

THE WOODLANDS HOUSE OF PRAYER (BRUNEL MANOR)
(A company limited by guarantee)
UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021



THE WOODLANDS HOUSE OF PRAYER (BRUNEL MANOR)
(A company limited by guarantee)

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THE WOODLANDS HOUSE OF PRAYER (BRUNEL MANOR)
(A company limited by guarantee)

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

Trustees	A Bensley, Trustee M Tanner, Trustee T Boaden, Trustee A Johnson, Trustee P du Feu, Trustee S Searle, Trustee
Company registered number	08606484
Charity registered number	1156862
Registered office	Griffin Chartered Accountants Unit 4 Silverdown Office Park Exeter Devon EX5 2UX
Company secretary	S Linacre
Key management personnel	Rachel Oates (Acting Centre Manager)
Accountants	Griffin Chartered Accountants Silverdown Office Park Exeter Airport Business Park Exeter EX5 2UX
Bankers	National Westminster Bank 48 Courtenay Street Newton Abbot TQ12 2EE
Solicitors	Geldards (formerly Robinsons) Number One Pride Place Pride Park Derby DE24 8QR

THE WOODLANDS HOUSE OF PRAYER (BRUNEL MANOR)
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their annual report together with the financial statements of the Company for the 1 April 2020 to 31 March 2021. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and 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 UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. The Charity's Aims and Main Objectives for 2020/21

The charity's purpose, as defined in its governing document, is the establishment and maintenance of a home for the purpose of affording the means of physical and spiritual help to those in need of rest.

Historically the charity has fulfilled these objects by providing a Centre where holidays, retreats, conferences and seminars hosted within an explicitly Christian context can be attended by as broad a range of beneficiaries as possible. Prior to the covid pandemic the charity aimed to provide Christian hospitality, ministry and biblical teaching that refreshed, enabled and edified all of its guests. Guests comprised a cross-section of society: those who were well, the infirm, those pressured by work or life, the frail, the needy, the physically disabled and the emotionally challenged of all ages.

The ability of the charity to function in its normal manner has been compromised during the covid pandemic, however the enforced closures of the hospitality industry during 2020 and 2021 gave the trustees and management the opportunity to stop, take stock and consider the long term future.

In spite of this the charity has continued to seek out ways to provide physical and spiritual help to those in need of rest and also to support the pandemic response.

THE WOODLANDS HOUSE OF PRAYER (BRUNEL MANOR)
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Objectives and activities (continued)

b. The Charity's Strategies for achieving its Stated Objectives during 2020/21

The extended Covid-19 lockdowns during 2020 and 2021 and the social distancing restrictions between lockdowns made it impossible to fulfil the charity's objectives by its usual means, and also took away the charity's main source of income.

The trustees and management quickly recognised that the charity could not survive the covid pandemic in its traditional form due to the high running costs of the Brunel Manor buildings and estate even when mothballed. It became clear that the social distancing measures and additional hygiene requirements required at the end of the first lockdown in 2020 would limit the number of guests that could be accommodated, to the extent that re-opening for smaller numbers would not be financially viable. This coupled with a longer term downward trend in guest numbers and income over a period of several years, and the knowledge that the building would require significant maintenance within the next five years resulted in the trustees taking the unanimous decision to put the Brunel Manor estate up for sale and to relocate, re-envision and re-focus the efforts of the charity for a 'post-covid' world, in line with the charitable objectives.

The trustees used the following strategies to achieve its stated objectives:

- Fortnightly video-conference meetings of the Trustees, ensuring a speedy response to issues arising from the pandemic, and planning for the future.
- Regular communication with the charity's members and supporters to keep them apprised of the emerging situation, and to elicit financial support in the form of donations and loans to tide the charity over the initial lockdown.
- Appropriate use of the government Job Retention Scheme and Bounce Back Loan facilities in order to minimise expenditure.
- A reduction in resident volunteers.
- A carefully considered programme of redundancies to minimise expenditure on roles that would no longer be required as the charity moves forward beyond the pandemic.
- Retention of key staff and resident volunteers to ensure the estate and buildings were kept in good repair prior to sale.
- Seeking ways to reduce expenditure e.g. 'Mothballing' of the premises, suspending or cancelling contracts etc.
- Seeking ways to assist in the pandemic response and to actively assist other charities also responding to the pandemic.
- Seeking ways to generate income to offset the estate costs.

