

Company Number: 03788484
Charity Number: 1079635

THE ARBORY TRUST

(A company limited by guarantee and not having share capital)

**REPORT AND
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
31 DECEMBER 2020**

**THE ARBORY TRUST
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

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Principal address:
Bishop Woodford House
Barton Road
Ely
CB7 4PX

Company Number:
03788484

Charity Number:
1079635

Bankers:
Barclays Bank Plc
Cambridge
CB2 3XN

Solicitors:
Lee Bolton Monier - Williams
1 The Sanctuary
Westminster
London

Independent Examiner
Ms N Hedger BFP FCA CTA
Beech House
4a Newmarket Road
Cambridge
CB5 8DT

**THE ARBORY TRUST
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020**

The Trustees present their annual report with the financial statements of the Trust for the period ended 31 December 2020.

OBJECTIVES AND ACTIVITIES

The object of the charity is the provision and maintenance of public burial grounds in the advancement of Christian religion. The Trustees in setting their objectives have had due regard to the public benefit guidance issued by the Charity Commission.

ACHIEVEMENTS AND PERFORMANCE

The popularity of Barton continues. We have moved up to the North Glebe for Burials and have filled Glade 1 (Hornbeam) and Glade 2 (Aspen), Glade 4 (Birch) and Crab Apple (Glade 5), Willow (Glade 3) and Spindle (Glade 8) are now open.

The Access Track to Willow Glade was completed in January 2020.

There were in total, 166 burials and 44 interments of ashes in 2020 [152 Burials and 32 Ash interments in 2019]. There was a consistent flow of Funerals throughout the year. The Lodge has been closed most of the year because of the Coronavirus situation and we were unable to hire it out to families since March 2020.

Reservations were suspended from June 2019. Whilst this affects our income considerably, the Trust took the responsible decision to make sure the land is utilised and that the Burial Ground is open to all not just for Reservations. The Trust can retract that decision at any time in the future.

The Trust anticipates that the number of reservations and interments in 2021 will continue to match if not exceed that of previous years. It is the dedication and cohesion of the whole team, whether employees or volunteers both at Barton and Ely, that contributes hugely to the Trust's success.

Trustees

David Bellamy has sadly died.

We have two new Trustees - Mr Francis Burkitt and Mr Paul Evans.

REVIEW OF THE YEAR

The net surplus for the year amounted to £99,830 (2019 - £100,578).

Risk analysis

The trustees confirm that major risks to which the Trust is exposed are reviewed regularly. The trustees delegate to a Working Group of trustees the task of ensuring that risks are reviewed and managed.

Reserves policy

The Trust aims to hold free reserves sufficient to cover 12 months of charitable expenditure, currently estimated at £ 95,000. At 31 December 2020 the Trust's free reserves were £715,694. The long term aim is for the Reserves to enable the creation of another Arbory Trust woodland burial site.

**THE ARBORY TRUST
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020**

COVID-19 impact on the Arbory Trust

The impact of Covid -19 has been relatively small to the Arbory Trust as an Organisation. As we deal with Burials, it is sadly our job to help the families bury the victims of Coronavirus. However, one concern we have would be if the Pandemic had a second or third wave that people would opt for Cremation as it is quicker and would have no family present to minimise infection. We would then lose revenue by the reduction in Burials. During the Coronavirus pandemic isolation stages, The Lodge was closed and Services could not take place. This resulted in a reduction in Lodge Hire income.

We have Coronavirus information and guidance on our Website. We have had large swing signs made for the public to respect the Distancing Regulations. We have Hand Sanitiser available to all visitors. Our Staff are equipped with protective gloves and face masks.

We have strict rules in place concerning funerals and how many people can attend. Our Staff are protected and do not mix with the congregation during the Lockdown period. We have instructed Funeral Directors of our rules. We anticipate minimal interruption to the running of the Woodland Burial Site during the Coronavirus Pandemic. The only interruption would be if the Funeral Directors close down to protect their Staff and that is very unlikely.

Plans for the future

The search for another piece of land to be developed into a second site has been successful and at this present time the Trust is waiting for their application of Planning Permission on the piece of Land North of the Arbory Trust Perimeter to be approved, in order to move forward with the purchase. This will enlarge the Site considerably if successful.

