

ASSOCIATION OF CHURCH ACCOUNTANTS AND TREASURERS

England & Wales · Charity number 1072733

Details

Status Registered

Legal form Other

Registered 1998-12-03

Register [View on the Charity Commission register](#)

Contact

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1st Floor
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Burnley Wharf
Manchester Road
BURNLEY

Phone 01246767787

Email admin@acat.uk.com

Website www.acat.uk.com

Activities

Objects: THE ADVANCEMENT OF THE CHRISTIAN RELIGION THROUGH THE PROMOTION OF THE EFFICIENCY AND EFFECTIVENESS OF THE CHRISTIAN CHURCHES AND OTHER CHRISTIAN ORGANISATIONS AND BODIES PARTICULARLY THROUGH THE PROVISION OF ADVICE, TRAINING AND INFORMATION ON ACCOUNTING, FINANCIAL LEGAL AND OTHER RELATED ISSUES.

Activities: The Association aims to advance the Christian religion through the promotion of the efficiency and effectiveness of Christian Churches and Organisations by the provision of advice, training and information on accounting, financial, legal and other related issues.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Religious Activities
- **Who:** Other Charities Or Voluntary Bodies, Other Defined Groups

Geography

- Northern Ireland
- Scotland
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£155,506	£162,317	-	-
2024-03-31	£149,870	£142,189	-	-
2023-03-31	£140,509	£149,181	-	-
2022-03-31	£154,511	£110,317	-	-
2021-03-31	£137,290	£109,802	-	-

Trustees

Name	Role	Appointed
Association of Church Accountants & Treasurers Corporate Trustee Ltd		2016-10-15

ASSOCIATION OF CHURCH ACCOUNTANTS AND TREASURERS

England & Wales - Charity number 1072733

Accounts

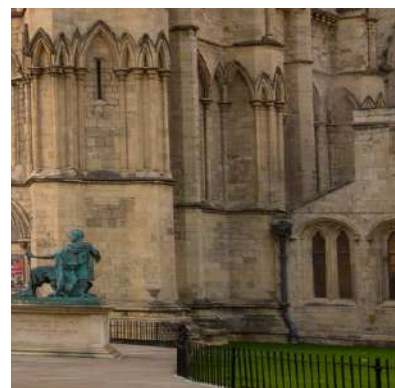
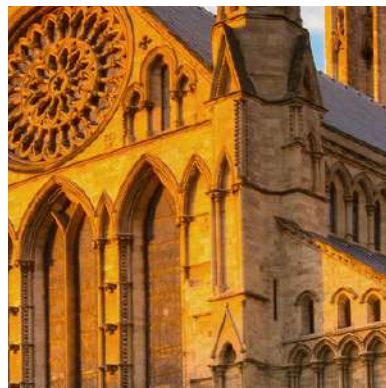
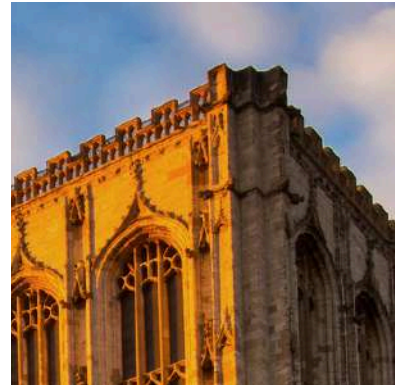


Year ended 31 March 2025

Annual Report

Association of Church Accountants and Treasurers

ACAT supports church treasurers and trustees with expert advice, training, resources, and events on financial and legal matters.





The Association of Church Accountants and Treasurers (ACAT)

The mission of the Association of Church Accountants and Treasurers is to advance the Christian faith by supporting treasurers and trustees from all denominations and organisations.

Since 1998, ACAT has been at the forefront of training and supporting churches, adapting to changes in the law that demand higher accounting and management standards. We are proud to represent the interests of all churches equally, regardless of their size or denomination and we look upon this as the community we serve. With over 16,500 members, churches rely on us to ensure sound guidance on financial practices and effective governance. We offer membership to either individuals or to denominations, or organisations subscribing to two or more churches; we offer a block membership.

We aim to maximise the positive impact churches have on their communities by improving the effectiveness of governance, financial management, leadership and administration.

To achieve this, we serve in four major ways:

Training courses

We hold these across the country and online to give you the skills you need.

Handbook & online resources

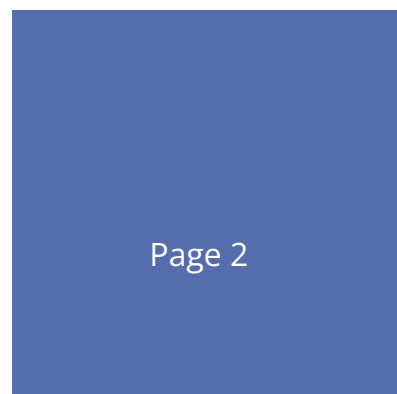
These are regularly updated with useful information on topics like bookkeeping, fundraising, independent examination, budgeting, taxation and more.

Newsletters

They help you stay informed about the latest news as well as encouraging you to think about your role in the Church.

Helpline

Gain personalised help for your specific questions.



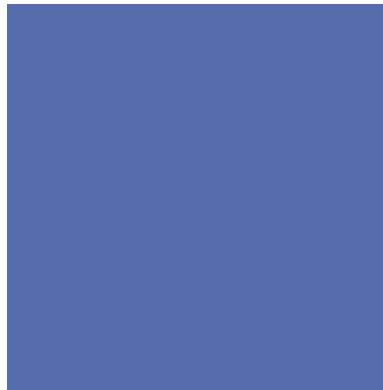


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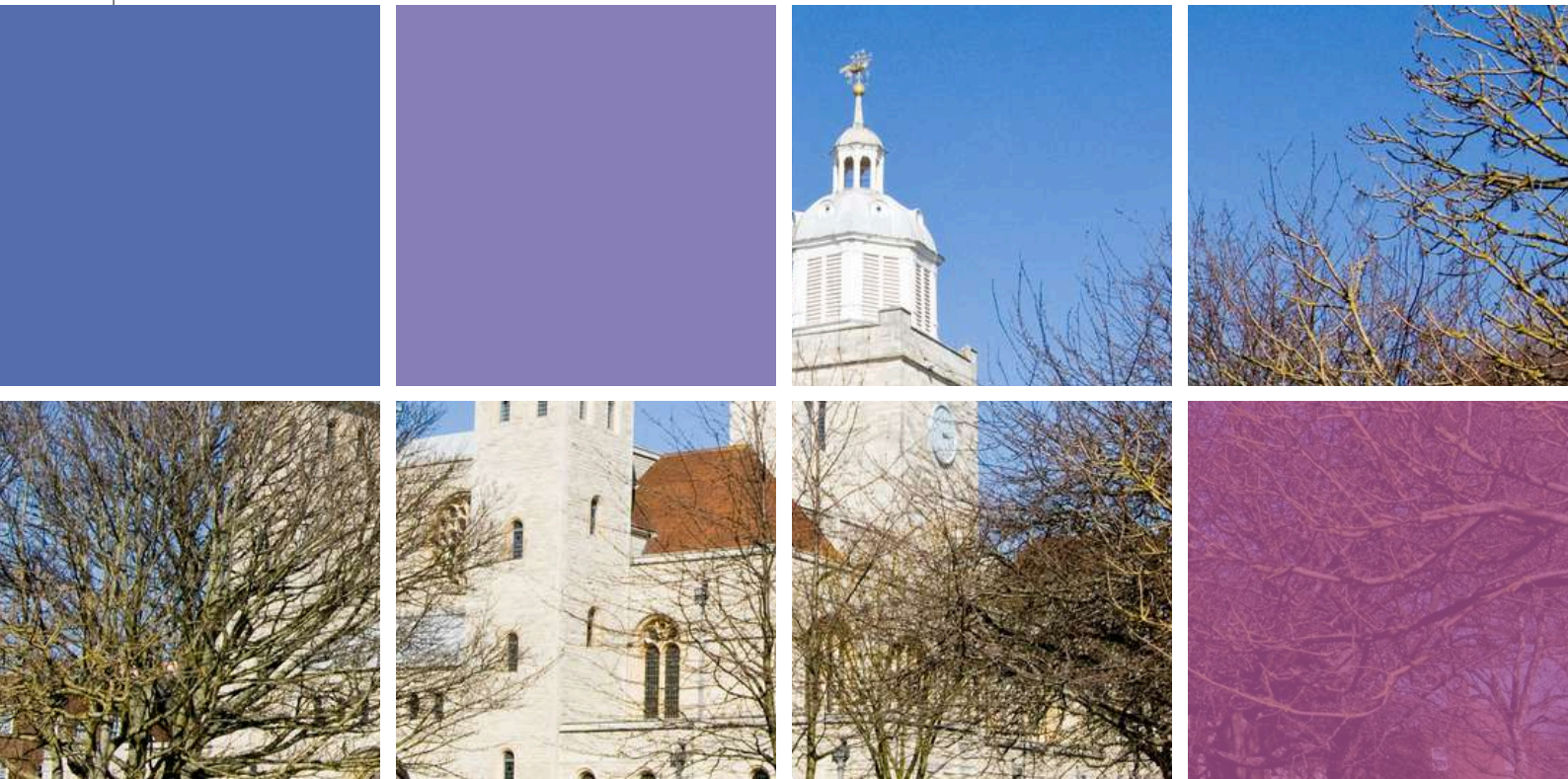


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Public Benefit

For the public benefit, the Association aims to advance the Christian religion through the promotion of the efficiency and effectiveness of Christian churches and organisations by the provision, primarily to the Association's members, of advice, training in the role of the trustee and treasurer and information on accounting, financial, legal, governance and other related issues. Membership of the Association is by annual subscription, the modest level of which, the trustee believes, should not exclude any church treasurer or official with financial responsibilities from access to benefit. We provide wider public benefit by helping the Church manage and steward its financial resources effectively through equipping our members to perform their roles well.





Message from the Chair

Dear Members,

It is a great pleasure to be writing my first letter to you as ACAT's Chair. I wanted to start by thanking Errol Vassell, our outgoing Chair, for his 3 years of service as Chair and 4 years as director of ACAT. I had the benefit of working closely alongside Errol in my role of Vice-Chair, and I have learned a lot from his thoughtful leadership – so I am sure you join me in wishing him well. I also wanted to take the opportunity to introduce our new Vice-Chair, Manny Kemp. Manny has been a volunteer trainer with ACAT for 8 years, and a director for 3 years, and his insight and passion for the mission of ACAT are a real asset.

It is an exciting time for ACAT as we seek to future-proof the organisation and become a charitable incorporated organisation (CIO). As directors, we think the time is right to ensure ACAT has a leaner and more modern structure – putting us in good stead to carry out our mission and charitable purposes for years to come. We are holding sessions about our move to a CIO during the autumn of 2025, where we will have the chance to meet with some of you and answer your questions. We hope to have the CIO in place and operational next year.

ACAT is always working to ensure that we offer high-quality and practical resources that aid you as members in your day-to-day missions serving churches throughout the country. We are looking forward to adding to these resources over the coming year, including exploring an offer of on-demand video training sessions, which members can access, so watch this space. We also continue to run our flagship annual conference which provides an opportunity for us to meet and engage with one another in an informative space. I always look forward to seeing many of you there.

Of course, none of our delivery and future plans for ACAT would be possible without our wonderful staff team (Cath, Joy, Nick, Peter, Robert and Robin – led by Ashley), as well as my fellow directors (Greyham, Manny, Mark, Nick and Nigel) and our invaluable group of volunteer trainers. I wanted to include a big thank you for all the time and dedication given by the ACAT team – we are very lucky.

We look forward, with your support, to continuing to serve and grow our rich membership, welcoming all Christian denominations and traditions and being proud to further the mission of the wider Church.

Livia Velicu ACAT Chair



Training

Over the past year, ACAT's training programme has continued to grow in both reach and relevance. Our focus has remained on serving the needs of our members by offering practical, accessible courses that respond to real-life challenges and evolving responsibilities within church finance and governance. We have also worked to strengthen collaboration with block members and ensure that our training reflects the wide range of expertise and needs across our community.

In total, 31 courses were delivered throughout the year, spanning 13 subject areas, including three variations of our Trustee course. Of these, 10 were in-person—the majority delivered specifically for block members—while 21 were held online, offering broader accessibility. We introduced one new course this year: Introduction to Being a Church Trustee. We also reintroduced the popular in-person course on Generating Income and Grant Applications, which continues to resonate with churches seeking practical ways to fund their work.

In total, our training sessions were attended by around 970 delegates, including 860 course attendees and an additional 110 at the Conference. Course sizes varied from small group sessions of six to larger gatherings of up to 86 participants, with an average attendance of 27 per course.

Total Course Attendees

860 - 110

Training Courses - Conference



Delivery

32% : 68%

In-Person - Online



Training

Block member training requests have increased significantly, particularly for in-person delivery. We've responded to this demand by providing bespoke training in members' own locations, particularly the ever-relevant Being a Treasurer: The Basics course. In addition, some block members have made use of the free places available on our online sessions—most frequently for our Treasurer, Gift Aid, and Trustee courses. This has been a year in which we have sought to work more collaboratively with block members and endeavoured to meet their requests where time and resources allowed.

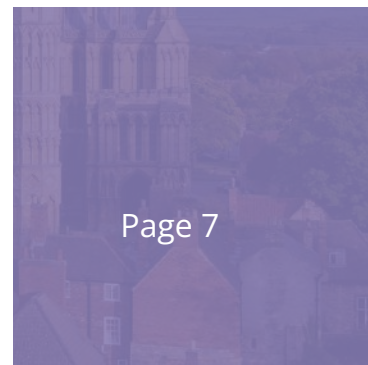
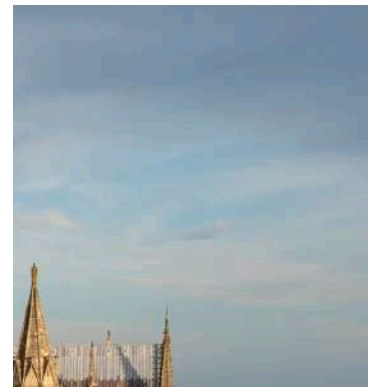
This year, we focused on embedding newer content into the annual schedule and enhancing delivery based on member feedback. Popular topics included Gift Aid, Trusteeship, Accruals Accounting, and more specialised subjects like Tax Issues for Churches that Trade.

We were pleased to once again offer a session with easyfundraising, helping churches explore alternative ways to raise funds while shopping online. We also participated in two block member events to promote the support and training ACAT can offer.

As always, we continue to listen to our members about what they want from the training programme. Recurring requests include courses on becoming a CIO, computer security, the new SORP, and generating income—and we will aim to introduce them in the coming year.

We remain deeply grateful to our dedicated team of trainers, without whom none of this would be possible. Special thanks go to Andrew Burgess, who retired from ACAT training in April 2025. Andrew led the gift aid training. His contributions have been greatly appreciated, and he will be missed. We also extend a warm welcome to the new trainers who have joined us this year and look forward to making the best use of their expertise. We are always in need of more trainers. If you are interested in being a volunteer trainer with ACAT please do get in touch.

I greatly enjoyed the 'Keeping Simple Church Accounts' online course. The trainer gave a very clear exposition of all the relevant issues, whether legal or otherwise. The consistently deft delivery exceeded my expectations from start to finish. I have no hesitation in highly recommending the course.





Training Looking Ahead

Member feedback is always warmly welcomed and sincerely appreciated. It plays an essential role in shaping the future of our training programme. As we move into the coming year, our focus will be on developing new courses to reflect both recent member requests and wider sector trends. We are also exploring alternative formats to make our training even more flexible and accessible.

We will continue to vary the timing and format of courses to suit as many members as possible. Updates on new offerings and additional resources will be published via the ACAT website and Training Newsletter. There is certainly scope to develop the newsletter further, and we'd love to hear your ideas on how it could serve you better.





2024 Conference

Held on Saturday, 19th October 2024 at Eden Baptist Church in Cambridge, this year's Conference was once again a great success. Our thanks go to the Eden volunteers who helped everything run smoothly, as well as to ACAT staff, directors, and all who made the event possible.

We were pleased to offer both in-person and livestream attendance. Due to the new location, we were able to reduce delegate fees, which helped boost attendance. In total, we welcomed 144 people:

- 111 in-person and online delegates
- 22 staff, directors, volunteer trainers, and guests
- 11 speakers, sponsors, and exhibitors

We extend our gratitude to our three main sponsors, CAF Bank, Ecclesiastical, and CCLA, for their continued support. We were also joined by exhibitors from Data Developments, Liberty Accounts, Action Planning, and easyfundraising.

Throughout the day, delegates had the opportunity to meet the exhibitors, browse the bookstall and connect with others. The morning featured plenary sessions from our sponsors and keynote speakers Paul Bailey (Manchester Diocese) and Karl Newton (National Churches Trust). The afternoon offered interactive Q&A sessions with speakers and other contributors, covering a wide range of subjects from grant applications to organisational structures. Details of the presentations are still available on our website for members to access.

We also moved the AGM to an after-lunch slot, where we reviewed ACAT's work and launched the consultation period for our proposed move to a CIO.

Due to the location, we were able to offer A Heritage Walk around Cambridge at the end of the day which was well attended and enjoyed by those joining the walk.

Feedback was great with delegates calling the event "well organised and informative" and "exceeded expectations." The speakers, session content, and walk all received special mention.

We are already reflecting on ways to make 2025 even better, including more time for Q&A and providing fuller session and speaker information in advance.





Newsletter

Building on the previous year, the monthly Newsletter has continued to provide details of Charity Law updates and Charity Commission guidance, covering a wide range of topics from trustee recruitment to fraud prevention. This is complemented by summary perspectives on the government's Autumn Financial Statement and Spring Budget. The importance of ensuring effective Safeguarding policies and practices in our churches has also featured prominently.

The Newsletter aims to provide the membership with relevant legal updates alongside thought-provoking pieces that encourage church treasurers, trustees, and financial administrators to reflect on how they exercise their ministry. One of the central objectives of the Newsletter is to encourage members to "think beyond the balance sheet" in order to better support the work of churches in their local communities.

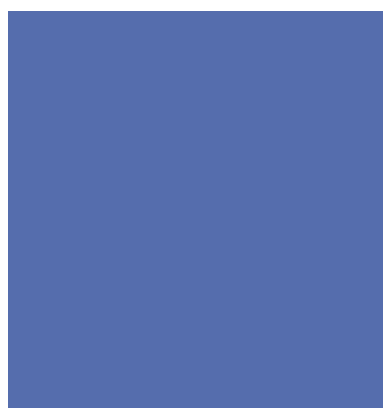
The July 2024 General Election brought in a new government, and we have endeavoured to share the impact that this has had on churches and their local communities, as well as highlighting the roles churches can play in responding to these changes.

Special editions of the Newsletter have featured a church perspective on both the Autumn and Spring budget statements, alongside pre-election Charity Commission advice and guidance, ensuring churches maintained a balanced and impartial approach to political candidates.

The Newsletter continues to play a vital role in highlighting various charity-related consultations that take place throughout the year. These have included the SORP, VAT treatment of business donations of goods to charity and financial thresholds in charity law consultations. Engaging with these consultations is essential for developing good practice and securing legislative support that reflects the needs of the sector.

In February of this year, we introduced a significant enhancement to the way we communicate. A weekly update is now published on our website, covering all the topics typically featured in our monthly Newsletter. This offers a more immediate and accessible stream of information. These weekly updates then form the foundation of the monthly Newsletter. This development reflects our commitment to continually improve how we serve and inform our members, ensuring timely updates and that we are a consistent, relevant source of information throughout the month.

Member feedback has been both invaluable and encouraging, and it continues to guide our efforts as we build on this evolving aspect of ACAT's relationship with its community.





Helpline

A church treasurer’s role involves a lot of different areas. These include accounting, employment, paying tax in the form of PAYE, receiving tax in the form of Gift Aid, internal controls and church governance. It’s impossible to be an expert on all these subjects, and the ACAT Helpline is available to assist where a treasurer or finance team encounters a problem. Or, a treasurer may want reassurance on a particular matter where there is a difference of opinion.