All the above were designed to minimise the charity's expenditure and protect the charity's physical assets in terms of the buildings and estate so that the charity would be in a good position to rebuild 'post-covid'. Within government restrictions opportunities were also made by us to offer physical and spiritual help to those in need of rest.

THE WOODLANDS HOUSE OF PRAYER (BRUNEL MANOR)
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Objectives and activities (continued)

c. Significant Activities Provided Contributing to Achievement of Stated Objectives

This has been an unprecedented time in the 79 year history of the charity. However, the trustees, employees and volunteers have continued to work hard to ensure the survival of the charity through the covid pandemic lockdown. Much time and effort has also been offered to develop plans for re-envisioning the charity to enable a 'fresh start' as we emerge from the initial stages of the pandemic.

Key activities in 2020/21 have been:

- Preparing Brunel Manor for sale, and successfully securing a buyer for the whole site.
- Development of plans to relocate and rebuild the charity as Covid-19 restrictions ease, with a particular emphasis on future resilience, and responding to the emerging 'post-covid' needs of our beneficiaries

d. Social or Programme Related Investment policies

The charity does not make social or programme related investments

e. Grant-making policies

The charity does not typically make financial grants. However, during 2020/21 the charity has made a number of physical donations of food, cleaning materials, furniture and equipment that would otherwise have gone to waste or been unused due to the pandemic restrictions.

These donations have included:

- Christmas decorations, spare food, crockery, cutlery and catering equipment given to a local charity to allow them to provide socially distanced meals (including Christmas Lunch) to homeless and isolated people in Torbay,
- Donation of items of unused furniture to the same charity to allow them to furnish a flat for a homeless person
- Donation of spare food and tables to a Christian retreat centre to allow them to set up socially distanced dining facilities on their re-opening
- Donation of unused play and sports equipment for use in local schools and youth clubs
- Donation of miscellaneous items to a local church that had just bought new premises to assist them in furnishing their new building

THE WOODLANDS HOUSE OF PRAYER (BRUNEL MANOR)
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Objectives and activities (continued)

f. Volunteers

The Charity has continued to benefit from the valued commitment of a small number of residential volunteers – initially six, reducing to three during the year. Sadly due to the lockdown restrictions we were not able to permit day volunteering for the majority of the year. Volunteers have given just over 4,200 hours of work.

Volunteers initially concentrated on decorating, gardening, general maintenance and cleaning to ensure the property would look its best when put up for sale. Once the sale of the premises was agreed, volunteers continued to assist in keeping the property in good order and also helped to sort and prepare items and archives to be kept.

Resident volunteers continued to be provided with board and lodging and a monthly allowance (covering reasonable subsistence expenses and travel costs) as they were not eligible to be furloughed.

The Board have particularly valued the support and commitment of the volunteers through this uncertain and stressful time.

Achievements and performance

a. Charitable Activities Undertaken

As the charity was not able to provide its usual conferencing and hospitality activities, other ways to fulfil its charitable objectives (within covid-restriction limitations) were sought. By necessity these have been limited in scope, however the benefits have been tangible:

- Throughout 2020/21 the gardens and grounds of Brunel Manor have been made freely available to local people to provide quiet, socially distanced outdoor space. Feedback from those visiting the gardens has shown that this has contributed significantly to people's wellbeing – providing a peaceful and restorative space of physical and spiritual refreshment during a difficult period. In particular we have had a small number of regular visits from families with children with additional needs (autism etc.) who have found that their children cannot cope with social distancing in busier outdoor spaces, and who have benefitted from the seclusion and tranquillity available at Brunel Manor.
- During June 2020 we were pleased to open for three days for the National Garden Scheme, with a specially prepared, socially distanced garden trail highlighting the history and heritage of the gardens and the link to Isambard Kingdom Brunel.
- Meeting space was provided on a monthly basis between lockdowns to the Torbay Community Development Trust to allow them to meet as a whole team (their own facilities not having sufficient capacity to allow them to meet in a socially distanced manner).

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance (continued)

b. Factors Relevant to Achievement of Objectives

In this particularly difficult 'Covid' year, the charity has continued to rely heavily on the commitment of its remaining team of employees and volunteers. The trustees gratefully acknowledge and appreciate the dedication and work of the whole team in unprecedented circumstances.

