

THE RETREAT ASSOCIATION

England & Wales · Charity number 1150792

Details

Status Registered

Legal form Charitable company

Company number [08385106](#)

Registered 2013-02-13

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

Contact

Address The Retreat Association
PO Box 1130
Princes Risborough
Buckinghamshire
HP22 9RP

Phone 01494569056

Email info@retreats.org.uk

Website www.retreats.org.uk

Activities

Objects: THE OBJECTS OF THE CHARITY ARE TO ADVANCE RELIGION BY PROMOTING THE DEVELOPMENT OF THE CHRISTIAN LIFE THROUGH RETREATS.

Activities: Producing resources and information leaflets on retreatsOffering individual, appropriate and impartial advice to enquirers about retreatsFacilitating networking events and conferences for members and providing a national conference every three years0001

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Religious Activities, Recreation
- **Who:** Other Defined Groups, The General Public/mankind

Geography

- Northern Ireland
- Scotland
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2025-09-30	£143,158	£146,338	-	-
2024-09-30	£69,506	£92,970	-	-
2023-09-30	£67,227	£86,451	-	-
2022-09-30	£68,211	£69,279	-	-
2021-09-30	£164,485	£76,444	-	-

Trustees

Name	Role	Appointed
Crystal Rosemary Feuell		2026-03-03
Rev WILLIAM MARTIN DAVIES		2023-12-08
Sheila Pollard		2022-06-15
Shirley Taylor		2019-09-11
Susan Chastney		2019-09-11
Urs Mattmann		2024-09-20

THE RETREAT ASSOCIATION

England & Wales - Charity number 1150792

Accounts



THE RETREAT ASSOCIATION

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISORS

FOR THE YEAR ENDED 30 SEPTEMBER 2025

Trustees –

Nominated by Founding members

Rev. Cameron Butland (resigned 19 November 2024)
Mrs Susan Chastney
Mr Urs Mattmann
Miss Shirley Taylor

Appointed by directors

Mrs Sheila Pollard
Ms Kathryn Turner (resigned 16 April 2025)
Mr Richard Broughton (resigned 22 November 2024)
Rev Martin Davies

Patrons

Abbot Christopher Jamison OSB
Ms Sara Maitland
Mrs Margaret Rizza
Rev Graham Sparkes
Dr Rowan Williams
Dr Mark Oakley

Company registration number

8385106

Charity registration number

1150792

Registered Office

23 Greenhill Park, Barnet, Herts EN5 1HQ

Contact details -

Telephone

01494 569056

Email address

info@retreats.org.uk

Internet address

www.retreats.org.uk

Executive Director

Miss Alison MacTier

Office administrator

Mrs Clare Lake

Independent examiners

Griffin Stone Moscrop & Co, Chartered Accountants
21-27 Lamb's Conduit Street, London WC1N 3GS

Bankers

Barclays Bank plc
4 Sycamore Road
Amersham
HP6 4DT

THE RETREAT ASSOCIATION

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 30 SEPTEMBER 2025

The trustees present their annual report together with the accounts of the charity for the year ended 30 September 2025 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The accounts comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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) issued in October 2019.

Objectives and activities

The main object of the charity is to advance religion by promoting the development of Christian life through retreats.

The main activities of The Retreat Association have continued to be:

- Producing resources to enable people to find out more about retreats, including: information packs and leaflets; the publication each December of *Retreats* – a journal listing over 140 retreat houses and their programmes and a range of articles and book reviews relating to a specific theme.
- Offering individual, appropriate and excellent impartial advice to general enquirers about retreats and spiritual direction.
- Maintaining a website as a source of information and signposting for both the first-time enquirer and those with experience of the Association.
- Maintaining national links with dioceses and other organisations who can help people to find someone with whom to share their spiritual journey – a spiritual director or mentor.
- Seeking ways to reach out to those from both within and outside the Church, to enable them to find ways of exploring and deepening their relationship with God.
- Facilitating a national training conference every two years to enable those involved in spiritual direction training to exchange good practice and expertise.
- Organising a national conference every three years for members, retreat house wardens, leaders, spiritual directors, practitioners in the field and interested parties to encourage and inspire all those engaged in Christian spirituality.
- Promoting the annual National Quiet Day.
- Liaising with retreat centres, churches, cathedrals and educational establishments to display the Retreat Association icon and offer quiet days and events that offer opportunities for prayer and reflection and through this encouraging a sense of wellbeing.
- Promoting the value of retreats and reflective activities through the national Christian press, social media and attendance at national events.
- Engaging in partnerships with other organisations to help promote the value of retreats, spiritual direction and reflective activities.
- Supporting members of all Retreat Association Founding member groups through an annual newsletter and news bulletin and providing additional membership and administrative services.
- Attending ecumenical conferences and other events alongside other organisations and individuals to help promote the work of the Association.

In producing their assessment of the benefit to the public provided by the charity the trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. To do this the Founding member groups have

chosen to work together as the Retreat Association in order to learn from each other, to reach out more effectively to all people and to demonstrate Christian unity in practice.

Achievements and performance

The Retreat Association has continued its vision to encourage and enable more people to explore and deepen their Christian faith journey through retreats, spiritual direction and reflective activities, providing high quality resources, organising events and offering advice. This has included a growing online and social media presence and an engagement with individuals and organisations at a variety of events.

The annual *Retreats* handbook was published in December 2024 and included the listings for over 140 retreat centres, 12 articles on the theme of 'Discipleship' and lead article by patron Graham Sparkes. Members of the Association also received an e-news bulletin in November 2024 and April 2025 and an annual newsletter in July 2025.

In June, the Retreat Association held its triennial conference at the Hayes in Derbyshire. This event is at the heart of the Association's work, offering talks, workshops, listening groups, worship, prayer resources and networking in a 3-day event celebrating Christian spirituality. This chosen theme 'Creative Encounters – Exploring Imaginative Pathways to God', was explored by 130 people gathered to focus particularly on creativity through art, film, textiles, poetry and literature – an experience that was heightened by the value of being together in person for the first time since 2018. The conference was fully ecumenical and, in common with previous such events it offered those attending the opportunity to engage deeply with one another in a positive and life-affirming way. Feedback from the conference has indicated that the overall response to the event has also been extremely positive.

The Retreat Association attended two events during the last year to help publicise the vision and work of the organisation. In February, the Association attended the New Wine leadership conference – a gathering of some 1800 delegates from across the country – and engaged with clergy and other leaders welcoming opportunities to go on retreat and find a spiritual director. In September, the Association attended the St Luke's Clergy Wellbeing conference by invitation, where some 100 organisations were gathered to share contemporary understanding, learning and initiatives that are helping to support Wellbeing.

The Retreat Association has continued to actively develop its website and social media postings in order to reach out to more people seeking to deepen their Christian journey with God through retreats and spiritual direction. The website has an average of over 6000 monthly page views, an increase of 20% during the last year. New developments this year have included a page for retreat leaders to help support those working in this valuable ministry. On social media, the Association's Facebook and Instagram followers have increased by 15% and 28% respectively during the last year. This increasingly encourages people to view the charity website, generating more interest in resources and events facilitated by the Association and also helps to support the work of retreat centres.

Media coverage this year included a piece about retreats in *Church Times*.

The Retreat Association icon continues to be a way of encouraging prayer and contemplation and in the last year it was on display at 8 retreat centres and 1 church across the UK, as well as being the focus for two workshops at the Association's conference, focussing on the history, process and meaning of icons.

The Association continues to support the ministry of spiritual direction through offering advice in helping people find a spiritual director and maintains a list of spiritual direction courses for regular enquirers who seek to train in this valuable area of ministry.

To support its ongoing work, the Retreat Association carried out an appeal during the autumn of 2024 and the generosity of response resulted in an increase in income donations. The Association is grateful

to all those who have generously lent their support to this appeal to help to sustain its ongoing work.

In summary, during the last year, the Retreat Association has continued to provide high quality events and resources, building on the achievements of previous years. This has enabled the organisation to offer ongoing encouragement to support the ministries of retreats and spiritual direction. These activities are supported by a vision shared by Patrons, Trustees, staff, volunteers and members – that of offering ways to enable people to explore and deepen their faith journey with God

Financial review

The charity's funds are divided into restricted, designated and unrestricted funds.

Restricted funds can only be used for the purpose for which they are set up as follows:

- To provide grants for training opportunities in spiritual direction for people who come from unorthodox backgrounds. A grant of £320 was made during the year and there remains at the end of the year a balance of £3,891.

Four years ago, the charity received an unsolicited grant of £100,000 which the trustees have designated for the following purposes:

1. To fund core costs in running the charity
2. To outsource expertise that will help to support the charity's fundraising capacity and help build a sustainable future
3. To help develop and extend existing projects
4. To help fund new projects.

£2,860 of the grant has been used this financial year so there remains a balance to carry forward at the end of the year of £53,674

The unrestricted fund, the general fund, is the main fund into which income is received and payment is made for the cost of running the charity. The general fund income for the year was £143,158, of which £61,433 was income from the conference, £24,961 was donations, 'Retreats' sales and advertising was £23,299 and website income was £21,860. Expenditure for the year was £143,158, of which £56,544 related to the conference and £54,191 was on salaries and pension costs. The balance to carry forward on the general fund at the end of the year remains unchanged at £22,131.

Because of continuing support from contributions from Funding and Associate members, the income arising from 'Retreats' and the website and the balance of the unsolicited gift of £53,674 the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the accounts.

It is the policy of the trustees to maintain a balance on general fund, if possible, which equates to three months unrestricted payments. Based on the budget for core costs for the year to 30 September 2026 the balance carried forward is three months. The trustees will seek to manage costs and income in the period following the year under review with the aim of ensuring that the stated policy is maintained.

Structure, governance and management

The company was incorporated on 1 February 2013 and was registered with the Charity Commission on 13 February 2013. On 1 April 2013 the company took over the activities, assets and liabilities of an unincorporated charity, The Retreat Association (Charity Commission Registered Number: 328746), with the exception of a sum of £10 so that, for the purpose only of receiving future legacies, this charity retains its charity registration. The company commenced operations on 1 April 2013.

Under the Articles of Association there can be up to seven persons nominated by the Founding members and up to eight persons appointed by the trustees. The trustees meet four times a year. In addition there are two committees – operations, and fundraising & events – which also meet four and two times a year respectively

The members of the company are the subscribers to the Memorandum of Association, the three remaining Founding members, up to five individuals appointed by each Founding member, the appointed trustees, and such other persons as are admitted to membership by the trustees in accordance with the Articles. Each member has a liability limited to a sum not exceeding £1.

The trustees have assessed the major risks to which the charity may be exposed, in particular those relating to the operations and finances of the charity. They are satisfied that systems are in place to mitigate any exposure to major risks.

Statement of trustees' responsibilities

The trustees (who are also directors of the company for the purposes of company law) are responsible for preparing the trustees' annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of the incoming resources and application of resources, including the income and expenditure for that year. In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue on that basis.

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

In preparing this report, the trustees have taken advantage of the small companies exemption provided by section 415A of the Companies Act 2006.

Approved by the board of trustees on 11 December 2025 and signed on their behalf by:

Martin Davies

Sheila Pollard

REV MARTIN DAVIES AND SHEILA POLLARD
Directors

Independent Examiner's Report to the Trustees of The Retreat Association

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 September 2025 which are set out on pages 7 to 15.

Responsibilities and basis of report

As the charity trustees of the company (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 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:

1. accounting records were not kept in respect of the company 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 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.



Robert Smith FCA

Griffin Stone Moscrop & Co
Chartered Accountants
21-27 Lamb's Conduit Street
London
WC1N 3GS

Date: 11 December 2025

THE RETREAT ASSOCIATION**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)****FOR THE YEAR ENDED 30 SEPTEMBER 2025**

	Notes	Unrestricted funds 2025 £	Designated funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Income from:						
Donations	2	24,961			24,961	21,304
Charitable activities:	3	109,750			109,750	45,139
Other income:						
Bank interest		666			666	1,167
Recovery of bank charges including compensation		6,773			6,773	
VAT recovered		1,008			1,008	1,896
Total income		143,158			143,158	69,506
Expenditure on:						
Charitable activities	4,5	143,158	2,860	320	146,338	92,970
Total expenditure		143,158	2,860	320	146,338	92,970
Net (expenditure) and net movement of funds for the year		0	(2,860)	(320)	(3,180)	(23,464)
Reconciliation of funds:						
Total Funds at 1 October 2024		22,131	56,534	4,211	82,876	106,340
Total Funds at 30 September 2025		22,131	53,674	3,891	79,696	82,876

All activities relate to continuing operations.

The attached notes form part of the accounts.

THE RETREAT ASSOCIATION**Company Registration Number: 8385106****BALANCE SHEET AS AT 30 SEPTEMBER 2025**

	Notes	2025 £	2024 £
Current assets			
Stocks	8	370	386
Debtors	9	3,325	14,522
Cash at bank and in hand		77,998	70,592
		<u>81,693</u>	<u>85,500</u>
Current liabilities			
Creditors: amounts falling due within one year	10	1,997	2,624
		<u>79,696</u>	<u>82,876</u>
Net current assets			
Funds			
General fund		22,131	22,131
Designated fund		53,674	56,534
Restricted funds		3,891	4,211
	11	<u>79,696</u>	<u>82,876</u>

The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 30 September 2025 and of its net incoming resources for the year then ended in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements were approved by the directors on 11 December 2025 and signed on their behalf by:

*Martin Davies**Sheila Pollard*

REV MARTIN DAVIES AND SHEILA POLLARD
Directors

The attached notes form part of the accounts.

**THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

1. Accounting Policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with 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) issued in October 2019 (SORP 2015 (FRS 102)), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The accounts include all transactions, assets and liabilities for which the charity is responsible in law.

1.2 Company Status

The company is a company limited by guarantee. The members of the company are:

The subscribers to the Memorandum of Association

The Founding Members (whose names are listed in note 2)

Up to five individuals appointed by each Founding Member

The Appointed Trustees

Such other persons as are admitted to membership by the trustees in accordance with the Articles.

Each member has a liability limited to a sum not exceeding £1.

1.3 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income can be measured reliably.

Income tax recoverable in relation to donations received under Gift Aid is recognised at the time of the donation.

1.4 Expenditure

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

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Support costs are costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

**THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

1.4 Expenditure (continued)

The company is registered for VAT. The direct costs of the 'Retreats' journal excludes VAT but all other expenditure includes VAT where appropriate of which 66% is recoverable.

The company operates a defined contribution personal pension plan for two of its employees. Contributions are recognised as an expense in the period in which they are paid.

1.5 Fund accounting

Unrestricted funds are expendable at the discretion of the directors in furtherance of the objects of the company. Designated funds are those funds that have been set aside by the directors for a particular purpose. Restricted funds are those funds that have been donated for a particular purpose and must be spent by the directors on the furtherance of that purpose.

1.6 Stocks

Stocks of books are valued at the lower of cost and net realisable value.

1.7 Debtors

Trade and other debtors are recognised at the settlement amount after provision for doubtful debts. Prepayments and accrued income are valued at the amount prepaid.

1.8 Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

1.9 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments (including debtors and creditors) are initially recognised at transaction value and subsequently measured at their settlement value.

1.10 Cash at bank and in hand

Cash at bank and in hand includes cash and current and immediate access deposit accounts.

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2025

2. Income from donations

	Unrestricted funds 2025 £	Designated funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Contributions from Founding members:					
Association for Promoting Retreats	3,360			3,360	3,580
Catholic Spirituality Network	1,945			1,945	2,161
Reflect	1,029			1,029	1,144
	<u>6,334</u>			<u>6,334</u>	<u>6,885</u>
Contributions from Associate members	9,935			9,935	8,019
Other donations	8,628			8,628	6,271
Income tax recoverable	64			64	129
	<u>24,961</u>			<u>24,961</u>	<u>21,304</u>

In 2024 all the income related to unrestricted funds.

