4,086	 10,874	 14,960	 16,931
 <b>Gross transfers between funds</b>	 -	 -	 -	 -
 <b>Net incoming resources before Other recognised gains and losses</b>	 4,086	 10,874	 14,960	 16,931
 <b>Other recognised gains and losses</b>				
 <b>Net movement in funds</b>	 4,086	 10,874	 14,960	 16,931
 <b>Reconciliation of funds</b>				
 <i><b>Total funds brought forward</b></i>	 660,783	 8,752	 669,535	 652,604
<b>Total Funds carried forward</b>	<b>664,869</b>	<b>19,626</b>	<b>684,495</b>	<b>669,535</b>

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 14 as required by the

**All activities derive from continuing operations**

**The notes on pages 15 to 21 form an integral part of these accounts.**

**Sue Ryder Prayer Fellowship (Parmoor)**  
**Statement of Financial Activities**  
**for the year ended 31 December 2013**

**Income and Expenditure Account as required by the Companies Act**  
**for the year ended 31 December 2013**

	2013	2012
	£	£
<b>Turnover</b>	337,177	335,259
Direct costs of turnover	319,828	315,389
<b>Gross surplus</b>	<u>17,349</u>	<u>19,870</u>
Governance costs	2,658	3,363
<b>Operating surplus</b>	<u>14,691</u>	<u>16,507</u>
Interest receivable	269	424
<b>Surplus on ordinary activities before tax</b>	<u>14,960</u>	<u>16,931</u>
<b>Surplus for the financial year</b>	<u>14,960</u>	<u>16,931</u>
Gift Aid Payments	-	-
<b>Retained surplus for the financial year</b>	<u>14,960</u>	<u>16,931</u>

**All activities derive from continuing operations**

**The notes on pages 15 to 21 form an integral part of these accounts.**

**Sue Ryder Prayer Fellowship (Parmoor)**  
**Statement of Financial Activities**  
**for the year ended 31 December 2013**

**Statement of Total Recognised Gains and Losses**  
**for the year ended 31 December 2013**

	2013	2012
	£	£
Excess of Expenditure over income before realisation of assets	14,960	16,931
Profit per Profit and Loss account	14,960	16,931
Grants for the acquisition of fixed assets	-	-
<b>Net Movement in funds before taxation</b>	<b>14,960</b>	<b>16,931</b>

**Movements in revenue and capital funds**  
**for the year ended 31 December 2013**

**Revenue accumulated funds**

	Unrestricted Funds	Restricted Funds	Total Funds	Last year Total Funds
	2013	2013	2013	2012
	£	£	£	£
Accumulated funds brought forward	660,783	8,752	669,535	652,604
Recognised gains and losses before transfers	4,086	10,874	14,960	16,931
<b>Closing revenue accumulated funds</b>	<b>664,869</b>	<b>19,626</b>	<b>684,495</b>	<b>669,535</b>

The notes on pages 15 to 21 form an integral part of these accounts.

**Sue Ryder Prayer Fellowship (Parmoor)**  
**Statement of Financial Activities**  
**for the year ended 31 December 2013**

Summary of funds	Designated	Unrestricted	Restricted	Total	Last Year
	Funds	Funds	Funds	Funds	Total Funds
	2013	2013	2013	2013	2012
	£	£	£	£	£
Revenue accumulated funds	-	664,869	19,626	684,495	669,535

The statement of changes in resources applied for fixed assets for Charity use is shown in the notes to the accounts

The notes on pages 15 to 21 form an integral part of these accounts.

**Sue Ryder Prayer Fellowship (Parmoor)**  
**Company Number** 07320054  
**Balance Sheet**  
**as at 31 December 2013**

	Notes	2013 £	2012 £
<b>The assets and liabilities of the charity :</b>			
<b>Fixed assets</b>			
Tangible assets	8	344,304	344,304
Investments	9	250,000	250,000
<b>Total fixed assets</b>		<u>594,304</u>	<u>594,304</u>
<b>Current assets</b>			
Cash at bank and in hand		104,737	87,146
<b>Creditors:-</b>			
amounts due within one year	10	(14,546)	(11,915)
<b>Net current assets</b>		<u>90,191</u>	<u>75,231</u>
<b>Net assets</b>		<u>684,495</u>	<u>669,535</u>
<b>The funds of the charity :</b>			
<b>Unrestricted income funds</b>			
Unrestricted revenue accumulated funds		<u>664,869</u>	<u>660,783</u>
<b>Total unrestricted funds</b>		664,869	660,783
<b>Restricted income funds</b>			
Restricted revenue accumulated funds		<u>19,626</u>	<u>8,752</u>
<b>Total restricted funds</b>		19,626	8,752
<b>Total charity funds</b>		<u>684,495</u>	<u>669,535</u>

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 directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that no members have required the company to obtain an audit in accordance with section 476 of the Act.