The charity is further supported by its network of about 350 subscribed "Friends of Brunel Manor" who have the interests of the charity at heart and who have committed to prayer regularly for the charity and its future. In this last year we have been particularly grateful for the generous response of our supporters to an emergency appeal. This financial support was essential in the initial 2020 lockdown as it allowed the charity to continue to function while a mortgage on the property was obtained and preparations were made to sell the premises.

The charity has been encouraged as more people have signed up to receive regular prayer letters and to keep in touch with plans going forward.

Financial review

a. Going concern

After securing firstly a mortgage on the property (see below), and secondly a buyer for the charity's property, the Trustees have a reasonable expectation that there will be adequate resources to continue the work of the charity in a re-envisioned format on completion of the sale of the property. For this reason they continue to adopt the going concern basis in preparing financial statements.

Post year end – the sale of the Brunel Manor estate was successfully completed at the end of May 2021, which has enabled the charity to repay the mortgage and all the loans from the proceeds of the sale of property.

b. Reserves policy

The aim of the 2020/21 reserves policy was to smooth out any cash flow issues. At the year end the charity had unrestricted reserves of £1,735,732, all of which was tied up in fixed assets. Therefore, the overall free reserves of the charity at 31 March 2021 were £Nil. However, the sale of the Brunel Manor estate was successfully completed at the end of May 2021, generating significant free reserves for the charity.

c. Principal Funding Sources

The principal funding source of the charity has historically been the fees charged to guests staying at the Centre. With the Covid-19 lockdowns and restrictions of 2020/21 this income has been virtually zero. Additional funding totalling approximately £140,000 was received during the period up to April 2021 in the form of gifts, donations and loans from supporters of the charity. The charity was also able to obtain a mortgage of £200,000 from Kingdom Bank, a government funded Bounce Back Loan of £50,000 from National Westminster Bank, and some grants from the local authority/HMRC of just under £77,500. Post year end the charity has been able to repay the mortgage and all the loans from the proceeds of the sale of property.

A small additional income of approximately £11,000 was obtained during the autumn and winter of 2020/21 by letting three additional units on short term tenancies to key workers and those on low incomes (NHS, social workers etc.). These units have previously been used for team accommodation or for self-catering.

THE WOODLANDS HOUSE OF PRAYER (BRUNEL MANOR)
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

d. Investments

The only investment is in the trading subsidiary, Brunel Manor Limited. The investment is unlisted and all the profits are gifted to The Woodlands House of Prayer (Brunel Manor) each year so it does not hold any reserves.

Structure, governance and management

a. Constitution

The Woodlands House of Prayer (Brunel Manor) is a charitable company limited by guarantee of its members, incorporated on 11 July 2013, and governed by its memorandum and articles of association.

The Charity Commission consent and other relevant documentation are held on deposit at National Westminster Bank, 48 Courtenay Street, Newton Abbot, Devon, TQ12 2EE. Property Deeds, Easements, etc., are held at Geldards, Number One Pride Place, Pride Park, Derby, DE24 8QR.

The Trustees continue to establish written policies and guidance for procedures.

b. Methods of appointment or election of Trustees

Persons to be considered for appointment as trustees must personally subscribe to the fundamentals identified in the governing documents. Trustees are members appointed by ordinary resolution by the members at an annual general meeting. The trustees may appoint a member as a trustee during the year, but they must resign at the next annual general meeting and seek re-appointment. Trustees are not required to retire by rotation.

c. Organisational structure and decision-making policies

The charity Trustees ensure the vision of the charity's founders is realised in the most relevant and practical way possible to meet the needs of beneficiaries in today's society. They give overall direction to the charity and approve policies.

The Trustees may delegate certain day to day operations of the charity to employees under the direction of a nominated trustee.

d. Policies adopted for the induction and training of Trustees

New trustee candidates are fully briefed by existing trustees as to the origins, historical evolution and current position of the charity. They are presented with relevant documents. There is a requirement that, except in exceptional circumstances, candidates attend at least two meetings prior to appointment with the aim of developing a good working relationship.

The induction policy for new trustees has been revised and adopted. This includes a skills audit.

THE WOODLANDS HOUSE OF PRAYER (BRUNEL MANOR)
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Structure, governance and management (continued)

e. Financial Risk Management

The major risks to which the charity is exposed are reviewed by the Trustees, who ensure appropriate controls are in place to provide reasonable assurance against fraud and error. All systems that are established are reviewed regularly in order to mitigate these risks. The Board is also committed to keeping up to date with the changing employment issues and keeping abreast of new legislation.