STRUCTURE GOVERNANCE & MANAGEMENT

The charity was incorporated as a company limited by guarantee on 11 June 1999 and registered with the Charity Commission on 29 February 2000, charity number 1079635.

Day to day management of the work of the Trust is undertaken by the Administrator, under the direction of the working group of Trustees. The working group meets 4 times per year, usually February, April, June and November and the full annual meeting takes place in September.

Appointment of Trustees

The Chairman of the Trust must be a Bishop of the Church of England. Other trustees are appointed to provide expertise in the following areas: land and woodland management; finance; ecological matters; and burial practice of the Christian Church. All of these areas are covered by the current trustees. Upon appointment new trustees are given an induction pack, which includes working group meeting minutes, past issues of the newsletter and the most recent annual accounts, and are invited to attend a trustees meeting before accepting the trusteeship.

**THE ARBORY TRUST
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020**

Trustees' responsibilities

The trustees are responsible for preparing financial statements for each financial year which give a true and fair view of the state of affairs of the trust as at the end of the financial year and of the surplus or deficit of the trust for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- comply with applicable Accounting Standards, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the trust and to enable them to ensure that the financial statements comply with the Charities Act and the Companies Act 2006. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Charity Trustees

The Trustees who served during the period were:

The Rt Revd Bishop of Ely Stephen Conway (Chairman)
Sir Hugh Duberly KCVO CBE
The Lord Fairhaven
The Revd Peter C Owen Jones
Mr Howard John Dellar
Dr Gareth John Thomas
Dr Matthew Lavis (resigned 22 September 2020)
Mrs Judy Pearson
Mr Richard Pemberton
Mr John Boocock BEM
Mrs Deryn Coe

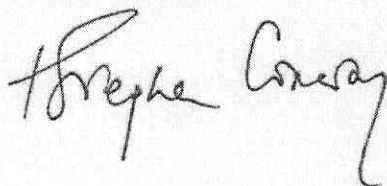
Secretary

Mrs S Mila

Signed by:

Date: 8th September 2021
The Rt Revd S Conway

Chairman of Trustees



**THE ARBORY TRUST
INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 December 2020 which are set out on pages 5 to 13.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity trustees of the company you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').


Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

INDEPENDENT EXAMINER'S STATEMENT

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

- (a) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- (b) the accounts do not accord with those records; or
- (c) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act than any requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination; or
- (d) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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



Naomi Hedger BFP FCA CTA (Independent Examiner)
Chater Allan LLP
Chartered Accountants
Beech House
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Cambridge
CB5 8DT

21 September 2021

THE ARBORY TRUST
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020

		Unrestricted Funds			
	Note	General Fund £	Restricted Fund £	Total 2020 £	Total 2019 £
Income From:					
Donations		10,715		10,715	1,250
Charitable activities	2	161,130	-	161,130	171,838
Investments		7,105	-	7,105	6,826
Total		178,950	-	178,950	179,914
Expenditure On:					
Charitable activities	3	95,328	-	95,328	114,834
Total		95,328	-	95,328	114,834
Net gain/(loss) on investments	9	16,208	-	16,208	35,498
Net Income (Expenditure)		99,830	-	99,830	100,578
Transfer between Funds:					
				-	-
Net Movement In Funds		99,830	-	99,830	100,578
Reconciliation Of Funds:					
Total funds brought forward		1,182,543	-	1,182,543	1,081,965
Total funds carried forward		1,282,373	-	1,282,373	1,182,543

Continuing operations

None of the Trust's activities were acquired or discontinued during the above two financial periods.

THE ARBORY TRUST
BALANCE SHEET
AS AT 31 DECEMBER 2020

Number: 03788484

	Note	£	2020	£	2019	£
FIXED ASSETS						
Tangible assets	6					
Investments	9			566,679		318,300
				253,107		229,936
CURRENT ASSETS						
Stock	7		727		1,038	
Debtors	8		233,524		231,699	
Cash at bank			<u>236,475</u>		<u>408,777</u>	
			470,726		641,514	
CREDITORS						
Amounts falling due within one year	10		<u>(8,139)</u>		<u>(7,207)</u>	
NET CURRENT ASSETS				<u>462,587</u>		<u>634,307</u>
TOTAL ASSETS LESS CURRENT LIABILITIES				1,282,373		1,182,543
NET ASSETS				<u>1,282,373</u>		<u>1,182,543</u>
FUNDS						
Unrestricted funds:						
General fund:						
Other reserves			1,224,512		1,105,392	
Revaluation reserve	13		<u>57,861</u>		<u>77,151</u>	
	11		1,282,373			1,182,543
Restricted funds	11					
				<u>1,282,373</u>		<u>1,182,543</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020.