The Reverend Canon Robert Clifton  
Trustee  
Approved by the trustees on 23 April 2014

The notes on pages 15 to 21 form an integral part of these accounts.



**Sue Ryder Prayer Fellowship (Parmoor)**  
**Notes to the Accounts**  
**for the year ended 31 December 2013**

**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 Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005, (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.

***Company status***

The charity is a company limited by guarantee. The members of the company are the directors and trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

**Sue Ryder Prayer Fellowship (Parmoor)**  
**Notes to the Accounts**  
**for the year ended 31 December 2013**

***Incoming Resources***

Incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. No amounts are included in the financial statements for services donated by volunteers.

Income earned by way of bookings for events is accounted for when the event takes place.

Incoming resources from charitable trading activities are accounted for when earned.

***Investment Income***

Bank interest is accounted for when it is received.

Rental income is included in the income and expenditure account net of collection charges on a receivable basis.

***Recognition of liabilities***

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the Statement of Recommended Practice for Accounting and Reporting (revised June 2008) issued by the Charity Commissioners for England & Wales.

***Resources Expended***

All expenditure, including any VAT, is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those incurred directly in support of expenditure on the objects of the charity. Management and administration costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

***Investments held by the charity***

Unlisted investments have been included in the balance sheet at cost.

**Sue Ryder Prayer Fellowship (Parmoor)**  
**Notes to the Accounts**  
**for the year ended 31 December 2013**

***Fixed assets and depreciation***

Tangible fixed assets other than land and buildings and costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. There are currently no such assets.

Land and buildings endowed to the community (the freehold property and land known as St. Katharine's Parmoor) has not been included in the accounts and no value has been attributed to it. Refurbishment costs of the property have been included at cost.

Depreciation is not provided on refurbishment costs. In the opinion of the trustees, depreciation would not be appropriate as the costs relate to the restoration of the premises in line with the original architecture and style. The premises are maintained to a high standard and the value of the assets is not expected to decrease. The economic life of the refurbished assets is expected to exceed 25 years.

***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***

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

Investment income and gains are allocated to the appropriate fund.

**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.

**This is stated after crediting :-**

<b>Revenue Turnover from ordinary activities</b>	<b>337,177</b>	<b>335,259</b>
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**and after charging:-**

<b>Auditors' Remuneration</b>	<b>2,658</b>	<b>3,363</b>
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**Sue Ryder Prayer Fellowship (Parmoor)**  
**Notes to the Accounts**  
**for the year ended 31 December 2013**

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

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

<b>4 Investment Income</b>	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Bank deposit interest received	269	424

**5 Deferred Incoming Resources & Reserves - Unrestricted funds**

	<b>Opening Deferrals</b>	<b>Released from prior years</b>	<b>Received less released in year</b>	<b>Deferred at year end</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Sundry items under £1000	6,085	6,085	7,935	7,935
<b>Total</b>	<u>6,085</u>	<u>6,085</u>	<u>7,935</u>	<u>7,935</u>
			<b>2013</b>	<b>2012</b>
			<b>£</b>	<b>£</b>
These deferrals are included in creditors			<u>7,935</u>	<u>6,085</u>

<b>6 Staff Costs and Emoluments</b>	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Gross Salaries and employers national insurance	127,178	130,496

<b>Numbers of full time employees or full time equivalents</b>	<b>2013</b>	<b>2012</b>
Engaged on charitable activities	10	10

There were no fees or other remuneration paid to the trustees  
There were no employees with emoluments in excess of £60,000 per annum

**7 Trustees' Remuneration**

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

**Sue Ryder Prayer Fellowship (Parmoor)**  
**Notes to the Accounts**  
**for the year ended 31 December 2013**

**8 Tangible functional fixed assets**

	Freehold Land and buildings £
<b>Asset cost, valuation or revalued amount</b>	
At 1 January 2013	344,304
At 31 December 2013	<u>344,304</u>
<b>Accumulated depreciation and impairment provisions</b>	
Charge for the year	-
At 31 December 2013	<u>-</u>
<b>Net book value</b>	
At 31 December 2013	<u>344,304</u>
At 31 December 2012	<u>344,304</u>

No value has been attributed to land and buildings endowed to the community (the freehold property and land known as St. Katharine's Parmoor). An independent valuation of the property including refurbishments was undertaken in February 2009, and the value of the property was £12 million - £15 million.

