

## 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](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 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:

- 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 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					
<b>Income from:</b>						
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
<b>Total income</b>		<b>68,211</b>	<b>8,444</b>	<b>-</b>	<b>76,655</b>	<b>164,485</b>
<b>Expenditure on:</b>						
Charitable activities	4,5	69,279	16,910	4,047	90,236	76,444
<b>Total expenditure</b>		<b>69,279</b>	<b>16,910</b>	<b>4,047</b>	<b>90,236</b>	<b>76,444</b>
<b>Net (expenditure) income and net movement of funds for the year</b>		<b>(1,068)</b>	<b>(8,466)</b>	<b>(4,047)</b>	<b>(13,581)</b>	<b>88,041</b>
<b>Reconciliation of funds:</b>						
Total Funds at 1 October 2021		25,335	100,000	13,810	139,145	51,104
<b>Total Funds at 30 September 2022</b>		<b>24,267</b>	<b>91,534</b>	<b>9,763</b>	<b>125,564</b>	<b>139,145</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 2022**

	Notes	2022 £	2021 £
<b>Current assets</b>			
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
<b>Current liabilities</b>			
Creditors: amounts falling due within one year	10	4,170	2,779
<b>Net current assets</b>		<u><b>125,564</b></u>	<u><b>139,145</b></u>
<b>Funds</b>			
General fund		24,267	25,335
Designated fund		91,534	100,000
Restricted funds		<u>9,763</u>	<u>13,810</u>
	11	<u><b>125,564</b></u>	<u><b>139,145</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 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
	<b>10,774</b>	<b>-</b>	<b>-</b>	<b>10,774</b>	<b>10,688</b>
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
	<b>26,481</b>	<b>-</b>	<b>-</b>	<b>26,481</b>	<b>124,216</b>

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
	<b>40,878</b>	<b>8,444</b>	<b>-</b>	<b>49,322</b>	<b>39,337</b>

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**

<b>Summary by fund type</b>	<b>Unrestricted funds</b>	<b>Designated funds</b>	<b>Restricted funds</b>	<b>Total funds</b>	<b>Total funds</b>
	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
'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
	<b>69,279</b>	<b>16,910</b>	<b>4,047</b>	<b>90,236</b>	<b>76,444</b>

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
	<b>69,844</b>	<b>18,763</b>	<b>1,629</b>	<b>90,236</b>	<b>76,444</b>

**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
	<b>1,629</b>	<b>-</b>	<b>-</b>	<b>1,629</b>	<b>1,281</b>

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
	<b>43,734</b>	<b>46,691</b>

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	<b>389</b>	<b>500</b>

**9. Debtors**

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

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

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

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

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)
	<b>24,267</b>	<b>91,534</b>	<b>9,763</b>	<b>125,564</b>	<b>139,145</b>

**13. Analysis of cash and cash equivalents**

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