

# OLD ROYAL NAVAL COLLEGE CHAPEL FUND

## TRUSTEES' ANNUAL REPORT 2020/2021

This is the Annual Report of the Trustees of the Old Royal Naval College Chapel Fund ("the Chapel Fund") for the year ending 31 March 2021.

The Chapel Fund's registered charity number is 1073436 and its address is The Old Royal Naval College Chapel, Greenwich, London SE10 9LW.

The current Trustees are as follows:

Sir Nicolas Bevan CB	Chairman
Mr Roger Falconer	
Rev. Patricia Mann	
Mr Omar Al-Hajali	Treasurer
Mr Robert Henderson	
Mrs Marjorie Ouvry	

The Chapel Fund is a charitable trust established by a Trust Deed dated 22 November 1998. Five of the Trustees are appointed by the Chaplaincy Council of the Old Royal Naval College Chapel for a renewable term of 4 years; the sixth Trustee is the Chaplain of the Old Royal Naval College Chapel *ex officio*.

The objects of the Chapel Fund are

1. To contribute towards the costs of maintaining religious services and music in the Chapel in accordance with the policy and established procedures of the Chaplaincy Council;
2. To make donations for charitable purposes in accordance with the policy and established procedures of the Chaplaincy Council.

During the period covered by the Annual Report the Chapel Fund contributed £23,531 towards the costs of maintaining religious services and £11,918 towards the costs of maintaining music in the Chapel. A generous legacy of £130,000 was received on condition that it was put towards the cost of installing a lift to improve access to the Chapel for the less able; the Trustees added £40,000 from the existing resources of the Chapel Fund for this purpose and expect to make a further modest contribution to the final cost. The project, which is the responsibility of the Greenwich Foundation for the Old Royal Naval College, has been completed and the lift is now in operation. The Fund also donated £10,050 to the Diocese of Southwark to help meet Church overheads and made donations totalling £7,730 for other charitable purposes. In exercising their duties the Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

The principal source of the Chapel Fund's regular income derives from donations made by members of the congregation. The restrictions put in place to mitigate the effects of coronavirus, including the closure of the Chapel for large parts of the year, had an adverse impact on the Fund's income; at the same time, however, expenditure from the Fund fell significantly compared with the previous year. The net effect has been a modest increase in the balance at the end of the year. The Trustees are, however, conscious that the Fund's regular income is likely to remain at a reduced level for some time to come and they will keep a close eye on the impact of this on the financial health of the Fund.

In the course of the year the Trustees have reviewed and, with amendments where appropriate, confirmed the validity of their written policies on complaints, conflict of interest, health and safety, management of volunteers, reserves and investments, risk management and data protection; and have satisfied themselves that their internal financial control procedures remain appropriate. Risk management is of particular importance and the Trustees are satisfied that the risks facing the Fund have been correctly identified and that appropriate procedures and arrangements (including insurance) are in place to minimise those risks or mitigate their effects.

The Chapel Fund has no long-term commitments, though some funds are committed for up to a year ahead. Much of the Fund's expenditure automatically varies in accordance with income or can readily be adapted to changes in income. There is therefore no pressing requirement to retain a high level of reserves, though as a matter of good practice the Trustees expect to retain at least sufficient cash to meet an average of 4 months' day-to-day expenditure, judged on a historical basis. At 31 March 2021 this objective was fully met.

The Trustees declare that they have approved this Annual Report.

Signed on behalf of the Chapel Fund Trustees

Sir Nicolas Bevan (Chairman of the Trustees)