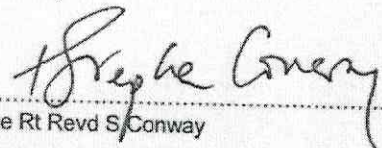
The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2020 in accordance with Section 476 of the Companies Act 2006

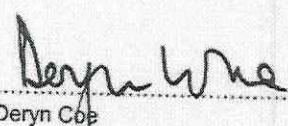
The trustees acknowledge their responsibilities for:

(a) ensuring that the charitable company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and;

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees on 8th September 2021 and were signed on its behalf by:


 The Rt Revd S. Conway
 Chairman of Trustees


 Mrs Deryn Coo
 Trustee

1. ACCOUNTING POLICIES

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value. The financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and

The Charity constitutes a public benefit entity as defined by FRS102

(b) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Reservation fees are recognised upon receipt and not treated as restricted due to future costs being negligible

(c) Expenditure

Expenditure is recognised once there is legal or constructive obligation to make a payment to third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

(d) Tangible fixed assets

Land is not depreciated. The Memorial Lodge and its furnishings are depreciated to write off the cost over the estimated useful life of between 10 and 25 years. Computers are depreciated over an estimated useful life of 3 years.

(e) Taxation

The company is a registered charity and as such is not liable to taxation.

(f) Income and expenditure

The inclusion of an Income and Expenditure account is not deemed necessary as the relevant information is included in the Statement of Financial Activities.

(g) Investments

Investments listed at the stock exchange are stated at market value at the balance sheet date. The SOFA includes the net gains and losses arising on revaluations and disposal throughout the year.

(h) Pension contributions

The company operates a defined benefit pension scheme for one member of staff. It is a multi-employer scheme and it is not possible to attribute scheme assets and liabilities to specific employers. Contributions are accounted for as if it was a defined contribution scheme.

(i) Going Concern

The trustees have considered the financial position of the charitable company and believe it is well placed to manage its business risk successfully. The trustees have considered the impact of COVID-19 and even though there are uncertainties believe there will not be a material adverse impact on the charitable company's ability to continue to operate. The trustees have a reasonable expectation that the charitable company will have adequate resources to meet its financial obligations for the next 12 to 18 months and, on that basis, they continue to adopt the going concern basis in preparing the annual reports and the financial statements.

THE ARBORY TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

2 INCOME FROM CHARITABLE ACTIVITIES

	Grave space reservation fees	Burial fees	Grants	Room hire and other income	Total 2020	Total 2019
	£	£	£	£	£	£
Woodland burial ground	56,300	101,100	-	3,730	161,130	171,838

3a EXPENDITURE ON CHARITABLE ACTIVITIES

SUMMARY	Direct Costs £	Support Costs £	Total 2020 £	Total 2019 £
Woodland burial ground	86,293	9,035	95,328	114,834

3b EXPENDITURE ON DIRECT COSTS

	General Fund £	Restricted Fund £	Total 2020 £	Total 2019 £
Staff costs	42,823	-	42,823	54,163
Travel and guardian expenses	604	-	604	1,929
Telephone	1,203	-	1,203	1,620
Payroll processing costs	908	-	908	800
Printing and stationery	933	-	933	593
Subscription	726	-	726	1,776
Website expenses	923	-	923	1,858
Grave digging	5,128	-	5,128	4,775
Lodge expenses	6,882	-	6,882	11,376
Grounds maintenance	7,974	-	7,974	9,637
Professional fees	3,060	-	3,060	-
Depreciation	14,129	-	14,129	13,917
Car park rent	1,000	-	1,000	1,000
Donations	-	-	-	450
Promotion	-	-	-	942
	86,293	-	86,293	104,836

3c EXPENDITURE ON SUPPORT COSTS

	General Fund £	Restricted Fund £	Total 2020 £	Total 2019 £
Insurance	1,184	-	1,184	1,137
Utilities	1,301	-	1,301	1,154
Diocesan office costs	3,000	-	3,000	3,000
Governance (Note 4)	2,880	-	2,880	4,440
Bank charges	670	-	670	267
	9,035	-	9,035	9,998

THE ARBORY TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

4 EXPENDITURE ON GOVERNANCE

	General Fund £	Designated Fund £	Total 2020 £	Total 2019 £
Accountancy fees - current year	2,880	-	2,880	2,940
- under accrual in prior year		-	-	1,500
	<u>2,880</u>	<u>-</u>	<u>2,880</u>	<u>4,440</u>

No Trustees received any expenses during the year (2019: £Nil).