3. Income from charitable activities

	Unrestricted funds 2025 £	Designated funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
'Retreats' sales and advertising	23,299			23,299	22,012
Website income	21,860			21,860	18,139
Conference income	61,433			61,433	
Training consultation					1,030
Sales of books and Icon income	2,410			2,410	1,388
Other income	748			748	2,570
	<u>109,750</u>			<u>109,750</u>	<u>45,139</u>

In 2024 all the income related to unrestricted funds.

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2025

4. Expenditure on charitable activities

Summary by fund type	Unrestricted funds 2025 £	Designated funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
'Retreats' journal - direct costs	9,837			9,837	9,280
Books and Icon costs	1,096			1,096	1,456
Conference costs	56,544			56,544	
Summer event - direct costs					150
Spiritual Direction Network			320	320	100
Salaries, pensions and national insurance	54,191			54,191	47,713
Other staffing costs	7,149	2,860		10,009	15,607
Publicity, advertising and subscriptions	3,345			3,345	4,664
Printing, postage, stationery and telephone	3,619			3,619	4,034
Software, IT expenses and sundry equipment	2,595			2,595	4,561
Internet costs	299			299	612
Premises costs	2,178			2,178	2,073
Insurance	649			649	781
Sundry expenses	96			96	198
Governance costs (see note 6)	1,560			1,560	1,741
	143,158	2,860	320	146,338	92,970

For the year ended 30 September 2024, £69,318 of the expenditure related to unrestricted funds, £23,000 related to designated funds and £652 was for restricted funds.

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2025

5. Analysis of expenditure on charitable activities

	Direct costs £	Support costs £	Governance costs £	Total 2025 £	Total 2024 £
'Retreats' journal - direct costs	9,837			9,837	9,280
Books and Icon costs	1,096			1,096	1,456
Conference costs	56,544			56,544	
Summer event - direct costs					150
Spiritual Direction Network	320			320	100
Salaries, pensions and national insurance	34,679	19,512		54,191	47,713
Other staffing costs	8,929	1,080		10,009	15,607
Publicity, advertising and subscriptions	3,345			3,345	4,664
Printing, postage, stationery and telephone	2,895	724		3,619	4,034
Software, IT expenses and sundry equipment	2,435	160		2,595	4,561
Internet costs	299			299	612
Premises costs	1,416	762		2,178	2,073
Insurance	422	227		649	781
Sundry expenses		96		96	198
Governance costs (see note 6)			1,560	1,560	1,741
	122,217	22,561	1,560	146,338	92,970

6. Governance costs (included in analysis in notes 4 and 5)

	Unrestricted funds 2025 £	Designated funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Trustee travel expenses					255
Other meetings expenses	130			130	196
Independent examination fee	1,430			1,430	1,290
	1,560			1,560	1,741

For the year ended 30 September 2024, £41 of the expenditure related to unrestricted funds and £1,700 related to designated funds.

During the year 0 (2024: 3) trustees received reimbursement of travel expenses for attending meetings amounting to £0 (2024: £255)

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2025

7. Staff costs

	Total funds 2025 £	Total funds 2024 £
Salaries	49,944	43,914
Pension contributions	4,247	3,799
	54,191	47,713

Average number of staff that served during the period - 2 (2024 - 2).

The Executive Director, Alison MacTier, along with the trustees as a body, but chiefly with the operations committee comprising Sheila Pollard and (from March 2025) Martin Davies and Catherine Sheehan are considered the management personnel of the charity and the total remuneration paid in this category was £44,127.

8. Stocks

	2025 £	2024 £
Stocks of books	370	386

9. Debtors

	2025 £	2024 £
Other debtors	547	320
2025 conference costs to date		11,637
Prepayments and accrued income	2,778	2,885
	3,325	14,522

10. Creditors: amounts falling due within one year

	2025 £	2024 £
Accruals	1,380	1,300
Other creditors	617	1,324
	1,997	2,624

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2025

11. Statement of funds

	Brought forward £	Incoming resources £	Resources expended £	Carried forward £
Restricted funds				
Training opportunities	4,211		320	3,891
Designated fund				
Unsolicited grant	56,534		2,860	53,674
General fund	22,131	143,158	143,158	22,131
Total of funds	82,876	143,158	146,338	79,696

The fund for training opportunities is to provide grants for training opportunities in spiritual direction for people who come from unorthodox backgrounds.

In a previous year year the charity received an unsolicited grant of £100,000 which the trustees have designated for the following purposes:

1. To fund core costs in running the charity
2. To outsource expertise that will help to support the charity's fundraising capacity and help build a sustainable future
3. To help develop and extend existing projects
4. To help fund new projects

The trustees plan to spend funds on activities and services that the charity would be unable to develop without it.

12. Analysis of net assets between funds

	Unrestricted funds 2025 £	Designated funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Current assets	24,128	53,674	3,891	81,693	85,500
Creditors: amounts falling due within one year	(1,997)			(1,997)	(2,624)
	22,131	53,674	3,891	79,696	82,876

13. Analysis of cash and cash equivalents

	2025 £	2024 £
Bank current account	77,842	70,472
Cash in hand	156	120
Total	77,998	70,592

THE RETREAT ASSOCIATION

England & Wales - Charity number 1150792

Accounts

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1

THE RETREAT ASSOCIATION

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISORS

FOR THE YEAR ENDED 30 SEPTEMBER 2024

Trustees –

Nominated by Founding members

Rev. Cameron Butland
Mrs Susan Chastney
Mr Urs Mattmann (appointed 20 September 2024)
Rev. Carol Smith (resigned 17 October 2023)
Miss Shirley Taylor

Appointed by directors

Mrs Sheila Pollard
Ms Kathryn Turner
Mr Richard Broughton (appointed 4 June 2024)
Rev Martin Davies (appointed 8 December 2023)

Patrons

Abbot Christopher Jamison OSB
Ms Sara Maitland
Mrs Margaret Rizza
Rev Graham Sparkes
Dr Rowan Williams

Company registration number

8385106

Charity registration number

1150792

Registered Office

23 Greenhill Park, Barnet, Herts EN5 1HQ

Contact details -

Telephone

01494 569056

Email address

info@retreats.org.uk

Internet address

www.retreats.org.uk

Executive Director

Miss Alison MacTier

Office administrator

Mrs Clare Lake

Independent examiners

Griffin Stone Moscrop & Co, Chartered Accountants
21-27 Lamb's Conduit Street, London WC1N 3GS

Bankers

Barclays Bank plc
4 Sycamore Road
Amersham
HP6 4DT

THE RETREAT ASSOCIATION

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 30 SEPTEMBER 2024

The trustees present their annual report together with the accounts of the charity for the year ended 30 September 2024 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The accounts comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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) issued in October 2019.

Objectives and activities

The main object of the charity is to advance religion by promoting the development of Christian life through retreats.

The main activities of The Retreat Association have continued to be:

- Producing resources to enable people to find out more about retreats, including: information packs and leaflets; the publication each December of *Retreats* – a journal listing over 150 retreat houses and their programmes and a range of articles and book reviews relating to a specific theme.
- Offering individual, appropriate and excellent impartial advice to general enquirers about retreats and spiritual direction.
- Maintaining a website as a source of information and signposting for both the first-time enquirer and those with experience of the Association.
- Maintaining national links with dioceses and other organisations who can help people to find someone with whom to share their spiritual journey – a spiritual director or mentor.
- Seeking ways to reach out to those from both within and outside the Church, to enable them to find ways of exploring and deepening their relationship with God.
- Facilitating a national training conference every two years to enable those involved in spiritual direction training to exchange good practice and expertise.
- Organising a national conference every three years for members, retreat house wardens, leaders, spiritual directors, practitioners in the field and interested parties to encourage and inspire all those engaged in Christian spirituality.
- Promoting the annual National Quiet Day.
- Liaising with retreat centers, churches, cathedrals and educational establishments to display the Retreat Association icon and offer quiet days and events that offer opportunities for prayer and reflection.
- Promoting the value of retreats and reflective activities through the national Christian press, social media and attendance at national events.
- Engaging in partnerships with other organisations to help promote the value of retreats, spiritual direction and reflective activities.
- Supporting members of all Retreat Association Founding member groups through an annual newsletter and news bulletin and providing additional membership and administrative services.
- Participation in national ecumenical activities (The Retreat Association is a body in association with Churches Together in Britain & Ireland – CTBI).

In producing their assessment of the benefit to the public provided by the charity the trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. To do this the Founding member groups have chosen to work together as the Retreat Association in order to learn from each other, to reach out more

effectively to all people and to demonstrate Christian unity in practice.

Achievements and performance

The Retreat Association has continued to build on the achievements of previous years through providing high quality resources, organising events and offering advice. This has included a growing online and social media presence to encourage and enable more people to explore and deepen their Christian faith journey through retreats and reflective activities. The Association also continues to support the ministry of Spiritual Direction through events and ground-breaking resources.

The annual *Retreats* handbook was published in December 2023 and included the listings for over 150 retreat centres, 12 articles on the theme of 'Hope' and lead article by Angela Tilby. Members of the Association also received an e-news bulletin in May 2024 and an annual newsletter in August 2024.

The Association held a one-day event on 29 February to launch the 'Guidance for Developing Formation Programmes for Spiritual Directors'. This pioneering document, the culmination of 5 years' work, supports good practice in the training of spiritual directors. It was written by a team of practitioners in the field, in consultation with national representatives at four events, in a process facilitated by the Association. The launch event was attended by 50 people and the feedback received was extremely positive.

The Retreat Association has continued to actively develop its website in order to reach out to more people seeking retreat and spiritual direction. In March of this year, the Association launched a Retreats Directory page, which enables people to search for a retreat using criteria such as location, facilities, type of retreat and cost. This is the first page of its kind and will enable individuals to find a suitable retreat more easily. It will support the Association's existing individual service offered in response to email and phone enquiries. As a result of this and other website developments, traffic to the website has an average of 11,500 monthly page views, an increase of 40% during the last year, with 11% more visitors.

The Retreat Association continue to be active on social media, which increasingly encourages people to view the charity website. This helps to generate more interest in resources and events facilitated by the Association and also helps to support the work of retreat centres. The Association's Facebook followers has increased by 34% during the last year.

Media coverage this year included a piece about retreats in *Church Times*.

The Retreat Association icon continues to be a way of encouraging prayer and contemplation and in the last year it was on display across the UK at 4 retreat centres, 7 churches and 1 cathedral. It was a focus for the Diocesan Spirituality Adviser's Conference in April and an online talk given to the Ecumenical Forum for Christian Women in May. Consistently the icon is the focus for prayer, worship and engagement in a wide variety of contexts.

On 28 June the Association held its Summer Event online with guest speaker and patron Abbot Christopher Jamison OSB, talking about his latest publication, *Finding the Language of Grace*. Abbot Christopher was joined by patron, Revd Graham Sparkes, for a Q&A session. The day also included the opportunity to discuss the theme in small groups, an update on the work of the Association and opening and closing reflections. Feedback from the day, attended by 30 people, was very positive.

The Association continues to support the ministry of spiritual direction through offering advice in helping people find a spiritual director and maintains a list of spiritual direction courses for regular enquirers who seek to train in this valuable area of ministry.

In summary, during the last year, the Retreat Association has built on the achievements of the previous year through continuing to provide high quality events and resources and ongoing encouragement to support the ministries of retreats and spiritual direction. All these developments are underlined by a

vision shared by Patrons, Trustees, staff, volunteers and members – that of offering ways to enable people to explore and deepen their faith journey with God.

Financial review

The charity's funds are divided into restricted, designated and unrestricted funds.

Restricted funds can only be used for the purpose for which they are set up as follows:

- To provide grants for training opportunities in spiritual direction for people who come from unorthodox backgrounds. A grant of £100 was made during the year and there remains at the end of the year a balance of £4,211.
- For fundraising to help increase funds for the charity in the future in order to create a more sustainable income generating capacity over a period of time by focusing on a number of potential sources of new and increased income. £552, being the remaining balance of the fund, was spent during the year.

Three years ago, the charity received an unsolicited grant of £100,000 which the trustees have designated for the following purposes:

1. To fund core costs in running the charity
2. To outsource expertise that will help to support the charity's fundraising capacity and help build a sustainable future
3. To help develop and extend existing projects
4. To help fund new projects.

The grant has been used this financial year to cover expenditure amounting to £23,000. There remains a balance to carry forward at the end of the year of £56,534.

The unrestricted fund, the general fund, is the main fund into which income is paid and payment is made for the cost of running the charity. The general fund income for the year was £69,506 of which £21,304 was donations, 'Retreats' sales and advertising was £22,012 and website income was £18,139. Expenditure for the year was £69,318 of which £47,713 was on salaries and staff costs. The income exceeded expenditure for the year by £188. The balance to carry forward on the general fund at the end of the year was £22,131.

Because of continuing support from contributions from Funding and Associate members, the income arising from 'Retreats' and the website and the balance of the unsolicited gift of £56,534 the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the accounts.

It is the policy of the trustees to maintain a balance on general fund, if possible, which equates to three months unrestricted payments. Based on the budget for core costs for the year to 30 September 2025 the balance carried forward exceeds three months. The trustees will seek to manage costs and income in the period following the year under review with the aim of ensuring that the stated policy is maintained.

Structure, governance and management

The company was incorporated on 1 February 2013 and was registered with the Charity Commission on 13 February 2013. On 1 April 2013 the company took over the activities, assets and liabilities of an unincorporated charity, The Retreat Association (Charity Commission Registered Number: 328746),

with the exception of a sum of £10 so that, for the purpose only of receiving future legacies, this charity retains its charity registration. The company commenced operations on 1 April 2013.

Under the Articles of Association there can be up to seven persons nominated by the Founding members and up to eight persons appointed by the trustees. The trustees meet four times a year. In addition there are two committees – operations, and fundraising & events – which also meet four and two times a year respectively

The members of the company are the subscribers to the Memorandum of Association, four Founding members (three Founding members from April 2023) up to five individuals appointed by each Founding member, the appointed trustees, and such other persons as are admitted to membership by the trustees in accordance with the Articles. Each member has a liability limited to a sum not exceeding £1.

The trustees have assessed the major risks to which the charity may be exposed, in particular those relating to the operations and finances of the charity. They are satisfied that systems are in place to mitigate any exposure to major risks.

Statement of trustees' responsibilities

The trustees (who are also directors of the company for the purposes of company law) are responsible for preparing the trustees' annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of the incoming resources and application of resources, including the income and expenditure for that year. In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue on that basis.

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

In preparing this report, the trustees have taken advantage of the small companies exemption provided by section 415A of the Companies Act 2006.

Approved by the board of trustees on 6 December 2024 and signed on their behalf by:

Sheila Pollard

MS SHEILA POLLARD
Director

Independent Examiner's Report to the Trustees of The Retreat Association

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 September 2024 which are set out on pages 7 to 15.

Responsibilities and basis of report

As the charity trustees of the company (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 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:

1. accounting records were not kept in respect of the company 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 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.



Robert Smith ACA

Griffin Stone Moscrop & Co
Chartered Accountants
21-27 Lamb's Conduit Street
London
WC1N 3GS

Date: 6 December 2024

THE RETREAT ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 30 SEPTEMBER 2024

	Notes	Unrestricted funds 2024 £	Designated funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:						
Donations	2	21,304			21,304	17,567
Charitable activities:	3	45,139			45,139	47,799
Other income:						
Bank interest		1,167			1,167	510
VAT recovered		1,896			1,896	1,351
Total income		69,506			69,506	67,227
Expenditure on:						
Charitable activities	4,5	69,318	23,000	652	92,970	86,451
Total expenditure		69,318	23,000	652	92,970	86,451
Net (expenditure) income and net movement of funds for the year		188	(23,000)	(652)	(23,464)	(19,224)
Reconciliation of funds:						
Total Funds at 1 October 2023		21,943	79,534	4,863	106,340	125,564
Total Funds at 30 September 2024		22,131	56,534	4,211	82,876	106,340

All activities relate to continuing operations.

