

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST

England & Wales · Charity number 1152820

Details

Status Registered

Legal form Charitable company

Company number [08421913](#)

Registered 2013-07-11

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

Contact

Address 21 Upgate
Poringland
Norwich
NR14 7SH

Phone 01508492540

Email finance@rcdea.org.uk

Website <http://www.sjbcathedral.org.uk/>

Activities

Objects: THE OBJECTS OF THE CHARITY SHALL BE FOR THE BENEFIT OF THE PUBLIC TO FURTHER THE CHARITABLE WORK OF THE CATHEDRAL CHURCH OF ST JOHN THE BAPTIST IN NORWICH AND WITHOUT PREJUDICE TO THE GENERALITY OF THESE OBJECTS TO PROVIDE AND MAINTAIN AN EDUCATION FACILITY, COMMUNITY AND VISITOR CENTRE CALLED "THE NARTHEX".

Activities: The aims of the charity are to provide for the preservation and development of the building known as the Cathedral of St John The Baptist, Norwich, to promote the community use of the premises for education to provide a meeting place and to maintain the fabric of the building.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Sponsors Or Undertakes Research
- **What:** Education/training, Religious Activities, Recreation
- **Who:** The General Public/mankind

Geography

- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£666,561	£637,421	£69,428	25
2023-12-31	£625,512	£577,424	£40,288	20
2022-12-31	£647,101	£851,202	£-7,800	14
2021-12-31	£743,214	£921,346	£196,301	13
2020-12-31	£686,754	£431,870	£355,890	13

Trustees

Name	Role	Appointed
Christine Quinn		2024-07-11
Douglas Lewins		2025-06-11
Howard Trust		2024-07-11
Rev Alan Hodgson		2022-09-05
Rev James Grant Hurst		2021-01-19

Accounts

Registered number: 08421913
Charity number: 1152820

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

CONTENTS

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS	1
TRUSTEES' REPORT	2
INDEPENDENT EXAMINER'S REPORT	6
STATEMENT OF FINANCIAL ACTIVITIES	7
BALANCE SHEET	8
STATEMENT OF CASH FLOWS	9
NOTES TO THE FINANCIAL STATEMENTS	10

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND
ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2024**

Trustees

Rev. J Barnes (Chair) (resigned 7 June 2024)
J F H Ellis (resigned 1 March 2024)
J M Milne (resigned 10 October 2024)
Rev. A Hodgson
J G Hurst
D Lewins (appointed 11 June 2025)
S Pearson (resigned 1 October 2024)
L Pilch (resigned 4 October 2024)
C Quinn (Chair; appointed 11 July 2024)
M E M Raker (resigned 3 October 2024)
H Trust (appointed 11 July 2024)

Company registered number 08421913

Charity registered number 1152820

Registered office The White House
21 Upgate, Poringland
Norwich
Norfolk
NR14 7SH

Independent examiner Price Bailey LLP
Anglia House, 6 Central Avenue
St Andrews Business Park
Thorpe St Andrew
Norwich
NR7 0HR

Bankers National Westminster Bank Plc
45 London Street
Norwich
NR3 1RT

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED
31 DECEMBER 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2024. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom (FRS102).

The Cathedral of St John the Baptist Trust was formed to manage the operations and assets of the Cathedral of St John the Baptist, across the whole Cathedral Campus. It assumed the responsibilities of the Roman Catholic Cathedral of East Anglia Preservation and Development Trust and the Cathedral Narthex Company Limited.

The Trust supports the Dean of the Cathedral who is responsible for the spiritual welfare of all those who may visit at the Cathedral, for all liturgical matters and for pastoral care for parishioners and visitors who worship at the Cathedral.

The company registration number, charity registration number, the trustees who served in office during the year and the registered address are all detailed on page 1 of these financial statements.

OBJECTIVES

The objectives of the Cathedral Trust are set out in its Memorandum and Articles of Association as:

The objects of the Charity shall be for the benefit of the public to further the religious and charitable work of the Roman Catholic Cathedral Church of St John the Baptist in Norwich and without prejudice to the generality of those objects to provide and maintain an education facility, community and visitor centre called "The Narthex."

KEY AIMS AND ACTIVITIES FOR 2024

The key aims for the year may be summarised as:

- Supporting the mission of the Roman Catholic Diocese of East Anglia
- Caring for the fabric of the Cathedral and for the rest of the buildings that constitute the Cathedral Campus
- Developing the culture and heritage offer to the general public and schools

Activities undertaken to achieve these objectives include:

- Joint Catholic and Anglican Bishops Conference hosted at the Cathedral January 2024
- Norwich School, Norfolk County Music Festival and Norwich High School Concerts March 2024
- Popular monthly tower tours May to October
- Ordination to the Priesthood May 2024
- Norfolk & Norwich Festival concert May 2024
- Corporate Reception June 2024
- Upgrades to CCTV in Cathedral July 2024
- Upgrades to sound system in Hall July 2024
- Norfolk Food & Wine summer party July 2024
- Heritage Open Days events September 2024 with accompanying media coverage
- Ordination to the Priesthood September 2024

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
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TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED
31 DECEMBER 2024

- Discussions with Historic England which resulted in the Cathedral's being added to Heritage At Risk register November 2024
- Break Thanksgiving Concert, UEA Carol Concert and Gesualdo Six Concert December 2024

As well as a wide variety of religious celebrations including a Veterans Service and the annual Diocesan Chrism Mass bringing together the whole Catholic community of Norfolk, Suffolk, Cambridgeshire and Peterborough.

Success is measured by active feedback, monitoring of finances and delivery of repair projects within time and budget and to the requisite quality.

Plans for the future

Health and safety repair works continued into 2024.

Trustees concluded discussions with the Diocese, as parent, principal funder and guarantor of the Trust, in the light of the ongoing requirement for significant financial support for the Trust's operations from the Diocesan Trust. This has included consideration of options for modifying the division of responsibilities between the Diocese and the Trust for elements of the Trust's day to day operations. Trustees decided during 2024 to ensure financial sustainability by transferring the day-to-day business – café, shop, maintenance, visitor support and administration – to the Trust's parent entity, the Diocese of East Anglia Trust. This transfer will be complete during 2025. Following the transfer, the main focus of the Trust will be on fundraising for the Cathedral fabric.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is controlled by its governing document, a deed of trust, and constitutes a company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and Appointment of New Trustees

The power to appoint and remove trustees is vested in the Bishop of the Diocese of East Anglia.

Two Trustees are ex Officio being the Dean of the Cathedral, the Chair or a representative of the Friends; a further ex-officio post for the Chair of the Cathedral Parish Pastoral Council (CPPC), or another representative of the CPPC, is currently vacant. The remaining Trustees are appointed by the Bishop. Two are also Diocesan Trustees and provide a link to the Diocese.

Organisational Structure and Control

The Cathedral Trust is governed by the Board of Trustees assisted by the Company Secretary who is also the Director of Operations and Finance for the Diocese of the East Anglia. The operations of the Trust are managed by the General Manager. The Trustees meet regularly. The Trustees exercise control over Trust operations by formulating policy as required by the factors arising from the religious, commercial and financial aspects of the Cathedral operations.

The Diocese supports and assists with the charitable objectives of the Trust through a grant agreement which guarantees that the Trust will be run as a going concern. This grant amounted to £227,593 in 2024 (2023 – £255,339), or about a third of total unrestricted income. Trustees decided during 2024 to ensure the financial sustainability of the day-to-day business – café, shop, maintenance, visitor support and administration – by transferring it to the Trust's parent entity, the Diocese of East Anglia Trust. This transfer will be complete during 2025.

Risk Management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. A Risk Assessment is presented to the Trustees regularly for review and approval.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED
31 DECEMBER 2024

The Trustees have assessed the major risks to which the Trust is exposed and are satisfied that systems are in place to mitigate our exposure to the major risks. The major risks are:

1. **Overspend on Unrestricted Funds.** The Trust is reliant on an open-ended subsidy from the Diocese to ensure that it remains a Going Concern. This will remain the case for the foreseeable future. As noted above, Trustees are in discussions with the Diocesan Trustees about potential options to address the Trust's dependence on the Diocesan grant.
2. **Reserves are inadequate to meet the long-term ambitions of the Trust.** This is no longer a risk but an issue. Trustees are in discussions with the Diocese as noted above.
3. **Inadequate HR policies and practices.** The employee handbook was updated during 2022 and an external contractor provides HR advice as needed. The General Manager is CIPD qualified.
4. **Inadequate Financial processes, systems and controls.** The Diocesan Accountant was appointed as Finance Director for the Trust in 2024 on a part-time unremunerated secondment. The day-to-day finance function is provided on a contract basis by an external provider. Liaison arrangements are in place including a monthly liaison meeting between the Trust, the bookkeeper, and the Diocesan team.
5. **Lack of Financial Planning.** The Trustees set a budget annually and review management accounts regularly. The monthly liaison meeting with the Diocese and bookkeeper reviews management accounts and a monthly full-year cashflow forecast.
6. **Inadequate Insurance Cover.** The Diocese has been working with the Catholic Insurance Service to ensure that insurance cover is adequate. There is a need to update the inventory and discussions about that continue.

Public Benefit

The Trust actively promotes the Cathedral as an asset for the whole community, in Norwich and across East Anglia. This is reflected both in use by the community as a whole, including for example by hosting classes and events and by accommodating a winter night shelter, and in making an attractive general educational offer open to all age groups. The Cultural and Heritage Officer, Dr Richard Maguire, supports events for school groups, lectures and tours, and has upgraded the Cathedral's interpretational materials.

The Cathedral Campus is also available as a venue for secular entertainments such as concerts, conferences and exhibitions.

Remuneration of Key Management Personnel

Trustees are responsible for reviewing the pay of the General Manager.

Volunteers

Volunteers play a major role in the life of the Cathedral Campus. Volunteers are essential both for religious services and other activities such as tours of the building, assisting with the retail and catering operation, maintaining the extensive garden. The number of volunteers is in the region of 200 individuals, which is high in relation to the numbers attending Mass each week. Volunteers are welcome regardless of their particular faith background or beliefs, so long as they respect the Catholic ethos of the Cathedral.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED
31 DECEMBER 2024

Fundraising

The Trust understands its duty to protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate. During 2024 the Trust did not actively fundraise from the general public or use any internal fundraisers or external fundraising agencies for either telephone or face-to-face campaigns and received no fundraising complaints during the year. A fundraising hub which promotes donations from visitors to the Cathedral using display boards in the Narthex was established during 2023. A significant grant from Historic England was secured during 2024 and became payable during 2025; this will be followed by further grant applications.

Financial Review

The Trust is reliant on subsidy from the Diocese, which, including Diocesan income from schools rent and aerial rent attributed to the Trust and events income from Diocesan events, accounts for the bulk of its ongoing income. A long-term grant agreement with the Diocese was signed in December 2020, setting out agreed levels of subsidy for the next five years, with a process of annual review. In 2024, the level of subsidy foreseen by the agreement - £60,000 was exceeded by £167,593 (2023 - £195,339).

In 2024, the Trust's reserves increased from £40,288 to £69,428. This reflects a positive contribution from charitable activities, which performed strongly in 2024, increasing 26 per cent during the year, and making a double-digit operating margin, and strong management of creditors. Income in the year totaled £666,561 (2023 - £625,512), expenditure was £637,421 (2023- £577,424). Cash held increased from £39,362 at the end of 2023 to £47,325 at the end of 2024. Significant cashflow support was provided during the year by the Diocese of East Anglia. The Trustees' approach to reserves has been to recognise that there are considerable challenges in the way of rebuilding significant reserves in the near future but that cashflow will be closely monitored and managed to maximise the end-year cash position. The transfer of day to day operations to the Diocese of East Anglia Trust will reduce uncertainty and risk.

Going Concern

Trustees have considered the financial position of the Trust in the context of the grant agreement with the Diocese, ongoing discussions with the Diocese, and correspondence with the Diocese and consider that they have reasonable assurance that the Trust will remain a going concern for the 12 months after the approval of these accounts. The transfer of day to day operations to the Diocese of East Anglia Trust will result in a significant reduction in the scale of the Trust's financial activities, which will from that point onwards focus on fundraising for the Cathedral fabric.

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

30 Jul 2025

Approved by the order of the Board of Trustees on

and signed on its behalf by:

C M Quinn

.....
"Christine Quinn" (Jul 30, 2025, 11:46am)

Mrs Christine Quinn, Chair of Trustees

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

Independent Examiner's Report to the Trustees of The Cathedral of St John the Baptist Trust

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 December 2024 which are set out on pages 7 to 20.

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.

Price Bailey LLP have provided book-keeping services to the Charity. I have applied the FRC's Revised Ethical Standard.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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.



Suzanne Goldsmith FCA

For and on behalf of **Price Bailey LLP**

Anglia House, 6 Central Avenue,
St Andrews Business Park,
Thorpe St Andrew,
Norwich,
NR7 0HR
Date: 31 July 2025

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
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STATEMENT OF FINANCIAL ACTIVITIES
(including income and expenditure account)
FOR THE YEAR ENDED 31 DECEMBER 2024

	Notes	Total Unrestricted Funds 2024 £	Total Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
<u>INCOME</u>					
Donations and legacies	2	360,156	24,531	384,687	382,699
Income from charitable activities	3	244,253	-	244,253	193,942
Income from other trading activities	4	37,621	-	37,621	48,871
Total income		642,030	24,531	666,561	625,512
<u>EXPENDITURE</u>					
Expenditure on charitable activities	5	628,850	8,571	637,421	577,424
Total expenditure		628,850	8,571	637,421	577,424
NET INCOME, BEING NET MOVEMENT IN FUNDS		13,180	15,960	29,140	48,088
Total funds brought forward		18,328	21,960	40,288	(7,800)
TOTAL FUNDS CARRIED FORWARD	14	31,508	37,920	69,428	40,288

The notes on pages 10 to 20 form part of these financial statements.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
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Registered Number: 08421913

BALANCE SHEET
AS AT 31 DECEMBER 2024

	Notes	£	2024 £	£	2023 £
FIXED ASSETS					
Tangible assets	9		21,030		24,418
CURRENT ASSETS					
Stocks	10	14,158		14,796	
Debtors	11	53,288		32,823	
Cash at bank and in hand		47,325		39,362	
		114,771		86,981	
CREDITORS: amounts falling due within one year	12	(66,373)		(71,111)	
NET CURRENT ASSETS			48,398		15,870
NET ASSETS			69,428		40,288
CHARITY FUNDS					
Unrestricted funds	14		31,508		18,328
Restricted funds	14		37,920		21,960
TOTAL FUNDS			69,428		40,288

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies and the directors acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small company's regime.

30 Jul 2025

The financial statements were approved by the Trustees on

and signed on their behalf, by:

C M Quinn

Christine Quinn (Jul 30, 2025, 11:46am) **Mrs Christine Quinn, Chair of Trustees**

The notes on pages 10 to 20 form part of these financial statements.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

STATEMENT OF CASH FLOWS AS AT 31 DECEMBER 2024

	2024 £	2023 £
Cash flows from operating activities:		
Net cash provided by operating activities:	29,140	48,088
Adjustments for:		
Depreciation charges	6,764	6,876
Decrease in stocks	638	5,598
Decrease/(Increase) in debtors	(20,465)	49,283
Decrease in creditors	(4,738)	(78,589)
Net cash provided by operating activities	11,339	31,256
Cash flows from investing activities:		
Purchase of tangible fixed assets	(3,376)	(8,937)
Net cash used in investing activities	(3,376)	(8,937)
Change in cash and cash equivalents in the reporting period	7,963	22,319
Cash and cash equivalents at the beginning of the year	39,362	17,043
Cash and cash equivalents at the end of the reporting period	47,325	39,362

The notes on pages 10 to 20 form part of these financial statements.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

1.0 ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

1.1 Basis of preparation of financial statements

The financial statements have been prepared 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) (effective 1 January 2019) – (Charities SORP (FRS 102)), and the Companies Act 2006.

The Cathedral of St John the Baptist Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes. The financial statements are presented in pounds sterling and are rounded to the nearest pound.

1.2 Legal status of the Charity

The charity is a company limited by guarantee, incorporated in England and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. There are currently 5 members (2023: 7 members). The registered address of the charity is The White House, 21 Ugate, Poringland, Norwich, Norfolk NR14 7SH. The place of business is Cathedral House, Unthank Road, Norwich, NR2 2PA.

1.3 Going concern

The Trustees have considered the financial position of the Trust in the context of the grant agreement with the Diocese, ongoing discussions with the Diocese, and correspondence with the Diocese and consider that they have reasonable assurance that the Trust will remain a going concern for the 12 months after the approval of these accounts. The transfer of day to day operations to the Diocese of East Anglia Trust will result in a significant reduction in the scale of the Trust's financial activities, which will from that point onwards focus on fundraising for the Cathedral fabric.

1.4 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity.

Restricted funds are those which have been received for undertaking an activity specified by the donor.

1.5 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 receivable can be measured reliably.

- Grants and donations and gifts are recognised when receivable and the Trust has unconditional entitlement to the income.
- Trading income is recognised on point of sale for both donated and purchased goods.
- Commission income is recognised at the point the sales invoice is received from the agent.
- Events income is recognised when the event takes place. Any deposit or income received before the event is included on the balance sheet as deferred income.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024 (continued)

1. ACCOUNTING POLICIES (continued)

1.6 Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a 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 and relates to the charitable activities. VAT is charged as a cost against the activity for which the expenditure was incurred

Support costs comprise those costs which are incurred directly in support of expenditure on the objects of the charity and include governance, finance, management and HR costs. Governance costs are those costs incurred in connection with the compliance with constitutional and statutory requirements of the charity. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources based upon staff time.