5 STAFF COSTS

	2020 £	2019 £
Wages and salaries	42,902	43,865
Social security costs	3,136	1,022
Pension cost	(4,215)	2,940
Pension deficit reduction cost	1,000	6,336
	<u>42,823</u>	<u>54,163</u>

Key management personnel

The total employment benefits including pension contributions of key management personnel was £30,871 (2019: £26,856)

No employee earned £60,000 or more during the year.

The average number of employees during the year was 3 (2019- 3)

No trustee received remuneration during the year (2019: £Nil)

6 TANGIBLE FIXED ASSETS

	Land £	Memorial Lodge £	Equipment £	Total £
Cost				
At 1 January 2020	188,088	144,862	13,109	346,059
Additions	260,389	-	2,119	262,508
At 31 December 2020	<u>448,477</u>	<u>144,862</u>	<u>15,228</u>	<u>608,567</u>
Depreciation				
At 1 January 2020	-	19,056	8,704	27,760
Charge for year	-	9,528	4,600	14,128
At 31 December 2020	<u>-</u>	<u>28,584</u>	<u>13,304</u>	<u>41,888</u>
Net book value				
At 31 December 2020	<u>448,477</u>	<u>116,278</u>	<u>1,924</u>	<u>566,679</u>
At 31 December 2019	<u>188,088</u>	<u>125,806</u>	<u>4,405</u>	<u>318,299</u>

The Trust's fixed assets are all used for charitable purposes.

THE ARBORY TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

7 STOCK	2020	2019
	£	£
Grave Microchips	727	1,038
8 DEBTORS AND PREPAYMENTS	2020	2019
	£	£
Prepayments	2,152	3,413
Accrued income	2,000	1,250
Due from Ely Diocesan Board of Finance	229,372	227,036
	<u>233,524</u>	<u>231,699</u>
9 INVESTMENTS	2020	2019
	£	£
Listed investments:		
Central Board of Finance : Income Shares	253,107	229,936
	<u>253,107</u>	<u>229,936</u>
Movements in the year: Income shares	£	
Balance at 1 January 2020	229,936	
Additions	-	
Reinvested income	6,962	
Disposals	-	
Transfer from deposit		
Revaluation - unrealised	16,209	
- realised	-	
Balance at 31 December 2020	<u>253,107</u>	
10 CREDITORS: Amounts falling due within one year	2020	2019
	£	£
Creditors & accruals	8,139	7,207
	<u>8,139</u>	<u>7,207</u>

THE ARBORY TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

11 FUNDS

	General Fund £	Restricted Funds £	Total £
Balance at 1 January 2020	1,182,543	-	1,182,543
Surplus/(Deficit) for the period	99,830	-	99,830
Transfer between funds			-
Balance at 31 December 2020	<u>1,282,373</u>	<u>-</u>	<u>1,282,373</u>

The restricted fund related to donations for trees

12 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Fund £	Restricted Funds £	Total £
Fixed assets	566,679	-	566,679
Net assets/(liabilities)	715,694	-	715,694
Total net assets	<u>1,282,373</u>	<u>-</u>	<u>1,282,373</u>

13 REVALUATION RESERVE

	2020 £	2019 £
Balance at 1 January 2020	41,653	41,653
Revaluation in the year	16,208	35,498
Transferred to/from General fund other reserves		-
Balance at 31 December 2020	<u>57,861</u>	<u>77,151</u>

14 CONTROLLING PARTY

The charity is controlled by the Board of Trustees.

THE ARBORY TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

15 PENSION COSTS

The Arbory Trust is part of the Ely Diocesan Board of Finance (DBS) pension scheme. Ely DBF (DBS) participates in the Defined Benefits Scheme section of CWPF for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the scheme separately from those of the Employer and the other participating employers.