The risks associated with price setting is considered to be low, as the Charity will be able to build reserves over the next few years whilst keeping prices competitive to ensure demand for services. The Charity has current assets, no borrowings and a low working capital requirement so credit, liquidity and cash flow risks are considered to be low.

f. Public Benefit Statement

The Woodlands House of Prayer (Brunel Manor) has expressed its charitable mandate for 58 years through Brunel Manor – a Grade II listed building, set in landscaped Grade II listed gardens and parkland, overlooking Torquay to the sea. The covid pandemic has largely prevented the ability of the charity from exercising its normal ministry of hospitality and care throughout the 2020/21 period.

However the charity has responded to the challenges of the pandemic, providing benefit to the public through allowing free access to the peaceful gardens and grounds of the estate, providing a calm and restorative space for the well being of local people.

Concluding Remarks

The Trustees continue to be totally united in the task that lies ahead and are committed to working, together with the Brunel Manor team, for the furtherance of the charity's objects, appropriate to the needs of people who come to us as guests.

Trustees' Statement as to Disclosure of Information to Auditors

As far as the trustees are aware, there is no relevant audit information of which the charitable company's auditors are unaware and the trustees have taken all necessary steps in order to make themselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

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

THE WOODLANDS HOUSE OF PRAYER (BRUNEL MANOR)
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Statement of Trustees' responsibilities

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

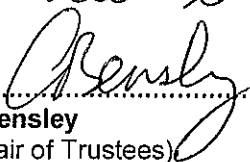
Company law requires the Trustees to prepare financial statements for each financial . Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees on
and signed on their behalf by:

15 December 2021

.....

A Bensley
(Chair of Trustees)

THE WOODLANDS HOUSE OF PRAYER (BRUNEL MANOR)
(A company limited by guarantee)

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2021**

Independent examiner's report to the Trustees of The Woodlands House of Prayer (Brunel Manor) ('the Company')

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the Trustees of the Company (and 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 the Company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

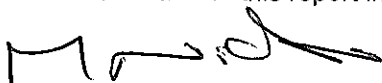
Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

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.

Signed:



Dated:

21/2/2021

Misty Nickells FCA

Griffin
Chartered Accountants
Silverdown Office Park
Exeter Airport
Business Park
EX5 2UX

THE WOODLANDS HOUSE OF PRAYER (BRUNEL MANOR)
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations and legacies	3	166,243	48	166,291	82,424
Charitable activities	4	16,808	-	16,808	293,977
Investments	5	153	-	153	256
Other income	6	30,535	-	30,535	35,192
Total income		213,739	48	213,787	411,849
Expenditure on:					
Hotel and Conference		258,301	4,840	263,141	461,062
Total expenditure		258,301	4,840	263,141	461,062
Net movement in funds		(44,562)	(4,792)	(49,354)	(49,213)
Reconciliation of funds:					
Total funds brought forward		1,780,294	10,920	1,791,214	1,840,427
Net movement in funds		(44,562)	(4,792)	(49,354)	(49,213)
Total funds carried forward		1,735,732	6,128	1,741,860	1,791,214

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 14 to 31 form part of these financial statements.

THE WOODLANDS HOUSE OF PRAYER (BRUNEL MANOR)
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BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	11	1,746,322	1,757,831
Investments	12	1	1
		<u>1,746,323</u>	<u>1,757,832</u>
Current assets			
Stocks	13	1,753	-
Debtors	14	11,254	29,474
Cash at bank and in hand		287,584	120,578
		<u>300,591</u>	<u>150,052</u>
Creditors: amounts falling due within one year	15	(77,111)	(115,494)
Net current assets		<u>223,480</u>	<u>34,558</u>
Total assets less current liabilities		<u>1,969,803</u>	<u>1,792,390</u>
Creditors: amounts falling due after more than one year	16	(227,943)	(1,176)
Net assets excluding pension asset		<u>1,741,860</u>	<u>1,791,214</u>
Total net assets		<u>1,741,860</u>	<u>1,791,214</u>
Charity funds			
Restricted funds	17	6,128	10,920
Unrestricted funds	17	1,735,732	1,780,294
Total funds		<u>1,741,860</u>	<u>1,791,214</u>

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

THE WOODLANDS HOUSE OF PRAYER (BRUNEL MANOR)
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BALANCE SHEET (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

The financial statements were approved and authorised for issue by the Trustees on
15 December 2021 and signed on their behalf by:


.....
A Bensley
(Chair of Trustees)

The notes on pages 14 to 31 form part of these financial statements.