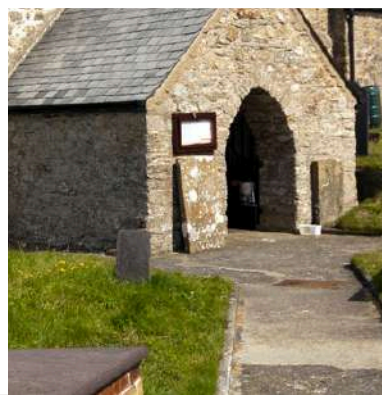
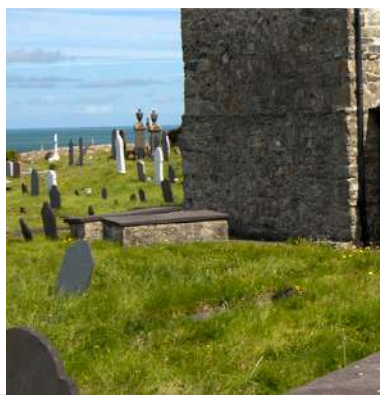
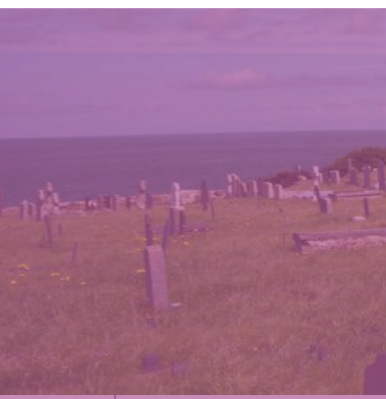
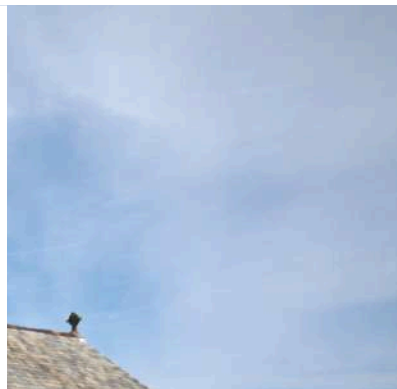
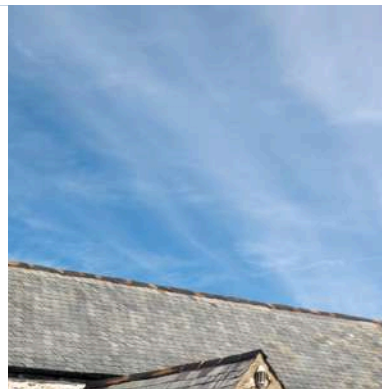
During the last year, the Helpline handled around 310 enquiries (2023-2024: 320). They range in complexity – some can be answered easily, but others require more research and involvement of colleagues with specific expertise. We are grateful for their input.

Material on our website is also kept up to date – the handbook and the FAQs are updated to reflect changes initiated by the Charity Commission, OSCR and HMRC. We are building up a library of ‘standard answers’, or Helpline Guides, and these are being added to our website.

This year, we began using some enquiries as the basis for the Q&A section in our monthly newsletter. We look for enquiries that are interesting and topical with a view to informing our wider readership. Our underlying ethos is to provide practical advice. We want to apply the facts so that theory can be put into practice. We are grateful for feedback that enables us to refine our own thoughts and provide better and clearer information.

It is our aim to answer enquiries as quickly as possible after receiving them. Most are answered within a few working days, but the timescale depends on the complexity and topic of the question. Our preference is to answer enquiries by email as this provides a firm factual basis that can be referred to later.

Enquiries answered
>310





Website

You may not have noticed, but a lot has been happening behind the scenes of our website this year. A lot of it's been invisible to most people, but it's all been laying the groundwork for something bigger.

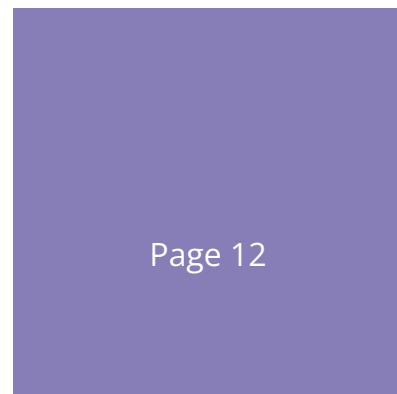
At the beginning of the year, we found out; rather suddenly, that our CRM would be discontinued. That kicked off a journey that we're still on. We've been working hard to get everything in one place, and that's changed the way we think about the future of the website.

This isn't just a technical upgrade, it's an opportunity. An opportunity to reimagine how the website serves you. We want it to be a place where resources are easy to find, questions are answered clearly and you don't have to dig around to get what you need.

Over the past year we've added more resources in response to the questions you've asked and we've started uploading all our newsletters online. These may seem like small things but they're part of a bigger picture—of making the website not just functional but genuinely more helpful.

We know many of you use the website to book onto courses, find our handbook, check the latest news or get in touch. So our aim is simple: to make the site your one stop shop—clear, useful and responsive to you.

We're not quite there yet but we're heading in a direction we're excited about and we hope you'll find it makes your experience smoother, simpler and more supportive.





CEO Thank you

As we wrap up this year's report, I wanted to take a moment to say thank you.

This has been a year of growth, partnership and faithfulness. Whether through the reach of our training, the development of our resources or the support offered through our helpline, the story of 2025 has been one of shared purpose and enduring commitment.

It's been a year of growth, with our training programme reaching nearly 1,000 participants across 31 courses, including a new Trustee course and in-person sessions back on the calendar. We also enhanced our digital communication with weekly updates and added more resources to our website.



It's been a year of partnership, as we worked more closely with block members to tailor training sessions, with sponsors and exhibitors at our 2024 Conference and responded to member feedback to shape what we offer. The engagement we've seen across events, the helpline and consultations has been a joint effort.

And above all, it's been a year of faithfulness. Faithfulness from our board and staff who steward this ministry with wisdom and care. Faithfulness from our trainers and volunteers who give their time and gifts. And faithfulness from you, our members, who serve the Church with diligence and grace in roles that are often behind the scenes but always essential.

I am deeply grateful to our Board of Directors for their leadership, to our staff and trainers for their tireless efforts, to our volunteers who serve, and to every one of our members who inspires all that we do. Your trust in ACAT and your commitment to stewarding church resources wisely and with integrity are the lifeblood of this organisation.

We are, above all, a Christian charity. And so, at the heart of our mission is a desire to serve the Church with humility, excellence and love. Every spreadsheet balanced, every question answered, and every course delivered is in some way part of the bigger ministry of God's people, resourcing the work of the Gospel in communities across the UK.

As we move forward, may we continue to walk together in grace, hope and service. And may God in His wisdom guide and bless all that lies ahead.

Ashley Ellis

ACAT CEO



Reference and administrative details

for the year ended 31 March 2025

Registered Charity number: 1072733

Principal address:

Association of Church Accountants and Treasurers

1st Floor, Block C, The Wharf,
Manchester Road, Burnley,
Lancashire, BB11 1JG

Email: admin@acat.uk.com

Executive Officer of ACAT and Company Secretary of its trustee company (the Association of Church Accountants and Treasurers Corporate Trustee Limited):

Ashley Ellis

Trustee company directors as at the date of this report:

Livia Velicu - Chair

Immanuel Kemp - Vice Chair

Nick Donaldson

Mark Heaton

Nigel Davies

Greyham Dawes

Governing document

The charity is a Membership Association governed by its Constitution dated 11 February 1998 (last amended 15 October 2016) and is administered by a sole corporate trustee whose members and directors are determined by the Association's members, in general meeting, under the Constitution, which provides for:

- up to 12 members nominated by the charity to serve for three-year terms in office; including
- a Chairman elected for up to two consecutive three-year terms; and
- a limit of 16 including those co-opted by the Board until the next AGM.





Co-option of directors and election of officers of the trustee company

The Board co-opts additional directors from among ACAT members, and other people with relevant skills and experience, who can help promote the most effective and efficient performance of the work of church treasurers and others involved in their charity's financial administration and public accountability.

Public benefit

The trustee has given due consideration to the Charity Commission's public benefit guidance in planning and managing the Association's activities, which comprise:

- the provision of a regularly updated Members' Handbook covering many aspects of financial administration, accounting and other legislation with which churches must comply, as well as best practice in matters of charity governance;
- publishing regular newsletters to all members;
- answering members' questions on specific issues and their advice-requests via a website helpline;
- arranging annual conference(s), with keynote speakers on relevant topics, open to members and non-members who can meet and discuss matters of common interest;
- holding nationwide training courses giving members and others the opportunity to network with their peers and increase their knowledge of relevant issues, as well as the new online training courses;
- encouraging denominations and other church groups to consider "block" membership for their treasurers and trustees at reduced annual subscription rates;
- championing members' interests as church treasurers by liaison with regulatory authorities and by responding to relevant public consultations as they arise.

For the public benefit, the Association aims to advance the Christian religion through the promotion of the efficiency and effectiveness of Christian churches and organisations by the provision, primarily to the Association's members, of advice, training in the role of the trustee, treasurer and information on accounting, financial, legal, governance and other related issues. Membership of the Association is by annual subscription, the modest level of which, the trustee believes, should not exclude any church treasurer or official with financial responsibilities from access to benefit. We provide wider public benefit by helping the Church manage and steward its financial resources effectively through equipping our members to perform their roles well.





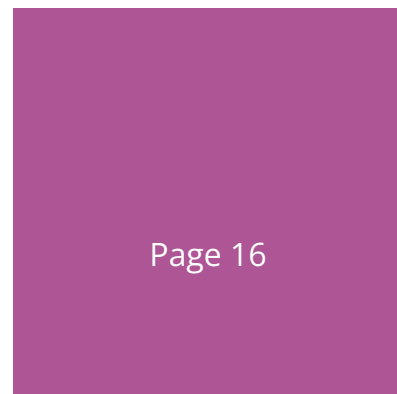
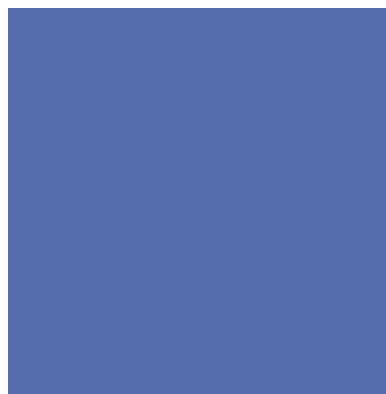
Financial review

Reserves Policy

The trustee considers that the Association's unrestricted year-end reserves of £159,324 (2024: £164,847) are in line with the policy level of at least 6 to 12 months of planned expenditure for the current financial year. The 2025-2026 spending budget is approximately £154,000. The board set the target level mindful that having reserves in this range ensures the smooth operation of its services to assist members and to manage any unforeseen fluctuations in income. Our largest resource and cost is our expert staff, so having reserves at this level enables the board to take considered and timely action to adjust staffing levels where needed, whether to hold a vacancy or to invest in a new role to expand in advance of future income.

Finances (Unrestricted)

Total income for the year was £155,506, up from £149,870 in 2023-2024. Total expenditure was £162,317 against £142,189 for 2023-2024. This resulted in an operating deficit of £5,523 (2023-24 surplus: £7,120). The deficit in 2024/2025 is due to the need to upgrade our CRM and integrate it into our website. Our existing software supplier removed support to our CRM system at very short notice, and we drew upon both our reserves, in order to purchase the necessary technical support from a new supplier, and the skills of our staff team, particularly Nick Fox, to migrate our data to the new system against some very tight timescales. After allowing for a modest gain on the investments of £1,288 (loss previous year £561), overall funds for the year decreased by £5,523 (2023-24 surplus £7,120), decreasing ACAT's total unrestricted reserves from £164,847 to £159,324.





Financial review

continued

Statement of Trustee's Responsibilities

The trustee company is responsible for preparing the annual report and the financial statements in accordance with applicable law, the Charities Statement of Recommended Practice (SORP) (FRS102) and the United Kingdom Accounting Standard on which it is based (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales, the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of ACAT's Constitution require the trustee to prepare financial statements for each financial year which (unless the receipts and payments option is chosen) must give a true and fair view of the state of affairs of the Association and of its incoming resources and application of resources for that year.

In preparing those accruals-based financial statements, the trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS102), as adopted;
- 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.

The trustee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable the trustee to ensure that the financial statements comply with the Charities Act 2011 and the regulations thereunder and the provisions of the Constitution. The trustee is also responsible for safeguarding the assets of the charity and ensuring their proper application under charity law and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustee's Report on pages 6 to 17 is as approved by the Board on 15th September 2025 and signed on its behalf, as authorised, by:

Livia Velicu
Chair

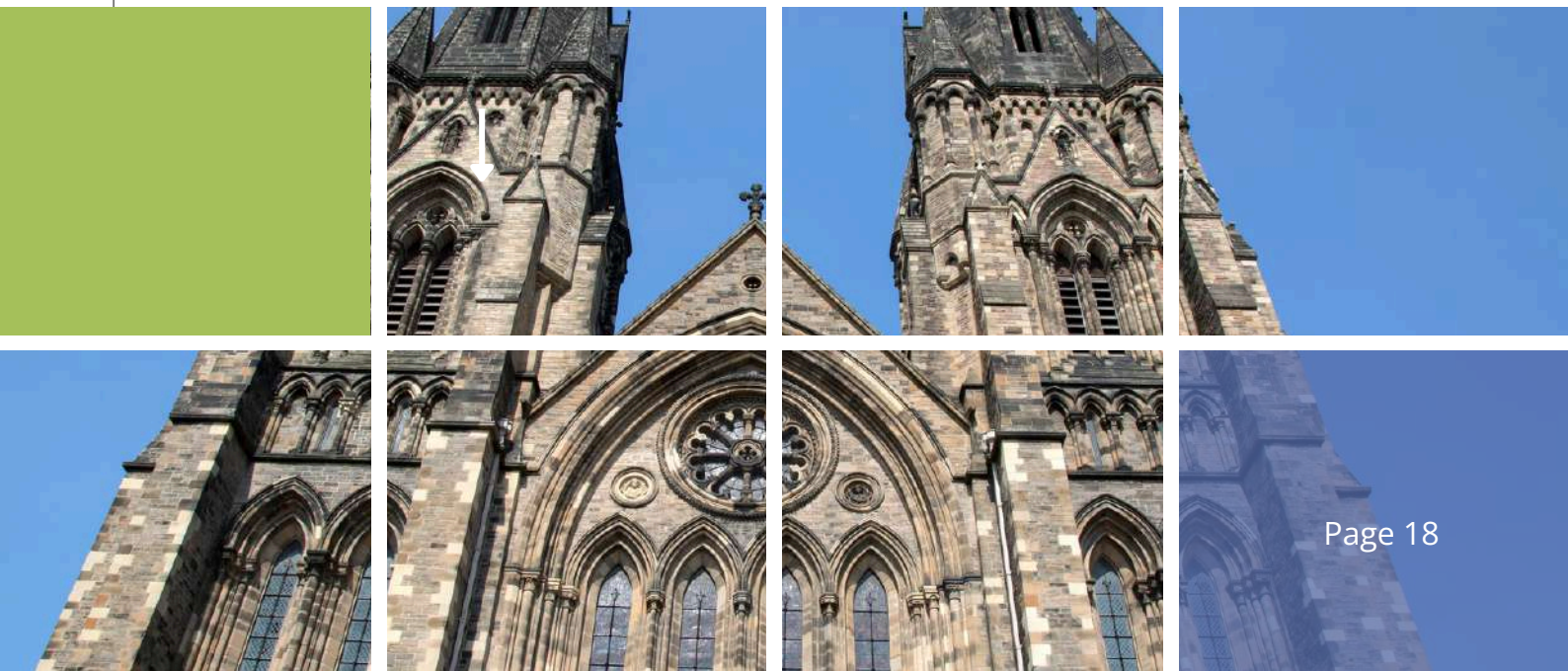




Statement of Financial Activities

Year to 31st March 2025

	31st March 2025	31st March 2024
Income	£	£
Membership Fees	119,189	112,836
Conference and Training Receipts	27,170	28,670
Gift Aid Tax Recoverable	2,317	2,585
Investment Income	5,432	4,798
Other Income	1,398	981
	155,506	149,870
Expenditure		
Conference and Training Costs	7,641	12,746
Printing, Stationery and Postage	251	344
Membership Support (Note 3)	114,671	112,613
Marketing	446	-
Website and IT Costs (inc. CRM)	33,181	11,332
Trustees/Meeting Expenses	1,441	766
Legal, Professional, Insurance	3,241	3,312
Subscriptions, Gifts and Donations	1,445	1,076
	162,317	142,189
Net Operating deficit/surplus	-6,811	7,681
Investment (loss)/gain	1,288	-561
Net movement in funds	-5,523	7,120
Balance of Funds Brought Forward	164,847	157,727
Balance of Funds Carried Forward	159,324	164,847



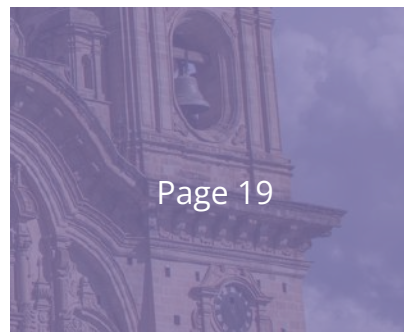
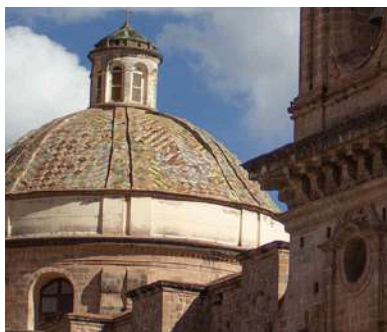
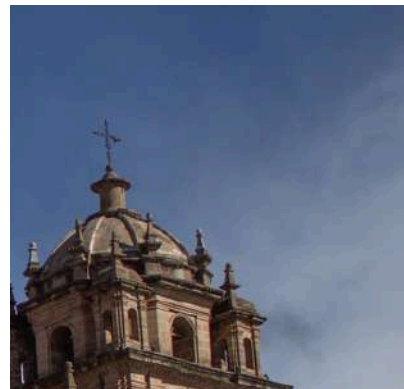
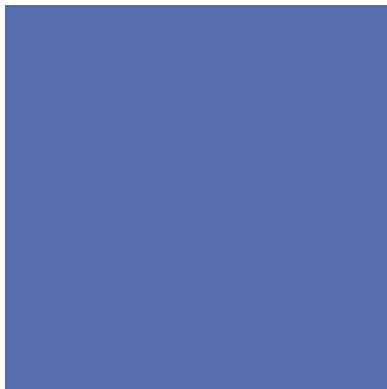


Balance Sheet

Year to 31st March 2025

	31st March 2025	31st March 2024
Office Fixtures and Fittings	771	1,157
Investments	31,452	30,164
Total Fixed Assets	32,223	31,321
Current Assets and Liabilities		
Cash and Bank Current Accounts	158,156	159,178
Bank Deposit Accounts	24,093	22,956
Debtors and Prepayments	8,398	7,418
Current Assets Total	190,647	189,552
Deferred Income	(63,546)	(56,026)
Net Current Assets	127,101	133,526
Total Net Assets	159,324	164,847
Funds		
Unrestricted General Funds	159,324	164,847
TOTAL	159,324	164,847

The statutory accounts as set out on pages 18 to 20 were approved by the Board on 15 September 2025 and signed on its behalf by Livia Velicu (Chair)





Notes to the accounts

These Financial Statements are on the historical cost basis under FRS102, and the Charities Act 2011, in accordance with the Charities SORP (FRS102) (2019), but with investment securities carried at fair value as required by the SORP. In the absence of new regulations relating to SORP(FRS102), the “true and fair override” provision within the 2008 regulations under the 2011 Act is invoked for the adoption of SORP(FRS102) as the relevant current replacement for SORP 2005. As a charity, ACAT is a public benefit entity within the meaning of FRS102. There were no material uncertainties affecting ACAT’s financial viability for the next twelve months.

