

# 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](mailto:info@retreats.org.uk)

##### Internet address

[www.retreats.org.uk](http://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:

- 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 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 £
<b>Income from:</b>						
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
<b>Total income</b>		<b>60,485</b>	<b>100,000</b>	<b>4,000</b>	<b>164,485</b>	<b>73,301</b>
<b>Expenditure on:</b>						
Charitable activities	4,5	73,763	-	2,681	76,444	77,514
<b>Total expenditure</b>		<b>73,763</b>		<b>2,681</b>	<b>76,444</b>	<b>77,514</b>
<b>Net (expenditure) income and net movement of funds for the year before transfers</b>						
		<b>(13,278)</b>	<b>100,000</b>	<b>1,319</b>	<b>88,041</b>	<b>(4,213)</b>
<b>Transfer between funds</b>						
		<b>6,000</b>	<b>(6,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net (expenditure) income and net movement of funds for the year after transfers</b>						
		<b>(7,278)</b>	<b>94,000</b>	<b>1,319</b>	<b>88,041</b>	<b>(4,213)</b>
<b>Reconciliation of funds:</b>						
Total Funds at 1 October 2020		32,613	6,000	12,491	51,104	55,317
<b>Total Funds at 30 September 2021</b>		<b>25,335</b>	<b>100,000</b>	<b>13,810</b>	<b>139,145</b>	<b>51,104</b>

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 £
<b>Current assets</b>			
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>
<b>Current liabilities</b>			
Creditors: amounts falling due within one year	10	2,779	2,381
<b>Net current assets</b>		<u><b>139,145</b></u>	<u><b>51,104</b></u>
<b>Funds</b>			
General fund		25,335	32,613
Designated fund		100,000	6,000
Restricted funds		13,810	12,491
	11	<u><b>139,145</b></u>	<u><b>51,104</b></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
	<b>10,688</b>	<b>-</b>	<b>-</b>	<b>10,688</b>	<b>10,880</b>
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
	<b>20,216</b>	<b>100,000</b>	<b>4,000</b>	<b>124,216</b>	<b>26,489</b>

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
	<b>39,337</b>	<b>-</b>	<b>-</b>	<b>39,337</b>	<b>45,754</b>

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
	<b>73,763</b>	<b>-</b>	<b>2,681</b>	<b>76,444</b>	<b>77,514</b>

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
	<b>55,282</b>	<b>19,881</b>	<b>1,281</b>	<b>76,444</b>	<b>77,514</b>

**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
	<b>1,281</b>	<b>-</b>	<b>-</b>	<b>1,281</b>	<b>2,868</b>

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
	<b>46,691</b>	<b>47,044</b>

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	<b>500</b>	<b>546</b>

**9. Debtors**

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

**10. Creditors: amounts falling due within one year**

	2021 £	2020 £
Accruals	1,200	1,200
Other creditors	1,579	1,181
	<b>2,779</b>	<b>2,381</b>

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

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)
	<b>25,335</b>	<b>100,000</b>	<b>13,810</b>	<b>139,145</b>	<b>51,104</b>