THE WOODLANDS HOUSE OF PRAYER (BRUNEL MANOR)
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1. General information

The Woodlands House of Prayer (Brunel Manor) is a private company, limited by shares, domiciled in England and Wales, registration number 08606484. The registered office is Brunel Manor, Teignmouth Road, Torquay, Devon, TQ1 4SF.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Woodlands House of Prayer (Brunel Manor) 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.

2.2 Going concern

The Trustees assess whether the use of going concern is appropriate ie whether any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least 12 months from the date of authorisation for issue of the financial statements and have concluded that the charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the charity's ability to continue as a going concern, thus they will continue to adopt the going concern basis of accounting in preparing the financial statements.

After securing firstly a mortgage on the property, and secondly a buyer for the charity's property, the Trustees have a reasonable expectation that there will be adequate resources to continue the work of the charity in a re-envisioned format on completion of the sale of the property. For this reason they continue to adopt the going concern basis in preparing financial statements.

Post year end, the sale of the Brunel Manor estate was successfully completed at the end of May 2021, which has enabled the charity to repay the mortgage and all the loans from the proceeds of the sale of property.

THE WOODLANDS HOUSE OF PRAYER (BRUNEL MANOR)
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

2. Accounting policies (continued)

2.3 Income

All income is recognised once the Company 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 are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

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

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities as the related expenditure is incurred.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

THE WOODLANDS HOUSE OF PRAYER (BRUNEL MANOR)
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

2. Accounting policies (continued)

2.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is provided on the following bases:

Freehold property	- No depreciation
Plant and machinery	- 15% reducing balance
Fixtures and fittings	- 15% reducing balance
Computer equipment	- 25% reducing balance

In the opinion of the Trustees, given the nature of the property, the anticipated residual value and the expected useful life of the building element is such that any depreciation is considered to be immaterial. The Trustees carry out an annual impairment review to ensure that the residual value of the property is not less than the carrying value in the account.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of financial activities.

2.8 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities.

2.9 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.10 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.11 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

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2. Accounting policies (continued)

2.12 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

2.13 Financial instruments

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.14 Finance leases and hire purchase

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease are depreciated over the shorter of the lease term and their useful lives. Assets acquired by hire purchase are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the Company. Obligations under such agreements are included in creditors, net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the Statement of financial activities so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

2.15 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.

2.16 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

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3. Income from donations and legacies

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Donations and legacies	113,831	48	113,879
Government grants	52,412	-	52,412
	<u>166,243</u>	<u>48</u>	<u>166,291</u>
	<i>Unrestricted funds 2020 £</i>	<i>Restricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Donations and legacies	52,685	4,739	57,424
Government grants	25,000	-	25,000
	<u>77,685</u>	<u>4,739</u>	<u>82,424</u>

4. Income from charitable activities

	Unrestricted funds 2021 £	Total funds 2021 £
Hotel and Conference	16,808	16,808
	<i>Unrestricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Hotel and Conference	293,977	293,977

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5. Investment income

	Unrestricted funds 2021 £	Total funds 2021 £
Investment income	153	153

	<i>Unrestricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Investment income	256	256

6. Other incoming resources

	Unrestricted funds 2021 £	Total funds 2021 £
Reception sales	5,207	5,207
Board and lodging	25,328	25,328
	<u>30,535</u>	<u>30,535</u>

	<i>Unrestricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Reception sales	2,131	2,131
Board and lodging	21,061	21,061
Rent of kitchen subsidiary	12,000	12,000
	<u>35,192</u>	<u>35,192</u>

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**NOTES TO THE FINANCIAL STATEMENTS
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7. Analysis of expenditure by activities

	Activities undertaken directly 2021 £	Total funds 2021 £
Hotel and Conference	263,141	263,141

	<i>Activities undertaken directly 2020 £</i>	<i>Total funds 2020 £</i>
Hotel and Conference	461,062	461,062