1. Incoming and outgoing resources: Interest on the Bank Deposit (term: less than 3 months notice) is accrued daily; Gift Aid tax claims are accrued as ‘probable’ when the entitlement arises; other income and all expenditure when receivable or incurred. The total expenditure for independent examination included in the accounts was £500 (2024: £500). The value of volunteer-services has been excluded from the Accounts.
2. Related Party transactions: £561 (2024: £497) was reimbursed to six directors of the trustee company for travel, subsistence and other costs to attend meetings, training events and conferences. There was no trustee-remuneration. Except for key management personnel (see note 3), there were no other related party transactions in the year.
3. Membership Support costs include for ACAT’s six part-time staff (FTE:4) Salaries £75,561 and PAYE/NIC & Pension costs £31,287 - total £106,848 (2024: £72,798 and £28,558 - total £101,356). The Board has decided to depart from the requirement of SORP paragraph 9.32, because ACAT’s Executive Officer is not a Board Member nor related to any of the Directors and the Board considers that there is no benefit to accounts-users in disclosing the exact amount of employee-benefits for ACAT’s key management personnel. The Board has decided on a banded disclosure and the total cost of key management personnel falls in the range of £40,000 to £50,000. No staff member earned more than £60,000.
4. VAT: The Association is not VAT-registered and its activities are considered outside the scope of Value Added Tax. Irrecoverable input tax is included in the relevant expenditure.
5. Office equipment costing at least £1,000 per item/ set is capitalised and depreciated at an average annual rate of 25% on cost, depending on its estimated useful life.
6. Basic financial instruments are accounted for at their settlement value. The Association has no other financial instruments as defined by FRS102.
7. Deferred Income: Block membership, once renewed, is deemed to accrue month by month, counting future months’ fees as “deferred income”, together with any Grants only for use in future financial years.
8. Lease of office premises: The Association had a three-year lease on its office premises at Clay Cross, Derbyshire, at an annual rental of £5,895 the minimum rental commitment being for three months. During this, the trustee decided not to renew the lease on the office and instead made arrangements for the designation of a new principal office address compliant with Companies House’s requirements for an ‘appropriate address’.





Independent examiner's Report

Independent Examiner's Report to the Trustee of the Association of Church Accountants and Treasurers. I report on the accounts of the charity for the year ended 31st March 2025.

Respective responsibilities of the trustee and examiner.

The charity's trustee is responsible for the preparation of the accounts. The charity's trustee considers 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;
- 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 the independent examiner's report.

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustee 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:

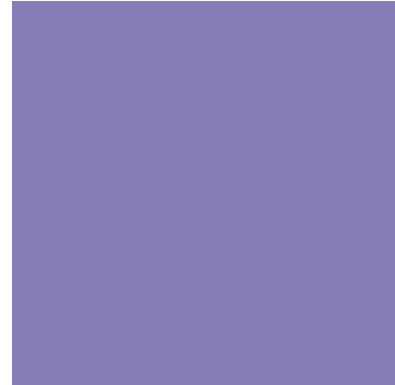
1. which give me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 130 of the 2011 Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been 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.



Chun Tsang BSc BFP FCA

Address: 4 Harlech Green, Sheffield, S10 4NR

Date: 13 October 2025



acat 
Association of Church Accountants & Treasurers

Association of Church Accountants and Treasurers

Helping Christian churches with their financial administration

Address: Association of Church Accountants and Treasurers

1st Floor, Block C, The Wharf,

Manchester Road, Burnley,

Lancashire, BB11 1JG

Email: admin@acat.uk.com

Registered Charity number: 1072733

ASSOCIATION OF CHURCH ACCOUNTANTS AND TREASURERS

England & Wales - Charity number 1072733

Accounts

**YEAR ENDED
31 MARCH 2024**

ANNUAL REPORT
Association of Church
Accountants & Treasurers





The Association of Church Accountants and Treasurers (ACAT)

The mission of the Association of Church Accountants and Treasurers is to advance the Christian faith by supporting treasurers and trustees from all denominations and organisations.

Since 1998, ACAT has been at the forefront of training and supporting churches, adapting to changes in the law that demand higher accounting and management standards. We are proud to represent the interests of all churches equally, regardless of their size or denomination. With over 16,000 members, churches rely on us to ensure sound guidance on financial practices and effective governance.



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How we serve

We aim to maximise the positive impact churches have on their communities by improving the effectiveness of governance, financial management, leadership and administration.

To achieve this, we serve in four major ways:

TRAINING COURSES

We hold these across the country and online to give you the skills you need.

HANDBOOK & ONLINE RESOURCES

These are regularly updated with useful information on topics like bookkeeping, fundraising, independent examination, budgeting, taxation and more.

NEWSLETTERS

They help you stay informed about the latest news as well as encouraging you to think about your role in the Church.

HELPLINE

Gain personalised help for your specific questions.

Public benefit

For the public benefit, the Association aims to advance the Christian religion through the promotion of the efficiency and effectiveness of Christian churches and organisations by the provision, primarily to the Association's members, of advice, training in the role of the trustee and treasurer and information on accounting, financial, legal, governance and other related issues. Membership of the Association is by annual subscription, the modest level of which, the trustee believes, should not exclude any church treasurer or official with financial responsibilities from access to benefit. We provide wider public benefit by helping the Church manage and steward its financial resources effectively through equipping our members to perform their roles well.



Renewed Focus

Dear Members

Reflecting on the past year we as your ACAT Board want to share with you our experience of the year and offer thoughts to our future. St Paul in his closing remarks of his second letter to the Corinthian Church placed as an emphasis on unity of mind and living in peace. As a Board we have been unified in working with Ashley and our excellent staff and volunteer team to serve you, our members. In serving you well we help equip churches to serve their communities in witnessing the love of Christ- there can be no better way of giving public benefit. With this in mind we have a renewed focus on continuing to improve how we support you in your finance roles and in doing this we believe we share in your mission.

Our core activities continue to develop in line with your needs. Our report offers more detail but just a few highlights are:

- 26 on-line training courses with 815 delegates booked to attend
- Accessible web-site resources on key topics in church finance
- A well received monthly newsletter with legal, regulatory and topical updates
- 321 help-line queries answered

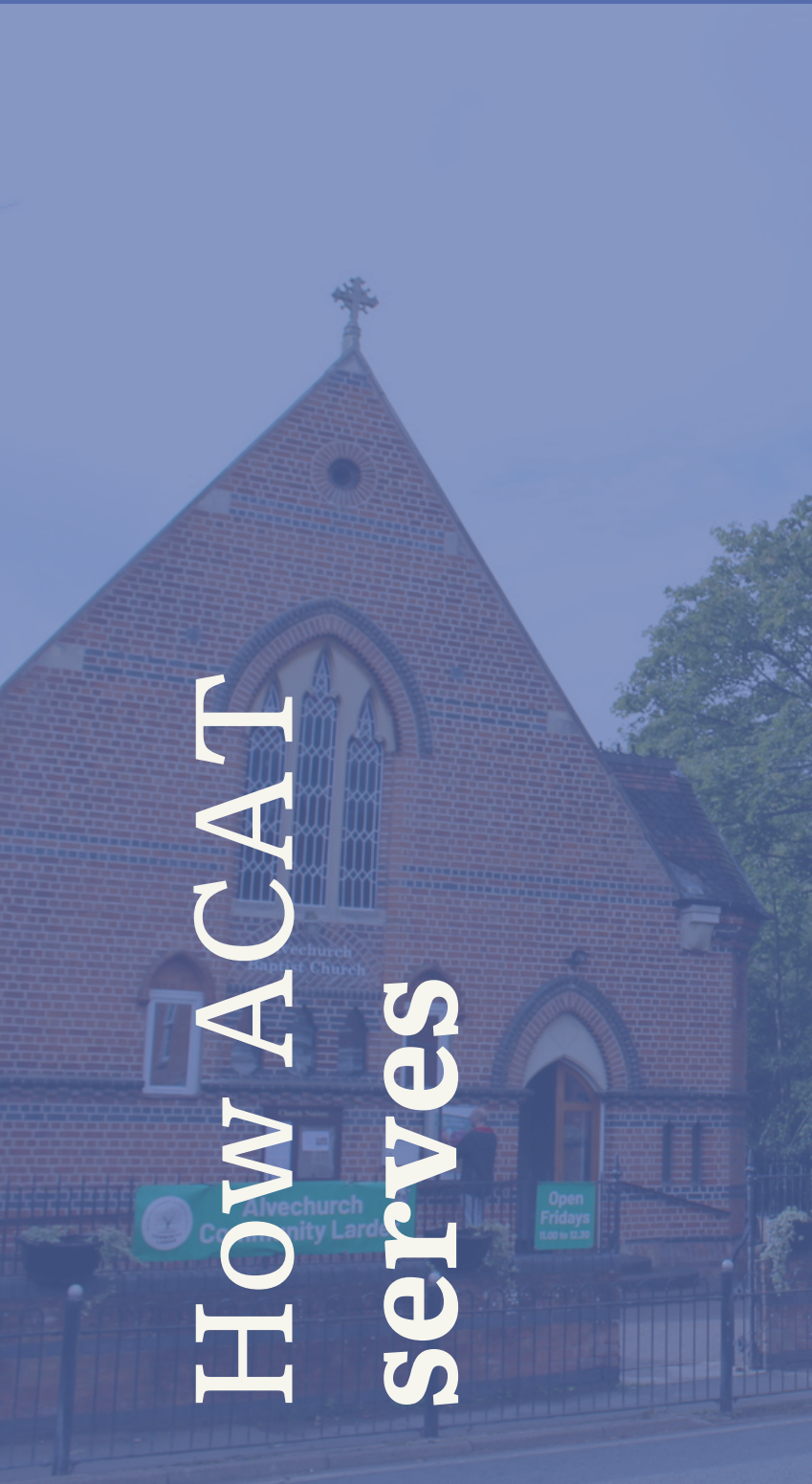
Our pace of change has been steady in exploring new formats for training and improving accessibility. With the support of our sponsors and mission partners we are continuing with the in person annual conference as we believe it is important for treasurers and church finance staff to have the opportunity to meet others, network and have the opportunity to hear from others.

In looking to the future, we intend to modernise our constitution to that of a Charitable Incorporated Organisation to replace the more complex charitable association administered by a non-charitable trustee-company set up that we now have. This is about more than good administration as it offers an opportunity to have a conversation with our members and to reflect on what we are set up to do and how this may need to be changed to best meet the needs of the future.

We aim to continue growing our membership and we welcome all denominations and traditions so that we can serve the Church well in the years ahead.

Errol Vassell
Chair





HOW ACAT serves



- Training
- Website
- Helpline
- Newsletter



897
Delegates
attending ACAT events
Financial year 2023/2024

Training

A complete strategy



*Cath Fox,
Administration Officer
(Training)*

We have continued to offer our training courses online to ensure they are accessible to as many members as possible. The geographical spread of attendees shows the success of this as we welcomed treasurers and trustees from Cornwall, Kent, Wales, Scotland, the Midlands, London, Yorkshire and the North West.

The in-person courses that we have delivered have been for block members, where attendees have been more local to the venue, and this has worked well.

The offering of 2 hybrid courses, based in Cambridge, show we worked closely with members. We will continue to develop hybrid courses as we look to the possibilities for the future.

Our training programme this year has had something for the new treasurer and the more experienced treasurer, as well as more courses for trustees.

The 12 different courses that we have been able to offer this year have ranged from our ever popular 'Being a Treasurer: The Basics' and Gift Aid courses to the more specialist 'Tax Issues for churches that trade' and the 'Health and Safety and Risk Management course'.

We have worked with partner easyfundraising to offer a seminar explaining how funds can be raised whilst shopping online.

This year we also gratefully welcomed trainers from our partners ACIE (Association of Charity Independent Examiners) to deliver 3 courses relating to independent examinations and the problems and pitfalls of accounting for church receipts and payments/ income and expenditure.

This varied and interesting programme would not be possible without the dedicated team of trainers who give of their time and expertise. The transitioning to online training has been successfully navigated by the team so that we are now able to offer the extensive programme of mixed online and in-person courses, both open to all and for block members. Our thanks go to each and every one of our trainers for their support and continued encouragement.

Attendance at courses continues to be encouraging and feedback remains positive with helpful constructive criticism. Any feedback will always be welcomed as we develop the training programme further.

Looking ahead



Online



In-person



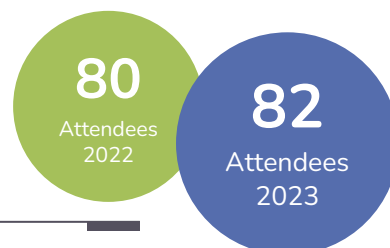
Hybrid



On-demand

Our popular and valued courses will remain available online. To ensure accessibility for all members, we will keep varying the days and times these courses are offered. We are actively exploring new courses and considering alternative formats for existing ones, with a focus on providing more content for treasurers and trustees. We are committed to enhancing the resources available to our members, particularly through the members' area of our website. Furthermore, we are investigating the possibility of offering on-demand video training as another option.

2023 Conference



This year's conference was in Birmingham, making use of the conference space at the Priory Rooms, the Quaker meeting house in Birmingham. We were also able to offer the Conference via a livestream for those not able to travel.

We changed the format from recent years to have a greater focus on workshops, offering delegates the opportunity to attend 4 workshops from a possible 6.

The content explored at the conference was again varied, with an inspirational keynote presentation from Nigel Davies, ACAT Director. The workshops included sessions from the Parish Giving Scheme and CAF Bank. Other sessions focused on generating income and independent examinations.

Delegate attendance remained similar to recent years and feedback, formal and informal, was encouraging as the benefits of attendance were highlighted. Delegates felt welcomed and looked after. The workshops proved enjoyable and helpful, and the informal conversations with sponsors and delegates were welcomed and valued by many.

Our Annual General Meeting (AGM) was again held at the end of the day giving us the opportunity to officially accept the Annual Report and Accounts for 22/23. We also thanked all involved with ACAT, including a special thank you to our retiring Director Trevor James.

We were grateful to our main sponsors CAF Bank and CCLA for their continued support of the work that ACAT does and the support they offer to church treasurers and trustees.

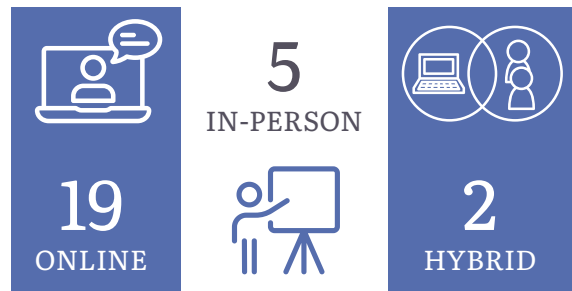
The range of exhibitors in attendance provides an added dimension to the day as delegates can ask questions and hold conversations on a one-to-one basis. We are as always grateful to those who supported our 2023 conference in this way: Data Developments, Liberty Accounts, Easyfundraising, iKnow Church, ACIE, Bates Wells, Parish Giving Scheme and Trinitas Insurance.

Our thanks to all involved in making the Conference a success, from ACAT staff and Directors to our sponsors and exhibitors, to the staff at Priory Rooms Birmingham and most of all to the delegates for their engagement and encouragement.

Training stats

This year, we offered a total of **26 courses**, including, 6 specifically designed for block members. Of these courses, **5 were in-person**, **19 were online**, and **2 were hybrid**. There were 36 sessions in total, ranging from one-hour online sessions to full-day in-person events.

26 COURSES OFFERED



A total of **815 delegates** booked to attend these courses, resulting in an average of **31 delegates per training session**. We also promoted our support and training by attending events. Overall, we provided **12 different courses this year**.

Our rating



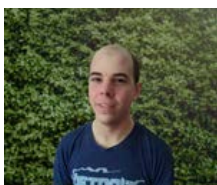
95% of people rate us Good or Excellent



According to the ACAT 'Training Feedback Questionnaire,' Financial year 2023/2024

Website

Our resources

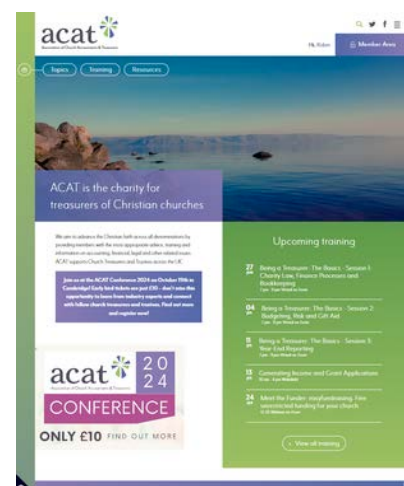


*Robin Jones,
Marketing, Digital and Media
Officer*

The website is the starting point for almost everyone accessing ACAT. Whether it be to book a session or find an answer to a question the website is available 24/7.

Over the last year, we have continued to update the website with the latest news, training, and handbook updates.

Keeping information up-to-date can always be tricky but is crucial to enable our members to see the correct answers to the questions. This is why over the last year we have continued to check the Member's handbook for any changes to the advice on common issues in church finance that need to be made.



The website has facilitated the booking of over 800 delegates to 26 different courses. We have also added various news items and newsletters to make the website a one-stop place for information. You may have caught some of our special news items on ACMs, the Chancellor's budgets, and Church policies.

Our FAQ section is also growing every week with new questions being asked and comprehensive answers being given. We retain the FAQs as a useful quick reference resource as very often your question will also have been asked by someone else.

Looking ahead

The future is exciting for the ACAT website. Currently, we are exploring adding more resources including on-demand training, improving search functionality and opportunities for a redesign.

All of this is to make the website more accessible and easier to use for all members. We understand that most church treasurers and trustees are volunteers and therefore may need to ask a question at any time of the day or night. We want to put the answer to that question right at their fingertips as soon as they log-on.

Helpline Offering support

299

Enquiries
ACAT financial year
2022/2023

321

Enquiries
ACAT financial year
2023/2024



*Peter Young,
Administrative Officer
(Membership Support)*

Handling church finances requires a wide span of knowledge. Not only is it almost impossible to know everything that there is to know about this subject, but different opinions are often expressed. The ACAT Helpline is set up to assist church treasurers, trustees and others in similar roles within the church to answer your enquiries where you can't find the answer elsewhere or where there is a divergence of opinion.

During the last year, the Helpline handled 321 (last year 299) enquiries from a range of churches and denominations. The enquiries covered a wide range of topics. There is often a topic which we haven't come across before so it's a question of learning something new. We are grateful to colleagues whom we can call upon when something new is asked or where there is a difference of opinion – we thank them for their input.

In responding to enquiries, we always look to explain the underlying issue. In doing so, we usually quote from the source material and provide a link for the enquirer so that they are able to rely on the information given. The source material is often our handbook and the FAQ both of which are available on our website. These sources of information are kept up to date.

It has also been a privilege to write the Q&A section in the general newsletter that is issued each month. We choose topics that come up regularly to help church treasurers in their role.

We aim to answer enquiries as quickly as possible and many within a few working days. The timescale depends on the complexity and topic of the question. We prefer to answer enquiries by email and, on occasion, will ask for more information to help us give the right answer.

“

I've been a member of ACAT for several years and value the helpline as a trusted resource. Whenever I've contacted them for advice on behalf of my clients it has been handled quickly and with thoroughness. Matters have covered VAT and Village Hall usage for a new build, recommendations for training courses for specific role holders and this year we discovered an error which dated back several years. Trustees immediately asked me for my advice and it was so reassuring to be able to contact the ACAT helpline, and explain the incident and why we weren't certain of the implications and ask for guidance on the best way forward. The answer was forwarded to the trustees and we were able to move forward with dealing with the incident.

Wendrie Heywood

”

Newsletter

Stay in the loop



*Robert Scott-Biggs,
Newsletter Consultant*

Since its infancy ACAT has relied on its periodic newsletter as a means of staying in touch with its members. Charity legislation has developed significantly since ACAT was formed in 1998. Churches of all denominations need to be kept fully informed of the changes to their statutory obligations. The newsletter aims to achieve that.

