

ST CHAD'S RETREAT CENTRES

England & Wales · Charity number 1157619

Details

Status	Registered
Legal form	Charitable company
Company number	08922281
Registered	2014-06-27
Register	View on the Charity Commission register

Contact

Address	Lichfield Diocesan Board Of Finance Inc St. Marys House Lichfield Staffordshire WS13 7LD
Phone	01543306030
Email	finance@lichfield.anglican.org
Website	https://www.lichfield.anglican.org/StChadsRetreatCentres/

Activities

Objects: THE OBJECTS OF THE CHARITY ARE THE ADVANCEMENT OF THE CHRISTIAN RELIGION IN ACCORDANCE WITH THE DOCTRINES AND PRINCIPLES OF THE CHURCH OF ENGLAND, IN PARTICULAR (BUT NOT LIMITED TO) BY THE PROVISION AND MAINTENANCE OF RETREAT CENTRES TO: (I) PROMOTE CHRISTIAN SPIRITUAL AND RELIGIOUS TEACHING AND EDUCATION GENERALLY; (II) PROVIDE HOSPITALITY IN THE CHRISTIAN TRADITION; AND (III) PROMOTE, PROTECT AND PRESERVE SPIRITUAL, EMOTIONAL AND PSYCHOLOGICAL HEALTH AND WELLBEING.

Activities: to utilise the two Lichfield Diocesan centres, Shallowford House and Dovedale House, in order to provide places of retreat and reflection to fulfil the diocesan aims of reaching New Generations, Growing Disciples and Discovering the Heart of God as well as providing the general public the use of the centre for breaks and conferences.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, Religious Activities, Amateur Sport
- **Who:** Children/young People, The General Public/mankind

Geography

- Staffordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£440,105	£374,776	-	-
2023-12-31	£413,372	£424,942	-	-
2022-12-31	£374,158	£338,198	-	-
2021-12-31	£317,688	£313,959	-	-
2020-12-31	£246,379	£318,025	-	-

Trustees

Name	Role	Appointed
Rev Sue Watson	Chair	2020-05-18
David Boote		2022-01-27
Rev Jeanette Hartwell		2022-01-27
Rev Rosanne Wilshire		2024-09-05
Stephen Bernard Vince		2021-07-22
The Rev Canon Nicholas Smeeton		2025-03-22

ST CHAD'S RETREAT CENTRES

England & Wales - Charity number 1157619

Accounts

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

Company Number: 08922281
Charity Number: 1157619

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

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ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS

FOR THE YEAR ENDED 31 DECEMBER 2024

Trustees	Rev S Watson Mr D Boote Revd J Hartwell Mr J Naylor (resigned 12 th March 2025) Mr S Vince Rev R Wilshire (appointed 5 th September 2024) Rev N Smeeton (appointed 22 nd March 2025)
Company Registered Number	08922281
Charity Registered Number	1157619
Registered Office	St Mary's House The Close Lichfield Staffordshire WS13 7LD
Company Secretary	Mr J Hill FCMA CGMA
Chief Executive Officer (for the member)	Mrs J Jones BSc FCIPD (retired 31 st December 2024) Mrs S Rushton (appointed 28 th April 2025)
Director of Finance	Mr J Hill FCMA CGMA
Independent auditors	HaysMac LLP 10 Queen Street Place London EC4R 1AG
Bankers	Lloyds Bank Plc 22 Conduit Street Lichfield WS13 6JS
Solicitors	FBC Manby Bowdler LLP 6-10 George Street Snow Hill Wolverhampton WS2 4DN
Investment Advisors	CCLA Investment Management Ltd 1 Angel Lane London EC4R 3AB
Insurers	Ecclesiastical Insurance Group 7 East Court London Road Charlton Kings Cheltenham GL52 6HS

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2024

Chair's Summary

Work at Shallowford House continues unabated.

Staffing

The somewhat concerning and changeable staffing position of last year has stabilised and staffing levels have increased, with a view to freeing up the time of the Business and Operations Manager and the Events Coordinator. The chef appointed last year continues in post. A Kitchen Manager has been appointed and this has considerably improved performance in the catering side of the house. In addition, a part time Guest Relations Officer has been appointed, who deals with 'front of house' issues, again taking the responsibility for this element of our hospitality away from more senior staff.

We employ Kitchen Porters from time to time on a casual basis.

At the end of the year all members of staff received a review of their salaries, which resulted in an increase in their remuneration, payable from January 2025.

It is extremely gratifying that we are currently in a more stable and improved situation in terms of staffing and it should be noted that the trustees fully appreciate the commitment of all our staff and the good teamwork which currently prevails.

It seems appropriate to include under this heading the continuing contribution of the Garden Working Party – our volunteers. They meet at the house regularly and work as a team in the grounds. With the assistance of a handyman who mows the grass, the team has been enabled to concentrate on the shrubs and trees and the gardens are now looking particularly good. This is an important aspect of the retreat experience and so the time and the work of our volunteers is particularly important to what we set out to achieve.

Additionally, we have benefited from the expertise of one particular volunteer who has been working on improving our online and social media presence. This is an area of our work which needs to be developed and a budget for future marketing endeavours has recently been agreed.

The trustees continue to be very appreciative of all that the volunteers offer and bring to the life and organisation of the house.

Bookings

As last year, bookings have continued to hold up, in spite of the challenging economic climate. As stated, in order to ensure future bookings, we have recently agreed a budget to reach out to new markets and to maintain our current links. Improved marketing is essential for this to be achieved and for our current performance to be improved upon.

The building

The building has required regular maintenance, as would be expected in a building of this age. In particular, certain rooms with showers have led to leaks and damage to rooms beneath them. This has been rectified and has led to great improvements in the rooms affected.

Fire escape steps are to be replaced and the heating system- currently linked to Meadow View, the detached house on the site- is to be adapted, so that the two properties will be separately heated.

Currently, the drains under part of the house are being investigated, with the assistance of the Diocesan Property Dept, to identify certain issues which have developed.

The Chapel is in more frequent use since the work mentioned in my last report was completed.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2024

Trustees

The Board has met regularly, following a decision to keep meetings more specifically focussed on business matters, with extra meetings scheduled if and when required. After a degree of exploration, a new trustee was appointed in October, which is a positive development. The Board now comprises trustees who can offer knowledge or skill in the areas of buildings, finance, practical use of the house, prayer and the wider church.

The future

We intend to build and improve in all those areas where we serve the public and where we have already focussed much attention. As I write, I am conscious that 2025 will see the appointment of a new Director, which will clearly be addressed in the next Chair's report. This will be challenging but will bring great opportunity for growth and development. We continue to actively seek God's guidance, as we face whatever the coming months will bring.



Revd. Sue Watson
Chair
6th May 2025

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2024

Trustees Annual Report

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of St Chad's Retreat Centres (the charity) for the ended 31 December 2024. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity'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 (FRS 102) (Second Edition effective 1 January 2019).

Since the charity qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Objectives and Activities

- **Policies and objectives**

Statement of Public Benefit

The Trustees of the Charity are aware of the Charity Commission's guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the Charity.

The Trustees believe that, by promoting the work of the Church of England through the provision of residential accommodation for children, young people and adult group members, it is engaging in the whole mission of the Church (pastoral, social, evangelistic and ecumenical), and that in so doing it provides a benefit to the public by:-

- providing affordable fully-catered accommodation for organised groups who can then engage in programmes designed to incorporate elements of physical, intellectual, emotional, spiritual and pastoral development;
- being involved in the design and delivery of such programmes;
- wherever possible helping financially by means of its own bursary;
- encouraging staff members to actively engage with guests and local people, employing their skills and becoming involved with community events;
- offering its facilities and equipment for use by non-resident local organisations and individuals;
- ensuring that its own amenities meet public safety standards and attempting when possible to introduce improvements for disabled access;
- promoting itself as a central amenity for the whole community;
- being open to all, regardless of background or previous experience of the Christian faith.

Activities

The principal activities of St Chad's Retreat Centres is to utilise Shallowford House, in order to provide places of retreat and reflection to promote Christian spiritual and religious teaching and education by providing hospitality in the Christian tradition to promote, protect and preserve spiritual, emotional and psychological health and wellbeing. This includes providing the general public the use of the centre for breaks and conferences.

Achievements and performance

After the uncertainty of the last three years due to the pandemic and restrictions, it was pleasing to see Shallowford House being well occupied and groups returning to use the house and new groups experiencing the facilities. It was pleasing to see the occupancy rates returning to the pre pandemic level. The current economic climate and conflict in Eastern Europe has made controlling costs a challenge and meant increasing prices, however this does not appear to have impacted on the interest and books at Shallowford yet. We have committed to upgrading the house itself and replaced windows with double glazing, introduced an improved heating system, as well as completely redecorating the chapel so that it has again become usable, replaced mattresses throughout, to bring them up to the required standard. There is still work to be done, which will be undertaken at an appropriate pace.

Investment policy and performance

Investment Powers

The Charity is granted power to invest in suitable investments under its Deed of Trust. As a charity, the Trustees have a duty of care to take such advice as is appropriate before investments are undertaken. This advice is sought from the Central Board of Finance (CCLA) in London.

Investment Policy

The Charity's investment policies are based on two key principles: -

Ethical Investment - this includes ensuring that investments are held in companies which have high standards of corporate governance and act in a responsible way towards stakeholders.

Long-term responsibilities - the trustees are aware of their long-term responsibilities in respect of the Restricted and Unrestricted reserves and as a result follow a prudent approach to investment decisions.

Investment policy for long-term funds is aimed primarily at generating a sustainable income, with due regard to the need for the preservation of capital value, and the possible need to realise investments to meet operational needs. The Charity does not have a policy of generating income at excessive or high risk, known as purchasing income, where high returns are guaranteed at the expense of capital.

Financial review

Overall income increased in the year to £440,105 compared to £413,372 in the previous year. Income from Charitable Activities at Shallowford increased in the year to £382,540 from £354,634 in the previous year, meanwhile income from Donations decreased slightly from £2,610 in the previous year to £2,464.

Shallowford House costs decreased in the year to £374,776 compared to £424,942 in the previous year due to the some large expenditure on the property itself during the previous year.

The charity made a surplus of £65,329 compared to a deficit of £11,570 in the previous year before revaluation. After the positive revaluation adjustment of £80,974, the charity had a surplus net movement of funds of £146,303 (2023: deficit £61,898) increasing reserves to £1,917,283 at the year end from £1,771,520 at the end of the previous year.

• Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. After receiving reassurances the Member will assist with any short-term cash flow issues.

At the end of 2024, there were free reserves (Unrestricted Current Assets less Current Liabilities – see note 21 on page 26) for Shallowford of £92,722; and this equates to approximately 3 months unrestricted expenditure. There is a surplus budget for 2025 and cash is traditionally positive at the start to the next financial year.

The Member and the trustees of the Company are satisfied the entity remains a Going Concern into the future. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2024

Reserves policy

The free reserves at the end of the year were £92,722 (2023: £29,482) – this represents current assets less current liabilities. It assumes that the loans for Shallowford House will continue their current arrangement and therefore amounts to be paid in future years are excluded.

The Policy agreed by the Trustees is for the charity to hold the equivalent of three months budgeted expenditure in free reserves, this would equate to £93,694. Whilst the actual free reserves are marginally lower than the policy the Trustees consider this to be reasonable and acceptable, and with continued reassurance from the Member (Lichfield Diocesan Board of Finance) of any financial support should it be required.

Structure, governance and management

- **Constitution**

St Chad's Retreat Centres is a Company Limited by Guarantee and registered in England and Wales under number 08922281, incorporated on 4th March 2014. The company is also registered with the Charity Commission under charity number 1157619 and governed by its Memorandum and Articles of Association. The initial document of 4th March 2014 has now been updated and replaced by new Memorandum and Articles dated 3rd December 2020.

- **Members**

St Chad's Retreat Centres has one member, the Lichfield Diocesan Board of Finance.

- **Method of appointment or election of Trustees**

In accordance with the Memorandum and Articles the maximum number of members of St Chad's Retreat Centres is 8. At no time has there been excess membership, although there is an election process built into the Memorandum and Articles should the occasion occur.

Individuals with interest in the work of St Chad's Retreat Centres, and in particular with a Christian Ethos, are invited to apply to become a trustee of the Charity. If the current Board of Directors deems the individual suitable, then subject to the approval of the Member, the person is invited to become a trustee and receive the necessary training.

- **Policies adopted for the induction and training of Trustees**

The induction process for any newly appointed trustee comprises an initial meeting with the Board of Trustees at which a pack is provided. This includes a copy of the governing document, a copy of the most recent annual report and accounts, a copy of the minutes of previous trustee's meetings and a copy of the Charity Commission guidance "The Essential Trustee".

- **Organisational structure and decision making**

The charity has no trading or other charitable subsidiary companies as at the year-end, nor were there any plans to undertake.

The day-to-day decision-making is delegated to the centre managers under the direction of the Trustees. The centre managers normally report in person to the Trustees at their routine meetings. All remuneration decisions are made by the Trustees within the wider context of other policies.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2024

• **Related Party Relationships**

No payments were made to Trustees during the accounting period. The Trustees are considered to be key management of the charity and none of them were entitled to or received any remuneration.

• **Connected Charities**

The trustees consider the following to be Connected Charities:

Lichfield Diocesan Board of Finance - a registered charitable company whose principal activity is to promote, assist and advance the work of the Church of England in the Diocese of Lichfield and elsewhere, by acting as the financial executive of the Diocesan Synod. It oversees the resourcing of ministry within the Diocese and the financing of the work of the various diocesan bodies (constituted under ecclesiastical statute or established voluntarily by the Bishop and Diocesan Synod), which also have the object of advancing the aims of the Church of England in the Diocese and elsewhere.

• **Risk management**

In order to identify the major risks to which St Chad's Retreat Centres is exposed, it takes guidance from the Lichfield Diocesan Board of Finance which undertakes a full risk assessment review under the headings of Governance & Management, Operations, Financial, Environmental/External Factors and Compliance with Law & Regulation. The full risk register is available on request from the Diocesan Office.

The Key Risks to the Charity are as follows:-

- **Fall in Occupancy** – it is important that the Charity maintains a marketing strategy and promotion of the centre in particular around the Lichfield Diocese to encourage use by Church and Associated Groups as well as other faiths. To mitigate the risk, the trustees will look at the current marketing strategy and refresh the list of contacts and potential users.
- **Ability to maintain the Property** – It is important to review the Quinquennial reports and address the repairs and maintenance that is recommended. In order to carry out the work, either funds need to be set aside or financing needs to be sought in order to keep the properties to a satisfactory standard that makes the visit enjoyable and appealing for returned visits.

There has been a restructure of Staff creating new roles for the key staff in the creation of Chief Business and Operations Manager and Events Coordinator and Office Manager to oversee and implement the key strategies set out by the trustees.

The Wardens House, Meadow View was no longer required for housing a member of staff and subsequently rented out as a residential property to generate additional income to support the work at Shallowford House in the financial year. From May 2025 the house will return to its use as an occupational property.

New Policies have been added to the staff handbook, including policies for Volunteers, Quality Management, Equality and Diversity and Environmental Issues.

A programme of maintenance to the property is being agreed to ensure the building remains well maintained and presented.

Members' liability

The Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2024

Pension Scheme

St Chad's Retreat Centres operates a pension scheme for all employees via NEST (National Employment Savings Trust). This is a defined Contribution Scheme and became operational from 1 September 2017.

Trustees' responsibilities statement

The Trustees (who are also directors of St Chad's Retreat Centres 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). The Trustees are also responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

Company law requires the Trustees to prepare financial statements for each financial year. 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor

On 18th November 2024 the company's auditor changed its name from haysmacintyre LLP to HaysMac LLP. HaysMac LLP has expressed its willingness to continue as auditors to the Charity.

So far as each trustee is aware, there is no relevant audit information of which the company's auditors are unaware.

Each trustee has taken all reasonable steps in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

In preparing this report, the Trustees have taken advantage of the small companies' exemptions provided by section 415A of the Companies Act 2006.

The Trustees' Report was approved by the trustees and signed on their behalf by:-



Revd S Watson
Trustee/Director
6th May 2025

Opinion

We have audited the financial statements of St Chad Retreat Centres for the year ended 31 December 2024 which comprise the Statement of Financial Activities, the Balance Sheet, cash flow and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2024 and of the charitable company's net movement in funds, including the income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Annual Report (which includes the directors' report prepared for the purposes of company law) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the Trustees' Annual Report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report (which incorporates the directors' report).

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ST CHAD'S RETREAT CENTRES

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the charitable company; or
- the charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees for the financial statements

As explained more fully in the trustees' responsibilities statement set out on page 8, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charitable company and the environment in which it operates, we identified that the principal risks of non-compliance with laws and regulations related to the regulatory requirements of the Charity Commission, and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006 and the Charities Act 2011, and considered other factors such as payroll tax.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to posting inappropriate journal entries and management bias in certain accounting estimates and judgements such as the income recognition policy. Audit procedures performed by the engagement team included:

Tailored narrative here but consider the following

- Inspecting correspondence with regulators and tax authorities;
- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- Evaluating management's controls designed to prevent and detect irregularities;
- Identifying and testing journals.
- Challenging assumptions and judgements made by management in their critical accounting estimates.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ST CHAD'S RETREAT CENTRES

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Lee Stokes (Senior Statutory Auditor)
For and on behalf of HaysMac LLP, Statutory Auditors

10 Queen Street Place
London
EC4R 1AG

Date: 30/07/2025

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating income and expenditure account)

FOR THE YEAR ENDED 31 DECEMBER 2024

	Notes	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Income from:					
Donations and legacies	2	1,954	510	2,464	2,610
Other trading activities	3	53,285	-	53,285	54,557
Investments	4	1,527	289	1,816	1,571
Charitable activities	5	382,540	-	382,540	354,634
Total income		<u>439,306</u>	<u>799</u>	<u>440,105</u>	<u>413,372</u>
Expenditure on:					
Charitable activities	6	364,866	9,910	374,776	424,942
Other Expenditure	7	-	-	-	-
Total expenditure		<u>364,866</u>	<u>9,910</u>	<u>374,776</u>	<u>424,942</u>
Net income/(expenditure) before gains and losses		74,440	(9,111)	65,329	(11,570)
Net (losses)/gains on investments and property		80,974	-	80,974	(50,328)
Net income/(expenditure)		<u>155,414</u>	<u>(9,111)</u>	<u>146,303</u>	<u>(61,898)</u>
Transfers between funds		-	-	-	-
Net movement in funds		155,414	(9,111)	146,303	(61,898)
Reconciliation of funds:					
Total funds at 1 January 2024		<u>1,745,767</u>	<u>25,753</u>	<u>1,771,520</u>	<u>1,833,418</u>
Total funds at 31 December 2024		<u><u>1,901,181</u></u>	<u><u>16,642</u></u>	<u><u>1,917,823</u></u>	<u><u>1,771,520</u></u>

All activities relate to continuing operations.

The notes on pages 15 to 28 form part of these financial statements.

A full comparative Statement of Financial Activities is included at note 24.

No separate income and expenditure account has been presented on the grounds that the differences between the net income as stated above and the profit and loss for the year for the purposes of the Companies Act 2006 relates solely to the movements on endowments.

ST CHAD'S RETREAT CENTRES
Company Number 08922281
(A company limited by guarantee)

BALANCE SHEET

AS AT 31 DECEMBER 2024

		2024		2023	
	Note	£	£	£	£
Fixed assets					
Tangible assets	15		1,808,900		1,729,634
			<u>1,808,900</u>		<u>1,729,634</u>
Current assets					
Debtors	16	30,327		39,322	
Cash at bank and in hand		192,096		114,573	
		<u>222,423</u>		<u>153,895</u>	
Creditors: Amounts falling due within one year	18	(106,870)		(99,249)	
Net current assets			<u>115,553</u>		<u>54,646</u>
Total assets less current liabilities			<u>1,924,453</u>		<u>1,784,280</u>
Creditors: amounts falling due after more than one year	18		(6,630)		(12,760)
Net assets			<u>1,917,823</u>		<u>1,771,520</u>
Charity Funds					
Restricted funds	19		16,642		25,753
Unrestricted funds	19		1,901,181		1,745,767
Total funds			<u>1,917,823</u>		<u>1,771,520</u>

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies. The financial statements were approved by the Trustees on 6th May 2025 authorised for issue and signed on their behalf by:



Revd S Watson
Trustee

The notes on pages 15 to 28 form part of these financial statements.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 DECEMBER 2024

	Note	2024 £	2023 £
Cash flows from operating activities			
Net cash (used in)/provided by operating activities	21	100,061	(57,852)
Cash flows from investing activities:			
Dividends and Interest from Investments		1,816	1,571
Purchase of fixed assets		(2,578)	-
Interest payable		(1,371)	(2,234)
Proceeds of Sale of Fixed Assets		-	-
Net cash used in investing activities		<u>(2,133)</u>	<u>(663)</u>
Cash flows from financing activities:			
Repayments of borrowings		(20,405)	(20,550)
Net cash (used in)/provided by financing activities		<u>(20,405)</u>	<u>(20,550)</u>
Change in cash and cash equivalents in the year		77,523	(79,065)
Cash and cash equivalents brought forward		114,573	193,638
Cash and cash equivalents carried forward		<u>192,096</u>	<u>114,573</u>

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

St Chad's Retreat Centres is a charitable company incorporated in England and Wales under the Companies Act and registered as a charity with the Charity Commission in England and Wales. 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. The address of the registered office is given in the reference and administration details of these financial statements. The nature of the charity's operations and principal activities are detailed in the trustees report.

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) (Second Edition 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.

St Chad's Retreat Centres 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.

1.2 Going concern

It is accepted that the current free reserves, unrestricted net current assets, are in line with the current policy. The trustees take into consideration the cashflow at the start of the year with deposits and early bookings for the year and the pattern of bookings throughout the year rather than a snapshot at the year end. It is appreciated that liquidity could be difficult during the year due to any unforeseen circumstances but have written reassurance in a Letter of Comfort from the Member of the Charity, Lichfield Diocesan Board of Finance, to offer short term assistance if required.

After making appropriate enquiries, including reviewing its cash flow forecasts, the trustees have a reasonable expectation that the charity has adequate resources as to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

1.3 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.4 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.

Investment income, gains and losses are allocated to the appropriate fund.

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.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably, and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material. Job Retention Scheme payments have been received on a monthly basis and are accounted for in the month they relate.

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer times of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

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.

1.6 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

1.7 Tangible fixed assets and depreciation

Motor Vehicles and Office Equipment costing more than £250 are capitalised, all other costs are written off in the year of purchase.

Property is held and shown at valuation. The property is revalued each year using the Nationwide Property Index for all properties by region.

Tangible fixed assets are stated at cost or valuation. 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 bases:

Motor vehicles	20% straight line, no depreciation charge in the year of acquisition
Office equipment	20% straight line, no depreciation charge in the year of acquisition

1. ACCOUNTING POLICIES (continued)

1.8 Investments

Investments are stated at market value at the balance sheet date. The Statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

1.9 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity. This is normally upon notification of the interest paid or payable by the Bank.