The attached notes form part of the accounts.

THE RETREAT ASSOCIATION

Company Registration Number: 8385106

BALANCE SHEET AS AT 30 SEPTEMBER 2024

	Notes	2024 £	2023 £
Current assets			
Stocks	8	386	278
Debtors	9	14,522	6,570
Cash at bank and in hand		70,592	103,391
		<u>85,500</u>	<u>110,239</u>
Current liabilities			
Creditors: amounts falling due within one year	10	2,624	3,899
Net current assets		<u>82,876</u>	<u>106,340</u>
Funds			
General fund		22,131	21,943
Designated fund		56,534	79,534
Restricted funds		4,211	4,863
	11	<u>82,876</u>	<u>106,340</u>

The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 30 September 2024 and of its net incoming resources for the year then ended in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements were approved by the directors on 6 December 2024 and signed on their behalf by:

Sheila Pollard

MS SHEILA POLLARD

Director

The attached notes form part of the accounts.

**THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

1. Accounting Policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with 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) issued in October 2019 (SORP 2015 (FRS 102)), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The accounts include all transactions, assets and liabilities for which the charity is responsible in law.

1.2 Company Status

The company is a company limited by guarantee. The members of the company are:
The subscribers to the Memorandum of Association
The Founding Members (whose names are listed in note 2)
Up to five individuals appointed by each Founding Member
The Appointed Trustees
Such other persons as are admitted to membership by the trustees in accordance with the Articles.
Each member has a liability limited to a sum not exceeding £1.

1.3 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income can be measured reliably.

Income tax recoverable in relation to donations received under Gift Aid is recognised at the time of the donation.

1.4 Expenditure

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

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Support costs are costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

**THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

1.4 Expenditure (continued)

The company is registered for VAT. The direct costs of the 'Retreats' journal excludes VAT but all other expenditure includes VAT where appropriate of which 66% is recoverable.

The company operates a defined contribution personal pension plan for two of its employees. Contributions are recognised as an expense in the period in which they are paid.

1.5 Fund accounting

Unrestricted funds are expendable at the discretion of the directors in furtherance of the objects of the company. Designated funds are those funds that have been set aside by the directors for a particular purpose. Restricted funds are those funds that have been donated for a particular purpose and must be spent by the directors on the furtherance of that purpose.

1.6 Stocks

Stocks of books are valued at the lower of cost and net realisable value.

1.7 Debtors

Trade and other debtors are recognised at the settlement amount after provision for doubtful debts. Prepayments and accrued income are valued at the amount prepaid.

1.8 Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

1.9 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments (including debtors and creditors) are initially recognised at transaction value and subsequently measured at their settlement value.

1.10 Cash at bank and in hand

Cash at bank and in hand includes cash and current and immediate access deposit accounts.

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024

2. Income from donations

	Unrestricted funds 2024 £	Designated funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Contributions from Founding members:					
Association for Promoting Retreats	3,580			3,580	4,650
Baptist Union Retreat Group	-			-	423
Catholic Spirituality Network	2,161			2,161	2,401
Reflect	1,144			1,144	1,271
	<u>6,885</u>			<u>6,885</u>	<u>8,745</u>
Contributions from Associate members	8,019			8,019	7,852
Other donations	6,271			6,271	924
Income tax recoverable	129			129	46
	<u>21,304</u>			<u>21,304</u>	<u>17,567</u>

In 2023 all the income related to unrestricted funds.

3. Income from charitable activities

	Unrestricted funds 2024 £	Designated funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
'Retreats' sales and advertising	22,012			22,012	22,289
Website income	18,139			18,139	14,225
Conference income					
Training consultation	1,030			1,030	6,046
Sales of books and Icon income	1,388			1,388	2,384
Summer event and other income	2,570			2,570	2,855
	<u>45,139</u>			<u>45,139</u>	<u>47,799</u>

In 2023 all the income related to unrestricted funds.

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024

4. Expenditure on charitable activities

Summary by fund type	Unrestricted funds 2024 £	Designated funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Retreats' journal - direct costs	9,280			9,280	9,401
Books and Icon costs	1,456			1,456	1,636
Conference costs					
Training consultation - direct cost	0			0	4,236
Summer event - direct costs	150			150	2,763
Spiritual Direction Network			100	100	
Salaries, pensions and national insurance	47,713			47,713	43,828
Other staffing costs	4,055	11,000	552	15,607	8,665
Publicity, advertising and subscriptions	1,964	2,700		4,664	3,278
Printing, postage, stationery and telephone	1,034	3,000		4,034	3,502
Software, IT expenses and sundry equipment	1,561	3,000		4,561	2,137
Internet costs	612			612	364
Premises costs	473	1,600		2,073	2,190
Insurance	781			781	477
Sundry expenses	198			198	279
Governance costs (see note 6)	41	1,700		1,741	3,695
	69,318	23,000	652	92,970	86,451

For the year ended 30 September 2023, £69,551 of the expenditure related to unrestricted funds, £12,000 related to designated funds and £4,900 was for restricted funds.

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024

5. Analysis of expenditure on charitable activities

	Direct costs £	Support costs £	Governance costs £	Total 2024 £	Total 2023 £
'Retreats' journal - direct costs	9,280			9,280	9,401
Books and Icon costs	1,456			1,456	1,636
Conference costs					
Training consultation - direct cost				0	4,236
Summer event - direct costs	150			150	2,763
Spiritual Direction Network	100			100	
Salaries, pensions and national insurance	30,997	16,716		47,713	43,828
Other staffing costs	14,527	1,080		15,607	8,665
Publicity, advertising and subscriptions	4,249	415		4,664	3,278
Printing, postage, stationery and telephone	3,227	807		4,034	3,502
Software, IT expenses and sundry equipment	4,393	168		4,561	2,137
Internet costs	612			612	364
Premises costs	1,348	725		2,073	2,190
Insurance	508	273		781	477
Sundry expenses		198		198	279
Governance costs (see note 6)			1,741	1,741	3,695
	70,847	20,382	1,741	92,970	86,451

6. Governance costs (included in analysis in notes 4 and 5)

	Unrestricted funds 2024 £	Designated funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Trustee travel expenses	41	214		255	636
Other meetings expenses		196		196	1,669
Independent examination fee		1,290		1,290	1,390
	41	1,700		1,741	3,695

For the year ended 30 September 2023, £1,495 of the expenditure related to unrestricted funds and £2,200 related to designated funds.

During the year 3 (2023: 5) trustees received reimbursement of travel expenses for attending meetings amounting to £255 (2023: £636)

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024

7. Staff costs

	Total funds 2024 £	Total funds 2023 £
Salaries	43,914	40,338
Pension contributions	3,799	3,490
	47,713	43,828

Average number of staff that served during the period - 2 (2023 - 2).

The Executive Director, Alison MacTier, along with the trustees as a body, but chiefly with the operations committee comprising Cameron Butland, Sheila Pollard and (from September 2024) Richard Broughton are considered the management personnel of the charity and the total remuneration paid in this category was £39,006.

8. Stocks

	2024 £	2023 £
Stocks of books	386	278

9. Debtors

	2024 £	2023 £
Trade debtors	-	1,533
Other debtors	320	2,047
2025 conference costs to date	11,637	
Prepayments and accrued income	2,885	2,990
	14,522	6,570

10. Creditors: amounts falling due within one year

	2024 £	2023 £
Accruals	1,300	1,390
Other creditors	1,324	2,509
	2,624	3,899

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024

11. Statement of funds

	Brought forward £	Incoming resources £	Resources expended £	Carried forward £
Restricted funds				
Training opportunities	4,311		100	4,211
Fundraising	552		552	0
	<u>4,863</u>		<u>652</u>	<u>4,211</u>
Designated fund				
Unsolicited grant	79,534		23,000	56,534
General fund	<u>21,943</u>	<u>69,506</u>	<u>69,318</u>	<u>22,131</u>
Total of funds	<u>106,340</u>	<u>69,506</u>	<u>92,970</u>	<u>82,876</u>

The fund for training opportunities is to provide grants for training opportunities in spiritual direction for people who come from unorthodox backgrounds.

The fund for fundraising is to help increase funds for the charity in the future to create a more sustainable income generating capacity over a period of time by focussing on a number of potential sources of new and increased income.

In the previous year the charity received an unsolicited grant of £100,000 which the trustees have designated for the following purposes:

1. To fund core costs in running the charity
2. To outsource expertise that will help to support the charity's fundraising capacity and help build a sustainable future
3. To help develop and extend existing projects
4. To help fund new projects

The grant has been used this financial year to cover the deficit on running the conference.

The trustees plan to spend funds on activities and services that the charity would be unable to develop without it.

12. Analysis of net assets between funds

	Unrestricted funds 2024 £	Designated funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Current assets	24,755	56,534	4,211	85,500	110,239
Creditors: amounts falling due within one year	(2,624)			(2,624)	(3,899)
	<u>22,131</u>	<u>56,534</u>	<u>4,211</u>	<u>82,876</u>	<u>106,340</u>

13. Analysis of cash and cash equivalents

	2024 £	2023 £
Bank current account	70,472	103,256
Cash in hand	120	135
Total	<u>70,592</u>	<u>103,391</u>

THE RETREAT ASSOCIATION

England & Wales - Charity number 1150792

Accounts



THE RETREAT ASSOCIATION

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISORS

FOR THE YEAR ENDED 30 SEPTEMBER 2023

Trustees –

Nominated by Founding members

Rev. Cameron Butland
Mrs Susan Chastney
Rev Tim Mountain (resigned 10 March 2023)
Mr Michael O'Halloran (resigned 10 March 2023)
Rev. Carol Smith
Miss Shirley Taylor

Rev Carol Smith resigned on 17 October 2023.

Appointed by directors

Mrs Sheila Pollard
Ms Kathryn Turner

Patrons

Abbot Christopher Jamison OSB
Ms Sara Maitland
Mrs Margaret Rizza
Rev Graham Sparkes
Dr Rowan Williams

Company registration number

8385106

Charity registration number

1150792

Registered Office

23 Greenhill Park, Barnet, Herts EN5 1HQ

Contact details -

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01494 569056

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Internet address

www.retreats.org.uk

Executive Director

Miss Alison MacTier

Office administrator

Mrs Clare Lake

Independent examiners

Griffin Stone Moscrop & Co, Chartered Accountants
21-27 Lamb's Conduit Street, London WC1N 3GS

Bankers

Barclays Bank plc
4 Sycamore Road
Amersham
HP6 4DT

THE RETREAT ASSOCIATION

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 30 SEPTEMBER 2023

The trustees present their annual report together with the accounts of the charity for the year ended 30 September 2023 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The accounts comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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) issued in October 2019.

Objectives and activities

The main object of the charity is to advance religion by promoting the development of Christian life through retreats.

The main activities of The Retreat Association have continued to be:

- Producing resources to enable people to find out more about retreats, including: information packs and leaflets; the publication each December of *Retreats* – a journal listing over 150 retreat houses and their programmes and a range of articles and book reviews relating to a specific theme.
- Offering individual, appropriate and excellent impartial advice to general enquirers about retreats and spiritual direction.
- Maintaining a website as a source of information and signposting for both the first time enquirer and those with experience of the Association.
- Maintaining national links with local practitioners who can help people to find someone with whom to share their spiritual journey – a spiritual director or mentor.
- Seeking ways to reach out to those from both within and outside the Church, to enable them to find ways of exploring and deepening their relationship with God.
- Facilitating a national training conference every two years to enable those involved in spiritual direction training to exchange good practice and expertise.
- Organising a national conference every three years for members, retreat house wardens, leaders, spiritual directors, practitioners in the field and interested parties to encourage and inspire all those engaged in Christian spirituality.
- Promoting the annual Quiet Day.
- Liaising with retreat centres, churches, cathedrals and educational establishments to display the Retreat Association icon and offer quiet days and events that offer opportunities for prayer and reflection.
- Promoting the value of retreats and reflective activities through the national Christian press, social media and attendance at national events.
- Engaging in partnerships with other organisations to help promote the value of retreats, spiritual direction and reflective activities.
- Supporting members of all Retreat Association Founding member groups through an annual newsletter and news bulletin and providing additional membership and administrative services.
- Participation in national ecumenical activities (The Retreat Association is a body in association with Churches Together in Britain & Ireland – CTBI).

In producing their assessment of the benefit to the public provided by the charity the trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. To do this the Founding member groups have chosen to work together as the Retreat Association in order to learn from each other, to reach out more effectively to all people and to demonstrate Christian unity in practice.

Achievements and performance

The Retreat Association has continued to develop and build on the achievements of previous years through organising events, providing high quality resources and offering impartial advice to those seeking to explore and deepen their faith journey through retreats and reflective activities. Over the last year, we have offered in-person and online events, strengthened our web and social media presence, organised and participated in initiatives to support the spiritual direction ministry, and taken time to focus on our vision and strategy.

The annual *Retreats* handbook was published in December 2022 and included the listings for over 150 retreat centres, 12 articles on the theme of 'Wisdom' and lead article by Nick Austin SJ. Members of the Association also received an e-news bulletin in May 2023 and an annual newsletter in August 2023.

The Association held a two-day Conference in February at Woodbrooke Quaker Study Centre for 38 people involved in delivering Spiritual Direction training courses across the UK. Those gathered were invited to discuss and comment on a draft document 'Guidance for Developing Formation Programmes for Spiritual Directors' which aims to support the training of spiritual direction. This has been written collaboratively by a team of practitioners in the field, facilitated by the Retreat Association, and will be published in February 2024.

The Retreat Association has continued to develop its website in order to reach out to more people seeking retreats and spiritual direction and, with the help of generous donors, we have recruited a freelance Social Media and Website Developer to support these activities. In the last year we have launched new pages to encourage those on their first retreat and to highlight our retreats advisory service. In the next year we plan to expand our online services to include a page for searching for a specific retreat. We are active on social media, which has helped to encourage more people to our website, raised awareness of our work and increased the number of enquires we receive. Our website traffic has increased over the year with 5.7k page views in September 2022 and 8.7k in September 2023. Media coverage this year included a piece about retreats in *Church Times*.

The Retreat Association icon continues to be a way of encouraging prayer and contemplation and in the last year it was on display at 7 retreat centres, 2 churches and 2 cathedrals across the country.

The Retreat Association strives to be ecumenical in its approach and celebrates the unique contribution that each member group makes to the retreats ministry. It was with sadness that we learned that the Baptist Union Retreat Group (BURG) would be closing and a Service of Thanksgiving was held to mark this event in April 2023. BURG began in 1987 as a way of making retreats more accessible to members of the Baptist Union but its work soon extended far beyond that to the wider retreats ministry. It has contributed significantly to the leadership of the Retreat Association over the years including a constant presence on the Board of Trustees and, on a number of occasions, the role of Chair. BURG has left a lasting legacy and we hope that members will continue to stay in touch with our work.

At the end of June the Association held its Summer Event at the Royal Foundation of St Katharine, welcoming speaker Richard Carter to speak on 'The Still Centre: Searching for Peace in the midst of the world'. This was a hybrid event and attracted 35 people to the venue and 20 online and we were also joined by patron Rev Graham Sparkes who facilitated a Q&A session. The day also included discussion, worship and refreshments.

The Association continues to support the ministry of spiritual direction through offering advice in helping people find a spiritual director and maintains a list of spiritual direction courses for regular enquirers who seek to train in this valuable area of ministry. The Association is part of the Spiritual Direction Forum UK, which seeks to support and resource spiritual directors through promoting good practice and encouraging the creative development of this ministry.

The Retreat Association continues to prioritise vision and strategy and in July the Board of Trustees and Executive Director met for a facilitated Away Day to focus on these areas. The outcomes of this meeting will help to inform our future strategy.