The newsletter provides summary updates of related changes to charity law in those areas of church life and administration for which members are responsible. Examples of good practice are included together with thoughtful perspectives on wider issues of church life.

The Helpline is a key service for members. Questions, together with the responses provided, were included in the newsletter for the first time this year. Information on future training events is also featured, together with initiatives from organisations linked to ACAT through our “Partners in Ministry.”

Each month we aim to create an easily readable style, covering Charity Commission updates and governmental policy changes, amongst many other topics.

In the past year we have featured information and updates on a wide range of issues, including:

- Charities use of social media
- New Charity annual return
- Guidance notes for charity trustees
- How the tax system works for charities
- A new fundraising code of practice
- Banks and their relationship with charities

The newsletter has been structured so that the contents fall into a simple format enabling the reader to readily find the various content sections.

In addition to the regular items, more substantial articles are to be found on the ACAT website as stand-alone pieces.



Of those surveyed said the Newsletter 'Encourages me in my work for the church.'



Of those surveyed said the Newsletter 'Informs me of important charity law updates.'



Looking ahead

We are concerned to ensure that the newsletter continues to be a key aspect of ACAT's communication with its members. With that in mind the May 2024 edition included a simple questionnaire asking for the views of readers as to its relevance, format, length, style, and suggested improvements.

Thank you for your very positive feedback to date. Rest assured we will endeavour to continue producing a newsletter which readers look forward to each month, supporting and encouraging the churches' ministry of administration.

Feedback

“

I am Diocesan Giving Advisor at The Diocese of Manchester, which has a block ACAT membership. We encourage clergy and laity from our churches to set up their own individual membership accounts for free as there is lots of useful information and guidance available on the ACAT website and via their regular newsletters. For new Gift Aid Secretaries and Treasurers, we encourage them to use the website resources as part of their initial training, and annually in the autumn we also deliver a Treasurer training course in partnership with the ACAT training team for new volunteers, or those who need some additional support. We are looking at ways to further develop our relationship with ACAT to offer additional training course opportunities to our churches.

On a personal level, I value the working relationship I have with Ashley and his team. The ACAT newsletter is valuable in my diocesan role because I occasionally spot useful nuggets of information that I can share with diocesan colleagues and our churches. As an example, I recently worked in partnership with HMRC to update their Gift Aid Small Donations Scheme (GASDS) guidance so that all device donations of £30 or less are claimable. The HMRC website guidance has now been updated with this information, and this was reported in a recent ACAT newsletter article.

**Paul Bailey, Diocesan Giving Advisor,
Diocese of Manchester**

”



Final thoughts



- *CEO report*



26 Years of ACAT excellence

Dear Members

I am proud of what we have done together this past year and excited for what lies ahead for ACAT. As we enter our twenty-sixth year as an organisation, ACAT is in great shape with over 16,000 members. We are determined to do whatever we can to assist you in the critical work you do for churches and charities.

Looking ahead, our vision for the future includes improving our training opportunities. We know the demands on church accountants, treasurers and trustees are always changing, and we want to reflect this in the support we provide. In the coming year, we will continue our work to develop on-demand video training. These videos will allow you to learn at your own pace and convenience. We will still offer live Zoom training and in-person training for those who want a more interactive approach. We want to provide you with options to learn in the way that best fits your needs.

Making our resources easier to find is another goal. We plan on updating our website to be more member-friendly. Expect improved search capabilities and potentially even an app to allow you to access our resources more easily. We are developing guides to assist you in finding your way around the website and using our services. Our aim is to make it simple for you to find the information and support you need.

A further focus is to formalise our relationships with key church institutions, and partner organisations. By doing so, we can work more effectively together which we believe will lead to new opportunities to improve our training, resources, and other support.

In conclusion, the future holds exciting potential for ACAT. The plans highlighted here are just some of the plans we have to help ACAT be even more successful in serving the Church of Jesus Christ. I wish to express my personal thanks to our employees, trainers, members, partners and trustees for their faithfulness and trust. Together we will meet the challenges and embrace the opportunities of the road ahead, growing God's kingdom together.

Thanks for being part of ACAT.

Ashley Ellis

Chief Executive Officer



ACAT and its corporate trustee

Structure, governance and management



- *Reference and administrative details*
- *Governing document*
- *Co-option of directors and election of officers of the trustee company*
- *Public Benefit*
- *Financial review*



Reference and administrative details for the year ended 31 March 2024

Registered Charity number: 1072733

Principal address:

Association of Church Accountants and
Treasurers
1st Floor, Block C, The Wharf,
Manchester Road, Burnley,
Lancashire, BB11 1JG

Email: admin@acat.uk.com

**Executive Officer of ACAT and Company
Secretary of its trustee company (the
Association of Church Accountants &
Treasurers Corporate Trustee Limited):**

Ashley Ellis

**Trustee company directors as at the date of
this report:**

Errol Vassell - Chair

Livia Velicu - Vice Chair

Ursula Fuller

Nick Donaldson

Mark Heaton

Immanuel Kemp

Nigel Davies

Greyham Dawes

Governing document

The charity is a Membership Association governed by its Constitution dated 11 February 1998 (last amended 15 October 2016) and is administered by a sole corporate trustee whose members and directors are determined by the Association's members, in general meeting, under the Constitution, which provides for:

- up to 12 members nominated by the charity to serve for three-year terms in office; including
- a Chairman elected for up to two consecutive three-year terms; and
- a limit of 16 including those co-opted by the Board until the next AGM.



Co-option of directors and election of officers of the trustee company

The Board co-opts additional directors from among ACAT members, and other people with relevant skills and experience, who can help promote the most effective and efficient performance of the work of church treasurers and others involved in their charity's financial administration and public accountability.

Public benefit

The trustee has given due consideration to the Charity Commission's public benefit guidance in planning and managing the Association's activities, which comprise:

- the provision of a regularly updated Members' Handbook covering many aspects of financial administration, accounting and other legislation with which churches must comply, as well as best practice in matters of charity governance;
- publishing regular newsletters to all members;
- answering members' questions on specific issues and their advice-requests via a website helpline;
- arranging annual conference(s), with keynote speakers on relevant topics, open to members and non-members who can meet and discuss matters of common interest;
- holding nationwide training courses giving members and others the opportunity to network with their peers and increase their knowledge of relevant issues, as well as the new online training courses;
- encouraging denominations and other church groups to consider "block" membership for their treasurers and trustees at reduced annual subscription rates;
- championing members' interests as church treasurers by liaison with regulatory authorities and by responding to relevant public consultations as they arise.

For the public benefit, the Association aims to advance the Christian religion through the promotion of the efficiency and effectiveness of Christian churches and organisations by the provision, primarily to the Association's members, of advice, training in the role of the trustee, treasurer and information on accounting, financial, legal, governance and other related issues. Membership of the Association is by annual subscription, the modest level of which, the trustee believes, should not exclude any church treasurer or official with financial responsibilities from access to benefit. We provide wider public benefit by helping the Church manage and steward its financial resources effectively through equipping our members to perform their roles well.

Financial review

Reserves Policy

The trustee considers that the Association's unrestricted year-end reserves of £164,847 (2023: £157,727) are in line with the policy level of at least 6 to 12 months of planned expenditure for the current financial year. The 2024-2025 spending budget is approximately £154,000. The board set the target level mindful that having reserves in this range ensures the smooth operation of its services to assist members and to manage any unforeseen fluctuations in income. Our largest resource and cost is our expert staff, so having reserves at this level enables the board to take considered and timely action to adjust staffing levels where needed, whether to hold a vacancy or to invest in a new role to expand in advance of future income.

Finances (Unrestricted)

Total income for the year was £149,870, up from £140,509, in 2023-2024. Total expenditure was £142,189 against £149,181 for 2022-23. This resulted in an operating surplus of £7,681 (2022-23 deficit: £8,671). The surplus in 2023/2024 is due to increased income in many areas, particularly training, conferences and investments and reduced expenditure in conferences, staff expenses and meetings. After allowing for a modest loss on the investments of £561 (loss previous year £2000) overall funds for the year increased by £7,120 (2022-23 deficit £10,672), increasing ACAT's total unrestricted reserves from £157,727 to £164,847. Looking to the future the trustee has determined that the modest excess in reserves is applied to continuing with the in-person annual conference and, subject to member approval, to covering the expenses involved in converting to a charitable incorporated organisation.

Statement of Trustee's Responsibilities

The trustee company is responsible for preparing the annual report and the financial statements in accordance with applicable law, the Charities Statement of Recommended Practice (SORP) (FRS102) and the United Kingdom Accounting Standard on which it is based (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales, the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of ACAT's Constitution require the trustee to prepare financial statements for each financial year which (unless the receipts and payments option is chosen) must give a true and fair view of the state of affairs of the Association and of its incoming resources and application of resources for that year.



Financial review

continued

In preparing those accruals-based financial statements, the trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS102), as adopted;
- 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.

The trustee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable the trustee to ensure that the financial statements comply with the Charities Act 2011 and the regulations thereunder and the provisions of the Constitution. The trustee is also responsible for safeguarding the assets of the charity and ensuring their proper application under charity law and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustee's Report on pages 5 to 19 is as approved by the Board on 24th September 2024 and signed on its behalf, as authorised, by:

Errol Vassell
Chair



ACAT financial statements

Including the independent examiner's report



- Statutory accounts
- Financial statements (notes)
- Independent examiner's report

Statutory accounts

Year to 31st March 2024

Statement of Financial Activities

	31st March 2024	31st March 2023
Income	£	£
Membership Fees	112,836	110,768
Conference and Training Receipts	28,670	23,400
Gift Aid Tax Recoverable	2,585	2,817
Investment Income	4,798	2,426
Other Income	981	1,098
	149,870	140,509
Expenditure		
Conference and Training Costs	12,746	19,266
Printing, Stationery and Postage	344	318
Membership Support (Note 3)	112,613	110,475
Website and IT Costs	11,332	14,383
Trustees/Meeting Expenses	766	1,813
Legal, Professional, Insurance	3,312	1,982
Subscriptions, Gifts and Donations	1,076	944
	142,189	149,181
Net Operating deficit/surplus	7,681	-8,672
Investment loss/gain	-561	-2,000
Net movement in funds	7,120	-10,672
Balance of Funds Brought Forward	157,727	168,399
Balance of Funds Carried Forward	164,847	157,727

Statutory accounts

Year to 31st March 2024

Balance Sheet

	31st March 2024	31st March 2023
Office Fixtures and Fittings	1,157	279
Investments	30,164	30,725
Total Fixed Assets	31,321	31,004
Current Assets and Liabilities		
Cash and Bank Current Accounts	159,178	134,383
Bank Deposit Accounts	22,956	21,891
Debtors and Prepayments	7,418	23,548
Current Assets Total	189,552	179,822
Deferred Income	(56,026)	(53,099)
Net Current Assets	133,526	126,723
Total Net Assets	164,847	157,727
Funds		
Unrestricted General Funds	164,847	157,727
TOTAL	164,847	157,727

The statutory accounts as set out on pages 21 to 23 were approved by the Board on 24 September 2024 and signed on its behalf by Errol Vassell (Chair)

Financial statements

notes

These Financial Statements are on the historical cost basis under FRS102, and the Charities Act 2011, in accordance with the Charities SORP (FRS102) (2019), but with investment securities carried at fair value as required by the SORP. In the absence of new regulations relating to SORP(FRS102), the “true and fair override” provision within the 2008 regulations under the 2011 Act is invoked for the adoption of SORP(FRS102) as the relevant current replacement for SORP 2005. As a charity, ACAT is a public benefit entity within the meaning of FRS102. There were no material uncertainties affecting ACAT’s financial viability for the next twelve months.

1. Incoming and outgoing resources: Interest on the Bank Deposit (term: less than 3 months notice) is accrued daily; Gift Aid tax claims are accrued as ‘probable’ when the entitlement arises; other income and all expenditure when receivable or incurred. The total expenditure for independent examination included in the accounts was £500 (2023: nil). The value of volunteer-services has been excluded from the Accounts.
2. Related Party transactions: £497 (2023: £671) was reimbursed to six directors of the trustee company for travel, subsistence and other costs to attend meetings, training events and conferences. There was no trustee-remuneration. There were no other related party transactions in the year.
3. Membership Support costs include for ACAT’s six part-time staff (FTE:4) Salaries £72,798 and PAYE/NIC & Pension costs £28,558 (2023: £80,532 and £16,109 - total £96,641). The Board has decided to depart from the requirement of SORP paragraph 9.32, because ACAT’s Executive Officer is not a Board Member nor related to any of the Directors and the Board considers that there is no benefit to accounts-users in disclosing the exact amount of employee-benefits for ACAT’s key management personnel. The Board has decided on a banded disclosure and the total cost of key management personnel falls in the range of £40,000 to £50,000. No staff member earned more than £60,000.
4. VAT: The Association is not VAT-registered and its activities are considered outside the scope of Value Added Tax. Irrecoverable input tax is included in the relevant expenditure.
5. Office equipment costing at least £1,000 per item/ set is capitalised and depreciated at an average annual rate of 25% on cost, depending on its estimated useful life.
6. Basic financial instruments are accounted for at their settlement value. The Association has no other financial instruments as defined by FRS102.
7. Deferred Income: Block membership, once renewed, is deemed to accrue month by month, counting future months’ fees as “deferred income”, together with any Grants only for use in future financial years.
8. Lease of office premises: The Association has a three-year lease on its office premises at Clay Cross, Derbyshire, at an annual rental of £5,895 the minimum rental commitment being for three months. Post the year-end the trustee decided not to renew the lease on the office and instead made arrangements for the designation of a new principal office address compliant with Companies House’s requirements for an ‘appropriate address’.

Independent examiner's report

Independent Examiner's Report to the Trustee of the Association of Church Accountants and Treasurers.

I report on the accounts of the charity for the year ended 31st March 2024.

Respective responsibilities of the trustee and examiner.

The charity's trustee is responsible for the preparation of the accounts. The charity's trustee considers 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;
- 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 the independent examiner's report.

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustee 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 give me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 130 of the 2011 Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have 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.

Chun Tsang BSc BFP FCA
Date: 24th September 2024
Address:
4 Harlech Green
Sheffield
S10 4NR



Association of Church Accountants and Treasurers

Helping Christian churches with their financial administration

Address: Association of Church Accountants and Treasurers

1st Floor, Block C, The Wharf,

Manchester Road, Burnley,

Lancashire, BB11 1JG

Email: admin@acat.uk.com

ASSOCIATION OF CHURCH ACCOUNTANTS AND TREASURERS

England & Wales - Charity number 1072733

Accounts



Annual Report to 31 March 2023

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EMBRACING TOMORROW

ACAT's Vision for the Future

As we look back on the past year, we are pleased to share the significant progress made by the Association of Church Accountants and Treasurers (ACAT). This journey has been defined by hard work, growth, and a steadfast commitment to our mission. Allow us to provide a concise overview of our achievements and shed light on ACAT's future plans.

Training and Support

Over the last year, ACAT has successfully conducted 21 comprehensive training courses, offering a total of 32 sessions. These accomplishments underscore the dedication of our team and the active engagement of our participants. We are particularly proud of our first in-person conference since 2019, which provided a platform for meaningful interactions and knowledge sharing.

Informative Communication

As part of our commitment to serving our members, we have consistently shared relevant news and insights through our newsletters, website articles and other communications. These communications, guided by our core principles, aim to provide clarity about current charity and finance news, and make this information accessible to our members.

Answering your Questions

This year, ACAT responded to over 300 member queries. This highlights our unwavering commitment to aiding church accountants treasurers and trustees in their roles. By providing tailored guidance and insights, we empower our members to navigate their responsibilities with confidence.

Our Path Forward

As we stand at the threshold of the coming year, we have a clear vision for the future. Our website, the heart of ACAT's digital presence, is poised for enhancements, including making it easier for members to access information quickly. We are also optimising news updates and refining our communication channels to ensure that members receive effective and timely information as well as efficient responses to their queries.

Expanding Our Reach and Offerings

In response to the growing demand for our services, we are extending our support to church trustees. We will introduce specialised courses tailored to their unique needs, while maintaining our existing range of offerings. We hope that this will allow churches to see ACAT as the first place to go for all of their finance, governance and technical needs.

Innovative Approach: On-Demand Video Training

We're currently in the initial phases of crafting on-demand video training, a substantial project that promises to offer in-depth training sessions for our members, accessible whenever it suits them. This innovative approach ensures knowledge is available precisely when it's needed. Given the scope of this undertaking, it's important to note that it may take some time to reach completion.

In conclusion, we extend our gratitude to ACAT's dedicated staff, directors and volunteer trainers whose support not only involves the direct provision of training but also generating web content, handbook updates and newsletter articles. Your unwavering support has been instrumental in our progress. ACAT's strength lies in its community of dedicated individuals united by a commitment to service. Together, we are ready to embrace the future with confidence.



Ashley Ellis
Executive Officer



Errol Vassell
Board Chair

&

OUR YEAR IN NUMBERS



21

Courses



32

Training
Sessions



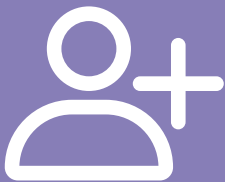
576

Delegates
attending our
events



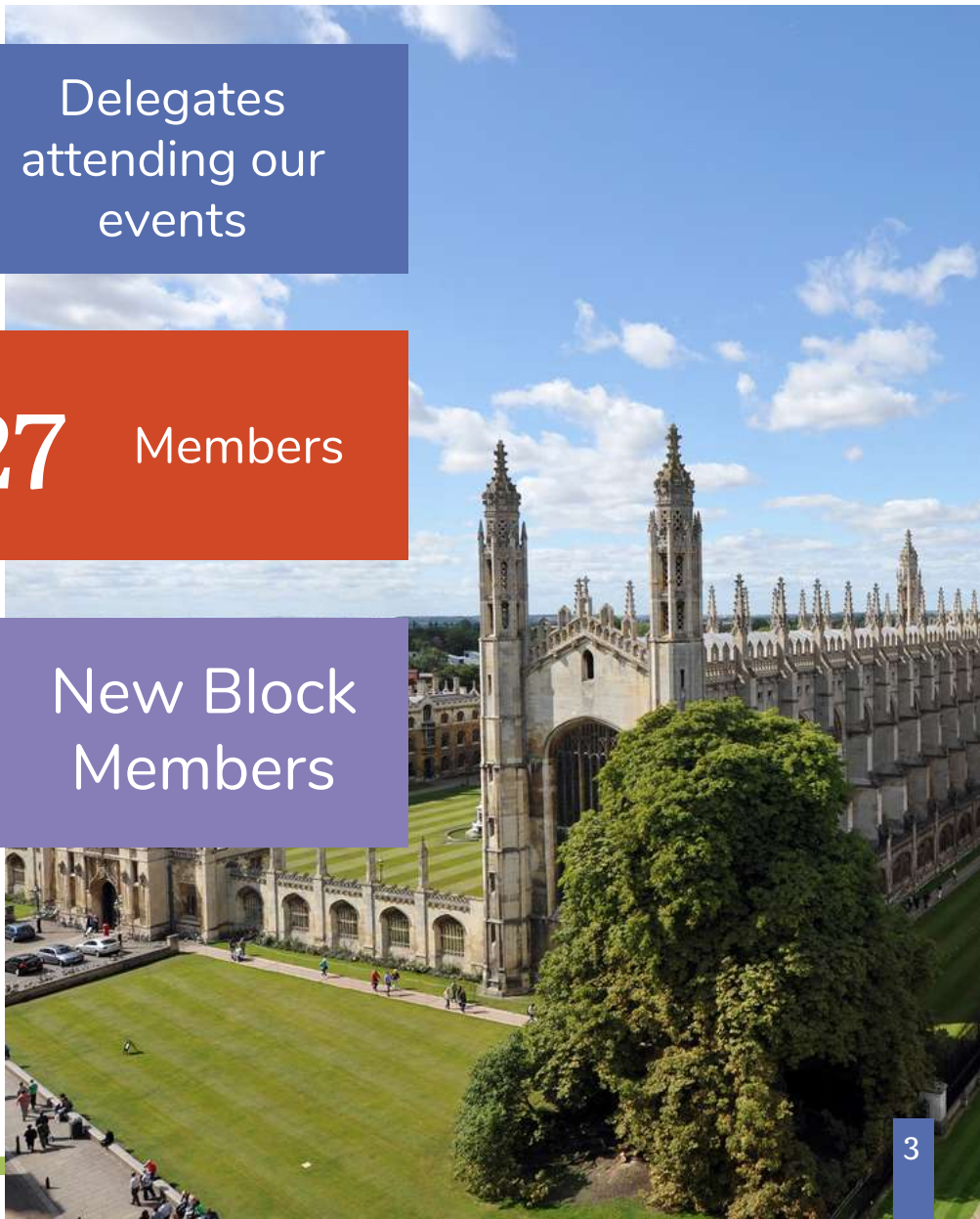
16,727

Members



4

New Block
Members



MESSAGE FROM A PARTNER

Parish Giving Scheme

In undertaking our work to equip the Church with good skills in financial management, we work with several partner organisations who offer their resources and expertise to help ACAT deliver our mission. Whether in providing speakers for courses, articles for the newsletter, or advice to assist our team or the member helpline, we value their specialist input. In each annual report, we invite a partner to set out a bit more about their work and mission, and we are pleased that Grant from the Parish Giving Scheme has contributed an article describing how they support the Church.

