

LAY COMMUNITY OF ST BENEDICT

Company limited by guarantee

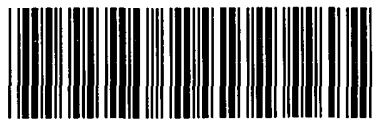
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

for the year ended 30 April 2022

Charity registration 1100638

Company registration 04838564

TUESDAY **SATURDAY**



ABE7N11L

A02 08/10/2022 #114
COMPANIES HOUSE

ABDFN90G

A19 27/09/2022 #41
COMPANIES HOUSE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees who held office during
the period ended April 2022

Alain Anderton (elected June 2017)
Veronica Bailey (resigned Dec 2021)
Patrick Cleary (elected Nov 2018)
Catherine Fitzsimons (elected Nov 2018)
Laurence Pearce (elected Nov 2018)
Stephen Serpell (elected Nov 2014, retired 2017, and elected
chair Nov 2018)
Kenneth Adam Simon (elected Nov 2020 and annually
thereafter)
Fr Chris Dobson (elected Dec 2021)
Aidan Hughes (elected Dec 2021)

Secretary & Treasurer

Laurence Pearce, appointed Nov 2018

Administrator

Fiona Rae was succeeded by Peter Agius on 1st August 2021

Charity number

1100638

Company number

4838564

Principal address

PO Box 7686
Kettering
NN16 6LP

Registered office

2 Egdean Walk
Sevenoaks
Kent TN13 3UQ

Independent examiner

Adrian Radford
7 Curbey Close West Chiltonington RH20 2HU

Bankers

CAF Bank
PO Box 289
West Malling Kent ME19 4TA

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TRUSTEES' REPORT

FOR THE YEAR ENDED 30 APRIL 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006 present their report and accounts for the year ended 30 April 2022.

The accounts have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, applicable law and the requirements of 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 Republic of Ireland (FRS102) (effective 1 January 2015), the Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), the Companies Act 2006 and the Charities Act 2011.

LCSB's objects

LCSB is a company limited by guarantee and was incorporated on 19 July 2003. It then applied for and was granted charitable status. Its charity registration number is 1100638. The principal activity of LCSB is the promotion of Benedictine spirituality and its values of prayer, service, and hospitality in stable community.

Governance

The community is led, in partnership with a Council, by a member, called the Leader of the community. This role is to collaborate with the council and the community in discerning the strategic direction of the LCSB, to work for the spiritual wellbeing of all members and the community, to inspire members of the community to deeper spiritual commitment and to represent the community to both its members and the outside world. The current leader, Adam Simon, has declined an honorarium, and has been co-opted as a Trustee.

The Trustees

The Trustees are the trustees of the LCSB as a charitable body, reporting as appropriate to the Charities Commission, and also the directors of LCSB Limited, reporting to the Registrar of Companies. They are primarily concerned with legal and regulatory compliance and the submission of the statutory annual report and accounts. Together with the Leader and Council Trustees deal with employment and contractual issues, data protection, ensuring adequate safeguarding, and taking major financial decisions.

Trustees generally serve for three years but may be re-elected for a further three years. The Council puts forward nominees for consideration for vacancies but election is by the Trustees.

At the Trustees AGM in December 2021 Veronica Bailey resigned as a trustee and Fr Chris Dobson and Aidan Hughes were co-opted as trustees.

During the period under review the progress of the Development Plan was monitored. In addition there was a rolling review of policies, the addition of new policies where required, and an annual update to the Risk Register.

Training in the duties and responsibilities of Trustees and company directors is an on-going process.

A Risk Register of possible threats to the organisation is maintained and regularly reviewed by the Council and Trustees.

The Trustees are satisfied that the reserves held by the organisation are at an appropriate level to maintain continuity even in the event of a major interruption to income streams and in line with our reserves policy. They do not seek to increase them further.

No Trustee is paid for their services.

As in previous years the Safeguarding Officer has reviewed the Safeguarding policy and training requirements. As a result, all office-holders and leaders have received formal safeguarding training.

Achievements and performance

Finance

LCSB is funded essentially by donations from members. During the period under review, the LCSB has run a small deficit, of £2,696, as anticipated under the Development Plan approved at the 2020 E.G.M.

Expenditure on Youth Development rose to £25,896. As a result the conditions of the grant from Porticus were met in full both as regards grant spend and as regards matching LCSB spend.

During the period under review LCSB continued to employ an Administrator on a part-time basis for 15 hours a week and a Finance & Bookings Secretary for 7 ½ hours a week. The Administrator and Finance and Bookings secretary have permanent signed contracts, and report to line managers. In addition, a Discipleship and Digital Coordinator is employed on a twelve month contract, reporting to Adam Simon.