In summary, over the last year the Retreat Association has continued to provide high quality events and resources, offering advice, encouragement and training events to support the ministries of retreats and spiritual direction. Our Patrons, Trustees, staff, volunteers and members share in a vision to support people who wish to explore and deepen their journey with God in uncertain times.

Financial review

The charity's funds are divided into restricted, designated and unrestricted funds.

Restricted funds can only be used for the purpose for which they are set up as follows:

- To provide grants for training opportunities in spiritual direction for people who come from unorthodox backgrounds. No grants were made during the year and there remains at the end of the year a balance of £4,311.
- For fundraising to help increase funds for the charity in the future in order to create a more sustainable income generating capacity over a period of time by focusing on a number of potential sources of new and increased income. £4,900 of the fund was spent during the year. There remains a balance at the end of the year of £552.

Two years ago, the charity received an unsolicited grant of £100,000 which the trustees have designated for the following purposes:

1. To fund core costs in running the charity
2. To outsource expertise that will help to support the charity's fundraising capacity and help build a sustainable future
3. To help develop and extend existing projects
4. To help fund new projects.

The grant has been used this financial year to cover expenditure amounting to £12,000. There remains a balance to carry forward at the end of the year of £79,534.

The unrestricted fund, the general fund, is the main fund into which income is paid and payment is made for the cost of running the charity. The general fund income for the year was £67,227 of which £17,567 was donations, 'Retreats' sales and advertising was £22,289 and website income was £14,225. Expenditure for the year was £69,551 of which £43,318 was on salaries and staff costs. The expenditure exceeded income for the year by £2,324. The balance to carry forward on the general fund at the end of the year was £21,943.

Because of continuing support from contributions from Funding and Associate members, the income arising from 'Retreats' and the website and the balance of the unsolicited gift of £79,534 the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the accounts.

It is the policy of the trustees to maintain a balance on general fund, if possible, which equates to three months unrestricted payments. Based on the budget for core costs for the year to 30 September 2023 the balance carried forward exceeds three months. The trustees will seek to manage costs and income in the period following the year under review with the aim of ensuring that the stated policy is maintained.

Structure, governance and management

The company was incorporated on 1 February 2013 and was registered with the Charity Commission on 13 February 2013. On 1 April 2013 the company took over the activities, assets and liabilities of an unincorporated charity, The Retreat Association (Charity Commission Registered Number: 328746), with the exception of a sum of £10 so that, for the purpose only of receiving future legacies, this charity retains its charity registration. The company commenced operations on 1 April 2013.

Under the Articles of Association there can be up to seven persons nominated by the Founding members and up to eight persons appointed by the trustees. The trustees meet four times a year. In addition there are two committees – operations, and fundraising & events – which meet four and two times a year respectively.

The members of the company are the subscribers to the Memorandum of Association, four Founding members (three Founding members from April 2023), up to five individuals appointed by each Founding member, the appointed trustees, and such other persons as are admitted to membership by the trustees in accordance with the Articles. Each member has a liability limited to a sum not exceeding £1.

The trustees have assessed the major risks to which the charity may be exposed, in particular those relating to the operations and finances of the charity. They are satisfied that systems are in place to mitigate any exposure to major risks.

Statement of trustees' responsibilities

The trustees (who are also directors of the company for the purposes of company law) are responsible for preparing the trustees' annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of the incoming resources and application of resources, including the income and expenditure for that year. In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue on that basis.

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

In preparing this report, the trustees have taken advantage of the small companies exemption provided by section 415A of the Companies Act 2006.

Approved by the board of trustees on 8 December 2023 and signed on their behalf by:

Cameron Butland

REV CAMERON BUTLAND
Director

Independent Examiner's Report to the Trustees of The Retreat Association

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 September 2023 which are set out on pages 7 to 15.

Responsibilities and basis of report

As the charity trustees of the company (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 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:

1. accounting records were not kept in respect of the company 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 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.



Robert Smith ACA

Griffin Stone Moscrop & Co
Chartered Accountants
21-27 Lamb's Conduit Street
London
WC1N 3GS

Date: 11/12/2023

THE RETREAT ASSOCIATION**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)****FOR THE YEAR ENDED 30 SEPTEMBER 2023**

		Unrestricted funds 2023 Notes £	Designated funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:						
Donations	2	17,567			17,567	26,481
Charitable activities:	3	47,799			47,799	49,300
Other income:						
Bank interest		510			510	22
VAT recovered		1,351			1,351	852
Total income		67,227			67,227	76,655
Expenditure on:						
Charitable activities	4,5	69,551	12,000	4,900	86,451	90,236
Total expenditure		69,551	12,000	4,900	86,451	90,236
Net (expenditure) income and net movement of funds for the year		(2,324)	(12,000)	(4,900)	(19,224)	(13,581)
Reconciliation of funds:						
Total Funds at 1 October 2022		24,267	91,534	9,763	125,564	139,145
Total Funds at 30 September 2023		21,943	79,534	4,863	106,340	125,564

All activities relate to continuing operations.

The attached notes form part of the accounts.

THE RETREAT ASSOCIATION**Company Registration Number: 8385106****BALANCE SHEET AS AT 30 SEPTEMBER 2023**

	Notes	2023 £	2022 £
Current assets			
Stocks	8	278	389
Debtors	9	6,570	3,574
Cash at bank and in hand		103,391	125,771
		<u>110,239</u>	<u>129,734</u>
Current liabilities			
Creditors: amounts falling due within one year	10	3,899	4,170
Net current assets		<u>106,340</u>	<u>125,564</u>
Funds			
General fund		21,943	24,267
Designated fund		79,534	91,534
Restricted funds		4,863	9,763
	11	<u>106,340</u>	<u>125,564</u>

The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 30 September 2023 and of its net incoming resources for the year then ended in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements were approved by the directors on 8 December 2023 and signed on their behalf by:

Cameron Butland

REV. CAMERON BUTLAND
Director

The attached notes form part of the accounts.

**THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

1. Accounting Policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with 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) issued in October 2019 (SORP 2015 (FRS 102)), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The accounts include all transactions, assets and liabilities for which the charity is responsible in law.

1.2 Company Status

The company is a company limited by guarantee. The members of the company are:
The subscribers to the Memorandum of Association
The Founding Members (whose names are listed in note 2)
Up to five individuals appointed by each Founding Member
The Appointed Trustees
Such other persons as are admitted to membership by the trustees in accordance with the Articles.
Each member has a liability limited to a sum not exceeding £1.

1.3 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income can be measured reliably.

Income tax recoverable in relation to donations received under Gift Aid is recognised at the time of the donation.

1.4 Expenditure

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

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Support costs are costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

**THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

1.4 Expenditure (continued)

The company is registered for VAT. The direct costs of the 'Retreats' journal excludes VAT but all other expenditure includes VAT where appropriate of which 69% is recoverable.

The company operates a defined contribution personal pension plan for two of its employees. Contributions are recognised as an expense in the period in which they are paid.

1.5 Fund accounting

Unrestricted funds are expendable at the discretion of the directors in furtherance of the objects of the company. Designated funds are those funds that have been set aside by the directors for a particular purpose. Restricted funds are those funds that have been donated for a particular purpose and must be spent by the directors on the furtherance of that purpose.

1.6 Stocks

Stocks of books are valued at the lower of cost and net realisable value.

1.7 Debtors

Trade and other debtors are recognised at the settlement amount after provision for doubtful debts. Prepayments and accrued income are valued at the amount prepaid.

1.8 Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

1.9 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments (including debtors and creditors) are initially recognised at transaction value and subsequently measured at their settlement value.

1.10 Cash at bank and in hand

Cash at bank and in hand includes cash and current and immediate access deposit accounts.

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

2. Income from donations

	Unrestricted funds	Designated funds	Restricted funds	Total funds	Total funds
	2023	2023	2023	2023	2022
	£	£	£	£	£
Contributions from Founding members:					
Association for Promoting Retreats	4,650			4,650	5,600
Baptist Union Retreat Group	423			423	724
Catholic Spirituality Network	2,401			2,401	3,038
Reflect	1,271			1,271	1,412
	8,745			8,745	10,774
Contributions from Associate members	7,852			7,852	7,736
Other donations	924			924	7,907
Income tax recoverable	46			46	64
	17,567			17,567	26,481

In 2022 all the income related to unrestricted funds.

3. Income from charitable activities

	Unrestricted funds	Designated funds	Restricted funds	Total funds	Total funds
	2023	2023	2023	2023	2022
	£	£	£	£	£
'Retreats' sales and advertising	22,289			22,289	25,200
Website income	14,225			14,225	12,360
Conference income					8,444
Training consultation	6,046			6,046	1,200
Sales of books and Icon income	2,384			2,384	1,822
Summer event and other income	2,855			2,855	274
	47,799			47,799	49,300

For the year ended 30 September 2022 £40,856 of the income related to unrestricted funds
and £8,444 related to designated funds.

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

4. Expenditure on charitable activities

Summary by fund type	Unrestricted	Designated	Restricted	Total	Total
	funds	funds	funds	funds	funds
	2023	2023	2023	2023	2022
	£	£	£	£	£
'Retreats' journal - direct costs	8,701		700	9,401	8,915
Books and Icon costs	1,636			1,636	822
Conference costs					16,910
Training consultation - direct cost	4,236			4,236	1,172
Summer event - direct costs	2,763			2,763	
Spiritual Direction Network					300
Salaries, pensions and national insurance	43,318	510		43,828	43,734
Other staffing costs		4,465	4,200	8,665	5,200
Publicity, advertising and subscriptions	2,278	1,000		3,278	2,775
Printing, postage, stationery and telephone	2,502	1,000		3,502	2,932
Software, IT expenses and sundry equipment	637	1,500		2,137	2,862
Website development	364			364	331
Premises costs	865	1,325		2,190	1,772
Insurance	477			477	606
Sundry expenses	279			279	276
Governance costs (see note 6)	1,495	2,200		3,695	1,629
	69,551	12,000	4,900	86,451	90,236

For the year ended 30 September 2022, £69,279 of the expenditure related to unrestricted funds, £16,910 related to designated funds and £4,047 was for restricted funds.

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

5. Analysis of expenditure on charitable activities

	Direct costs £	Support costs £	Governance costs £	Total 2023 £	Total 2022 £
'Retreats' journal - direct costs	9,401			9,401	8,915
Books and Icon costs	1,636			1,636	822
Conference costs					16,910
Training consultation - direct cost	4,236			4,236	1,172
Summer event - direct costs	2,763			2,763	
Spiritual Direction Network					300
Salaries, pensions and national insurance	28,502	15,326		43,828	43,734
Other staffing costs	7,585	1,080		8,665	5,200
Publicity, advertising and subscriptions	3,022	256		3,278	2,775
Printing, postage, stationery and telephone	2,802	700		3,502	2,932
Software, IT expenses and sundry equipment	1,710	427		2,137	2,862
Website development	364			364	331
Premises costs	1,423	767		2,190	1,772
Insurance	310	167		477	606
Sundry expenses		279		279	276
Governance costs (see note 6)			3,695	3,695	1,629
	63,754	19,002	3,695	86,451	90,236

6. Governance costs (included in analysis in notes 4 and 5)

	Unrestricted funds 2023 £	Designated funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Trustee travel expenses	105	521		636	123
Other meetings expenses		1,669		1,669	246
Independent examination fee	1,390			1,390	1,260
	1,495	2,200		3,695	1,629

For the year ended 30 September 2022 all the expenditure related to unrestricted funds.

During the year 5 (2022: 1) trustees received reimbursement of travel expenses for attending meetings amounting to £636 (2022: £123)

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

7. Staff costs

	Total funds 2023 £	Total funds 2022 £
Salaries	40,338	40,230
Pension contributions	3,490	3,504
	43,828	43,734

Average number of staff that served during the period - 2 (2022 - 2).

The Executive Director, Alison MacTier, along with the trustees as a body, but chiefly with the operations committee comprising Michael O'Halloran (until March 2023), Sheila Pollard and Cameron Butland (from February 2023) are considered the key management personnel of the charity and the total remuneration paid in this category amounted to £35,884.

8. Stocks

	2023 £	2022 £
Stocks of books	278	389

9. Debtors

	2023 £	2022 £
Trade debtors	1,533	595
Other debtors	2,047	329
Prepayments and accrued income	2,990	2,650
	6,570	3,574

10. Creditors: amounts falling due within one year

	2023 £	2022 £
Accruals	1,390	1,260
Other creditors	2,509	2,910
	3,899	4,170

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

11. Statement of funds

	Brought forward £	Incoming resources £	Resources expended £	Carried forward £
Restricted funds				
Training opportunities	4,311			4,311
Fundraising	5,452		4,900	552
	9,763		4,900	4,863
Designated fund				
Unsolicited grant	91,534		12,000	79,534
General fund	24,267	67,227	69,551	21,943
Total of funds	125,564	67,227	86,451	106,340

The fund for training opportunities is to provide grants for training opportunities in spiritual direction for people who come from unorthodox backgrounds.

The fund for fundraising is to help increase funds for the charity in the future to create a more sustainable income generating capacity over a period of time by focussing on a number of potential sources of new and increased income.

In the previous year the charity received an unsolicited grant of £100,000 which the trustees have designated for the following purposes:

1. To fund core costs in running the charity
2. To outsource expertise that will help to support the charity's fundraising capacity and help build a sustainable future
3. To help develop and extend existing projects
4. To help fund new projects

The grant has been used this financial year to cover the deficit on running the conference.

The trustees plan to spend funds on activities and services that the charity would be unable to develop without it.

12. Analysis of net assets between funds

	Unrestricted funds 2023 £	Designated funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Current assets	25,842	79,534	4,863	110,239	129,734
Creditors: amounts falling due within one year	(3,899)			(3,899)	(4,170)
	21,943	79,534	4,863	106,340	125,564

13. Analysis of cash and cash equivalents

	2023 £	2022 £
Bank current account	103,256	125,704
Cash in hand	135	67
Total	103,391	125,771



THE RETREAT ASSOCIATION

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISORS

FOR THE YEAR ENDED 30 SEPTEMBER 2023

Trustees –

Nominated by Founding members

Rev. Cameron Butland
Mrs Susan Chastney
Rev Tim Mountain (resigned 10 March 2023)
Mr Michael O'Halloran (resigned 10 March 2023)
Rev. Carol Smith
Miss Shirley Taylor

Rev Carol Smith resigned on 17 October 2023.

Appointed by directors

Mrs Sheila Pollard
Ms Kathryn Turner

Patrons

Abbot Christopher Jamison OSB
Ms Sara Maitland
Mrs Margaret Rizza
Rev Graham Sparkes
Dr Rowan Williams

Company registration number

8385106

Charity registration number

1150792

Registered Office

23 Greenhill Park, Barnet, Herts EN5 1HQ

Contact details -

Telephone

01494 569056

Email address

info@retreats.org.uk

Internet address

www.retreats.org.uk

Executive Director

Miss Alison MacTier

Office administrator

Mrs Clare Lake

Independent examiners

Griffin Stone Moscrop & Co, Chartered Accountants
21-27 Lamb's Conduit Street, London WC1N 3GS

Bankers

Barclays Bank plc
4 Sycamore Road
Amersham
HP6 4DT

THE RETREAT ASSOCIATION

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 30 SEPTEMBER 2023

The trustees present their annual report together with the accounts of the charity for the year ended 30 September 2023 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The accounts comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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) issued in October 2019.

Objectives and activities

The main object of the charity is to advance religion by promoting the development of Christian life through retreats.