Parish Giving Scheme

Over the last year, we've all witnessed the impact of the cost-of-living crisis, and the tensions faced by both national and grassroots charities as they serve communities whose needs are greater than ever, with falling levels of financial donations and rising operational costs. In many ways, the challenges experienced across our church communities are similar.

Except, of course, in one fundamental aspect. Christian giving is an act of faith and personal discipleship. Each act of generosity – within an individual's own personal context, no matter the financial value – is an act of devotion to Christ, the church's ministry and growing the Kingdom of God.

Reasons for encouragement

The Parish Giving Scheme (PGS) supports thousands of Church of England parishes by providing an easy-to-use, secure giving platform that is used by more than 70,000 givers to make regular gifts to their chosen church. Despite the current economic climate, every month, as we process the gifts to parishes, we witness the generosity of givers, many of whom are increasing their gifts annually in line with – and sometimes more than – the rate of inflation.

So, at a time when church treasurers will naturally be concerned about their financial responsibilities, we hope that sharing the experience of our members may offer some encouragement.

Supporting church finance teams

PGS operates as a charity whose origins are rooted within the dioceses of the Church of England and continues to work in close partnership with the Church at a national, diocese and parish level. Our service is designed to support churches to fund their mission and ministry by facilitating regular giving by Direct Debit, with options for the giver to increase their gift annually in line with inflation, and to add Gift Aid if they are eligible.



MESSAGE FROM A PARTNER

Parish Giving Scheme

By processing the gifts and Gift Aid claims on behalf of our member parishes, we aim to reduce the magnitude of work on church treasurers. All regular gifts through PGS are processed in a single transaction on the same day each month, and the Gift Aid, similarly, once received from HMRC. Imagine if, instead of juggling paperwork and multiple standing order transactions with hard to predict cashflow, you could streamline the whole process and receive a detailed monthly statement keeping you fully informed of every PGS-processed gift.

Accessible ways to give

Givers can set up their regular giving, or make a one-off gift, through the PGS website, setting up a secure online account which means they can easily make a change to their gift, at any time. We offer a phone service too if givers prefer.

Providing a simple and secure giving mechanism for churches and givers is our specialty. We try to remove practical barriers by making giving easy for everyone – whether that's scanning a QR code in church or being a friendly voice on the end of the phone. But these are not drivers for generosity.

Christian discipleship

When new churches join our scheme, the most successful uptake is when it is launched to their congregation alongside a giving programme, engaging people in prayer and discipleship when reflecting on giving. Which brings us back to where we started. We recognise that regular giving demonstrates the generosity of givers towards enhancing the life and ministry of their church, and the vital role it plays in their local community.

Here at PGS, we value being part of a much broader community, and appreciate our relationship with ACAT. Witnessing the generosity of givers fills us with immense gratitude and demonstrates the resilience to be found in congregations throughout the UK. So, let's be encouraged, continue working towards growing the Kingdom of God, enabling the generosity that enriches the life of all our churches.



Grant Forrest
Chief Executive,
Parish Giving Scheme



ACHIEVEMENTS & PERFORMANCE

The services of ACAT continue as ever to be essential for church treasurers, accountants and trustees. As inflation is above target and people's income continues to be restricted, ACAT remains dedicated to supporting the servants of God's Church as they, in turn, facilitate the ministry of their church.

At the end of the year, our Association had more than 16,000 members. We were thrilled to welcome new block members: Assemblies of the First Born, Unitarians, Covenant Assembly Mission, and the Diocese of Worcester. We're continually forming new relationships with individuals and block members to increase our numbers.

e-newsletter

We continue to work on our newsletter to provide members with the most up-to-date and useful news. We have recently added an extra pair of hands in the form of a Content Development Officer. This will enable us better to inform our members about the ever-evolving world of charity and finance rules and regulations, as well as give a wider picture about the Church. We hope also to be able to offer more one-off articles talking about the wider role of church treasurers, accountants and trustees.

Website

Our website is vital to ACAT; it enables members to access the handbook and knowledge base, read our Q&A's and ask our experts any questions to which they cannot find the answer. It also gives a chance for members and non-members alike to book on our training courses to gain the important information needed to help them do the role.

We remain committed to improving this service with development currently going on to improve our website and streamline the access to information with the aim to make it easier than ever for members to find that important piece of information. While we've already implemented some content improvements this year, a significant portion of this work will extend into the upcoming year.



HELPLINE AND HANDBOOK

Helpline Insights: Navigating Church Treasurers' Queries

The helpline is a pivotal asset in our efforts to support church treasurers, accountants and trustees in navigating intricate financial matters. In the past year, the helpline played a central role in addressing a substantial volume of approximately 300 enquiries. These queries spanned a wide array of subjects, highlighting the multifaceted responsibilities which our members undertake. We attempt to respond to queries as quickly as possible and many within three working days, but this depends on the complexity and detail of a question.

A notable proportion of these enquiries centred on matters related to Gift Aid and the Gift Aid Small Donations Scheme (GASDS). With the increasing prevalence of electronic payment methods, particularly debit and credit cards, our helpline witnessed a surge in questions regarding the claims process for Gift Aid and GASDS. We are pleased to inform that our diligence in this regard led to an agreement with HMRC on the appropriate treatment for these situations.

Our guidance on issues draws from the comprehensive coverage of subjects within our handbook, serving as a cornerstone for our helpline's responses and assisting our members' enquiries.

The interconnection between our helpline and handbook underlines our dedication to providing informed and tailored support. Our handbook's extensive content ensures that the assistance we offer is well-informed, precise, and aligned with the distinct challenges encountered by our members.

Looking forward, our commitment remains steadfast in augmenting the helpline's efficacy and the scope of support it provides. We are committed to refining our resources, deepening our members' comprehension, and fostering a community where queries lead to informed decisions and challenges find practical resolutions.



TRAINING

Strengthening Foundations: Evolution of Course Offerings

Over the past year, we've taken time to reflect on our most popular courses, like 'Being a Treasurer: The Basics' and 'Gift Aid: Maximising the benefits and reducing the pitfalls,' and others that are integral to ACAT. These courses have served as our foundation, and we are committed to building upon this strong base as we move forward.

Over the year, we deliberately chose to refrain from introducing any new courses. This decision allowed us to focus our energies on nurturing and fine-tuning the existing courses, ensuring that they serve as robust foundations for our members' learning journeys.

In addition to these courses and arrangements with block members, a notable initiative is underway – the development of bitesize training videos. These videos, drawing from the 'Being a Treasurer: The Basics' course, are in the early stages of creation and intend to offer concise yet comprehensive insights into crucial aspects of the treasurer's role. This endeavour was initiated in response to our awareness of the time pressures faced by treasurers, reflecting our commitment to listen and adapt to our members' needs. The meticulous scripting and recording efforts mark the initial phases of this transformative resource.

Pioneering Pilot: Unveiling Bitesize Training Videos

The fruition of our bitesize training video project was realised through a pilot project, conducted in collaboration with the Church of England. This partnership allowed us to offer a limited preview of these valuable resources to a select audience. As part of this pilot project, feedback was gathered from participants, enabling us to fine-tune the content and delivery and making them accessible to all ACAT members in the future.

Feedback: An updated approach

A notable evolution within our training and communications programme this year was the transformation of our feedback collection process. We transitioned to a streamlined online form for feedback submission. This user-friendly form ensures that providing valuable input is a quick and efficient process, taking anywhere from 1 to 6 minutes on average.



TRAINING

This new approach offers a twofold benefit. It not only allows us to capture course-specific feedback but also provides a panoramic view of the overall participant experience. We are deeply grateful for the feedback we receive and will take this feedback into consideration as we continue to develop our courses.

Below are just a few examples of feedback we have received.

“ Excellent training, very knowledgeable facilitators who were able to explain and inform at the correct level. ”

Claire Triffitt,
Gift Aid: Maximising the benefits and reducing the pitfalls

“ Informative and relevant. Such a supportive blessing. ”

Gill Corner,
Risk and Health and Safety Management

“ I have a finance background and have over 11 years experience of being a Church Treasurer. I attended this course by way of CPD and staying current. I found the quality of the handouts and of the presentation to be excellent. I would thoroughly recommend this training. ”

Colin Skinner,
Accruals Accounting: Accounts for Larger Churches

The Path Forward: Growth and Diversification

Looking ahead, our online courses, appreciated by many, will continue to be a cornerstone of our offerings. As we continue to harness the power of technology, we aspire to expand the scope of our content and explore new formats.

A focus for us will be the integration of in-person courses and hybrid formats. Recognising the unique value of networking and providing opportunities for conversation, we are dedicated to bringing this experience to our members, particularly for courses that have not yet transitioned online. We will continue to consider alternative formats for the resources we offer and develop what we are able to offer to our members, especially via the members area of the website.

ACAT 2022 CONFERENCE

The ACAT 2022 conference, titled 'Inspiring Excellence: The Ministry of Administration,' marked a significant milestone as it was the first in-person conference since 2019. It was a joyous occasion to finally reconnect with many of our valued members and have meaningful face-to-face interactions. We also introduced a hybrid format, allowing members to participate both in person and online, ensuring inclusivity for all. We extend our heartfelt gratitude to our headline sponsors, CCLA and CAF Bank, whose support and partnership made this conference possible.

The conference featured an impressive lineup of speakers who delivered insightful talks. We had the privilege of hearing from Rosie Venner and Sarah Edwards from JustMoney Movement (formally ECCR), Sammi Tooze from the Diocese of York, Livia Velicu from Bates Wells, as well as Mark Heaton from ACIE and Eddie Tulasiewicz from the National Churches Trust. Their presentations covered a wide range of topics, including banking, the legalities of being a charity, stewardship, and the management of church assets, offering attendees invaluable knowledge and understanding.

“

The conference was a great way to meet other people sharing the same issues that I encounter in my role as a treasurer. More than that, I was inspired and motivated by the wonderful range of speakers. so many of my questions answered and possibilities opened up ahead of me and my church.

Judy, Treasurer

”

“

It was my first time at an ACAT annual conference and I left there really encouraged and strengthened to serve as a church treasurer. My 1st exposure to ACAT through a simple book keeping online training course gave me a lot of the knowledge in areas that I had learning gaps in and I was really looking forward to the conference. The conference really blessed me.

Adeteju Alonge, Finance Officer

”

Our 2023 conference will also follow the hybrid format with in-person and online attendee options. Following feedback from last year we have decided to move location this year to Birmingham. We will also have more seminar-style sessions, giving attendees a wider choice of content. We are once again delighted to welcome CAF Bank and CCLA as headline sponsors. Our speakers this year are Nigel Davis - ACAT Director, Richard Hunt - CAF Bank, Mark Heaton - ACIE (Association of Charity Independent Examiners), Manny Kemp - ACAT Director and Trainer, Andrew Rainsford - ACAT Trainer, Grant Forrest - PGS (Parish Giving Scheme) and Livia Velicu - Bates Wells. We are excited about this new format and the wealth of knowledge our speakers will bring.

ACAT AND IT'S CORPORATE TRUSTEE

Reference and administrative details for the year ended 31 March 2023

Registered Charity number: 1072733

Principal address:

Administrative office
Unit 125, Coney Green Business Centre
Wingfield View, Clay Cross
Chesterfield, S45 9JW

Telephone: 01246 767787

Email: admin@acat.uk.com

**Executive Officer of ACAT and Company
Secretary of its trustee company (the Association
of Church Accountants & Treasurers Corporate
Trustee Limited):**

Ashley Ellis

**Trustee company directors as at the date of this
report:**

Errol Vassell - Chairman

Trevor James

Ursula Fuller

Nick Donaldson

Livia Velicu

Mark Heaton

Immanuel Kemp

Nigel Davies

Greyham Dawes

Structure, governance and management

Governing document

The charity is a Membership Association governed by its Constitution dated 11 February 1998 (last amended 15 October 2016) and is administered by a sole corporate trustee whose members and directors are determined by the Association's members, in general meeting, under the Constitution, which provides for:

- up to 12 members nominated by the charity to serve for three-year terms in office; including
- a Chairman elected for up to two consecutive three-year terms; and
- a limit of 16 including those co-opted by the Board until the next AGM.

Co-option of directors and election of officers of the trustee company

The Board co-opts additional directors from among ACAT members, and other people with relevant skills and experience, who can help promote the most effective and efficient performance of the work of church treasurers and others involved in their charity's financial administration and public accountability.

OBJECTIVES AND ACTIVITIES

The trustee has given due consideration to the Charity Commission's public benefit guidance in planning and managing the Association's activities, which comprise:

- the provision of a regularly updated Members' Handbook covering many aspects of financial administration, accounting and other legislation with which churches must comply, as well as best practice in matters of charity governance;
- publishing regular newsletters to all members;
- answering members' questions on specific issues and their advice-requests via a website helpline;
- arranging annual conference(s), with keynote speakers on relevant topics, open to members and non-members who can meet and discuss matters of common interest;
- holding nationwide training courses giving members and others the opportunity to network with their peers and increase their knowledge of relevant issues, as well as the new online training courses;
- encouraging denominations and other church groups to consider "block" membership for their treasurers and trustees at reduced annual subscription rates;
- championing members' interests as church treasurers by liaison with regulatory authorities and by responding to relevant public consultations as they arise.

Public benefit

For the public benefit, the Association aims to advance the Christian religion through the promotion of the efficiency and effectiveness of Christian churches and organisations by the provision, primarily to the Association's members, of advice, training in the role of the treasurer and information on accounting, financial, legal, governance and other related issues. Membership of the Association is by annual subscription, the modest level of which, the trustee believes, should not exclude any church treasurer or official with financial responsibilities from access to benefit. We provide wider public benefit by helping the Church manage and steward its financial resources effectively through equipping our members to perform their roles well.



FINANCIAL REVIEW

Reserves policy

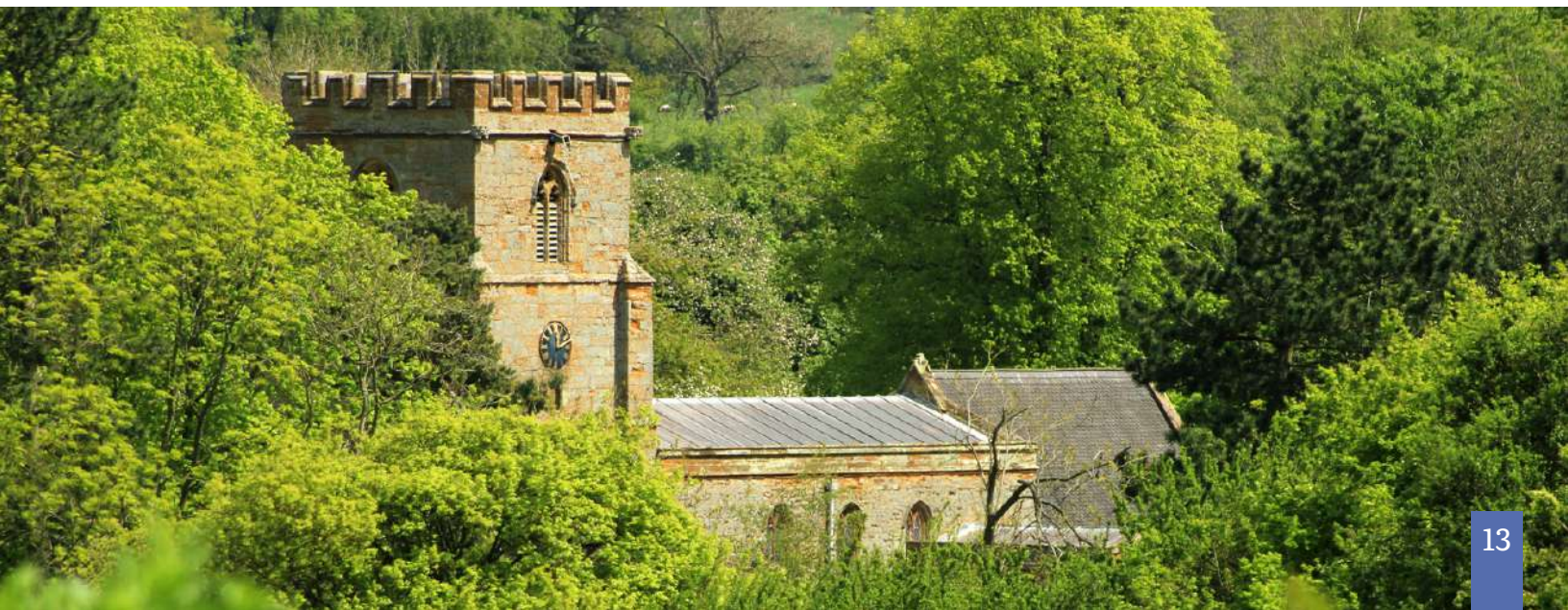
The trustee considers that the Association's unrestricted year-end reserves of £157,727 (2022: £168,399) are in line with the policy level of at least 6 to 12 months of planned expenditure for the current financial year. The 2023-2024 spending budget is approximately £160,000. The board set the target level mindful that having reserves in this range ensures the smooth operation of its services to assist members and to manage any unforeseen fluctuations in income. Our largest resource and cost is our expert staff, so having reserves at this level enables the board to take considered and timely action to adjust staffing levels where needed, whether to hold a vacancy or to invest in a new role to expand in advance of future income.

Finances (Unrestricted)

Total income for the year was £140,509, down from £154,511 in 2021-2022. Total expenditure was £149,180 against £110,317 for 2021-22. This resulted in an operating deficit of £8,671 (2021-22 surplus: £44,149). The operating deficit can mainly be attributed to the net cost of the in-person annual conference, which is in contrast to previous years when the conference was online with much reduced cost. Although we did not anticipate a deficit, this was the first time we had held the annual conference in person since the pandemic. The slow recovery from the pandemic impacted attendance at the conference. After including a holding loss on the investment in Charifund Units £2,000 (2021-22 holding gain £2,223), the deficit for the year was £10,671 (2021-22 surplus £46,417), decreasing ACAT's total unrestricted reserves from £168,399 to £157,727.

Statement of Trustee's Responsibilities

The trustee company is responsible for preparing the annual report and the financial statements in accordance with applicable law, the Charities Statement of Recommended Practice (SORP) (FRS102) and the United Kingdom Accounting Standard on which it is based (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales, the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of ACAT's Constitution require the trustee to prepare financial statements for each financial year which (unless the receipts and payments option is chosen) must give a true and fair view of the state of affairs of the Association and of its incoming resources and application of resources for that year.



FINANCIAL REVIEW

In preparing those accruals-based financial statements, the trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS102), as adopted;
- 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.

