

**THE BRENTWOOD DIOCESAN CATHEDRAL  
AND CHORAL TRUST FUND  
TRUSTEES' REPORT AND  
FINANCIAL STATEMENTS  
30 SEPTEMBER 2023**

**CHARITY REGISTRATION NUMBER: 1056374**

LEGAL AND ADMINISTRATIVE DETAILS

Charity Registration No:	1056374
Address:	Marlborough House Victoria Road South Chelmsford Essex CM1 1LN
Governing Instrument:	The trust is established by a Trust Deed dated 31 May 1996
Investment Powers:	There are no restrictions on the powers of investments.
Trustees:	Alan Williams, Bishop of Brentwood Gerald Vincent Bodenham Thompson, DL Philip John Tolhurst - Chair Simon Andrew Dalton Hall, MBE, DL Marianne O'Sullivan Christopher Hunter Gordon Rev Martin Boland
Bankers:	HSBC 91 High Street Brentwood Essex CM14 4RU  Lloyds Bank 13 Cornhill North Ipswich IP1 1DG
Independent Examiner	Adam Halsey Haysmacintyre LLP 10 Queen Street Place London EC4R 1AG

**TRUSTEES REPORT****FOR THE YEAR ENDED 30 SEPTEMBER 2023**

The trustees have pleasure in presenting their report for the year ended 30 September 2023.

**STRUCTURE, GOVERNANCE AND MANAGEMENT****Constitution**

The trust was established by a Trust Deed dated 31 May 1996.

**Trustees and Management Structure**

The trustees who served during the year and since the year end are listed on page 1. Where additional trustees are required, the Charity encourages existing trustees to put forward names, advertises the position and discusses with similar organisations whether they are aware of suitable candidates. Prospective trustees are provided with full information on the charity's constitution, objects and finances.

**OBJECTIVES, ACTIVITIES AND ACHIEVEMENTS****Objectives**

1. The advancement of education in establishing and maintaining scholarships and bursaries for lay clerks and choristers and organists of the choir of Brentwood Cathedral in order to promote the excellence of choral music in Brentwood Cathedral.
2. The advancement of religion through the maintenance and management of the fabric of the Brentwood Cathedral Building.

Capital and income may be applied towards the objects at the discretion of the Trustees, subject to the requirement that at least 50% of unrestricted income be applied to the choral fund.

**Activities, Achievements and Future Plans**

The trustees have continued their policy of trying to accumulate funds to meet future costs. The Cathedral is a relatively new building and while maintenance costs for the structure are currently modest these, together with general maintenance costs are both likely to increase in the future. It is intended that the building should be maintained to a high standard so that it can benefit future generations. The insurance value of approximately £7.5m gives an indication of the scale of maintenance costs that will accrue in the future.

**Investment Performance**

During the year the investment portfolio increased in value by 1.5% and generated £53,371 of income for the Trust.

**FINANCIAL REVIEW**

The total income of the charity increased slightly from £53,330 in 2022 to £53,371 in 2023. Expenditure increased from £76,756 to £90,987 mainly due to higher repair costs at the Cathedral.

**Investment Powers and Policy**

There are no restrictions on the powers of investments. The policy of the Charity is to invest into a mixed portfolio of stocks and shares through the management of Investec (a subsidiary of Rathbones Group Plc). The Charity's policy is also to look for socially responsible investments consistent with a Catholic Foundation.

**TRUSTEES REPORT****FOR THE YEAR ENDED 30 SEPTEMBER 2023****Reserves Policy**

At 30 September 2023, the unrestricted reserves of the Charity were £993,787. As stated above, the trustees' policy is to accumulate funds to meet the future maintenance costs of the Cathedral, which are expected to increase in the future. The trustees aim to continue building up the free reserves over the next few years so as to continue to provide the support necessary for the Charity to fulfil its objectives.

**PUBLIC BENEFIT**

The Trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

The Choir which is supported by the Trust, is open to all members of the Diocese, and also recruits lay clerks from the community generally. In addition to participating in church services, the choir also provides free concerts for the public. The Cathedral Church, which the trust helps to maintain, is not only the mother church of the Brentwood Diocese and a centre of worship but also a centre for charitable activities within the community of Essex and is open to all members of the public.