The main activities of The Retreat Association have continued to be:

- Producing resources to enable people to find out more about retreats, including: information packs and leaflets; the publication each December of *Retreats* – a journal listing over 150 retreat houses and their programmes and a range of articles and book reviews relating to a specific theme.
- Offering individual, appropriate and excellent impartial advice to general enquirers about retreats and spiritual direction.
- Maintaining a website as a source of information and signposting for both the first time enquirer and those with experience of the Association.
- Maintaining national links with local practitioners who can help people to find someone with whom to share their spiritual journey – a spiritual director or mentor.
- Seeking ways to reach out to those from both within and outside the Church, to enable them to find ways of exploring and deepening their relationship with God.
- Facilitating a national training conference every two years to enable those involved in spiritual direction training to exchange good practice and expertise.
- Organising a national conference every three years for members, retreat house wardens, leaders, spiritual directors, practitioners in the field and interested parties to encourage and inspire all those engaged in Christian spirituality.
- Promoting the annual Quiet Day.
- Liaising with retreat centres, churches, cathedrals and educational establishments to display the Retreat Association icon and offer quiet days and events that offer opportunities for prayer and reflection.
- Promoting the value of retreats and reflective activities through the national Christian press, social media and attendance at national events.
- Engaging in partnerships with other organisations to help promote the value of retreats, spiritual direction and reflective activities.
- Supporting members of all Retreat Association Founding member groups through an annual newsletter and news bulletin and providing additional membership and administrative services.
- Participation in national ecumenical activities (The Retreat Association is a body in association with Churches Together in Britain & Ireland – CTBI).

In producing their assessment of the benefit to the public provided by the charity the trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. To do this the Founding member groups have chosen to work together as the Retreat Association in order to learn from each other, to reach out more effectively to all people and to demonstrate Christian unity in practice.

Achievements and performance

The Retreat Association has continued to develop and build on the achievements of previous years through organising events, providing high quality resources and offering impartial advice to those seeking to explore and deepen their faith journey through retreats and reflective activities. Over the last year, we have offered in-person and online events, strengthened our web and social media presence, organised and participated in initiatives to support the spiritual direction ministry, and taken time to focus on our vision and strategy.

The annual *Retreats* handbook was published in December 2022 and included the listings for over 150 retreat centres, 12 articles on the theme of 'Wisdom' and lead article by Nick Austin SJ. Members of the Association also received an e-news bulletin in May 2023 and an annual newsletter in August 2023.

The Association held a two-day Conference in February at Woodbrooke Quaker Study Centre for 38 people involved in delivering Spiritual Direction training courses across the UK. Those gathered were invited to discuss and comment on a draft document 'Guidance for Developing Formation Programmes for Spiritual Directors' which aims to support the training of spiritual direction. This has been written collaboratively by a team of practitioners in the field, facilitated by the Retreat Association, and will be published in February 2024.

The Retreat Association has continued to develop its website in order to reach out to more people seeking retreats and spiritual direction and, with the help of generous donors, we have recruited a freelance Social Media and Website Developer to support these activities. In the last year we have launched new pages to encourage those on their first retreat and to highlight our retreats advisory service. In the next year we plan to expand our online services to include a page for searching for a specific retreat. We are active on social media, which has helped to encourage more people to our website, raised awareness of our work and increased the number of enquires we receive. Our website traffic has increased over the year with 5.7k page views in September 2022 and 8.7k in September 2023. Media coverage this year included a piece about retreats in *Church Times*.

The Retreat Association icon continues to be a way of encouraging prayer and contemplation and in the last year it was on display at 7 retreat centres, 2 churches and 2 cathedrals across the country.

The Retreat Association strives to be ecumenical in its approach and celebrates the unique contribution that each member group makes to the retreats ministry. It was with sadness that we learned that the Baptist Union Retreat Group (BURG) would be closing and a Service of Thanksgiving was held to mark this event in April 2023. BURG began in 1987 as a way of making retreats more accessible to members of the Baptist Union but its work soon extended far beyond that to the wider retreats ministry. It has contributed significantly to the leadership of the Retreat Association over the years including a constant presence on the Board of Trustees and, on a number of occasions, the role of Chair. BURG has left a lasting legacy and we hope that members will continue to stay in touch with our work.

At the end of June the Association held its Summer Event at the Royal Foundation of St Katharine, welcoming speaker Richard Carter to speak on 'The Still Centre: Searching for Peace in the midst of the world'. This was a hybrid event and attracted 35 people to the venue and 20 online and we were also joined by patron Rev Graham Sparkes who facilitated a Q&A session. The day also included discussion, worship and refreshments.

The Association continues to support the ministry of spiritual direction through offering advice in helping people find a spiritual director and maintains a list of spiritual direction courses for regular enquirers who seek to train in this valuable area of ministry. The Association is part of the Spiritual Direction Forum UK, which seeks to support and resource spiritual directors through promoting good practice and encouraging the creative development of this ministry.

The Retreat Association continues to prioritise vision and strategy and in July the Board of Trustees and Executive Director met for a facilitated Away Day to focus on these areas. The outcomes of this meeting will help to inform our future strategy.

In summary, over the last year the Retreat Association has continued to provide high quality events and resources, offering advice, encouragement and training events to support the ministries of retreats and spiritual direction. Our Patrons, Trustees, staff, volunteers and members share in a vision to support people who wish to explore and deepen their journey with God in uncertain times.

Financial review

The charity's funds are divided into restricted, designated and unrestricted funds.

Restricted funds can only be used for the purpose for which they are set up as follows:

- To provide grants for training opportunities in spiritual direction for people who come from unorthodox backgrounds. No grants were made during the year and there remains at the end of the year a balance of £4,311.
- For fundraising to help increase funds for the charity in the future in order to create a more sustainable income generating capacity over a period of time by focusing on a number of potential sources of new and increased income. £4,900 of the fund was spent during the year. There remains a balance at the end of the year of £552.

Two years ago, the charity received an unsolicited grant of £100,000 which the trustees have designated for the following purposes:

1. To fund core costs in running the charity
2. To outsource expertise that will help to support the charity's fundraising capacity and help build a sustainable future
3. To help develop and extend existing projects
4. To help fund new projects.

The grant has been used this financial year to cover expenditure amounting to £12,000. There remains a balance to carry forward at the end of the year of £79,534.

The unrestricted fund, the general fund, is the main fund into which income is paid and payment is made for the cost of running the charity. The general fund income for the year was £67,227 of which £17,567 was donations, 'Retreats' sales and advertising was £22,289 and website income was £14,225. Expenditure for the year was £69,551 of which £43,318 was on salaries and staff costs. The expenditure exceeded income for the year by £2,324. The balance to carry forward on the general fund at the end of the year was £21,943.

Because of continuing support from contributions from Funding and Associate members, the income arising from 'Retreats' and the website and the balance of the unsolicited gift of £79,534 the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the accounts.

It is the policy of the trustees to maintain a balance on general fund, if possible, which equates to three months unrestricted payments. Based on the budget for core costs for the year to 30 September 2023 the balance carried forward exceeds three months. The trustees will seek to manage costs and income in the period following the year under review with the aim of ensuring that the stated policy is maintained.

Structure, governance and management

The company was incorporated on 1 February 2013 and was registered with the Charity Commission on 13 February 2013. On 1 April 2013 the company took over the activities, assets and liabilities of an unincorporated charity, The Retreat Association (Charity Commission Registered Number: 328746), with the exception of a sum of £10 so that, for the purpose only of receiving future legacies, this charity retains its charity registration. The company commenced operations on 1 April 2013.

Under the Articles of Association there can be up to seven persons nominated by the Founding members and up to eight persons appointed by the trustees. The trustees meet four times a year. In addition there are two committees – operations, and fundraising & events – which meet four and two times a year respectively.

The members of the company are the subscribers to the Memorandum of Association, four Founding members (three Founding members from April 2023), up to five individuals appointed by each Founding member, the appointed trustees, and such other persons as are admitted to membership by the trustees in accordance with the Articles. Each member has a liability limited to a sum not exceeding £1.

The trustees have assessed the major risks to which the charity may be exposed, in particular those relating to the operations and finances of the charity. They are satisfied that systems are in place to mitigate any exposure to major risks.

Statement of trustees' responsibilities

The trustees (who are also directors of the company for the purposes of company law) are responsible for preparing the trustees' annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of the incoming resources and application of resources, including the income and expenditure for that year. In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue on that basis.

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

In preparing this report, the trustees have taken advantage of the small companies exemption provided by section 415A of the Companies Act 2006.

Approved by the board of trustees on 8 December 2023 and signed on their behalf by:

Cameron Butland

REV CAMERON BUTLAND
Director

Independent Examiner's Report to the Trustees of The Retreat Association

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 September 2023 which are set out on pages 7 to 15.

Responsibilities and basis of report

As the charity trustees of the company (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 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:

1. accounting records were not kept in respect of the company 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 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.



Robert Smith ACA

Griffin Stone Moscrop & Co
Chartered Accountants
21-27 Lamb's Conduit Street
London
WC1N 3GS

Date: 11/12/2023

THE RETREAT ASSOCIATION**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)****FOR THE YEAR ENDED 30 SEPTEMBER 2023**

		Unrestricted funds 2023 Notes £	Designated funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:						
Donations	2	17,567			17,567	26,481
Charitable activities:	3	47,799			47,799	49,300
Other income:						
Bank interest		510			510	22
VAT recovered		1,351			1,351	852
Total income		67,227			67,227	76,655
Expenditure on:						
Charitable activities	4,5	69,551	12,000	4,900	86,451	90,236
Total expenditure		69,551	12,000	4,900	86,451	90,236
Net (expenditure) income and net movement of funds for the year		(2,324)	(12,000)	(4,900)	(19,224)	(13,581)
Reconciliation of funds:						
Total Funds at 1 October 2022		24,267	91,534	9,763	125,564	139,145
Total Funds at 30 September 2023		21,943	79,534	4,863	106,340	125,564

All activities relate to continuing operations.

The attached notes form part of the accounts.

THE RETREAT ASSOCIATION**Company Registration Number: 8385106****BALANCE SHEET AS AT 30 SEPTEMBER 2023**

	Notes	2023 £	2022 £
Current assets			
Stocks	8	278	389
Debtors	9	6,570	3,574
Cash at bank and in hand		103,391	125,771
		<u>110,239</u>	<u>129,734</u>
Current liabilities			
Creditors: amounts falling due within one year	10	3,899	4,170
Net current assets		<u>106,340</u>	<u>125,564</u>
Funds			
General fund		21,943	24,267
Designated fund		79,534	91,534
Restricted funds		4,863	9,763
	11	<u>106,340</u>	<u>125,564</u>

The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 30 September 2023 and of its net incoming resources for the year then ended in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements were approved by the directors on 8 December 2023 and signed on their behalf by:

Cameron Butland

REV. CAMERON BUTLAND
Director

The attached notes form part of the accounts.

**THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

1. Accounting Policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with 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) issued in October 2019 (SORP 2015 (FRS 102)), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The accounts include all transactions, assets and liabilities for which the charity is responsible in law.

1.2 Company Status

The company is a company limited by guarantee. The members of the company are:
The subscribers to the Memorandum of Association
The Founding Members (whose names are listed in note 2)
Up to five individuals appointed by each Founding Member
The Appointed Trustees
Such other persons as are admitted to membership by the trustees in accordance with the Articles.
Each member has a liability limited to a sum not exceeding £1.

1.3 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income can be measured reliably.

Income tax recoverable in relation to donations received under Gift Aid is recognised at the time of the donation.

1.4 Expenditure

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

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Support costs are costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

**THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

1.4 Expenditure (continued)

The company is registered for VAT. The direct costs of the 'Retreats' journal excludes VAT but all other expenditure includes VAT where appropriate of which 69% is recoverable.

The company operates a defined contribution personal pension plan for two of its employees. Contributions are recognised as an expense in the period in which they are paid.

1.5 Fund accounting

Unrestricted funds are expendable at the discretion of the directors in furtherance of the objects of the company. Designated funds are those funds that have been set aside by the directors for a particular purpose. Restricted funds are those funds that have been donated for a particular purpose and must be spent by the directors on the furtherance of that purpose.

1.6 Stocks

Stocks of books are valued at the lower of cost and net realisable value.

1.7 Debtors

Trade and other debtors are recognised at the settlement amount after provision for doubtful debts. Prepayments and accrued income are valued at the amount prepaid.

1.8 Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

1.9 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments (including debtors and creditors) are initially recognised at transaction value and subsequently measured at their settlement value.

1.10 Cash at bank and in hand

Cash at bank and in hand includes cash and current and immediate access deposit accounts.

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

2. Income from donations

	Unrestricted funds 2023 £	Designated funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Contributions from Founding members:					
Association for Promoting Retreats	4,650			4,650	5,600
Baptist Union Retreat Group	423			423	724
Catholic Spirituality Network	2,401			2,401	3,038
Reflect	1,271			1,271	1,412
	8,745			8,745	10,774
Contributions from Associate members	7,852			7,852	7,736
Other donations	924			924	7,907
Income tax recoverable	46			46	64
	17,567			17,567	26,481

In 2022 all the income related to unrestricted funds.

3. Income from charitable activities

	Unrestricted funds 2023 £	Designated funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
'Retreats' sales and advertising	22,289			22,289	25,200
Website income	14,225			14,225	12,360
Conference income					8,444
Training consultation	6,046			6,046	1,200
Sales of books and Icon income	2,384			2,384	1,822
Summer event and other income	2,855			2,855	274
	47,799			47,799	49,300

For the year ended 30 September 2022 £40,856 of the income related to unrestricted funds
and £8,444 related to designated funds.

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

4. Expenditure on charitable activities

Summary by fund type	Unrestricted	Designated	Restricted	Total	Total
	funds	funds	funds	funds	funds
	2023	2023	2023	2023	2022
	£	£	£	£	£
'Retreats' journal - direct costs	8,701		700	9,401	8,915
Books and Icon costs	1,636			1,636	822
Conference costs					16,910
Training consultation - direct cost	4,236			4,236	1,172
Summer event - direct costs	2,763			2,763	
Spiritual Direction Network					300
Salaries, pensions and national insurance	43,318	510		43,828	43,734
Other staffing costs		4,465	4,200	8,665	5,200
Publicity, advertising and subscriptions	2,278	1,000		3,278	2,775
Printing, postage, stationery and telephone	2,502	1,000		3,502	2,932
Software, IT expenses and sundry equipment	637	1,500		2,137	2,862
Website development	364			364	331
Premises costs	865	1,325		2,190	1,772
Insurance	477			477	606
Sundry expenses	279			279	276
Governance costs (see note 6)	1,495	2,200		3,695	1,629
	69,551	12,000	4,900	86,451	90,236

For the year ended 30 September 2022, £69,279 of the expenditure related to unrestricted funds, £16,910 related to designated funds and £4,047 was for restricted funds.

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

5. Analysis of expenditure on charitable activities

	Direct costs £	Support costs £	Governance costs £	Total 2023 £	Total 2022 £
'Retreats' journal - direct costs	9,401			9,401	8,915
Books and Icon costs	1,636			1,636	822
Conference costs					16,910
Training consultation - direct cost	4,236			4,236	1,172
Summer event - direct costs	2,763			2,763	
Spiritual Direction Network					300
Salaries, pensions and national insurance	28,502	15,326		43,828	43,734
Other staffing costs	7,585	1,080		8,665	5,200
Publicity, advertising and subscriptions	3,022	256		3,278	2,775
Printing, postage, stationery and telephone	2,802	700		3,502	2,932
Software, IT expenses and sundry equipment	1,710	427		2,137	2,862
Website development	364			364	331
Premises costs	1,423	767		2,190	1,772
Insurance	310	167		477	606
Sundry expenses		279		279	276
Governance costs (see note 6)			3,695	3,695	1,629
	63,754	19,002	3,695	86,451	90,236

6. Governance costs (included in analysis in notes 4 and 5)

	Unrestricted funds 2023 £	Designated funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Trustee travel expenses	105	521		636	123
Other meetings expenses		1,669		1,669	246
Independent examination fee	1,390			1,390	1,260
	1,495	2,200		3,695	1,629

For the year ended 30 September 2022 all the expenditure related to unrestricted funds.

During the year 5 (2022: 1) trustees received reimbursement of travel expenses for attending meetings amounting to £636 (2022: £123)

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

7. Staff costs

	Total funds 2023 £	Total funds 2022 £
Salaries	40,338	40,230
Pension contributions	3,490	3,504
	43,828	43,734

Average number of staff that served during the period - 2 (2022 - 2).