1.10 Debtors

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

1.11 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.

1.12 Creditors and provisions

Creditors and provisions 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. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.13 Financial instruments

The charity 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 loans which are subsequently measured at amortised cost using the effective interest method.

1.14 Judgement and Key Sources of Estimation Uncertainty

The preparation of the financial statements in conformity with generally accepted accounting practice requires the directors to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of income and expenditures during the reporting period. Actual results in the future could differ from those estimates. In this regard, the directors believe that the most significant areas of judgement relate to the valuation of property.

Valuation

The Directors normally use Diocesan expertise available through the Diocesan Property Department plus local agents; and the re valuation method is to use the Nationwide Property Index plus any reasonable factors to adjust the index figures. In light of the review of the charity and the longer-term sustainability a full valuation was undertaken by a qualified surveyor to give a market value of the Shallowford House. The value was significantly higher and this has been reflected in the financial statements.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2024

2. INCOME FROM DONATIONS AND LEGACIES

	Total 2024 £	Total 2023 £
Donations	2,464	2,610
Grants	-	-
	<u>2,464</u>	<u>2,610</u>
Total donations and legacies	<u>2,464</u>	<u>2,610</u>

3. ACTIVITIES FOR GENERATING FUNDS

	Total 2024 £	Total 2023 £
Bar and shop	9,117	10,423
Books	-	-
Sundry Income	25,068	25,614
Lettings Income	19,100	18,520
	<u>53,285</u>	<u>54,557</u>

4. INVESTMENT INCOME

	Total 2024 £	Total 2023 £
Dividends and interest receivable	<u>1,816</u>	<u>1,571</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	Total 2024 £	Total 2023 £
Residential fees	359,576	330,034
Day fees	18,183	19,114
Other	4,781	5,486
	<u>382,540</u>	<u>354,634</u>

6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	Total 2024 £	Total 2023 £
Residential fees	371,506	424,942
Other Expenditure	-	-
	<u>371,506</u>	<u>424,942</u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2024

GOVERNANCE COSTS				Total 2024 £	Total 2023 £
Auditors' remuneration				3,270	2,520
				3,270	2,520
Total Expenditure on Charitable Activities				374,776	424,942
7. Other Expenditure				-	-
8. 2024: DIRECT COSTS					
	Residential Fees £	Shop Income £	Vending Machine Income £	Total 2024 £	
Rates and insurance	11,827	-	-	11,827	
Repair and maintenance	72,942	-	-	72,942	
Food purchases	29,422	-	-	29,422	
Advertising & marketing	3,218	-	-	3,218	
Household consumables	2,270	-	-	2,270	
Laundry and cleaning	39,988	-	-	39,988	
Sundry expenses	545	-	-	545	
Professional fees	1,704	-	-	1,704	
Training	874	-	-	874	
Wages and salaries	142,990	-	-	142,990	
	305,779	-	-	305,779	
2023: DIRECT COSTS					
	Residential Fees £	Shop Income £	Vending Machine Income £	Total 2023 £	
Rates and insurance	9,364	-	-	9,364	
Repair and maintenance	86,209	-	-	86,209	
Food purchases	37,114	-	-	37,114	
Advertising & marketing	650	-	-	650	
Household consumables	2,175	-	-	2,175	
Laundry and cleaning	46,356	-	-	46,356	
Sundry expenses	533	-	-	533	
Professional fees	1,728	-	-	1,728	
Training	60	-	-	60	
Wages and salaries	153,311	-	-	153,311	
	337,500	-	-	337,500	

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2024

9. SUPPORT COSTS	Total	Total
All Residential Costs	2024	2023
	£	£
Travel expenses	1,790	2,317
Light and heat	34,233	49,997
Management & Administration	18,927	18,389
Sundry expenses	8,635	2,770
Loan interest	1,370	2,234
Depreciation	4,286	4,434
Governance Costs (see note 6)	3,270	2,520
	<u>68,997</u>	<u>87,442</u>

10. 2024: ANALYSIS OF EXPENDITURE BY TYPE

	Staff Costs £	Depreciation £	Other Costs £	Total 2024 £
Residential fees	142,990	4,286	224,230	371,506
Shop income	-	-	-	-
	<u>142,990</u>	<u>4,286</u>	<u>224,230</u>	<u>371,506</u>
Expenditure on governance	-	-	3,270	3,270
Charitable activities	<u>142,990</u>	<u>4,286</u>	<u>227,500</u>	<u>374,776</u>

ANALYSIS OF EXPENDITURE BY TYPE
2023 Comparatives

	Staff Costs £	Depreciation £	Other Costs £	Total 2023 £
Residential fees	153,311	4,434	263,297	421,042
Shop income	-	-	-	-
	<u>153,311</u>	<u>4,434</u>	<u>263,297</u>	<u>421,042</u>
Expenditure on governance	-	-	3,900	3,900
Charitable activities	<u>153,311</u>	<u>4,434</u>	<u>267,197</u>	<u>424,942</u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2024

11. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities Undertaken Directly £	Support Costs £	Total 2024 £
Residential fees	305,779	65,728	371,506
Shop income	-	-	-
	<u> </u>	<u> </u>	<u> </u>
Total	305,776	65,728	371,506
	<u> </u>	<u> </u>	<u> </u>

ANALYSIS OF EXPENDITURE BY ACTIVITIES

2023: Comparatives

	Activities Undertaken Directly £	Support Costs £	Total 2023 £
<i>Residential fees</i>	<i>337,500</i>	<i>83,542</i>	<i>421,042</i>
<i>Shop income</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<u> </u>	<u> </u>	<u> </u>
<i>Total</i>	<i>337,500</i>	<i>83,542</i>	<i>421,042</i>
	<u> </u>	<u> </u>	<u> </u>

12. NET INCOME/(EXPENDITURE)

	2024 £	2023 £
This is stated after charging:		
Depreciation of tangible fixed assets:		
- owned by the charity	4,578	4,434
Auditors' remuneration	3,270	2,520
	<u> </u>	<u> </u>

During the period, no Trustees received any remuneration (2023: None)

During the period, no Trustees received any benefits in kind (2023: None)

During the period, Trustees received £177 as reimbursement of expenses (2023: £346)

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2024

13. AUDITORS' REMUNERATION

The Auditor's remuneration amounts to an Audit Fee of £3,270 (2023: £2,520)

14. STAFF COSTS

	2024	2023
	£	£
Staff costs were as follows:		
Wages and salaries	126,019	135,308
Employers National Insurance	10,839	12,031
Pensions	4,240	3,755
	<u>141,098</u>	<u>151,094</u>

Included in Wages and Salaries were termination costs of £Nil (2023: £Nil).

The average monthly number of persons employed during the year was:

	2024	2023
	No.	No.
Shallowford House	4	4
	<u>4</u>	<u>4</u>

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

Remuneration of key management personnel

Key management personnel are deemed to be those having authority and responsibility delegated to them by the trustees for planning, directing and controlling the activities of the company. During 2024 they were the trustees, who received no remuneration. There were no employed key personnel.

15. TANGIBLE FIXED ASSETS

	Freehold	Motor	Office	Total
	Improvements	Vehicles	Equipment	£
	£	£	£	£
Cost				
At 1 January 2024	1,715,553	-	21,430	1,736,983
Additions	-	-	2,578	2,578
Disposals	-	-	-	-
Revaluation in the year	80,974	-	-	80,974
	<u>1,796,527</u>	<u>-</u>	<u>24,008</u>	<u>1,820,535</u>
At 31 December 2024	1,796,527	-	24,008	1,820,535
	<u>1,796,527</u>	<u>-</u>	<u>24,008</u>	<u>1,820,535</u>
Depreciation				
At 1 January 2024	-	-	7,349	7,349
Disposal	-	-	-	-
Charge for the year	-	-	4,286	4,286
	<u>-</u>	<u>-</u>	<u>11,635</u>	<u>11,635</u>
At 31 December 2024	-	-	11,635	11,635
	<u>-</u>	<u>-</u>	<u>11,635</u>	<u>11,635</u>
Net book value				
At 31 December 2024	1,796,527	-	12,373	1,808,900
	<u>1,796,527</u>	<u>-</u>	<u>12,373</u>	<u>1,808,900</u>
At 31 December 2023	1,715,553	-	14,081	1,729,634
	<u>1,715,553</u>	<u>-</u>	<u>14,081</u>	<u>1,729,634</u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2024

15. TANGIBLE FIXED ASSETS (continued)

The charity owns the 19th century property known as Shallowford House, Shallowford, Stone. This property was gifted by the Webster family to the Diocese of Lichfield in 1936 and opened as the Diocesan Retreat and Conference Centre in 1938 and vested in the Lichfield Diocesan Trust as custodian trustee on behalf of the charity until 2016.

The property was transferred to St Chad's Retreat Centre on 9 March 2016. At this point the accounting policy changed so properties were held at fair value. The valuation was undertaken using the Nationwide Index. In 2021, as part of the review Shallowford House was revalued by Richard Johnson at Keates Estate Agents and Valuers and the increase in value recorded in the financial statements. The Nationwide Index will be used for subsequent years with a review every five years.

The fixed assets of the charity are secured by way of a legal charge, securing all monies and obligations should it be necessary to repay a grant made by The Lichfield Diocesan Board of Finance to the charity for the capital development project.

16. DEBTORS	2024	2023
	£	£
Trade debtors	30,327	39,322
Other debtors	-	-
	<u>30,327</u>	<u>39,322</u>
	<u>30,327</u>	<u>39,322</u>
17. CREDITORS: amounts falling due within one year	2024	2023
	£	£
Payments received on account	42,896	40,894
Trade creditors	38,359	7,362
Amounts owed to group undertakings (including Loans)	6,129	20,404
Other taxation and social security	5,929	12,499
Bursary	10,407	14,850
Accruals	3,150	3,240
	<u>106,870</u>	<u>99,249</u>
	<u>106,870</u>	<u>99,249</u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2024

18. CREDITORS: amounts falling due after more than one year	2024 £	2023 £
Amounts owed to group undertakings	<u>6,630</u>	<u>12,760</u>

The amount owed to group undertakings included three loans from The Lichfield Diocesan Board of Finance (Incorporated). The loans are repayable in quarterly instalments plus interest from June 2012. Interest on the loan is calculated at an agreed variable interest rate. Repayments are as follows:

	2024 £	2023 £
Between one and two years	6,630	12,760
Between two and five years	-	-
Over five years	-	-
	<u>6,630</u>	<u>12,760</u>

19. STATEMENT OF FUNDS

	Brought Forward £	Income £	Expenditure £	Transfers In/out £	Gains/ (Losses) £	Carried Forward £
Unrestricted funds						
General funds	<u>1,745,767</u>	<u>439,306</u>	<u>364,866</u>	<u>-</u>	<u>80,974</u>	<u>1,901,181</u>
Restricted funds						
Shallowford Development Project	<u>25,753</u>	<u>799</u>	<u>9,910</u>	<u>-</u>	<u>-</u>	<u>16,642</u>
	<u>25,753</u>	<u>799</u>	<u>9,910</u>	<u>-</u>	<u>-</u>	<u>16,642</u>
Total of funds	<u>1,771,520</u>	<u>440,105</u>	<u>374,776</u>	<u>-</u>	<u>80,974</u>	<u>1,917,823</u>
Summary of funds						
General funds	<u>1,745,767</u>	<u>439,307</u>	<u>364,867</u>	<u>-</u>	<u>80,974</u>	<u>1,901,181</u>
Restricted funds	<u>25,753</u>	<u>799</u>	<u>9,910</u>	<u>-</u>	<u>-</u>	<u>16,642</u>
	<u>1,771,520</u>	<u>440,105</u>	<u>374,776</u>	<u>-</u>	<u>80,974</u>	<u>1,917,823</u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2024

Transfers

In the year the no transfers were made:-

	Unrestricted £	Restricted £	Total £
Fund Transfers	-	-	-

**STATEMENT OF FUNDS –
2023 comparative**

	Brought Forward £	Income £	Expenditure £	Transfers In/out £	Gains/ (Losses) £	Carried Forward £
Unrestricted funds						
General funds	1,804,795	412,391	421,091	-	(50,328)	1,745,767
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Restricted funds						
Shallowford Development Project	28,623	981	3,851	-	-	25,753
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	28,623	981	3,851	-	-	25,753
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total of funds	1,833,418	413,372	424,942	-	(50,328)	1,771,520
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Summary of funds						
General funds	1,804,795	412,391	421,091	-	(50,328)	1,745,767
Restricted funds	28,623	981	3,851	-	-	25,753
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	1,833,418	413,372	424,942	-	(50,328)	1,771,520
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2024

Transfers

There were no inter fund transfers in 2024 or 2023.

Restricted funds

Shallowford Development Project

This fund represents money donated to Shallowford House redevelopment plan.

20. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £
Tangible fixed assets	1,808,458	442	1,808,900
Current assets	206,223	16,200	222,423
Creditors due within one year	(106,870)	-	(106,870)
Creditors due in more than one year	(6,630)	-	(6,630)
	<u>1,901,181</u>	<u>16,642</u>	<u>1,917,823</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS
2023 Comparatives

	Unrestricted Funds £	Restricted Funds £	Total Funds £
<i>Tangible fixed assets</i>	<i>1,729,045</i>	<i>589</i>	<i>1,729,634</i>
<i>Current assets</i>	<i>128,731</i>	<i>25,164</i>	<i>153,895</i>
<i>Creditors due within one year</i>	<i>(99,249)</i>	<i>-</i>	<i>(99,249)</i>
<i>Creditors due in more than one year</i>	<i>(12,760)</i>	<i>-</i>	<i>(12,760)</i>
	<u>1,745,767</u>	<u>25,753</u>	<u>1,771,520</u>
	=====	=====	=====

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2024

21. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES	2024 £	2023 £
Net Movement for the year (as per Statement of Financial Activities)	146,303	(61,898)
Adjustment for:		
Depreciation charges	4,286	4,434
Dividends, interest and rents from investments	(1,816)	(1,571)
Interest Paid	1,371	2,234
(Gains)/Losses on Property and Investments	(80,974)	50,328
Cash equivalent transfer Dovedale House	-	-
(Increase)/Decrease in debtors	8,995	89,048
Increase/(Decrease) in creditors	21,896	(140,427)
Net cash provided by operating activities	<u>100,061</u>	<u>(57,852)</u>

22. RELATED PARTY TRANSACTIONS

The parent undertaking is the Lichfield Diocesan Board of Finance (incorporated), a charitable company incorporated in England and Wales. The amounts of the St Chads Retreat Centres are consolidated in the accounts of the parent charity.

The parent charity uses the centres on an occasional basis for continuing work activities. The amounts are minimal. However, there are three loans from the parent charity to St Chads Retreat Centres totalling £12,579 as at 31 December 2024.

There were no other related party transactions in the current or previous year.

23. ULTIMATE PARENT UNDERTAKING AND CONTROLLING PARTY

The largest and smallest group in which the results of the company are consolidated is that headed by Lichfield Diocesan Board of Finance, a charitable company incorporated in England and Wales (registered number: 00239561, charity number: 1107827).

The consolidated accounts of this group are available to the public and may be obtained from the group at the Lichfield Diocesan Board of Finance, St Mary's House, The Close, Lichfield, Staffordshire, WS13 7LD.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2024

24. PRIOR YEAR STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £
Income from:				
Donations and legacies	2	1,870	740	2,610
Other trading activities	3	54,557	-	54,557
Investments	4	1,330	241	1,571
Charitable activities	5	354,634	-	354,634
Total income		<u>412,391</u>	<u>981</u>	<u>413,372</u>
Expenditure on:				
Charitable activities	6	421,091	3,851	424,942
<i>Other Expenditure</i>	7	-	-	-
Total expenditure		<u>421,091</u>	<u>3,851</u>	<u>424,942</u>
Net income/(expenditure) before gains and losses		(8,700)	(2,870)	(11,570)
Net (losses)/gains on investments and property		(50,328)	-	(50,328)
Net income/(expenditure)		<u>(59,028)</u>	<u>(2,870)</u>	<u>(61,898)</u>
Transfers between funds		-	-	-
Net movement in funds		(59,028)	(2,870)	(61,898)
Reconciliation of funds:				
Total funds at 1 January 2023		1,804,795	28,623	1,833,418
Total funds at 31 December 2023		<u>1,745,767</u>	<u>25,753</u>	<u>1,771,520</u>

ST CHAD'S RETREAT CENTRES

England & Wales - Charity number 1157619

Accounts

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

Company Number: 08922281
Charity Number: 1157619

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

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ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS

FOR THE YEAR ENDED 31 DECEMBER 2023

Trustees	Rev S Watson Mr D Boote Revd J Hartwell Mr J Naylor Mr S Vince
Company Registered Number	08922281
Charity Registered Number	1157619
Registered Office	St Mary's House The Close Lichfield Staffordshire WS13 7LD
Company Secretary	Mrs J Jones BSc FCIPD
Chief Executive Officer	Mrs J Jones BSc FCIPD
Director of Finance	Mr J Hill FCMA CGMA
Independent auditors	Haysmacintyre LLP 10 Queen Street Place London EC4R 1AG
Bankers	Lloyds Bank Plc 22 Conduit Street Lichfield WD13 6JS
Solicitors	FBC Manby Bowdler LLP 6-10 George Street Snow Hill Wolverhampton WS2 4DN
Investment Advisors	CCLA Investment Management Ltd 1 Angel Lane London EC4R 3AB
Insurers	Ecclesiastical Insurance Group 7 East Court London Road Charlton Kings Cheltenham GL52 6HS

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2023

Chair's Summary

During 2023 and into 2024 the work of Shallowford house has continued unabated.

Staffing - Staffing issues have been the predominant concern during the year. Finding, appointing and keeping a chef has been particularly problematic. Nationally, there is a shortage of chefs and kitchen staff generally. Thankfully we now have a chef who seems to be happy working at the house, and we are keen for this to continue. When we were without a chef the senior staff undertook the preparation of food, as well as their own roles. Understandably, this created considerable pressure and the accumulation of many excess hours. This has now been addressed and staffing is currently stable.

The Trustees are very appreciative of the work put in by every staff member, who make a huge contribution, not only to the day to day running of the house, but also to the warmth of welcome and the overall supportive atmosphere.

Bookings - Bookings have held up, though there are clear signs that the future will be considerably more challenging. The current cost of living crisis is undoubtedly having an effect on people's ability to go on retreat or spend time away. We are aware of the need to balance the increase in our running costs with any increase in prices, so that we encourage groups and others to visit. We must seek ways of attracting new potential visitors and find new ways of helping people to afford to stay. This is an area for serious development.

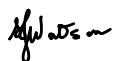
The building - Renovation of certain parts of the house have continued, in particular in the chapel, which has had leaks and flooring repaired, new heating installed and it has recently been redecorated. Double glazing has been fitted throughout the house and new bedding supplied to meet fire regulations. It was agreed that these improvements, though costly, were essential to ensure that the house remained warm and welcoming. The chapel, in particular, had not been in use for a while, because of the need for repairs and this was unacceptable in a Christian retreat house. Having made many improvements last year, at a significant cost, it is now necessary to pace ourselves and future renovations will therefore be spaced out. The priority will need to be the decoration of the central areas and the meeting rooms.

Trustees - The Trustees have met regularly, but, in spite of this, there is a feeling that there are more matters to consider than easily fit into the available time. We are actively seeking at least one new Trustee. This, so far, has proved difficult, but the current group is small and in need of additional skill-sets.

Volunteer Group - The band of volunteers continues to offer their time and talents for the benefit of the house and, in particular, the garden. The grounds are of a significant size and more volunteers would be welcome. Having said that, the present group works very well and has welcomed at least one asylum seeker to their ranks, who seems to have enjoyed being involved. In December we welcomed Revd. Jane Newsome and her husband David, who encouraged us to welcome more asylum seekers, who often find it difficult to engage with the population but enjoy being part of a small group. This would be welcome.

The time and the hard work of our volunteers, which they give so willingly, is very much appreciated and valued.

As already mentioned, the coming year is likely to be a testing one. It is our intention to continue to meet the challenges as they come and pray that all that we undertake on behalf of Shallowford House will be under the guidance of God and in accordance with his will.



Rev S Watson
Chair
07 May 2024

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2023

Trustees Annual Report

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of St Chad's Retreat Centres (the charity) for the ended 31 December 2023. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity'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 (FRS 102) (Second Edition effective 1 January 2019).

Since the charity qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Objectives and Activities

- **Policies and objectives**

Statement of Public Benefit

The Trustees of the Charity are aware of the Charity Commission's guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the Charity.

The Trustees believe that, by promoting the work of the Church of England through the provision of residential accommodation for children, young people and adult group members, it is engaging in the whole mission of the Church (pastoral, social, evangelistic and ecumenical), and that in so doing it provides a benefit to the public by:-

- providing affordable fully-catered accommodation for organised groups who can then engage in programmes designed to incorporate elements of physical, intellectual, emotional, spiritual and pastoral development;
- being involved in the design and delivery of such programmes;
- wherever possible helping financially by means of its own bursary;
- encouraging staff members to actively engage with guests and local people, employing their skills and becoming involved with community events;
- offering its facilities and equipment for use by non-resident local organisations and individuals;
- ensuring that its own amenities meet public safety standards and attempting when possible to introduce improvements for disabled access;
- promoting itself as a central amenity for the whole community;
- being open to all, regardless of background or previous experience of the Christian faith.

Activities

The principal activities of St Chad's Retreat Centres is to utilise Shallowford House, in order to provide places of retreat and reflection to promote Christian spiritual and religious teaching and education by providing hospitality in the Christian tradition to promote, protect and preserve spiritual, emotional and psychological health and wellbeing. This includes providing the general public the use of the centre for breaks and conferences.

Achievements and performance

After the uncertainty of the last three years due to the pandemic and restrictions, it was pleasing to see Shallowford House being well occupied and groups returning to use the house and new groups experiencing the facilities. It was pleasing to see the occupancy rates returning to the pre pandemic level. The current economic climate and conflict in Eastern Europe has made controlling costs a challenge and meant increasing prices, however this does not appear to have impacted on the interest and books at Shallowford yet. We have committed to upgrading the house itself and replaced windows with double glazing, introduced an improved heating system, as well as completely redecorating the chapel so that it has again become usable, replaced mattresses throughout, to bring them up to the required standard. There is still work to be done, which will be undertaken at an appropriate pace.

Investment policy and performance

Investment Powers

The Charity is granted power to invest in suitable investments under its Deed of Trust. As a charity, the Trustees have a duty of care to take such advice as is appropriate before investments are undertaken. This advice is sought from the Central Board of Finance (CCLA) in London.

Investment Policy

The Charity's investment policies are based on two key principles: -

Ethical Investment - this includes ensuring that investments are held in companies which have high standards of corporate governance and act in a responsible way towards stakeholders.