The trustee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable the trustee to ensure that the financial statements comply with the Charities Act 2011 and the regulations thereunder and the provisions of the Constitution. The trustee is also responsible for safeguarding the assets of the charity and ensuring their proper application under charity law and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustee's Report on pages 6 to 14 is as approved by the Board on 18th September 2023 and signed on its behalf, as authorised, by:

Errol Vassell
Chairman



STATUTORY ACCOUNTS

Year to 31st March 2023

Statement of Financial Activities

	31st March 2023	31st March 2022
Income	£	£
Membership Fees	110,768	115,011
Conference and Training Receipts	23,400	31,735
Gift Aid Tax Recoverable	2,817	4,019
Investment Income	2,426	1,567
Other Income	1,098	2,179
	140,509	154,511
Expenditure		
Conference and Training Costs	19,266	1,125
Printing, Stationery and Postage	318	201
Membership Support (Note 3)	110,475	92,291
Website and IT Costs	14,383	12,712
Trustees/Meeting Expenses	1,813	567
Legal, Professional, Insurance	1,982	1,767
Subscriptions, Gifts and Donations	944	1,654
	149,181	110,317
Net Operating deficit/surplus	-8,672	44,194
Investment loss/gain	-2,000	2,223
Net deficit/surplus for the year	-10,672	46,417
Balance of Funds Brought Forward	168,399	121,982
Balance of Funds Carried Forward	157,727	168,399

Balance Sheet

	31st March 2023	31st March 2022
Office Fixtures and Fittings	279	1,278
Investments	30,725	32,725
Total Fixed Assets	31,004	34,003
Current Assets and Liabilities		
Cash and Bank Current Accounts	134,383	152,850
Bank Deposit Accounts	21,891	21,510
Debtors and Prepayments	23,549	8,679
Current Assets Total	179,823	183,038
Deferred Income	(53,009)	(48,642)
Creditors Due within One Year	-	-
Net Current Assets	126,723	134,396
Total Net Assets	157,727	168,399
Funds		
Unrestricted General Funds	157,727	168,399
TOTAL	157,727	168,399

Approved by the Board on 18th September 2023 and signed on its behalf by Errol Vassell (Chairman)

FINANCIAL STATEMENTS

Notes

These Financial Statements are on the historical cost basis under FRS102, and the Charities Act 2011, in accordance with the Charities SORP (FRS102) (2019), but with investment securities carried at fair value as required by the SORP. In the absence of new regulations relating to SORP(FRS102), the “true and fair override” provision within the 2008 regulations under the 2011 Act is invoked for the adoption of SORP(FRS102) as the relevant current replacement for SORP 2005. As a charity, ACAT is a public benefit entity within the meaning of FRS102. There were no material uncertainties affecting ACAT’s financial viability for the next twelve months.

- 1. Incoming and outgoing resources:** Interest on the Bank Deposit (term: less than 3 months notice) is accrued daily; Gift Aid tax claims are accrued as ‘probable’ when the entitlement arises; other income and all expenditure when receivable or incurred. The cost of the independent examination was £500 (2022: nil). The value of volunteer-services has been excluded from the Accounts.
- 2. Related Party transactions:** £671 (2022: £567) was reimbursed to six directors of the trustee company for travel, subsistence and other costs to do with meetings, training events and conferences. There was no trustee-remuneration. There were no other related party transactions in the year.
- 3. Membership Support costs** include for ACAT’s six part-time staff (FTE:4) Salaries £80,532 and NIC & Pension costs £16,109 (2022: £77,764 and £4,492 - total £82,256). The Board has decided to depart from the requirement of SORP paragraph 9.32, because ACAT’s Executive Officer is not a Board Member nor related to any of the Directors and the Board considers that there is no benefit to accounts-users in disclosing the exact amount of employee-benefits for ACAT’s key management personnel. The Board has decided on a banded disclosure and the total cost of key management personnel falls in the range of £40,000 to £50,000. No staff member earned more than £60,000.
- 4. VAT:** The Association is not VAT-registered and its activities are considered outside the scope of Value Added Tax. Irrecoverable input tax is included in the relevant expenditure.
- 5. Office equipment** costing at least £1,000 per item/ set is capitalised and depreciated at an average annual rate of 25% on cost, depending on its estimated useful life.
- 6. Basic financial instruments** are accounted for at their settlement value. The Association has no other financial instruments as defined by FRS102.
- 7. Deferred Income:** Block membership, once renewed, is deemed to accrue month by month, counting future months’ fees as “deferred income”, together with any Grants only for use in future financial years.
- 8. Lease of office premises:** The Association has a three-year lease on its office premises at Clay Cross, Derbyshire, at an annual rental of £5,877 the minimum rental commitment being for three months.



INDEPENDENT EXAMINER'S REPORT

Independent Examiner's Report to the Trustee of the Association of Church Accountants and Treasurers.

I report on the accounts of the charity for the year ended 31st March 2023, which are set out on pages 15 and 16 in this document.

Respective responsibilities of the trustee and examiner.

The charity's trustee is responsible for the preparation of the accounts. The charity's trustee considers 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;
- 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 the independent examiner's report.

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustee 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 give me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 130 of the 2011 Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have 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.

Chun Tsang BSc BFP FCA

Date: 24th September 2023

Address:

4 Harlech Green
Sheffield
S10 4NR



Association of Church Accountants and Treasurers

Helping Christian churches with their financial administration

Address: 125 Unit, Coney Green Business Centre

Wingfield View, Clay Cross

Chesterfield S45 9JW

Telephone: 01246 767787

Email: admin@acat.uk.com

ASSOCIATION OF CHURCH ACCOUNTANTS AND TREASURERS

England & Wales - Charity number 1072733

Accounts



Annual Report

ACAT Annual Report 2021-2022

Registered Charity number 1072733

acat 
Association of Church Accountants & Treasurers

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Report of the corporate trustee	6
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a year's overview

YEAR OF STABILITY

When we look back on the last year, across the world, a lot has changed. We were able to celebrate Christmas with our families again. Restrictions began to be lifted, and much of our lives began to return to normal.

The past few years have been a rollercoaster for all of us, and for our churches. We have had to adapt, learn, and get creative in order to worship together. Many of us have faced financial difficulties, losing income from collections and events. It hasn't been an easy time to be a church treasurer.

Here at ACAT, our mission continues to be to support church treasurers and accountants across the country as they serve their churches in this way. After a year of change when the pandemic hit, we are very thankful to say that this year has been a year of stability for us as a charity.

This stability has been a wonderful thing. We have continued to provide our training courses online, and hosted our second virtual conference in October 2021. It has enabled us to become more proactive and less reactive. It has allowed us to strengthen and build relationships with our partners, such as CAF Bank (read more about our partnership on page 4).

We hope that this stability will continue into the future. Recently, we said goodbye to our Communications Officer, Ben Ro; and recruited two Media, Digital and Marketing Officers with whom many of you may have had contact with already. Following the success of our online training courses, which have allowed us to reach so many people across the country, this will continue to be part of our ongoing training opportunities. However, we are also delighted to be able to return to in-person training once again, as well as meeting with you all at our Annual Conference in October 2022.

As we look to the future, we are also sadly saying goodbye to two of our wonderful trustees. We are so grateful to Cyril Wood and Trevor James for their many years of dedicated service and for their tireless support and encouragement.



Ashley Ellis
ACAT Executive Officer

OUR YEAR IN NUMBERS



23

Courses



45

Training
Sessions



2

New Courses



952

Delegates attending
our events



16,466

Members



1

New Block
Member



ACAT: A Year in Review

ACAT: Our Year in Partnership



Social purpose lies at the heart of both CAF Bank and ACAT. Our organisations facilitate, support and promote positive change. For ACAT members, this is through their ministry and support for the wider community. Similarly, CAF Bank supports the work of its parent charity, the Charities Aid Foundation (CAF), to accelerate progress in society towards a fair and sustainable future for all.

CAF Bank provides banking and lending facilities for charities operating within every cause area imaginable. Working closely with CAF, our focus is to help charities build resilience, enabling them to do more life-changing work with lasting benefits for all.

From listening to the challenges and goals of the charities we exist to serve, we recognise that training, peer-to-peer support and good governance, especially around finance, is vital for organisations to achieve their purpose. That's why we are delighted to be a Partner in Ministry. We believe that the work ACAT does underpins churches across the UK, helping to deliver their purpose in the best way possible.

CAF Bank offers a range of banking services, from current accounts to long-term commercial mortgages. We work with many faith-based and secular organisations tackling some of the most challenging issues in our society. As a specialist lender, we have supported faith groups to buy and develop buildings for worship, offices for staff members and facilities for the local community. Our approach is always consistent: to listen, to understand and to develop a positive working relationship.

The period since early 2020 has not been easy. But it's clearly demonstrated the adaptability of the UK faith sector. During a time of national crisis and successive challenges testing us all, Churches continue to play an essential role –not only as places of worship, but also as community hubs and food distribution centres. The purpose and impact of faith groups has been reinforced and recognised across the UK. We are proud to work with the churches, faith groups and other charities to which communities turn for support. Our partnership with ACAT is a key part of our support of the sector, and we are looking forward to meeting many of you at ACAT's Annual Conference.



Richard Hunt
Head of Customer & Lending, CAF Bank



Report of the Corporate Trustee for the year ended 31 March 2022

The trustee company presents its annual report herewith, together with the financial statements of the charity, for the year ended 31 March 2022

Reference and Administrative Details

Registered Charity number: 1072733

Principal address:

Administrative office

Unit 125, Coney Green Business Centre

Wingfield View, Clay Cross

Chesterfield, S45 9JW

Telephone: 01246 767787

Email: admin@acat.uk.com

**Executive Officer of ACAT and Company
Secretary of its trustee company (the Association
of Church Accountants & Treasurers Corporate
Trustee Limited):**

Ashley Ellis

**Trustee company directors as at the date of this
report:**

Errol Vassell - Chairman

Cyril Wood

Trevor James

Catherine Beech

Ursula Fuller

Nick Donaldson

Livia Velicu

Structure, Governance and Management

Governing document

The charity is a Membership Association governed by its Constitution dated 11 February 1998 (last amended 15 October 2016), and is administered by a sole corporate trustee whose members and directors are determined by the Association's members, in general meeting, under the Constitution, which provides for:

- up to 12 members nominated by the charity to serve for three-year terms in office; including
- a Chairman elected for up to two consecutive three-year terms; and
- a limit of 16 including those co-opted by the Board until the next AGM.

Co-option of directors and election of officers of the trustee company

The Board co-opts additional directors from among ACAT members, and other Christians with relevant skills and experience, who can help promote the most effective and efficient performance of the work of church treasurers and others involved in their charity's financial administration and public accountability. The Board also elects a Treasurer and may appoint a Company Secretary or Deputy.

Objectives and Activities

The trustee has given due consideration to the Charity Commission's public benefit guidance in planning and managing the Association's activities, which comprise:

- the provision of a regularly updated Members' Handbook covering many aspects of financial administration, accounting and other legislation with which churches must comply, as well as best practice in matters of charity governance;
- publishing a regular newsletter to all members;
- answering members' questions on specific issues and their advice-requests via a website helpline;
- arranging annual conference(s), with keynote speakers on relevant topics, open to members and non-members who can meet and discuss matters of common interest;
- holding regional training courses giving members and others the opportunity to network with their peers and increase their knowledge of relevant issues, as well as the new online training courses;
- encouraging denominations and other church groups to consider "block" membership for their treasurers at reduced annual subscription rates;
- championing members' interests as church treasurers by liaison with regulatory authorities and by responding to relevant public consultations as they arise.

Public benefit

For the public benefit, the Association aims to advance the Christian religion through the promotion of the efficiency and effectiveness of Christian churches and organisations by the provision, primarily to the Association's members, of advice, training in the role of the treasurer and information on accounting, financial, legal, governance and other related issues. Membership of the Association is by annual subscription, the modest level of which, the trustee believes, should not exclude any church treasurer or official with financial responsibilities from access to benefit.





Achievements and Performance

The services of ACAT have never been more essential than they are now. As the true financial repercussions of the Covid crisis continue manifesting themselves for churches and the looming cost of living crisis, ACAT remains dedicated to supporting treasurers as they, in turn, facilitate the ministry of their church.

ACAT continues to look to the future positively to ensure that we continue to surpass the requirements of both treasurers and trustees.

At the end of the year, the Association had 16,466 members and although this is a slight decrease from the previous year we were still pleased to welcome the Diocese of Portsmouth as a new block member. We are always building new relationships to grow this number both with individuals and block members.

ACAT's website – which was launched in mid-December 2019 – combined with increased and improved communication should help consolidate existing membership while ensuring that even more new Block and individual treasurers can discover the benefits of ACAT membership in years to come.

Throughout the pandemic, ACAT has consistently responded to requests for guidance and information resulting from phone calls, emails and via the website helpline in the most timely and appropriate manner. We also started to explore what training should look like moving forwards and our ability to return to in-person training. We are now using a hybrid model, delivering training both online and in person. This allows us to reach a wider geographic audience, whilst maintaining the benefits of in-person training that many of our members value.

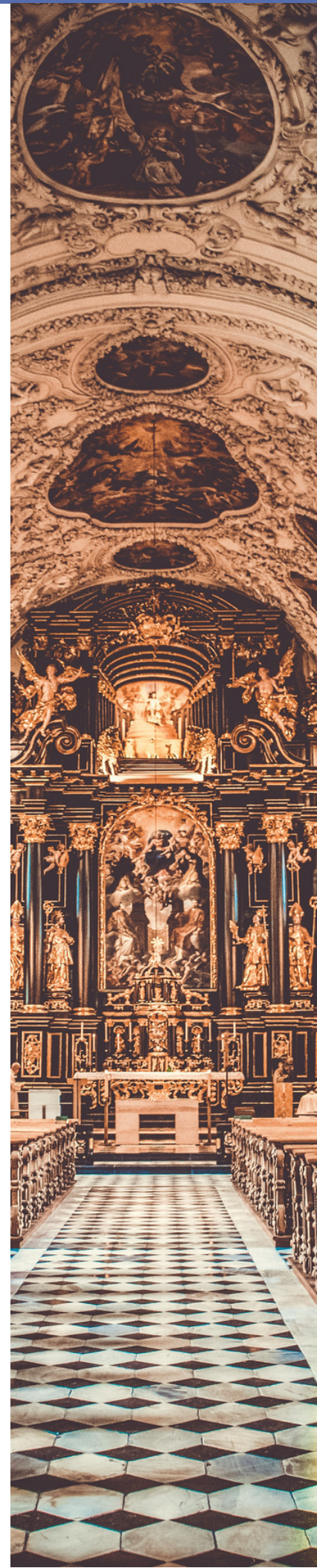
In June 2022 we said goodbye to our Communications Officer Ben Rooth after serving us for just under 3 years. This left us with an opportunity for new members to join the team. We welcomed two new employees Aaron Fenton-Blake and Robin Jones, both working on a part-time basis. They bring to the team extensive experience in website design, analytics, and publicity. We hope together they will enable us to better promote ACAT and continue the great work Ben did.

e-newsletter

Our e-newsletters provide members with regular updates. For much of the year, these e-newsletters have been distributed twice a month – with one dedicated to news while the other specifically covers training opportunities. All are tailored to meet the specific needs of both Block and individual members.

Handbook

The Members' Handbook is available in its entirety in a dedicated section on the ACAT website. This enables ACAT to better point our members to the relevant information specific to their needs. It also enables the handbook to be updated in a timely manner, to ensure our members always have access to relevant and up-to-date guidance.



Conference

The ACAT 2021 Conference, entitled “Mission-Driven Finance: The Way Forward Post-Covid”, built upon our experience of the 2020 conference and was delivered virtually. ACAT is most grateful to CCLA, who returned as our headline sponsor for that event. CCLA is the UK’s leading Fund Manager for Christian churches and charities, with 60 years experience of in providing competitive and attractive investment management services. The 2021 conference proved an ideal opportunity for members to discover more about the key issues affecting church treasurers and the truly essential role they play in enabling their church’s mission. Speakers from Keystone Law, Kingdom Bank, The National Churches Trust, Strengthening Faith Institutions, The Diocese of York’s Generous Giving Team, CCLA and ECCR – among others - were all represented. The event was attended by more than 112 delegates from across the country. The event was also sponsored by many of our Partners in Ministry drawn from the worlds of church accountancy software and utility providers – besides others.

We are delighted that our 2022 conference will once again be held in person after 2 years of being online. Entitled “Inspiring Excellence: The Ministry of Administration”, the conference will be held on Saturday, October 22, and consists of presentations and workshops from some great speakers as well as the chance to meet our sponsors and other church treasurers in person. ACAT is delighted that CCLA has decided to return as one of the event’s headline sponsors along with a new headline sponsor CAF Bank. This year we are joined by Rosie Venner and Sarah Edwards from ECCR, Sammi Tooze from the Diocese of York and Livia Velicu from Bates Wells, and will also feature workshops from Mark Heaton from ACIE and Eddie Tulasiewicz from the National Churches Trust. The event will conclude with our Annual General Meeting (AGM) at 3.15 pm.

Over the past financial year, ACAT has continued to achieve its primary purpose not only through its advice and guidance services but also through its extensive list of training courses – which are open to non-members as well as existing members. The training courses ACAT has held in 2021-22 are briefly described below.



ACAT Courses

With the successful launch of our virtual courses in 2020/21, we have continued to offer our courses online into 2022. With the great successes we have had virtually, we will continue to offer our courses online alongside restarting our in-person training going into 2023.

This year we delivered 45 training sessions for 23 courses with an average of 30 delegates per session. Of the 23 courses, two were new for this year. They included The Church Treasurer: Insights into the role and responsibilities and Tax Issues for Churches that Trade.

The Church Treasurer: Insights into the role and responsibilities

This course is a brief, non-technical introduction to the role of church treasurer, providing an overview and some insights into aspects of church financial administration.

It's aimed at those with limited or no knowledge of the specific requirements which underpin church and charity accounts but who may have been approached to become church treasurer.

It is also beneficial for those looking for an overview of the role and responsibilities of a church treasurer.

From the feedback we received, it was clear that delegates found this valuable training for their role, with one delegate saying:

“

I learnt a lot and have much food for thought.

”

Tax Issues for Churches that Trade

This course looks at the world of trade and tax in the context of church and charity. It helps the church to define trade and the exemptions that may be available. It also looks at potential problems that can arise with trading subsidiaries.

It's aimed at those who partake in trade within their church or may be responsible for the accounting.

We are delighted that this course has been so well received. Delegates highlighted how well the content was broken down and explained, making quite a complex topic relevant and clear.

“

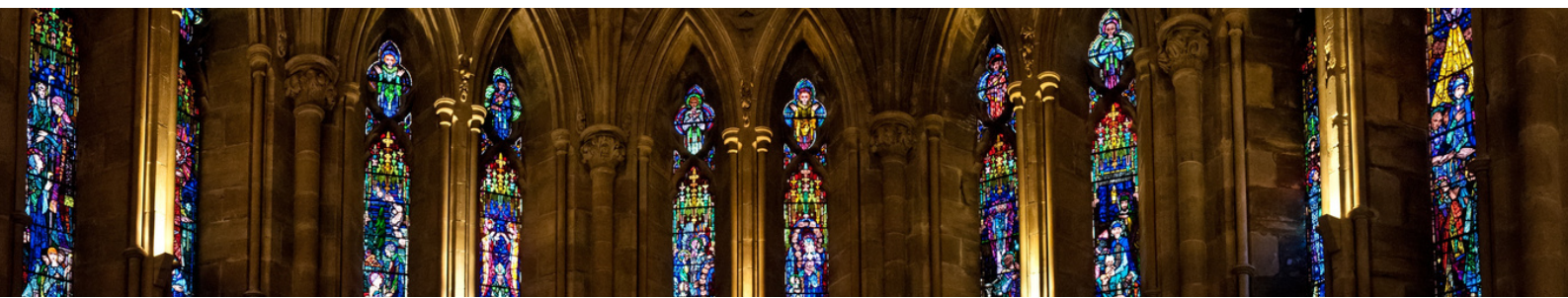
I found the topics clear and to the point. Lots of questions were answered in the presentation, and I felt much more confident at the end that I understood the issues.

”

“

"I thought it was an excellent introduction to the topic, well-structured with a good balance of information and answering questions. Very helpful."