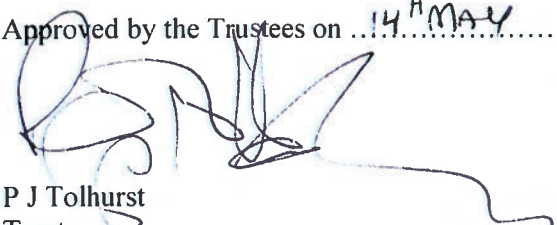
**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The purpose of this statement is to distinguish the trustees' responsibilities for the accounts from those of the auditors as stated in their report. The Charities Act 2011 requires the trustees to prepare for each financial year financial statements which give a true and fair view of the charity's financial activities during the year and of its financial position at the year end. In preparing the financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that this basis applies.

The trustees are responsible for ensuring proper accounting records are kept which disclose, with reasonable accuracy at any time, the financial position of the Charity and enable them to ensure that the financial statements comply with the Trust Deed and the disclosure regulations. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of error, fraud and other irregularities.

Approved by the Trustees on 14<sup>th</sup> MAY 2024 and signed as authorised on their behalf by:

  
P J Tolhurst  
Trustee

## THE BRENTWOOD DIOCESAN CATHEDRAL AND CHORAL TRUST FUND

I report on the accounts of the Trust for the year ended 30 September 2023 which are set out on pages 5 to 13.

## RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

As the charity's Trustees you are responsible for the preparation of the accounts; you consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

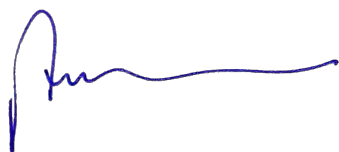
## BASIS OF INDEPENDENT EXAMINER'S REPORT

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 the seeking of explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

## INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with S130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave 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.



Adam Halsey  
Haysmacintyre LLP  
Chartered Accountants  
10 Queen Street Place  
London  
EC4R 1AG

Date: 28 May 2024  
.....

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 30 SEPTEMBER 2023

	Notes	Permanent Endowment Fund £	Restricted Funds £	Unrestricted Funds £	2023 Total £	2022 Total £
INCOME FROM:						
Investment income	4	-	5,376	47,995	53,371	53,330
Total income		-	5,376	47,995	53,371	53,330
EXPENDITURE ON:						
Cost of raising funds						
Investment management fees		1,625	6,250	7,722	15,597	16,918
Charitable Activities:						
Choral expenses: lay clerks and choir		-	-	41,082	41,082	41,649
Grant for Cathedral repairs		-	-	23,778	23,778	8,580
Depreciation of grand piano		-	-	1,000	1,000	1,000
Support costs	5	-	-	9,530	9,530	8,609
Total expenditure		1,625	6,250	83,112	90,987	76,756
		(1,625)	(874)	(35,117)	(37,616)	(23,426)
Gains/(losses) on investments		4,332	16,656	20,594	41,582	(314,996)
Net income		2,707	15,782	(14,523)	3,966	(338,422)
Reconciliation of funds:						
Accumulated funds brought forward		186,669	748,373	1,008,310	1,943,352	2,281,774
Accumulated funds carried forward	6, 7&8	£189,376	£764,155	£993,787	£1,947,318	£1,943,352

The statement of financial activities includes all gains and losses in the period. All incoming resources and resources expended derive from continuing activities. The comparative year's statement of financial activities is included in note 11.

## BALANCE SHEET

AS AT 30 SEPTEMBER 2023

	Notes	£	2023	£	2022	£
TANGIBLE FIXED ASSETS	1			20,000		21,000
INVESTMENTS	2			1,819,560		1,791,812
CURRENT ASSETS						
Debtors – accrued income & prepayments			11,815		12,986	
Cash - COIF Deposit			50,000		50,000	
- Cash at bank			69,193		79,494	
			<u>131,008</u>		<u>142,480</u>	
CURRENT LIABILITIES						
Creditor: Accrued expenses falling due within one year			(23,250)		(11,940)	
Net Current Assets				107,758		130,540
Total Assets				<u>£1,947,318</u>		<u>£1,943,352</u>
FUNDS						
Unrestricted Funds	6					
Trust Fund Received				873,777		853,183
Choral Fund				59,624		54,587
Cathedral Fund				27,560		47,302
				<u>960,961</u>		<u>955,072</u>
Designated Funds				32,826		53,238
				<u>993,787</u>		<u>1,008,310</u>
Restricted Funds	7			764,155		748,373
Permanent Endowment Fund	8			189,376		186,669
				<u>£1,947,318</u>		<u>£1,943,352</u>