**9 Fixed Asset Investments**

	Property Investments £	Listed Investments £	Unlisted Investments £	2013 Total £
<b>Valuation</b>				
Value at 1 January 2013	-	-	250,000	250,000
Net unrealised gain/(loss)				
<b>Value at 31 December 2013</b>	<u>-</u>	<u>-</u>	<u>250,000</u>	<u>250,000</u>
Cash held by investment advisors				-
<b>Total Investments including cash</b>				<u>250,000</u>
				<u>250,000</u>
<b>Total Investments including cash</b>				<u>250,000</u>
				<u>250,000</u>
<b>Analysis of investments between UK investments and investments outside the UK</b>				
	Property Investments	Listed Investments	Unlisted Investments	2013 Total
Investment assets in the UK	-	-	250,000	250,000
Investment assets outside the UK	-	-	-	-
<b>Total market value</b>	<u>-</u>	<u>-</u>	<u>250,000</u>	<u>250,000</u>

**Sue Ryder Prayer Fellowship (Parmoor)**  
**Notes to the Accounts**  
**for the year ended 31 December 2013**

	Property Investments	Listed Investments	Unlisted Investments	2012 Total
Investment assets in the UK	-	-	250,000	250,000
Investment assets outside the UK	-	-	-	-
<b>Total market value</b>	<b>-</b>	<b>-</b>	<b>250,000</b>	<b>250,000</b>

**Unlisted Investments comprise :-**

	Cost 2013	Market Value 2013	Cost 2012	Market Value 2012
The CBF Church of England Investment Fund Accumulation Shares	250,000	329,339	250,000	283,407
<b>Total</b>	<b>250,000</b>	<b>329,339</b>	<b>250,000</b>	<b>283,407</b>

<b>10 Creditors: amounts falling due within one year</b>	<b>2013 £</b>	<b>2012 £</b>
Accrued expenses	6,611	5,830
Deferred income and grants in advance (see note 5)	7,935	6,085
	<b>14,546</b>	<b>11,915</b>

<b>11 Analysis of the Net Movement in Funds</b>	<b>2013 £</b>	<b>2012 £</b>
Net movement in funds from Statement of Financial Activities	14,960	16,931
Net resources applied on functional fixed assets	-	-
<b>Net movement in funds available for future activities</b>	<b>14,960</b>	<b>16,931</b>

<b>12 Particulars of Individual Funds and analysis of assets and liabilities representing funds</b>	<b>Unrestricted funds</b>	<b>Designated funds</b>	<b>Restricted funds</b>	<b>Total Funds</b>
<b>At 31 December 2013</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Tangible Fixed Assets	344,304	-	-	344,304
Investments at valuation				
<i>Fixed asset investments</i>	250,000	-	-	250,000
Current Assets	85,111	-	19,626	104,737
Current Liabilities	(14,546)	-	-	(14,546)
	<b>664,869</b>	<b>-</b>	<b>19,626</b>	<b>684,495</b>

**Sue Ryder Prayer Fellowship (Parmoor)**  
**Notes to the Accounts**  
**for the year ended 31 December 2013**

<b>At 1 January 2013</b>	<b>Unrestricted funds</b>	<b>Designated funds</b>	<b>Restricted funds</b>	<b>Total Funds</b>
Tangible Fixed Assets	344,304	-	-	344,304
Investments at valuation				
<i>Fixed asset investments</i>	250,000	-	-	250,000
Current Assets	78,394	-	8,752	87,146
Current Liabilities	(11,915)	-	-	(11,915)
	<u>660,783</u>	<u>-</u>	<u>8,752</u>	<u>669,535</u>

The individual funds included above are :-

	<b>Funds at 2012</b>	<b>Movements in Funds as below</b>	<b>Transfers Between funds</b>	<b>Funds at 2013</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Unrestricted funds	660,783	5,234	-	666,017
The Lady Ryder Memorial Garden Fund	8,752	10,874	-	19,626
	<u>669,535</u>	<u>14,960</u>	<u>-</u>	<u>684,495</u>

Analysis of movements in funds as shown in the table above

	<b>Incoming Resources</b>	<b>Outgoing Resources</b>	<b>Gains &amp; Losses</b>	<b>Movement in funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Unrestricted funds	325,492	320,258	-	5,234
The Lady Ryder Memorial Garden Fund	11,954	1,080	-	10,874
	<u>337,446</u>	<u>322,486</u>	<u>-</u>	<u>14,960</u>

The Unrestricted Fund represents the free funds of the charity which were not designated for particular purposes.