1.7 Volunteers

The value of the services provided by volunteers is not incorporated into these financial statements. Further details of their contribution are provided in the Trustees report.

1.8 Fixed assets

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

All categories of tangible fixed assets	25% reducing balance
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1.9 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

1.10 Creditors

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

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024 (continued)

1. ACCOUNTING POLICIES (continued)

1.11 Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

1.12 Operating leases

Operating leases are recognised over the period of which the lease falls due.

1.13 Taxation

The company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

1.14 Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their fair value as at the balance sheet date. All financial instruments of the charity are measured at cost with the exception of fixed assets which are measured at depreciated cost.

Financial assets include the bank balances, trade debtors, accrued income and other debtors but exclude prepayments and taxation.

Financial liabilities include trade creditors, other creditors, accruals and deferred income but exclude social security and other taxes due.

1.15 Stocks

Stocks are valued at the lower of cost and net realisable value, on a first in first out basis.

1.16 Judgements and Key Source of Estimation Uncertainty

No judgements (apart from those involving estimates) have been made in the process of applying the above accounting policies.

There are no key assumptions concerning the future, nor key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024 (continued)

2. INCOME FROM DONATIONS AND GRANTS

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Donations	21,563	216	21,779	24,145
Parish Contribution	75,000	-	75,000	59,220
Diocese Subsidy Grant	227,593	-	227,593	255,339
Other Diocese Grants	36,000	-	36,000	37,254
Other Grant Income	-	24,315	24,315	6,741
	360,156	24,531	384,687	382,699

During 2023 the total restricted income was £22,423, this was made up of £15,682 of donations and £6,741 of other grant income. All other income was unrestricted.

The Diocese received rent from Notre Dame Preparatory School of £36,000 (2023: £37,254) and has chosen to allocate this to CSJBT.

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds 2024 £	Unrestricted Funds 2023 £
Sales, hire and fees	244,253	193,942
	244,253	193,942

4. INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted Funds 2024 £	Unrestricted Funds 2023 £
Columbarium	25,500	29,750
Aerial rents	12,121	19,121
	37,621	48,871

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024 (continued)

5. EXPENDITURE ON CHARITABLE ACTIVITIES

	Notes	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Direct Costs		190,962	-	190,962	166,196
Support Costs	6	437,888	8,571	446,459	411,228
		<u>628,850</u>	<u>8,571</u>	<u>637,421</u>	<u>577,424</u>

In 2023, all expenditure was unrestricted.

6. SUPPORT COSTS

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Staff costs	106,938	-	106,938	95,025
Premises costs	245,966	8,571	254,537	228,356
Finance and professional costs	10,825	-	10,825	21,027
Governance costs	23,964	-	23,964	19,423
IT costs	22,162	-	22,162	20,554
Other costs	28,033	-	28,033	26,843
	<u>437,888</u>	<u>8,571</u>	<u>446,459</u>	<u>411,228</u>

Support costs are allocated to charitable expenditure based upon time spent on charity administration and finance.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024 (continued)

7. NET INCOME / (EXPENDITURE):

This is stated after charging:

	Total Funds 2024 £	Total Funds 2023 £
Amounts payable to independent examiner:		
Independent examination fees	2,250	2,150
Assurance services other than independent examination	21,714	17,273
Depreciation – owned assets	6,764	6,876
Hire of plant and machinery	6,639	8,646
	<u> </u>	<u> </u>

8. STAFF COSTS

	2024 £	2023 £
Wages and salaries	214,363	183,475
Social security costs	8,840	7,223
Other pension costs	3,647	3,133
	<u> </u>	<u> </u>
	226,850	193,831
	<u> </u>	<u> </u>

During the year, the Trustees were not paid and did not receive any other benefits from employment with the charity in the year (2023: £Nil).

No trustees were reimbursed expenses during the year (2023: £407 in relation to travel and meeting expenses).

	2024 £	2023 £
The average number of staff during the year was	25	20
	<u> </u>	<u> </u>

There were no employees whose benefits were more than £60,000 (2023: £Nil).

The Trust considers its key management personnel comprise of the Cathedral Manager. The total employee benefits of the key management personnel of the Charity were £38,890 (2023: £36,597). Included in the above are employer pension contributions of £849 (2023: £790) and Employer National Insurance contributions of £3,510 (2023: £3,239).

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024 (continued)

9. TANGIBLE FIXED ASSETS

	Plant and Machinery £	Fixtures and Fittings £	Computer Equipment £	Total £
Cost				
At 1 January 2024	25,134	83,583	35,201	143,918
Additions	1,375	2,001	-	3,376
	<u>26,509</u>	<u>85,584</u>	<u>35,201</u>	<u>147,294</u>
As at 31 December 2024	<u>26,509</u>	<u>85,584</u>	<u>35,201</u>	<u>147,294</u>
Depreciation				
At 1 January 2024	21,431	73,026	25,043	119,500
Charge for the year	1,087	3,140	2,537	6,764
	<u>22,518</u>	<u>76,166</u>	<u>27,580</u>	<u>126,264</u>
As at 31 December 2024	<u>22,518</u>	<u>76,166</u>	<u>27,580</u>	<u>126,264</u>
Net book value				
As at 31 December 2024	3,991	9,418	7,621	21,030
	<u>3,991</u>	<u>9,418</u>	<u>7,621</u>	<u>21,030</u>
At 1 January 2024	3,703	10,557	10,158	24,418
	<u>3,703</u>	<u>10,557</u>	<u>10,158</u>	<u>24,418</u>

10. STOCKS

	2024 £	2023 £
Stocks	14,158	14,796
	<u>14,158</u>	<u>14,796</u>

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024 (continued)

11. DEBTORS (amounts falling due within one year)

	2024 £	2023 £
Trade debtors	5,445	11,264
Other debtors	30,945	18,086
Prepayments and accrued income	16,898	3,473
	<u>53,288</u>	<u>32,823</u>

12. CREDITORS (amounts falling due within one year)

	2024 £	2023 £
Trade creditors	20,907	26,102
Other taxation and social security	8,639	9,294
Other creditors	1,231	934
Accruals and deferred income	35,596	34,781
	<u>66,373</u>	<u>71,111</u>

13. DEFERRED INCOME

	2024 £	2023 £
At 1 January	185	516
Amounts deferred in the year	8,755	185
Amounts released	(185)	(516)
	<u>8,755</u>	<u>185</u>

Deferred income relates to aerial rents and hire fees received in advance.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024 (continued)

14. STATEMENT OF FUNDS

	At 01.01.2024	Income	Expenditure	Transfers	At 31.12.2024
Unrestricted funds:					
General funds	18,328	642,030	(628,850)	-	31,508
Restricted funds:					
Organ Fund	15,682	216	-	-	15,898
Donations for windows restoration	6,278	-	-	-	6,278
Narthex fund	-	24,315	(8,571)	-	15,744
Total restricted funds	21,960	24,531	(8,571)	-	37,920
Total funds	40,288	666,561	(637,421)	-	69,428

15. STATEMENT OF FUNDS – PRIOR YEAR

	At 01.01.2023	Income	Expenditure	Transfers	At 31.12.2023
Unrestricted funds:					
General funds	(17,829)	603,089	(577,424)	10,492	18,328
Restricted funds:					
Organ Fund	-	15,682	-	-	15,682
Cultural Recovery Fund	1,730	-	-	(1,730)	-
CATEW	2,333	-	-	(2,333)	-
Maintenance grant	(1,617)	6,741	-	(5,124)	-
Donations for windows restoration	6,278	-	-	-	6,278
BIFFA award- Narthex toilet refurbishment	1,305	-	-	(1,305)	-
Total restricted funds	10,029	22,423	-	(10,492)	21,960
Total funds	(7,800)	625,512	(577,424)	-	40,288

The transfer of funds relates to expenditure incurred on restricted projects misclassified to unrestricted expenditure in previous years.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024 (continued)

Restricted funds

Cultural Recovery Fund was received during 2023 to assist the Cathedral of St John the Baptist Trust to support its heritage operation and transition back to full reopening after the Covid-19 pandemic.

CATEW funds and the maintenance grant were received towards the ongoing repairs and restoration of historical buildings.

The Organ Fund holds donations made to provide a new pipe organ for the Cathedral in the future.

The Narthex Fund consists of a legacy donation to support the upkeep of the Narthex.

16. ANALYSIS OF NET ASSETS

Current Year:	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fixed Assets	21,030	-	21,030
Current Assets	76,851	37,920	114,771
Current Liabilities	(66,373)	-	(66,373)
	31,508	37,920	69,428

17. ANALYSIS OF NET ASSETS

Prior Year:	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fixed Assets	24,418	-	24,418
Current Assets	65,021	21,960	86,981
Current Liabilities	(71,111)	-	(71,111)
	18,328	21,960	40,288

18. ANALYSIS OF CHANGES IN NET DEBT

	At 01.01.2024 £	Cash-flows £	At 31.12.2024 £
Cash	39,362	7,963	47,325

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024 (continued)

19. PENSION COMMITMENTS

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension costs charge represents contributions payable by the Charity to the fund and amounted to £3,647 (2023: £3,133). Contributions totalling £901 (2023: £740) were payable to the fund at the balance sheet date and are included in creditors.

20. OPERATING LEASE COMMITMENTS

As at 31 December 2024 the Trust had future minimum lease payments under non-cancellable operating leases as follows:

Plant and Machinery	2024	2023
	£	£
Under 1 year	3,165	6,239
Between 2 and 5 years	-	3,165

21. RELATED PARTY TRANSACTIONS

During the year net expenses of £227,593 (2023: £255,339) have been paid by The Roman Catholic Diocese of East Anglia, a Charity with Trustees in common, on behalf of the Trust. This has been treated as a donation within the Trust's accounts. In addition, the Diocese received rent from Notre Dame Preparatory School of £36,000 (2023: £37,254) and has chosen to allocate this to CSJBT.

The Parish of St John the Baptist, which is part of The Roman Catholic Diocese of East Anglia has received monies of £12,121 (2023: £19,121) for aerial rent from The Cathedral of St John the Baptist Trust. The Parish has contributed £75,000 (2023: £59,220) towards the running costs of the Cathedral of St John the Baptist Trust and this has been treated as a donation within the Trust's accounts.

As at the 31 December 2024 the Parish owed the Cathedral of St John the Baptist Trust £30,945 (2023: £18,026) for monies received on its behalf.

There are no other related party transactions.

22. POST BALANCE SHEET EVENTS

In 2025, there will be a transfer of day to day operations of The Cathedral of St John the Baptist to the Diocese of East Anglia Trust and from that point onwards The Cathedral of St John the Baptist Trust will focus on fundraising for the Catholic fabric.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST

England & Wales - Charity number 1152820

Accounts

Registered number: 08421913
Charity number: 1152820

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

CONTENTS

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS	1
TRUSTEES' REPORT	2
INDEPENDENT EXAMINER'S REPORT	6
STATEMENT OF FINANCIAL ACTIVITIES	6
BALANCE SHEET	8
STATEMENT OF CASH FLOWS	9
NOTES TO THE FINANCIAL STATEMENTS	10

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND
ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2023**

Trustees

Rev. J Barnes (Chair) (resigned June 2024)
J F H Ellis
J M Milne
Rev. A Hodgson
J G Hurst
S Pearson
L Pilch
M E M Raker

Company registered number

08421913

Charity registered number

1152820

Registered office

The White House
21 Upgate, Poringland
Norwich
Norfolk
NR14 7SH

Independent examiner

Price Bailey LLP
Anglia House, 6 Central Avenue
St Andrews Business Park
Thorpe St Andrew
Norwich
NR7 0HR

Bankers

National Westminster Bank Plc
45 London Street
Norwich
NR3 1RT

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED
31 DECEMBER 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom (FRS102).

The Cathedral of St John the Baptist Trust was formed to manage the operations and assets of the Cathedral of St John the Baptist, across the whole Cathedral Campus. It assumed the responsibilities of the Roman Catholic Cathedral of East Anglia Preservation and Development Trust and the Cathedral Narthex Company Limited.

The Trust supports the Dean of the Cathedral who is responsible for the spiritual welfare of all those who may visit at the Cathedral, for all liturgical matters and for pastoral care for parishioners and visitors who worship at the Cathedral.

The company registration number, charity registration number, the trustees who served in office during the year and the registered address are all detailed on page 1 of these financial statements.

OBJECTIVES

The objectives of the Cathedral Trust are set out in its Memorandum and Articles of Association as:

The objects of the Charity shall be for the benefit of the public to further the religious and charitable work of the Roman Catholic Cathedral Church of St John the Baptist in Norwich and without prejudice to the generality of those objects to provide and maintain an education facility, community and visitor centre called "The Narthex."

KEY AIMS AND ACTIVITIES FOR 2023

The key aims for the year may be summarised as:

- Supporting the mission of the Roman Catholic Diocese of East Anglia
- Caring for the fabric of the Cathedral and for the rest of the buildings that constitute the Cathedral Campus
- Developing the culture and heritage offer to the general public and schools

Activities undertaken to achieve these objectives include:

- Upgrades to Narthex wifi to support visitors;
- The installation of additional CCTV to improve security
- An IT upgrade including moving to cloud-based servers
- The successful recruitment of a highly-qualified Heritage Officer to oversee the educational outreach of the Cathedral
- Recruitment of a Shop Supervisor
- The addition of Sunday lunches to the café offer
- The introduction of tours and visits for local language schools
- The provision of a seasonal night shelter for the homeless
- Increased opening hours for the café including the provision of Sunday lunches
- Hosting RE lessons for a local school
- Hosting conferences including the John Innes Centre Post Graduate Conference
- Hosting concerts including
 - Norwich High School for Girls Concert
 - Keswick Hall Choir
 - Framingham Earl Singers
 - The opening of the Fine City Swing dance weekend
 - Norfolk & Norwich Festival (BBC Singers)
 - UEA Choirs Carol Concert
- Holding Celebrations for the King's Coronation
- Mass for the Knights of the Holy Sepulchre

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

- Ordination to the Priesthood (2 priests)
- Ordination to the Permanent Diaconate
- Hosting the Break Snowflake Extravaganza

As well as a wide variety of religious celebrations including a Veterans Service and the annual Diocesan Chrism Mass bringing together the whole Catholic community of Norfolk, Suffolk, Cambridgeshire and Peterborough.

Success is measured by active feedback, monitoring of finances and delivery of repair projects within time and budget and to the requisite quality.

Plans for the future

Health and safety repair works continued into 2023. The Trustees decided in 2022 to establish a dedicated fundraising sub-committee and during 2023 this prioritised a future pipeline of projects worth £8 million for support as funding may become available. A fundraising hub was established in the Narthex. The tearoom offer has been expanded during 2023, including the popular return of Sunday lunches.

Trustees have been in discussions with the Diocese, as parent, principal funder and guarantor of the Trust, in the light of the ongoing requirement for significant financial support for the Trust's operations from the Diocesan Trust. This has included consideration of options for modifying the division of responsibilities between the Diocese and the Trust for elements of the Trust's day to day operations. Trustees have decided during 2024 to ensure the financial sustainability of the day-to-day business – café, shop, maintenance, visitor support and administration – to the Trust's parent entity, the Diocese of East Anglia Trust. This transfer will be completed during 2024. Following the transfer, the main focus of the Trust will be on fundraising for the Cathedral fabric.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is controlled by its governing document, a deed of trust, and constitutes a company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and Appointment of New Trustees

The power to appoint and remove trustees is vested in the Bishop of the Diocese of East Anglia.

Two Trustees are ex Officio being the Dean of the Cathedral, and the Chair of the Cathedral Parish Pastoral Council (CPPC), or another representative of the CPPC. At least one Trustee is also a Diocesan Trustee and provides a link to the Diocese. Since January 2021, one of the Trustees is also the Chair of the Friends of the Cathedral, which is a separate charity. A new Dean took up post in 2022.

Organisational Structure and Control

The Cathedral Trust is governed by the Board of Trustees assisted by the Company Secretary who is also the Director of Operations and Finance for the Diocese of the East Anglia. The operations of the Trust are managed by the General Manager. The Trustees meet on a quarterly basis. The Trustees exercise control over Trust operations by formulating policy as required by the factors arising from the religious, commercial and financial aspects of the Cathedral operations.

The Diocese supports and assists with the charitable objectives of the Trust through a grant agreement which guarantees that the Trust will be run as a going concern. This grant amounted to £255,339 in 2023 (2022 – £261,234), or about half of total unrestricted income. Trustees have decided during 2024 to ensure the financial sustainability of the day-to-day business – café, shop, maintenance, visitor support and administration – to the Trust's parent entity, the Diocese of East Anglia Trust. This transfer will be completed during 2024.