Long-term responsibilities - the trustees are aware of their long-term responsibilities in respect of the Restricted and Unrestricted reserves and as a result follow a prudent approach to investment decisions.

Investment policy for long-term funds is aimed primarily at generating a sustainable income, with due regard to the need for the preservation of capital value, and the possible need to realise investments to meet operational needs. The Charity does not have a policy of generating income at excessive or high risk, known as purchasing income, where high returns are guaranteed at the expense of capital.

Financial review

Overall income increased in the year to £413,372 compared to £374,158 in the previous year. Income from Charitable Activities at Shallowford increased in the year to £354,634 from £322,014 in the previous year, meanwhile income from Donations fell from £7,527 in the previous year to £2,610. This was due to the grants received in 2022 from the Local Authorities and Government related to the Covid pandemic.

Shallowford House costs increased in the year to £424,924 compared to £303,207 in the previous year due to the some large expenditure on the property itself and the increase in overall costs due to the economic climate.

The charity made a deficit of £11,570 compared to a surplus of £35,960 in the previous year before revaluation. After the negative revaluation adjustment of £50,328, the charity had a deficit net movement of funds of £61,898 (2022: surplus £131,603) decreasing reserves to £1,771,520 at the year end from £1,833,418 at the end of the previous year.

• Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future; after receiving reassurances the Member will assist with any short-term cash flow issues. At the end of 2023, there were free reserves (Unrestricted Current Assets less Current Liabilities – see note 21 on page 25) for Shallowford of £29,482; and this equates to approximately 0.84 months unrestricted expenditure. There is a break-even budget for 2024 and cash is traditionally positive at the start to the next financial year. The Member and the trustees of the Company are satisfied the entity remains a Going Concern into the future. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2023

Reserves policy

The free reserves at the end of the year were £29,482 (2022: £54,463) – this represents Investments plus current assets less current liabilities. It assumes that the loans for Shallowford House will continue on their current arrangement and therefore amounts to be paid in future years are excluded.

The Policy agreed by the Trustees is for the charity to hold the equivalent of three months budgeted expenditure in free reserves, this would equate to £105,270. Whilst the actual free reserves are lower than the policy the Trustees consider this to be reasonable and acceptable in the current economic climate; and reassurance from the Member (Lichfield Diocesan Board of Finance) of financial support should it be required.

Structure, governance and management

• **Constitution**

St Chad's Retreat Centres is a Company Limited by Guarantee and registered in England and Wales under number 08922281, incorporated on 4th March 2014. The company is also registered with the Charity Commission under charity number 1157619 and governed by its Memorandum and Articles of Association. The initial document of 4th March 2014 has now been updated and replaced by new Memorandum and Articles dated 3rd December 2020.

• **Members**

St Chad's Retreat Centres has one member, the Lichfield Diocesan Board of Finance.

• **Method of appointment or election of Trustees**

In accordance with the Memorandum and Articles the maximum number of members of St Chad's Retreat Centres is 8. At no time has there been excess membership, although there is an election process built into the Memorandum and Articles should the occasion occur.

Individuals with interest in the work of St Chad's Retreat Centres, and in particular with a Christian Ethos, are invited to apply to become a trustee of the Charity. If the current Board of Directors deems the individual suitable, then the person is invited to become a member and receive the necessary training to be an active trustee.

• **Policies adopted for the induction and training of Trustees**

The induction process for any newly appointed trustee comprises an initial meeting with the Board of Trustees at which a pack is provided. This includes a copy of the governing document, a copy of the most recent annual report and accounts, a copy of the minutes of previous trustee's meetings and a copy of the Charity Commission guidance "The Essential Trustee".

• **Organisational structure and decision making**

The charity has no trading or other charitable subsidiary companies as at the year-end, nor were there any plans to undertake.

The day-to-day decision-making is delegated to the centre managers under the direction of the Trustees. The centre managers normally report in person to the Trustees at their routine meetings. All remuneration decisions are made by the Trustees within the wider context of other policies.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2023

• **Related Party Relationships**

No payments were made to Trustees during the accounting period. The Trustees are considered to be key management of the charity and none of them were entitled to or received any remuneration.

• **Connected Charities**

The trustees consider the following to be Connected Charities:

Lichfield Diocesan Board of Finance - a registered charitable company whose principal activity is to promote, assist and advance the work of the Church of England in the Diocese of Lichfield and elsewhere, by acting as the financial executive of the Diocesan Synod. It oversees the resourcing of ministry within the Diocese and the financing of the work of the various diocesan bodies (constituted under ecclesiastical statute or established voluntarily by the Bishop and Diocesan Synod), which also have the object of advancing the aims of the Church of England in the Diocese and elsewhere.

• **Risk management**

In order to identify the major risks to which St Chad's Retreat Centres is exposed, it takes guidance from the Lichfield Diocesan Board of Finance which undertakes a full risk assessment review under the headings of Governance & Management, Operations, Financial, Environmental/External Factors and Compliance with Law & Regulation. The full risk register is available on request from the Diocesan Office.

The Key Risks to the Charity are as follows:-

- **Fall in Occupancy** – it is important that the Charity maintains a marketing strategy and promotion of the centre in particular around the Lichfield Diocese to encourage use by Church and Associated Groups as well as other faiths. To mitigate the risk, the trustees will look at the current marketing strategy and refresh the list of contacts and potential users. In addition, the Diocesan Finance Committee have asked Bishop Michael to instigate a strategic review of the Centres within the Diocesan Direction of Travel Vision.
- **Ability to maintain the Property** – It is important to review the Quinquennial reports and address the repairs and maintenance that is recommended. In order to carry out the work, either funds need to be set aside or financing needs to be sought in order to keep the properties to a satisfactory standard that makes the visit enjoyable and appealing for returned visits.

There has been a restructure of Staff creating new roles for the key staff in the creation of Chief Business and Operations Manager and Events Coordinator and Office Manager to oversee and implement the key strategies set out by the trustees.

The Wardens House, Meadowcroft is no longer required for housing a member of staff and is now rented out as a residential property to generate additional income to support the work at Shallowford House.

New Policies have been added to the staff handbook, including policies for Volunteers, Quality Management, Equality and Diversity and Environmental Issues.

A programme of maintenance to the property is being agreed to ensure the building remains well maintained and presented.

Members' liability

The Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2023

Pension Scheme

St Chad's Retreat Centres operates a pension scheme for all employees via NEST (National Employment Savings Trust). This is a defined Contribution Scheme and became operational from 1 September 2017.

Trustees' responsibilities statement

The Trustees (who are also directors of St Chad's Retreat Centres 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). The Trustees are also responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

Company law requires the Trustees to prepare financial statements for each financial year. 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor

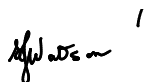
Haysmacintyre LLP has expressed its willingness to continue as auditors to the Charity.

So far as each trustee is aware, there is no relevant audit information of which the company's auditors are unaware.

Each trustee has taken all reasonable steps in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

In preparing this report, the Trustees have taken advantage of the small companies' exemptions provided by section 415A of the Companies Act 2006.

The Trustees' Report was approved by the trustees and signed on their behalf by:-



Revd S Watson
Trustee/Director

Date: 07 May 2024

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ST CHAD'S RETREAT CENTRES

Opinion

We have audited the financial statements of St Chad Retreat Centres for the year ended 31 December 2023 which comprise the Statement of Financial Activities, the Balance Sheet, cash flow and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2023 and of the charitable company's net movement in funds, including the income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Annual Report (which includes the directors' report prepared for the purposes of company law) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the Trustees' Annual Report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report (which incorporates the directors' report).

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ST CHAD'S RETREAT CENTRES

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the charitable company; or
- the charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees for the financial statements

As explained more fully in the trustees' responsibilities statement set out on page 7, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charitable company and the environment in which it operates, we identified that the principal risks of non-compliance with laws and regulations related to the regulatory requirements of the Charity Commission, and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006 and the Charities Act 2011, and considered other factors such as payroll tax.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to posting inappropriate journal entries and management bias in certain accounting estimates and judgements such as the income recognition policy. Audit procedures performed by the engagement team included:

Tailored narrative here but consider the following

- Inspecting correspondence with regulators and tax authorities;
- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- Evaluating management's controls designed to prevent and detect irregularities;
- Identifying and testing journals.
- Challenging assumptions and judgements made by management in their critical accounting estimates.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ST CHAD'S RETREAT CENTRES

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Lee Stokes (Senior Statutory Auditor)
For and on behalf of Haysmacintyre LLP, Statutory Auditors

10 Queen Street Place
London
EC4R 1AG

Date: 26 September 2024

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating income and expenditure account)

FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Income from:					
Donations and legacies	2	1,870	740	2,610	7,527
Other trading activities	3	54,557	-	54,557	44,033
Investments	4	1,330	241	1,571	584
Charitable activities	5	354,634	-	354,634	322,014
Total income		<u>412,391</u>	<u>981</u>	<u>413,372</u>	<u>374,158</u>
Expenditure on:					
Charitable activities	6	421,091	3,851	424,942	303,207
Other Expenditure	7	-	-	-	34,991
Total expenditure		<u>421,091</u>	<u>3,851</u>	<u>424,942</u>	<u>338,198</u>
Net income/(expenditure) before gains and losses		(8,700)	(2,870)	(11,570)	35,960
Net (losses)/gains on investments and property		(50,328)	-	(50,328)	95,643
Net income/(expenditure)		<u>(59,028)</u>	<u>(2,870)</u>	<u>(61,898)</u>	<u>131,603</u>
Transfers between funds		-	-	-	-
Net movement in funds		<u>(59,028)</u>	<u>(2,870)</u>	<u>(61,898)</u>	<u>131,603</u>
Reconciliation of funds:					
Total funds at 1 January 2023		<u>1,804,795</u>	<u>28,623</u>	<u>1,833,418</u>	<u>1,701,815</u>
Total funds at 31 December 2023		<u><u>1,745,767</u></u>	<u><u>25,753</u></u>	<u><u>1,771,520</u></u>	<u><u>1,833,418</u></u>

All activities relate to continuing operations.

The notes on pages 14 to 27 form part of these financial statements.

A full comparative Statement of Financial Activities is included at note 25.

No separate income and expenditure account has been presented on the grounds that the differences between the net income as stated above and the profit and loss for the year for the purposes of the Companies Act 2006 relates solely to the movements on endowments.

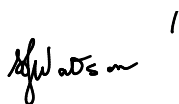
ST CHAD'S RETREAT CENTRES
Company Number 08922281
(A company limited by guarantee)

BALANCE SHEET

AS AT 31 DECEMBER 2023

		2023		2022	
	Note	£	£	£	£
Fixed assets					
Tangible assets	15		1,729,634		1,784,249
Investments	16		-		-
			<u>1,729,634</u>		<u>1,784,249</u>
Current assets					
Debtors	17	39,322		128,370	
Cash at bank and in hand		114,573		193,638	
		<u>153,895</u>		<u>322,008</u>	
Creditors: Amounts falling due within one year	18	(99,249)		(239,676)	
Net current assets			<u>54,646</u>		<u>82,332</u>
Total assets less current liabilities			<u>1,784,280</u>		<u>1,866,581</u>
Creditors: amounts falling due after more than one year	19		(12,760)		(33,163)
Net assets			<u>1,771,520</u>		<u>1,833,418</u>
Charity Funds					
Restricted funds	20	25,753		28,623	
Unrestricted funds	20	1,745,767		1,804,795	
Total funds			<u>1,771,520</u>		<u>1,833,418</u>

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies. The financial statements were approved by the Trustees on 07 May 2024 authorised for issue and signed on their behalf by:



Revd S Watson
Trustee

The notes on pages 14 to 27 form part of these financial statements.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 DECEMBER 2023

	Note	2023 £	2022 £
Cash flows from operating activities			
Net cash (used in)/provided by operating activities	22	(57,852)	10,519
Cash flows from investing activities:			
Dividends and Interest from Investments		1,571	584
Purchase of fixed assets		-	(15,119)
Interest payable		(2,234)	
Proceeds of Sale of Fixed Assets		-	61,632
Net cash used in investing activities		(663)	47,097
Cash flows from financing activities:			
Repayments of borrowings		(20,550)	(25,984)
Net cash (used in)/provided by financing activities		(20,550)	(25,984)
Change in cash and cash equivalents in the year		(79,065)	31,632
Cash and cash equivalents brought forward		193,638	162,006
Cash and cash equivalents carried forward		114,573	193,638

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

St Chad's Retreat Centres is a charitable company incorporated in England and Wales under the Companies Act and registered as a charity with the Charity Commission in England and Wales. 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. The address of the registered office is given in the reference and administration details of these financial statements. The nature of the charity's operations and principal activities are detailed in the trustees report.

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) (Second Edition 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.

St Chad's Retreat Centres 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.

1.2 Going concern

It is accepted that the current free reserves, unrestricted net current assets, are below the current policy, this can create a cashflow issue. However, the trustees take into consideration the cashflow at the start of the year with deposits and early bookings for the year and the pattern of bookings throughout the year rather than a snapshot at the year end. It is appreciated that liquidity may be difficult at time but have written reassurance in a Letter of Comfort from the Member of the Charity, Lichfield Diocesan Board of Finance, to offer short term assistance if required.

After making appropriate enquiries, including reviewing its cash flow forecasts, the trustees have a reasonable expectation that the charity has adequate resources as to continue in operational existence for the foreseeable future. The pre bookings for the next 24 months appear to be encouraging and there is a significant up take in the latter part of the following year; existing and new customers and the bounce back of bookings due to the increase in Staycation across the country. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

1.3 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.4 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.

Investment income, gains and losses are allocated to the appropriate fund.

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.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably, and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material. Job Retention Scheme payments have been received on a monthly basis and are accounted for in the month they relate.

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer times of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

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.

1.6 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

1.7 Tangible fixed assets and depreciation

Motor Vehicles and Office Equipment costing more than £250 are capitalised, all other costs are written off in the year of purchase.

Property is held and shown at valuation. The property is revalued each year using the Nationwide Property Index for all properties by region.

Tangible fixed assets are stated at cost or valuation. 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 bases:

Motor vehicles	20% straight line, no depreciation charge in the year of acquisition
Office equipment	20% straight line, no depreciation charge in the year of acquisition

1. ACCOUNTING POLICIES (continued)

1.8 Investments

Investments are stated at market value at the balance sheet date. The Statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

1.9 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity. This is normally upon notification of the interest paid or payable by the Bank.

1.10 Debtors

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

1.11 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.

1.12 Creditors and provisions

Creditors and provisions 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. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.13 Financial instruments

The charity 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 loans which are subsequently measured at amortised cost using the effective interest method.

1.14 Judgement and Key Sources of Estimation Uncertainty

The preparation of the financial statements in conformity with generally accepted accounting practice requires the directors to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of income and expenditures during the reporting period. Actual results in the future could differ from those estimates. In this regard, the directors believe that the most significant areas of judgement relate to the valuation of property.

Valuation

The Directors normally use Diocesan expertise available through the Diocesan Property Department plus local agents; and the re valuation method is to use the Nationwide Property Index plus any reasonable factors to adjust the index figures. In light of the review of the charity and the longer-term sustainability a full valuation was undertaken by a qualified surveyor to give a market value of the Shallowford House. The value was significantly higher and this has been reflected in the financial statements.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2023

2. INCOME FROM DONATIONS AND LEGACIES

	Total 2023 £	Total 2022 £
Donations	2,610	2,727
Grants	-	4,800
	<u>2,610</u>	<u>7,527</u>
Total donations and legacies	<u>2,610</u>	<u>7,527</u>

3. ACTIVITIES FOR GENERATING FUNDS

	Total 2023 £	Total 2022 £
Bar and shop	10,423	8,663
Books	-	10
Sundry Income	25,614	22,055
Lettings Income	18,520	13,305
	<u>54,557</u>	<u>44,033</u>

4. INVESTMENT INCOME

	Total 2023 £	Total 2022 £
Dividends and interest receivable	<u>1,571</u>	<u>584</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	Total 2023 £	Total 2022 £
Residential fees	330,034	300,654
Day fees	19,114	16,739
Other	5,486	4,621
	<u>354,634</u>	<u>322,014</u>

6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	Total 2023 £	Total 2022 £
Residential fees	424,942	303,207
Other Expenditure	-	34,991
	<u>424,942</u>	<u>338,198</u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2023

GOVERNANCE COSTS			Total 2023 £	Total 2022 £
Auditors' remuneration			3,900	2,520
			3,900	2,520
Total Expenditure on Charitable Activities			424,942	303,207
7. Other Expenditure				
Transfer of Dovedale House			-	34,991
8. 2023: DIRECT COSTS				
	Residential Fees £	Shop Income £	Vending Machine Income £	Total 2023 £
Rates and insurance	9,364	-	-	9,364
Repair and maintenance	86,209	-	-	86,209
Food purchases	37,114	-	-	37,114
Advertising & marketing	650	-	-	650
Household consumables	2,175	-	-	2,175
Laundry and cleaning	46,356	-	-	46,356
Sundry expenses	533	-	-	533
Professional fees	1,728	-	-	1,728
Training	60	-	-	60
Wages and salaries	153,311	-	-	153,311
	337,500	-	-	337,500
2022: DIRECT COSTS				
	Residential Fees £	Shop Income £	Vending Machine Income £	Total 2022 £
Rates and insurance	12,307	-	-	12,307
Repair and maintenance	47,564	-	-	47,564
Food purchases	55,810	-	-	55,810
Advertising & marketing	1,209	-	-	1,209
Household consumables	970	-	-	970
Laundry and cleaning	8,402	-	-	8,402
Sundry expenses	1,168	-	-	1,168
Professional fees	3,336	-	-	3,336
Training	225	-	-	225
Wages and salaries	106,978	-	-	106,978
	237,969	-	-	237,969

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2023

9. SUPPORT COSTS	Total 2023 £	Total 2022 £
All Residential Costs		
Travel expenses	2,317	1,819
Light and heat	49,997	41,206
Management & Administration	21,790	12,862
Sundry expenses	2,770	3,950
Loan interest	2,234	986
Depreciation	4,434	1,775
Governance Costs (see note 6)	3,900	2,520
	<u>87,442</u>	<u>65,238</u>

10. 2023: ANALYSIS OF EXPENDITURE BY TYPE

	Staff Costs £	Depreciation £	Other Costs £	Total 2023 £
Residential fees	153,311	4,434	263,297	421,042
Shop income	-	-	-	-
	<u>153,311</u>	<u>4,434</u>	<u>263,297</u>	<u>421,042</u>
Expenditure on governance	-	-	3,900	3,900
Charitable activities	<u>153,311</u>	<u>4,434</u>	<u>267,197</u>	<u>424,942</u>

ANALYSIS OF EXPENDITURE BY TYPE
2022 Comparatives

	Staff Costs £	Depreciation £	Other Costs £	Total 2022 £
Residential fees	103,978	1,775	191,934	297,687
Shop income	-	-	-	-
	<u>103,978</u>	<u>1,775</u>	<u>191,934</u>	<u>297,687</u>
Expenditure on governance	-	-	2,520	2,520
Charitable activities	<u>103,978</u>	<u>1,775</u>	<u>194,454</u>	<u>303,207</u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2023

11. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities Undertaken Directly £	Support Costs £	Total 2023 £
Residential fees	337,500	83,542	421,042
Shop income	-	-	-
Total	337,500	83,542	421,042

ANALYSIS OF EXPENDITURE BY ACTIVITIES

2022: Comparatives

	Activities Undertaken Directly £	Support Costs £	Total 2022 £
<i>Residential fees</i>	237,969	65,238	303,207
<i>Shop income</i>	-	-	-
<i>Total</i>	237,969	65,238	303,207

12. NET INCOME/(EXPENDITURE)

	2023 £	2022 £
This is stated after charging:		
Depreciation of tangible fixed assets:		
- owned by the charity	4,434	1,775
Auditors' remuneration	3,900	2,520

During the period, no Trustees received any remuneration (2022: None)

During the period, no Trustees received any benefits in kind (2022: None)

During the period, Trustees received £346 as reimbursement of expenses (2022: £363)

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2023

13. AUDITORS' REMUNERATION

The Auditor's remuneration amounts to an Audit Fee of £3,900 (2022: £2,520)

14. STAFF COSTS

	2023	2022
	£	£
Staff costs were as follows:		
Wages and salaries	135,308	95,469
Employers National Insurance	12,031	5,055
Pensions	3,755	3,454
	<u>151,094</u>	<u>103,978</u>

Included in Wages and Salaries were termination costs of £Nil (2022: £Nil).

The average monthly number of persons employed during the year was:

	2023	2022
	No.	No.
Shallowford House	4	4
	<u>4</u>	<u>4</u>

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

Remuneration of key management personnel

Key management personnel are deemed to be those having authority and responsibility delegated to them by the trustees for planning, directing and controlling the activities of the company. During 2023 they were the trustees, who received no remuneration. There were no employed key personnel.

15. TANGIBLE FIXED ASSETS

	Freehold	Motor	Office	Total
	Improvements	Vehicles	Equipment	£
	£	£	£	£
Cost				
At 1 January 2023	1,765,881	-	27,476	1,793,357
Additions	-	-	-	-
Disposals	-	-	(6,046)	(6,046)
Revaluation in the year	(50,328)	-	-	(50,328)
	<u>1,715,553</u>	<u>-</u>	<u>21,430</u>	<u>1,736,983</u>
At 31 December 2023	1,715,553	-	21,430	1,736,983
	<u>1,715,553</u>	<u>-</u>	<u>21,430</u>	<u>1,736,983</u>
Depreciation				
At 1 January 2023	-	-	9,108	9,108
Disposal	-	-	(6,043)	(6,043)
Charge for the year	-	-	4,284	4,284
	<u>-</u>	<u>-</u>	<u>7,349</u>	<u>7,349</u>
At 31 December 2023	-	-	7,349	7,349
	<u>-</u>	<u>-</u>	<u>7,349</u>	<u>7,349</u>
Net book value				
At 31 December 2023	1,715,553	-	14,081	1,729,634
	<u>1,715,553</u>	<u>-</u>	<u>14,081</u>	<u>1,729,634</u>
At 31 December 2022	1,765,881	-	18,368	1,784,249
	<u>1,765,881</u>	<u>-</u>	<u>18,368</u>	<u>1,784,249</u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2023

15. TANGIBLE FIXED ASSETS (continued)

The charity owns the 19th century property known as Shallowford House, Shallowford, Stone. This property was gifted by the Webster family to the Diocese of Lichfield in 1936 and opened as the Diocesan Retreat and Conference Centre in 1938 and vested in the Lichfield Diocesan Trust as custodian trustee on behalf of the charity until 2016.

The property was transferred to St Chad's Retreat Centre on 9 March 2016. At this point the accounting policy changed so properties were held at fair value. The valuation was undertaken using the Nationwide Index. In 2021, as part of the review Shallowford House was revalued by Richard Johnson at Keates Estate Agents and Valuers and the increase in value recorded in the financial statements. The Nationwide Index will be used for subsequent years with a review every five years.