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7. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Hotel & conference 2021 £	Total funds 2021 £
Staff costs	100,375	100,375
Other staff costs	76	76
Light, heat and water	46,596	46,596
Accountancy and professional fees	44,461	44,461
Grounds and repairs maintenance	20,818	20,818
Health and safety	62	62
Depreciation	11,218	11,218
Loss on disposal	291	291
Motor expenses	769	769
Postage and stationery	4,832	4,832
Advertising	879	879
Trustees and volunteer expenses	8,266	8,266
Computer and telephone costs	15,839	15,839
General administration	1,499	1,499
Bank and interest charges	7,160	7,160
	263,141	263,141

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7. Analysis of expenditure by activities (continued)

Analysis of direct costs (continued)

	<i>Hotel & conference 2020 £</i>	<i>Total funds 2020 £</i>
Staff costs	158,431	158,431
Other staff costs	2,031	2,031
Light, heat and water	89,945	89,945
Accountancy and professional fees	8,053	8,053
Grounds and repairs maintenance	56,274	56,274
Health and safety	20,978	20,978
Depreciation	46,615	46,615
Motor expenses	4,850	4,850
Postage and stationery	3,674	3,674
Advertising	7,821	7,821
Trustee's and volunteer expenses	31,900	31,900
Computer and telephone costs	18,334	18,334
General administration	7,753	7,753
Bank charges	4,403	4,403
	<u>461,062</u>	<u>461,062</u>

8. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £750 (2020 - £1,000), and an accounts preparation fee of £1,000 (2020 - £1,500).

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9. Staff costs

	2021 £	2020 £
Wages and salaries	95,934	144,129
Social security costs	633	6,755
Contribution to defined contribution pension schemes	3,808	7,547
	<u>100,375</u>	<u>158,431</u>

Included within wages and salaries is £17,707 relating to redundancy payments. Individually, the payments were £6,823 and £10,884.

The average number of persons employed by the Company during the year was as follows:

	2021 No.	2020 No.
Employees	<u>6</u>	<u>12</u>

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the charity comprise of the Key management personnel as listed on page 1. The total employee benefits of the key management personnel of the charity were £19,980 (2020 - £30,458).

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 March 2021, expenses totalling £412 were reimbursed or paid directly to 3 Trustees (2020 - £4,400 to 5 Trustees).

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11. Tangible fixed assets

	Freehold property £	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation					
At 1 April 2020	1,678,799	264,685	271,289	30,865	2,245,638
Disposals	-	(1,822)	(5,945)	(2,276)	(10,043)
Transfers between classes	40,456	(40,456)	-	-	-
At 31 March 2021	1,719,255	222,407	265,344	28,589	2,235,595
Depreciation					
At 1 April 2020	-	201,966	254,977	30,864	487,807
Charge for the year	-	8,417	2,800	1	11,218
On disposals	-	(1,531)	(5,945)	(2,276)	(9,752)
Transfers between classes	34,148	(34,148)	-	-	-
At 31 March 2021	34,148	174,704	251,832	28,589	489,273
Net book value					
At 31 March 2021	1,685,107	47,703	13,512	-	1,746,322
At 31 March 2020	1,678,799	62,719	16,312	1	1,757,831

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12. Fixed asset investments

	Other fixed asset investments £
Cost or valuation	
At 1 April 2020	1
At 31 March 2021	<u>1</u>
Net book value	
At 31 March 2021	<u>1</u>
<i>At 31 March 2020</i>	<u>1</u>

13. Stocks

	2021 £	2020 £
Raw materials	1,753	-

14. Debtors

	2021 £	2020 £
Due within one year		
Other debtors	9,921	2,590
Prepayments and accrued income	1,333	1,884
Grants receivable	-	25,000
	<u>11,254</u>	<u>29,474</u>

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15. Creditors: Amounts falling due within one year

	2021 £	2020 £
Bank loans	50,000	-
Other loans	2,500	-
Trade creditors	14,655	25,840
Amounts owed to trading subsidiary	3,722	11,125
Other taxation and social security	259	4,469
Obligations under finance lease and hire purchase contracts	1,214	2,631
Other creditors	553	2,380
Accruals and deferred income	4,208	69,049
	<u>77,111</u>	<u>115,494</u>

Net obligations under finance lease and hire purchase contracts are secured on the asset they have funded.

16. Creditors: Amounts falling due after more than one year

	2021 £	2020 £
Bank loans	199,943	-
Other loans	28,000	-
Net obligations under finance lease and hire purchase contracts	-	1,176
	<u>227,943</u>	<u>1,176</u>

Net obligations under finance lease and hire purchase contracts are secured on the asset they have funded.