”



Representing ACAT's members

The Association continues to work closely with government agencies and other national bodies. The organisation is recognised as representing many small Christian Church charities.

As part of our strategy for increasing the effectiveness of this work, we have regular meetings for board members and trainers. This allows us to identify emerging issues and review our planning for the coming years.

Since the onset of the pandemic, we have continued to organise regular online meetings for trainers. We are reviewing face-to-face processes for the coming year.

The trustees continue to discuss with the Charity Commission and HMRC/Treasury matters of interest to churches. We also liaise with the Charity Finance Group (of which we are a member), the Charity Tax Group, the Churches Legislation Advisory Service, the Institute of Chartered Accountants for England and Wales (ICAEW) and the Association of Charity Independent Examiners (ACIE).

Advice Line

The advice line is an essential resource for our members. Hundreds of queries are submitted and answered yearly, supported by the staff and, where necessary, the training team and specialist directors.

Thank You

ACAT's work would not exist without our dedicated team of volunteer trainers. The trustee would like to take this opportunity to acknowledge – most gratefully – the essential contribution they make.

In addition, the trustee gratefully acknowledges the contribution made by our other Partners in Ministry, including CCLA; CAF Bank; the Association of Charity Independent Examiners (ACIE); Liberty Accounts; Data Developments; Kingdom Bank; easyfundraising; and ECCR, among others.

The Board thanks ACAT's team of dedicated part-time staff: Joy Spencer (Finance Officer), Cath Fox (Training Officer), and Nick Fox (Membership Officer) for their work over the past year in ensuring ACAT's objectives and activities were upheld consistently to the highest standards.

We would also like to welcome and thank Peter Young, who joined us in May 2021 as our Administrative Officer (Membership Support), facilitating our Helpline and Aaron Fenton-Blake and Robin Jones, who joined us in June 2022 as the new Communication Team.

Finally, the Board would like to thank Ashley Ellis for his outstanding work as ACAT's Executive Officer as the Association looks to help even more church treasurers nationally as the pandemic abates.



Future Plans

Our commitment to supporting an ever-increasing number of church treasurers in their roles remains unchanged.

With the recent appointment of two new members to form a communications team, we will be focusing on how to grow our engagement. This has already begun with the revival of our social media presence on Facebook and Twitter. Just search for The Association of Church Accountants & Treasurers. We are also looking at how we can interact with our block members so they can better use the resources and training we offer.

Our high-quality online courses remain in great demand. Liaison with our existing trainers ensures they are comfortable continuing to deliver their courses virtually in the present and for the foreseeable future.

Partnerships remain vital in developing the work of ACAT. Ashley continues to work with various organisations – insurance, investment, software and banking, etc. - to enhance treasurers' support from their ACAT membership.



Financial Review

Reserves policy

The trustee considers that the Association's unrestricted year-end reserves of £168,399 (2021: £121,982) are in line with the policy level of at least 6 to 12 months of planned expenditure for the current financial year. The 2022-2023 spending budget is approximately £162,995.

Finances (Unrestricted)

Total income for the year was £154,511 up from £137,290 in 2020-2021. Total expenditure was £110,317 against £109,802 for 2020-21. This resulted in an operating surplus of £44,194 (2020-21 surplus: £27,488). The operating surplus can be attributed to ACAT's courses and conference taking place virtually – in contrast to previous years when physical events have always been staged. After including a holding gain on the investment in Charifund Units £2,223 (2020-21 £5,737), the surplus for the year was £46,417 (2020-21 £33,225), increasing ACAT's total unrestricted reserves from £121,982 to £168,399.

Statement of Trustee's Responsibilities

The trustee company is responsible for preparing the annual report and the financial statements in accordance with applicable law, the Charities Statement of Recommended Practice (SORP) (FRS102) and the United Kingdom Accounting Standard on which it is based (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales, the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of ACAT's Constitution require the trustee to prepare financial statements for each financial year which (unless the receipts and payments option is chosen) must give a true and fair view of the state of affairs of the Association and of its incoming resources and application of resources for that year.

In preparing those accruals-based financial statements, the trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS102), as adopted;
- 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.

The trustee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable the trustee to ensure that the financial statements comply with the Charities Act 2011 and the regulations thereunder and the provisions of the Constitution. The trustee is also responsible for safeguarding the assets of the charity and ensuring their proper application under charity law and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board on 5th October 2022 and signed on its behalf, as authorised, by:

Errol Vassell
Chairman



Statutory Accounts: Year to 31st March 2022

Statement of Financial Activities

	31st March 2022	31st March 2021
Income	£	£
Membership Fees (Note 1)	115,011	103,465
Conference and Training Receipts	31,735	29,335
Gift Aid Tax Recoverable	4,019	2,518
Investment Income	1,567	1,364
Other Income	2,179	609
	154,511	137,290
Expenditure		
Conference and Training Costs	1,125	419
Printing, Stationery and Postage	201	552
Membership Support (Note 4)	92,291	96,157
Website and IT Costs	12,712	9,604
Trustees/Meeting Expenses	567	0
Legal, Professional, Insurance	1,767	2,051
Subscriptions, Gifts and Donations	1,654	1,019
	110,317	109,802
Net Operating surplus	44,194	27,488
Investment gain	2,223	5,737
Net surplus for the year	46,417	33,225
Balance of Funds Brought Forward	121,982	88,757
Balance of Funds Carried Forward	168,399	121,982

Balance Sheet

	31st March 2022	31st March 2021
Office Fixtures and Fittings	1,278	2,622
Investments	32,725	30,502
Total Fixed Assets	34,003	33,124
Current Assets and Liabilities		
Cash and Bank Current Accounts	152,850	117,252
Bank Deposit Accounts	21,510	21,501
Debtors and Prepayments	8,679	6,305
Current Assets Total	183,038	145,058
Deferred Income	(48,642)	(52,900)
Creditors Due within One Year	-	(3,300)
Net Current Assets	134,396	88,858
Total Net Assets	168,399	121,982
Funds		
Unrestricted General Funds	168,399	121,982
TOTAL	168,399	121,982

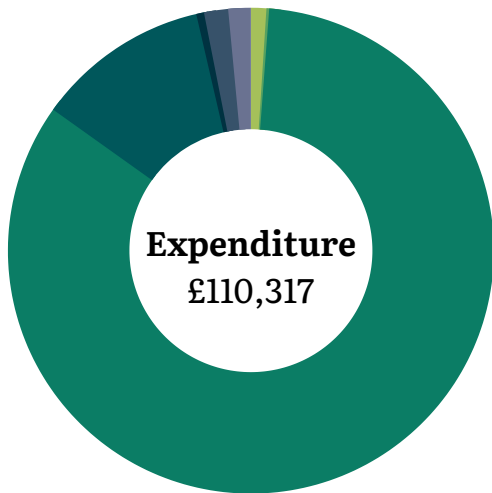
Approved by the Board on 5th October 2022 and signed on its behalf by Errol Vassell (Chairman)

Our Income



- Membership Fees 74.4%
- Conference and Training Receipts 20.5%
- Gift Aid Tax Recoverable 2.6%
- Investment Income 1.0%
- Other Income 1.4%

Our Expenditure



- Conference and Training Costs 1.0%
- Printing, Stationery and Postage 0.2%
- Membership Support (Note 4) 83.7%
- Website and IT Costs 11.5%
- Trustees/Meeting Expenses 0.5%
- Legal, Professional, Insurance, 1.6%
- Subscriptions, Gifts and Donations 1.5%



£154,511

Income



£110,317

Expenditure



£44,194

Net Operating
Surplus

Notes to the Financial Statements

These Financial Statements are on the historical cost basis under Section 1A of FRS102, and the Charities Act 2011, in accordance with the Charities SORP(FRS102), effective 1 January 2016, but with investment securities carried at fair value as required by the SORP. In the absence of new regulations relating to SORP(FRS102), the “true and fair override” provision within the 2008 regulations under the 2011 Act is invoked for the adoption of SORP(FRS102) as the relevant current replacement for SORP 2005. As a charity, ACAT is a public benefit entity within the meaning of FRS102. The deemed future element of Membership Renewals is accounted for as Deferred Income. Interest on Term Deposits is accrued daily. The Association has only basic financial instruments under FRS102, which (apart from investment securities) are all accounted for at their settlement value.

- 1.** Due to changes in membership rates and despite changes in numbers for Individual and Block membership we are still pleased to report an increase in membership fee income for the year (up from £103,465 to £115,011).
- 2.** Office equipment costing at least £1,000 per item/ set is capitalized and depreciated at an average annual rate of 25% on cost, depending on its estimated useful life.
- 3.** Incoming and outgoing resources: Gift Aid tax claims are accrued as ‘probable’ when the entitlement arises; other income and all expenditure when receivable or incurred.
- 4.** Membership Support includes salary costs of ACAT’s four part-time staff (FTE:3) comprising Salaries, NIC & Pension costs £82,256 (2021: £88,280), including any holiday pay accruals.
- 5.** Related Party transactions: £567 (2021: £3,213) was reimbursed to nine directors of the trustee company for travel, subsistence and other costs to do with meetings, training events and conferences. There was no trustee-remuneration. There were no other related party transactions in the year.
- 6.** VAT: The Association is not VAT–registered and its activities are considered outside the scope of Value Added Tax. Irrecoverable input tax is included in the relevant expenditure.
- 7.** Deferred Income: Membership, once renewed, is deemed to accrue month by month, counting future months’ fees as “deferred income”, together with any Grants only for use in future financial years.
- 8.** Lease of office premises: The Association has a three-year lease on its office premises at Clay Cross, Derbyshire, at an annual rental of £6,235 the minimum rental commitment being for three months.
- 9.** Basic financial instruments are accounted for at their settlement value. The Association has no other financial instruments as defined by FRS102.



Independent Examiner's Report

Independent Examiner's Report to the Trustee of the Association of Church Accountants and Treasurers.

I report on the accounts of the charity for the year ended 31st March 2022, which are set out on pages 14, 15 and 16 in this Report.

Respective responsibilities of the trustee and examiner.

The charity's trustee is responsible for the preparation of the accounts. The charity's trustee considers 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;
- 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 the independent examiner's report.

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement.

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

1. which give me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 130 of the 2011 Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have 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.

Bryan Lewis ACMA, CGMA

Date: 5th October 2022

Address:

36 Flounders Hill
Ackworth
West Yorkshire
WF7 7LF





Association of Church Accountants and Treasurers

Helping Christian churches with their financial administration

Address: 125 Unit, Coney Green Business Centre

Wingfield View, Clay Cross

Chesterfield S45 9JW

Telephone: 01246 767787

Email: admin@acat.uk.com

acat



Association of Church Accountants & Treasurers

ASSOCIATION OF CHURCH ACCOUNTANTS AND TREASURERS

England & Wales - Charity number 1072733

Accounts



Association of Church Accountants & Treasurers



ACAT Annual Report

2020 - 2021

Registered Charity number 1072733

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ACAT – Who we are and why we do what we do...



None of us had any idea how difficult both 2020 and the start of 2021 would be - and the challenge that it would present to all of us.

Over the past year, I've been overwhelmed by the very many examples of positivity and kindness I've witnessed among ACAT's members as well as our team. The way we've seen people care for one another throughout one of the most difficult chapters in recent history has been truly inspirational.

Before highlighting some of ACAT's standout achievements from the past year, I've some immensely sad news to share with you.

At the end of July 2021, ACAT's Chairman John Chastney passed away while he was on holiday with his family.

John's contribution to ACAT was immense. Quite apart from bringing his training expertise to bear for hundreds of delegates nationwide, as Chairman he was instrumental in ensuring ACAT's continued growth and development. I'm certain that I speak for us all when I extend our thoughts and prayers to John's wife, Sue, as well as his children and family.

John was certainly instrumental in shaping ACAT's resolve to remain open throughout the pandemic.

The rationale behind this approach was simple...

ACAT exists to provide the requisite support and guidance for church treasurers and trustees of all Christian denominations regardless of the external economic circumstances. And we've remained resolutely committed to achieving this over the past year. Certainly, the success of our online courses has borne witness to the success of our approach.

We've consistently sought to ensure that church treasurers could learn or refresh their skills safely, regardless of where they're based geographically. Equally successful was our first virtual conference which was attended by more than 250 delegates over the course of a fortnight last October.

In view of the success of our online offering, it now seems sensible – when the pandemic has fully abated – to amalgamate this virtual offering alongside our traditional in-person courses.

To conclude, thank you so much for your continued support – it genuinely is appreciated. We are all living through truly uncharted times and the world we will inhabit post-pandemic will surely be very different.

ACAT fully intends to continue looking to the future with positivity beyond the Covid crisis.

Please rest assured that we will always remain committed to championing the interests of church treasurers and trustees at every opportunity.

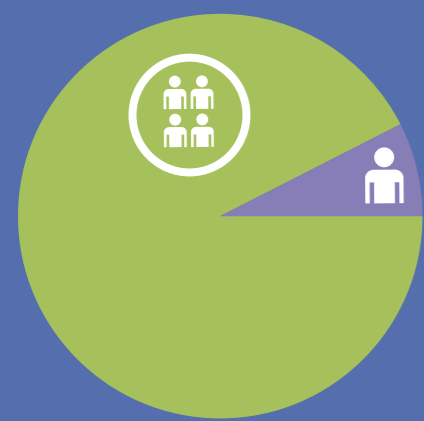
ACAT remains determined to provide the right support and guidance you require precisely when it's necessary.

Ashley Ellis

ACAT Executive Officer – September 2021

Our year in numbers

A greater reach than ever before...



17,152 total members
up from 11,447 in 2015

15,901 treasurers covered
by block membership
up from 9,891 in 2015

the remaining
1,251 are all individual members

1 new block member organisation

Working for church treasurers of all denominations

£22 The cost of individual membership

1st ever virtual conference held

1 new course successfully launched

Over **950** delegates attended our training courses and conferences
up from 750 in 2019/20

ACAT: A Year in Review

ACAT: Our Year in Partnership



Charity fund manager CCLA is one of ACAT's longstanding Partners in Ministry and provided a keynote speech at our first virtual conference in 2020. Here, Josephine Carlsson, Church Ethics Lead, explains why CCLA remains committed to supporting ACAT's work...

Churches have an unrivalled history of being at the centre of change in communities.

Through our partnership with ACAT and as the largest manager of charity assets in the UK, we are proud to support them in this work.

As we recover from the pandemic, it is clearer than ever that investment markets can only ever be as healthy as the communities and environment that support them.

Whilst corporate sustainability has never been higher profile, we remain concerned that the world is not acting fast enough to meet the challenges we collectively face.

In addition to impacting upon our livelihoods, a failure to act on important issues will lead to market instability and poor outcomes for investors over the long-term. Modern Slavery, Climate Action, Biodiversity Loss, Natural Resource Crises and Mental Health deterioration are all listed by the World Economic Forum as key global risks.

For this reason, we believe that as investors we have a fiduciary, as well as a moral duty to drive positive change.

We want to have a significant positive impact through our investment and our engagement with companies to safeguard our communities and our future.

Inspired by the partnership approach that is at the centre of the UN Sustainable Development Goals, our experience shows us that collaboration is critical to mobilising action.

We recognise that we cannot do this on our own and we have a long track record of channelling our position as an investment manager into leading meaningful action across the investment community.





Report of the Corporate Trustee for the year ended 31 March 2021

The trustee company presents its annual report herewith, together with the financial statements of the charity, for the year ended 31 March 2021.

Reference and Administrative Details

Registered Charity number: 1072733

Principal address:

Administrative office

125 Coney Green Business Centre

Clay Cross

Chesterfield S45 9JW

Telephone: 01246 767787

Email: admin@acat.uk.com

Executive Officer of ACAT and Company Secretary of its trustee company (the Association of Church Accountants & Treasurers Corporate Trustee Limited):

Ashley Ellis

Trustee company directors as at the date of this report:

Catherine Beech

Greyham Dawes **TREASURER**

Ursula Fuller

Trevor James

Robert Meakin **CHAIR**

Roger Pinchbeck

Cyril Wood

Errol Vassell

Structure, Governance and Management

Governing document

The charity is a Membership Association governed by its Constitution dated 11 February 1998 (last amended 15 October 2016) and is administered by a sole corporate trustee whose members and directors are determined by the Association's members, in general meeting, under the Constitution, which provides for:

- up to 12 members nominated by the charity to serve for three-year terms in office; including
- a Chairman elected for up to two consecutive three-year terms; and
- a limit of 16 including those co-opted by the Board until the next AGM.

Co-option of directors and election of officers of the trustee company

The Board co-opts additional directors from among ACAT members, and other Christians with relevant skills and experience, who can help promote the most effective and efficient performance of the work of church treasurers and others involved in their charity's financial administration and public accountability. The Board also elects a Treasurer and may appoint a Company Secretary or Deputy.

Objectives and Activities

The trustee has given due consideration to the Charity Commission's public benefit guidance in planning and managing the Association's activities, which comprise:

- the provision of a regularly updated Members' Handbook covering many aspects of financial administration, accounting and other legislation with which churches must comply, as well as best practice in matters of charity governance;
- publishing a regular newsletter to all members;
- answering members' questions on specific issues and their advice-requests via a website helpline;
- arranging annual conference(s) with keynote speakers on relevant topics, open to members and non-members who can meet and discuss matters of common interest;
- holding regional training courses giving members and others the opportunity to network with their peers and increase their knowledge of relevant issues, as well as the new online training courses;
- encouraging denominations and other church groups to consider "block" membership for their treasurers at reduced annual subscription rates;
- championing members' interests as church treasurers by liaison with regulatory authorities and by responding to relevant public consultations as they arise.

Public benefit

For the public benefit, the Association aims to advance the Christian religion through the promotion of the efficiency and effectiveness of Christian churches and organisations by the provision, primarily to the Association's members, of advice, training in the role of the treasurer and information on accounting, financial, legal, governance and other related issues. Membership of the Association is by annual subscription, the modest level of which, the trustee believes, should not exclude any church treasurer or official with financial responsibilities from access to benefit.

Achievements and Performance

The services of ACAT have never been more essential than they are now. As the true financial repercussions of the Covid crisis continue manifesting themselves for churches, ACAT remains dedicated to supporting treasurers as they, in turn, facilitate the ministry of their church.

ACAT continues to look to the future positively to ensure that we continue to surpass the requirements of both treasurers and trustees.

During 2020/21, the Association had 17,152 members. Bar for the unforeseen impact of Covid, it is hoped that membership will increase in coming years. ACAT's website – which was launched in mid-December 2019 - combined with increased and improved communication should help consolidate existing membership while ensuring that even more new Block and individual treasurers can discover the benefits of ACAT membership in years to come.

ACAT and COVID-19

Throughout the pandemic, ACAT has consistently responded to requests for guidance and information resulting from phone calls, emails, post as well as via the website helpline in the most timely and appropriate manner.

We witnessed a marked increase in activity after the first UK-wide lockdown commenced on 23 March 2020. Subsequently, we have continued to respond in a timely manner despite all our employees working from home. In May 2021, ACAT also employed Peter Young – who also remains one of our volunteer trainers - on a part-time basis specifically to answer the increasing number of members' queries that are arising via the helpline. Peter brings a wealth of senior management experience in addition to having served as a treasurer for many years – and is a welcome addition to ACAT's team.