Risk Management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. A Risk Assessment is presented to the Trustees regularly for review and approval.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED
31 DECEMBER 2023

The Trustees have assessed the major risks to which the Trust is exposed and are satisfied that systems are in place to mitigate our exposure to the major risks. The major risks are:

1. **Overspend on Unrestricted Funds.** The Trust is reliant on an open-ended subsidy from the Diocese to ensure that it remains a Going Concern. This will remain the case for the foreseeable future. As noted above, Trustees are in discussions with the Diocesan Trustees about potential options to address the Trust's dependence on the Diocesan grant.
2. **Reserves are inadequate to meet the long-term ambitions of the Trust.** This is no longer a risk but an issue. Trustees are in discussions with the Diocese as noted above.
3. **Inadequate HR policies and practices.** The employee handbook was updated during 2022 and an external contractor provides HR advice as needed. The General Manager is CIPD qualified.
4. **Inadequate Financial processes, systems and controls.** The Diocesan Accountant was appointed as Finance Director for the Trust in February on a part-time unremunerated secondment. The day-to-day finance function is provided on a contract basis by an external provider. New liaison arrangements are in place including a monthly liaison meeting between the Trust, the bookkeeper, and the Diocesan team.
5. **Lack of Financial Planning.** The Trustees set a budget annually and review management accounts quarterly. The monthly liaison meeting with the Diocese and bookkeeper reviews management accounts and a monthly full-year cashflow forecast.
6. **Inadequate Insurance Cover.** The Diocese has been working with the Catholic Insurance Service to ensure that insurance cover is adequate. There is a need to update the inventory and discussions about that are in hand.

Public Benefit

The Trust actively promotes the Cathedral as an asset for the whole community, in Norwich and across East Anglia. This is reflected both in use by the community as a whole, including for example by hosting classes and events and by accommodating a winter night shelter, and in making an attractive general educational offer open to all age groups. A new Cultural and Heritage Officer, Dr Richard Maguire, was recruited during 2023, who is providing events for school groups, lectures and tours, and has upgraded the Cathedral's interpretational materials.

The Cathedral Campus is also available as a venue for secular entertainments such as concerts, conferences and exhibitions.

Remuneration of Key Management Personnel

Trustees are responsible for reviewing the pay of the General Manager.

Volunteers

Volunteers play a major role in the life of the Cathedral Campus. Volunteers are essential both for religious services and other activities such as tours of the building, assisting with the retail and catering operation, maintaining the extensive garden. The number of volunteers is in the region of 200 individuals, which is high in relation to the numbers attending Mass each week. Volunteers are welcome regardless of their particular faith background or beliefs, so long as they respect the Catholic ethos of the Cathedral.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED
31 DECEMBER 2023

Fundraising

The Trust understands its duty to protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate. The Trust receives support from the Diocesan Stewardship and Fundraising Co-ordinator and has established a fundraising sub-committee as noted above. During 2023 the Trust did not actively fundraise from the general public or use any internal fundraisers or external fundraising agencies for either telephone or face-to-face campaigns and received no fundraising complaints during the year. A fundraising hub which promotes donations from visitors to the Cathedral using display boards in the Narthex was established during 2023.

Financial Review

The Trust is reliant on subsidy from the Diocese, which accounts for the majority of its ongoing income. A long-term grant agreement with the Diocese was signed in December 2020, setting out agreed levels of subsidy for the next five years, with a process of annual review. In 2023, the level of subsidy foreseen by the agreement - £60,000 (2022 - £60,000) was exceeded by over £190,000 (2022 - £200,000).

In 2023, the Trust's reserves increased from (£7,800) to £40,288. This reflects a positive contribution from trading activities, which performed strongly in 2023 and made a double-digit operating margin, improved management of creditors, and donations to the Organ Fund. Income in the year totalled £625,512 (2022 - £647,101), expenditure was £577,424 (2022 - £851,202). Cash held increased from £17,043 at the end of 2022 to £39,362 at the end of 2023. Significant cashflow support was provided during the year by the Diocese of East Anglia and has also been required during 2023. The Trustees' approach to reserves has been to recognise that there are considerable challenges in the way of rebuilding significant reserves in the near future but that cashflow will be closely monitored and managed to maximise the end-year cash position. The transfer of day to day operations to the Diocese of East Anglia Trust will reduce uncertainty and risk.

Going Concern

Trustees have considered the financial position of the Trust in the context of the grant agreement with the Diocese, ongoing discussions with the Diocese, and correspondence with the Diocese and consider that they have reasonable assurance that the Trust will remain a going concern for the 12 months after the approval of these accounts. The transfer of day to day operations to the Diocese of East Anglia Trust will result in a significant reduction in the scale of the Trust's financial activities, which will from that point onwards focus on fundraising for the Cathedral fabric.

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

Approved by the order of the Board of Trustees on 30 Sep 2024

and signed on its behalf by:



.....
Rev James Hurst, Trustee (Mon, 30th Sep 2024 17:01:53 BST)

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

Independent Examiner's Report to the Trustees of The Cathedral of St John the Baptist Trust

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 December 2023 which are set out on pages 7 to 20.

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.

Price Bailey LLP have provided book-keeping services to the Charity. I have applied the FRC's Revised Ethical Standard.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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.



Suzanne Goldsmith FCA

For and on behalf of **Price Bailey LLP**

Anglia House, 6 Central Avenue,
St Andrews Business Park,
Thorpe St Andrew,
Norwich,
NR7 0HR
Date: 2 Oct 2024

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(including income and expenditure account)
FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	Total Unrestricted Funds 2023 £	Total Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
<u>INCOME</u>					
Donations and legacies	2	8,463	15,682	24,145	6,551
Donations and legacies (discontinued)	2	351,813	6,741	358,554	456,142
Income from charitable activities (discontinued)	3	193,942	-	193,942	162,148
Income from other trading activities (discontinued)	4	48,871	-	48,871	22,260
Total income		603,089	22,423	625,512	647,101
<u>EXPENDITURE</u>					
Expenditure on charitable activities	5	19,423	-	19,423	19,026
Expenditure on charitable activities (discontinued)	5	558,001	-	558,001	832,176
Total expenditure		577,424	-	577,424	851,202
NET INCOME / (EXPENDITURE)		25,665	22,423	48,088	(204,101)
Transfers between funds		10,492	(10,492)	-	-
NET MOVEMENT IN FUNDS		36,157	11,931	48,088	(204,101)
Total funds brought forward		(17,829)	10,029	(7,800)	196,301
TOTAL FUNDS CARRIED FORWARD		18,328	21,960	40,288	(7,800)

The notes on pages 10 to 20 form part of these financial statements.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

Registered Number: 08421913

BALANCE SHEET
AS AT 31 DECEMBER 2023

	Notes	£	2023 £	£	2022 £
FIXED ASSETS					
Tangible assets	9		24,418		22,356
CURRENT ASSETS					
Stocks	10	14,796		20,394	
Debtors	11	32,823		82,106	
Cash at bank and in hand		39,362		17,043	
		86,981		119,543	
CREDITORS: amounts falling due within one year	12	(71,111)		(149,699)	
NET CURRENT ASSETS/(LIABILITIES)			15,870		(30,156)
NET ASSETS/(LIABILITIES)			40,288		(7,800)
CHARITY FUNDS					
Unrestricted funds			18,328		(17,829)
Restricted funds			21,960		10,029
TOTAL FUNDS			40,288		(7,800)

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies and the directors acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small company's regime.

The financial statements were approved by the Trustees on 30 Sep 2024 and signed on their behalf, by:



James Hurst (Mon, 30th Sep 2024 17:01:58 BST) **Rev. James Hurst, Trustee**

The notes on pages 10 to 20 form part of these financial statements.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

STATEMENT OF CASH FLOWS AS AT 31 DECEMBER 2023

	2023 £	2022 £
Cash flows from operating activities:		
Net cash provided by / used in operating activities:	48,088	(204,101)
Adjustments for:		
Depreciation charges	6,876	7,042
(Increase)/Decrease in stocks	5,598	(1,302)
Decrease/(Increase) in debtors	49,283	118,653
Increase/(Decrease) in creditors	(78,589)	47,600
Net cash (used in) / provided by operating activities	31,256	(32,108)
Cash flows from investing activities:		
Purchase of tangible fixed assets	(8,937)	(2,965)
Disposal of tangible fixed assets	-	55
Net cash used in investing activities	(8,937)	(2,910)
Change in cash and cash equivalents in the reporting period	22,319	(35,018)
Cash and cash equivalents at the beginning of the year	17,043	52,061
Cash and cash equivalents at the end of the reporting period	39,362	17,043

The notes on pages 10 to 20 form part of these financial statements.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

1.0 ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

1.1 Basis of preparation of financial statements

The financial statements have been prepared 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) (effective 1 January 2019) – (Charities SORP (FRS 102)), and the Companies Act 2006.

The Cathedral of St John the Baptist Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes. The financial statements are presented in pounds sterling and are rounded to the nearest pound.

1.2 Legal status of the Charity

The charity is a company limited by guarantee, incorporated in England and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. There are currently 7 members (2023: 7 members). The registered address of the charity is The White House, 21 Ugate, Poringland, Norwich, Norfolk NR14 7SH. The place of business is Cathedral House, Unthank Road, Norwich, NR2 2PA.

1.3 Going concern

The Trustees have considered the financial position of the Trust in the context of the grant agreement with the Diocese, ongoing discussions with the Diocese, and correspondence with the Diocese and consider that they have reasonable assurance that the Trust will remain a going concern for the 12 months after the approval of these accounts. The transfer of day to day operations to the Diocese of East Anglia Trust will result in a significant reduction in the scale of the Trust's financial activities, which will from that point onwards focus on fundraising for the Cathedral fabric.

1.4 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity.

Restricted funds are those which have been received for undertaking an activity specified by the donor

1.5 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 receivable can be measured reliably.

- Grants and donations and gifts are recognised when receivable and the Trust has unconditional entitlement to the income.
- Trading income is recognised on point of sale for both donated and purchased goods.
- Commission income is recognised at the point the sales invoice is received from the agent.
- Events income is recognised when the event takes place. Any deposit or income received before the event is included on the balance sheet as deferred income.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023 (continued)

1. ACCOUNTING POLICIES (continued)

1.6 Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a 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 and relates to the charitable activities. VAT is charged as a cost against the activity for which the expenditure was incurred

Support costs comprise those costs which are incurred directly in support of expenditure on the objects of the charity and include governance, finance, management and HR costs. Governance costs are those costs incurred in connection with the compliance with constitutional and statutory requirements of the charity. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Redundancy and termination costs are recognised as an expense in the Statement of Financial Activities and a liability on the Balance Sheet immediately at the point the charity is demonstrably committed to either:

- Terminate the employment of an employee or group of employees before normal retirement date; or
- Provide termination benefits as a result of an offer made in order to encourage voluntary redundancy.

The charity is considered to be demonstrably committed only when it has a detailed formal plan for the termination and is without realistic possibility of withdrawal from the plan.

Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources based upon staff time.

1.7 Volunteers

The value of the services provided by volunteers is not incorporated into these financial statements. Further details of their contribution are provided in the Trustees report.

1.8 Fixed assets

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

All categories of tangible fixed assets	25% reducing balance
---	----------------------

1.9 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

1.10 Creditors

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

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023 (continued)

1. ACCOUNTING POLICIES (continued)

1.11 Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

1.12 Operating leases

Operating leases are recognised over the period of which the lease falls due.

1.13 Taxation

The company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

1.14 Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their fair value as at the balance sheet date. All financial instruments of the charity are measured at cost with the exception of fixed assets which are measured at depreciated cost.

Financial assets include the bank balances, trade debtors, accrued income and other debtors but exclude prepayments and taxation.

Financial liabilities include trade creditors, other creditors, accruals and deferred income but exclude social security and other taxes due.

1.15 Stocks

Stocks are valued at the lower of cost and net realisable value, on a first in first out basis.

1.16 Judgements and Key Source of Estimation Uncertainty

No judgements (apart from those involving estimates) have been made in the process of applying the above accounting policies.

There are no key assumptions concerning the future, nor key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023 (continued)

2. INCOME FROM DONATIONS AND GRANTS

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Donations	8,463	15,682	24,145	6,551
Parish Contribution	59,220	-	59,220	59,220
Diocese Subsidy Grant	255,339	-	255,339	261,234
Other Diocese Grants	37,254	-	37,254	33,000
Other Grant Income	-	6,741	6,741	102,688
	360,276	22,423	382,699	462,693

During 2022 the total restricted income was £102,688, this was made up entirely from Other Grant Income. All other income was unrestricted.

The Diocese received rent from Notre Dame Preparatory School of £37,254 (2022: £33,000) and has chosen to allocate this to CSJBT.

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds 2023 £	Unrestricted Funds 2022 £
Sales, hire and fees	193,942	162,148
	193,942	162,148

4. INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted Funds 2023 £	Unrestricted Funds 2022 £
Columbarium	29,750	13,150
Aerial rents	19,121	9,110
	48,871	22,260

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023 (continued)

5. EXPENDITURE ON CHARITABLE ACTIVITIES

	Notes	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Direct Costs		166,196	-	166,196	158,827
Support Costs	6	411,228	-	411,228	692,375
		<u>577,424</u>	<u>-</u>	<u>577,424</u>	<u>851,202</u>

In 2022, £203,745 of support costs were restricted.

6. SUPPORT COSTS

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Staff costs	95,025	-	95,025	73,493
Premises costs	228,356	-	228,356	512,013
Finance and professional costs	21,027	-	21,027	24,161
Governance costs	19,423	-	19,423	19,026
IT costs	20,554	-	20,554	20,399
Other costs	26,843	-	26,843	43,283
	<u>411,228</u>	<u>-</u>	<u>411,228</u>	<u>692,375</u>

Support costs are allocated to charitable expenditure based upon time spent on charity administration and finance.

7. NET INCOME / (EXPENDITURE):

This is stated after charging:

	Total Funds 2023 £	Total Funds 2022 £
Independent examination fees	2,150	1,950
Other accountancy costs	17,273	17,076
Depreciation – owned assets	6,876	7,042
Hire of plant and machinery	8,646	8,318
	<u></u>	<u></u>

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023 (continued)

8. STAFF COSTS

	2023 £	2022 £
Wages and salaries	183,475	140,222
Social security costs	7,223	3,156
Other pension costs	3,133	2,416
	193,831	145,794

During the year, the Trustees were not paid and did not receive any other benefits from employment with the charity in the year (2022: £Nil).

During the year the Trustees received £407 for reimbursement of travel and meeting expenses (2022: £1,067).

	2023 £	2022 £
The average number of staff during the year was	20	18

There were no employees whose benefits were more than £60,000 (2022: £Nil).

The Trust considers its key management personnel comprise of the Cathedral Manager. The total employee benefits of the key management personnel of the Charity were £36,597 (2022: £24,981). Included in the above are employer pension contributions of £790 (2022: £513) and Employer National Insurance contributions of £3,239 (2022: £2,159).

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023 (continued)

9. TANGIBLE FIXED ASSETS

	Plant and Machinery £	Fixtures and Fittings £	Computer Equipment £	Total £
Cost				
At 1 January 2023	24,385	83,583	27,013	134,981
Additions	749	-	8,188	8,937
	<u>25,134</u>	<u>83,583</u>	<u>35,201</u>	<u>143,918</u>
As at 31 December 2023	<u>25,134</u>	<u>83,583</u>	<u>35,201</u>	<u>143,918</u>
Depreciation				
At 1 January 2023	20,231	69,498	22,895	112,624
Charge for the year	1,200	3,528	2,148	6,876
	<u>21,431</u>	<u>73,026</u>	<u>25,043</u>	<u>119,500</u>
As at 31 December 2023	<u>21,431</u>	<u>73,026</u>	<u>25,043</u>	<u>119,500</u>
Net book value				
As at 31 December 2023	3,703	10,557	10,158	24,418
	<u>4,153</u>	<u>14,085</u>	<u>4,118</u>	<u>22,356</u>
At 1 January 2023	<u>4,153</u>	<u>14,085</u>	<u>4,118</u>	<u>22,356</u>

10. STOCKS

	2023 £	2022 £
Stocks	14,796	20,394
	<u>14,796</u>	<u>20,394</u>

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023 (continued)

11. DEBTORS (amounts falling due within one year)

	2023 £	2022 £
Trade debtors	11,264	10,774
Other debtors	18,086	20,481
VAT	-	7,423
Prepayments and accrued income	3,473	43,428
	<u>32,823</u>	<u>82,106</u>

12. CREDITORS (amounts falling due within one year)

	2023 £	2022 £
Trade creditors	26,102	83,208
Other taxation and social security	9,294	2,598
Other creditors	934	274
Accruals	34,781	63,619
	<u>71,111</u>	<u>149,699</u>

13. OPERATING LEASE COMMITMENTS

As at 31 December 2023 the Trust had future minimum lease payments under non-cancellable operating leases as follows:

Plant and Machinery	2023 £	2022 £
Under 1 year	-	2,670
Between 2 and 5 years	-	-
	<u>-</u>	<u>-</u>

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023 (continued)

14. STATEMENT OF FUNDS

	At 01.01.2023	Income	Expenditure	Transfers	At 31.12.2023
Unrestricted funds:					
General funds	(17,829)	603,089	(577,424)	10,492	18,328
Restricted funds:					
Organ Fund	-	15,682	-	-	15,682
Cultural Recovery Fund	1,730	-	-	(1,730)	-
CATEW	2,333	-	-	(2,333)	-
Maintenance grant	(1,617)	6,741	-	(5,124)	-
Other small grants <£10k	-	-	-	-	-
Donations for windows restoration	6,278	-	-	-	6,278
BIFFA award- Narthex toilet refurbishment	1,305	-	-	(1,305)	-
Total restricted funds	10,029	22,423	-	(10,492)	21,960
Total funds	(7,800)	625,512	(577,424)	-	40,288

The transfer of funds relates to expenditure incurred on restricted projects misclassified to unrestricted expenditure in previous years.