The fixed assets of the charity are secured by way of a legal charge, securing all monies and obligations should it be necessary to repay a grant made by The Lichfield Diocesan Board of Finance to the charity for the capital development project.

16. INVESTMENTS	2023	2022
	£	£
Market Value		
As at 01 January 2023	-	103,153
Revaluations in the year	-	(5,745)
Transfer Re Dovedale	-	(35,776)
Sale of Investments	-	(61,632)
As at 31 December 2023	-	-
Historical cost	-	-
The investments are in pooled funds.		

17. DEBTORS	2023	2022
	£	£
Trade debtors	39,322	41,191
Amounts owed by group undertakings	-	84,189
Other debtors	-	2,990
	39,322	128,370

18. CREDITORS: amounts falling due within one year	2023	2022
	£	£
Payments received on account	40,894	48,057
Trade creditors	7,362	30,173
Amounts owed to group undertakings (including Loans)	20,404	143,433
Other taxation and social security	12,499	763
Bursary	14,850	14,850
Accruals	3,240	2,400
	99,249	239,676

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2023

19. CREDITORS: amounts falling due after more than one year	2023 £	2022 £
Amounts owed to group undertakings	<u>12,760</u>	<u>33,163</u>

The amount owed to group undertakings included three loans from The Lichfield Diocesan Board of Finance (Incorporated). The loans are repayable in quarterly instalments plus interest from June 2012. Interest on the loan is calculated at an agreed variable interest rate. Repayments are as follows:

	2023 £	2022 £
Between one and two years	12,760	25,983
Between two and five years	-	12,760
Over five years	-	-
	<u>12,760</u>	<u>33,163</u>

20. STATEMENT OF FUNDS

	Brought Forward £	Income £	Expenditure £	Transfers In/out £	Gains/ (Losses) £	Carried Forward £
Unrestricted funds						
General funds	<u>1,804,795</u>	<u>412,391</u>	<u>421,091</u>	<u>-</u>	<u>(50,328)</u>	<u>1,745,767</u>
Restricted funds						
Shallowford Development Project	<u>28,623</u>	<u>981</u>	<u>3,851</u>	<u>-</u>	<u>-</u>	<u>25,753</u>
	<u>28,623</u>	<u>981</u>	<u>3,851</u>	<u>-</u>	<u>-</u>	<u>25,753</u>
Total of funds	<u>1,833,418</u>	<u>413,372</u>	<u>424,942</u>	<u>-</u>	<u>(50,328)</u>	<u>1,771,520</u>
Summary of funds						
General funds	1,804,795	412,391	421,091	-	(50,328)	1,745,767
Restricted funds	<u>28,623</u>	<u>981</u>	<u>3,851</u>	<u>-</u>	<u>-</u>	<u>25,753</u>
	<u>1,833,418</u>	<u>413,372</u>	<u>424,942</u>	<u>-</u>	<u>(50,328)</u>	<u>1,771,520</u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2023

Transfers

In the year the no transfers were made:-

	Unrestricted £	Restricted £	Total £
Fund Transfers	-	-	-

**STATEMENT OF FUNDS –
2022 comparative**

	<i>Brought Forward £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers In/out £</i>	<i>Gains/ (Losses) £</i>	<i>Carried Forward £</i>
Unrestricted funds						
<i>General funds</i>	1,665,888	373,150	(335,631)	-	101,388	1,804,795
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Restricted funds						
<i>Shallowford Development Project</i>	38,437	1,008	(5,077)	-	(5,745)	28,623
<i>Project Dovedale</i>	(2,510)	-	2,510	-	-	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	35,927	1,008	(2,567)	-	(5,745)	28,623
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<i>Total of funds</i>	1,701,815	374,158	(338,198)	-	95,643	1,833,418
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	=====	=====	=====	=====	=====	=====
Summary of funds						
<i>General funds</i>	1,665,888	373,150	(335,631)	-	101,388	1,804,795
<i>Restricted funds</i>	35,927	1,008	(2,567)	-	(5,745)	28,623
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	1,701,815	374,158	(338,198)	-	95,643	1,833,418
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	=====	=====	=====	=====	=====	=====

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2023

Transfers

There were no inter fund transfers in 2023 or 2022.

Restricted funds

Shallowford Development Project

This fund represents money donated to Shallowford House redevelopment plan.

21. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	2023 Total Funds £
Tangible fixed assets	1,729,045	589	1,729,634
Current assets	128,731	25,164	153,895
Creditors due within one year	(99,249)	-	(99,249)
Creditors due in more than one year	(12,760)	-	(12,760)
	<u>1,745,767</u>	<u>25,753</u>	<u>1,771,520</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS

2022 Comparatives

	Unrestricted Funds £	Restricted Funds £	Total Funds £
<i>Tangible fixed assets</i>	<i>1,783,513</i>	<i>736</i>	<i>1,784,249</i>
<i>Current assets</i>	<i>294,121</i>	<i>27,887</i>	<i>322,008</i>
<i>Creditors due within one year</i>	<i>(239,676)</i>	<i>-</i>	<i>(239,676)</i>
<i>Creditors due in more than one year</i>	<i>(33,163)</i>	<i>-</i>	<i>(33,163)</i>
	<u><i>1,804,795</i></u>	<u><i>28,623</i></u>	<u><i>1,833,418</i></u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2023

22. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES	2023 £	2022 £
Net Movement for the year (as per Statement of Financial Activities)	(61,898)	131,603
Adjustment for:		
Depreciation charges	4,434	1,775
Dividends, interest and rents from investments	(1,571)	(584)
Interest Paid	2,234	1,106
(Gains)/Losses on Property and Investments	50,328	(95,643)
Cash equivalent transfer Dovedale House	-	41,783
(Increase)/Decrease in debtors	89,048	(105,913)
Increase/(Decrease) in creditors	(140,427)	36,391
Net cash provided by operating activities	<u>(57,852)</u>	<u>10,519</u>

23. RELATED PARTY TRANSACTIONS

The parent undertaking is the Lichfield Diocesan Board of Finance (incorporated), a charitable company incorporated in England and Wales. The amounts of the St Chads Retreat Centres are consolidated in the accounts of the parent charity.

The parent charity uses the centres on an occasional basis for continuing work activities. The amounts are minimal. However, there are three loans from the parent charity to St Chads Retreat Centres totalling £33,164 as at 31 December 2023.

There were no other related party transactions in the current or previous year.

24. ULTIMATE PARENT UNDERTAKING AND CONTROLLING PARTY

The largest and smallest group in which the results of the company are consolidated is that headed by Lichfield Diocesan Board of Finance, a charitable company incorporated in England and Wales (registered number: 00239561, charity number: 1107827).

The consolidated accounts of this group are available to the public and may be obtained from the group at the Lichfield Diocesan Board of Finance, St Mary's House, The Close, Lichfield, Staffordshire, WS13 7LD.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2023

25. PRIOR YEAR STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £
Income from:				
Donations and legacies	2	6,587	940	7,527
Other trading activities	3	44,033	-	44,033
Investments	4	516	68	584
Charitable activities	5	322,014	-	322,014
Total income		<u>373,150</u>	<u>1,008</u>	<u>374,158</u>
Expenditure on:				
Charitable activities	6	298,129	5,078	303,207
<i>Other Expenditure</i>	7	37,502	(2,511)	34,991
Total expenditure		<u>335,631</u>	<u>2,567</u>	<u>338,198</u>
Net income/(expenditure) before gains and losses		<u>37,519</u>	<u>(1,559)</u>	<u>35,960</u>
Net gains on investments and property		101,388	(5,745)	95,643
Net income/(expenditure)		<u>138,907</u>	<u>(7,304)</u>	<u>131,603</u>
Transfers between funds	20	-	-	-
Net movement in funds		<u>138,907</u>	<u>(7,304)</u>	<u>131,603</u>
Reconciliation of funds:				
Total funds at 1 January 2022		<u>1,665,888</u>	<u>35,927</u>	<u>1,701,815</u>
Total funds at 31 December 2022		<u><u>1,804,795</u></u>	<u><u>28,623</u></u>	<u><u>1,833,418</u></u>

ST CHAD'S RETREAT CENTRES

England & Wales - Charity number 1157619

Accounts

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

Company Number: 08922281
Charity Number: 1157619

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

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ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS

FOR THE YEAR ENDED 31 DECEMBER 2022

Trustees	Rev S Watson Mr D Beswick (until 21 November 2022) Mr D Boote (from 27 January 2022) Revd J Hartwell (from 27 January 2022) Revd S Morris (until 7th October 2022) Mr J Naylor (from 27 January 2022) Mr S Vince
Company Registered Number	08922281
Charity Registered Number	1157619
Registered Office	St Mary's House The Close Lichfield Staffordshire WS13 7LD
Company Secretary	Mrs J Jones BSc FCIPD
Chief Executive Officer	Mrs J Jones BSc FCIPD
Director of Finance	Mr J Hill FCMA CGMA
Independent auditors	Haysmacintyre LLP 10 Queen Street Place London EC4R 1AG
Bankers	Lloyds Bank Plc 22 Conduit Street Lichfield WD13 6JS
Solicitors	Geldards LLP Pride Place Derby DE24 8QR
Investment Advisors	CCLA Investment Management Ltd 1 Angel Lane London EC4R 3AB
Insurers	Ecclesiastical Insurance Group 7 East Court London Road Charlton Kings Cheltenham GL52 6HS

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2022

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of St Chad's Retreat Centres (the charity) for the ended 31 December 2022. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity'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 (FRS 102) (Second Edition effective 1 January 2019).

Since the charity qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Objectives and Activities

- **Policies and objectives**

Statement of Public Benefit

The Trustees of the Charity are aware of the Charity Commission's guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the Charity.

The Trustees believe that, by promoting the work of the Church of England through the provision of residential accommodation for children, young people and adult group members, it is engaging in the whole mission of the Church (pastoral, social, evangelistic and ecumenical), and that in so doing it provides a benefit to the public by:-

- providing affordable fully-catered accommodation for organised groups who can then engage in programmes designed to incorporate elements of physical, intellectual, emotional, spiritual and pastoral development;
- being involved in the design and delivery of such programmes;
- wherever possible helping financially by means of its own bursary;
- encouraging staff members to actively engage with guests and local people, employing their skills and becoming involved with community events;
- offering its facilities and equipment for use by non-resident local organisations and individuals;
- ensuring that its own amenities meet public safety standards and attempting when possible to introduce improvements for disabled access;
- promoting itself as a central amenity for the whole community;
- being open to all, regardless of background or previous experience of the Christian faith.

Activities

The principal activities of St Chad's Retreat Centres is to utilise Shallowford House, in order to provide places of retreat and reflection to promote Christian spiritual and religious teaching and education by providing hospitality in the Christian tradition to promote, protect and preserve spiritual, emotional and psychological health and wellbeing. This includes providing the general public the use of the centre for breaks and conferences. From 01 January 2022 Dovedale House transferred from the Charitable Company to the Mercian Community Trust (registered company 04345177).

Achievements and performance

After the uncertainty of the last two years due to the pandemic and restrictions, it was pleasing to see Shallowford House being well occupied and groups returning to use the house and new groups experiencing the facilities. It was pleasing to see the occupancy rates returning to the pre pandemic level. The current economic climate and conflict in Eastern Europe has made controlling costs a challenge and meant increasing prices, however this does not appear to have impacted on the interest and bookings at Shallowford.

Investment policy and performance

Investment Powers

The Charity is granted power to invest in suitable investments under its Deed of Trust. As a charity, the Trustees have a duty of care to take such advice as is appropriate before investments are undertaken. This advice is sought from the Central Board of Finance (CCLA) in London.

Investment Policy

The Charity's investment policies are based on two key principles: -

Ethical Investment - this includes ensuring that investments are held in companies which have high standards of corporate governance and act in a responsible way towards stakeholders.

Long-term responsibilities - the trustees are aware of their long-term responsibilities in respect of the Restricted and Unrestricted reserves and as a result follow a prudent approach to investment decisions.

Investment policy for long-term funds is aimed primarily at generating a sustainable income, with due regard to the need for the preservation of capital value, and the possible need to realise investments to meet operational needs. The Charity does not have a policy of generating income at excessive or high risk, known as purchasing income, where high returns are guaranteed at the expense of capital.

The Investment was sold to help with liquidity in the first quarter of 2022.

Financial review

In December 2021 the decision was made by the Member of the Company – the Lichfield Diocesan Board of Finance to transfer Dovedale House out of the Company and move to the Mercian Community Trust, from 01 January 2022. The reserves transferred totalled £34,991 and is shown under Other Expenditure – Note 7 on page 18.

Overall income increased in the year to £374,158 compared to £317,688 in the previous year. There was the loss of the Dovedale income of £58,422 from the previous year so further demonstrates the increase at Shallowford. Income from Charitable Activities at Shallowford increased in the year to £322,014 from £247,056 in the previous year, meanwhile income from Donations fell from £45,423 in the previous year to £7,527 in 2022. This was due to the grants received in 2021 from the Local Authorities and Government related to the Covid pandemic.

Whilst it appears expenditure fell in 2022, this is due to the exclusion of Dovedale House over the last two years. Shallowford House costs inevitably increased in the year to £300,687 compared to £203,831 in the previous year due to the increase in activity and the increase in overall costs due to the economic climate.

After the transfer of Dovedale House before revaluation, the charity made a surplus of £35,960 compared to a surplus of £3,729 in the previous year. After the revaluation adjustment of £95,643, the charity had a net movement of funds of £131,603, 1,174,567 in 2021; increasing reserves to £1,833,418 from £1,701,815 at the end of the previous year.

• Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The largest concern with the Centres being closed due to the pandemic would be the loss of client base. As reported bookings have returned to pre pandemic levels, and signs are that this will increase further in the coming years. At the end of 2022, there were free reserves for Shallowford of £82,333; and this equates to approximately 3.25 months expenditure. With a surplus budget for 2023 and a positive start to the next financial year there is far more optimism over the future of the Company as a Going Concern into the future. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

- **Reserves policy**

The free reserves at the end of the year were £82,333 (2021: £84,332) – this represents Investments plus current assets less current liabilities. It assumes that the loans for Shallowford House will continue on their current arrangement and therefore amounts to be paid in future years are excluded.

The Policy agreed by the Trustees is for the charity to hold the equivalent of three months budgeted expenditure in free reserves, this would equate to £75,802. Whilst the actual free reserves are marginally higher than the policy the Trustees consider this to be reasonable and acceptable in the current economic climate.

Structure, governance and management

- **Constitution**

St Chad's Retreat Centres is a Company Limited by Guarantee and registered in England and Wales under number 08922281, incorporated on 4th March 2014. The company is also registered with the Charity Commission under charity number 1157619 and governed by its Memorandum and Articles of Association. The initial document of 4th March 2014 has now been updated and replaced by new Memorandum and Articles dated 3rd December 2020.

- **Members**

St Chad's Retreat Centres has one member, the Lichfield Diocesan Board of Finance.

- **Method of appointment or election of Trustees**

In accordance with the Memorandum and Articles the maximum number of members of St Chad's Retreat Centres is 8. At no time has there been excess membership, although there is an election process built into the Memorandum and Articles should the occasion occur.

Individuals with interest in the work of St Chad's Retreat Centres, and in particular with a Christian Ethos, are invited to apply to become a trustee of the Charity. If the current Board of Directors deems the individual suitable, then the person is invited to become a member and receive the necessary training to be an active trustee.

- **Policies adopted for the induction and training of Trustees**

The induction process for any newly appointed trustee comprises an initial meeting with the Board of Trustees at which a pack is provided. This includes a copy of the governing document, a copy of the most recent annual report and accounts, a copy of the minutes of previous trustee's meetings and a copy of the Charity Commission guidance "The Essential Trustee".

- **Organisational structure and decision making**

The charity has no trading or other charitable subsidiary companies as at the year-end, nor were there any plans to undertake.

The day-to-day decision-making is delegated to the centre managers under the direction of the Trustees. The centre managers normally report in person to the Trustees at their routine meetings. All remuneration decisions are made by the Trustees within the wider context of other policies.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

• **Related party relationships**

No payments were made to Trustees during the accounting period. The Trustees are considered to be key management of the charity and none of them were entitled to, or received any remuneration.

Connected Charities

The trustees consider the following to be Connected Charities:

Lichfield Diocesan Board of Finance - a registered charitable company whose principal activity is to promote, assist and advance the work of the Church of England in the Diocese of Lichfield and elsewhere, by acting as the financial executive of the Diocesan Synod. It oversees the resourcing of ministry within the Diocese and the financing of the work of the various diocesan bodies (constituted under ecclesiastical statute or established voluntarily by the Bishop and Diocesan Synod), which also have the object of advancing the aims of the Church of England in the Diocese and elsewhere.

• **Risk management**

In order to identify the major risks to which St Chad's Retreat Centres is exposed, it takes guidance from the Lichfield Diocesan Board of Finance which undertakes a full risk assessment review under the headings of Governance & Management, Operations, Financial, Environmental/External Factors and Compliance with Law & Regulation. The full risk register is available on request from the Diocesan Office.

The Key Risks to the Charity are as follows:-

- **Fall in Occupancy** – it is important that the Charity maintains a marketing strategy and promotion of the centre in particular around the Lichfield Diocese to encourage use by Church and Associated Groups as well as other faiths. To mitigate the risk, the trustees will look at the current marketing strategy and refresh the list of contacts and potential users. In addition, the Diocesan Finance Committee have asked Bishop Michael to instigate a strategic review of the Centres within the Diocesan Direction of Travel Vision.
- **Ability to maintain the Property** – It is important to review the Quinquennial reports and address the repairs and maintenance that is recommended. In order to carry out the work, either funds need to be set aside or financing needs to be sought in order to keep the properties to a satisfactory standard that makes the visit enjoyable and appealing for returned visits. To mitigate the risk, the Trustees are in discussion with the Diocese over potential capital funding and restructure.

Future

Following the decision in December 2021 to reduce the number of centres within the Company, three new trustees were recruited, two from the Bishop's Council of the Lichfield Diocesan Board of Finance to add expertise in the required areas for the Company. This includes new trustees with a financial and business background, in particular experience in the hospitality trade.

There has been a restructure of Staff creating new roles for the key staff in the creation of Chief Business and Operations Manager and Events Coordinator and Office Manager to oversee and implement the key strategies set out by the trustees.

The Wardens House, Meadowcroft is no longer required for housing a member of staff and is now rented out as a residential property to generate additional income to support the work at Shallowford House.

New Policies have been added to the staff handbook, including policies for Volunteers, Quality Management, Equality and Diversity and Environmental Issues.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

On the financial side, advance bookings for 2023 are excellent allowing a budget expectation of income to be in excess of £400,000 and a forecast budget surplus in the region of £50,000 – taking into consideration the rising costs.

A programme of maintenance to the property is being agreed to ensure the building remains well maintained and presented.

Members' liability

The Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

Pension Scheme

St Chad's Retreat Centres operates a pension scheme for all employees via NEST (National Employment Savings Trust). This is a defined Contribution Scheme and became operational from 1 September 2017.

Trustees' responsibilities statement

The Trustees (who are also directors of St Chad's Retreat Centres 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). The Trustees are also responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

Company law requires the Trustees to prepare financial statements for each financial year. 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

Auditor

Haysmacintyre LLP has expressed its willingness to continue as auditors to the Charity.

So far as each trustee is aware, there is no relevant audit information of which the company's auditors are unaware.

Each trustee has taken all reasonable steps in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

In preparing this report, the Trustees have taken advantage of the small companies' exemptions provided by section 415A of the Companies Act 2006.

The Trustees' Report was approved by the trustees and signed on their behalf by:-

Revd S Watson
Trustee/Director

15 December 2023

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ST CHAD'S RETREAT CENTRES

Opinion

We have audited the financial statements of St Chad Retreat Centres for the year ended 31 December 2022 which comprise the Statement of Financial Activities, the Balance Sheet, cash flow and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2022 and of the charitable company's net movement in funds, including the income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Annual Report (which includes the directors' report prepared for the purposes of company law) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the Trustees' Annual Report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report (which incorporates the directors' report).

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ST CHAD'S RETREAT CENTRES

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the charitable company; or
- the charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees for the financial statements

As explained more fully in the trustees' responsibilities statement set out on page 6, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charitable company and the environment in which it operates, we identified that the principal risks of non-compliance with laws and regulations related to the regulatory requirements of the Charity Commission, and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006 and the Charities Act 2011, and considered other factors such as payroll tax.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to posting inappropriate journal entries and management bias in certain accounting estimates and judgements such as the income recognition policy. Audit procedures performed by the engagement team included:

Tailored narrative here but consider the following

- Inspecting correspondence with regulators and tax authorities;
- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- Evaluating management's controls designed to prevent and detect irregularities;
- Identifying and testing journals.
- Challenging assumptions and judgements made by management in their critical accounting estimates.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ST CHAD'S RETREAT CENTRES

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Lee Stokes (Senior Statutory Auditor)
For and on behalf of Haysmacintyre LLP, Statutory Auditors

10 Queen Street Place
London
EC4R 1AG

Date: 18 December 2023

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating income and expenditure account)

FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Income from:					
Donations and legacies	2	6,587	940	7,527	45,423
Other trading activities	3	44,033	-	44,033	21,897
Investments	4	516	68	584	3,312
Charitable activities	5	322,014	-	322,014	247,056
Total income		<u>373,150</u>	<u>1,008</u>	<u>374,158</u>	<u>317,688</u>
Expenditure on:					
Charitable activities	6	298,129	5,078	303,207	313,959
Other Expenditure	7	37,502	(2,511)	34,991	-
Total expenditure		<u>335,631</u>	<u>2,567</u>	<u>338,198</u>	<u>313,959</u>
Net income/(expenditure) before gains and losses		37,519	(1,559)	35,960	3,729
Net gains on investments and property		101,388	(5,745)	95,643	1,170,838
Net income/(expenditure)		<u>138,907</u>	<u>(7,304)</u>	<u>131,603</u>	<u>1,174,567</u>
Transfers between funds	20	-	-	-	-
Net movement in funds		<u>138,907</u>	<u>(7,304)</u>	<u>131,603</u>	<u>1,174,567</u>
Reconciliation of funds:					
Total funds at 1 January 2022		1,665,888	35,927	1,701,815	527,248
Total funds at 31 December 2022		<u><u>1,804,795</u></u>	<u><u>28,623</u></u>	<u><u>1,833,418</u></u>	<u><u>1,701,815</u></u>

All activities relate to continuing operations.

The notes on pages 14 to 27 form part of these financial statements.

A full comparative Statement of Financial Activities is included at note 27.

No separate income and expenditure account has been presented on the grounds that the differences between the net income as stated above and the profit and loss for the year for the purposes of the Companies Act 2006 relates solely to the movements on endowments.

