

**FRIENDS OF LICHFIELD CATHEDRAL  
[FELLOWSHIP OF ST CHAD]**

**REGISTERED CHARITY NUMBER: 1102791**

**ACCOUNTS YEAR ENDED  
31 DECEMBER 2020**

**Dains LLP  
Chartered Accountants  
St John's Court  
Wiltell Road  
Lichfield  
Staffordshire  
WS14 9DS**

**THE FRIENDS OF LICHFIELD CATHEDRAL (Fellowship of St. Chad)**  
**Registered Charity Number 1102791**  
**Annual Report for the year ending 31 December 2020**

*Principal address:* The Friends Desk, 19a The Close, Lichfield, WS13 7LD      *Tel:* 01543 306100

*Patrons:* Mr Ian Dudson, CBE, CStJ, Lord Lieutenant of Staffordshire  
Mrs Anna Turner, JP, Lord Lieutenant of Shropshire

*President:* The Rt Revd Dr Michael Ipgrave, Bishop of Lichfield

*Executive Council and Trustees 2020/21*

<i>Chairman (Ex Officio):</i>	The Very Revd A J Dorber		
<i>Vice Chairman:</i>	Mr J Maxwell-Jones	<i>Secretary:</i>	Mrs S Perkins (co-opted 29.7.19)*
<i>Treasurer:</i>	Mr N Platts	<i>Events Secretary:</i>	Mrs S Cottrell

*Chapter Appointed:* Vacant

*Elected Members:* Mr D T Cliffe\*    Mrs N J Provost\*  
Mr C J Spruce    Miss J Sutton    Mr S Taylor    Mrs K Toothill

*Trustees who have retired:* Miss A Parkhill (retired from Chapter 2.3.21)      Mrs D A Barnett (31.12.20)

\* In light of the extenuating circumstances in 2020 the Chairman made a resolution that those due to retire, or seek re-election, as a trustee would continue in office until 31 December 2020 or until an AGM could take place in 2021.

New trustees are provided with a copy of the governing constitution, a copy of the most recent annual report and accounts and minutes of recent Executive Council meetings. New trustees receive an email from the Charity Commission detailing their responsibilities. They are also encouraged to read guidance note "CC3: The Essential Trustee" via the Charity Commission website and the regularly emailed newsletters to keep them up to date with their duties and responsibilities.

*Administrator:* Mr O Birch      *Editorship team:* Mr M Guest    Mr J Maxwell-Jones

*Bankers:* Lloyds Bank plc, 22 Conduit Street, Lichfield, WS13 6JS

*Independent Examiner:* A. P. Morris FCA of Dains LLP, St. John's Court, Wiltell Road, Lichfield, WS14 9DS

*Minimum Subscription:*

Life Membership: Ordinary	£600
Life Membership: Senior Citizens (over 65)	£300

*Annual Minimum Subscription:*

Ordinary Membership	£25
Senior Citizens (over 65)	£20
Overseas Membership (all ages)	£40
Parish Church	£25
Corporate Members	£35
Gift Membership (available on request)	£25 (£40 overseas)

*Email:* friends@lichfield-cathedral.org

*Web Address:* www.lichfield-cathedral.org/friends

**Large copies of this document are available on request.**

## **The Friends of Lichfield Cathedral Annual Report for the year ending 31 December 2020**

### **Governance**

The Friends of Lichfield Cathedral, founded in 1937, is governed by a Constitution approved on 21 May 2011 and is constituted as an unincorporated association.

### **Trustees**

The trustees who served during the year are set out on page 1. In light of the extenuating circumstances in 2020 the Chairman, Dean Adrian, made a resolution that those due to retire, or seek re-election, as a trustee would continue in office until 31 December 2020 or until an AGM could take place in 2021. The chairman is an ex-officio officer and trustee. The four officers of vice chairman, secretary, treasurer and events secretary are elected annually by the membership and are trustees. Two trustees are appointed by the Chapter of Lichfield Cathedral. Nine trustees are elected by the membership for periods of three years and retire in rotation. No elected trustee may serve more than two terms of three years in one position. In addition, the Executive Council may appoint up to two trustees to represent the wider interests of the diocese.

### **Objects**

- To further the religious and other charitable work of Lichfield Cathedral.
- To assist and promote the restoration, maintenance, repair and improvement of the Cathedral and to support the worship, music and ministry of the Cathedral.

### **Aims**

- To draw into fellowship the people of the Diocese and others with an interest in Lichfield Cathedral.
- To work with the Chapter in furthering the religious and charitable work of the Cathedral.
- To assist the work of repairing and preserving the fabric of the Cathedral and its precincts, its furnishings and vestments and to enhance it with special gifts.
- To support the worship and music of the Cathedral.
- To arouse, stimulate and maintain parish and public interest in the Cathedral.
- To provide a means whereby people who have at heart the wellbeing, mission and purpose of the Cathedral can keep in touch with its life and work.
- To raise and invest money to further the objects of the Friends.
- To organise social events and opportunities of fellowship, and to support such other charitable purposes relating to Lichfield Cathedral as the Executive Council in its absolute discretion shall see fit.