Review of financial position: during the year covered by these accounts the LCSB produced a deficit of £2,696 (as against a surplus of £12,032 in the preceding period), as shown in the Statement of Financial Activities on page 8 of these accounts.

New Members

New members result from enquiries from friends of members, from the website and from the reaching of age 16 of family members. There is a period of formation supported by a companion that may proceed after about a year to full membership, marked by making a promise at a ceremony.

Largely as a result of the Development Plan, the number of members during the year under review has increased from 185 to 201. Enquiries received by the Administrator have also increased, mainly from the website and the personal contact of members.

Council and Organisational Framework: there is a cycle of four Council Meetings, linked with twice a year Trustee meetings, and Team Leaders' meetings, devised to maximise the use of peoples' time, and minimise travel expenses. All meetings in the period under review were conducted either by Zoom or were hybrid meetings, partly by Zoom and partly in person.

Members are encouraged to be in at least one of ten Teams: Chaplaincy, Enquirers and Formation, Spiritual Development, Events, Marketing and Outreach, Liturgy and Music, Regional Development, Fund-raising, Web and Youth Development.

In 2021 a new team structure was launched: team leaders, who serve for three years, renewable for a further three years, are now supported by a small workgroup, which helps ensure that they are well supported in the core activities of their teams. Members are invited to contribute to one of the teams but are no longer allocated. Currently, 79 members are actively involved in the work of teams, council or trustees.

The Leader is elected by members of the Community every three years and the current leader's three-year term will run until the Tractatus at the Summer Gathering and AGM in summer 2023. Our mission is to:

- Nurture the spiritual life of members, rooted in prayer, work, the Gospel and the Rule of St Benedict
- Act joyfully as missionary disciples, going out as individuals and community to those in need
- Be a beacon of inclusion
- Encourage young people into the knowledge and love of Christ.

A brief overview of the year's activities:

- The core activity of the Community is a daily routine of online prayer, now six times a day and supplemented by regular formation meetings during the week, and an ecumenical service on Sunday nights.
- LCSB roles: Adam Simon will complete the second year of his term of office in summer 2022. Fiona Rae retired after eight years' service in August 2021 and was replaced as LCSB Administrator by Peter Agius. Emily Westlake has been in post since May 2020.
- In 2021 the Community celebrated 50 years since its foundation by Worth Abbey. This concluded in December 2021, after a year of celebrations and talks, with a community service of thanksgiving.

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- In August 2021 a book was published to commemorate the 50th anniversary, entitled 'The Lay Community of St Benedict – A Short History 1971-2021'. This history was compiled with input from many different contributors and brought together by Martin Hollins. It is available on Amazon.
- As a result of the 2020 Appeal for increased income to fund the Development Plan, donations of £14,837 before Income Tax Reclaimable were received in the year under review.
- Youth Development Plan and Porticus Grant: Porticus gave a grant of £35,000 towards the project "Young Lay Formation in the Midlands". The award was originally to cover the project for a period of two years with a commitment for the LCSB to match the funding in the third year. In January 2019 Porticus agreed that the period of the grant be extended for a further two years, to mid-2021. The target was met at the end of October 2021.
- The Discipleship and Digital Coordinator, funded by the Porticus grant and LCSB funds, has made a significant contribution to the life of the community, growing our young adults group, supporting the teens' activity, and producing podcasts and other digital outputs.
- In early 2022 the LCSB, at the invitation of Pope Francis, explored synodality as an ecumenical community in a number of consultations, culminating in a report which was submitted to the Archdiocese of Birmingham and the Diocese of Arundel and Brighton.
- In March 2022 the new LCSB website was completed with the addition of six videos introducing the life of the community. With a modern interface and look, the LCSB is now easier to get to know and access. The website also serves as the hub of our online prayer and community life.
- The Easter Triduum 2022 which took place at Cefn Lea was the first time that the community had gathered physically since 2019 – 105 members and their families attended, a record number in recent years.
- LCSB Policies: Council and Trustees reviewed the LCSB's policies during the year, updated some and added a number of new policies to ensure suitable coverage of all areas.

Basis of preparation of this report

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies..

The Trustees' Report was approved by the Board of Trustees on

10th August 2022

Trustee and Director

SC Supon

(Signed)

STEPHEN CHARLES SERPEN (Print Name)

Trustee and Director

John

(Signed)

JOHN LAWRENCE PENCE (Print Name)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the accounts of the Lay Community of St Benedict (LCSB) for the year ended 30 April 2022, which are set out on pages 8 to 14.