Approved by the Trustees ...14<sup>th</sup> MAY... 2024 and signed on their behalf by

  
P J Tolhurst  
Trustee



**ACCOUNTING POLICIES****FOR THE YEAR ENDED 30 SEPTEMBER 2023**

The financial statements have been prepared in accordance with FRS102 *The Financial Reporting Standard applicable in the UK and Ireland* and the Statement of Recommended Practice for Charities (SORP 2015) (Second Edition), effective 1 January 2019. The financial statements comply with all statutory requirements and the requirements of the charity's governing document. The particular accounting policies adopted are described below. The financial statements are prepared under the historical cost convention, as modified to include fixed asset investments at market value. Figures are presented in sterling and rounded to the nearest pound.

The Charity is a Public Benefit Entity as defined by FRS102.

**Going concern**

The Trustees consider that there are no material uncertainties which would cast doubt on the Charity's ability to continue as a going concern. The Trust continues to receive substantial income from its investments and tailors its expenditure to reflect what it has received and the advice on future income.

**General information**

The Charity is a charity registered in England and Wales (charity number: 1056374).

**Income**

Legacies and donations are recognised when receivable or when the Charity becomes legally entitled to them and they can reasonably be measured in financial terms. Investment income is accounted for as it accrues.

The trust deed provides that at least 50% of unrestricted income shall be applied to the choral fund and this allocation is shown in note 6 to the accounts.

**Expenditure**

Charitable activities consists of all expenditure directly relating to the objects of the Charity.

Governance costs include expenditure on management and compliance with constitutional and statutory requirements.

The grants for Cathedral and Choral expenses are made to the Roman Catholic Diocese of Brentwood, Registered Charity No 234092.

Irrecoverable VAT is included with the category of expense to which it relates.

**Fixed assets**

Tangible fixed assets are stated at historical cost less accumulated depreciation. Depreciation is charged so as to allocate the cost of the asset less residual value over their estimated useful life.

Depreciation is provided on the grand piano on a straight line basis over 16 years. The residual value of the grand piano is estimated at £10,000.

**Financial instruments**

Basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable are accounted for on the following basis:

**Investments**

Investments held for the long-term to generate income or capital growth are carried at fair value as fixed assets. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.



**ACCOUNTING POLICIES**

**FOR THE YEAR ENDED 30 SEPTEMBER 2023**

*Cash and cash equivalents*

Cash and cash equivalents includes cash in hand, deposits held at banks, other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. Bank overdrafts, when applicable, are shown within current liabilities.

*Debtors and creditors*

Debtors and creditors are measured at the transaction price less any provision for impairment. Any losses arising from impairment are recognised as expenditure.

**Restricted Funds**

These funds are subject to restrictions imposed by the donor.

## NOTES TO THE ACCOUNTS

## FOR THE YEAR ENDED 30 SEPTEMBER 2023

**1. TANGIBLE FIXED ASSETS**

	Grand Piano £
Cost:	
Opening and closing cost	26,000
Depreciation:	
At 1 October 2022	5,000
Charge in year	1,000
At 30 September 2023	6,000
Net book value:	
30 September 2023	£20,000
30 September 2022	£21,000

**2. INVESTMENTS**

	2023 £	2022 £
Opening market value	1,791,812	2,123,726
Additions	679,003	259,326
Disposals	(692,837)	(276,244)
Gains/(losses)	41,582	(314,996)
Closing market value	£1,819,560	£1,791,812

**3. LOAN IN RESPECT OF CATHEDRAL CHOIR SCHOOL**

This loan to the diocese which is free of interest is repayable on a change of use of the Choir School (whether it is sold or not), and the repayment is inflation linked. The likelihood of a change of use of the Choir School is considered to be remote, therefore the loan has a fair value of £Nil. If the loan had become repayable at 30 September 2023, it would have had a value of £336,905.