The Executive Director, Alison MacTier, along with the trustees as a body, but chiefly with the operations committee comprising Michael O'Halloran (until March 2023), Sheila Pollard and Cameron Butland (from February 2023) are considered the key management personnel of the charity and the total remuneration paid in this category amounted to £35,884.

8. Stocks

	2023 £	2022 £
Stocks of books	278	389

9. Debtors

	2023 £	2022 £
Trade debtors	1,533	595
Other debtors	2,047	329
Prepayments and accrued income	2,990	2,650
	6,570	3,574

10. Creditors: amounts falling due within one year

	2023 £	2022 £
Accruals	1,390	1,260
Other creditors	2,509	2,910
	3,899	4,170

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

11. Statement of funds

	Brought forward £	Incoming resources £	Resources expended £	Carried forward £
Restricted funds				
Training opportunities	4,311			4,311
Fundraising	5,452		4,900	552
	9,763		4,900	4,863
Designated fund				
Unsolicited grant	91,534		12,000	79,534
General fund	24,267	67,227	69,551	21,943
Total of funds	125,564	67,227	86,451	106,340

The fund for training opportunities is to provide grants for training opportunities in spiritual direction for people who come from unorthodox backgrounds.

The fund for fundraising is to help increase funds for the charity in the future to create a more sustainable income generating capacity over a period of time by focussing on a number of potential sources of new and increased income.

In the previous year the charity received an unsolicited grant of £100,000 which the trustees have designated for the following purposes:

1. To fund core costs in running the charity
2. To outsource expertise that will help to support the charity's fundraising capacity and help build a sustainable future
3. To help develop and extend existing projects
4. To help fund new projects

The grant has been used this financial year to cover the deficit on running the conference.

The trustees plan to spend funds on activities and services that the charity would be unable to develop without it.

12. Analysis of net assets between funds

	Unrestricted funds 2023 £	Designated funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Current assets	25,842	79,534	4,863	110,239	129,734
Creditors: amounts falling due within one year	(3,899)			(3,899)	(4,170)
	21,943	79,534	4,863	106,340	125,564

13. Analysis of cash and cash equivalents

	2023 £	2022 £
Bank current account	103,256	125,704
Cash in hand	135	67
Total	103,391	125,771

The Retreat Association
23 Greenhill Park, Barnet, Hertfordshire, EN5 1HQ.

Griffin Stone Moscrop & Co.
21-27 Lamb's Conduit Street
London
WC1N 3GS

8th December 2023

Dear Sirs,

The following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience such as we consider necessary in connection with your independent examination of the charitable company's financial statements for the year ended 30 September 2023. These enquiries have included inspection of supporting documentation where appropriate and are sufficient to satisfy ourselves that we can make each of the following representations. All representations are made to the best of our knowledge and belief.

1) Accounting exemptions

We confirm that the charitable company qualifies as small in accordance with the conditions set out in Chapter 1 of Part 15 of the Companies Act 2006.

2) Audit exemption

We acknowledge that the work performed by you is substantially less in scope than an audit performed in accordance with International Standards on Auditing (UK) and that you do not express an audit opinion. We confirm that the charitable company was entitled to exemption under both section 477 of the Companies Act 2006 and section 144 of the Charities Act 2011 from the requirement to have its financial statements for the financial year ended 30 September audited. We also confirm that the members have not required the charitable company to obtain an audit of its financial statements for the year in accordance with section 476 of the Companies Act 2006.

3) Financial records

We have fulfilled our responsibilities as directors, as set out in the terms of your engagement letter dated 5 December 2022, under the Companies Act 2006 for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view, and for making accurate representations to you.

All the accounting records have been made available to you for the purpose of your independent examination and all the transactions undertaken by the charitable company have been properly reflected and recorded in the accounting records. We have provided you with unrestricted access to all appropriate persons within the charitable company, and with all records and related information requested, including the minutes of all trustees' and management meetings and correspondence with the Charity Commission.

4) Going concern

As directors we have considered the financial position of the charitable company. We believe that the charitable company's financial statements should be prepared on the going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charitable company's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charitable company's ability to continue as a going concern need to be made in the financial statements.

5) Loans and arrangements

The charitable company has not, during the period, granted any advances or credits to, or made guarantees on behalf of, directors other than those disclosed in the financial statements.

All transactions relating to or on behalf of any director of the charitable company, either during or since the end of the financial period, have been notified to you.

6) Related parties

Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with legislative and accounting standards requirements.

We confirm that the name of the party controlling the charitable company (and, if different, of that of the ultimate controlling party) together with details of the related party relationship is adequately disclosed in the financial statements.

7) Assets and liabilities

We confirm the charitable company has satisfactory title to all assets and there are no liens or encumbrances on the charitable company's assets, except for those that are disclosed in the notes to the financial statements.

We have recorded or disclosed, as appropriate, all liabilities, both actual and contingent, and have disclosed in the notes to the financial statements all guarantees that we have given to third parties.

We have no plans or intentions that may materially alter the carrying value and, where relevant, the fair value measurements or classification of assets and liabilities reflected in the financial statements.

8) Accounting estimates

The methods, data and significant assumptions used by us in making accounting estimates, and their related disclosures, are appropriate to achieve recognition, measurement and disclosure that is reasonable in the context of the applicable financial reporting framework.

9) Capital commitments

There were no material capital commitments at the year end other than as disclosed in the financial statements.

10) Legal claims

We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for and disclosed in the financial statements.

11) Subsequent events

All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed. Should further material events occur we will advise you accordingly.

12) Laws and regulations

We acknowledge as directors our responsibilities to take appropriate steps to provide reasonable assurance that the charitable company has complied with laws and regulations applicable to its activities and to establish arrangements for preventing any non-compliance with laws and regulations and detecting any that occur.

We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

13) Grants and donations

All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.

Yours faithfully

Director
On behalf of the board

THE RETREAT ASSOCIATION

England & Wales - Charity number 1150792

Accounts

THE RETREAT ASSOCIATION

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISORS

FOR THE YEAR ENDED 30 SEPTEMBER 2022

Trustees –

Nominated by Founding members

Rev. Cameron Butland (nominated September 2022)
 Mrs Susan Chastney
 Mr Stewart McCredie (resigned September 2022)
 Rev Tim Mountain
 Mr Michael O'Halloran
 Rev. Carol Smith (nominated December 2021)
 Miss Shirley Taylor
 Fr David Tobin (resigned September 2022)

Appointed by directors

Rev Martin Davies (resigned December 2022)
 Miss Sue Bennett (resigned September 2022)
 Mrs Sheila Pollard (appointed June 2022)
 Mr Mark Sweeny (resigned March 2022)
 Ms Kathryn Turner (appointed September 2022)

Patrons

Abbot Christopher Jamison OSB
 Ms Sara Maitland
 Mrs Margaret Rizza
 Rev Graham Sparkes
 Dr Rowan Williams

Company registration number

8385106

Charity registration number

1150792

Registered Office

23 Greenhill Park, Barnet, Herts EN5 1HQ

Contact details -

Telephone

01494 569056

Email address

info@retreats.org.uk

Internet address

www.retreats.org.uk

Executive Director

Miss Alison MacTier

Office administrator

Mrs Clare Lake

Independent examiners

Griffin Stone Moscrop & Co, Chartered Accountants
 21-27 Lamb's Conduit Street, London WC1N 3GS

Bankers

Barclays Bank plc
 4 Sycamore Road
 Amersham
 HP6 4DT

THE RETREAT ASSOCIATION

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 30 SEPTEMBER 2022

The trustees present their annual report together with the accounts of the charity for the year ended 30 September 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The accounts comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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) issued in October 2019.

Objectives and activities

The main object of the charity is to advance religion by promoting the development of Christian life through retreats.

The main activities of The Retreat Association have continued to be:

- Producing resources to enable people to find out more about retreats, including: information packs and leaflets; the publication each December of *Retreats* – a journal listing over 160 retreat houses and their programmes and a range of articles and book reviews relating to a specific theme.
- Offering individual, appropriate and excellent impartial advice to general enquirers about retreats and spiritual direction.
- Maintaining a website as a source of information and signposting for both the first time enquirer and those with experience of the Association.
- Maintaining national links with local practitioners who can help people to find someone with whom to share their spiritual journey – a spiritual director or mentor.
- Seeking ways to reach out to those from both within and outside the Church, to enable them to find ways of exploring and deepening their relationship with God.
- Facilitating a national training conference every two years to enable those involved in spiritual direction training to exchange good practice and expertise.
- Organising a national conference every three years for members, retreat house wardens, leaders, spiritual directors, practitioners in the field and interested parties to encourage and inspire all those engaged in Christian spirituality.
- Promoting the annual Quiet Day.
- Liaising with retreat centres, churches, cathedrals and educational establishments to display the Retreat Association icon and offer quiet days and events that offer opportunities for prayer and reflection.
- Promoting the value of retreats and reflective activities through the national Christian press, social media and attendance at national events.
- Engaging in partnerships with other organisations to help promote the value of retreats, spiritual direction and reflective activities.
- Supporting members of all Retreat Association Founding member groups through an annual newsletter and news bulletin and providing additional membership and administrative services.
- Participation in national ecumenical activities (The Retreat Association is a body in association with Churches Together in Britain & Ireland – CTBI).

In producing their assessment of the benefit to the public provided by the charity the trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the

Charity Commission's general guidance on public benefit and in particular, the specific guidance on the advancement of religion for the public benefit. To do this the Founding member groups have chosen to work together as the Retreat Association in order to learn from each other, to reach out more effectively to all people and to demonstrate Christian unity in practice.

Achievements and performance

The Retreat Association has continued to build on the achievements of previous years through organising events, providing high quality resources and offering advice. The Association has continued to adapt to change brought about by the pandemic, increasing its online presence and offering support and encouragement to all those seeking to explore and deepen their Christian faith journey through retreats and reflective activities.

The annual Retreats handbook was published in December 2021 and included the listings for over 160 retreat centres, 12 articles on the theme of 'Sacred Space' and lead article by Rachel Mann. Members of the Association also received an e-news bulletin in May 2022 and an annual newsletter in August 2022.

The Association held a one-day Conference for spiritual direction trainers in March. This was an interim event held in response to feedback from our biennial conference which was held in 2021. Here 47 people gathered online to share progress on a draft document offering extensive guidance for spiritual direction training course content, which the Retreat Association plans to publish in 2023.

The Retreat Association website, redesigned in 2021 continues to develop and over the past year we have begun to explore new ways of reaching out to people through technology. This is an area we hope to develop further in the year to come with the support of our generous donors. Media coverage this year included a piece about retreats in *Church Times*.

The Retreat Association icon continues to be a way of encouraging prayer and contemplation and in the last year, despite the restrictions of the pandemic, it was on display at a total of nine venues, including retreat centres, cathedrals, churches and training colleges.

At the end of June the Association held its Conference online. This had been postponed due to the pandemic and the decision was made to livestream the event from the beautiful chapel of the Royal Foundation of St Katharine. The theme of the conference was 'Living with Courage' and included contributions from Rachel Mann, Ched Myers, Jane Shaw, Pádraig Ó Tuama and patron Graham Sparkes, with creative input from artist Carol Marples and liturgist Alison Adam. The online format of the conference was a new departure and the chapel gave a sense of place to the theme. Although numbers were lower than expected, the conference had offered new possibilities for those attending from a distance, including two speakers joining us from overseas. The feedback was exceptional and we will bear this in mind as we plan for future events.

For those seeking spiritual direction, the Association continues to offer advice in helping people find a spiritual director and maintains a list of spiritual direction courses for regular enquirers who seek to train in this valuable area of ministry. The Association continues to be part of the Initiating Group of the National Spiritual Direction Forum, which seeks to support and resource spiritual directors through promoting good practice and encouraging the creative development of this ministry. Over 100 attended the online launch event in May 2022.

Mindful of the significance of attaining high standards of governance, the Association has also continued to follow a clear strategy, updating policy documents and risk register during the course of the year.

In summary, during the last year, the Retreat Association has built on the achievements of the previous year through continuing to provide high quality events and resources and ongoing

encouragement to support the ministries of retreats and spiritual direction. All these developments are underlined by a vision shared by Patrons, Trustees, staff, volunteers and members – to continue finding ways to enable people to explore and deepen their journey with God in these challenging times.

Financial review

The charity's funds are divided into restricted, designated and unrestricted funds.

Restricted funds can only be used for the purpose for which they are set up as follows:

- To provide grants for training opportunities in spiritual direction for people who come from unorthodox backgrounds. Grants of £300 were made during the year and there remains at the end of the year a balance of £4,311.
- For fundraising to help increase funds for the charity in the future in order to create a more sustainable income generating capacity over a period of time by focusing on a number of potential sources of new and increased income. £3,747 of the fund was spent during the year. There remains a balance at the end of the year of £5,452.

In the previous year the charity received an unsolicited grant of £100,000 which the trustees have designated for the following purposes:

1. To fund core costs in running the charity
2. To outsource expertise that will help to support the charity's fundraising capacity and help build a sustainable future
3. To help develop and extend existing projects
4. To help fund new projects.

The grant has been used this financial year to cover the deficit arising on the running of the Conference.

The unrestricted fund, the general fund, is the main fund into which income is paid and payment is made for the cost of running the charity. The general fund income for the year was £68,211 of which £20,481 was donations, 'Retreats' sales and advertising was £25,200 and website income was £12,360. Expenditure for the year was £69,279 of which £43,734 was on salaries and staff costs. Thus expenditure exceeded income for the year by £1,068. The balance to carry forward on the general fund at the end of the year was £24,267.

Because of continuing support from contributions from Funding and Associate members, the income arising from 'Retreats' and the website and the balance of the unsolicited gift of £91,534 the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the accounts.

It is the policy of the trustees to maintain a balance on general fund, if possible, which equates to three months unrestricted payments. Based on the budget for core costs for the year to 30 September 2022 the balance carried forward exceeds three months. The trustees will seek to manage costs and income in the period following the year under review with the aim of ensuring that the stated policy is maintained.

Structure, governance and management

The company was incorporated on 1 February 2013 and was registered with the Charity Commission on 13 February 2013. On 1 April 2013 the company took over the activities, assets and liabilities of an unincorporated charity, The Retreat Association (Charity Commission Registered Number: 328746), with the exception of a sum of £10 so that, for the purpose only of receiving future legacies, this charity retains its charity registration. The company commenced operations on 1 April 2013.

Under the Articles of Association there can be up to seven persons nominated by the Founding members and up to eight persons appointed by the trustees. The trustees meet three times a year. In addition there are two committees – operations, and fundraising & events – which also meet three times a year.

The members of the company are the subscribers to the Memorandum of Association, four Founding members, up to five individuals appointed by each Founding member, the appointed trustees, and such other persons as are admitted to membership by the trustees in accordance with the Articles. Each member has a liability limited to a sum not exceeding £1.

The trustees have assessed the major risks to which the charity may be exposed, in particular those relating to the operations and finances of the charity. They are satisfied that systems are in place to mitigate any exposure to major risks.

Statement of trustees' responsibilities

The trustees (who are also directors of the company for the purposes of company law) are responsible for preparing the trustees' annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of the incoming resources and application of resources, including the income and expenditure for that year.

In preparing these accounts, the trustees are required to:

- o select suitable accounting policies and then apply them consistently;
- o observe the methods and principles in the Charities SORP;
- o make judgments and estimates that are reasonable and prudent;
- o state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- o prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue on that basis.

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

In preparing this report, the trustees have taken advantage of the small companies exemption provided by section 415A of the Companies Act 2006.

Approved by the board of trustees on 15 December 2022 and signed on their behalf by:

Michael O'Halloran

MICHAEL O'HALLORAN
Director

Independent Examiner's Report to the Trustees of The Retreat Association

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 September 2022 which are set out on pages 7 to 15.