Responsibilities and basis of report

As the Trustees of the LCSB (and also its directors for the purposes of Company Law) 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 LCSB 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 charity'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.

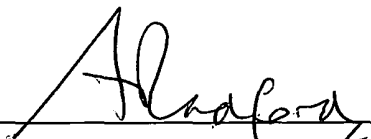
Independent examiner's statement

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:

1. Accounting records were not kept in respect of the LCSB as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirements of section 396 of the 2006 Act other 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
4. 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 the Financial Reporting Standard applicable in the U.K 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.

Signed: _____



A Radford, Chartered Accountant

7 Curbey Close West Chiltington RH20 2HU

Dated: 18-9 2022

LAY COMMUNITY OF ST BENEDICT

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 APRIL 2022

	Notes	General funds	Restricted funds	Total 2022	Total 2021
		£	£	£	£
INCOME FROM:					
Donations (all) General Fund	2	18,905		18,905	17,607
Donations (all) Development Fund	2	14,837		14,837	7,984
Donations (Youth Development fund)	2		2,749	2,749	3,866
Donations (Good Works fund)	2		180	180	228
Fundraising Activities		141		141	136
Gift Aid refund (General/Development)		6,428		6,428	4,529
Gift Aid refund (Youth Dev fund)			637	637	840
Gift Aid refund (Good Works fund)			45	45	45
Charitable activities/Other	4	22,299		22,299	1,921
Investment income	3	7		7	40
Total		62,617	3,611	66,228	37,196
EXPENDITURE ON:					
<u>Charitable activities</u>					
Direct Charitable activities	5	43,028	25,896	68,924	25,164
TOTAL:		43,028	25,896	68,924	25,164
NET INCOME		19,589	(22,285)	(2,696)	12,032
Transfer between funds		(706)	706	0	0
NET MOVEMENT IN FUNDS FOR THE YEAR		18,883	(21,579)	(2,696)	12,032
RECONCILIATION OF FUNDS:					
Opening fund balances		75,393	24,682	100,075	88,043
CLOSING BALANCES		94,276	3,103	97,379	100,075

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BALANCE SHEET

AS AT 30 APRIL 2022

	Notes	30.04.22	30.04.21
		£	£
Current assets			
Debtors	11	7,865	6,189
Cash at bank and in hand		110,549	96,479
		<u>118,414</u>	<u>102,668</u>
Creditors: amounts due within one year	12	(21,035)	(2,593)
Net current assets		<u>97,379</u>	<u>100,075</u>
Total assets less current liabilities		<u>97,379</u>	<u>100,075</u>
		30.04.22	30.04.21
		£	£
Funds	13		
Unrestricted funds			
General fund		94,276	75,393
Restricted funds			
Youth Development fund			21,804
Good Works fund		3,103	2,878
		<u>97,379</u>	<u>100,075</u>

For the 12 month period ended 30 April 2021 the Lay Community of St Benedict (LCSB) was entitled to exemption under 477 of the Companies Act 2006. No members have required LCSB to obtain an audit of its accounts for the period in question in accordance with section 476. The Trustees acknowledge their responsibility for:

- (i) ensuring LCSB keeps accounting records which comply with sections 386 and 387; and
- (ii) preparing accounts which give a true and fair view of the state of affairs of LCSB as at the end of its financial accounting period and of its incoming resources and application of resources, including its income and expenditure, for the financial accounting period in accordance with sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, as far as applicable to LCSB.

The accounts were approved by the Board of Trustees on 10th August 2022.

Trustee and Director SCSerpell (Signed)

STEPHEN CHARLES SERPELL

Trustee and Director John Laurence Pearce (Signed)

JOHN LAURENCE PEARCE

LAY COMMUNITY OF ST BENEDICT

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 APRIL 2022 (comparatives are for the 12 months ended 30 April 2021)

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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 Republic of Ireland (FRS 102) (effective 1st January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

1.2 Income

Donations and similar incoming resources are included in the period in which they are received.

1.3 Expenditure

Expenditure is included when incurred.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities.

Support costs include office running costs, as well as staff costs. They also include the governance costs associated with meeting the constitutional and statutory requirements of the charity.

1.4 Tangible fixed assets

Only assets costing more than £250 are capitalised.

1.5 Taxation

The charity is exempt from Corporation Tax on its charitable activities.

1.6 Fund accounting

Unrestricted Funds can be used for any charitable objectives at the discretion of the Trustees.

Restricted Funds can only be used for particular restricted purposes within the objects of the charity.

Restrictions arise when specified by the donor or when funds are raised for particular purposes.