15. STATEMENT OF FUNDS – PRIOR YEAR

	At 01.01.2022	Income	Expenditure	Transfers	At 31.12.2022
Unrestricted funds:					
General funds	85,215	544,413	(647,457)	-	(17,829)
Restricted funds:					
Historic England projects	-	47,480	-	(47,480)	-
Cultural Recovery Fund	560	1,170	-	-	1,730
CATEW	2,333	-	-	-	2,333
Maintenance grant	81,193	-	(130,290)	47,480	(1,617)
Other small grants <£10k	-	-	-	-	-
Donations for windows restoration	27,000	13,172	(33,894)	-	6,278
BIFFA award- Narthex toilet refurbishment	-	40,866	(39,561)	-	1,305
Total restricted funds	111,086	102,688	(203,745)	-	10,029
Total funds	196,301	647,101	(851,202)	-	(7,800)

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023 (continued)

Restricted funds

Historic England projects relate to Historic England and other matched funds for three major refurbishment & repair projects being transept roof repairs, the urgent replacement of stolen rainwater goods and the urgent replacement of unsafe electrical supply cables and distribution panels.

Cultural Recovery Fund was received during the year to assist the Cathedral of St John the Baptist Trust to support its heritage operation and transition back to full reopening after the Covid-19 pandemic.

CATEW funds and the maintenance grant were received towards the ongoing repairs and restoration of historical buildings.

Other small restricted grants under £10k also relate to support for ongoing maintenance and repairs projects at the Cathedral.

The Organ Fund holds donations made to provide a new pipe organ for the Cathedral in the future.

The restricted fund transfers relate to cashflow support provided on specific maintenance projects.

16. ANALYSIS OF NET ASSETS

Current Year:	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fixed Assets	24,418	-	24,418
Current Assets	65,021	21,960	86,981
Current Liabilities	(71,111)	-	(71,111)
	<u>18,328</u>	<u>21,960</u>	<u>40,288</u>

16. ANALYSIS OF NET ASSETS

Prior Year:	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fixed Assets	22,356	-	22,356
Current Assets	109,514	10,029	119,543
Current Liabilities	(149,699)	-	(149,699)
	<u>(17,829)</u>	<u>10,029</u>	<u>(7,800)</u>

17. ANALYSIS OF CHANGES IN NET DEBT

	At 01.01.2023 £	Cash-flows £	At 31.12.2023 £
Cash	<u>17,043</u>	<u>22,319</u>	<u>39,362</u>

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023 (continued)

18. PENSION COMMITMENTS

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension costs charge represents contributions payable by the Charity to the fund and amounted to £3,133 (2022: £2,416). Contributions totalling £740 (2022: £58) were payable to the fund at the balance sheet date and are included in creditors.

19. RELATED PARTY TRANSACTIONS

During the year net expenses of £255,339 (2022: £261,234) have been paid by The Roman Catholic Diocese of East Anglia, a Charity with Trustees in common, on behalf of the Trust. This has been treated as a donation within the Trust's accounts. In addition, the Diocese received rent from Notre Dame Preparatory School of £37,254 (2022: £33,000) and has chosen to allocate this to CSJBT.

The Parish of St John the Baptist, which is part of The Roman Catholic Diocese of East Anglia has received monies of £19,121 (2022: £9,110) for aerial rent from The Cathedral of St John the Baptist Trust. The Parish has agreed to contribute £59,220 (2022: £59,220) towards the running costs of the Cathedral of St John the Baptist Trust and this has been treated as a donation within the Trust's accounts.

As at the 31 December 2023 the Parish owed the Cathedral of St John the Baptist Trust £18,026 (2022: £15,898) for monies received on its behalf.

There are no other related party transactions.

20. POST BALANCE SHEET EVENTS

Towards the end of 2024, there will be a transfer of day to day operations of The Cathedral of St John the Baptist to the Diocese of East Anglia Trust.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST

England & Wales - Charity number 1152820

Accounts

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

CONTENTS

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS	1
TRUSTEES' REPORT	2
INDEPENDENT EXAMINER'S REPORT	6
STATEMENT OF FINANCIAL ACTIVITIES	7
BALANCE SHEET	8
STATEMENT OF CASH FLOWS	9
NOTES TO THE FINANCIAL STATEMENTS	10

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND
ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2022**

Trustees

Rev. D Paul (Resigned September 2022)
Rev. J Barnes (Chair)
J McGarry (resigned 13 August 2022)
J F H Ellis
J M Milne
J G Hurst
S Pearson (appointed 7 December 2022)
L Pilch
M E M Raker

Company registered number 08421913

Charity registered number 1152820

Registered office The White House
21 Uppgate, Poringland
Norwich
Norfolk NR14 7SH

Company Secretary M Graham (resigned 11 February 2022)
P Raynes (Appointed 24 February 2023)

Independent examiner Price Bailey LLP
Anglia House, 6 Central Avenue
St Andrews Business Park
Thorpe St Andrew
Norwich NR7 0HR

Bankers National Westminster Bank Plc
45 London Street
Norwich
NR3 1RT

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED
31 DECEMBER 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2022. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom (FRS102).

The Cathedral of St John the Baptist Trust was formed to manage the operations and assets of the Cathedral of St John the Baptist, across the whole Cathedral Campus. It assumed the responsibilities of the Roman Catholic Cathedral of East Anglia Preservation and Development Trust and the Cathedral Narthex Company Limited.

The Trust supports the Dean of the Cathedral who is responsible for the spiritual welfare of all those who may visit at the Cathedral, for all liturgical matters and for pastoral care for parishioners and visitors who worship at the Cathedral.

The company registration number, charity registration number, the trustees who served in office during the year and the registered address are all detailed on page 1 of these financial statements.

OBJECTIVES

The objectives of the Cathedral Trust are set out in its Memorandum and Articles of Association as:

The objects of the Charity shall be for the benefit of the public to further the religious and charitable work of the Roman Catholic Cathedral Church of St John the Baptist in Norwich and without prejudice to the generality of those objects to provide and maintain an education facility, community and visitor centre called "The Narthex."

KEY AIMS AND ACTIVITIES FOR 2022

The key aims for the year may be summarised as:

- Supporting the mission of the Roman Catholic Diocese of East Anglia
- Dealing with the recovery from the impact of Covid on the Cathedral
- Caring for the fabric of the Cathedral and for the rest of the buildings that constitute the Cathedral Campus
- Developing the culture and heritage offer to the general public and schools

Activities undertaken to achieve these objectives include:

- Enabling the provision of liturgical celebrations in the Cathedral including a Christian unity service in January; the celebration of the Queen's Platinum Jubilee in May and a Requiem for the Queen in September; a diaconal ordination in July; the induction of a new Dean in September; the visit of the relics of St Bernadette in October; and the ordination of the new Bishop of East Anglia in December;
- The celebration of a number of weddings which had been postponed due to the pandemic closure of churches;
- The return of school visits and private tours;
- The receipt of a significant donation to support repair and maintenance work;
- The refurbishment of the chapel of the Precious Blood, supported by the Friends of the Cathedral, including the construction of a new altar utilising a historic mensa;
- Hosting the Diocese's first Historic Buildings Conference in June;
- Funding fire safety works in the Cathedral House;
- Health and safety-related works including tower netting to facilitate visits;
- Clearing of gutters and sweeping of chimneys;

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED
31 DECEMBER 2022

- Refurbishing the Narthex toilets with the help of an external grant;
- Upgrading the post of Cathedral Coordinator to that of General Manager.

Success is measured by active feedback, monitoring of finances and delivery of repair projects within time and budget and to the requisite quality.

Plans for the future

Health and safety repair works continued into 2023. The Trustees decided in 2022 to establish a dedicated fundraising sub-committee and during 2023 this prioritised a future pipeline of projects worth £8 million for support as funding may become available. A fundraising hub was established in the Narthex. The tearoom offer has been expanded during 2023, including the popular return of Sunday lunches.

Trustees have begun discussions with the Diocese, as parent, principal funder and guarantor of the Trust, in the light of the ongoing requirement for significant unbudgeted financial support for the Trust's operations. This has included consideration of options for modifying the division of responsibilities between the Diocese and the Trust for elements of the Trust's day to day operations. These discussions are due to reach conclusions during the Autumn/Winter of 2023.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is controlled by its governing document, a deed of trust, and constitutes a company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and Appointment of New Trustees

The power to appoint and remove trustees is vested in the Bishop of the Diocese of East Anglia.

Two Trustees are ex Officio being the Dean of the Cathedral, and the Chair of the Cathedral Parish Pastoral Council (CPPC), or another representative of the CPPC. At least one Trustee is also a Diocesan Trustee and provides a link to the Diocese. Since January 2021, one of the Trustees is also the Chair of the Friends of the Cathedral, which is a separate charity. A new Dean took up post in 2022.

Organisational Structure and Control

The Cathedral Trust is governed by the Board of Trustees assisted by the Company Secretary who is also the Director of Operations and Finance for the Diocese of the East Anglia. The operations of the Trust are managed by the General Manager. The Trustees meet on a quarterly basis. The Trustees exercise control over Trust operations by formulating policy as required by the factors arising from the religious, commercial and financial aspects of the Cathedral operations.

The Diocese supports and assists with the charitable objectives of the Trust through a grant agreement which guarantees that the Trust will be run as a going concern. This grant amounted to £261,234 in 2022 (2021 – £70,000), or about half of total unrestricted income.

Risk Management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. A Risk Assessment is presented to the Trustees regularly for review and approval.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED
31 DECEMBER 2022

The Trustees have assessed the major risks to which the Trust is exposed and are satisfied that systems are in place to mitigate our exposure to the major risks. The major risks are:

1. Overspend on Unrestricted Funds. The Trust is reliant on an open-ended subsidy from the Diocese to ensure that it remains a Going Concern. This will remain the case for the foreseeable future. As noted above, Trustees are in discussions with the Diocesan Trustees about potential options to address the Trust's dependence on the Diocesan grant.
2. Reserves are inadequate to meet the long-term ambitions of the Trust. This is no longer a risk but an issue. Trustees are in discussions with the Diocese as noted above.
3. Inadequate HR policies and practices. The employee handbook was updated during 2022 and an external contractor provides HR advice as needed. The General Manager is CIPD qualified.
4. Inadequate Financial processes, systems and controls. The Diocesan Accountant was appointed as Finance Director for the Trust in February on a part-time unremunerated secondment. The day-to-day finance function is provided on a contract basis by an external provider. New liaison arrangements are in place including a monthly liaison meeting between the Trust, the bookkeeper, and the Diocesan team.
5. Lack of Financial Planning. The Trustees set a budget annually and review management accounts quarterly. The monthly liaison meeting with the Diocese and bookkeeper reviews management accounts and a monthly full-year cashflow forecast.
6. Inadequate Insurance Cover. The Diocese has been working with the Catholic Insurance Service to ensure that insurance cover is adequate. There is a need to update the inventory and discussions about that are in hand.

Public Benefit

The Trust actively promotes the Cathedral as an asset for the whole community, in Norwich and across East Anglia. This is reflected both in use by the community as a whole, including for example by hosting classes and events and by accommodating a winter night shelter, and in making an attractive general educational offer open to all age groups. The post of Cultural and Heritage Officer was vacant during 2022 but a replacement has been hired who is providing events for school groups and has upgraded the Cathedral's interpretational materials.

The Cathedral Campus is also available as a venue for secular entertainments such as concerts, conferences and exhibitions.

Remuneration of Key Management Personnel

Trustees are responsible for reviewing the pay of the General Manager.

Volunteers

Volunteers play a major role in the life of the Cathedral Campus. Volunteers are essential both for religious services and other activities such as tours of the building, assisting with the retail and catering operation, maintaining the extensive garden. The number of volunteers is in the region of 200 individuals, which is high in relation to the numbers attending Mass each week. Volunteers are welcome regardless of their particular faith background or beliefs, so long as they respect the Catholic ethos of the Cathedral.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST

(A company limited by guarantee)

TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED
31 DECEMBER 2022

Fundraising

The Trust understands its duty to protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate. The Trust receives support from the Diocesan Stewardship and Fundraising Co-ordinator and has established a fundraising sub-committee as noted above. During 2022 the Trust did not actively fundraise from the general public or use any internal fundraisers or external fundraising agencies for either telephone or face-to-face campaigns and received no fundraising complaints during the year. A fundraising hub which promotes donations from visitors to the Cathedral using display boards in the Narthex was established during 2023.

Financial Review

The Trust is reliant on subsidy from the Diocese, which accounts for the majority of its ongoing income. A long-term grant agreement with the Diocese was signed in December 2020, setting out agreed levels of subsidy for the next five years, with a process of annual review. In 2022, the level of subsidy foreseen by the agreement - £60,000 (2021 - £70,000) was exceeded by over £200,000 (2021 - £nil).

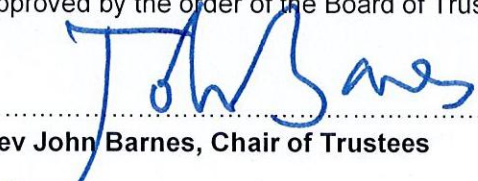
In 2022, the Trust's reserves fell from £196,301 to (£7,800). This reflects a positive contribution from trading activities, which recovered strongly in 2022 and made a double-digit operating margin, the expenditure of restricted grants and donations received in previous years, and an operating deficit driven by non-trading overheads. The unrestricted deficit was some £18,000. Income in the year totalled £647,101 (2021 - £761,757), expenditure was £851,202 (2021 - £921,346). Cash held fell from £52,061 at the end of 2021 to £17,043 at the end of 2022. Cashflow support was provided during the year by the Diocese of East Anglia and has also been required during 2023. The Trustees' approach to reserves is to recognise that there are considerable challenges in the way of rebuilding significant reserves in the near future but that cashflow will be closely monitored and managed to maximise the end-year cash position.

Going Concern

Trustees have considered the financial position of the Trust in the context of the grant agreement with the Diocese, ongoing discussions with the Diocese, and correspondence with the Diocese and consider that they have reasonable assurance that the Trust will remain a going concern for the 12 months after the approval of these accounts.

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

Approved by the order of the Board of Trustees on 15 September 2023 and signed on its behalf by:


.....
Rev John Barnes, Chair of Trustees

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

Independent Examiner's Report to the Trustees of The Cathedral of St John the Baptist Trust

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 December 2022 which are set out on pages 7 to 20.

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.

Price Bailey LLP have provided book-keeping services to the Charity. I have applied the FRC's Revised Ethical Standard.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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.

Helena Wilkinson FCA DChA

For and on behalf of **Price Bailey LLP**

Anglia House, 6 Central Avenue,
St Andrews Business Park,
Thorpe St Andrew,
Norwich,
NR7 0HR

Date:

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(including income and expenditure account)
FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	Total Unrestricted Funds 2022 £	Total Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
<u>INCOME</u>					
Donations and legacies	2	360,005	102,688	462,693	651,371
Income from charitable activities	3	162,148	-	162,148	73,593
Income from other trading activities	4	22,260	-	22,260	18,250
Other income – CJRS		-	-	-	18,543
Total income		544,413	102,688	647,101	761,757
<u>EXPENDITURE</u>					
Expenditure on charitable activities	5	647,457	203,745	851,202	921,346
Total expenditure		647,457	203,745	851,202	921,346
NET EXPENDITURE BEING NET MOVEMENT IN FUNDS		(103,044)	(101,057)	(204,101)	(159,589)
Total funds brought forward		85,215	111,086	196,301	355,890
TOTAL FUNDS CARRIED FORWARD		(17,829)	10,029	(7,800)	196,301

All income and expenditure derives from continuing activities.

The notes on pages 10 to 20 form part of these financial statements.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

Registered Number: 08421913
BALANCE SHEET
AS AT 31 DECEMBER 2022

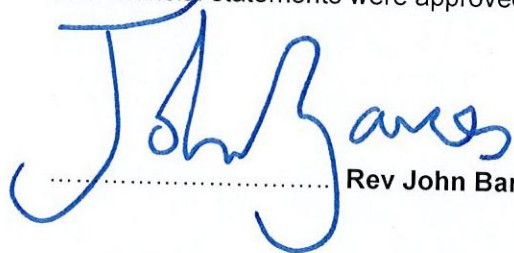
	Notes	£	2022 £	£	2021 £
FIXED ASSETS					
Tangible assets	9		22,356		26,488
CURRENT ASSETS					
Stocks	10	20,394		19,092	
Debtors	11	82,106		200,759	
Cash at bank and in hand		17,043		52,061	
		119,543		271,912	
CREDITORS: amounts falling due within one year	12	(149,699)		(102,099)	
NET CURRENT (LIABILITIES)/ASSETS			(30,156)		169,813
NET (LIABILITIES)/ASSETS			(7,800)		196,301
CHARITY FUNDS					
Unrestricted funds			(17,829)		85,215
Restricted funds			10,029		111,086
TOTAL FUNDS			(7,800)		196,301

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies and the directors acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small company's regime.