**4. INCOME FROM INVESTMENTS**

	2023 £	2022 £
Dividend income	51,604	53,104
Bank and deposit interest	1,767	226
	£53,371	£53,330

**5. SUPPORT COSTS**

	2023 £	2022 £
Support costs include:		
Independent Examination fee	£2,574	£2,520
Accounting fees	£5,856	£5,856

## NOTES TO THE ACCOUNTS (continued)

## FOR THE YEAR ENDED 30 SEPTEMBER 2023

## 6. UNRESTRICTED FUNDS

	Opening Balance £	Incoming Resources £	Outgoing Resources £	Gains/ Transfers £	Closing Balance £
General Funds	955,072	27,325	(42,030)	20,594	960,961
Designated Funds:					
Bursary Fund	53,238	20,670	(41,082)	-	32,826
	<u>£1,008,310</u>	<u>£47,995</u>	<u>£(83,112)</u>	<u>£20,594</u>	<u>£993,787</u>

## Unrestricted funds for the comparative year:

	Opening Balance £	Incoming Resources £	Outgoing Resources £	Gains/ Transfers £	Closing Balance £
General Funds	1,111,122	26,527	(26,567)	(156,010)	955,072
Designated Funds:					
Bursary Fund	73,616	21,271	(41,649)	-	53,238
	<u>£1,184,738</u>	<u>£47,798</u>	<u>£(68,216)</u>	<u>£(156,010)</u>	<u>£1,008,310</u>

## GENERAL FUNDS

The fund balances at the end of the year is derived from:

	Trust Fund £	Choral Fund £	Cathedral Fund £	Total £
Income	-	13,663	13,662	27,325
Expenditure	-	(8,626)	(33,404)	(42,030)
Gains/ (losses) on investments	20,594	-	-	20,594
Net movement of funds	20,594	5,037	(19,742)	5,889
Initial amount received on foundation of the charity	500,000	-	-	500,000
Balances brought forward	353,183	54,587	47,302	455,072
Year end fund balance	<u>£873,777</u>	<u>£59,624</u>	<u>£27,560</u>	<u>£960,961</u>
<b>General funds for the comparative year:</b>				
Income	-	13,263	13,264	26,527
Expenditure	-	(8,494)	(18,073)	(26,567)
Gains on investments	(156,010)	-	-	(156,010)
Net movement of funds	(156,010)	4,769	(4,809)	(156,050)
Initial amount received on foundation of the charity	500,000	-	-	500,000
Balances brought forward	509,193	49,818	52,111	611,122
Year end fund balance	<u>£853,183</u>	<u>£54,587</u>	<u>£47,302</u>	<u>£955,072</u>

## NOTES TO THE ACCOUNTS (continued)

## FOR THE YEAR ENDED 30 SEPTEMBER 2023

## 7. RESTRICTED FUNDS

	Opening Balance £	Incoming Resources £	Outgoing Resources £	Gains/ Transfers £	Closing Balance £
Elizabeth Atkins	108,396	-	(945)	2,515	109,966
Hermione Lang	262,402	-	(2,284)	6,090	266,208
Olga Rippon	40,647	-	(354)	944	41,237
Harold Hood	130,952	-	(1,140)	3,038	132,850
Mgr.Christopher Creede	40,647	-	(354)	944	41,237
Ames Legacy Income	30,667	5,376	-	-	36,043
Bishop Thomas McMahon	27,100	-	(236)	629	27,493
Friends of Cathedral Music	20,322	-	(177)	472	20,617
Doris Blooman Nott Bursary	6,773	-	(59)	157	6,871
Miss Eileen Keary	67,746	-	(590)	1,572	68,728
Mgr David Donnelly	12,721	-	(111)	295	12,905
	<u>£748,373</u>	<u>£5,376</u>	<u>£(6,250)</u>	<u>£16,656</u>	<u>£764,155</u>