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

The Defined Benefits Scheme ("DBS") section of the Church Workers Pension Fund provides benefits for lay staff based on final pensionable salaries.

For funding purposes, DBS is divided into sub-pools in respect of each participating employer as well as a further sub-pool, known as the Life Risk Pool. The Life Risk Pool exists to share certain risks between employers, including those relating to mortality and post-retirement investment returns.

The division of the DBS into sub-pools is notional and is for the purpose of calculating ongoing contributions. They do not alter the fact that the assets of the DBS are held as a single trust fund out of which all the benefits are to be provided. From time to time, a notional premium is transferred from employers' sub-pools to the Life Risk Pool and all pensions and death benefits are paid from the Life Risk Pool.

The scheme is a multi-employer scheme as described in Section 28 of FRS102. It is not possible to attribute DBS assets and liabilities to specific employers, since each employer, through the Life Risk Section, is exposed to actuarial risks associated with the current and former employees of other entities participating in DBS. This means that contributions are accounted for as if DBS were a defined contribution scheme. The pensions costs charged to The Arbory Trust SoFA during the year are contributions payable towards benefits and expenses accrued in that year (2020: £2,121, 2019: £2,940) plus the figures in relation to The Arbory Trust's share of the DBS deficit highlighted in the table below as being recognised in the SoFA, giving a total charge of (£3,215) for 2020 (2019: £9,276).

If, following an actuarial valuation of the Life Risk Pool, there is a surplus or deficit in the pool, further transfers may be made from the Life Risk Pool to the employers' sub-pools, or vice versa. The amounts to be transferred (and their allocation between the sub-pools) will be settled by the Church of England Pensions Board on the advice of the Actuary.

A valuation of DBS is carried out once every three years. The most recently finalised was carried out as at 31 December 2016. In this valuation, the Life Risk Section was shown to be in deficit by £2.6m and £2.6m was notionally transferred from the employers' sub-pools to the Life Risk Section. This increased the Employer contributions that would otherwise have been payable. The overall deficit in DBS was £26.2m.

A valuation as at 31 December 2019 was under way as at 31 December 2020. The contributions agreed at that valuation will be reflected in the figures disclosed in the 2021 accounts.

Following the valuation, the Employer has entered into an agreement with the Church Workers Pension Fund to pay a contribution rate of 22.4% of pensionable salary and expenses of £5,900 per year. In addition deficit payments of £52,177 per year have been agreed for 6.25 years from 1 April 2018 in respect of the shortfall in the Employer sub-pool. This obligation has been recognised as a liability within the Employer's financial statements.

THE ARBORY TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

15 PENSION COSTS (continued)

Section 28.11A of FRS 102 requires agreed deficit recovery payments to be recognised as a liability. The movement in the provision is set out below:

	2020 £	2019 £
Balance sheet liability at 1 January 2020	-	-
Deficit contribution paid	(1,000)	(6,336)
Interest cost (recognised in SoFA)	-	-
Remaining change to the balance sheet liability*(recognised in SoFA)	1,000	6,336
Balance sheet liability at 31 December 2020	-	-

* Comprises change in agreed deficit recovery plan and change in discount rate between year-ends.

This liability represents the present value of the deficit contributions agreed as at the accounting date and has been valued using the following assumptions, set by reference to the duration of the deficit recovery payments:

	Dec-20 0%	Dec-19 0%	Dec-18 0%
Discount rate			

The legal structure of the scheme is such that if another employer fails, the employer could become responsible for paying a share of that employer's pension liabilities.

16 STATEMENT OF FINANCIAL ACTIVITIES DETAIL FOR 2019

	Unrestricted Funds General Fund £	Restricted Fund £	Total 2019 £
Income From:			
Donations	1,250	-	1,250
Charitable activities	171,838	-	171,838
Investments	6,826	-	6,826
Total	179,914	-	179,914
Expenditure On:			
Charitable activities	114,834	-	114,834
Total	114,834	-	114,834
Net gain/(loss) on investments	35,498	-	35,498
Net Income (Expenditure)	100,578	-	100,578
Transfer between Funds:	-	-	-
Net Movement In Funds	100,578	-	100,578
Reconciliation Of Funds:			
Total funds brought forward	1,081,965	-	1,081,965
Total funds carried forward	1,182,543	-	1,182,543