### **Review of Activities and Achievements**

2020 has been an extraordinary year when most planned activity was cancelled or postponed. Despite this, Friends have remained well connected through a weekly email message sent by the Dean and the annual report sent in December. One event which did take place was the Candlemas Supper in February 2020 at which we enjoyed a delicious meal prepared by Chapters, the Cathedral's café, and a performance by Lesley Smith as Nell Gwynne. The Friends has provided much needed financial support to the Cathedral during the pandemic, totalling more than we would give in a typical year. Grants included towards an office manager post, 'Resilient Heritage' project, a significant contribution towards the music, and match funding towards The Big Give Christmas Challenge. We also continued to support the Artist-in-Residence for a further year.

### **Financial Review**

#### **i) Year End Results**

The accounts for the year ended 31 December 2020 are enclosed. Net assets total £123,918, a decrease of £40,274 from £164,192 in the previous year. The Covid pandemic has impacted on finances during the past year and the decrease in net assets has arisen as a result of a fall in income compounded by a

## **The Friends of Lichfield Cathedral Annual Report for the year ending 31 December 2020**

rise in expenditure. The executive committee felt that it should do all that it could to offer financial support to the Dean and Chapter at a time when the cathedral finances have been under considerable pressure. Consequently, following several requests, grants have been made, which alone, have been the major element of expenditure during the year.

Income fell by £10,771 from the previous year to £32,442. However, thanks to our loyal support base, donations, including the gift aid tax reclaim on them, have remained constant, with just a very small reduction of £130 on the previous year to £17,726. No social events were able to be held following the beginning of the lock down in March and hence there was a reduction in the surplus generated of £885 compared with £2,504 in the previous year. The Christmas Tree Festival, usually the main fundraising event of the year, could not take place, leaving a potential shortfall of around £17,000. Investment income reduced slightly by £272 to £2,750. However, legacies totalling £11,000 have been gratefully received providing a very welcome boost to income.

Expenditure increased by £17,203 to £78,187 from £60,984 in the previous year. As mentioned above a number of grants were made totalling £71,300, an increase of £20,285 in the previous year. There was a small reduction of £1,039 in general expenditure to £6,887 from £7,926 in the previous year.

The value of investments increased by £5,471 to £87,303.

In summary whilst total assets have decreased by £40,274 during the year, legacies and the increase in the value of investments have mitigated the amount of this decrease thus enabling the level of financial support to the Dean and Chapter to be met whilst at the same time maintaining an appropriate level of financial reserves.

### **ii) Financial Reserves Policy**

Cash reserves are held in a Lloyds Bank current account for everyday purposes and a Church of England Deposit Fund account. Other investments comprise two Church of England Unit Trust Funds, designed specifically for the charity sector to generate both income and capital growth. The investments can be readily liquidated should the need for cash arise. The trustees regularly monitor interest rates and investment performance.

Net assets are unrestricted, and the funds can be freely used by the trustees. The trustees review the total reserves at each of their quarterly executive council meetings. They have estimated that a reserve of £20,000 is required to maintain the efficient running of the charity and to provide the required level of services to donors for a period of one year. Further reserves are required from time to time to meet the commitments made to the Dean and Chapter and furthermore as a contingency should unforeseen circumstances arise. The trustees consider that the net assets meet these criteria.

### **iii) Financial Controls Policy**

The trustees have put a Financial Controls Policy in place as recommended by the Charity Commission in guidance note CC8. This is to ensure that assets are properly used, funds are spent effectively, and financial affairs are well managed. The policy is reviewed annually.

### **Risk Review**

The trustees have examined the major internal and external risks which the charity faces and confirm that systems have been established to minimise these risks.

## **The Friends of Lichfield Cathedral Annual Report for the year ending 31 December 2020**

### **Public Benefit**

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and have complied with their duties under the Charities Act 2011.

**Signed on behalf of the charity's trustees on 22 April 2021**

A handwritten signature in black ink that reads "John Maxwell-Jones". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

**John Maxwell-Jones, Vice Chairman**

## **INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE EXECUTIVE COUNCIL OF THE FRIENDS OF LICHFIELD CATHEDRAL (FELLOWSHIP OF ST CHAD)**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2020 which comprise the Statement of Financial Activities, the Balance Sheet and associated notes.

### **Responsibilities and basis of report**

As the charity's trustees 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 charity's accounts carried out under section 145 of the 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

A P Morris FCA  
of Dains LLP  
St. John's Court  
Wiltell Road  
Lichfield  
Staffordshire,  
WS14 9DS

Date: 22 April 2021

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Note	Total 2020 £	Total 2019 £
<b>Income from:</b>			
Donations and similar incoming resources	2	18,611	20,360
Legacies	3	11,000	-
Activities for generating funds	4	81	19,831
Investments	5	2,750	3,022
		<hr/>	<hr/>
<b>Total Income</b>		32,442	43,213
<b>Expenditure on:</b>			
Raising funds – Christmas tree festival		-	2,043
General and publicity expenditure	6	6,887	7,926
Grants payable	7	71,300	51,015
		<hr/>	<hr/>
<b>Total</b>		78,187	60,984
		<hr/>	<hr/>
Net gains/(losses) on investments		5,471	12,192
Net income/(expenditure)		(40,274)	(5,579)
<b>Reconciliation of funds:</b>			
Total funds brought forward		164,192	169,771
		<hr/>	<hr/>
<b>Total funds carried forward</b>		123,918	164,192
		<hr/>	<hr/>