The Lady Ryder Memorial Garden Fund has been established to restore and maintain the walled garden at St. Katharine's Parmoor.

**Sue Ryder Prayer Fellowship (Parmoor)**  
**Schedule to the Statement of Financial Activities**  
**for the year ended 31 December 2013**  
**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 2013 £	Restricted Funds 2013 £	Total Funds 2013 £	Prior Period Total Funds 2012 £
<b>Incoming Resources</b>				
<b>Incoming Resources from generated funds</b>				
<b>Non government and non public bodies</b>				
<b>Incoming resources of a revenue nature</b>				
Donations	1,042	7,451	8,493	10,938
Grants	-	2,500	2,500	10,463
<b>Total</b>	<b>1,042</b>	<b>9,951</b>	<b>10,993</b>	<b>21,401</b>
<b>Total Grants, Legacies &amp; Donations Received</b>	<b>1,042</b>	<b>9,951</b>	<b>10,993</b>	<b>21,401</b>
<b>Gifts in kind, donated services and facilities</b>				
Charitable assets gifted on winding up of a charity	-	-	-	-
<b>Total Gifts in kind, donated services and facilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Voluntary Income</b>	<b>1,042</b>	<b>9,951</b>	<b>10,993</b>	<b>21,401</b>
<b>Activities for generating funds</b>				
Fundraising activities	3,746	-	3,746	6,755
<b>Total of activities for generating funds</b>	<b>3,746</b>	<b>-</b>	<b>3,746</b>	<b>6,755</b>
<b>Investment Income</b>				
Bank deposit interest received	269	-	269	424
<b>Total Investment Income</b>	<b>269</b>	<b>-</b>	<b>269</b>	<b>424</b>
<b>Incoming resources from charitable activities</b>				
Retreats	188,704	-	188,704	177,631
Accommodation and weddings	92,771	-	92,771	83,959
Property rents	33,384	-	33,384	33,384
Outside catering	3,700	-	3,700	6,975
Other ancillary trading to benefit beneficiaries	-	2,003	2,003	936
Sundry sales and merchandising	1,647	-	1,647	3,756
Payphone income	52	-	52	96
Miscellaneous income	177	-	177	366
<b>Total Incoming resources from charitable activities</b>	<b>320,435</b>	<b>2,003</b>	<b>322,438</b>	<b>307,103</b>
<b>Total Incoming Resources</b>	<b>325,492</b>	<b>11,954</b>	<b>337,446</b>	<b>335,683</b>
<b>Charitable expenditure</b>				
<b>Support costs of charitable activities</b>				
<b>Direct support costs</b>				
Gross wages and salaries - charitable activities	127,178	-	127,178	130,496
Volunteers' Costs	10,127	-	10,127	7,955
Temporary Staff - Charitable Activities	1,200	-	1,200	7,151
	<b>138,505</b>	<b>-</b>	<b>138,505</b>	<b>145,602</b>



**Sue Ryder Prayer Fellowship (Parmoor)**  
**Schedule to the Statement of Financial Activities**  
**for the year ended 31 December 2013**  
**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 2013 £	Restricted Funds 2013 £	Total Funds 2013 £	Prior Period Total Funds 2012 £
<b>Management and administration costs in support of charitable activities</b>				
<i>Indirect employee costs</i>				
Training and welfare	1,992	-	1,992	270
Travel and subsistence	1,757	-	1,757	2,216
Reimbursable expenses	-	-	-	-
	<b>3,749</b>	<b>-</b>	<b>3,749</b>	<b>2,486</b>
<i>Premises Costs</i>				
Rates, water and service charges	4,732	-	4,732	5,332
Light and heat	43,871	-	43,871	37,457
Premises repairs and renewals	11,035	-	11,035	14,374
Garden	1,760	-	1,760	5,537
Insurance	9,120	-	9,120	8,178
	<b>70,518</b>	<b>-</b>	<b>70,518</b>	<b>70,878</b>
<i>General administrative expenses:</i>				
Telephone and fax	1,614	-	1,614	1,800
Postage	105	-	105	128
Stationery and printing	1,033	-	1,033	1,190
Computer expenses	111	-	111	978
Project expenditure	31,168	-	31,168	8,092
Walled garden expenditure	-	1,080	1,080	17,451
Advertising and PR	115	-	115	159
Sundry expenses	3,361	-	3,361	4,043
	<b>37,507</b>	<b>1,080</b>	<b>38,587</b>	<b>33,841</b>
<i>Other support costs</i>				
Food	62,350	-	62,350	56,388
Housekeeping	6,119	-	6,119	6,194
	<b>68,469</b>	<b>-</b>	<b>68,469</b>	<b>62,582</b>
<b>Total Support costs</b>	<b>318,748</b>	<b>1,080</b>	<b>319,828</b>	<b>315,389</b>
<b>Total Expended on Charitable Activities</b>	<b>318,748</b>	<b>1,080</b>	<b>319,828</b>	<b>315,389</b>
<b>Governance costs that are not direct management functions inherent in generating funds, service delivery and programme or project work (including management and administration costs)</b>				
<i>Specific governance costs</i>				
Auditors' remuneration	2,658	-	2,658	3,363
<b>Total governance costs</b>	<b>2,658</b>	<b>-</b>	<b>2,658</b>	<b>3,363</b>