The financial statements were approved by the Trustees on 15 September 2023 and signed on their behalf, by:



Rev John Barnes, Chair of Trustees

The notes on pages 10 to 20 form part of these financial statements.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

STATEMENT OF CASH FLOWS AS AT 31 DECEMBER 2022

	2022 £	2021 £
Cash flows from operating activities:		
Net cash provided by / used in operating activities:	(204,101)	(159,589)
Adjustments for:		
Depreciation charges	7,042	7,451
(Increase)/Decrease in stocks	(1,302)	160
Decrease/(Increase) in debtors	118,653	156,469
Increase/(Decrease) in creditors	47,600	31,168
Net cash (used in) / provided by operating activities	(32,108)	35,659
Cash flows from investing activities:		
Purchase of tangible fixed assets	(2,965)	(1,728)
Disposal of tangible fixed assets	55	-
Net cash used in investing activities	(2,910)	(1,728)
Change in cash and cash equivalents in the reporting period	(35,018)	33,931
Cash and cash equivalents at the beginning of the year	52,061	18,130
Cash and cash equivalents at the end of the reporting period	17,043	52,061

The notes on pages 10 to 20 form part of these financial statements.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

1.0 ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

1.1 Basis of preparation of financial statements

The financial statements have been prepared 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) (effective 1 January 2019) – (Charities SORP (FRS 102)), and the Companies Act 2006.

The Cathedral of St John the Baptist Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes. The financial statements are presented in pounds sterling and are rounded to the nearest pound.

1.2 Legal status of the Charity

The charity is a company limited by guarantee, incorporated in England and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. There are currently 7 members (2021: 9 members). The registered address of the charity is The White House, 21 Uppgate, Poringland, Norwich, Norfolk NR14 7SH. The place of business is Cathedral House, Unthank Road, Norwich, NR2 2PA.

1.3 Going concern

In order to assess the appropriateness of the going concern assumption basis, the Trustees have considered the charity's financial position, reserves, cash flows and support from the Roman Catholic Diocese of East Anglia. The Trustees have considered the assumptions underlying these forecasts and the impact of the potential risks affecting them and confirm they believe that the charity will be able to continue in operation and meet its liabilities as they fall due for at least 12 months from the date of signing these accounts.

The Trustees have considered the financial position of the Trust in the context of the grant agreement with the Diocese, ongoing discussions with the Diocese, and correspondence with the Diocese and consider that they have reasonable assurance that the Trust will remain a going concern for the 12 months after the approval of these accounts.

1.4 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity.

Restricted funds are those which have been received for undertaking an activity specified by the donor.

1.5 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 receivable can be measured reliably.

- Grants and donations and gifts are recognised when receivable and the Trust has unconditional entitlement to the income.
- Trading income is recognised on point of sale for both donated and purchased goods.
- Commission income is recognised at the point the sales invoice is received from the agent.
- Events income is recognised when the event takes place. Any deposit or income received before the event is included on the balance sheet as deferred income.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022 (continued)

1. ACCOUNTING POLICIES (continued)

1.6 Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a 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 and relates to the charitable activities. VAT is charged as a cost against the activity for which the expenditure was incurred

Support costs comprise those costs which are incurred directly in support of expenditure on the objects of the charity and include governance, finance, management and HR costs. Governance costs are those costs incurred in connection with the compliance with constitutional and statutory requirements of the charity. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Redundancy and termination costs are recognised as an expense in the Statement of Financial Activities and a liability on the Balance Sheet immediately at the point the charity is demonstrably committed to either:

- Terminate the employment of an employee or group of employees before normal retirement date; or
- Provide termination benefits as a result of an offer made in order to encourage voluntary redundancy.

The charity is considered to be demonstrably committed only when it has a detailed formal plan for the termination and is without realistic possibility of withdrawal from the plan.

Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources based upon staff time.

1.7 Volunteers

The value of the services provided by volunteers is not incorporated into these financial statements. Further details of their contribution are provided in the Trustees report.

1.8 Fixed assets

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

All categories of tangible fixed assets	25% reducing balance
---	----------------------

1.11 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

1.10 Creditors

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

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022 (continued)

2. ACCOUNTING POLICIES (continued)

1.11 Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

1.12 Operating leases

Operating leases are recognised over the period of which the lease falls due.

1.13 Taxation

The company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

1.14 Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their fair value as at the balance sheet date. All financial instruments of the charity are measured at cost with the exception of fixed assets which are measured at depreciated cost.

Financial assets include the bank balances, trade debtors, accrued income and other debtors but exclude prepayments and taxation.

Financial liabilities include trade creditors, other creditors, accruals and deferred income but exclude social security and other taxes due.

1.15 Stocks

Stocks are valued at the lower of cost and net realisable value, on a first in first out basis.

1.16 Judgements and Key Source of Estimation Uncertainty

No judgements (apart from those involving estimates) have been made in the process of applying the above accounting policies.

There are no key assumptions concerning the future, nor key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022 (continued)

2. INCOME FROM DONATIONS AND GRANTS

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Donations	6,551	-	6,551	45,616
Parish Contribution	59,220	-	59,220	59,201
Diocese Subsidy Grant	261,234	-	261,234	70,000
Other Diocese Grants	33,000	-	33,000	26,289
Norwich City Council	-	-	-	20,001
ISED Foundation	-	-	-	217,630
Cultural Recovery Fund	-	-	-	95,700
Other Grant Income	-	102,688	102,688	116,934
	<u>360,005</u>	<u>102,688</u>	<u>462,693</u>	<u>651,371</u>

During 2021 the total restricted income was £438,814, this was made up of £45,000 from donations, £217,630 from the ISED Foundation, £59,250 from the Cultural Recovery Fund and £116,934 from Other Grants. All other income was unrestricted.

Income from government grants during the year was £nil (2021: £20,001) of which £nil (2021: £nil) was unspent at the year end and is included within restricted funds carried forward as shown in note 14.

The Diocese received rent from Notre Dame Preparatory School of £33,000 (2021: £26,289) and has chosen to allocate this to CSJBT.

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds 2022 £	Unrestricted Funds 2021 £
Sales, hire and fees	162,148	73,593
	<u>162,148</u>	<u>73,593</u>

4. INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted Funds 2022 £	Unrestricted Funds 2021 £
Columbarium	13,150	11,250
Aerial rents	9,110	7,000
	<u>22,260</u>	<u>18,250</u>

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022 (continued)

5. EXPENDITURE ON CHARITABLE ACTIVITIES

	Notes	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Unrestricted Funds 2021 £
Direct Costs		158,827	-	158,827	59,030
Support Costs	6	488,630	203,745	692,375	862,316
		<u>647,457</u>	<u>203,745</u>	<u>851,202</u>	<u>921,346</u>

In 2021, £600,933 of support costs were restricted.

6. SUPPORT COSTS

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Unrestricted Funds 2021 £
Staff costs	73,493	-	73,493	77,663
Premises costs	308,268	203,745	512,013	717,043
Finance and professional costs	24,161	-	24,161	5,084
Governance costs	19,026	-	19,026	12,610
IT costs	20,399	-	20,399	18,901
Other costs	43,283	-	43,283	31,015
	<u>488,630</u>	<u>203,745</u>	<u>692,375</u>	<u>862,316</u>

Support costs are allocated to charitable expenditure based upon time spent on charity administration and finance.

7. NET INCOME / (EXPENDITURE):

This is stated after charging:

	Total Funds 2022 £	Total Funds 2021 £
Independent examination fees	1,950	2,000
Fees payable to the Charity's Independent Examiner in respect of other services	17,076	7,110
Depreciation – owned assets	7,042	7,451
Hire of plant and machinery	8,318	7,268
	<u>26,386</u>	<u>23,829</u>

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022 (continued)

8. STAFF COSTS

	2022	2021
	£	£
Wages and salaries	140,222	112,154
Social security costs	3,156	5,136
Other pension costs	2,416	1,735
	<u>145,794</u>	<u>119,025</u>

During the year, the Trustees were not paid and did not receive any other benefits from employment with the charity in the year (2021: £Nil).

During the year the Trustees received £1,067 for reimbursement of travel and meeting expenses (2021: £nil).

	2022	2021
	£	£
The average number of staff during the year was	18	13
	<u>18</u>	<u>13</u>

There were no employees whose benefits were more than £60,000 (2021: £Nil).

The Trust considers its key management personnel comprise of the Cathedral Manager. The total employee benefits of the key management personnel of the Charity were £24,981 (2021: £nil). Included in the above are employer pension contributions of £513 (2021: £nil) and Employer National Insurance contributions of £2,159 (2021: £nil).

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022 (continued)

9. TANGIBLE FIXED ASSETS

	Plant and Machinery £	Fixtures and Fittings £	Computer Equipment £	Total £
Cost				
At 1 January 2022	23,872	82,098	26,564	132,534
Additions	806	1,710	449	2,965
Disposals	(293)	(225)	-	(518)
As at 31 December 2022	24,385	83,583	27,013	134,981
Depreciation				
At 1 January 2022	19,299	65,226	21,521	106,046
Charge for the year	1,198	4,470	1,374	7,042
On disposals	(266)	(198)	-	(464)
As at 31 December 2022	20,231	69,498	22,895	112,624
Net book value				
As at 31 December 2022	4,153	14,085	4,118	22,356
At 1 January 2022	4,573	16,872	5,043	26,488

10. STOCKS

	2022 £	2021 £
Stocks	20,394	19,092

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022 (continued)

11. DEBTORS (amounts falling due within one year)

	2022 £	2021 £
Trade debtors	10,774	11,062
Other debtors	20,481	156,987
VAT	7,423	4,780
Prepayments and accrued income	43,428	27,930
	<u>82,106</u>	<u>200,759</u>

12. CREDITORS (amounts falling due within one year)

	2022 £	2021 £
Trade creditors	83,208	76,611
Other taxation and social security	2,598	893
Other creditors	274	-
Accruals	63,619	24,595
	<u>149,699</u>	<u>102,099</u>

13. OPERATING LEASE COMMITMENTS

As at 31 December 2022 the Trust had future minimum lease payments under non-cancellable operating leases as follows:

Plant and Machinery	2022 £	2021 £
Under 1 year	2,670	3,560
Between 2 and 5 years	-	2,670
	<u>2,670</u>	<u>6,230</u>

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022 (continued)

14. STATEMENT OF FUNDS

	At 01.01.2022	Income	Expenditure	Transfers	At 31.12.2022
Unrestricted funds:					
General funds	85,215	544,413	(647,457)	-	(17,829)
Restricted funds:					
Historic England projects	-	47,480	-	(47,480)	-
Cultural Recovery Fund	560	1,170	-	-	1,730
CATEW	2,333	-	-	-	2,333
Maintenance grant	81,193	-	(130,290)	47,480	(1,617)
Other small grants <£10k	-	-	-	-	-
Donations for windows restoration	27,000	13,172	(33,894)	-	6,278
BIFFA award- Narthex toilet refurbishment	-	40,866	(39,561)	-	1,305
Total restricted funds	111,086	102,688	(203,745)	-	10,029
Total funds	196,301	647,101	(851,202)	-	(7,800)

15. STATEMENT OF FUNDS – PRIOR YEAR

	At 01.01.2021	Income	Expenditure	Transfers	At 31.12.2021
Unrestricted funds:					
General funds	82,685	322,943	(320,413)	-	85,215
Restricted funds:					
Historic England projects	273,205	89,896	(427,195)	64,094	-
Cultural Recovery Fund	-	59,250	(58,690)	-	560
CATEW	-	18,948	-	(16,615)	2,333
Maintenance grant	-	217,630	(87,340)	(49,097)	81,193
Other small grants <£10k	-	8,090	(9,708)	1,618	-
Donations for windows restoration	-	45,000	(18,000)	-	27,000
Total restricted funds	273,205	438,814	(600,933)	-	111,086
Total funds	355,890	761,757	(921,346)	-	196,301

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022 (continued)

Restricted funds

Historic England projects relate to Historic England and other matched funds for three major refurbishment & repair projects being transept roof repairs, the urgent replacement of stolen rainwater goods and the urgent replacement of unsafe electrical supply cables and distribution panels.

Cultural Recovery Fund was received during the year to assist the Cathedral of St John the Baptist Trust to support its heritage operation and transition back to full reopening after the Covid-19 pandemic.

CATEW funds and the maintenance grant were received towards the ongoing repairs and restoration of historical buildings.

Other small restricted grants under £10k also relate to support for ongoing maintenance and repairs projects at the Cathedral.

The restricted fund transfers relate to cashflow support provided on specific maintenance projects.

16. ANALYSIS OF NET ASSETS

Current Year:

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fixed Assets	22,356	-	22,356
Current Assets	109,514	10,029	119,543
Current Liabilities	(149,699)	-	(149,699)
	<u>(17,829)</u>	<u>10,029</u>	<u>(7,800)</u>

16. ANALYSIS OF NET ASSETS

Prior Year:

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fixed Assets	26,488	-	26,488
Current Assets	160,826	111,086	271,912
Current Liabilities	(102,099)	-	(102,099)
	<u>85,215</u>	<u>111,086</u>	<u>196,301</u>

17. ANALYSIS OF CHANGES IN NET DEBT

	At 01.01.2022 £	Cash-flows £	At 31.12.2022 £
Cash	52,061	(35,018)	17,043

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022 (continued)

18. PENSION COMMITMENTS

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension costs charge represents contributions payable by the Charity to the fund and amounted to £2,416 (2021: £1,735). Contributions totalling £58 (2021: £Nil) were payable to the fund at the balance sheet date and are included in creditors.

19. RELATED PARTY TRANSACTIONS

During the year net expenses of £261,234 (2021: £70,000) have been paid by The Roman Catholic Diocese of East Anglia, a Charity with Trustees in common, on behalf of the Trust. This has been treated as a donation within the Trust's accounts. In addition, the Diocese received rent from Notre Dame Preparatory School of £33,000 (2021: £26,289) and has chosen to allocate this to CSJBT

The Parish of St John the Baptist, which is part of The Roman Catholic Diocese of East Anglia has received monies of £9,110 (2021: £7,000) for aerial rent from The Cathedral of St John the Baptist Trust. The Parish has agreed to contribute £59,220 (2021: £59,201) towards the running costs of the Cathedral of St John the Baptist Trust and this has been treated as a donation within the Trust's accounts.

As at the 31 December 2022 the Parish owed the Cathedral of St John the Baptist Trust £15,898 (2021: £44,403) and owed the Roman Catholic Diocese of East Anglia £Nil (2021: debtor £112,583) for monies received on its behalf.

There are no other related party transactions.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST

England & Wales - Charity number 1152820

Accounts

Registered number: 08421913
Charity number: 1152820

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

CONTENTS

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS	1
TRUSTEES' REPORT	2
INDEPENDENT AUDITOR'S REPORT	6
STATEMENT OF FINANCIAL ACTIVITIES	7
BALANCE SHEET	8
STATEMENT OF CASH FLOWS	9
NOTES TO THE FINANCIAL STATEMENTS	10

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND
ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2021**

Trustees	N Greef (resigned 18 January 2021) Rev. D Paul J McGarry C A Greef (Resigned 18 January 2021) M C Evans (Resigned 18 January 2021) Rev J Barnes (Appointed 19 January 2021) J F H Ellis (Appointed 19 January 2021) J M Milne (Appointed 19 January 2021) J G Hurst (Appointed 19 January 2021) L Pilch (Appointed 19 January 2021) M E M Raker (Appointed 26 January 2021)
Company registered number	08421913
Charity registered number	1152820
Registered office	The White House 21 Upgate, Poringland Norwich Norfolk NR14 7SH
Company Secretary	M Graham (Resigned 11 February 2022)
Independent auditors	Price Bailey LLP Anglia House, 6 Central Avenue St Andrews Business Park Thorpe St Andrew Norwich NR7 0HR
Bankers	National Westminster Bank Plc 45 London Street Norwich NR3 1RT

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED
31 DECEMBER 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom (FRS102).

The Cathedral of St John the Baptist Trust was formed to manage the operations and assets of the Cathedral of St John the Baptist, across the whole Cathedral Campus. It assumed the responsibilities of the Roman Catholic Cathedral of East Anglia Preservation and Development Trust and the Cathedral Narthex Company Limited.

The Trust supports the Dean of the Cathedral who is responsible for the spiritual welfare of all those who may visit at the Cathedral, for all liturgical matters and for pastoral care for parishioners and visitors who worship at the Cathedral.

The company registration number, charity registration number, the trustees who served in office during the year and the registered address are all detailed on page 1 of these financial statements.

OBJECTIVES

The objectives of the Cathedral Trust are set out in its Memorandum and Articles of Association as:

The objects of the Charity shall be for the benefit of the public to further the religious and charitable work of the Roman Catholic Cathedral Church of St John the Baptist in Norwich and without prejudice to the generality of those objects to provide and maintain an education facility, community and visitor centre called "The Narthex."