Responsibilities and basis of report

As the charity trustees of the company (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 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:

1. accounting records were not kept in respect of the company 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 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.

Richard Hill

Richard Hill FCA

Griffin Stone Moscrop & Co
Chartered Accountants
21-27 Lamb's Conduit Street
London
WC1N 3GS

Date: 19/12/2022

THE RETREAT ASSOCIATION**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)****FOR THE YEAR ENDED 30 SEPTEMBER 2022**

		Unrestricted funds 2022 £	Designated funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
	Notes					
Income from:						
Donations	2	26,481	-	-	26,481	124,216
Charitable activities:	3	40,878	8,444	-	49,322	39,337
Other income:						
VAT recovered		852	-	-	852	932
Total income		68,211	8,444	-	76,655	164,485
Expenditure on:						
Charitable activities	4,5	69,279	16,910	4,047	90,236	76,444
Total expenditure		69,279	16,910	4,047	90,236	76,444
Net (expenditure) income and net movement of funds for the year		(1,068)	(8,466)	(4,047)	(13,581)	88,041
Reconciliation of funds:						
Total Funds at 1 October 2021		25,335	100,000	13,810	139,145	51,104
Total Funds at 30 September 2022		24,267	91,534	9,763	125,564	139,145

All activities relate to continuing operations.

The attached notes form part of the accounts.

THE RETREAT ASSOCIATION
Company Registration Number: 8385106

BALANCE SHEET AS AT 30 SEPTEMBER 2022

	Notes	2022 £	2021 £
Current assets			
Stocks	8	389	500
Debtors	9	3,574	10,647
Cash at bank and in hand		<u>125,771</u>	<u>130,777</u>
		129,734	141,924
Current liabilities			
Creditors: amounts falling due within one year	10	4,170	2,779
Net current assets		<u>125,564</u>	<u>139,145</u>
Funds			
General fund		24,267	25,335
Designated fund		91,534	100,000
Restricted funds		<u>9,763</u>	<u>13,810</u>
	11	<u>125,564</u>	<u>139,145</u>

The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 30 September 2022 and of its net incoming resources for the year then ended in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements were approved by the directors on 15 December 2022 and signed on their behalf by:

Michael O'Halloran

MICHAEL O'HALLORAN
 Director

The attached notes form part of the accounts.

**THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

1. Accounting Policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with 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) issued in October 2019 (SORP 2015 (FRS 102)), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The accounts include all transactions, assets and liabilities for which the charity is responsible in law.

1.2 Company Status

The company is a company limited by guarantee. The members of the company are:
The subscribers to the Memorandum of Association
The Founding Members (whose names are listed in note 2)
Up to five individuals appointed by each Founding Member
The Appointed Trustees
Such other persons as are admitted to membership by the trustees in accordance with the Articles.
Each member has a liability limited to a sum not exceeding £1.

1.3 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income can be measured reliably.

Income tax recoverable in relation to donations received under Gift Aid is recognised at the time of the donation.

1.4 Expenditure

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

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Support costs are costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

**THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

1.4 Expenditure (continued)

The company is registered for VAT. The direct costs of the 'Retreats' journal excludes VAT but all other expenditure includes VAT where appropriate of which 60% is recoverable.

The company operates a defined contribution personal pension plan for two of its employees. Contributions are recognised as an expense in the period in which they are paid.

1.5 Fund accounting

Unrestricted funds are expendable at the discretion of the directors in furtherance of the objects of the company. Designated funds are those funds that have been set aside by the directors for a particular purpose. Restricted funds are those funds that have been donated for a particular purpose and must be spent by the directors on the furtherance of that purpose.

1.6 Stocks

Stocks of books are valued at the lower of cost and net realisable value.

1.7 Debtors

Trade and other debtors are recognised at the settlement amount after provision for doubtful debts. Prepayments and accrued income are valued at the amount prepaid.

1.8 Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

1.9 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments (including debtors and creditors) are initially recognised at transaction value and subsequently measured at their settlement value.

1.10 Cash at bank and in hand

Cash at bank and in hand includes cash and current and immediate access deposit accounts.

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

2. Income from donations

	Unrestricted funds 2022 £	Designated funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Contributions from Founding members:					
Association for Promoting Retreats	5,600	-	-	5,600	6,000
Baptist Union Retreat Group	724	-	-	724	301
Catholic Spirituality Network	3,038	-	-	3,038	2,727
Reflect	1,412	-	-	1,412	1,660
	10,774	-	-	10,774	10,688
Contributions from Associate members	7,736	-	-	7,736	7,882
Grants from APR	-	-	-	-	4,000
Other donations	7,907	-	-	7,907	101,588
Income tax recoverable	64	-	-	64	58
	26,481	-	-	26,481	124,216

In 2021 income of £20,216 was credited to unrestricted funds, £100,000 to designated funds and £4,000 to restricted funds.

3. Income from charitable activities

	Unrestricted funds 2022 £	Designated funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
'Retreats' sales and advertising	25,200	-	-	25,200	20,968
Website income	12,360	-	-	12,360	12,300
Conference income	-	8,444	-	8,444	-
Training consultation	1,200	-	-	1,200	3,195
Sales of books and Icon income	1,822	-	-	1,822	1,364
Summer event and other income	296	-	-	296	1,510
	40,878	8,444	-	49,322	39,337

For the year ended 30 September 2021 all income related to unrestricted funds.

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

4. Expenditure on charitable activities

Summary by fund type	Unrestricted funds	Designated funds	Restricted funds	Total funds	Total funds
	2022	2022	2022	2022	2021
	£	£	£	£	£
'Retreats' journal - direct costs	8,915	-	-	8,915	9,498
Books and Icon costs	822	-	-	822	946
Conference costs	-	16,910	-	16,910	
Training consultation - direct cost	1,172	-	-	1,172	430
Summer event - direct costs	-	-	-	-	1,477
Spiritual Direction Training fund	-	-	300	300	635
Salaries, pensions and national insurance	41,887	-	1,847	43,734	46,691
Other staffing costs	3,300	-	1,900	5,200	4,377
Publicity, advertising and subscriptions	2,775	-	-	2,775	2,469
Printing, postage, stationery and telephone	2,932	-	-	2,932	2,661
Software. IT expenses and sundry equipment	2,862	-	-	2,862	1,994
Website development	331	-	-	331	1,041
Premises costs	1,772	-	-	1,772	2,390
Insurance	606	-	-	606	591
Sundry expenses	276	-	-	276	246
Bad debt provision	-	-	-	-	-283
Governance costs (see note 6)	1,629	-	-	1,629	1,281
	69,279	16,910	4,047	90,236	76,444

For the year ended 30 September 2021, £73,763 of the expenditure related to unrestricted funds and £2,681 was for restricted funds.

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

5. Analysis of expenditure on charitable activities

	Direct costs	Support costs	Governance costs	Total 2022	Total 2021
	£	£	£	£	£
'Retreats' journal - direct costs	8,915	-	-	8,915	9498
Books and Icon costs	822	-	-	822	946
Conference costs	16,910	-	-	16,910	
Training consultation - direct cost	1,172	-	-	1,172	430
Summer event - direct costs	-	-	-	-	1,477
Spiritual Direction Training fund	300	-	-	300	635
Salaries, pensions and national insurance	28,578	15,156	-	43,734	46,691
Other staffing costs	4,120	1,080	-	5,200	4,377
Publicity, advertising and subscriptions	2,443	332	-	2,775	2,469
Printing, postage, stationery and telephone	2,346	586	-	2,932	2,661
Software, IT expenses and sundry equipment	2,290	572	-	2,862	1,994
Website development	331	-	-	331	1,041
Premises costs	1,205	567	-	1,772	2,390
Insurance	412	194	-	606	591
Sundry expenses	-	276	-	276	246
Bad debt provision	-	-	-	-	-283
Governance costs (see note 6)	-	-	1,629	1,629	1,281
	69,844	18,763	1,629	90,236	76,444

6. Governance costs (included in analysis in notes 4 and 5)

	Unrestricted funds	Designated funds	Restricted funds	Total funds	Total funds
	2022	2022	2022	2022	2021
	£	£	£	£	£
Trustee travel expenses	123	-	-	123	-
Other meetings expenses	246	-	-	246	81
Independent examination fee	1,260	-	-	1,260	1,200
	1,629	-	-	1,629	1,281

For the year ended 30 September 2021 all the expenditure related to unrestricted funds.

During the year 1 (2021: 0) trustee received reimbursement of travel expenses for attending meetings amounting to £123 (2021: £nil)

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

7. Staff costs

	Total funds 2022 £	Total funds 2021 £
Salaries	40,230	42,916
Pension contributions	3,504	3,775
	43,734	46,691

Average number of staff that served during the period - 2 (2021 - 2).

The Executive Director, Alison MacTier, along with the trustees as a body, but chiefly with the operations committee comprising Sue Bennett, Sheila Pollard, Mark Sweeny (until March 2022) and Michael O'Halloran are considered the key management personnel of the charity and the total remuneration paid in this category amounted to £36,056.

8. Stocks

	2022 £	2021 £
Stocks of books	389	500

9. Debtors

	2022 £	2021 £
Trade debtors	595	21
Other debtors	329	6,499
Prepayments and accrued income	2,650	4,127
	3,574	10,647

10. Creditors: amounts falling due within one year

	2022 £	2021 £
Accruals	1,260	1,200
Other creditors	2,910	1,579
	4,170	2,779

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

11. Statement of funds

	Brought forward £	Incoming resources £	Resources expended £	Carried forward £
Restricted funds				
Training opportunities	4,611	-	(300)	4,311
Fundraising	9,199	-	(3,747)	5,452
	13,810	-	(4,047)	9,763
Designated fund				
Unsolicited grant	100,000	8,444	(16,910)	91,534
General fund	24,163	68,211	(69,279)	24,267
Total of funds	137,973	76,655	90,236	125,564

The fund for training opportunities is to provide grants for training opportunities in spiritual direction for people who come from unorthodox backgrounds.

The fund for fundraising is to help increase funds for the charity in the future to create a more sustainable income generating capacity over a period of time by focussing on a number of potential sources of new and increased income.

In the previous year year the charity received an unsolicited grant of £100,000 which the trustees have designated for the following purposes:

1. To fund core costs in running the charity
2. To outsource expertise that will help to support the charity's fundraising capacity and help build a sustainable future
3. To help develop and extend existing projects
4. To help fund new projects

The grant has been used this financial year to cover the deficit on running the conference.

The trustees plan to spend funds on activities and services that the charity would be unable to develop without it.

12. Analysis of net assets between funds

	Unrestricted funds 2022 £	Designated funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Current assets	28,437	91,534	9,763	129,734	141,924
Creditors: amounts falling due within one year	(4,170)	-	-	(4,170)	(2,779)
	24,267	91,534	9,763	125,564	139,145

13. Analysis of cash and cash equivalents

	2022 £	2021 £
Bank current account	125,704	130,715
Cash in hand	67	62
Total	125,771	130,777

THE RETREAT ASSOCIATION

England & Wales - Charity number 1150792

Accounts

THE RETREAT ASSOCIATION

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISORS

FOR THE YEAR ENDED 30 SEPTEMBER 2021

Trustees –

Nominated by Founding members

Mrs Susan Chastney
Mr Stewart McCredie
Rev Tim Mountain
Mr Michael O'Halloran
Miss Shirley Taylor
Fr David Tobin (nominated September 2021)

Appointed by directors

Rev Martin Davies
Miss Sue Bennett
Rev Barry Preece (resigned September 2021)
Mr Mark Sweeny

Patrons

Abbot Christopher Jamison OSB
Ms Sara Maitland
Mrs Margaret Rizza
Rev Graham Sparkes
Dr Rowan Williams

Company registration number

8385106

Charity registration number

1150792

Registered Office

23 Greenhill Park, Barnet, Herts EN5 1HQ

Contact details -

Telephone

01494 569056

Email address

info@retreats.org.uk

Internet address

www.retreats.org.uk

Executive Director

Miss Alison MacTier

Office administrator

Mrs Clare Lake

Independent examiners

Griffin Stone Moscrop & Co, Chartered Accountants
21-27 Lamb's Conduit Street, London WC1N 3GS

Bankers

Barclays Bank plc
4 Sycamore Road
Amersham
HP6 4DT

THE RETREAT ASSOCIATION

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 30 SEPTEMBER 2021

The trustees present their annual report together with the accounts of the charity for the year ended 30 September 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The accounts comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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) issued in October 2019.

Objectives and activities

The main object of the charity is to advance religion by promoting the development of Christian life through retreats.

The main activities of The Retreat Association have continued to be:

- Producing resources to enable people to find out more about retreats, including: information packs and leaflets; the publication each December of *Retreats* – a journal listing over 175 retreat houses and their programmes and a range of articles and book reviews relating to a specific theme.
- Offering individual, appropriate and excellent impartial advice to general enquirers about retreats and spiritual direction.
- Maintaining a website as a source of information and signposting for both the first time enquirer and those with experience of the Association.
- Maintaining national links with local practitioners who can help people to find someone with whom to share their spiritual journey – a spiritual director or mentor.
- Seeking ways to reach out to those from both within and outside the Church, to enable them to find ways of exploring and deepening their relationship with God.
- Facilitating a national training conference every two years to enable those involved in spiritual direction training to exchange good practice and expertise.
- Organising a national conference every three years for members, retreat house wardens, leaders, spiritual directors, practitioners in the field and interested parties to encourage and inspire all those engaged in Christian spirituality.
- Promoting the annual Quiet Day.
- Liaising with retreat centres, churches, cathedrals and educational establishments to display the Retreat Association icon and offer quiet days and events that offer opportunities for prayer and reflection.
- Promoting the value of retreats and reflective activities through the national Christian press, social media and attendance at national events.
- Engaging in partnerships with other organisations to help promote the value of retreats, spiritual direction and reflective activities.
- Supporting members of all Retreat Association Founding member groups through an annual newsletter and news bulletin and providing additional membership and administrative services.
- Participation in national ecumenical activities (The Retreat Association is a body in association with Churches Together in Britain & Ireland – CTBI).

In producing their assessment of the benefit to the public provided by the charity the trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit and in particular, the specific guidance on the advancement of religion for the public benefit. To do this the Founding member groups have chosen to work together as the Retreat Association in order to learn from each other, to reach out more effectively to all people and to demonstrate Christian unity in practice.

Achievements and performance

The Retreat Association has continued to build on the achievements of previous years through maintaining high quality resources, organising events and providing services. The Association has also continued to adapt to change brought about by the pandemic, increasing its online presence and offering support and encouragement to all those seeking to explore and deepen their Christian faith journey through retreats and reflective activities.

Producing high-quality resources has continued to be at the centre of the Association's work. The annual Retreats handbook was published in December 2020 which included the listings for 170 retreat centres and 12 articles on the theme of 'Courage'. Members of the Association also received an e-news bulletin in May 2021 and an annual newsletter in August.

In May, the Association launched a new website, which had been designed by a volunteer who was keen to support the work of the organisation. The new site has a contemporary design and it is hoped that this will enable the Association to reach out to a wider audience. Media coverage this year included a piece about retreats in Church Times.

Despite the lockdown the Retreat Association icon was on display at a number of retreat centres, who used it in imaginative ways as the focus for online quiet days and prayer gatherings. As the lockdown measures began to ease it was possible for the icon to be viewed face to face. In total the icon was displayed in nine retreat centres and Truro Cathedral during this financial year.

In July the Association held its Summer Event (postponed from the previous year) at the Royal Foundation of St Katharine in a hybrid format. A total of 20 people attended in person and 35 online to a day exploring the theme of pilgrimage with speakers Sara Maitland, Sally Welch and Graham Sparkes. The response to this event was very positive and as a result the decision has been made to hold the Association's main conference online at the same venue next year. It is hoped this will bring a sense of place to the experience to offer a more cohesive whole. This will now take place in June 2022 on the theme of Courage and guest speakers include Jane Shaw, Pádraig Ó Tuama, Rachel Mann, Ched Myers, Emily Walker and Carol Marples.