ST CHAD'S RETREAT CENTRES
Company Number 08922281
(A company limited by guarantee)

BALANCE SHEET

AS AT 31 DECEMBER 2022

		2022		2021	
	Note	£	£	£	£
Fixed assets					
Tangible assets	15		1,784,249		1,676,630
Investments	16		-		103,153
			<u>1,784,249</u>		<u>1,779,783</u>
Current assets					
Debtors	17	128,370		22,457	
Cash at bank and in hand		193,638		162,006	
		<u>322,008</u>		<u>184,463</u>	
Creditors: Amounts falling due within one year	18	<u>(239,676)</u>		<u>(203,284)</u>	
Net current assets			<u>82,332</u>		<u>(18,821)</u>
Total assets less current liabilities			<u>1,866,581</u>		<u>1,760,962</u>
Creditors: amounts falling due after more than one year	19		<u>(33,163)</u>		<u>(59,147)</u>
Net assets			<u><u>1,833,418</u></u>		<u><u>1,701,815</u></u>
Charity Funds					
Restricted funds	20	28,623		35,927	
Unrestricted funds	20	1,804,795		1,665,888	
Total funds			<u><u>1,833,418</u></u>		<u><u>1,701,815</u></u>

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies. The financial statements were approved by the Trustees on 30 May 2023 authorised for issue and signed on their behalf by:

Revd S Watson
Trustee

The notes on pages 14 to 27 form part of these financial statements.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 DECEMBER 2022

	Note	2022 £	2021 £
Cash flows from operating activities			
Net cash (used in)/provided by operating activities	22	10,519	79,596
Cash flows from investing activities:			
Dividends and Interest from Investments		584	3,312
Purchase of fixed assets		(15,119)	(2,970)
Proceeds of Sale of Fixed Assets		61,632	-
Net cash used in investing activities		47,097	342
Cash flows from financing activities:			
Repayments of borrowings		(25,984)	(13,535)
Net cash (used in)/provided by financing activities		(25,984)	(13,535)
Change in cash and cash equivalents in the year		31,632	66,403
Cash and cash equivalents brought forward		162,006	95,603
Cash and cash equivalents carried forward		193,638	162,006

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

St Chad's Retreat Centres is a charitable company incorporated in England and Wales under the Companies Act and registered as a charity with the Charity Commission in England and Wales. 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. The address of the registered office is given in the reference and administration details of these financial statements. The nature of the charity's operations and principal activities are detailed in the trustees report.

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) (Second Edition 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.

St Chad's Retreat Centres 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.

1.2 Going concern

With the transfer of Dovedale House, this task was undertaken looking at the remaining centre, Shallowford House. After making appropriate enquiries, including reviewing its cash flow forecasts, the trustees have a reasonable expectation that the charity has adequate resources as to continue in operational existence for the foreseeable future. There has been an external review of the organisation that set out the challenges ahead in a changing marketplace. The pre bookings for the next 24 months appear to be encouraging and there is a significant up take in the latter part of the following year; existing and new customers and the bounce back of bookings due to the increase in Staycation across the country. For this reason they continue to adopt the going concern basis in preparing the financial statements.

1.3 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.4 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.

Investment income, gains and losses are allocated to the appropriate fund.

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

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.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material. Job Retention Scheme payments have been received on a monthly basis and are accounted for in the month they relate.

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer times of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

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.

1.6 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

1.7 Tangible fixed assets and depreciation

Motor Vehicles and Office Equipment costing more than £250 are capitalised, all other costs are written off in the year of purchase.

Property is held and shown at valuation. The property is revalued each year using the Nationwide Property Index for all properties by region.

Tangible fixed assets are stated at cost or valuation. 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 bases:

Motor vehicles	20% straight line, no depreciation charge in the year of acquisition
Office equipment	20% straight line, no depreciation charge in the year of acquisition

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

1. ACCOUNTING POLICIES (continued)

1.8 Investments

Investments are stated at market value at the balance sheet date. The Statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

1.9 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity. This is normally upon notification of the interest paid or payable by the Bank.

1.10 Debtors

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

1.11 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.

1.12 Creditors and provisions

Creditors and provisions 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. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.13 Financial instruments

The charity 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 loans which are subsequently measured at amortised cost using the effective interest method.

1.14 Judgement and Key Sources of Estimation Uncertainty

The preparation of the financial statements in conformity with generally accepted accounting practice requires the directors to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of income and expenditures during the reporting period. Actual results in the future could differ from those estimates. In this regard, the directors believe that the most significant areas of judgement relate to the valuation of property.

Valuation

The Directors normally use Diocesan expertise available through the Diocesan Property Department plus local agents; and the re valuation method is to use the Nationwide Property Index plus any reasonable factors to adjust the index figures. In light of the review of the charity and the longer-term sustainability a full valuation was undertaken by a qualified surveyor to give a market value of the Shallowford House. The value was significantly higher and this has been reflected in the financial statements.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

2. INCOME FROM DONATIONS AND LEGACIES

	Total 2022 £	Total 2021 £
Donations	2,727	11,441
Grants (Re Covid grants from Local Authorities)	4,800	24,500
Furlough Income	-	9,482
	<u>7,527</u>	<u>45,423</u>
Total donations and legacies	<u>7,527</u>	<u>45,423</u>

3. ACTIVITIES FOR GENERATING FUNDS

	Total 2022 £	Total 2021 £
Bar and shop	8,663	5,199
Books	10	5
Sundry Income	22,055	16,693
Lettings Income	13,305	-
	<u>44,033</u>	<u>21,897</u>

4. INVESTMENT INCOME

	Total 2022 £	Total 2021 £
Dividends and interest receivable	<u>584</u>	<u>3,312</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	Total 2022 £	Total 2021 £
Residential fees	300,654	237,838
Day fees	16,739	4,083
Other	4,621	5,135
	<u>322,014</u>	<u>247,056</u>

6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	Total 2022 £	Total 2021 £
Residential fees	300,687	311,559
Shop and Vending Machine	-	-
	<u>300,687</u>	<u>311,559</u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

GOVERNANCE COSTS				Total 2022 £	Total 2021 £
Auditors' remuneration				2,520	2,400
Legal and professional fees				-	-
				<u>2,520</u>	<u>2,400</u>
Total Expenditure on Charitable Activities				<u>303,207</u>	<u>313,959</u>
7.	Other Expenditure				
	Transfer of Dovedale House			<u>34,991</u>	<u>-</u>
8.	2022: DIRECT COSTS				
	Residential Fees £	Shop Income £	Vending Machine Income £	Total 2022 £	
Rates and insurance	12,307	-	-	12,307	
Repair and maintenance	47,564	-	-	47,564	
Food purchases	55,810	-	-	55,810	
Advertising & marketing	1,209	-	-	1,209	
Household consumables	970	-	-	970	
Laundry and cleaning	8,402	-	-	8,402	
Sundry expenses	1,168	-	-	1,168	
Professional fees	3,336	-	-	3,336	
Training	225	-	-	225	
Wages and salaries	106,978	-	-	106,978	
	<u>237,969</u>	<u>-</u>	<u>-</u>	<u>237,969</u>	
	2021: DIRECT COSTS				
	Residential Fees £	Shop Income £	Vending Machine Income £	Total 2021 £	
Rates and insurance	24,541	-	-	24,541	
Repair and maintenance	32,659	-	-	32,659	
Light and heat	-	-	-	-	
Food purchases	41,694	-	-	41,694	
Advertising & marketing	478	-	-	478	
Laundry and cleaning	10,085	-	-	10,085	
Sundry expenses	353	-	-	353	
Professional fees	6,858	-	-	6,858	
Training	536	-	-	536	
Wages and salaries	122,439	-	-	122,439	
	<u>239,643</u>	<u>-</u>	<u>-</u>	<u>239,643</u>	

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

9. SUPPORT COSTS	Total	Total
All Residential Costs	2022	2021
	£	£
Bank charges	-	-
Travel expenses	1,819	2,493
Light and heat	41,206	28,629
Management & Administration	12,862	30,130
Sundry expenses	3,950	3,257
Loan interest	1,106	478
Vehicle costs	-	-
Depreciation	1,775	6,929
Governance Costs (see note 7)	2,520	2,400
	<u>65,238</u>	<u>74,316</u>
	<u><u>65,238</u></u>	<u><u>74,316</u></u>

10. 2022: ANALYSIS OF EXPENDITURE BY TYPE

	Staff	Depreciation	Other	Total
	Costs		Costs	2022
	£	£	£	£
Residential fees	103,978	1,775	191,934	297,687
Shop income	-	-	-	-
	<u>103,978</u>	<u>1,775</u>	<u>191,934</u>	<u>297,687</u>
Expenditure on governance	-	-	2,520	2,520
Charitable activities	103,978	1,775	194,454	300,207
	<u><u>103,978</u></u>	<u><u>1,775</u></u>	<u><u>194,454</u></u>	<u><u>300,207</u></u>

ANALYSIS OF EXPENDITURE BY TYPE

2021 Comparatives

	Staff	Depreciation	Other	Total
	Costs		Costs	2021
	£	£	£	£
Residential fees	122,439	6,929	182,191	311,559
Shop income	-	-	-	-
	<u>122,439</u>	<u>6,929</u>	<u>182,191</u>	<u>311,559</u>
Expenditure on governance	-	-	2,400	2,400
Charitable activities	122,439	6,929	184,591	313,959
	<u><u>122,439</u></u>	<u><u>6,929</u></u>	<u><u>184,591</u></u>	<u><u>313,959</u></u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

11. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities Undertaken Directly £	Support Costs £	Total 2022 £
Residential fees	237,969	65,238	303,207
Shop income	-	-	-
Total	237,969	65,238	303,207

ANALYSIS OF EXPENDITURE BY ACTIVITIES

2021: Comparatives

	<i>Activities Undertaken Directly £</i>	<i>Support Costs £</i>	<i>Total 2021 £</i>
<i>Residential fees</i>	<i>239,643</i>	<i>71,916</i>	<i>311,559</i>
<i>Shop income</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Total</i>	<i>239,643</i>	<i>71,916</i>	<i>311,559</i>

12. NET INCOME/(EXPENDITURE)

	2022 £	2021 £
This is stated after charging:		
Depreciation of tangible fixed assets:		
- owned by the charity	1,775	6,929
Auditors' remuneration	2,520	2,400

During the period, no Trustees received any remuneration (2021: None)

During the period, no Trustees received any benefits in kind (2021: None)

During the period, Trustees received £363 as reimbursement of expenses (2021: None)

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

13. AUDITORS' REMUNERATION

The Auditor's remuneration amounts to an Audit Fee of £2,520 (2021: £2,400)

14. STAFF COSTS

Staff costs were as follows:

	2022	2021
	£	£
Wages and salaries	95,469	109,986
Employers National Insurance	5,055	8,249
Pensions	3,454	4,144
	<u>103,978</u>	<u>122,379</u>

Included in Wages and Salaries were termination costs of £Nil (2021: £Nil).

The average monthly number of persons employed during the year was:

	2022	2021
	No.	No.
Dovedale House	-	2
Shallowford House	4	4
	<u>4</u>	<u>6</u>

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

Remuneration of key management personnel

Key management personnel are deemed to be those having authority and responsibility delegated to them by the trustees for planning, directing and controlling the activities of the company. During 2022 they were the trustees, who received no remuneration. There were no employed key personnel.

15. TANGIBLE FIXED ASSETS

	Freehold	Motor	Office	Total
	Improvements	Vehicles	Equipment	£
	£	£	£	£
Cost				
At 1 January 2022	1,663,728	-	38,013	1,701,741
Additions	-	-	15,119	15,119
Disposals	-	-	(25,656)	(25,656)
Revaluation in the year	102,153	-	-	102,153
	<u>1,765,881</u>	<u>-</u>	<u>27,476</u>	<u>1,793,357</u>
At 31 December 2022	1,765,881	-	27,476	1,793,357
Depreciation				
At 1 January 2022	-	-	25,111	25,111
Disposal	-	-	(17,778)	(17,778)
Charge for the year	-	-	1,775	1,775
	<u>-</u>	<u>-</u>	<u>9,108</u>	<u>9,108</u>
At 31 December 2022	-	-	9,108	9,108
Net book value				
At 31 December 2022	<u>1,765,881</u>	<u>-</u>	<u>18,368</u>	<u>1,784,249</u>
At 31 December 2021	<u>1,663,728</u>	<u>-</u>	<u>12,902</u>	<u>1,676,630</u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

15. TANGIBLE FIXED ASSETS (continued)

The charity owns the 19th century property known as Shallowford House, Shallowford, Stone. This property was gifted by the Webster family to the Diocese of Lichfield in 1936 and opened as the Diocesan Retreat and Conference Centre in 1938 and vested in the Lichfield Diocesan Trust as custodian trustee on behalf of the charity until 2016.

The property was transferred to St Chad's Retreat Centre on 9 March 2016. At this point the accounting policy changed so properties were held at fair value. The valuation was undertaken using the Nationwide Index. In 2021, as part of the review Shallowford House was revalued by Richard Johnson at Keates Estate Agents and Valuers and the increase in value recorded in the financial statements. The Nationwide Index will be used for subsequent years with a review every five years.

The fixed assets of the charity are secured by way of a legal charge, securing all monies and obligations should it be necessary to repay a grant made by The Lichfield Diocesan Board of Finance to the charity for the capital development project.

16. INVESTMENTS	2022	2021
	£	£
Market Value		
As at 01 January 2022	103,153	90,244
Revaluations in the year	(5,745)	12,929
Transfer Re Dovedale	(35,776)	-
Sale of Investments	(61,632)	-
	<u> </u>	<u> </u>
As at 31 December 2022	-	103,153
	<u> </u>	<u> </u>
Historical cost	-	68,993
	<u> </u>	<u> </u>
The investments are in pooled funds.		

17. DEBTORS	2022	2021
	£	£
Trade debtors	41,191	17,742
Amounts owed by group undertakings	84,189	-
Other debtors	2,990	4,715
	<u> </u>	<u> </u>
	128,370	22,457
	<u> </u>	<u> </u>

18. CREDITORS: amounts falling due within one year	2022	2021
	£	£
Payments received on account	48,057	47,099
Trade creditors	30,173	10,257
Amounts owed to group undertakings (including Loans)	143,433	96,352
Other taxation and social security	762	4,216
Bursary	14,850	34,894
Other creditors	-	8,066
Accruals	2,400	2,400
	<u> </u>	<u> </u>
	239,675	203,284
	<u> </u>	<u> </u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

19. CREDITORS: amounts falling due after more than one year	2022 £	2021 £
Amounts owed to group undertakings	33,163	59,147

The amount owed to group undertakings included three loans from The Lichfield Diocesan Board of Finance (Incorporated). The loans are repayable in quarterly instalments plus interest from June 2012. Interest on the loan is calculated at an agreed variable interest rate. Repayments are as follows:

	2022 £	2021 £
Between one and two years	25,884	25,884
Between two and five years	7,279	33,313
Over five years	-	-
	33,163	59,197

20. STATEMENT OF FUNDS

	Brought Forward £	Income £	Expenditure £	Transfers In/out £	Gains/ (Losses) £	Carried Forward £
Unrestricted funds						
General funds	1,665,888	373,150	(335,631)	-	101,388	1,804,795
Restricted funds						
Shallowford Development Project	38,437	1,008	(5,077)	-	(5,745)	28,623
Dovedale	(2,510)	-	2,510	-	-	-
	35,927	1,008	(2,567)	-	(5,745)	28,623
Total of funds	1,701,815	374,158	(338,198)	-	95,643	1,833,418
Summary of funds						
General funds	1,665,888	373,150	(335,631)	-	101,388	1,804,795
Restricted funds	35,927	1,008	(2,567)	-	(5,745)	28,623
	1,701,815	374,158	(338,198)	-	95,643	1,833,418

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

Transfers

In the year the no transfers were made:-

	Unrestricted £	Restricted £	Total £
Fund Transfers	-	-	-

STATEMENT OF FUNDS –
2021 comparative

	<i>Brought Forward £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers In/out £</i>	<i>Gains/ (Losses) £</i>	<i>Carried Forward £</i>
Unrestricted funds						
<i>General funds</i>	498,465	316,725	(311,670)	-	1,162,368	1,665,888
Restricted funds						
<i>Shallowford development Project</i>	31,293	963	(2,289)	-	8,470	38,437
<i>Dovedale</i>	(2,510)	-	-	-	-	(2,510)
	28,783	963	(2,289)	-	8,470	35,927
<i>Total of funds</i>	527,248	317,817	(313,959)	-	1,170,838	1,701,815
Summary of funds						
<i>General funds</i>	498,465	316,725	(311,670)	-	1,162,368	1,665,888
<i>Restricted funds</i>	28,783	963	(2,289)	-	8,470	35,927
	527,248	317,688	(313,959)	-	1,170,838	1,701,815

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

Transfers

There were no inter fund transfers in 2022.

Restricted funds

Shallowford Development Project

This fund represents money donated to Shallowford House redevelopment plan.

Dovedale

This fund represents the development and refurbishment of Dovedale House.

21. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £
Tangible fixed assets	1,783,513	736	1,784,249
Fixed asset investments	-	-	-
Current assets	322,279	102,320	424,599
Creditors due within one year	(267,834)	(74,433)	(342,266)
Creditors due in more than one year	(33,164)	-	(33,164)
	<u>1,804,795</u>	<u>28,623</u>	<u>1,833,418</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS
2021 Comparatives

	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £
<i>Tangible fixed assets</i>	<i>1,676,630</i>	<i>-</i>	<i>1,676,630</i>
<i>Fixed asset investments</i>	<i>35,776</i>	<i>67,377</i>	<i>103,153</i>
<i>Current assets</i>	<i>141,340</i>	<i>43,123</i>	<i>184,463</i>
<i>Creditors due within one year</i>	<i>(128,711)</i>	<i>(74,573)</i>	<i>(203,284)</i>
<i>Creditors due in more than one year</i>	<i>(59,147)</i>	<i>-</i>	<i>(59,147)</i>
	<u><i>1,665,888</i></u>	<u><i>35,927</i></u>	<u><i>1,701,815</i></u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

22. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES	2022 £	2021 £
Net Movement for the year (as per Statement of Financial Activities)	131,603	1,174,567
Adjustment for:		
Depreciation charges	1,775	6,929
Dividends, interest and rents from investments	(584)	(3,312)
Interest Paid	1,106	480
(Gains)/Losses on Property and Investments	(95,643)	(1,170,838)
Cash equivalent transfer Dovedale House	41,783	-
Loss/ on Sale of Fixed Assets	-	-
(Increase)/Decrease in debtors	(105,913)	(6,442)
Increase in creditors	36,391	78,212
Net cash provided by operating activities	<u>10,519</u>	<u>79,596</u>

23. RELATED PARTY TRANSACTIONS

The parent undertaking is the Lichfield Diocesan Board of Finance (incorporated), a charitable company incorporated in England and Wales. The amounts of the St Chads Retreat Centres are consolidated in the accounts of the parent charity.

The parent charity uses the centres on an occasional basis for continuing work activities. The amounts are minimal. However there are three loans from the parent charity to St Chads Retreat Centres totalling £59,147 as at 31 December 2022.

There were no other related party transactions in the current or previous year.

24. ULTIMATE PARENT UNDERTAKING AND CONTROLLING PARTY

The largest and smallest group in which the results of the company are consolidated is that headed by Lichfield Diocesan Board of Finance, a charitable company incorporated in England and Wales (registered number: 00239561, charity number: 1107827).

The consolidated accounts of this group are available to the public and may be obtained from the group at the Lichfield Diocesan Board of Finance, St Mary's House, The Close, Lichfield, Staffordshire, WS13 7LD.

25. TRANSFER OF DOVEDALE HOUSE

On 8th December 2021, it was agreed by the Lichfield Diocesan Board of Finance (who own the property) that Dovedale House would be transferred into the Mercian Community Trust with effect from 01 January 2022.

The assets of Dovedale House would be transferred from that date and are represented as follows:-

Unrestricted Funds	£37,502
Restricted Funds	(£2,511)
Total	£34,991

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

27. PRIOR YEAR STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £
Income from:			
Donations and legacies	44,463	960	45,423
Other trading activities	21,897	-	21,897
Investments	3,309	3	3,312
Charitable activities	247,056	-	247,056
Total income	316,725	963	317,688
Expenditure on:			
Charitable activities	311,670	2,289	313,959
Total expenditure	311,670	2,289	313,959
Net income/(expenditure) before gains and losses	5,055	(1,326)	3,729
Net gains on investments and property	1,162,368	8,470	1,170,838
Loss on Sale of Fixed Assets	-	-	-
Net income/(expenditure)	1,167,423	7,144	1,174,567
Transfers between funds	-	-	-
Net movement in funds	1,167,423	7,144	1,174,567
Reconciliation of funds:			
Total funds at 1 January 2021	498,465	28,783	527,248
Total funds at 31 December 2021	1,665,888	35,927	1,701,815

ST CHAD'S RETREAT CENTRES

England & Wales - Charity number 1157619

Accounts

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

Company Number: 08922281
Charity Number: 1157619

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

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ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS

FOR THE YEAR ENDED 31 DECEMBER 2021

Trustees Rev S Watson (Chair from 10 December 2021)
Mr P Bevington (to 10 December 2021)
Mr D Beswick
Mr D Boote (from 27 January 2022)
Revd J Hartwell (from 27 January 2022)
Mr I Maxwell (to 23 September 2021)
Revd S Morris
Mr J Naylor (from 27 January 2022)
Mr S Vince (from 22 July 2021)

Company Registered Number 08922281

Charity Registered Number 1157619

Registered Office St Mary's House
The Close
Lichfield
Staffordshire
WS13 7LD

Company Secretary Mrs J Jones BSc FCIPD

Chief Executive Officer Mrs J Jones BSc FCIPD

Director of Finance Mr J Hill FCMA CGMA

Independent auditors Haysmacintyre LLP
10 Queen Street Place
London
EC4R 1AG

Bankers Lloyds Bank Plc
22 Conduit Street
Lichfield
WD13 6JS

Solicitors Geldards LLP
Pride Place
Derby
DE24 8QR

Investment Advisors CCLA Investment Management Ltd
Senator House
85 Queen Victoria Street
London
EC4V 4ET

Insurers Ecclesiastical Insurance Group
Beaufort House
Brunswick Road
Gloucester
GL1 1JZ

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2021

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of St Chad's Retreat Centres (the charity) for the ended 31 December 2021. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity'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 (FRS 102) (Second Edition effective 1 January 2019).

Since the charity qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Objectives and Activities

- **Policies and objectives**

Statement of Public Benefit

The trustees of the Charity are aware of the Charity Commission's guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the Charity.

The trustees believe that, by promoting the work of the Church of England through the provision of residential accommodation for children, young people and adult group members, it is engaging in the whole mission of the Church (pastoral, social, evangelistic and ecumenical), and that in so doing it provides a benefit to the public by:-

- providing affordable fully-catered accommodation for organised groups who can then engage in programmes designed to incorporate elements of physical, intellectual, emotional, spiritual and pastoral development;
- being involved in the design and delivery of such programmes;
- wherever possible helping financially by means of its own bursary;
- encouraging staff members to actively engage with guests and local people, employing their skills and becoming involved with community events;
- offering its facilities and equipment for use by non-resident local organisations and individuals;
- ensuring that its own amenities meet public safety standards and attempting when possible to introduce improvements for disabled access;
- promoting itself as a central amenity for the whole community;
- being open to all, regardless of background or previous experience of the Christian faith.