KEY AIMS AND ACTIVITIES FOR 2021

The key aims for the year may be summarised as:

- Dealing with the impact of Covid on the Cathedral
- Caring for the fabric of the Cathedral and for the rest of the buildings that constitute the Cathedral Campus
- Developing the culture and heritage offer to the general public and schools
- Supporting the mission of the Roman Catholic Diocese of East Anglia
- Reducing the level of subsidy from the Diocese of East Anglia through cost management and increased income

Activities undertaken to achieve these objectives include:

- Furloughing of staff and introduction of temporary management arrangements following the departure of the General Manager in May 2020.
- A review of the financial and management arrangements took place during 2020, resulting in a restructuring of the staffing and a new business model for the operation of the Trust, with greater emphasis on the use of volunteers.
- The appointment of a new Cathedral Architect, Mrs Suzi Pendlebury, of Caroe Architecture, who began the Quinquennial Inspection of the Cathedral in September 2020.
- Applying for grants to support the work of the Cathedral and in particular to deal with major issues with the fabric of the Cathedral.
- Supporting ordination Masses during the year and Diocesan events where these were possible within Covid restrictions
- Renegotiating supplier contracts, e.g. for telephones

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED
31 DECEMBER 2021

Success is measured by active feedback, monitoring of finances and delivery of repair projects within time and budget and to the requisite quality.

Plans for the future

A number of new Trustees were appointed in January 2021, to strengthen the Trustee body. A new Cathedral Coordinator was appointed in September 2021 and will be working to coordinate activity across the Cathedral. The Trustees have been reviewing the options for fundraising to ensure the long-term sustainability of the Cathedral and to respond effectively to the results of the Quinquennial Inspection. The status of the Cathedral of St John the Baptist as the Cathedral of East Anglia continues to be enhanced. It is already established as a major site of cultural, religious and historic interest alongside other such national and international institutions. Nevertheless, work to ensure that this remains the case is always needed.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and Appointment of New Trustees

The power to appoint and remove trustees is vested in the Bishop of the Diocese of East Anglia. Trustees are recruited by geographic location in the Diocese of their home parishes to provide a representative cross-section of the diocesan parishes. Two Trustees are ex Officio being the Dean of the Cathedral, and the Chair of the Cathedral Parish Pastoral Council (CPPC), or another representative of the CPPC. At least one Trustee is also a Diocesan Trustee and provides a link to the Diocese. Since January 2021, one of the Trustees is also the Chair of the Friends of the Cathedral, which is a separate charity.

Organisational Structure and Control

The Cathedral Trust is governed by the Board of Trustees assisted by the Company Secretary who is also the Director of Finance and Resources and Financial Secretary for the Diocese of the East Anglia. The Trustees meet on a quarterly basis. Up to May 2020, the daily routine management was exercised by a General Manager and lay staff as required. Educational aspects of the Cathedral Campus are managed by a Cultural and Heritage Officer who reported to the General Manager. Following the departure of the General Manager in May 2020, the Diocesan Director of Music was appointed as an interim part-time Cathedral Co-ordinator, on a voluntary basis. This arrangement continued until September 2021 when a part-time Cathedral Co-ordinator took up post.

The Trustees exercise control over Trust operations by formulating policy as required by the factors arising from the religious, commercial and financial aspects of the Cathedral operations. Governance Protocols have been adopted to provide a framework which facilitates the implementation of policies.

All major decisions are taken by the Board of Trustees at their quarterly meetings. The practical requirements of these decisions were passed onto the Staff by the General Manager at his weekly Staff Meeting and responsibility for implementation allocated as appropriate. Temporary arrangements were put in place from May 2020 onwards.

The Diocese supports and assists with the charitable objectives of the Trust. The interests of the Trust are represented at the Diocesan Board of Trustee meetings by the Vicar for Finance and the Company Secretary.

Risk Management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. A Risk Assessment is presented to the Trustees at each meeting for review and approval. This covers all perceived risks, not just financial ones.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED
31 DECEMBER 2021

The Trustees have assessed the major risks to which the Trust is exposed and are satisfied that systems are in place to mitigate our exposure to the major risks. The major risks are:

1. **Overspend on Unrestricted Funds.** The Trust is reliant on a subsidy from the Diocese to ensure that it remains a Going Concern. This will remain the case for the foreseeable future. Forecasts for the impact of Covid-19 on the Trust's finances have been developed and monitored during the year. The approach to the operation of the Trust was reviewed and restructuring took place over the summer and autumn of 2020. A discretionary grant of £13,000 from Norwich City Council enabled the Narthex and the Garden Café to reopen successfully in the autumn of 2020.
2. **Reserves are inadequate to meet the long-term ambitions of the Trust.** Reserves need to be built up over time. Charitable income sources have not been accessed in the recent past and successful applications for funding from Historic England have now been made. The Cathedral has also benefited from private donations.
3. **Inadequate HR policies and practices.** A professional firm has now updated the handbook and contracts and provides HR advice as needed. The new Cathedral Co-ordinator is CIPD qualified.
4. **Inadequate Financial processes, systems and controls.** A Financial Policy has been developed and the Diocesan Accountant has been dealing with the day-to-day finances at the Cathedral since September 2020, resulting in an improved level of financial control.
5. **Lack of Financial Planning.** Historically, the annual budget was drawn up based on previous year's figures and an estimate of current year's income and expenditure. Planning was over only one year. Longer term projections for budgets and cashflow have been developed as part of the assessment of the impact of Covid-19. Further work to extend this over 5 years will form part of the response to the Quinquennial Inspection.
6. **Inadequate Insurance Cover.** The Quinquennial Inspection commenced in September 2020. The Diocese has been working with the Catholic Insurance Service to ensure that insurance cover is adequate. The Diocesan archivist is planning to update the inventory and all plate is to be professionally valued.

Public Benefit

The Trust actively promotes the Cathedral to a much wider constituency than had been the norm in the past. This is aimed at much wider use by the community as a whole, across East Anglia, by the parishes of the Diocese and in making an attractive general educational offer open to all age groups. The new Cultural and Heritage Officer was on furlough and then maternity leave for much of 2020, but plans to expand the cultural and heritage offering, particularly taking advantage of the beautiful Cathedral Garden. The Cathedral Campus is also available as a venue for secular entertainments such as concerts, conferences and exhibitions.

Remuneration of Key Management Personnel

Trustees are responsible for reviewing the pay of the General Manager and now the Cathedral Co-ordinator and the Catering Manager.

Volunteers

Volunteers play a major role in the life of the Cathedral Campus. Volunteers are essential both for religious services and other activities such as tours of the building, assisting with the retail and catering operation, maintaining the extensive garden. The number of volunteers is in the region of 200 individuals, which is high in relation to the numbers attending Mass each week. Volunteers are welcome regardless of their particular faith background or beliefs, so long as they respect the Catholic ethos of the Cathedral.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED
31 DECEMBER 2021

Fundraising

The Trust understands its duty to protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate. The Trust will receive support from the Diocesan Stewardship and Fundraising Co-ordinator who started in January 2021. During 2020 the Trust did not actively fundraise from the general public or use any internal fundraisers or external fundraising agencies for either telephone or face-to-face campaigns and received no fundraising complaints during the year.

Financial Review

A key aim of the Trust has been to reduce its reliance on subsidy from the Diocese. A long-term grant agreement with the Diocese was signed in December 2020, setting out agreed levels of subsidy for the next five years, with a process of annual review.

A key aim of the Trust has been to reduce its reliance on subsidy from the Diocese. A long-term grant agreement with the Diocese was signed in December 2020, setting out agreed levels of subsidy for the next five years, with a process of annual review. Due to the impact of Covid-19, income from sales, hire and fees reduced from £210,276 in 2019 to £39,260 in 2020. Despite these challenges, the grant subsidy of £160,569 (2019: £143,357) from the Diocese still assisted with funds and it is set at £70,000 for 2021. The success in bidding for grants from Historic England means that total income rose from some £480k to £687k.

In 2019, the reduction in funds was £58,457, but in 2020 it was only £15,237, which can be accounted for by one-off costs caused by the pandemic and the res-structuring.

The Diocese is committed to providing financial support for the Trust both to provide sound management of the Cathedral as a place of worship and a national and international asset. Currently, the Trust relies on the Diocese to provide financial support in lieu of reserves until such time as reserves can be built up or other funding sources accessed.

Response to Covid-19

In view of the developing Covid-19 situation, the Trustees decided to shut the Narthex in March 2020, and the government later instructed all places of worship to shut completely. Most employees were placed on furlough leave. Projections for future budgets and cashflow were made, reflecting 3 possible scenarios, and were reviewed by Trustees, who then requested options to be developed to address the long-term sustainability of the Trust. This resulted in a restructuring of the staffing and a change in the operation of the café and catering function, which is now much more reliant on volunteers than in the past. Discretionary Covid grant support was received from Norwich City Council and a bid for major capital works from Historic England was successful, enabling major repairs to the electrics, rainwater goods, improved security and new lead downpipes. The Trust was also successful in applying for Covid Recovery Grant from the Heritage Lottery Fund to cover the period April to June 2021, later extended to December 2021.

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

Approved by the order of the Board of Trustees on

and signed on its behalf by:

.....

Rev J G Hurst, Vice Chair of Trustees

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

Independent Examiner's Report to the Trustees of The Cathedral of St John the Baptist Trust

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 December 2021 which are set out on pages 7 to 18.

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

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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.

Helena Wilkinson FCA DChA

For and on behalf of **Price Bailey LLP**

Chartered Accountants

Statutory Auditors

Anglia House, 6 Central Avenue, St Andrews Business Park, Thorpe St Andrew, Norwich, NR7 0HR

Date:

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(including income and expenditure account)
FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Total Unrestricted Funds 2021 £	Total Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
<u>INCOME</u>					
Donations and legacies	2	212,557	438,814	651,371	581,047
Income from charitable activities	3	73,593	-	73,593	39,260
Income from other trading activities	4	18,250	-	18,250	20,871
Other income – CJRS		18,543	-	18,543	45,576
Total income		322,943	438,814	761,757	686,754
<u>EXPENDITURE</u>					
Expenditure on charitable activities	5	320,413	600,933	921,346	431,870
Total expenditure		320,413	600,933	921,346	431,870
NET INCOME / (EXPENDITURE) BEING NET MOVEMENT IN FUNDS		2,530	(162,119)	(159,589)	254,884
Total funds brought forward		82,685	273,205	355,890	101,006
TOTAL FUNDS CARRIED FORWARD		85,215	111,086	196,301	355,890

All income and expenditure derives from continuing activities.

The notes on pages 10 to 18 form part of these financial statements.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

Registered Number: 08421913

BALANCE SHEET
AS AT 31 DECEMBER 2021

	Notes	£	2021 £	£	2020 £
FIXED ASSETS					
Tangible assets	9		26,488		32,211
CURRENT ASSETS					
Stocks	10	19,092		19,252	
Debtors	11	200,759		357,228	
Cash at bank and in hand		52,061		18,130	
		271,912		394,610	
CREDITORS: amounts falling due within one year	12	(102,099)		(70,931)	
NET CURRENT ASSETS			169,813		323,679
NET ASSETS			196,301		355,890
CHARITY FUNDS					
Unrestricted funds			85,215		82,685
Restricted funds			111,086		273,205
TOTAL FUNDS	14		196,301		355,890

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime within Part 15 of the Companies Act 2006.

The financial statements were approved by the Trustees on

and signed on their behalf, by:

..... **Rev J G Hurst, Vice Chair of Trustees**

The notes on pages 10 to 18 form part of these financial statements.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

STATEMENT OF CASH FLOWS AS AT 31 DECEMBER 2021

	2021 £	2020 £
Cash flows from operating activities:		
Net cash provided by / used in operating activities:	(159,589)	254,884
Adjustments for:		
Depreciation charges	7,451	9,481
Decrease in stocks	160	1,684
(Increase) / Decrease in debtors	156,469	(291,105)
(Decrease) / Increase in creditors	31,168	(3,531)
Net cash (used in) / provided by operating activities	35,659	(28,587)
Cash flows from investing activities:		
Purchase of tangible fixed assets	(1,728)	(4,107)
Net cash used in investing activities	(1,728)	(4,107)
 Change in cash and cash equivalents in the reporting period	 33,931	 (32,694)
Cash and cash equivalents at the beginning of the year	18,130	50,824
Cash and cash equivalents at the end of the reporting period	52,061	18,130

The notes on pages 10 to 18 form part of these financial statements.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

1.0 ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

1.1 Basis of preparation of financial statements

The financial statements have been prepared 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) (effective 1 January 2019) – (Charities SORP (FRS 102)), and the Companies Act 2006.

The Cathedral of St John the Baptist Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes. The financial statements are presented in pounds sterling and are rounded to the nearest pound.

1.2 Legal status of the Charity

The charity is a company limited by guarantee, incorporated in England and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. There are currently 9 members (2020: 9 members). The registered address of the charity is The White House, 21 Upgate, Poringland, Norwich, Norfolk NR14 7SH. The place of business is Cathedral House, Unthank Road, Norwich, NR2 2PA.

1.3 Going concern

In order to assess the appropriateness of the going concern assumption basis, the Trustees have considered the charity's financial position, reserves, cash flows and support from the Roman Catholic Diocese of East Anglia and forecasts to 31 December 2023. The Trustees have considered the assumptions underlying these forecasts and the impact of the potential risks affecting them and confirm they believe that the charity will be able to continue in operation and meet its liabilities as they fall due for at least 12 months from the date of signing these accounts.

1.4 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity.

1.5 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 receivable can be measured reliably.

Grants and donations and gifts are recognised when receivable and the Trust has unconditional entitlement to the income.

Trading income is recognised on point of sale for both donated and purchased goods.

Commission income is recognised at the point the sales invoice is received from the agent.

Events income is recognised when the event takes place. Any deposit or income received before the event is included on the balance sheet as deferred income.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021 (continued)

1. ACCOUNTING POLICIES (continued)

1.6 Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a 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 and relates to the charitable activities. VAT is charged as a cost against the activity for which the expenditure was incurred

Support costs comprise those costs which are incurred directly in support of expenditure on the objects of the charity and include governance, finance, management and HR costs. Governance costs are those costs incurred in connection with the compliance with constitutional and statutory requirements of the charity. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Redundancy and termination costs are recognised as an expense in the Statement of Financial Activities and a liability on the Balance Sheet immediately at the point the charity is demonstrably committed to either:

- Terminate the employment of an employee or group of employees before normal retirement date; or
- Provide termination benefits as a result of an offer made in order to encourage voluntary redundancy.

The charity is considered to be demonstrably committed only when it has a detailed formal plan for the termination and is without realistic possibility of withdrawal from the plan.

Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources based upon staff time.

1.7 Volunteers

The value of the services provided by volunteers is not incorporated into these financial statements. Further details of their contribution are provided in the Trustees report.

1.8 Fixed assets

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

All categories of tangible fixed assets	25% reducing balance
---	----------------------

1.11 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

1.10 Creditors

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

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020 (continued)

2. ACCOUNTING POLICIES (continued)

1.11 Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

1.12 Operating leases

Operating leases are recognised over the period of which the lease falls due.

1.13 Taxation

The company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

1.14 Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their fair value as at the balance sheet date. All financial instruments of the charity are measured at cost with the exception of fixed assets which are measured at depreciated cost.

Financial assets include the bank balances, trade debtors, accrued income and other debtors but exclude prepayments and taxation.

Financial liabilities include trade creditors, other creditors, accruals and deferred income but exclude social security and other taxes due.

1.15 Stocks

Stocks are valued at the lower of cost and net realisable value, on a first in first out basis.

1.16 Judgements and Key Source of Estimation Uncertainty

No judgements (apart from those involving estimates) have been made in the process of applying the above accounting policies.

There are no key assumptions concerning the future, nor key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021 (continued)

2. INCOME FROM DONATIONS AND GRANTS

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Donations	616	45,000	45,616	107
Parish Contribution	59,201	-	59,201	62,279
Historic England grant	-	-	-	314,072
Diocese subsidy grant	70,000	-	70,000	160,569
Other Diocese grants	26,289	-	26,289	31,020
Norwich City Council	20,001	-	20,001	13,000
ISED Foundation	-	217,630	217,630	-
Cultural Recovery Fund	36,450	59,250	95,700	-
Other grant income	-	116,934	116,934	-
	<u>212,557</u>	<u>438,814</u>	<u>651,371</u>	<u>581,047</u>

During 2020 all income from donations and grants was unrestricted except for £314,072 received from the Historic England grant.

Income from government grants during the year was £20,001 (2020: £327,072) of which £nil (2020: 273,205) was unspent at the year end and is included within restricted funds carried forward as shown in note 14.

The Diocese received rent from Notre Dame Preparatory School of £26,289 (2020: £31,020) and has chosen to allocate this to CSJBT.

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds 2021 £	Unrestricted Funds 2020 £
Sales, hire and fees	73,593	39,260
	<u>73,593</u>	<u>39,260</u>

4a. INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted Funds 2021 £	Unrestricted Funds 2020 £
Columbarium	11,250	1,750
Aerial rents	7,000	19,121
	<u>18,250</u>	<u>20,871</u>

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021 (continued)

5. EXPENDITURE ON CHARITABLE ACTIVITIES

Notes	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Unrestricted Funds 2020 £
Direct Costs	59,030	-	59,030	61,009
Support Costs	261,383	600,933	862,316	370,861
	<u>320,413</u>	<u>600,933</u>	<u>921,346</u>	<u>431,870</u>

In the prior year all expenditure was unrestricted in nature.

6. SUPPORT COSTS

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Unrestricted Funds 2020 £
Staff costs	64,840	12,823	77,663	117,521
Premises costs	134,658	582,385	717,043	175,759
Finance and professional costs	1,584	3,500	5,084	5,024
Governance costs	12,610	-	12,610	30,132
IT costs	18,901	-	18,901	21,610
Other costs	28,790	2,225	31,015	20,815
	<u>261,383</u>	<u>600,933</u>	<u>862,316</u>	<u>370,861</u>

Support costs are allocated to charitable expenditure based upon time spent on charity administration and finance.