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**NOTES TO THE FINANCIAL STATEMENTS
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17. Statement of funds

Statement of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
Unrestricted funds				
General fund	1,780,294	213,739	(258,301)	1,735,732
Restricted funds				
Garden fund	2,682	48	(2,730)	-
Carpets and furnishings	1,563	-	-	1,563
Pool building	2,020	-	(2,000)	20
Chapel fund	1,014	-	-	1,014
Hospitality fund	2,226	-	-	2,226
Nominated fund	1,415	-	(110)	1,305
	10,920	48	(4,840)	6,128
Total of funds	1,791,214	213,787	(263,141)	1,741,860

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

17. Statement of funds (continued)

Garden fund

Donations received towards garden improvements and equipment.

Carpets and furnishings

Donations were received for flooring and fixtures. The transfer is where funds have been used to purchase fixed assets and the restriction has therefore been satisfied.

Hospitality fund

Donations were received for contributions to enable people to visit the Manor who would not be able to without the support.

Pool building fund

Donations were received to be used towards renovating the pool building.

Computer fund

A grant was received towards specialist magnifying computer equipment and training for a member of staff. The balance of the fund is the value of the asset as the asset is for the use of one member of staff and is not available for general use.

Chapel fund

Fund for plans to convert several single bedrooms in 1st Floor Woodlands Wing to create a dedicated Chapel.

Fireplace fund

Fund to pay for installation of multi-fuel stoves in Rodenhurst Room and Reception fire places.

Nominated fund

Restricted income recieved from multiple sources of small amounts to be used towards the upkeep of the manor.

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**NOTES TO THE FINANCIAL STATEMENTS
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17. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2020 £</i>
Unrestricted funds					
General fund	1,829,179	407,110	(453,351)	(2,644)	1,780,294
Restricted funds					
Garden fund	2,958	-	(276)	-	2,682
Carpets and furnishings	2,522	-	(2,793)	1,834	1,563
Pool building	2,020	-	-	-	2,020
Chapel fund	768	-	-	246	1,014
Hospitality fund	2,079	-	(417)	564	2,226
Fireplace fund	252	-	(252)	-	-
Computer fund	649	-	(649)	-	-
Nominated fund	-	4,739	(3,324)	-	1,415
	11,248	4,739	(7,711)	2,644	10,920
Total of funds	1,840,427	411,849	(461,062)	-	1,791,214

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**NOTES TO THE FINANCIAL STATEMENTS
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18. Summary of funds

Summary of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
General funds	1,780,294	213,739	(258,301)	1,735,732
Restricted funds	10,920	48	(4,840)	6,128
	<u>1,791,214</u>	<u>213,787</u>	<u>(263,141)</u>	<u>1,741,860</u>

Summary of funds - prior year

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
General funds	1,829,179	407,110	(453,351)	(2,644)	1,780,294
Restricted funds	11,248	4,739	(7,711)	2,644	10,920
	<u>1,840,427</u>	<u>411,849</u>	<u>(461,062)</u>	<u>-</u>	<u>1,791,214</u>

19. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	1,746,322	-	1,746,322
Fixed asset investments	1	-	1
Current assets	294,463	6,128	300,591
Creditors due within one year	(77,111)	-	(77,111)
Creditors due in more than one year	(227,943)	-	(227,943)
Total	<u>1,735,732</u>	<u>6,128</u>	<u>1,741,860</u>

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19. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2020 £</i>	<i>Restricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Tangible fixed assets	1,757,831	-	1,757,831
Fixed asset investments	1	-	1
Current assets	139,132	10,920	150,052
Creditors due within one year	(115,494)	-	(115,494)
Creditors due in more than one year	(1,176)	-	(1,176)
Total	1,780,294	10,920	1,791,214

20. Pension commitments

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £3,808 (2020 - £7,547). Contributions totalling £240 (2020 - £890) were payable to the fund at the balance sheet date and are included in creditors.

21. Members' liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1 for the debts and liabilities contracted before he/she ceases to be a member.

22. Post balance sheet events

Post year end, the sale of the Brunel Manor estate was successfully completed at the end of May 2021, generating proceeds of £1,803,000, which has enabled the charity to repay the mortgage and all the loans from the proceeds of the sale of property.