Activities

The principal activities of St Chad's Retreat Centres is to utilise the two Lichfield Diocesan centres, Shallowford House and Dovedale House, in order to provide places of retreat and reflection to promote Christian spiritual and religious teaching and education by providing hospitality in the Christian tradition to promote, protect and preserve spiritual, emotional and psychological health and wellbeing. This includes the Centres providing the general public the use of the centre for breaks and conferences. From 01 January 2022 Dovedale House transferred from the Charitable Company to the Mercian Community Trust (registered company 04345177).

Achievements and performance

Prior to the pandemic as reported last year, both Centres were well occupied; however due to the national lockdown both centres were closed for large periods over the last two years. When able the Bungalow at Dovedale became available for rental and continues to be made available to the general public, as well as a facility to assist with Clergy and Staff needing a period of recuperation.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

Investment policy and performance

Investment Powers

The Charity is granted power to invest in suitable investments under its Deed of Trust. As a charity, the Trustees have a duty of care to take such advice as is appropriate before investments are undertaken. This advice is sought from the Central Board of Finance (CCLA) in London.

Investment Policy

The Charity's investment policies are based on two key principles: -

Ethical Investment - this includes ensuring that investments are held in companies which have high standards of corporate governance and act in a responsible way towards stakeholders.

Long-term responsibilities - the trustees are aware of their long-term responsibilities in respect of the Restricted and Unrestricted reserves and as a result follow a prudent approach to investment decisions.

Investment policy for long-term funds is aimed primarily at generating a sustainable income, with due regard to the need for the preservation of capital value, and the possible need to realise investments to meet operational needs. The Charity does not have a policy of generating income at excessive or high risk, known as purchasing income, where high returns are guaranteed at the expense of capital.

Financial review

Despite the continuation of the disruption through the Covid pandemic; the work of both Centres in minimising costs during the quieter periods, and maximising income opportunities in the second part of the year, resulted in a small surplus in day-to-day activities of £3,729 compared to the deficit reported in the previous financial year of £71,646. Residential and Day fees increased from £110,419 to £247,056 in the last financial year. The continuation of the use of the Covid Job Retention Scheme helped retain some essential staff to maximise the income. In the year £9,482 was claimed compared to £44,037 in the previous year, however there were some redundancies made in 2020 to reduce the financial impact on expenditure in 2021, streamlining the resources available.

During 2021, as part of the review of the Charitable Company both Centres were revalued in accordance with the FRS102 for an investment property. Shallowford House is owned by the Company and the revaluation added a significant increase in value and this is reflected in the financial statements for the year. The revaluation of the Property asset in the year was £1,157,909 (2020: £35,087) and the investments increased by £12,929 (£2020:£1,499) giving a total revaluation increase of £1,170,838 (2020:£35,586). This gave a year end Net Movement in Funds of £1,174,567 (2020: Deficit £35,060).

In December 2021 the decision was made by the Member of the Company – the Lichfield Diocesan Board of Finance to transfer Dovedale House out of the Company and move to the Mercian Community Trust, from 01 January 2022. The reserves that will be transferred total £36,693 – see page 24.

• **Going concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The largest concern with the Centres being closed due to the pandemic would be the loss of client base. Bookings for 2022 are excellent with 93% confirmed and above expectation. In the last financial year Shallowford House made a surplus of £39,493 and expectation is for a larger surplus in 2022. Dovedale House made a deficit in the last financial year of £20,703 – however with the transfer of this operation out of the Company there is far more optimism over the future of the Company as a Going Concern into the future. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

- **Reserves policy**

With the increase in revaluation of Shallowford House and the transfer of Dovedale House, the Reserve Policy has changed from total reserves to free reserves. The free reserves at the end of the year excluding Dovedale House was £56,453 – this represents Investments plus current assets less current liabilities. It assumes that the loans for Shallowford House will continue on their current arrangement and therefore amounts to be paid in future years are excluded.

The Policy agreed by the Trustees is for the charity to hold the equivalent of three months budgeted expenditure in free reserves, this would equate to £64,589. Whilst the actual free reserves are lower than the policy the Trustees consider this to be reasonable and acceptable in the current economic climate and with the transfer of Dovedale House.

Structure, governance and management

- **Constitution**

St Chad's Retreat Centres is a Company Limited by Guarantee and registered in England and Wales under number 08922281, incorporated on 4th March 2014. The company is also registered with the Charity Commission under charity number 1157619 and governed by its Memorandum and Articles of Association. The initial document of 4th March 2014 has now been updated and replaced by new Memorandum and Articles dated 3rd December 2020.

- **Members**

St Chad's Retreat Centres has one member, the Lichfield Diocesan Board of Finance.

- **Method of appointment or election of Trustees**

In accordance with the Memorandum and Articles the maximum number of members of St Chad's Retreat Centres is 8. At no time has there been excess membership, although there is an election process built into the Memorandum and Articles should the occasion occur.

Individuals with interest in the work of St Chad's Retreat Centres, and in particular with a Christian Ethos, are invited to apply to become a trustee of the Charity. If the current Board of Directors deems the individual suitable, then the person is invited to become a member and receive the necessary training to be an active trustee.

- **Policies adopted for the induction and training of Trustees**

The induction process for any newly appointed trustee comprises an initial meeting with the Board of Trustees at which a pack is provided. This includes a copy of the governing document, a copy of the most recent annual report and accounts, a copy of the minutes of previous trustee's meetings and a copy of the Charity Commission guidance "The Essential Trustee".

- **Organisational structure and decision making**

The charity has no trading or other charitable subsidiary companies as at the year-end, nor were there any plans to undertake.

The day-to-day decision-making is delegated to the centre managers under the direction of the Trustees. The centre managers normally report in person to the Trustees at their routine meetings. All remuneration decisions are made by the Trustees within the wider context of other policies.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

• **Related party relationships**

No payments were made to Trustees during the accounting period. The Trustees are considered to be key management of the charity and none of them were entitled to, or received any remuneration.

Connected Charities

The trustees consider the following to be Connected Charities:

Lichfield Diocesan Board of Finance - a registered charitable company whose principal activity is to promote, assist and advance the work of the Church of England in the Diocese of Lichfield and elsewhere, by acting as the financial executive of the Diocesan Synod. It oversees the resourcing of ministry within the Diocese and the financing of the work of the various diocesan bodies (constituted under ecclesiastical statute or established voluntarily by the Bishop and Diocesan Synod), which also have the object of advancing the aims of the Church of England in the Diocese and elsewhere. The Board of Finance owns the property known as Dovedale House and leases the property to the charity.

The property known as Dovedale House is currently leased from the Lichfield Diocesan Board of Finance on an annual rolling lease whilst a strategic review is undertaken on the future of the Centre.

• **Risk management**

In order to identify the major risks to which St Chad's Retreat Centres is exposed, it takes guidance from the Lichfield Diocesan Board of Finance which undertakes a full risk assessment review under the headings of Governance & Management, Operations, Financial, Environmental/External Factors and Compliance with Law & Regulation. The full risk register is available on request from the Diocesan Office.

The Key Risks to the Charity are as follows:-

- **Fall in Occupancy** – it is important that the Charity maintains a marketing strategy and promotion of the centre in particular around the Lichfield Diocese to encourage use by Church and Associated Groups as well as other faiths. To mitigate the risk, the trustees will look at the current marketing strategy and refresh the list of contacts and potential users. In addition, the Diocesan Finance Committee have asked Bishop Michael to instigate a strategic review of the Centres within the Diocesan Direction of Travel Vision.
- **Ability to maintain the Properties** – It is important to review the Quinquennial reports and address the repairs and maintenance that is recommended. In order to carry out the work, either funds need to be set aside or financing needs to be sought in order to keep the properties to a satisfactory standard that makes the visit enjoyable and appealing for returned visits. To mitigate the risk, the Trustees are in discussion with the Diocese over potential capital funding and restructure.

Future

Following the decision in December 2021 to reduce the number of centres within the Company, three new trustees have been recruited, two from the Bishop's Council of the Lichfield Diocesan Board of Finance to add expertise in the required areas for the Company. This includes new trustees with a financial and business background, in particular experience in the hospitality trade.

There has been a restructure of Staff creating new roles for the key staff in the creation of Chief Business and Operations Manager and Events Coordinator and Office Manager to oversee and implement the key strategies set out by the trustees.

The Wardens House, Meadowcroft is no longer required for housing a member of staff and consideration is being given to renting out the property to generate additional income to support the work at Shallowford House.

New Policies have been added to the staff handbook, including policies for Volunteers, Quality Management, Equality and Diversity and Environmental Issues.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

On the financial side, advance bookings for 2022 are excellent, with 93% confirmed with deposits and bookings. Group bookings stand at 96 at the time of this report, 296 days and 96 nights occupancy have been confirmed allowing a budget expectation of income to be in excess of £250,000 and a forecast budget in the region of £100,000.

Bookings for 2023 are also strong with 78% already confirmed and advance bookings to the value of £95,000. Other projected income is in the region of £50,000 including potential rental income of the Wardens House, Renewable Heat Incentives.

A programme of maintenance to the property is being agreed to ensure the building remains well maintained and presented.

Members' liability

The Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

Pension Scheme

St Chad's Retreat Centres operates a pension scheme for all employees via NEST (National Employment Savings Trust). This is a defined Contribution Scheme and became operational from 1 September 2017.

Trustees' responsibilities statement

The Trustees (who are also directors of St Chad's Retreat Centres 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). The Trustees are also responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

Company law requires the Trustees to prepare financial statements for each financial year. 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor

Haysmacintyre LLP has expressed its willingness to continue as auditors to the Charity.

So far as each trustee is aware, there is no relevant audit information of which the company's auditors are unaware.

Each trustee has taken all reasonable steps in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

The Trustees have taken the exemptions available to small companies and have not prepared a strategic report.

The Trustees' Report was approved by the trustees and signed on their behalf by:-



Revd S Watson
Trustee/Director

10 May 2022

Opinion

We have audited the financial statements of St Chad Retreat Centres for the year ended 31 December 2021 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2021 and of the charitable company's net movement in funds, including the income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Annual Report (which includes the directors' report prepared for the purposes of company law) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the Trustees' Annual Report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report (which incorporates the directors' report).

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ST CHAD'S RETREAT CENTRES

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the charitable company; or
- the charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees for the financial statements

As explained more fully in the trustees' responsibilities statement set out on pages 6 and 7, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charitable company and the environment in which it operates, we identified that the principal risks of non-compliance with laws and regulations related to the regulatory requirements of the Charity Commission, and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006 and the Charities Act 2011, and considered other factors such as payroll tax.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to posting inappropriate journal entries and management bias in certain accounting estimates and judgements such as the income recognition policy. Audit procedures performed by the engagement team included:

Tailored narrative here but consider the following

- Inspecting correspondence with regulators and tax authorities;
- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- Evaluating management's controls designed to prevent and detect irregularities;
- Identifying and testing journals, in particular journal entries posted with unusual account combinations, postings by unusual users or with unusual descriptions; and
- Challenging assumptions and judgements made by management in their critical accounting estimates.

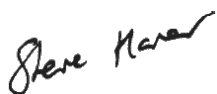
INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ST CHAD'S RETREAT CENTRES

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Steven Harper (Senior Statutory Auditor)
For and on behalf of Haysmacintyre LLP, Statutory Auditors

10 Queen Street Place
London
EC4R 1AG

Date: **28 September 2022**

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating income and expenditure account)

FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Income from:					
Donations and legacies	2	44,463	960	45,423	108,441
Other trading activities	3	21,897	-	21,897	24,024
Investments	4	3,309	3	3,312	3,505
Charitable activities	5	247,056	-	247,056	110,409
Total income		<u>316,725</u>	<u>963</u>	<u>317,688</u>	<u>246,379</u>
Expenditure on:					
Charitable activities	6,7	<u>311,670</u>	<u>2,289</u>	<u>313,959</u>	<u>318,025</u>
Total expenditure	10	<u>311,670</u>	<u>2,289</u>	<u>313,959</u>	<u>318,025</u>
Net income/(expenditure) before gains and losses		5,055	(1,326)	3,729	(71,646)
Net gains on investments and property		1,162,368	8,470	1,170,838	36,586
Loss on Sale of Fixed Assets		-	-	-	-
Net income/(expenditure)		<u>1,167,423</u>	<u>7,144</u>	<u>1,174,567</u>	<u>(35,060)</u>
Transfers between funds	20	-	-	-	-
Net movement in funds		<u>1,167,423</u>	<u>7,144</u>	<u>1,174,567</u>	<u>(35,060)</u>
Reconciliation of funds:					
Total funds at 1 January 2021		<u>498,465</u>	<u>28,783</u>	<u>527,248</u>	<u>562,308</u>
Total funds at 31 December 2021		<u><u>1,665,888</u></u>	<u><u>35,927</u></u>	<u><u>1,701,815</u></u>	<u><u>527,248</u></u>

All activities relate to continuing operations.

The notes on pages 14 to 27 form part of these financial statements.

A full comparative Statement of Financial Activities is included at note 27.

No separate income and expenditure account has been presented on the grounds that the differences between the net income as stated above and the profit and loss for the year for the purposes of the Companies Act 2006 relates solely to the movements on endowments.

ST CHAD'S RETREAT CENTRES
Company Number 08922281
(A company limited by guarantee)

BALANCE SHEET

AS AT 31 DECEMBER 2021

		2021		2020	
	Note	£	£	£	£
Fixed assets					
Tangible assets	15		1,676,630		522,680
Investments	16		103,153		90,224
			<u>1,779,783</u>		<u>612,904</u>
Current assets					
Debtors	17	22,457		16,015	
Cash at bank and in hand		162,006		95,603	
		<u>184,463</u>		<u>111,618</u>	
Creditors: Amounts falling due within one year	18	(203,284)		(125,072)	
Net current assets			<u>(18,821)</u>		<u>(13,454)</u>
Total assets less current liabilities			1,760,962		599,450
Creditors: amounts falling due after more than one year	19		(59,147)		(72,202)
Net assets			<u>1,701,815</u>		<u>527,248</u>
Charity Funds					
Restricted funds	20	35,927		28,783	
Unrestricted funds	20	1,665,888		498,465	
Total funds			<u>1,701,815</u>		<u>527,248</u>

The financial statements were approved by the Trustees on 10 May 2022 authorised for issue and signed on their behalf by:



Revd S Watson
Trustee

The notes on pages 13 to 27 form part of these financial statements.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 DECEMBER 2021

	Note	2021 £	2020 £
Cash flows from operating activities			
Net cash (used in)/provided by operating activities	22	79,596	(27,321)
Cash flows from investing activities:			
Dividends and Interest from Investments		3,312	3,505
Purchase of fixed assets		(2,970)	(4,823)
Proceeds of Sale of Fixed Assets		-	-
Net cash used in investing activities		342	(1,318)
Cash flows from financing activities:			
Repayments of borrowings		(13,535)	(6,495)
Net cash (used in)/provided by financing activities		(13,535)	(6,495)
Change in cash and cash equivalents in the year		66,403	(35,134)
Cash and cash equivalents brought forward		95,603	130,737
Cash and cash equivalents carried forward		162,006	95,603

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

St Chad's Retreat Centres is a charitable company incorporated in England and Wales under the Companies Act and registered as a charity with the Charity Commission in England and Wales. 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. The address of the registered office is given in the reference and administration details of these financial statements. The nature of the charity's operations and principal activities are detailed in the trustees report.

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) (Second Edition 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.

St Chad's Retreat Centres 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.

1.2 Going concern

With the transfer of Dovedale House, this task was undertaken looking at the remaining centre, Shallowford House. After making appropriate enquiries, including reviewing its cash flow forecasts, the trustees have a reasonable expectation that the charity has adequate resources as to continue in operational existence for the foreseeable future. There has been an external review of the organisation that set out the challenges ahead in a changing marketplace. The pre bookings for the next 24 months appear to be encouraging and there is a significant up take in the latter part of the following year; existing and new customers and the bounce back of bookings due to the increase in Staycation across the country. For this reason they continue to adopt the going concern basis in preparing the financial statements.

1.3 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.4 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.

Investment income, gains and losses are allocated to the appropriate fund.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

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.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material. Job Retention Scheme payments have been received on a monthly basis and are accounted for in the month they relate.

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer times of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

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.

1.6 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

1.7 Tangible fixed assets and depreciation

Motor Vehicles and Office Equipment costing more than £250 are capitalised, all other costs are written off in the year of purchase.

Property is held and shown at valuation. The property is revalued each year using the Nationwide Property Index for all properties by region.

Tangible fixed assets are stated at cost or valuation. 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 bases:

Motor vehicles	20% straight line, no depreciation charge in the year of acquisition
Office equipment	20% straight line, no depreciation charge in the year of acquisition

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

1. ACCOUNTING POLICIES (continued)

1.8 Investments

Investments are stated at market value at the balance sheet date. The Statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

1.9 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity. This is normally upon notification of the interest paid or payable by the Bank.

1.10 Debtors

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

1.11 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.

1.12 Creditors and provisions

Creditors and provisions 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. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.13 Financial instruments

The charity 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 loans which are subsequently measured at amortised cost using the effective interest method.

1.14 Judgement and Key Sources of Estimation Uncertainty

The preparation of the financial statements in conformity with generally accepted accounting practice requires the directors to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of income and expenditures during the reporting period. Actual results in the future could differ from those estimates. In this regard, the directors believe that the most significant areas of judgement relate to the valuation of property.

Valuation

The Directors normally use Diocesan expertise available through the Diocesan Property Department plus local agents; and the re valuation method is to use the Nationwide Property Index plus any reasonable factors to adjust the index figures. In light of the review of the charity and the longer-term sustainability a full valuation was undertaken by a qualified surveyor to give a market value of the Shallowford House. The value was significantly higher and this has been reflected in the financial statements.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

2. INCOME FROM DONATIONS AND LEGACIES

	Total 2021 £	Total 2020 £
Donations	11,441	10,754
Legacies	-	-
Grants (Re Covid grants from Local Authorities)	24,500	53,650
Furlough Income	9,482	44,037
	<u>45,423</u>	<u>108,441</u>

3. ACTIVITIES FOR GENERATING FUNDS

	Total 2021 £	Total 2020 £
Bar and shop	5,199	1,955
Books	5	1,257
Sundry Income	16,693	20,812
	<u>21,897</u>	<u>24,024</u>

4. INVESTMENT INCOME

	Total 2021 £	Total 2020 £
Dividends and interest receivable	<u>3,312</u>	<u>3,505</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	Total 2021 £	Total 2020 £
Residential fees	237,838	103,016
Day fees	4,083	7,393
Other	5,135	-
	<u>247,056</u>	<u>110,409</u>

6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	Total 2021 £	Total 2020 £
Residential fees	311,559	315,056
Shop and Vending Machine	-	629
	<u>311,559</u>	<u>315,685</u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

7. GOVERNANCE COSTS	Total 2021 £	Total 2020 £
Auditors' remuneration	2,400	2,340
Legal and professional fees	-	-
	<u>2,400</u>	<u>2,340</u>
 Total Expenditure on Charitable Activities	 <u>313,959</u>	 <u>318,025</u>

8. 2021: DIRECT COSTS	Residential Fees £	Shop Income £	Vending Machine Income £	Total 2021 £
Rates and insurance	24,541	-	-	24,541
Repair and maintenance	32,659	-	-	32,659
Light and heat	-	-	-	-
Food purchases	41,694	-	-	41,694
Advertising & marketing	478	-	-	478
Cost of opening retreat	-	-	-	-
Household consumables	-	-	-	-
Laundry and cleaning	10,085	-	-	10,085
Sundry expenses	353	-	-	353
Bookstall	-	-	-	-
Professional fees	6,858	-	-	6,858
Training	536	-	-	536
Developmental costs	-	-	-	-
Wages and salaries	122,439	-	-	122,439
	<u>239,643</u>	<u>-</u>	<u>-</u>	<u>239,643</u>
 2020: DIRECT COSTS				
	Residential Fees £	Shop Income £	Vending Machine Income £	Total 2020 £
Rates and insurance	22,975	-	-	22,975
Repair and maintenance	35,325	-	-	35,325
Light and heat	-	-	-	-
Food purchases	13,276	1,550	-	14,826
Advertising & marketing	389	-	-	389
Cost of opening retreat	-	-	-	-
Household consumables	711	-	-	711
Laundry and cleaning	5,088	-	-	5,088
Sundry expenses	1,286	-	-	1,286
Bookstall	-	149	-	149
Professional fees	4,143	-	-	4,143
Training	100	-	-	100
Developmental costs	-	-	-	-
Wages and salaries	161,051	-	-	161,051
	<u>244,344</u>	<u>1,699</u>	<u>-</u>	<u>246,043</u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

9. SUPPORT COSTS	Total	Total
All Residential Costs	2021	2020
	£	£
Bank charges	-	3
Travel expenses	2,493	1,409
Light and heat	28,629	31,457
Management & Administration	30,130	30,130
Sundry expenses	3,257	2,466
Loan interest	478	393
Vehicle costs	-	-
Depreciation	6,929	6,629
Governance Costs (see note 7)	2,400	2,340
	<u>74,316</u>	<u>71,982</u>

10. 2021: ANALYSIS OF EXPENDITURE BY TYPE

	Staff	Depreciation	Other	Total
	Costs		Costs	2021
	£	£	£	£
Residential fees	122,439	6,929	182,191	311,559
Shop income	-	-	-	-
	<u>122,439</u>	<u>6,929</u>	<u>182,191</u>	<u>311,559</u>
Expenditure on governance	-	-	2,400	2,400
Charitable activities	<u>122,439</u>	<u>6,929</u>	<u>184,591</u>	<u>313,959</u>

ANALYSIS OF EXPENDITURE BY TYPE
2020 Comparatives

	Staff	Depreciation	Other	Total
	Costs		Costs	2020
	£	£	£	£
Residential fees	161,051	6,629	147,293	314,973
Shop income	-	-	712	712
	<u>161,051</u>	<u>6,629</u>	<u>148,005</u>	<u>315,685</u>
Expenditure on governance	-	-	2,340	2,340
Charitable activities	<u>161,051</u>	<u>6,629</u>	<u>150,345</u>	<u>318,025</u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

11. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities Undertaken Directly £	Support Costs £	Total 2021 £
Residential fees	239,643	71,916	311,559
Shop income	-	-	-
	<u> </u>	<u> </u>	<u> </u>
Total	239,643	71,916	311,559
	<u> </u>	<u> </u>	<u> </u>

ANALYSIS OF EXPENDITURE BY ACTIVITIES

2020: Comparatives

	Activities Undertaken Directly £	Support Costs £	Total 2020 £
<i>Residential fees</i>	244,344	71,982	313,986
<i>Shop income</i>	1,699	-	1,699
	<u> </u>	<u> </u>	<u> </u>
<i>Total</i>	398,043	71,982	318,025
	<u> </u>	<u> </u>	<u> </u>

12. NET INCOME/(EXPENDITURE)

	2021 £	2020 £
This is stated after charging:		
Depreciation of tangible fixed assets:		
- owned by the charity	6,929	6,629
Auditors' remuneration	2,400	2,340
	<u> </u>	<u> </u>

During the period, no Trustees received any remuneration (2020: None)

During the period, no Trustees received any benefits in kind (2020: None)

During the period, no Trustees received any reimbursement of expenses (2020: None)

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

13. AUDITORS' REMUNERATION

The Auditor's remuneration amounts to an Audit Fee of £2,400 (2020: £2,340)

14. STAFF COSTS

	2021	2020
	£	£
Staff costs were as follows:		
Wages and salaries	109,986	143,104
Employers National Insurance	8,249	7,523
Pensions	4,144	4,096
	<u>122,379</u>	<u>154,723</u>

Included in Wages and Salaries were termination costs of £Nil (2020: £6,328).