7. NET INCOME / (EXPENDITURE):

This is stated after charging:

	Total Funds 2021 £	Total Funds 2020 £
Auditors' remuneration	-	700
Independent examination fees	2,000	2,250
Other accountancy costs	7,110	3,815
Depreciation – owned assets	7,451	9,479
Hire of plant and machinery	7,268	8,563

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021 (continued)

8. STAFF COSTS

	2021 £	2020 £
Wages and salaries	112,154	160,517
Social security costs	5,136	4,935
Other pension costs	1,735	2,230
	119,025	167,682

During the year, the Trustees were not paid and did not receive any other benefits from employment with the charity in the year (2020: £Nil).

During the year the Trustees received no reimbursement of expenses (2020: £nil).

	2021 £	2020 £
The average number of staff during the year was	13	13

There were no employees whose benefits were more than £60,000.

The total employee benefits of the key management personnel of the Charity were £nil (2020: £12,691) as the post was covered by volunteers during the year until new posts were appointed in March 2022. Included in the above are employer pension contributions of £nil (2020: £251) and Employer National Insurance contributions of £nil (2020: £1,069).

There were no redundancy payments made during the year however during the prior year redundancy payments were made to 4 employees totalling £4,116. These payments were authorised for payment in a meeting of the Trustees.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021 (continued)

9. TANGIBLE FIXED ASSETS

	Plant and Machinery £	Fixtures and Fittings £	Computer Equipment £	Total £
Cost				
At 1 January 2021	23,872	82,098	24,836	130,806
Additions	-	-	1,728	1,728
As at 31 December 2021	23,872	82,098	26,564	132,534
Depreciation				
At 1 January 2021	18,049	60,713	19,833	98,595
Charge for the year	1,250	4,513	1,688	7,451
As at 31 December 2021	19,299	65,226	21,521	106,046
Net book value				
As at 31 December 2021	4,573	16,872	5,043	26,488
At 1 January 2021	5,823	21,385	5,003	32,211

10. STOCKS

	2021 £	2020 £
Stocks	19,092	19,252

11. DEBTORS (amounts falling due within one year)

	2021 £	2020 £
Trade debtors	11,062	3,739
Other debtors	156,987	31,110
VAT	4,780	9,332
Prepayments and accrued income	27,930	313,047
	200,759	357,228

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021 (continued)

12. CREDITORS (amounts falling due within one year)

	2021 £	2020 £
Trade creditors	76,611	24,366
Other taxation and social security	893	1,085
Other creditors	-	31,180
Accruals	24,595	14,300
	<u>102,099</u>	<u>70,931</u>

13. OPERATING LEASE COMMITMENTS

As at 31 December 2021 the Trust had future minimum lease payments under non-cancellable operating leases as follows:

Plant and Machinery	2021 £	2020 £
Under 1 year	3,560	3,800
Between 2 and 5 years	2,670	6,230
	<u> </u>	<u> </u>

14. STATEMENT OF FUNDS

	At 01.01.2021	Income	Expenditure	Transfers	At 31.12.2021
Unrestricted funds:					
General funds	<u>82,685</u>	<u>322,943</u>	<u>(320,413)</u>	<u>-</u>	<u>85,215</u>
Restricted funds:					
Historic England projects	273,205	89,896	(427,195)	64,094	-
Cultural Recovery Fund	-	59,250	(58,690)	-	560
CATEW	-	18,948	-	(16,615)	2,333
Maintenance grant	-	217,630	(87,340)	(49,097)	81,193
Other small grants <£10k	-	8,090	(9,708)	1,618	-
Donations for windows restoration	-	45,000	(18,000)	-	27,000
	<u>273,205</u>	<u>438,814</u>	<u>(600,933)</u>	<u> </u>	<u>111,086</u>
Total restricted funds	<u>273,205</u>	<u>438,814</u>	<u>(600,933)</u>	<u> </u>	<u>111,086</u>
Total funds	<u><u>355,890</u></u>	<u><u>761,757</u></u>	<u><u>(921,346)</u></u>	<u><u>-</u></u>	<u><u>196,301</u></u>

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021 (continued)

15. STATEMENT OF FUNDS – PRIOR YEAR

	At 01.01.2019	Income	Expenditure	Transfers	At 31.12.2020
Unrestricted funds:					
General funds	101,006	372,682	(391,003)	-	82,685
Restricted funds:					
Historic England projects	-	314,072	(40,867)	-	273,205
Total restricted funds	-	314,072	(40,867)	-	273,205
Total restricted funds	101,006	686,754	(431,870)	-	355,890

Restricted funds

Historic England projects relate to Historic England and other matched funds for three major refurbishment & repair projects being transept roof repairs, the urgent replacement of stolen rainwater goods and the urgent replacement of unsafe electrical supply cables and distribution panels.

Cultural Recovery Fund was received during the year (2020: nil) to assist the Cathedral of St John the Baptist Trust to support its heritage operation and transition back to full reopening after the Covid-19 pandemic.

CATEW funds and the maintenance grant were received towards the ongoing repairs and restoration of historical buildings.

Other small restricted grants under £10k also relate to support for ongoing maintenance and repairs projects at the Cathedral.

The restricted fund transfers relate to cashflow support provided on specific maintenance projects.

16. ANALYSIS OF NET ASSETS

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Current Year:			
Fixed Assets	26,488	-	26,488
Current Assets	160,826	111,086	271,912
Current Liabilities	(102,099)	-	(102,099)
	85,215	111,086	196,301
Prior Year:			
Fixed Assets	32,211	-	32,211
Current Assets	121,405	273,205	394,610
Current Liabilities	(70,931)	-	(70,931)
	82,685	273,205	355,890

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021 (continued)

17. ANALYSIS OF CHANGES IN NET DEBT

	At 01.01.2020 £	Cash-flows £	At 31.12.2021 £
Cash	18,130	33,931	52,061
	<u> </u>	<u> </u>	<u> </u>

18. PENSION COMMITMENTS

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension costs charge represents contributions payable by the Charity to the fund and amounted to £1,735 (2020: £2,230). Contributions totalling £nil (2020: £Nil) were payable to the fund at the balance sheet date and are included in creditors.

19. RELATED PARTY TRANSACTIONS

During the year net expenses of £70,000 (2020: £160,569) have been paid by The Roman Catholic Diocese of East Anglia, a Charity with Trustees in common, on behalf of the Trust. This has been treated as a donation within the Trust's accounts. In addition, the Diocese received rent from Notre Dame Preparatory School of £26,289 (2020: £31,020) and has chosen to allocate this to CSJBT

The Parish of St John the Baptist, which is part of The Roman Catholic Diocese of East Anglia has received monies of £7,000 (2020: £19,121) for aerial rent from The Cathedral of St John the Baptist Trust. The Parish has agreed to contribute £59,201 (2020: £62,279) towards the running costs of the Cathedral of St John the Baptist Trust and this has been treated as a donation within the Trust's accounts.

As at the 31 December 2021 the Parish owed the Cathedral of St John the Baptist Trust £44,403 (2020: £30,999) and the Roman Catholic Diocese of East Anglia owed the Cathedral £112,583 (2020: creditor £31,179) for monies received on its behalf.

There are no other related party transactions.

Accounts

Registered number: 08421913
Charity number: 1152820

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

THURSDAY



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THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

CONTENTS

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS	1
TRUSTEES' REPORT	2
INDEPENDENT AUDITOR'S REPORT	6
STATEMENT OF FINANCIAL ACTIVITIES	7
BALANCE SHEET	8
STATEMENT OF CASH FLOWS	9
NOTES TO THE FINANCIAL STATEMENTS	10

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND
ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2020**

Trustees	N Greef (resigned 18 January 2021) M Hope (Resigned 22 May 2020) D Richardson (Resigned 22 May 2020) Rev. D Paul J McGarry C A Greef (Resigned 18 January 2021) M C Evans (Appointed 30 January 2020, Resigned 18 January 2021) Rev J Barnes (Appointed 19 January 2021) J F H Ellis (Appointed 19 January 2021) J M Milne (Appointed 19 January 2021) J G Hurst (Appointed 19 January 2021) L Pilch (Appointed 19 January 2021) M E M Raker (Appointed 26 January 2021)
Company registered number	08421913
Charity registered number	1152820
Registered office	The White House 21 Upgate, Poringland Norwich Norfolk NR14 7SH
Company Secretary	M Graham
Independent auditors	Price Bailey Anglia House, 6 Central Avenue St Andrews Business Park Thorpe St Andrew Norwich NR7 0HR
Bankers	National Westminster Bank Plc 45 London Street Norwich NR3 1RT

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED
31 DECEMBER 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom (FRS102).

The Cathedral of St John the Baptist Trust was formed to manage the operations and assets of the Cathedral of St John the Baptist, across the whole Cathedral Campus. It assumed the responsibilities of the Roman Catholic Cathedral of East Anglia Preservation and Development Trust and the Cathedral Narthex Company Limited.

The Trust supports the Dean of the Cathedral who is responsible for the spiritual welfare of all those who may visit at the Cathedral, for all liturgical matters and for pastoral care for parishioners and visitors who worship at the Cathedral.

The company registration number, charity registration number, the trustees who served in office during the year and the registered address are all detailed on page 1 of these financial statements.

OBJECTIVES

The objectives of the Cathedral Trust are set out in its Memorandum and Articles of Association as:

The objects of the Charity shall be for the benefit of the public to further the religious and charitable work of the Roman Catholic Cathedral Church of St John the Baptist in Norwich and without prejudice to the generality of those objects to provide and maintain an education facility, community and visitor centre called "The Narthex."

KEY AIMS AND ACTIVITIES FOR 2020

The key aims for the year may be summarised as:

- Dealing with the impact of Covid on the Cathedral
- Caring for the fabric of the Cathedral and for the rest of the buildings that constitute the Cathedral Campus
- Developing the culture and heritage offer to the general public and schools
- Supporting the mission of the Roman Catholic Diocese of East Anglia
- Reducing the level of subsidy from the Diocese of East Anglia through cost management and increased income

Activities undertaken to achieve these objectives include:

- Furloughing of staff and introduction of temporary management arrangements following the departure of the General Manager in May 2020.
- A review of the financial and management arrangements took place during 2020, resulting in a restructuring of the staffing and a new business model for the operation of the Trust, with greater emphasis on the use of volunteers.
- The appointment of a new Cathedral Architect, Mrs Suzi Pendlebury, of Caroe Architecture, who began the Quinquennial Inspection of the Cathedral in September 2020.
- Applying for grants to support the work of the Cathedral and in particular to deal with major issues with the fabric of the Cathedral.
- Supporting ordination Masses during the year and Diocesan events where these were possible within Covid restrictions
- Renegotiating supplier contracts, e.g. for telephones

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED
31 DECEMBER 2020

Success is measured by active feedback, monitoring of finances and delivery of repair projects within time and budget and to the requisite quality.

Plans for the future

A number of new Trustees were appointed in January 2021, to strengthen the Trustee body. A new Cathedral Coordinator was appointed in September 2021 and will be working to coordinate activity across the Cathedral. The Trustees have been reviewing the options for fundraising to ensure the long-term sustainability of the Cathedral and to respond effectively to the results of the Quinquennial Inspection. The status of the Cathedral of St John the Baptist as the Cathedral of East Anglia continues to be enhanced. It is already established as a major site of cultural, religious and historic interest alongside other such national and international institutions. Nevertheless, work to ensure that this remains the case is always needed.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and Appointment of New Trustees

The power to appoint and remove trustees is vested in the Bishop of the Diocese of East Anglia. Trustees are recruited by geographic location in the Diocese of their home parishes to provide a representative cross-section of the diocesan parishes. Two Trustees are ex Officio being the Dean of the Cathedral, and the Chair of the Cathedral Parish Pastoral Council (CPPC), or another representative of the CPPC. At least one Trustee is also a Diocesan Trustee and provides a link to the Diocese. Since January 2021, one of the Trustees is also the Chair of the Friends of the Cathedral, which is a separate charity.

Organisational Structure and Control

The Cathedral Trust is governed by the Board of Trustees assisted by the Company Secretary who is also the Director of Finance and Resources and Financial Secretary for the Diocese of the East Anglia. The Trustees meet on a quarterly basis. Up to May 2020, the daily routine management was exercised by a General Manager and lay staff as required. Educational aspects of the Cathedral Campus are managed by a Cultural and Heritage Officer who reported to the General Manager. Following the departure of the General Manager in May 2020, the Diocesan Director of Music was appointed as an interim part-time Cathedral Co-ordinator, on a voluntary basis. This arrangement continued until September 2021 when a part-time Cathedral Co-ordinator took up post.

The Trustees exercise control over Trust operations by formulating policy as required by the factors arising from the religious, commercial and financial aspects of the Cathedral operations. Governance Protocols have been adopted to provide a framework which facilitates the implementation of policies.

All major decisions are taken by the Board of Trustees at their quarterly meetings. The practical requirements of these decisions were passed onto the Staff by the General Manager at his weekly Staff Meeting and responsibility for implementation allocated as appropriate. Temporary arrangements were put in place from May 2020 onwards.

The Diocese supports and assists with the charitable objectives of the Trust. The interests of the Trust are represented at the Diocesan Board of Trustee meetings by the Vicar for Finance and the Company Secretary.

Risk Management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. A Risk Assessment is presented to the Trustees at each meeting for review and approval. This covers all perceived risks, not just financial ones.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED
31 DECEMBER 2020

The Trustees have assessed the major risks to which the Trust is exposed and are satisfied that systems are in place to mitigate our exposure to the major risks. The major risks are:

1. **Overspend on Unrestricted Funds.** The Trust is reliant on a subsidy from the Diocese to ensure that it remains a Going Concern. This will remain the case for the foreseeable future. Forecasts for the impact of Covid-19 on the Trust's finances have been developed and monitored during the year. The approach to the operation of the Trust was reviewed and restructuring took place over the summer and autumn of 2020. A discretionary grant of £13,000 from Norwich City Council enabled the Narthex and the Garden Café to reopen successfully in the autumn of 2020.
2. **Reserves are inadequate to meet the long-term ambitions of the Trust.** Reserves need to be built up over time. Charitable income sources have not been accessed in the recent past and successful applications for funding from Historic England have now been made. The Cathedral has also benefited from private donations.
3. **Inadequate HR policies and practices.** A professional firm has now updated the handbook and contracts and provides HR advice as needed. The new Cathedral Co-ordinator is CIPD qualified.
4. **Inadequate Financial processes, systems and controls.** A Financial Policy has been developed and the Diocesan Accountant has been dealing with the day-to-day finances at the Cathedral since September 2020, resulting in an improved level of financial control.
5. **Lack of Financial Planning.** Historically, the annual budget was drawn up based on previous year's figures and an estimate of current year's income and expenditure. Planning was over only one year. Longer term projections for budgets and cashflow have been developed as part of the assessment of the impact of Covid-19. Further work to extend this over 5 years will form part of the response to the Quinquennial Inspection.
6. **Inadequate Insurance Cover.** The Quinquennial Inspection commenced in September 2020. The Diocese has been working with the Catholic Insurance Service to ensure that insurance cover is adequate. The Diocesan archivist is planning to update the inventory and all plate is to be professionally valued.

Public Benefit

The Trust actively promotes the Cathedral to a much wider constituency than had been the norm in the past. This is aimed at much wider use by the community as a whole, across East Anglia, by the parishes of the Diocese and in making an attractive general educational offer open to all age groups. The new Cultural and Heritage Officer was on furlough and then maternity leave for much of 2020, but plans to expand the cultural and heritage offering, particularly taking advantage of the beautiful Cathedral Garden. The Cathedral Campus is also available as a venue for secular entertainments such as concerts, conferences and exhibitions.

Remuneration of Key Management Personnel

Trustees are responsible for reviewing the pay of the General Manager and now the Cathedral Co-ordinator and the Catering Manager.

Volunteers

Volunteers play a major role in the life of the Cathedral Campus. Volunteers are essential both for religious services and other activities such as tours of the building, assisting with the retail and catering operation, maintaining the extensive garden. The number of volunteers is in the region of 200 individuals, which is high in relation to the numbers attending Mass each week. Volunteers are welcome regardless of their particular faith background or beliefs, so long as they respect the Catholic ethos of the Cathedral.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED
31 DECEMBER 2020

Fundraising

The Trust understands its duty to protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate. The Trust will receive support from the Diocesan Stewardship and Fundraising Co-ordinator who started in January 2021. During 2020 the Trust did not actively fundraise from the general public or use any internet fundraisers or external fundraising agencies for either telephone or face-to-face campaigns and received no fundraising complaints during the year.

Financial Review

A key aim of the Trust has been to reduce its reliance on subsidy from the Diocese. A long-term grant agreement with the Diocese was signed in December 2020, setting out agreed levels of subsidy for the next five years, with a process of annual review.

A key aim of the Trust has been to reduce its reliance on subsidy from the Diocese. A long-term grant agreement with the Diocese was signed in December 2020, setting out agreed levels of subsidy for the next five years, with a process of annual review. Due to the impact of Covid-19, income from sales, hire and fees reduced from £210,278 in 2019 to £19,280 in 2020. Despite these challenges, the grant subsidy of £160,568 (2019: £143,357) from the Diocese still assisted with funds and it is set at £70,000 for 2021. The success in bidding for grants from Historic England means that total income rose from some £480k to £687k.

