

Registered number: 08421913  
Charity number: 1152820

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

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**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)**

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**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**

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**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**

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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**  
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- 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**

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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**

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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**

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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**  
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**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 £
<b><u>INCOME</u></b>					
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
<b><u>EXPENDITURE</u></b>					
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 £
<b>FIXED ASSETS</b>					
Tangible assets	9		24,418		22,356
<b>CURRENT ASSETS</b>					
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	
<b>CREDITORS:</b> amounts falling due within one year	12	(71,111)		(149,699)	
<b>NET CURRENT ASSETS/(LIABILITIES)</b>			15,870		(30,156)
<b>NET ASSETS/(LIABILITIES)</b>			40,288		(7,800)
<b>CHARITY FUNDS</b>					
Unrestricted funds			18,328		(17,829)
Restricted funds			21,960		10,029
<b>TOTAL FUNDS</b>			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**  
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**STATEMENT OF CASH FLOWS AS AT 31 DECEMBER 2023**

	<b>2023</b> <b>£</b>	<b>2022</b> <b>£</b>
<b>Cash flows from operating activities:</b>		
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
	<hr/>	<hr/>
<b>Net cash (used in) / provided by operating activities</b>	<b>31,256</b>	<b>(32,108)</b>
	<hr/>	<hr/>
<b>Cash flows from investing activities:</b>		
Purchase of tangible fixed assets	(8,937)	(2,965)
Disposal of tangible fixed assets	-	55
	<hr/>	<hr/>
<b>Net cash used in investing activities</b>	<b>(8,937)</b>	<b>(2,910)</b>
	<hr/>	<hr/>
<b>Change in cash and cash equivalents in the reporting period</b>	<b>22,319</b>	<b>(35,018)</b>
Cash and cash equivalents at the beginning of the year	17,043	52,061
	<hr/>	<hr/>
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>39,362</b>	<b>17,043</b>
	<hr/>	<hr/>

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**

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**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)**

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**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
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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 2023 (continued)**

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**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
	<hr/>	<hr/>	<hr/>	<hr/>
	360,276	22,423	382,699	462,693
	<hr/>	<hr/>	<hr/>	<hr/>

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
	<hr/>	<hr/>
	193,942	162,148
	<hr/>	<hr/>

**4. INCOME FROM OTHER TRADING ACTIVITIES**

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

**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**

	<b>2023</b> <b>£</b>	<b>2022</b> <b>£</b>
Wages and salaries	183,475	140,222
Social security costs	7,223	3,156
Other pension costs	3,133	2,416
	<hr/> 193,831	<hr/> 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).

	<b>2023</b> <b>£</b>	<b>2022</b> <b>£</b>
The average number of staff during the year was	20	18
	<hr/> <hr/>	<hr/> <hr/>

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).

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**FOR THE YEAR ENDED 31 DECEMBER 2023 (continued)**

**9. TANGIBLE FIXED ASSETS**

	Plant and Machinery £	Fixtures and Fittings £	Computer Equipment £	Total £
<b>Cost</b>				
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>
<b>Depreciation</b>				
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>
<b>Net book value</b>				
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**

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

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

**11. DEBTORS (amounts falling due within one year)**

	<b>2023</b> £	<b>2022</b> £
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)**

	<b>2023</b> £	<b>2022</b> £
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:

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

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**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
<b>Unrestricted funds:</b>					
General funds	(17,829)	603,089	(577,424)	10,492	18,328
<b>Restricted funds:</b>					
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
<b>Unrestricted funds:</b>					
General funds	85,215	544,413	(647,457)	-	(17,829)
<b>Restricted funds:</b>					
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)

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**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**

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

**16. ANALYSIS OF NET ASSETS**

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

**17. ANALYSIS OF CHANGES IN NET DEBT**

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

**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023 (continued)**

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**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.