The average monthly number of persons employed during the year was:

	2021	2020
	No.	No.
Dovedale House	2	2
Shallowford House	4	10
	<u>6</u>	<u>12</u>

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

Remuneration of key management personnel

Key management personnel are deemed to be those having authority and responsibility delegated to them by the trustees for planning, directing and controlling the activities of the company. During 2021 they were the trustees, who received no remuneration. There were no employed key personnel.

15. TANGIBLE FIXED ASSETS

	Freehold	Motor	Office	Total
	Improvements	Vehicles	Equipment	£
	£	£	£	£
Cost				
At 1 January 2021	505,819	-	16,861	522,680
Additions	-	-	2,970	2,970
Disposals	-	-	-	-
Revaluation in the year	1,157,909	-	-	1,157,909
	<u>1,663,728</u>	<u>-</u>	<u>19,831</u>	<u>1,683,559</u>
At 31 December 2021	1,663,728	-	19,831	1,683,559
	<u>1,663,728</u>	<u>-</u>	<u>19,831</u>	<u>1,683,559</u>
Depreciation				
At 1 January 2021	-	-	18,182	18,182
Disposal	-	-	-	-
Charge for the year	-	-	6,929	6,929
	<u>-</u>	<u>-</u>	<u>25,111</u>	<u>25,111</u>
At 31 December 2021	-	-	25,111	25,111
	<u>-</u>	<u>-</u>	<u>25,111</u>	<u>25,111</u>
Net book value				
At 31 December 2021	1,663,728	-	12,902	1,676,630
	<u>1,663,728</u>	<u>-</u>	<u>12,902</u>	<u>1,676,630</u>
At 31 December 2020	505,819	-	16,861	522,680
	<u>505,819</u>	<u>-</u>	<u>16,861</u>	<u>522,680</u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

15. TANGIBLE FIXED ASSETS (continued)

The charity owns the 19th century property known as Shallowford House, Shallowford, Stone. This property was gifted by the Webster family to the Diocese of Lichfield in 1936 and opened as the Diocesan Retreat and Conference Centre in 1938 and vested in the Lichfield Diocesan Trust as custodian trustee on behalf of the charity until 2016.

The property was transferred to St Chad's Retreat Centre on 9 March 2016. At this point the accounting policy changed so properties were held at fair value. The valuation was undertaken using the Nationwide Index. In 2021, as part of the review Shallowford House was revalued by Richard Johnson at Keates Estate Agents and Valuers and the increase in value recorded in the financial statements. The Nationwide Index will be used for subsequent years with a review every five years.

The fixed assets of the charity are secured by way of a legal charge, securing all monies and obligations should it be necessary to repay a grant made by The Lichfield Diocesan Board of Finance to the charity for the capital development project.

16. INVESTMENTS	2021	2020
	£	£
Market Value		
As at 01 January 2021	90,244	88,725
Revaluations in the year	12,929	1,499
	<u> </u>	<u> </u>
As at 31 December 2021	103,153	90,224
	<u> </u>	<u> </u>
Historical cost	68,993	68,993
	<u> </u>	<u> </u>
The investments are in pooled funds.		

17. DEBTORS	2021	2020
	£	£
Trade debtors	17,742	13,070
Amounts owed by group undertakings	-	-
Other debtors	4,715	2,945
	<u> </u>	<u> </u>
	22,457	16,015
	<u> </u>	<u> </u>

18. CREDITORS: amounts falling due within one year	2021	2020
	£	£
Payments received on account	47,099	44,175
Trade creditors	10,257	1,235
Amounts owed to group undertakings (including Loans)	96,352	36,984
Other taxation and social security	4,216	-
Bursary	34,894	38,618
Other creditors	8,066	-
Accruals	2,400	4,060
	<u> </u>	<u> </u>
	203,284	125,072
	<u> </u>	<u> </u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

19. CREDITORS: amounts falling due after more than one year	2021 £	2020 £
Amounts owed to group undertakings	<u>59,147</u>	<u>72,202</u>

The amount owed to group undertakings included three loans from The Lichfield Diocesan Board of Finance (Incorporated). The loans are repayable in quarterly instalments plus interest from June 2012. Interest on the loan is calculated at an agreed variable interest rate. Repayments are as follows:

	2021 £	2020 £
Between one and two years	25,884	25,983
Between two and five years	33,313	46,219
Over five years	-	-
	<u>59,147</u>	<u>72,202</u>

20. STATEMENT OF FUNDS

	Brought Forward £	Income £	Expenditure £	Transfers In/out £	Gains/ (Losses) £	Carried Forward £
Unrestricted funds						
General funds	<u>498,465</u>	<u>316,725</u>	<u>(311,670)</u>	<u>-</u>	<u>1,162,368</u>	<u>1,665,888</u>
Restricted funds						
Shallowford development						
Project	31,293	963	(2,289)	-	8,470	38,437
Dovedale	<u>(2,510)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(2,510)</u>
	<u>28,783</u>	<u>1,092</u>	<u>(2,289)</u>	<u>-</u>	<u>8,470</u>	<u>35,927</u>
Total of funds	<u>527,248</u>	<u>317,688</u>	<u>(313,959)</u>	<u>-</u>	<u>1,170,838</u>	<u>1,701,815</u>
Summary of funds						
General funds	498,465	316,725	311,670	-	1,162,368	1,665,888
Restricted funds	<u>28,783</u>	<u>963</u>	<u>2,289</u>	<u>-</u>	<u>8,470</u>	<u>35,927</u>
	<u>527,248</u>	<u>317,688</u>	<u>(313,959)</u>	<u>-</u>	<u>1,170,838</u>	<u>1,701,815</u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

Transfers

In the year the following transfers were made:-

	Unrestricted £	Restricted £	Total £
Transfer of long term loans	-	-	-

On 8th December 2021, it was agreed by the Lichfield Diocesan Board of Finance (who own the property) that Dovedale House would be transferred into the Mercian Community Trust with effect from 01 January 2022. See Note 26 on page 26.

STATEMENT OF FUNDS –
2020 comparative

	<i>Brought Forward</i> £	<i>Income</i> £	<i>Expenditure</i> £	<i>Transfers In/out</i> £	<i>Gains/ (Losses)</i> £	<i>Carried Forward</i> £
Unrestricted funds						
General funds	533,106	244,617	(312,492)	(341)	32,905	498,465
Restricted funds						
Shallowford development						
Project	32,800	1,092	(5,530)	(750)	3,681	31,293
Dovedale	(3,598)	-	(3)	1,091	-	(2,510)
	29,202	1,092	(5,533)	341	3,681	28,783
Total of funds	562,308	246,379	(318,025)	-	36,586	527,248
	=====	=====	=====	=====	=====	=====
Summary of funds						
General funds	533,106	245,287	(312,492)	(341)	3,2904	498,465
Restricted funds	29,202	1,092	(5,533)	341	3,682	28,783
	562,308	246,379	(318,025)	-	36,586	527,248
	=====	=====	=====	=====	=====	=====

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

Transfers

There were no inter fund transfers in 2021.

Transfers

2020 comparative

In the year the following transfers were made:-

	<i>Unrestricted</i>	<i>Restricted</i>	<i>Total</i>
	£	£	£
<i>Transfer of long term loans</i>	<i>(341)</i>	<i>341</i>	<i>-</i>

Restricted funds

Shallowford Development Project

This fund represents money donated to Shallowford House redevelopment plan.

Dovedale

This fund represents the development and refurbishment of Dovedale House.

21. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted	Restricted	2021
	Funds	Funds	Total
	£	£	Funds
			£
Tangible fixed assets	1,676,630	-	1,676,630
Fixed asset investments	35,776	67,377	103,153
Current assets	141,340	43,123	184,463
Creditors due within one year	(128,711)	(74,573)	(203,284)
Creditors due in more than one year	(59,147)	-	(59,147)
	1,665,888	35,927	1,701,815

ANALYSIS OF NET ASSETS BETWEEN FUNDS

2020 Comparatives

	Unrestricted	Restricted	2020
	Funds	Funds	Total
	£	£	Funds
			£
<i>Tangible fixed assets</i>	<i>522,680</i>	<i>-</i>	<i>522,680</i>
<i>Fixed asset investments</i>	<i>31,317</i>	<i>58,907</i>	<i>90,224</i>
<i>Current assets</i>	<i>69,615</i>	<i>42,003</i>	<i>111,618</i>
<i>Creditors due within one year</i>	<i>(53,945)</i>	<i>(71,127)</i>	<i>(125,072)</i>
<i>Creditors due in more than one year</i>	<i>(72,202)</i>	<i>-</i>	<i>(72,202)</i>
	<i>498,465</i>	<i>28,783</i>	<i>527,248</i>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

22. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES	2021 £	2020 £
Net Movement for the year (as per Statement of Financial Activities)	1,174,567	(35,060)
Adjustment for:		
Depreciation charges	6,929	6,629
Dividends, interest and rents from investments	(3,312)	(3,505)
Interest Paid	480	-
(Gains)/Losses on Property and Investments	(1,170,838)	(36,586)
Loss/ on Sale of Fixed Assets	-	-
(Increase)/Decrease in debtors	(6,442)	52,113
Increase in creditors	78,212	(10,912)
Net cash provided by operating activities	<u>79,596</u>	<u>3,346</u>

23. OPERATING LEASE COMMITMENTS

At 31 December 2021 the charity had total commitments under non-cancellable operating leases as follows:

24. RELATED PARTY TRANSACTIONS

The parent undertaking is the Lichfield Diocesan Board of Finance (incorporated), a charitable company incorporated in England and Wales. The amounts of the St Chads Retreat Centres are consolidated in the accounts of the parent charity.

The parent charity uses the centres on an occasional basis for continuing work activities. The amounts are minimal. However there are three loans from the parent charity to St Chads Retreat Centres totalling £59,147 as at 31 December 2021.

There were no other related party transactions in the current or previous year.

25. ULTIMATE PARENT UNDERTAKING AND CONTROLLING PARTY

The largest and smallest group in which the results of the company are consolidated is that headed by Lichfield Diocesan Board of Finance, a charitable company incorporated in England and Wales (registered number: 00239561, charity number: 1107827).

The consolidated accounts of this group are available to the public and may be obtained from the group at the Lichfield Diocesan Board of Finance, St Mary's House, The Close, Lichfield, Staffordshire, WS13 7LD.

26. POST BALANCE SHEET EVENT

On 8th December 2021, it was agreed by the Lichfield Diocesan Board of Finance (who own the property) that Dovedale House would be transferred into the Mercian Community Trust with effect from 01 January 2022.

The assets of Dovedale House would be transferred from that date and are represented as follows:-

Unrestricted Funds – Current Assets	£39,203
Restricted Funds – Current Assets	(£2,510)
Total	£36,693.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

27. PRIOR YEAR STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £
Income from:			
Donations and legacies	107,381	1,060	108,441
Other trading activities	24,024	-	24,024
Investments	3,473	32	3,505
Charitable activities	110,409	-	110,409
Total income	244,617	1,092	246,379
Expenditure on:			
Charitable activities	312,492	5,533	318,025
Total expenditure	312,492	5,533	318,025
Net income/(expenditure) before gains and losses	(67,205)	(4,441)	(71,646)
Net gains on investments and property	32,905	3,681	36,586
Loss on Sale of Fixed Assets	-	-	-
Net income/(expenditure)	(34,300)	(760)	(35,060)
Transfers between funds	(341)	341	-
Net movement in funds	(34,641)	(419)	(35,060)
Reconciliation of funds:			
Total funds at 1 January 2020	533,106	29,202	562,308
Total funds at 31 December 2020	498,465	28,783	527,248

ST CHAD'S RETREAT CENTRES

England & Wales - Charity number 1157619

Accounts

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

Company Number: 08922281
Charity Number: 1157619

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

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ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS

FOR THE YEAR ENDED 31 DECEMBER 2020

Trustees	Mr D Pamment (to 22 July 2021) Mr P Bevington Mr D Beswick Rev S Watson (from 15 November 2020) Revd S Couvela (to 10 March 2021) Revd S Morris Mr I Maxwell (from 15 October 2020) Mr S Vince (from 22 July 2021)
Committee Member(not Trustee)	Rev J Austerberry
Company Registered Number	08922281
Charity Registered Number	1157619
Registered Office	St Mary's House The Close Lichfield Staffordshire WS13 7LD
Company Secretary	Mrs J Jones BSc FCIPD
Chief Executive Officer	Mrs J Jones BSc FCIPD
Director of Finance	Mr J Hill FCMA CGMA
Independent auditors	Haysmacintyre LLP 10 Queen Street Place London EC4R 1AG
Bankers	Lloyds Bank Plc 22 Conduit Street Lichfield WD13 6JS
Solicitors	Geldards LLP Pride Place Derby DE24 8QR
Investment Advisors	CCLA Investment Management Ltd Senator House 85 Queen Victoria Street London EC4V 4ET
Insurers	Ecclesiastical Insurance Group Beaufort House Brunswick Road Gloucester GL1 1JZ

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2020

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of St Chad's Retreat Centres (the charity) for the ended 31 December 2020. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity'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 (FRS 102) (Second Edition effective 1 January 2019).

Since the charity qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Objectives and Activities

- **Policies and objectives**

Statement of Public Benefit

The trustees of the Charity are aware of the Charity Commission's guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the Charity.

The trustees believe that, by promoting the work of the Church of England through the provision of residential accommodation for children, young people and adult group members, it is engaging in the whole mission of the Church (pastoral, social, evangelistic and ecumenical), and that in so doing it provides a benefit to the public by:-

- providing affordable fully-catered accommodation for organised groups who can then engage in programmes designed to incorporate elements of physical, intellectual, emotional, spiritual and pastoral development;
- being involved in the design and delivery of such programmes;
- wherever possible helping financially by means of its own bursary;
- encouraging staff members to actively engage with guests and local people, employing their skills and becoming involved with community events;
- offering its facilities and equipment for use by non-resident local organisations and individuals;
- ensuring that its own amenities meet public safety standards and attempting when possible to introduce improvements for disabled access;
- promoting itself as a central amenity for the whole community;
- being open to all, regardless of background or previous experience of the Christian faith.

Activities

The principal activities of St Chad's Retreat Centres is to utilise the two Lichfield Diocesan centres, Shallowford House and Dovedale House, in order to provide places of retreat and reflection to promote Christian spiritual and religious teaching and education by providing hospitality in the Christian tradition to promote, protect and preserve spiritual, emotional and psychological health and wellbeing. This includes the Centres providing the general public the use of the centre for breaks and conferences.

Achievements and performance

Prior to the pandemic as reported last year, both Centres were well occupied; however due to the national lockdown both centres were closed for large periods of the year and continue to be in the first quarter of 2021. When able the Bungalow at Dovedale became available for rental and continues to be made available to the general public, as well as a facility to assist with Clergy and Staff needing a period of recuperation.

Investment policy and performance

Investment Powers

The Charity is granted power to invest in suitable investments under its Deed of Trust. As a charity, the Trustees have a duty of care to take such advice as is appropriate before investments are undertaken. This advice is sought from the Central Board of Finance (CCLA) in London.

Investment Policy

The Charity's investment policies are based on two key principles: -

Ethical Investment - this includes ensuring that investments are held in companies which have high standards of corporate governance and act in a responsible way towards stakeholders.

Long-term responsibilities - the trustees are aware of their long-term responsibilities in respect of the Restricted and Unrestricted reserves and as a result follow a prudent approach to investment decisions.

Investment policy for long-term funds is aimed primarily at generating a sustainable income, with due regard to the need for the preservation of capital value, and the possible need to realise investments to meet operational needs. The Charity does not have a policy of generating income at excessive or high risk, known as purchasing income, where high returns are guaranteed at the expense of capital.

Financial review

In light of the Covid pandemic and the centres being forced to close; despite utilising the Government Furlough (Job Retention Scheme) and the receipt of various Government Grants through the local authorities the trustees tried to minimise the inevitable deficit for the last financial year. Fortunately, due to good results and good stewardship in previous years there was a cushion of reserves there was sufficient reserves to fall back on. In the financial year to 31 December 2020 the trustees are reporting a deficit of £71,646 (2019: Surplus £36,695) before revaluation of assets. Naturally the largest reason for the deficit was due to Residential and Day fees falling from £433,919 to £110,419 in the last financial year.

With the pandemic restrictions continuing into 2021; the opportunity was taken to undertake an external review of the charity; looking at the current operating systems and management and exploring potential new markets and strategies. Even before the deficit and events of the last twelve months the trustees did have concerns over sufficient reserves and cash being available to maintain the properties, in particular Shallowford which is the sole responsibility of the Company. Negotiations remain ongoing with the Diocesan Board of Finance over support for Dovedale which remains a property of the Endowment and Glebe Fund of the Diocesan Board and therefore has shared responsibility.

• Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The largest concern with the Centres being closed due to the pandemic would be the loss of client base. Bookings whilst down remain adequate at Shallowford and with the Staycation trend the Bungalow is seeing a surge in bookings. Forecasts for the second half of 2021 see a sizeable bounce back and at the very least a break even in 2022, although it is hoped with the correct marketing the resurgence in bookings will continue either with new or existing customers. For these reasons they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

- **Reserves policy**

The Trustees consider that the current level of reserves of £527,248 is adequate for the needs of the charity. It is appreciated that £522,680 of the total reserves relates to Property and operational Fixed Assets. On the assumption that the long-term loans, £72,202, will be paid over the agreed period of time, there are unrestricted free reserves of £46,987 and it is believed that this is a satisfactory reserve needed to ensure that the day to day operation of the charity can be sustained. The Policy agreed by the Trustees is for the charity to hold the equivalent of three months expenditure in free reserves, this would equate to £78,123. Whilst the actual free reserves are lower than the policy the trustees would have access to a Restricted Development fund to assist with the upkeep and maintenance of Shallowford and this has a reserve of £32,384 as at the year end. The Trustees consider this to be reasonable in light of the risks facing the charity (set out on page 5).

Structure, governance and management

- **Constitution**

St Chad's Retreat Centres is a Company Limited by Guarantee and registered in England and Wales under number 08922281, incorporated on 4th March 2014. The company is also registered with the Charity Commission under charity number 1157619 and governed by its Memorandum and Articles of Association. The initial document of 4th March 2014 has now been updated and replaced by new Memorandum and Articles dated 3rd December 2020.

- **Members**

St Chad's Retreat Centres has one member, the Lichfield Diocesan Board of Finance.

- **Method of appointment or election of Trustees**

In accordance with the Memorandum and Articles the maximum number of members of St Chad's Retreat Centres is 8. At no time has there been excess membership, although there is an election process built into the Memorandum and Articles should the occasion occur.

Individuals with interest in the work of St Chad's Retreat Centres, and in particular with a Christian Ethos, are invited to apply to become a trustee of the Charity. If the current Board of Directors deems the individual suitable, then the person is invited to become a member and receive the necessary training to be an active trustee.

- **Policies adopted for the induction and training of Trustees**

The induction process for any newly appointed trustee comprises an initial meeting with the Board of Trustees at which a pack is provided. This includes a copy of the governing document, a copy of the most recent annual report and accounts, a copy of the minutes of previous trustee's meetings and a copy of the Charity Commission guidance "The Essential Trustee".

- **Organisational structure and decision making**

The charity has no trading or other charitable subsidiary companies as at the year-end, nor were there any plans to undertake.

The day-to-day decision-making is delegated to the centre managers under the direction of the Trustees. The centre managers normally report in person to the Trustees at their routine meetings. All remuneration decisions are made by the Trustees within the wider context of other policies.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

• **Related party relationships**

No payments were made to Trustees during the accounting period. The Trustees are considered to be key management of the charity and none of them were entitled to, or received any remuneration.

Connected Charities

The trustees consider the following to be Connected Charities:

Lichfield Diocesan Board of Finance - a registered charitable company whose principal activity is to promote, assist and advance the work of the Church of England in the Diocese of Lichfield and elsewhere, by acting as the financial executive of the Diocesan Synod. It oversees the resourcing of ministry within the Diocese and the financing of the work of the various diocesan bodies (constituted under ecclesiastical statute or established voluntarily by the Bishop and Diocesan Synod), which also have the object of advancing the aims of the Church of England in the Diocese and elsewhere. The Board of Finance owns the property known as Dovedale House and leases the property to the charity.

The property known as Dovedale House is currently leased from the Lichfield Diocesan Board of Finance on an annual rolling lease whilst a strategic review is undertaken on the future of the Centre.

• **Risk management**

In order to identify the major risks to which St Chad's Retreat Centres is exposed, it takes guidance from the Lichfield Diocesan Board of Finance which undertakes a full risk assessment review under the headings of Governance & Management, Operations, Financial, Environmental/External Factors and Compliance with Law & Regulation. The full risk register is available on request from the Diocesan Office.

The Key Risks to the Charity are as follows:-

- **Fall in Occupancy** – it is important that the Charity maintains a marketing strategy and promotion of the centre in particular around the Lichfield Diocese to encourage use by Church and Associated Groups as well as other faiths. To mitigate the risk, the trustees will look at the current marketing strategy and refresh the list of contacts and potential users. In addition, the Diocesan Finance Committee have asked Bishop Michael to instigate a strategic review of the Centres within the Diocesan Direction of Travel Vision.
- **Ability to maintain the Properties** – It is important to review the Quinquennial reports and address the repairs and maintenance that is recommended. In order to carry out the work, either funds need to be set aside or financing needs to be sought in order to keep the properties to a satisfactory standard that makes the visit enjoyable and appealing for returned visits. To mitigate the risk, the Trustees are in discussion with the Diocese over potential capital funding and restructure.

Covid

Due to the pandemic witnessed in 2020, both centres were forced to close in March 2020. An inquiry was made regarding the loss of income under Business Interruption Insurance and at the time of this report the pandemic was not covered under the relevant section of the policy as witnessed by many businesses. However, there is an ongoing test court case between the FCA, and eight insurers, including Ecclesiastical Insurance and the outcome was in favour of the Insurance Companies.