In 2019, the reduction in funds was £58,457, but in 2020 it was only £15,237, which can be accounted for by one-off costs caused by the pandemic and the re-structuring.

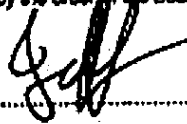
The Diocese is committed to providing financial support for the Trust both to provide sound management of the Cathedral as a place of worship and a national and international asset. Currently, the Trust relies on the Diocese to provide financial support in lieu of reserves until such time as reserves can be built up or other funding sources accessed.

Response to Covid-19

In view of the developing Covid-19 situation, the Trustees decided to shut the Martham in March 2020, and the government later instructed all places of worship to shut completely. Most employees were placed on furlough leave. Projections for future budgets and cashflow were made, reflecting 3 possible scenarios, and were reviewed by Trustees, who then requested options to be developed to address the long-term sustainability of the Trust. This resulted in a restructuring of the staffing and a change in the operation of the cafe and catering function, which is now much more reliant on volunteers than in the past. Discretionary Covid grant support was received from Norwich City Council and a bid for major capital works from Historic England was successful, enabling major repairs to the electrical, rainwater goods, improved security and new lead downpipes. The Trust was also successful in applying for Covid Recovery Grant from the Heritage Lottery Fund to cover the period April to June 2021, later extended to December 2021.

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

Approved by the order of the Board of Trustees on 29/9/21 and signed on its behalf by:


Ray J. G. Harst, Vice Chair of Trustees

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

Independent Examiner's Report to the Trustees of The Cathedral of St John the Baptist Trust

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 December 2020 which are set out on pages 7 to 18.

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

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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.

Helena Wilkinson FCA DChA

For and on behalf of **Price Bailey LLP**

Chartered Accountants

Statutory Auditors

Anglia House, 6 Central Avenue, St Andrews Business Park, Thorpe St Andrew, Norwich, NR7 0HR

Date: 30 September 2021

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(including income and expenditure account)
FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	Total Unrestricted Funds 2020 £	Total Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
<u>INCOME</u>					
Donations and legacies	2	266,975	314,072	581,047	238,010
Income from charitable activities	3	39,260	-	39,260	210,276
Income from other trading activities	4a	20,871	-	20,871	31,871
Other income	4b	45,576	-	45,576	-
Total income		372,682	314,072	686,754	480,157
<u>EXPENDITURE</u>					
Expenditure on charitable activities	5	391,003	40,867	431,870	538,614
Total expenditure		391,003	40,867	431,870	538,614
NET INCOME / (EXPENDITURE) BEING NET MOVEMENT IN FUNDS FOR THE YEAR		(18,321)	273,205	254,884	(58,457)
Total funds brought forward		101,006	-	101,006	159,463
TOTAL FUNDS CARRIED FORWARD		82,685	273,205	355,890	101,006

All income and expenditure derives from continuing activities.

The notes on pages 10 to 18 form part of these financial statements.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

Registered Number: 08421913
BALANCE SHEET
AS AT 31 DECEMBER 2020

	Notes	£	2020 £	£	2019 £
FIXED ASSETS					
Tangible assets	9		32,211		37,596
CURRENT ASSETS					
Stocks	10	10,252		20,936	
Debtors	11	357,228		68,122	
Cash at bank and in hand		18,130		50,834	
			394,610	137,882	
CREDITORS: amounts falling due within one year	12	(70,931)		(74,462)	
NET CURRENT ASSETS			323,679		63,420
NET ASSETS			355,890		101,006
CHARITY FUNDS					
Unrestricted funds			82,665		101,006
Restricted funds			273,205		-
TOTAL FUNDS			355,890		101,006

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime within Part 15 of the Companies Act 2006.

The financial statements were approved by the Trustees on 29/9/21 and signed on their behalf, by:



Rev J G Hurst, Vice Chair of Trustees

The notes on pages 10 to 16 form part of these financial statements.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

STATEMENT OF CASH FLOWS AS AT 31 DECEMBER 2020

	2020 £	2019 £
Cash flows from operating activities:		
Net cash provided by / used in operating activities:	254,884	(58,457)
Adjustments for:		
Depreciation charges	9,481	11,529
Decrease in stocks	1,684	3,909
(Increase) / Decrease in debtors	(291,105)	28,043
(Decrease) / Increase in creditors	(3,531)	3,103
	<u>(28,587)</u>	<u>(11,873)</u>
Net cash (used in) / provided by operating activities	<u>(28,587)</u>	<u>(11,873)</u>
Cash flows from investing activities:		
Purchase of tangible fixed assets	(4,107)	(6,641)
	<u>(4,107)</u>	<u>(6,641)</u>
Net cash used in investing activities	<u>(4,107)</u>	<u>(6,641)</u>
 Change in cash and cash equivalents in the reporting period	 (32,694)	 (18,514)
Cash and cash equivalents at the beginning of the year	50,824	69,338
	<u>18,130</u>	<u>50,824</u>
Cash and cash equivalents at the end of the reporting period	<u>18,130</u>	<u>50,824</u>

The notes on pages 10 to 18 form part of these financial statements.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

1.0 ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

1.1 Basis of preparation of financial statements

The financial statements have been prepared 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) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Cathedral of St John the Baptist Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes. The financial statements are presented in pounds sterling and are rounded to the nearest pound.

1.2 Legal status of the Charity

The charity is a company limited by guarantee, incorporated in England and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. There are currently 9 members (2019: 9 members). The registered address of the charity is The White House, 21 Ugate, Poringland, Norwich, Norfolk NR14 7SH. The place of business is Cathedral House, Unthank Road, Norwich, NR2 2PA.

1.3 Going concern

The Trustees have received confirmation of a £70,000 unrestricted grant from the Roman Catholic Diocese of East Anglia for the year ended 31 December 2021. In addition the Roman Catholic Diocese of East Anglia has also confirmed that it will provide support to enable the charity to meet its day to day obligations as they fall due up to 31 December 2022. The café and shop have been closed since March 2020 and reopened in October 2020, before having to close again on 23rd December due to lockdown. The charity has made redundancies, reduced its staff and other costs and produced budgets, cash flows and forecasts and assumed various levels of income from the café and shop which may require further support from the Diocese in certain situations and depend on the future effects of COVID-19. In order to assess the appropriateness of the going concern assumption basis, the Trustees have considered the charity's financial position, reserves, cash flows and support from the Roman Catholic Diocese of East Anglia and revised forecasts to 31 December 2022. The Trustees have considered the assumptions underlying these forecasts and the impact of the potential risks affecting them, including COVID-19 as highlighted above. Having made those enquiries, the Trustees have a reasonable expectation that the charity will be able to continue in operation and meet its liabilities as they fall due for at least 12 months from the date of signing this report.

1.4 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020 (continued)

1. ACCOUNTING POLICIES (continued)

1.5 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 receivable can be measured reliably.

Grants and donations and gifts are recognised when receivable and the Trust has unconditional entitlement to the income.

Trading income is recognised on point of sale for both donated and purchased goods.

Commission income is recognised at the point the sales invoice is received from the agent.

Events income is recognised when the event takes place. Any deposit or income received before the event is included on the balance sheet as deferred income.

1.6 Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a 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 and relates to the charitable activities. VAT is charged as a cost against the activity for which the expenditure was incurred

Support costs comprise those costs which are incurred directly in support of expenditure on the objects of the charity and include governance, finance, management and HR costs. Governance costs are those costs incurred in connection with the compliance with constitutional and statutory requirements of the charity. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Redundancy and termination costs are recognised as an expense in the Statement of Financial Activities and a liability on the Balance Sheet immediately at the point the charity is demonstrably committed to either:

- Terminate the employment of an employee or group of employees before normal retirement date; or
- Provide termination benefits as a result of an offer made in order to encourage voluntary redundancy.

The charity is considered to be demonstrably committed only when it has a detailed formal plan for the termination and is without realistic possibility of withdrawal from the plan.

Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources based upon staff time.

1.7 Volunteers

The value of the services provided by volunteers is not incorporated into these financial statements. Further details of their contribution are provided in the Trustees report.

1.8 Fixed assets

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

All categories of tangible fixed assets	25% reducing balance
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THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020 (continued)

1. ACCOUNTING POLICIES (continued)

1.11 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

1.10 Creditors

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

1.11 Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

1.12 Operating leases

Operating leases are recognised over the period of which the lease falls due.

1.13 Taxation

The company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

1.14 Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their fair value as at the balance sheet date. All financial instruments of the charity are measured at cost with the exception of fixed assets which are measured at depreciated cost.

Financial assets include the bank balances, trade debtors, accrued income and other debtors but exclude prepayments and taxation.

Financial liabilities include trade creditors, other creditors, accruals and deferred income but exclude social security and other taxes due.

1.15 Stocks

Stocks are valued at the lower of cost and net realisable value, on a first in first out basis.

1.16 Judgements and Key Source of Estimation Uncertainty

No judgements (apart from those involving estimates) have been made in the process of applying the above accounting policies.

There are no key assumptions concerning the future, nor key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020 (continued)

2. INCOME FROM DONATIONS AND GRANTS

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Donations	107	-	107	760
Parish Contribution	62,279	-	62,279	59,367
Historic England grant	-	314,072	314,072	-
Diocese subsidy grant	160,569	-	160,569	143,357
Other Diocese grants	31,020	-	31,020	34,526
Norwich City Council	13,000	-	13,000	-
	<u>266,975</u>	<u>314,072</u>	<u>581,047</u>	<u>238,010</u>

During 2019 all income from donations and grants was unrestricted.

Income from government grants during the year was £327,072 (2019: £nil) of which £273,205 (2019: nil) was unspent at the year end and is included within restricted funds carried forward as shown in note 14.

The Diocese received rent from Notre Dame Preparatory School of £31,020 (2019: £34,506) and has chosen to allocate this to CSJBT.

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds 2020 £	Unrestricted Funds 2019 £
Sales, hire and fees	39,260	210,276
	<u>39,260</u>	<u>210,276</u>

4a. INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted Funds 2020 £	Unrestricted Funds 2019 £
Columbarium	1,750	12,750
Aerial rents	19,121	19,121
	<u>20,871</u>	<u>31,871</u>

4b. OTHER INCOME

	Unrestricted Funds 2020 £	Unrestricted Funds 2019 £
Furlough income	45,576	-

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020 (continued)

5. EXPENDITURE ON CHARITABLE ACTIVITIES

	Notes	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Unrestricted Funds 2019 £
Direct Costs		61,009	-	61,009	164,235
Support Costs	6	329,994	40,867	370,861	374,379
		<u>391,003</u>	<u>40,867</u>	<u>431,870</u>	<u>538,614</u>

In the prior year all expenditure was unrestricted in nature.

6. SUPPORT COSTS

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Unrestricted Funds 2019 £
Staff costs	117,521	-	117,521	138,225
Premises costs	134,892	40,867	175,759	170,520
Finance costs	5,024	-	5,024	4,037
Governance costs	30,132	-	30,132	13,424
IT costs	21,610	-	21,610	15,266
Other costs	20,815	-	20,815	32,907
	<u>329,994</u>	<u>40,867</u>	<u>370,861</u>	<u>374,379</u>

Support costs are allocated to charitable expenditure based upon time spent on charity administration and finance.

7. NET INCOME / (EXPENDITURE):

This is stated after charging:

	Total Funds 2020 £	Total Funds 2019 £
Auditors' remuneration	700	11,975
Independent examination fees	2,250	-
Other accountancy costs	3,815	-
Depreciation – owned assets	9,479	11,529
Hire of plant and machinery	8,563	11,505

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020 (continued)

8. STAFF COSTS

	2020 £	2019 £
Wages and salaries	160,517	218,268
Social security costs	4,935	11,131
Other pension costs	2,230	3,397
	<u>167,682</u>	<u>232,796</u>

During the year, the Trustees were not paid and did not receive any other benefits from employment with the charity in the year (2019: £Nil).

During the year the Trustees received no reimbursement of expenses (2019: £nil).

	2020 £	2019 £
The average number of staff during the year was	<u>13</u>	<u>18</u>

There were no employees whose benefits were more than £60,000.

The total employee benefits of the key management personnel of the Charity were £12,691 (2019: £46,245). Included in the above are employer pension contributions of £251 (2019: £896) and Employer National Insurance contributions of £1,069 (2019: £4,459).

During the year redundancy payments were made to 4 employees (2019: none) totalling £4,116. These payments were authorised for payment in a meeting of the Trustees.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020 (continued)

9. TANGIBLE FIXED ASSETS

	Plant and Machinery £	Fixtures and Fittings £	Computer Equipment £	Total £
Cost				
At 1 January 2020	23,182	78,682	24,836	126,700
Additions	690	3,416	-	4,106
	<u>23,872</u>	<u>82,098</u>	<u>24,836</u>	<u>130,806</u>
As at 31 December 2020	<u>23,872</u>	<u>82,098</u>	<u>24,836</u>	<u>130,806</u>
Depreciation				
At 1 January 2020	16,328	54,627	18,159	89,114
Charge for the year	1,721	6,086	1,674	9,481
	<u>18,049</u>	<u>60,713</u>	<u>19,833</u>	<u>98,595</u>
As at 31 December 2020	<u>18,049</u>	<u>60,713</u>	<u>19,833</u>	<u>98,595</u>
Net book value				
As at 31 December 2020	<u>5,823</u>	<u>21,385</u>	<u>5,003</u>	<u>32,211</u>
At 1 January 2020	<u>6,854</u>	<u>24,055</u>	<u>6,677</u>	<u>37,585</u>

10. STOCKS

	2020 £	2019 £
Stocks	19,252	20,936
	<u>19,252</u>	<u>20,936</u>

11. DEBTORS (amounts falling due within one year)

	2020 £	2019 £
Trade debtors	3,739	23,855
Other debtors	31,110	22,142
VAT	9,332	3,294
Prepayments and accrued income	313,047	16,831
	<u>357,228</u>	<u>66,122</u>

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020 (continued)

12. CREDITORS (amounts falling due within one year)

	2020	2019
	£	£
Trade creditors	24,366	56,932
Other taxation and social security	1,085	3,771
Other creditors	31,180	333
Accruals	14,300	13,426
	<u>70,931</u>	<u>74,462</u>

13. OPERATING LEASE COMMITMENTS

As at 31 December 2020 the Trust had future minimum lease payments under non-cancellable operating leases as follows:

Plant and Machinery	2020	2019
	£	£
Under 1 year	3,800	15,064
Between 2 and 5 years	6,230	10,030
	<u>10,030</u>	<u>25,094</u>

14. STATEMENT OF FUNDS

	At 01.01.2020	Income	Expenditure	At 31.12.2020
Unrestricted funds:				
General funds	101,006	372,682	(391,003)	82,685
Restricted funds:				
Historic England grant	-	314,072	(40,867)	273,205
	<u>101,006</u>	<u>686,754</u>	<u>(431,870)</u>	<u>355,890</u>
	At 01.01.2019	Income	Expenditure	At 31.12.2019
Unrestricted funds:				
General funds	159,463	480,157	(538,614)	101,006
	<u>159,463</u>	<u>480,157</u>	<u>(538,614)</u>	<u>101,006</u>

Restricted funds at the year end relate to the unspent amount of the Historic England grant awarded to The Cathedral of St John the Baptist Trust in respect of three projects being transept roof repairs, the urgent replacement of stolen rainwater goods and the urgent replacement of unsafe electrical supply cables and distribution panels.

THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020 (continued)

15. ANALYSIS OF NET ASSETS

Current Year:	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fixed Assets	32,211	-	32,211
Current Assets	121,405	273,205	394,610
Current Liabilities	(70,931)	-	(70,931)
	<u>82,685</u>	<u>273,205</u>	<u>355,890</u>

All funds in the prior year were unrestricted funds.

16. ANALYSIS OF CHANGES IN NET DEBT

	At 01.01.2020 £	Cash-flows £	At 31.12.2020 £
Cash	50,824	(32,694)	18,130
	<u>50,824</u>	<u>(32,694)</u>	<u>18,130</u>

17. PENSION COMMITMENTS

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension costs charge represents contributions payable by the Charity to the fund and amounted to £2,230 (2019: £3,397). Contributions totalling £Nil (2019: £Nil) were payable to the fund at the balance sheet date and are included in creditors.

18. RELATED PARTY TRANSACTIONS

During the year net expenses of £160,569 (2019: £143,357) have been paid by The Roman Catholic Diocese of East Anglia, a Charity with Trustees in common, on behalf of the Trust. This has been treated as a donation within the Trust's accounts. In addition, the Diocese received rent from Notre Dame Preparatory School of £31,020 (2019: £34,526) and has chosen to allocate this to CSJBT

The Parish of St John the Baptist, which is part of The Roman Catholic Diocese of East Anglia has received monies of £19,121 (2019: £19,121) for aerial rent from The Cathedral of St John the Baptist Trust. The Parish has agreed to contribute £62,279 (2019: £59,367) towards the running costs of the Cathedral of St John the Baptist Trust and this has been treated as a donation within the Trust's accounts.

As at the 31 December 2020 the Parish owed the Cathedral of St John the Baptist Trust £30,999 (2019: £22,032).

There are no other related party transactions.