1 June 2021

**TREASURER'S REPORT**  
**THE OLD ROYAL NAVAL COLLEGE CHAPEL FUND**  
**FUND BALANCE AS AT 31 MARCH 2021**

<b>Assets</b>	<b>31 March 2021</b>	<b>31 March 2020</b>
TSB Main Account	17,298	14,762
TSB Gift Aid Account	33,285	56,882
COIF Deposit - Main Account	218	2,215
COIF Deposit - Contingency Account	-	15,573
<b>Cash</b>	<b>50,801</b>	<b>89,431</b>
Gift Aid Tax repayment due	9,189	11,549
Tax relief due on George Greaves legacy	607	
<b>Total Assets</b>	<b>60,597</b>	<b>100,981</b>
<b>Liabilities</b>		
Outstanding charity donations	570	1,295
Diocesan contribution	7,875	7,425
Chapel Lift	5,661	45,661
Plaque for Chapel Lift	1,500	
Music expenditure from Greaves bequest	2,282	5,000
Erroneous Donation from Trinity Laban	-	570
HMRC Tax liability from 2019/2020 claim	-	240
<b>Total Liabilities</b>	<b>17,888</b>	<b>60,191</b>
<b>Balance</b>	<b>42,709</b>	<b>40,790</b>

**TREASURER'S REPORT**  
**THE OLD ROYAL NAVAL COLLEGE CHAPEL FUND**  
**INCOME AND EXPENDITURE: 1 APRIL 2020– 31 MARCH 2021**

**Income**

Cash collections	739
Gift aided cash collections	3,369
Standing order donations	21,564
One off donations	16,214
GA HMRC Tax Refund (2019-20)	11,549
Charity box	397
Chapel Lift donations - George Greaves Estate	130,000
RBL donations collected for ORNC	256
COIF interest	21
<b>Total Income</b>	<b>184,109</b>

**Expenditure**

Greenwich Foundation	17,700
Diocesan contribution	10,050
Chapel Lift	40,000
Chapel Lift donations - George Greaves Estate	130,000
Charitable donations	7,730
RBL donations collected for ORNC	256
Chapel Supplies	201
Flowers	32
Chaplain's expenses	369
Chapel secretary	3,041
George Greaves's music bequest	2,718
Organist	6,200
Music contribution	3,000
Christmas tree	433
Insurance	437
Erroneous Donation from Trinity Laban	570
Contactless Transaction Fees	3
<b>Total Expenditure</b>	<b>222,739</b>

**Expenditure in excess of Income**

**(38,630)**

**TREASURER'S REPORT**  
**THE OLD ROYAL NAVAL COLLEGE CHAPEL FUND**  
**CHARITABLE DONATIONS: 1 APRIL 2020 – 31 MARCH 2021**

**Charities of the Month**

Bishops Lent Call (Apr)	510
Royal Navy & Royal Marines Charities (May)	400
AHOY Centre (Jun)	400
Mission Aviation Fellowship (Jul)	410
Greenwich & Bexley Hospice (Aug)	430
Deptford Reach (Sep)	500
Open Doors (Oct)	475
Royal British Legion (Nov)	820
Stonewall (Dec)	405
Kings College Hospital (Carol Service Charity)	365
Sea Cadets (Jan)	410
Crossways (Feb)	410
Bishops Lent Call (Mar)	570
	<hr/>
	<b>6,105</b>

**Other Charitable Donations**

Greenwich Foodbank	900
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	<b>900</b>

<b>Total Charitable Donations</b>	<hr/>	<b>7,005</b>
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**Sir Nicolas Bevan**  
**Chairman of Trustees**

**Mr. Omar Al-Hajali**  
**Treasurer**

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**Notes**

**Rounding**

In line with the Charity Commission's current guidance, all figures have been rounded to the nearest pound. As a result, the sum of individual items may not fully reconcile with the totals

**Independent examiner's report to the trustees of The Old Royal Naval College Chapel Fund**

I report to the trustees on my examination of the accounts of The Old Royal Naval College Chapel Fund for the year ended 31 March 2021.

**Responsibilities and basis of report**

As the charity trustees of the Fund you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the funds's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Fund as required by section 130 of the Act; or
2. The accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Signed:**

A handwritten signature in black ink, appearing to read 'Jon Bennett', with a stylized flourish at the end.

**Name:** Jon Bennett (BA Hons)

**Address:** 13 Notson Road, London, SE25 4JZ

**Date:** 20<sup>th</sup> January 2022

**PUBLIC**