For those seeking spiritual direction, the Association continues to offer advice in helping people to find a spiritual director and maintains a list of spiritual direction courses for regular enquirers who seek to train in this valuable area of ministry. The Association is also part of the Initiating Group of the National Spiritual Direction Forum, which seeks to support and resource spiritual directors through promoting good practice and encouraging the creative development of this ministry. Two online gathering of some 120 people in 2021 have shown the extent to which this Forum is widely supported.

The Association's biennial Conference for spiritual direction trainers took place online in February. This attracted over double the usual numbers as 60 people gathered to network and discuss plans for a set of guidelines on Spiritual Direction Training course content. In response to requests a 1-day conference will be held next year on 1 March and to continue this conversation.

In June the Retreat Association was blessed with a significant and unexpected anonymous donation of £100,000. This is not only a generous endorsement of its work but will help to secure the future of the organisation and enable it to operate from a broader platform.

In summary, the Retreat Association has built on the achievements of the previous year through continuing to provide high quality resources and events and ongoing encouragement to support the ministries of retreats and spiritual direction. The active support of five patrons continues to be a great encouragement to the Association. Alongside patrons, trustees, staff, volunteers and members share in the same vision to continue finding ways to enable people to explore and deepen their journey with God – offering hope and encouragement in the face of challenging times.

Financial review

The charity's funds are divided into restricted, designated and unrestricted funds.

Restricted funds can only be used for the purpose for which they are set up as follows:

- To provide grants for training opportunities in spiritual direction for people who come from unorthodox backgrounds. Grants of £635 were made during the year and there remains at the end of the year a balance of £4,611.
- During the year a further grant of £4,000 was received for fundraising to help increase funds for the charity in the future in order to create a more sustainable income generating capacity over a period of time by focusing on a number of potential sources of new and increased income. £2,046 of the fund was spent during the year. There remains a balance at the end of the year of £9,199.

There was also a designated fund of £6,000, being part of a legacy received in the previous year, that was set aside for a future specific project or projects. This fund has been used in the year in the light of the challenges of the pandemic to help safeguard the future of the charity's resources.

During the year the charity received an unsolicited grant of £100,000 which the trustees have designated for the following purposes:

1. To fund core costs in running the charity
2. To outsource expertise that will help to support the charity's fundraising capacity and help build a sustainable future
3. To help develop and extend existing projects
4. To help fund new projects

None of the grant has been used this financial year and the trustees have currently planned how some of the funds will be spent on activities and services that the charity would be unable to develop without it.

The unrestricted fund, the general fund, is the main fund into which income is paid and payment is made for the cost of running the charity. The general fund income for the year was £60,485 of which £20,216 was donations, 'Retreats' sales and advertising was £20,968 and website income was £12,300. Expenditure for the year was £73,763 of which £44,965 was on salaries and staff costs. After a transfer of £6,000 from Designated funds expenditure exceeded income for the year by £7,278. The balance to carry forward on the general fund at the end of the year was £25,335.

Because of continuing support from contributions from Funding and Associate members, the income arising from 'Retreats' and the website and the unsolicited gift of £100,000 the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the accounts.

It is the policy of the trustees to maintain a balance on general fund, if possible, which equates to three months unrestricted payments. Based on the budget for core costs for the year to 30 September 2022 the balance carried forward exceeds three months. The trustees will seek to manage costs and income in the period following the year under review with the aim of ensuring that the stated policy is maintained.

Structure, governance and management

The company was incorporated on 1 February 2013 and was registered with the Charity Commission on 13 February 2013. On 1 April 2013 the company took over the activities, assets and liabilities of an

unincorporated charity, The Retreat Association (Charity Commission Registered Number: 328746), with the exception of a sum of £10 so that, for the purpose only of receiving future legacies, this charity retains its charity registration. The company commenced operations on 1 April 2013.

Under the Articles of Association there can be up to seven persons nominated by the Founding members and up to eight persons appointed by the trustees. The trustees meet three times a year. In addition there are two committees – operations, and fundraising & events – which also meet three times a year.

The members of the company are the subscribers to the Memorandum of Association, four Founding members, up to five individuals appointed by each Founding member, the appointed trustees, and such other persons as are admitted to membership by the trustees in accordance with the Articles. Each member has a liability limited to a sum not exceeding £1.

The trustees have assessed the major risks to which the charity may be exposed, in particular those relating to the operations and finances of the charity. They are satisfied that systems are in place to mitigate any exposure to major risks.

Statement of trustees' responsibilities

The trustees (who are also directors of the company for the purposes of company law) are responsible for preparing the trustees' annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of the incoming resources and application of resources, including the income and expenditure for that year. In preparing these accounts, the trustees are required to:

- o select suitable accounting policies and then apply them consistently;
- o observe the methods and principles in the Charities SORP;
- o make judgments and estimates that are reasonable and prudent;
- o state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- o prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue on that basis.

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

In preparing this report, the trustees have taken advantage of the small companies exemption provided by section 415A of the Companies Act 2006.

Approved by the board of trustees on 9 December 2021 and signed on their behalf by:

MICHAEL O'HALLORAN
Director

Independent Examiner's Report to the Trustees of The Retreat Association

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 September 2021 which are set out on pages 7 to 15.

Responsibilities and basis of report

As the charity trustees of the company (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 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:

1. accounting records were not kept in respect of the company 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 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.

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Richard Hill FCA
Griffin Stone Moscrop & Co
 Chartered Accountants
 21-27 Lamb's Conduit Street
 London
 WC1N 3GS

Dated: 12 January 2022

THE RETREAT ASSOCIATION

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)**

FOR THE YEAR ENDED 30 SEPTEMBER 2021

	Notes	Unrestricted funds 2021 £	Designated funds 2021	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:						
Donations	2	20,216	100,000	4,000	124,216	26,489
Charitable activities:	3	39,337	-	-	39,337	45,754
Other income:						
VAT recovered		932	-	-	932	1,058
Total income		60,485	100,000	4,000	164,485	73,301
Expenditure on:						
Charitable activities	4,5	73,763	-	2,681	76,444	77,514
Total expenditure		73,763		2,681	76,444	77,514
Net (expenditure) income and net movement of funds for the year before transfers						
		(13,278)	100,000	1,319	88,041	(4,213)
Transfer between funds						
		6,000	(6,000)	-	-	-
Net (expenditure) income and net movement of funds for the year after transfers						
		(7,278)	94,000	1,319	88,041	(4,213)
Reconciliation of funds:						
Total Funds at 1 October 2020		32,613	6,000	12,491	51,104	55,317
Total Funds at 30 September 2021		25,335	100,000	13,810	139,145	51,104

All activities relate to continuing operations.

The attached notes form part of the accounts.

THE RETREAT ASSOCIATION**Company Registration Number: 8385106****BALANCE SHEET AS AT 30 SEPTEMBER 2021**

	Notes	2021 £	2020 £
Current assets			
Stocks	8	500	546
Debtors	9	10,647	6,993
Cash at bank and in hand		130,777	45,946
		<u>141,924</u>	<u>53,485</u>
Current liabilities			
Creditors: amounts falling due within one year	10	2,779	2,381
Net current assets		<u>139,145</u>	<u>51,104</u>
Funds			
General fund		25,335	32,613
Designated fund		100,000	6,000
Restricted funds		13,810	12,491
	11	<u>139,145</u>	<u>51,104</u>

The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 30 September 2021 and of its net incoming resources for the year then ended in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements were approved by the directors on 9 December 2021 and signed on their behalf by:

MICHAEL O'HALLORAN

Director

The attached notes form part of the accounts.

**THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

1. Accounting Policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with 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) issued in October 2019 (SORP 2015 (FRS 102)), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The accounts include all transactions, assets and liabilities for which the charity is responsible in law.

1.2 Company Status

The company is a company limited by guarantee. The members of the company are:

The subscribers to the Memorandum of Association

The Founding Members (whose names are listed in note 2)

Up to five individuals appointed by each Founding Member

The Appointed Trustees

Such other persons as are admitted to membership by the trustees in accordance with the Articles.

Each member has a liability limited to a sum not exceeding £1.

1.3 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income can be measured reliably.

Income tax recoverable in relation to donations received under Gift Aid is recognised at the time of the donation.

1.4 Expenditure

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

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Support costs are costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

**THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

1.4 Expenditure (continued)

The company is registered for VAT. The direct costs of the 'Retreats' journal excludes VAT but all other expenditure includes VAT where appropriate of which 59% is recoverable.

The company operates a defined contribution personal pension plan for two of its employees. Contributions are recognised as an expense in the period in which they are paid.

1.5 Fund accounting

Unrestricted funds are expendable at the discretion of the directors in furtherance of the objects of the company. Designated funds are those funds that have been set aside by the directors for a particular purpose. Restricted funds are those funds that have been donated for a particular purpose and must be spent by the directors on the furtherance of that purpose.

1.6 Stocks

Stocks of books are valued at the lower of cost and net realisable value.

1.7 Debtors

Trade and other debtors are recognised at the settlement amount after provision for doubtful debts. Prepayments and accrued income are valued at the amount prepaid.

1.8 Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

1.9 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments (including debtors and creditors) are initially recognised at transaction value and subsequently measured at their settlement value.

1.10 Cash at bank and in hand

Cash at bank and in hand includes cash and current and immediate access deposit accounts.

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021

2. Income from donations

	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Contributions from Founding members:					
Association for Promoting Retreats	6,000	-	-	6,000	6,000
Baptist Union Retreat Group	301	-	-	301	857
Catholic Spirituality Network	2,727	-	-	2,727	2,240
Reflect	1,660	-	-	1,660	1,783
	10,688	-	-	10,688	10,880
Contributions from Associate members	7,882	-	-	7,882	9,271
Grants from trust funds	-	-	-	-	1,000
Grants from APR	-	-	4,000	4,000	4,000
Other donations	1,588	100,000	-	101,588	1,229
Income tax recoverable	58	-	-	58	109
	20,216	100,000	4,000	124,216	26,489

In 2020 income of £22,489 was credited to unrestricted funds and £4,000 to restricted funds.

3. Income from charitable activities

	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
'Retreats' sales and advertising	20,968	-	-	20,968	29,257
Website income	12,300	-	-	12,300	13,982
Training consultation	3,195	-	-	3,195	-
Sales of books and Icon income	1,364	-	-	1,364	2,468
Summer event and other income	1,510	-	-	1,510	47
	39,337	-	-	39,337	45,754

For the year ended 30 September 2020 all income related to unrestricted funds.

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021

4. Expenditure on charitable activities

Summary by fund type	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
'Retreats' journal - direct costs	9,498	-	-	9,498	9,400
Books and Icon costs	946	-	-	946	1,310
Training consultation - direct cost	430	-	-	430	-
Summer event - direct costs	1,477	-	-	1,477	-
Spiritual Direction Network	-	-	635	635	-
Salaries, pensions and national insurance	44,965	-	1,726	46,691	47,044
Other staffing costs	4,057	-	320	4,377	3,499
Publicity, advertising and subscriptions	2,469	-	-	2,469	2,432
Printing, postage, stationery and telephone	2,661	-	-	2,661	1,959
Software, IT expenses and sundry equipment	1,994	-	-	1,994	2,173
Equipment - computer installation	-	-	-	-	1,990
Website development	1,041	-	-	1,041	1,388
Premises costs	2,390	-	-	2,390	2,344
Insurance	591	-	-	591	615
Sundry expenses	246	-	-	246	341
Bad debt provision	(283)	-	-	(283)	151
Governance costs (see note 6)	1,281	-	-	1,281	2,868
	73,763	-	2,681	76,444	77,514

For the year ended 30 September 2020, £405 of the expenditure related to restricted funds. £77,109 was for unrestricted funds.

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021

5. Analysis of expenditure on charitable activities

	Direct costs £	Support costs £	Governance costs £	Total 2021 £	Total 2020 £
'Retreats' journal - direct costs	9,498	-	-	9,498	9,400
Books and Icon costs	946	-	-	946	1,310
Training consultation - direct cost	430	-	-	430	-
Summer event - direct costs	1,477	-	-	1,477	-
Spiritual Direction Network	635	-	-	635	-
Salaries, pensions and national insurance	30,836	15,855	-	46,691	47,044
Other staffing costs	2,872	1,505	-	4,377	2,999
Publicity, advertising and subscriptions	2,139	330	-	2,469	2,932
Printing, postage, stationery and telephone	2,129	532	-	2,661	1,959
Software. IT expenses and sundry equipment	1,595	399	-	1,994	2,173
Equipment - computer installation	-	-	-	-	1,990
Website development	1,041	-	-	1,041	1,388
Premises costs	1,577	813	-	2,390	2,344
Insurance	390	201	-	591	615
Sundry expenses	-	246	-	246	341
Bad debt provision	(283)	-	-	(283)	151
Governance costs (see note 6)	-	-	1,281	1,281	2,868
	55,282	19,881	1,281	76,444	77,514

6. Governance costs (included in analysis in notes 4 and 5)

	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Trustee travel expenses	-	-	-	-	561
Other meetings expenses	81	-	-	81	1,107
Independent examination fee	1,200	-	-	1,200	1,200
	1,281	-	-	1,281	2,868

For the year ended 30 September 2020 all the expenditure related to unrestricted funds.

During the year 0 (2020: 4) trustees received reimbursement of travel expenses for attending meetings amounting to £nil (2020: £561)

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021

7. Staff costs

	Total funds 2021 £	Total funds 2020 £
Salaries	42,916	42,609
Employers national insurance contributions	-	670
Pension contributions	3,775	3,765
	46,691	47,044

Average number of staff that served during the period - 2 (2020 - 2).

The Executive Director, Alison MacTier, along with the trustees as a body, but chiefly with the operations committee comprising Barry Preece, Sheila Pollard, Mark Sweeny and Michael O'Halloran are considered the key management personnel of the charity and the total remuneration paid in this category amounted to £39,085.

8. Stocks

	2021 £	2020 £
Stocks of books	500	546

9. Debtors

	2021 £	2020 £
Trade debtors	21	1,903
Other debtors	267	831
Prepayments and accrued income	10,359	4,259
	10,647	6,993

10. Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals	1,200	1,200
Other creditors	1,579	1,181
	2,779	2,381

THE RETREAT ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021

11. Statement of funds

	Brought forward £	Incoming resources £	Resources expended £	Transfer	Carried forward £
Restricted funds					
Training opportunities	5,246	-	(635)	-	4,611
Fundraising	7,245	4,000	(2,046)	-	9,199
	12,491	4,000	(2,681)	-	13,810
Designated fund					
Specific project or projects	6,000	-	-	(6,000)	-
Unsolicited grant	-	100,000	-	-	100,000
General fund	32,613	60,485	(73,763)	6,000	25,335
Total of funds	51,104	164,485	(76,444)	-	139,145

The fund for training opportunities is to provide grants for training opportunities in spiritual direction for people who come from unorthodox backgrounds.

The fund for fundraising is to help increase funds for the charity in the future to create a more sustainable income generating capacity over a period of time by focussing on a number of potential sources of new and increased income.

The designated fund for a specific project or projects has been used this year in the light of the challenges of the pandemic to help safeguard the future of the charity's resources.

During the year the charity received an unsolicited grant of £100,000 which the trustees have designated for the following purposes:

1. To fund core costs in running the charity
2. To outsource expertise that will help to support the charity's fundraising capacity and help build a sustainable future
3. To help develop and extend existing projects
4. To help fund new projects

None of the grant has been used this financial year and the trustees have currently planned how some of the funds will be spent on activities and services that the charity would be unable to develop without it.

12. Analysis of net assets between funds

	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Current assets	28,114	100,000	13,810	141,924	53,485
Creditors: amounts falling due within one year	(2,779)	-	-	(2,779)	(2,381)
	25,335	100,000	13,810	139,145	51,104