Since April 2020, there has been a dedicated "COVID-19 & Other News" section on ACAT's website. This is updated regularly with relevant information about fundraising and other appropriate news. The most relevant components of this information are also subsequently communicated directly to members via our monthly e-newsletter. Additionally, ACAT is increasingly utilising social

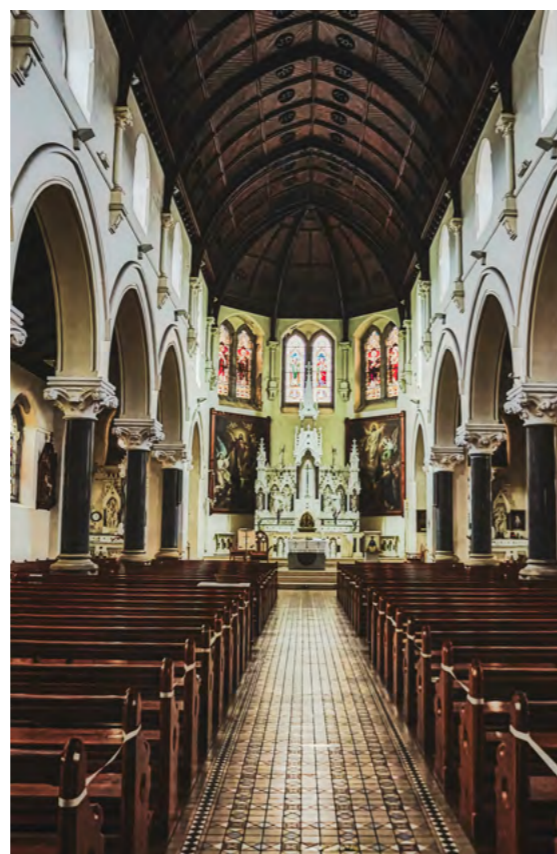


media to connect and engage with our members as well as Christian denominations with whom we wish to work to ensure that the myriad benefits of ACAT are clear. We now have around 300 followers on Twitter garnered through organic growth - and believe that there is opportunity to build on this.

e-newsletters and Members' Handbook

Our e-newsletters provide members with regular updates. For much of the year, these e-newsletter have been distributed twice a month – with one dedicated to news while the other specifically covers training opportunities. All are tailored to meet the specific needs of both Block and individual members.

The Members' Handbook, originally formatted as an A5 paperback for members, is now available in its entirety in a dedicated section on the ACAT website. In November and December 2020, ACAT updated several components of this guide following recommendations from our Treasurer Greyham Dawes. ACAT would like to thank Greyham, for his outstanding work on this project and ongoing support over many years. Greyham will be leaving his role as Treasurer on September 16, 2021 – but we are delighted that he will continue to support ACAT as a consultant.



Online Learning

Over the past year, ACAT has reached more delegates than has previously been the case as a direct result of our schedule moving entirely online. Between September 12, 2020, and the end of March 2021, 10 courses comprising 28 sessions took place.

The screenshot shows the ACAT website interface. At the top, there's a navigation bar with 'Topics' and 'Training' tabs. The main content area features a dark image of a church interior with a green overlay containing the text: 'Gift Aid: Maximizing the benefits and reducing the pitfalls - Part one (Morning)'. Below this, it specifies the date and time: 'Tue 09 Nov 2021 10.00am - 12noon Virtual'. A price tag of '£20 pp' is visible, along with an 'Add to basket' button. At the bottom, there's a short introductory paragraph about Gift Aid and its benefits for churches.

After a significant period of trial and development, "Being a Treasurer: The Basics" became the first training course to be made available as a webinar in September 2020. The course was split into three two-hour sessions. Initially, 40 places were made available on each session. It quickly became obvious that there was a great demand for ACAT's new online courses – and two sessions were fully booked within a week. ACAT would like to especially thank volunteer trainer Manny Kemp for his sterling efforts in developing and abridging these sessions in conjunction with our staff.

We subsequently found that other courses that we launched virtually - including 'Gift Aid: Maximising the benefits and reducing the pitfalls' and 'Risk and Health and Safety Management' - sold well and were exceptionally well received by delegates.

Our training work would not be possible without the hard work of our team of volunteer trainers. The training courses we run each year are only possible because of their expertise, commitment and cooperation. ACAT continues to seek yet more volunteer trainers to enhance our current range of courses while simultaneously spreading the workload in the future. In the wake of the pandemic, we intend to provide both online and regional onsite training events.



The ACAT Conference

The ACAT 2020 Conference, entitled "The Challenge of Change – Securing Your Church's Financial Future", also took place virtually for the first time. ACAT is most grateful to CCLA, who returned as our headline sponsor for that event. CCLA is the UK's leading Fund Manager for Christian churches and charities, with 60 years' experience of providing competitive and attractive investment management services.

The 2020 conference proved an ideal opportunity for members to discover more about the key issues affecting church treasurers and the truly essential role they play in enabling their church's mission. Speakers from The Charity Commission, The Ecumenical Council for Corporate Responsibility (ECCR), Anthony Collins Solicitors, the Diocese of York Generous Giving Team, the Association of Charity Independent Examiners (ACIE) and CCLA – among others - were all represented. The event was attended by more than 250 different delegates from across the country. The event was also sponsored by many of our Partners in Ministry drawn from the worlds of church accountancy software and utility providers – besides others.

Due to the ongoing issues posed by the pandemic, ACAT has taken the decision to host our 2021 conference online for the second consecutive year. Entitled *Mission-Driven Finance: The Way Forward Post-Covid*, the conference will begin on Saturday, October 9, and consist of eight stand-alone one-hour webinars which will take place over the following week. ACAT is delighted that CCLA has decided to return as the event's headline sponsor. There will be a host of leading external speakers from organisations that include: the Ecumenical Council for Corporate Responsibility (ECCR); law firm Keystone Law; the Diocese of York's Generous Giving Advisor; and Kingdom Bank - among others. The event will conclude with an interactive Annual General Meeting (AGM) at 2pm on Saturday, October 16, which will be followed by a 'trade show' which will afford opportunity for sponsors to meet attendees in person.

Over the past financial year, ACAT has continued to achieve its primary purpose not only through its advice and guidance services but also through its extensive list of training courses – which are open to non-members as well as existing members. The training courses ACAT has held in 2020-21 are briefly described below.

ACAT Courses

The pandemic's arrival prompted both the suspension of all in-person courses and the online migration of ACAT's training schedule. Consequently, no courses were run between April 1, 2020, and September 12, 2020. Once the online training schedule resumed, 10 courses – across 28 sessions - were offered between September 12, 2020, and March 31, 2021.

Being a Treasurer - The Basics

Our virtual training programme was launched with our 'Being a Treasurer – The Basics' course. This was deliberately chosen due to its enduring popularity. The course covers almost everything church treasurers need to get started, including an introduction to subjects as diverse as VAT, employment issues, record-keeping and annual accounting. In addition, it examines the best way to communicate with the trustees, the clergy, the congregation and the wider public.

This course, which recognises that the role of a volunteer treasurer is frequently a very lonely and unsupported one, was led and facilitated by one of our dedicated team of experienced volunteers. It consistently sold out when it was offered in the 2020/21 year.

Further ACAT Courses

Once ACAT's virtual training schedule had successfully been established, we also hosted two further courses in 2020/21: 'Gift Aid: Maximising the





benefits and reducing the pitfalls'; and 'Risk and Health and Safety Management'.

There was clearly great demand for *Gift Aid: Maximising the benefits and reducing the pitfalls* with all course sessions either selling out or selling exceptionally well. The course focuses on the way that gift aid can provide a significant additional source of funding for most churches while highlighting the dangers that are present if churches try to stretch the benefits too far.

The *Risk and Health & Safety Management* course also sold very well. This course – which was launched in 2019/20 – was designed on ACAT's behalf to provide a grounding in health and safety management in churches for anyone responsible for exercising the church's duty of care to its staff, volunteers, congregation and the wider public.

ACAT has built on the success of these initial virtual courses and – at the time of this report's completion in September 2021 – we have also successfully converted other courses for an online audience including: *Budgets and Planning*; *Independent Examination*; and *Accruals Accounting - Accounts for Larger Churches*.

In February, ACAT also devised and delivered a new course called '*Finance and Legal Skills for Clergy*' at Westcott House Anglican Theological College, in Cambridge. Around 15 final year ordinands were trained via Zoom over three one-hour morning sessions.

Tutors are recruited from the trustee company and from the ACAT membership, and also include other specialists as we continue to break new ground.

Future Training Plans

In April 2021, ACAT launched our new *Trustee Training for Churches* course. This is intended to ensure that church trustees have the requisite skills to meet their legal and moral obligations. It was devised in response to feedback we've received from members and was tailored to ensure that trustees have the knowledge to consistently manage their churches in the most appropriate way.

Trustee Training for Churches was split across two sessions with the first covering an introduction to the charity legal framework and the concept of a trustee, an overview of church and charity governance and key processes for appointing, training, and managing trustees. Session two explores the legal duties of trustees as set out in Charity Commission guidance entitled 'The essential trustee: what you need to know, what you need to do'. This course was devised and created by ACAT's volunteer trainer Manny Kemp.

ACAT's new *Finance and Legal Skills for Clergy* was also delivered to around 50 finalists at Ridley Hall, an Anglican theological college in Cambridge, during a two-hour session over Zoom in May. Work is also currently ongoing to adapt this content into a tailored *Finance and Legal Skills for Ministers* course at Oak Hill College, in North London. This course is expected to be delivered in autumn 2021. At the request of the college's president, an 'asynchronous learning' delivery approach is being taken which means that students will be invited to watch videoed modules linked to slides and case studies in their own time. Significantly, this is the first time that ACAT has adopted this approach to delivering training courses.

ACAT has been actively seeking to grow the number of trainers we have nationally – and particularly in the North of England – to ensure that we are able to cater for demand once we are able to resume in person training. Further progress continues to be made in this respect, which should enable us to spread the work more evenly as membership and the number of virtual courses offered increases.



Representing ACAT's members

The Association continues to work closely with government agencies and other national bodies and is recognised as an organisation able to represent a large number of small Christian Church charities.

As part of our strategy for increasing the effectiveness of this work, we have traditionally organised an "away day" for board members, and also for trainers, as early as possible in each calendar year to identify emerging issues and review our planning for the coming years. Since the onset of the pandemic, we have organised regular online meetings for trainers.

The trustee continues to have discussions with the Charity Commission and HMRC/Treasury on matters of interest to churches. We also liaise with the Charity Finance Group (of which we are a member), the Charity Tax Group, the Churches Legislation Advisory Service, the Institute of Chartered Accountants for England and Wales (ICAEW) and the Association of Charity Independent Examiners (ACIE).

Advice Line

The advice line is an invaluable resource for our members with hundreds of queries submitted and answered every year. The advice line is supported by the staff in the Clay Cross office, and where necessary answers are provided by members of the training team supported by specialist directors.

Trainers and Partners in Ministry

Our dedicated team of volunteer trainers facilitate ACAT's work and we would not exist without them. Their contribution is of fundamental importance to ACAT's continued success. The trustee would like to take this opportunity to acknowledge – most gratefully – the essential contribution they make.

In addition, the trustee gratefully acknowledges the contribution made by our other Partners in Ministry, including: CCLA; the Association of Charity Independent Examiners (ACIE); Liberty Accounts; Data Developments; Kingdom Bank; easyfundraising; and ECCR, among others

The Board would also like to thank ACAT's team of dedicated part-time staff: Joy Spencer (Finance Officer), Cath Fox (Training Officer), Nick Fox (Membership Officer) and Ben Rooth (Communications Officer) for their work over the past year in ensuring ACAT's objectives and activities were consistently upheld to the highest standards.

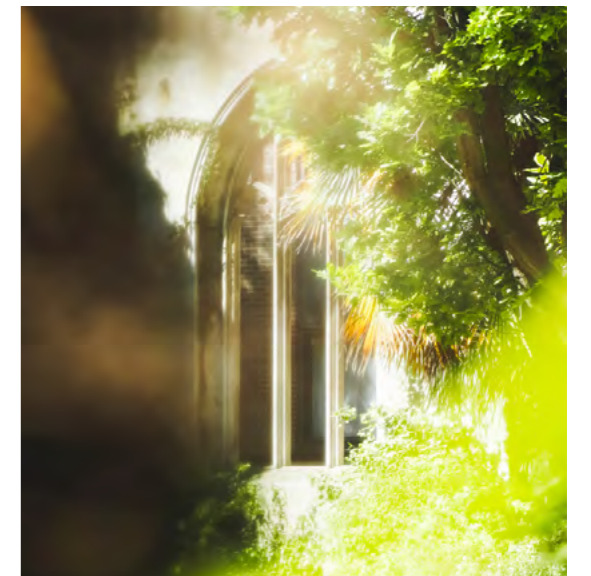
Finally, the Board would like to thank Ashley Ellis for his outstanding work as ACAT's Executive Officer as the Association looks to help even more church treasurers nationally as the pandemic abates..

Future plans

ACAT remains resolutely committed to supporting an ever-increasing number of church treasurers in their roles.

As a direct result of the pandemic, we have sought to hone and refine our ability to offer high-quality courses online. Early indications are that there is a great demand for these, with delegates quickly booking onto the courses from all parts of the UK. In 2020/21, ACAT liaised with our existing trainers to ensure that they are comfortable delivering their courses virtually. All of our courses are expected to ultimately become available online in the future.

Partnerships remain key in developing the work of ACAT and Ashley continues to work with various organisations – across insurance, investment, software and banking, etc. - to enhance the support that treasurers can receive from their ACAT membership.





Financial Review

Reserves policy

The trustee considers that the Association's unrestricted year-end reserves of £121,982 (2020: £88,757) are in line with the policy level of at least 6 to 12 months of planned expenditure for the current financial year. The 2020-21 COVID-19 adjusted spending budget is approximately £137,500.

Finances (Unrestricted)

Total income for the year was £137,290, down from £148,954 in 2019-2020. This was mostly due to the immediate cessation of in person training sessions due to the pandemic. Total expenditure was £109,802 against £160,649 for 2019-20. The reduction in expenditure reflects the fact that ACAT moved all the training to online only. This resulted in an operating surplus of £27,488 (2019-20 deficit: £11,695). The operating surplus can be attributed to ACAT's courses and conference taking place virtually – in contrast to previous years when physical events have always been staged. After including a holding gain on the investment in Charifund Units £5,737 (2018-19 loss: £7,116) due to a sharp rise in the markets following COVID-19, the surplus for the year was £33,225 (2019-20 deficit: £18,811), increasing ACAT's total unrestricted reserves from £88,757 to £121,982

Statement of Trustee's Responsibilities

The trustee company is responsible for preparing the annual report and the financial statements in accordance with applicable law, the Charities Statement of Recommended Practice (SORP) (FRS102) and the United Kingdom Accounting Standard on which it is based (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales, the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of ACAT's Constitution require the trustee to prepare financial statements for each financial year which (unless the receipts and payments option is chosen) must give a true and fair view of the state of affairs of the Association and of its incoming resources and application of resources for that year.

In preparing those accruals-based financial statements, the trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS102), as adopted;
- 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.

The trustee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable the trustee to ensure that the financial statements comply with the Charities Act 2011 and the regulations thereunder and the provisions of the Constitution. The trustee is also responsible for safeguarding the assets of the charity and ensuring their proper application under charity law and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board on 18th September 2021 and signed on its behalf, as authorised, by:

Robert Meakin

Chairman

Statutory Accounts: Year to 31st March 2021

Statement of Financial activities	31st March 2021	31st March 2020
Income	£	£
Membership Fees	103,465	102,212
Conference and Training Receipts	29,335	41,828
Gift Aid Tax Recoverable	2,518	2,417
Investment Income	1,364	1,861
Other Income	609	636
	137,290	148,954
Expenditure		
Conference and Training Costs	419	33,023
Printing, Stationery and Postage	552	2,733
Newsletter Costs	0	2,205
Administration (Note 3)	96,157	95,419
Marketing/Liaison Costs	0	239
Website and IT Costs	9,604	21,373
Trustees/Meeting Expenses	0	3,484
Legal, Professional, Insurance,	2,051	1,378
Subscriptions, Gifts and Donations	1,019	795
	109,802	160,649
Net Operating (deficit)/ Surplus	27,488	(11,695)
Investment (loss)/gain	5,737	(7,116)
Net (deficit)/Surplus for the year	33,225	(18,811)
Balance of Funds Brought Forward	88,757	107,568
Balance of Funds Carried Forward	121,982	88,757

Balance Sheet	31st March 2021	31st March 2020
Office Fixtures and Fittings	2,622	2,850
Investments	30,502	24,765
Total Fixed Assets	33,124	27,615
Current Assets and Liabilities		
Cash and Bank Current Accounts	117,252	72,974
Bank Deposit Accounts	21,501	21,475
Debtors and Prepayments	6,305	6,203
Stock - Handbooks	-	-
Current Assets Total	145,058	100,652
Deferred Income	(52,900)	(38,459)
Creditors Due within One Year	(3,300)	(1,051)
Net Current Assets	88,858	61,141
Total Net Assets	121,982	88,757
Funds		
Unrestricted General Funds	121,982	88,757
Designated Funds	-	-
TOTAL	121,982	88,757

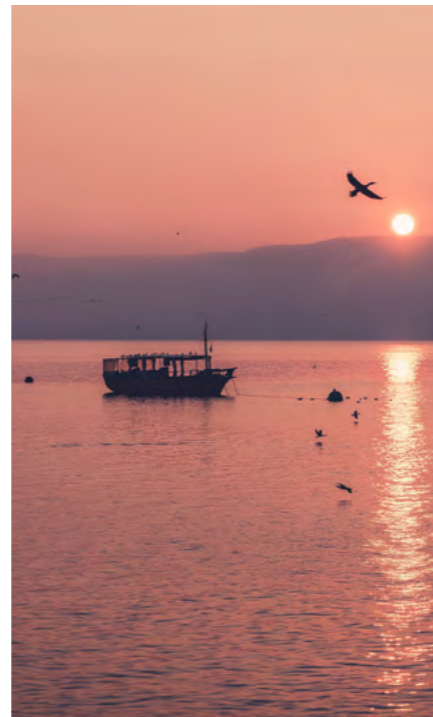
Approved by the Board on 18th September, 2021 and signed on its behalf by Robert Meakin (Chairman)



Notes to the Financial Statements

These Financial Statements are on the historical cost basis under Section 1A of FRS102, and the Charities Act 2011, in accordance with the Charities SORP(FRS102), effective 1 January 2016, but with investment securities carried at fair value as required by the SORP. In the absence of new regulations relating to SORP(FRS102), the “true and fair override” provision within the 2008 regulations under the 2011 Act is invoked for the adoption of SORP(FRS102) as the relevant current replacement for SORP 2005. As a charity, ACAT is a public benefit entity within the meaning of FRS102. The deemed future element of Membership Renewals is accounted for as Deferred Income. Interest on Term Deposits is accrued daily. The Association has only basic financial instruments under FRS102, which (apart from investment securities) are all accounted for at their settlement value.

1. Office equipment costing at least £1,000 per item/ set is capitalized and depreciated at an average annual rate of 25% on cost, depending on its estimated useful life.
2. Incoming and outgoing resources: Gift Aid tax claims are accrued as ‘probable’ when the entitlement arises; other income and all expenditure when receivable or incurred.
3. Membership Administration includes salary costs of ACAT’s four part-time staff (FTE:3) comprising Salaries, NIC & Pension costs £88,280 (2020: £81,450), including any holiday pay accruals.
4. Related Party transactions: £3,213 was reimbursed to nine directors of the trustee company for travel, subsistence and other costs to do with meetings, training events and conferences (2020: £2,504). There was no trustee-remuneration. There were no other related party transactions in the year.
5. VAT: The Association is not VAT –registered and its activities are considered outside the scope of Value Added Tax. Irrecoverable input tax is included in the relevant expenditure.
6. Deferred Income: Membership, once renewed, is deemed to accrue month by month, counting future months’ fees as “deferred income”, together with any Grants only for use in future financial years.
7. Lease of office premises: The Association has a three-year lease on its office premises at Clay Cross, Derbyshire, at an annual rental of £5,253 the minimum rental commitment being for three months.
8. Basic financial instruments are accounted for at their settlement value. The Association has no other financial instruments as defined by FRS102.



Independent Examiner’s Report

Independent Examiner’s Report to the Trustee of the Association of Church Accountants and Treasurers.

I report on the accounts of the charity for the year ended 31st March 2020, which are set out on pages 13 and 14 in this Report.

Respective responsibilities of the trustee and examiner.

The charity’s trustee is responsible for the preparation of the accounts. The charity’s trustee considers 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;
- 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 the independent examiner’s report.

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a ‘true and fair view’ and the report is limited to those matters set out in the statement below.

Independent examiner’s statement.

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

1. which give me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 130 of the 2011 Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have 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.

Bryan Lewis ACMA, CGMA

Date: 18th September, 2021

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