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
BALANCE SHEET 31 DECEMBER 2020**

	Notes	2020	2019
		£	£
<b>Fund balances</b>			
General funds		123,918	164,192
		<hr/>	<hr/>
<b>The fund balances are represented by:</b>			
<b>Investments</b>	1b & 9	87,303	81,832
<b>Current assets</b>			
Debtors	10	4,511	6,357
CBF deposit		38,829	64,079
Cash at bank and in hand		5,959	14,163
		<hr/>	<hr/>
		49,299	84,599
		<hr/>	<hr/>
<b>Current liabilities</b>			
Creditors: Grant		12,000	-
: Other		684	2,239
		<hr/>	<hr/>
		12,684	2,239
		<hr/>	<hr/>
<b>Net current assets</b>		36,615	82,360
		<hr/>	<hr/>
<b>Net assets</b>		123,918	164,192
		<hr/>	<hr/>

The Members of the Executive Council acknowledge their responsibilities for:

1. Ensuring that the Charity keeps accounting records which comply with the Charities Act 2011;
2. Preparing accounts which give a true and fair view of the state of affairs of the Charity as at the end of each financial year and its financial activities for each financial year in accordance with the requirements of the Charities Act 2011 relating to accounts so far as applicable to the Charity.

These accounts were approved by the Executive Council on 22 April 2021 and signed on their behalf by:

A J Dorber } Members of the

N Platts } Executive Council



**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
NOTES TO THE ACCOUNTS 31 DECEMBER 2020**

**1. Accounting Policies**

- a] The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1 January 2019 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.
- b] The accounts are prepared on an historical cost basis except that investments are included at market value.
- c] The accounts have been prepared on an accruals basis.
- d] Life Members pay a one-off subscription which is credited to income in full in the year of receipt.
- e] Grants payable are charged in the year when the offer is conveyed to the recipient, except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled.  
Grants offered subject to conditions which have not been met at the year end are noted as a commitment but not accrued as expenditure.

<b>2. Donations and similar incoming resources</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Subscriptions and donations including gift aid	17,726	17,856
Social events surplus	885	2,504
	<hr/>	<hr/>
	18,611	20,360
	<hr/>	<hr/>
<b>3. Legacies</b>		
Mrs A J De Hamel	3,000	-
Mrs C L Glover	5,000	-
Mr W Kenyon-Slaney	2,000	-
Mrs J M Paddock	1,000	-
	<hr/>	<hr/>
	11,000	-
	<hr/>	<hr/>
<b>4. Activities for generating funds</b>		
Christmas Tree Festival including gift aid	81	19,831
Other	-	
	<hr/>	<hr/>
	81	19,831
	<hr/>	<hr/>
<b>5. Investment income</b>		
Income from listed investments	2,476	2,443
Deposit interest	274	579
	<hr/>	<hr/>
	2,750	3,022
	<hr/>	<hr/>

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
NOTES TO THE ACCOUNTS 31 DECEMBER 2020 [Continued]**

	2020 £	2019 £
<b>6. General and publicity expenditure</b>		
Dean and Chapter – administration	4,200	4,200
Independent examination	720	720
Annual Report and Mailings	1,575	2,614
Trustees' and public liability insurance	392	392
	<hr/> 6,887	<hr/> 7,926
<b>7. Grants payable</b>		
Dean and Chapter –		
Covid-19 Crisis	5,800	-
NHLF Project	20,000	-
Artist in Residence	18,500	18,500
Covid-19 Recovery (Music)	15,000	-
Big Give Christmas Challenge 2020	12,000	-
St Chad's Statue	-	30,415
Automation of Cathedral clock	-	2,100
	<hr/> 71,300	<hr/> 51,015
<b>8. Related party transactions and trustees remuneration and expenses</b>		
No remuneration or expenses, directly or indirectly, out of the funds of the Charity was paid or payable for the year to any trustee or to any person or persons known to be connected to them. (2019 - £nil).		
<b>9. Investments</b>	2020 £	2019 £
Investments held at 1 January 2020	81,832	69,640
Net gain/ (loss) on revaluation	5,471	12,192
	<hr/>	<hr/>
Investments held at 31 December 2020	87,303	81,832
	<hr/>	<hr/>
<b>The Investments comprise</b>		
CBF Fixed Interest Securities Fund Shares	5,418	5,236
CBF Investment Fund Shares	81,885	76,596
	<hr/>	<hr/>
	87,303	81,832
	<hr/>	<hr/>
<b>10. Debtors</b>		
Tax repayable	1,371	3,222
Legacies	3,000	1,000
Other	140	2,135
	<hr/>	<hr/>
	4,511	6,357
	<hr/>	<hr/>