## Restricted funds for the comparative year:

	Opening Balance £	Incoming Resources £	Outgoing Resources £	Gains/ Transfers £	Closing Balance £
Elizabeth Atkins	128,473	-	(1,023)	(19,054)	108,396
Hermione Lang	311,010	-	(2,478)	(46,130)	262,402
Olga Rippon	48,177	-	(384)	(7,146)	40,647
Harold Hood	155,208	-	(1,236)	(23,020)	130,952
Mgr.Christopher Creede	48,177	-	(384)	(7,146)	40,647
Ames Legacy Income	25,135	5,532	-	-	30,667
Bishop Thomas McMahon	32,120	-	(256)	(4,764)	27,100
Friends of Cathedral Music	24,087	-	(192)	(3,573)	20,322
Doris Blooman Nott Bursary	8,028	-	(64)	(1,191)	6,773
Miss Eileen Keary	80,296	-	(640)	(11,910)	67,746
Mgr David Donnelly	15,077	-	(120)	(2,236)	12,721
	<u>£875,788</u>	<u>£5,532</u>	<u>£(6,777)</u>	<u>£(126,170)</u>	<u>£748,373</u>

The income earned from the Ames Legacy Income fund is to be used towards the structural maintenance of the Cathedral.

The Friends of Cathedral Music and Harold Hood funds are for the support of the choir and the other funds are to provide bursaries for members of the choir including lay clerks.

## NOTES TO THE ACCOUNTS (continued)

## FOR THE YEAR ENDED 30 SEPTEMBER 2023

## 8. PERMANENT ENDOWMENT FUND

	Opening Balance £	Incoming Resources £	Outgoing Resources £	Investment Gains/(Losses) £	Closing Balance £
Ames Legacy Capital	<u>£186,669</u>	<u>£-</u>	<u>£(1,625)</u>	<u>£4,332</u>	<u>£189,376</u>

## Permanent endowment fund for the comparative year:

	Opening Balance £	Incoming Resources £	Outgoing Resources £	Investment Gains/(Losses) £	Closing Balance £
Ames Legacy Capital	<u>£221,248</u>	<u>£-</u>	<u>£(1,763)</u>	<u>£(32,816)</u>	<u>£186,669</u>

The income earned from the Ames Legacy fund is to be used towards the structural maintenance of the Cathedral. The capital of the fund is to be maintained.

## 9. ALLOCATION OF NET ASSETS

	Endowment Funds £	Restricted Fund £	General Fund £	Designated Fund £	Total £
Fixed assets	-	-	20,000	-	20,000
Investments	189,376	728,112	902,072	-	1,819,560
Net Current Assets	-	36,043	38,889	32,826	107,758
	<u>£189,376</u>	<u>£764,155</u>	<u>£960,961</u>	<u>£32,826</u>	<u>£1,947,318</u>

## Allocation of net assets for comparative year:

Fixed assets	-	-	21,000	-	21,000
Investments	186,669	717,705	887,438	-	1,791,812
Net Current Assets	-	30,668	46,634	53,238	130,540
	<u>£186,669</u>	<u>£748,373</u>	<u>£955,072</u>	<u>£53,238</u>	<u>£1,943,352</u>

## 10. TRUSTEES

The Trustees receive no remuneration or re-imbursement of expenses.

One trustee is a partner with a firm of solicitors. The firm charged the charity £5,856 (2022: £5,856) for accountancy services during the year and £Nil (2022: £Nil) of this was owed by the charity at the year end.

## NOTES TO THE ACCOUNTS (continued)

## FOR THE YEAR ENDED 30 SEPTEMBER 2023

## 11. STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 SEPTEMBER 2022

	Permanent Endowment Fund £	Restricted Fund £	Unrestricted General £	2022 Total £
INCOME FROM:				
Investment income	-	5,532	47,798	53,330
Total incoming resources	-	5,532	47,798	53,330
EXPENDITURE ON:				
Cost of raising funds				
Investment management fees	1,763	6,777	8,378	16,918
Charitable Activities:				
Choral expenses: lay clerks and choir	-	-	41,649	41,649
Grant for Cathedral repairs	-	-	8,580	8,580
Depreciation of grand piano	-	-	1,000	1,000
Support costs	-	-	8,609	8,609
Total expenditure	1,763	6,777	68,216	76,756
	(1,763)	(1,245)	(20,418)	(23,426)
Gains on investments	(32,816)	(126,170)	(156,010)	(314,996)
Net income	(34,579)	(127,415)	(176,428)	(338,422)
Reconciliation of funds:				
Accumulated funds brought forward	221,248	875,788	1,184,738	2,281,774
Accumulated funds carried forward	£186,669	£748,373	£1,008,310	£1,943,352