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2 Donations summary

	2022	2021
	£	£
General Fund	18,905	17,607
Development Fund	14,837	7,984
Youth Development Fund	2,749	3,866
Good Works Project Fund	180	228
Total	36,671	29,685

2a Youth Development Fund

Fund set up in 2005/6 to support work for young people.

2b Good Works fund

Fund set up in 2005/6 to support specific 'Good Works' in accordance with the objects of LCSB (with special focus on support for the sick, and for works of education and training).

3 Investment income

Investment income consisted of Bank interest and interest on Tax Refunds amounting to £7 (2021: £40).

4 Incoming resources from charitable activities

During the year under review the Easter celebrations were conducted physically, at Cefn Lea. Income from the event was £14,044.

During the year under review the income from other events was £5,255 (and in the period ended 30 April 2021 where all events were 'virtual' income was £762).

There was also a Legacy of £3,000 received from the estate of a former member.

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5 Charitable Activities Costs and Support costs

	Note	Direct costs	Support costs	Totals
		£	£	£
Payments for services from employees	8	2,244	12,724	14,968
Office costs			1,144	1,144
Publication and website costs			1,409	1,409
Other event costs	9	23,610		23,610
Youth work	10	25,896		25,896
Donation to Palestine orphanage		500		500
Governance Costs- meeting expenses			1,397	1,397
		52,250	16,674	68,924

6 Net income

Net income is stated after charging

	2022	2021
	£	£
Independent examiners fees	57	57

7 Trustees Remuneration and benefits

None of the Trustees / Directors of LCSB (and no person connected with any of them) received any remuneration from LCSB during the year.

Travel and meeting expenses are included in Governance Costs, some of which have been reimbursed by LCSB to Trustees and Council members.

8 Payments for services and honoraria and youth development project work

Payments for services represent salary payments under permanent contracts for the part-time services of an Administrator and a Bookings/Finance administrator, plus one sixth of the personnel costs of a Discipleship and Digital Coordinator. No honoraria payments were made during the period.

9 Easter and formation weekends and related expenses

During the year under review the planned Easter celebration for April 2022 took place 'physically' at Cefn Lea for the first time in three years. Total costs were £18,677 before income and subsidies, and £4,673 more than income.

During the year under review the costs of other events and related expenses paid from the General Fund were £4,933 (and in the period ended 30 April 2021 were £721).

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10 Youth work (from Porticus grant and LCSB funds)

A total of £25,896 was spent during the year.

The main two headings of expenditure were as follows:

Discipleship and Digital Coordinator - five sixths of salary	£11,223	£2,779 in 2020/21
Colour and Shape	£7,683	£2,317 in 2020/21

11 Debtors

The Debtors as at the Balance Sheet date are made up as follows:

		2022	2021
		£	£
Gift aid refunds	General Funds	6,428	4,529
	Youth Development Fund	637	840
	Good Works Fund	<u>45</u>	<u>45</u>
		7,110	5,414
Prepayments		<u>755</u>	<u>775</u>
Total		7,865	6,189

12 Creditors

The creditors as at the Balance Sheet date relate to the General Fund and are made up as follows:

	2022	2021
	£	£
Easter 2020 repayments		200
Easter 2022 costs	15,083	
Other	<u>5,952</u>	<u>2,393</u>
Total	21,035	2,593

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13. Movements of Funds

	Opening Balance 01.05.21 £	Income £	Expenditure £	Transfers £	Closing Balance 30.04.22 £
General Fund	75,393	62,617	(43,028)	(706)	94,276
Restricted Funds					
Youth Development Fund Porticus	8,405		(8,405)	0	0
Youth Development Fund - LCSB	13,399	3,386	(17,491)	706	0
Good Works Fund	2,878	225	0	0	3,103
	24,682	3,611	(25,896)	706	3,103
Total Funds	100,075	66,228	(68,924)	0	97,379

Youth development Fund- Porticus

Grant given by Porticus towards the project "Young Adult Lay Formation in the Midlands"

Youth Development Fund- Other

Fund set up in 2005/6 to support work for young people.

Good Works fund

Fund set up in 2005/6 to support specific 'Good Works' in accordance with the objects of LCSB (with special focus on support for the sick, and for works of education and training).

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14. Analysis of Net Assets between Funds

	Debtors	Cash at Bank	Creditors	Total
	£	£	£	£
General Fund	7,820	107,491	(21,035)	94,276
Restricted Fund				
Youth Development Fund - Porticus	0	0	0	0
Youth Development Fund - LCSB	0	0	0	0
Good Works Fund	45	3,058	0	3,103
	45	3,058	0	3,103
Total	7,865	110,549	(21,035)	97,379