The basis for the allocation of costs as shown above is explained in the accounting policies and the notes to the accounts.

Sue Ryder Prayer Fellowship (Parmoor)

Appendix 1

Analysis of Total Incoming & Outgoing Resources by Activity  
for the year ended 31 December 2013

	Fundraising	Other Activities	Retreats	Accommodation and Weddings	Property Rentals	Outside Catering	2013 Total	2012 Total
	£	£	£	£	£	£	£	£
<b>Incoming resources from generated funds</b>								
Voluntary Income	10,993	-	-	-	-	-	10,993	21,401
Activities for generating funds	3,746	-	-	-	-	-	3,746	6,755
Investment Income	-	269	-	-	-	-	269	424
<b>Incoming resources from charitable activities</b>	-	3,879	188,704	92,771	33,384	3,700	322,438	307,103
<b>Other Incoming Resources</b>	-	-	-	-	-	-	-	-
<b>Total Incoming Resources</b>	<b>14,739</b>	<b>4,148</b>	<b>188,704</b>	<b>92,771</b>	<b>33,384</b>	<b>3,700</b>	<b>337,446</b>	<b>335,683</b>
<b>Costs of generating funds</b>								
Costs of generating voluntary income	-	-	-	-	-	-	-	-
Fundraising trading - costs of goods and other costs	-	-	-	-	-	-	-	-
Investment management costs	-	-	-	-	-	-	-	-
<b>Costs of charitable activities</b>	-	319,828	-	-	-	-	319,828	315,389
<b>Governance costs</b>	-	2,658	-	-	-	-	2,658	3,363
<b>Other resources expended</b>	-	-	-	-	-	-	-	-
<b>Total resources expended</b>	<b>-</b>	<b>322,486</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>322,486</b>	<b>318,752</b>
<b>Net Incoming Resources by activity</b>	<b>14,739</b>	<b>(318,338)</b>	<b>188,704</b>	<b>92,771</b>	<b>33,384</b>	<b>3,700</b>	<b>14,960</b>	<b>16,931</b>

**Sue Ryder Prayer Fellowship (Parmoor)**

**Appendix 2**

**Analysis of Total Support Costs by Activity  
for the year ended 31 December 2013**

	Fundraising	Other Activities	Retreats	Accommodation and Weddings	Property Rentals	Outside Catering	2013 Total	2012 Total
	£	£	£	£	£	£	£	£
Nature of support costs								
Management	-	319,828	-	-	-	-	319,828	315,389
Finance	-	-	-	-	-	-	-	-
Information Technology	-	-	-	-	-	-	-	-
Human Resources	-	-	-	-	-	-	-	-
<b>Total support costs analysed by activity</b>	<b>-</b>	<b>319,828</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>319,828</b>	<b>315,389</b>

	2013	2012
	£	£
The above amounts are shown in the accounts as		
Support costs for generating voluntary income	-	-
Support costs for fundraising trading	-	-
Support costs for charitable activities	319,828	315,389
Support costs for grants paid	-	-
	<b>319,828</b>	<b>315,389</b>

The basis of allocation of costs and the methods used are described in note 1 to the accounts

**Sue Ryder Prayer Fellowship (Parmoor)**

**Appendix 3**

**Analysis of charitable expenditure by activity  
for the year ended 31 December 2013**

	Fundraising	Other Activities	Retreats	Accommodation and Weddings	Property Rentals	Outside Catering	2013 Total	2012 Total
	£	£	£	£	£	£	£	£
<b>Nature of charitable expenditure</b>								
Activities undertaken directly	-	-	-	-	-	-	-	-
Support costs of charitable activities	-	319,828	-	-	-	-	319,828	315,389
<b>Total charitable expenditure analysed by activity</b>	-	319,828	-	-	-	-	319,828	315,389

An explanation of the main features of charitable expenditure is given in note 1 to the accounts