In order to compensate for the loss of income, 8 staff were placed on furlough from 25 March 2020; leaving the centres to operate on skeleton staff to deal with queries and keep an oversight of the properties during lockdown. In the case of staff at Shallowford it has been decided to make some of the staff redundant, in order to sustain the business. Overall the Company received in excess of £44,000 in furlough (Job Retention Scheme), however it was also necessary to make staff redundant and his cost the Company £6,328

Both centres were grateful for local Council grants, both Dovedale House and Shallowford House receiving grants of £25,000 due to the pandemic and later received regular grants through the local authorities support system.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees have met regularly to discuss the future of both centres and worked with the managers of the centres on a strategy to make both centres sustainable moving forward. The use of both centres for self-catering groups and to develop that market area appears to have been more successful. Naturally with the Bungalow at Dovedale this operation is already in place and with people not going abroad become increasingly popular in the summer months of 2020.

Regular cash flows have been examined with emphasis on Shallowford and the initial plan to ensure that there was enough liquidity in place if the centre remained closed for the rest of 2020. With the use of furlough and redundancies as well as the Council grant this object was achieved.

A policy was made for those wishing to cancel bookings that offers would be made for the booking to be carried over into 2021 which was taken up by many parties which is helping with income in future years. There remain some concerns over Shallowford but as a Group the trustees are confident that with future bookings at Dovedale Bungalow the charitable company remains sustainable through this pandemic period.

Both centres are looking at exploring new markets, and in particular the self-catering market and similar options to try and react to business post Covid 19 – and the expectation of potential customers in respect of social distancing and related issues from the lockdown. In addition this market should also reduce potential fixed costs which will help in respect of sustainability.

Members' liability

The Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

Pension Scheme

St Chad's Retreat Centres operates a pension scheme for all employees via NEST (National Employment Savings Trust). This is a defined Contribution Scheme and became operational from 1 September 2017.

Trustees' responsibilities statement

The Trustees (who are also directors of St Chad's Retreat Centres 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). The Trustees are also responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

Company law requires the Trustees to prepare financial statements for each financial year. 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor

Haysmacintyre LLP has expressed its willingness to continue as auditors to the Charity.

So far as each trustee is aware, there is no relevant audit information of which the company's auditors are unaware.

Each trustee has taken all reasonable steps in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

The Trustees have taken the exemptions available to small companies and have not prepared a strategic report.

The Trustees' Report was approved by the trustees and signed on their behalf by:-



Mr Peter Bevington
Trustee/Director

12 May 2021

Opinion

We have audited the financial statements of St Chad Retreat Centres for the year ended 31 December 2020 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2020 and of the charitable company's net movement in funds, including the income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Annual Report (which includes the directors' report prepared for the purposes of company law) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the Trustees' Annual Report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report (which incorporates the directors' report).

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ST CHAD'S RETREAT CENTRES

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the charitable company; or
- the charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees for the financial statements

As explained more fully in the trustees' responsibilities statement set out on pages 6 and 7, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charitable company and the environment in which it operates, we identified that the principal risks of non-compliance with laws and regulations related to the regulatory requirements of the Charity Commission, and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006 and the Charities Act 2011, and considered other factors such as payroll tax.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to posting inappropriate journal entries and management bias in certain accounting estimates and judgements such as the income recognition policy. Audit procedures performed by the engagement team included:

Tailored narrative here but consider the following

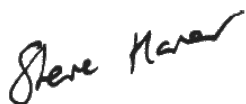
- Inspecting correspondence with regulators and tax authorities;
- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- Evaluating management's controls designed to prevent and detect irregularities;
- Identifying and testing journals, in particular journal entries posted with unusual account combinations, postings by unusual users or with unusual descriptions; and
- Challenging assumptions and judgements made by management in their critical accounting estimates.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ST CHAD'S RETREAT CENTRES

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Steven Harper (Senior Statutory Auditor)
For and on behalf of Haysmacintyre LLP, Statutory Auditors

10 Queen Street Place
London
EC4R 1AG

Date: 27 September 2021

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating income and expenditure account)

FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Income from:					
Donations and legacies	2	107,381	1,060	108,441	15,297
Other trading activities	3	24,024	-	24,024	40,501
Investments	4	3,473	32	3,505	3,690
Charitable activities	5	110,409	-	110,409	467,786
Total income		<u>244,617</u>	<u>1,092</u>	<u>246,379</u>	<u>527,274</u>
Expenditure on:					
Charitable activities	6,7	<u>312,492</u>	<u>5,533</u>	<u>318,025</u>	<u>490,579</u>
Total expenditure	10	<u>312,492</u>	<u>5,533</u>	<u>318,025</u>	<u>490,579</u>
Net income/(expenditure) before gains and losses		(67,205)	(4,441)	(71,646)	36,695
Net gains on investments and property		32,905	3,681	36,586	20,043
Loss on Sale of Fixed Assets		-	-	-	(2,874)
Net income/(expenditure)		<u>(34,300)</u>	<u>(760)</u>	<u>(35,060)</u>	<u>53,864</u>
Transfers between funds	20	<u>(341)</u>	<u>341</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>(34,641)</u>	<u>(419)</u>	<u>(35,060)</u>	<u>53,864</u>
Reconciliation of funds:					
Total funds at 1 January 2020		<u>533,106</u>	<u>29,202</u>	<u>562,308</u>	<u>508,444</u>
Total funds at 31 December 2020		<u><u>498,465</u></u>	<u><u>28,783</u></u>	<u><u>527,248</u></u>	<u><u>562,308</u></u>

All activities relate to continuing operations.

The notes on pages 14 to 27 form part of these financial statements.

A full comparative Statement of Financial Activities is included at note 26.

No separate income and expenditure account has been presented on the grounds that the differences between the net income as stated above and the profit and loss for the year for the purposes of the Companies Act 2006 relates solely to the movements on endowments.

ST CHAD'S RETREAT CENTRES
Company Number 08922281
(A company limited by guarantee)

BALANCE SHEET

AS AT 31 DECEMBER 2020

		2020		2019	
	Note	£	£	£	£
Fixed assets					
Tangible assets	15		522,680		489,400
Investments	16		90,224		88,725
			<u>612,904</u>		<u>578,125</u>
Current assets					
Debtors	17	16,015		68,128	
Cash at bank and in hand		95,603		130,737	
		<u>111,618</u>		<u>198,865</u>	
Creditors: Amounts falling due within one year	18	(125,072)		(135,984)	
Net current assets			<u>(13,454)</u>		<u>62,881</u>
Total assets less current liabilities			599,450		641,006
Creditors: amounts falling due after more than one year	19		(72,202)		(78,698)
Net assets			<u>527,248</u>		<u>562,308</u>
Charity Funds					
Restricted funds	20		28,783		29,202
Unrestricted funds	20		498,465		533,106
Total funds			<u>527,248</u>		<u>562,308</u>

The financial statements were approved by the Trustees on 12 May 2021 authorised for issue and signed on their behalf by:

P.R.J. Bevington

Mr P Bevington
Trustee

The notes on pages 13 to 27 form part of these financial statements.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	2020 £	2019 £
Cash flows from operating activities			
Net cash (used in)/provided by operating activities	22	(27,321)	3,346
Cash flows from investing activities:			
Dividends and Interest from Investments		3,505	3,690
Purchase of fixed assets		(4,823)	(9,061)
Proceeds of Sale of Fixed Assets		-	900
Net cash used in investing activities		(1,318)	(4,471)
Cash flows from financing activities:			
Repayments of borrowings		(6,495)	(27,030)
Net cash (used in)/provided by financing activities		(6,495)	(27,030)
Change in cash and cash equivalents in the year		(35,134)	(28,155)
Cash and cash equivalents brought forward		130,737	158,892
Cash and cash equivalents carried forward		95,603	130,737

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

St Chad's Retreat Centres is a charitable company incorporated in England and Wales under the Companies Act and registered as a charity with the Charity Commission in England and Wales. 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. The address of the registered office is given in the reference and administration details of these financial statements. The nature of the charity's operations and principal activities are detailed in the trustees report.

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) (Second Edition 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.

St Chad's Retreat Centres 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.

1.2 Going concern

After making appropriate enquiries, including reviewing its cash flow forecasts on all the Centres light of Covid 19, the trustees have a reasonable expectation that the charity has adequate resources as to continue in operational existence for the foreseeable future. There has been an external review of the organisation that set out the challenges ahead in a changing marketplace. The pre bookings for the next 24 months appear to be encouraging and there is a significant up take in the latter part of the following year; existing and new customers and the bounce back of bookings due to the increase in Staycation across the country. For this reason they continue to adopt the going concern basis in preparing the financial statements.

1.3 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.4 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.

Investment income, gains and losses are allocated to the appropriate fund.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

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.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material. Job Retention Scheme payments have been received on a monthly basis and are accounted for in the month they relate.

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer times of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

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.

1.6 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

1.7 Tangible fixed assets and depreciation

Motor Vehicles and Office Equipment costing more than £250 are capitalised, all other costs are written off in the year of purchase.

Property is held and shown at valuation. The property is revalued each year using the Nationwide Property Index for all properties by region.

Tangible fixed assets are stated at cost or valuation. 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 bases:

Motor vehicles	20% straight line, no depreciation charge in the year of acquisition
Office equipment	20% straight line, no depreciation charge in the year of acquisition

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES (continued)

1.8 Investments

Investments are stated at market value at the balance sheet date. The Statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

1.9 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity. This is normally upon notification of the interest paid or payable by the Bank.

1.10 Debtors

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

1.11 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.

1.12 Creditors and provisions

Creditors and provisions 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. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.13 Financial instruments

The charity 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 loans which are subsequently measured at amortised cost using the effective interest method.

1.14 Judgement and Key Sources of Estimation Uncertainty

The preparation of the financial statements in conformity with generally accepted accounting practice requires the directors to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of income and expenditures during the reporting period. Actual results in the future could differ from those estimates. In this regard, the directors believe that the most significant areas of judgement relate to the valuation of property.

Valuation

The Directors use Diocesan expertise available through the Diocesan Property Department plus local agents; and the re valuation method is to use the Nationwide Property Index plus any reasonable factors to adjust the index figures. There was no adjustment from the index link percentage increase in the reported financial year or in the previous accounting period.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

2. INCOME FROM DONATIONS AND LEGACIES

	Total 2020 £	Total 2019 £
Donations	10,754	15,297
Legacies	-	-
Grants (Re Covid grants from Local Authorities)	53,650	-
Furlough Income	44,037	-
	<u>108,441</u>	<u>15,297</u>
Total donations and legacies	<u>108,441</u>	<u>15,297</u>

3. ACTIVITIES FOR GENERATING FUNDS

	Total 2020 £	Total 2019 £
Bar and shop	1,955	10,028
Books	1,257	2,077
Sundry Income	20,812	28,396
	<u>24,024</u>	<u>40,501</u>
	<u>24,024</u>	<u>40,501</u>

4. INVESTMENT INCOME

	Total 2020 £	Total 2019 £
Dividends and interest receivable	3,505	3,690
	<u>3,505</u>	<u>3,690</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	Total 2020 £	Total 2019 £
Residential fees	103,016	433,919
Day fees	7,393	33,867
Other	-	-
	<u>110,409</u>	<u>467,786</u>
	<u>110,409</u>	<u>467,786</u>

6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	Total 2020 £	Total 2019 £
Residential fees	315,056	485,159
Shop and Vending Machine	629	3,380
Resourcing education	-	-
	<u>315,685</u>	<u>488,539</u>
	<u>315,685</u>	<u>488,539</u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

7. GOVERNANCE COSTS

	Total 2020 £	Total 2019 £
Auditors' remuneration	2,340	2,040
Legal and professional fees	-	-
	<u>2,340</u>	<u>2,040</u>

8. 2020: DIRECT COSTS

	Residential Fees £	Shop Income £	Vending Machine Income £	Total 2020 £
Rates and insurance	22,975	-	-	22,975
Repair and maintenance	35,325	-	-	35,325
Light and heat	-	-	-	-
Food purchases	13,276	1,550	-	14,826
Advertising & marketing	389	-	-	389
Cost of opening retreat	-	-	-	-
Household consumables	711	-	-	711
Laundry and cleaning	5,088	-	-	5,088
Sundry expenses	1,286	-	-	1,286
Bookstall	-	149	-	149
Professional fees	4,143	-	-	4,143
Training	100	-	-	100
Developmental costs	-	-	-	-
Wages and salaries	161,051	-	-	161,051
	<u>244,344</u>	<u>1,699</u>	<u>-</u>	<u>246,043</u>

8. 2019: DIRECT COSTS

	Residential Fees £	Shop Income £	Vending Machine Income £	Total 2019 £
<i>Rates and insurance</i>	<i>21,199</i>	<i>-</i>	<i>-</i>	<i>21,199</i>
<i>Repair and maintenance</i>	<i>78,053</i>	<i>-</i>	<i>-</i>	<i>78,053</i>
<i>Light and heat</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Food purchases</i>	<i>56,430</i>	<i>5,935</i>	<i>-</i>	<i>62,364</i>
<i>Advertising & marketing</i>	<i>175</i>	<i>-</i>	<i>-</i>	<i>175</i>
<i>Cost of opening retreat</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Household consumables</i>	<i>1,381</i>	<i>-</i>	<i>-</i>	<i>1,381</i>
<i>Laundry and cleaning</i>	<i>16,251</i>	<i>-</i>	<i>-</i>	<i>16,251</i>
<i>Sundry expenses</i>	<i>2,771</i>	<i>-</i>	<i>-</i>	<i>2,771</i>
<i>Bookstall</i>	<i>-</i>	<i>1,920</i>	<i>-</i>	<i>1,920</i>
<i>Professional fees</i>	<i>634</i>	<i>-</i>	<i>-</i>	<i>634</i>
<i>Training</i>	<i>5,997</i>	<i>-</i>	<i>-</i>	<i>5,997</i>
<i>Developmental costs</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Wages and salaries</i>	<i>207,296</i>	<i>-</i>	<i>-</i>	<i>207,296</i>
	<u>390,188</u>	<u>7,854</u>	<u>-</u>	<u>398,042</u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

9. SUPPORT COSTS	Total	Total
All Residential Costs	2020	2019
	£	£
Bank charges	3	47
Travel expenses	1,409	4,423
Light and heat	31,457	54,462
Management & Administration	27,285	23,230
Sundry expenses	2,466	3,255
Loan interest	393	1,292
Vehicle costs	-	-
Depreciation	6,629	4,816
Governance Costs (see note 7)	2,340	1,920
	<u>71,982</u>	<u>92,537</u>

10. 2020: ANALYSIS OF EXPENDITURE BY TYPE

	Staff	Depreciation	Other	Total
	Costs		Costs	2020
	£	£	£	£
Residential fees	161,051	6,629	147,293	314,973
Shop income	-	-	712	712
	<u>161,051</u>	<u>6,629</u>	<u>148,005</u>	<u>315,685</u>
Expenditure on governance	-	-	2,340	2,340
Charitable activities	<u>161,051</u>	<u>6,629</u>	<u>150,345</u>	<u>318,025</u>

ANALYSIS OF EXPENDITURE BY TYPE
2019 Comparatives

	Staff	Depreciation	Other	Total
	Costs		Costs	2019
	£	£	£	£
Residential fees	207,296	4,816	275,046	487,158
Shop income	-	-	1,381	1,381
	<u>207,296</u>	<u>4,816</u>	<u>276,427</u>	<u>488,539</u>
Expenditure on governance	-	-	2,040	2,040
Charitable activities	<u>207,296</u>	<u>4,816</u>	<u>278,467</u>	<u>490,579</u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

11. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities Undertaken Directly £	Support Costs £	Total 2020 £
Residential fees	244,344	71,982	313,986
Shop income	1,699	-	1,699
	<u> </u>	<u> </u>	<u> </u>
Total	398,043	71,982	318,025
	<u> </u>	<u> </u>	<u> </u>

ANALYSIS OF EXPENDITURE BY ACTIVITIES

2019: Comparatives

	Activities Undertaken Directly £	Support Costs £	Total 2019 £
Residential fees	390,188	92,537	482,725
Shop income	7,854	-	7,854
	<u> </u>	<u> </u>	<u> </u>
Total	398,042	92,537	490,579
	<u> </u>	<u> </u>	<u> </u>

12. NET INCOME/(EXPENDITURE)

	2020 £	2019 £
This is stated after charging:		
Depreciation of tangible fixed assets:		
- owned by the charity	6,629	4,816
Auditors' remuneration	2,340	2,040
	<u> </u>	<u> </u>

During the period, no Trustees received any remuneration (2019: None)

During the period, no Trustees received any benefits in kind (2019: None)

During the period, no Trustees received any reimbursement of expenses (2019: None)

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

13. AUDITORS' REMUNERATION

The Auditor's remuneration amounts to an Audit Fee of £2,340 (2019: £2,040)

14. STAFF COSTS

	2020	2019
	£	£
Staff costs were as follows:		
Wages and salaries	143,104	193,915
Employers National Insurance	7,523	8,901
Pensions	4,096	4,480
	<u>154,723</u>	<u>207,296</u>

Included in Wages and Salaries were termination costs of £6328 (2019: £1,000).

The average monthly number of persons employed during the year was:

	2020	2019
	No.	No.
Dovedale House	2	4
Shallowford House	10	15
	<u>12</u>	<u>19</u>

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

Remuneration of key management personnel

Key management personnel are deemed to be those having authority and responsibility delegated to them by the trustees for planning, directing and controlling the activities of the company. During 2020 they were the trustees, who received no remuneration. There were no employed key personnel.

15. TANGIBLE FIXED ASSETS

	Freehold	Motor	Office	Total
	Improvements	Vehicles	Equipment	£
	£	£	£	£
Cost				
At 1 January 2020	458,455	-	30,220	500,953
Additions	-	-	4,823	4,823
Disposals	-	-	-	-
Revaluation in the year	35,086	-	-	35,086
	<u>505,819</u>	<u>-</u>	<u>35,043</u>	<u>540,862</u>
At 31 December 2020	505,819	-	35,043	540,862
	<u>505,819</u>	<u>-</u>	<u>35,043</u>	<u>540,862</u>
Depreciation				
At 1 January 2020	-	-	11,553	11,553
Disposal	-	-	-	-
Charge for the year	-	-	6,629	6,629
	<u>-</u>	<u>-</u>	<u>18,182</u>	<u>18,182</u>
At 31 December 2020	-	-	18,182	18,182
	<u>-</u>	<u>-</u>	<u>18,182</u>	<u>18,182</u>
Net book value				
At 31 December 2020	505,819	-	16,861	522,680
	<u>505,819</u>	<u>-</u>	<u>16,861</u>	<u>522,680</u>
At 31 December 2019	470,733	-	18,667	489,400
	<u>470,733</u>	<u>-</u>	<u>18,667</u>	<u>489,400</u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

15. TANGIBLE FIXED ASSETS (continued)

The charity owns the 19th century property known as Shallowford House, Shallowford, Stone. This property was gifted by the Webster family to the Diocese of Lichfield in 1936 and opened as the Diocesan Retreat and Conference Centre in 1938 and vested in the Lichfield Diocesan Trust as custodian trustee on behalf of the charity until 2016.

The property was transferred to St Chad's Retreat Centre on 9 March 2016. At this point the accounting policy changed so properties were held at fair value. The valuation was undertaken using the Nationwide Index. In 2016, there was an adjustment on Book Cost to bring in line with the historical cost calculation.

The fixed assets of the charity are secured by way of a legal charge, securing all monies and obligations should it be necessary to repay a grant made by The Lichfield Diocesan Board of Finance to the charity for the capital development project.

16. INVESTMENTS	2020	2019
	£	£
Market Value		
As at 01 January 2020	88,725	80,960
Revaluations in the year	1,499	7,765
	<u> </u>	<u> </u>
As at 31 December 2020	90,224	88,725
	<u> </u>	<u> </u>
Historical cost	68,993	68,993
	<u> </u>	<u> </u>

The investments are in pooled funds.

17. DEBTORS	2020	2019
	£	£
Trade debtors	13,070	68,128
Amounts owed by group undertakings	-	-
Other debtors	2,945	-
	<u> </u>	<u> </u>
	16,015	68,128
	<u> </u>	<u> </u>

18. CREDITORS: amounts falling due within one year	2020	2019
	£	£
Payments received on account	44,175	33,411
Trade creditors	39,853	52,414
Amounts owed to group undertakings (including Loans)	36,984	40,141
Other taxation and social security	-	6,258
Other creditors	-	-
Accruals	4,060	3,760
	<u> </u>	<u> </u>
	125,072	135,984
	<u> </u>	<u> </u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

19. CREDITORS: amounts falling due after more than one year	2020 £	2019 £
Amounts owed to group undertakings	72,202	78,698

The amount owed to group undertakings included three loans from The Lichfield Diocesan Board of Finance (Incorporated). The loans are repayable in quarterly instalments plus interest from June 2012. Interest on the loan is calculated at an agreed variable interest rate. Repayments are as follows:

	2020 £	2019 £
Between one and two years	25,983	25,983
Between two and five years	46,219	52,715
Over five years	-	-
	72,202	78,698

20. STATEMENT OF FUNDS

	Brought Forward £	Income £	Expenditure £	Transfers In/out £	Gains/ (Losses) £	Carried Forward £
Unrestricted funds						
General funds	533,106	244,617	(312,492)	(341)	32,905	498,465
Restricted funds						
Shallowford development Project	32,800	1,092	(5,530)	(750)	3,681	31,293
Dovedale	(3,598)	-	(3)	1,091	-	(2,510)
	29,202	1,092	(5,533)	341	3,681	28,783
Total of funds	562,308	246,379	(318,025)	-	36,586	527,248
Summary of funds						
General funds	533,106	245,287	(312,492)	(341)	3,2904	498,465
Restricted funds	29,202	1,092	(5,533)	341	3,682	28,783
	562,308	246,379	(318,025)	-	36,586	527,248

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

Transfers

In the year the following transfers were made:-

	Unrestricted £	Restricted £	Total £
Transfer of long term loans	(341)	341	-

**STATEMENT OF FUNDS –
2019 comparative**

	<i>Brought Forward £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers In/out £</i>	<i>Gains/ (Losses) £</i>	<i>Carried Forward £</i>
Unrestricted funds						
General funds	482,953	524,487	(478,405)	(4,396)	8,467	533,106
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Restricted funds						
Shallowford development						
Project	33,438	2,787	(12,127)	-	8,702	32,800
Dovedale	(7,947)	--	(47)	4,396	-	(3,598)
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	25,491	2,787	(12,174)	4,396	8,702	29,202
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total of funds	508,444	527,274	(490,579)	-	17,169	562,308
	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>
Summary of funds						
General funds	482,953	524,487	(478,405)	(4,396)	8,467	533,106
Restricted funds	25,491	2,787	(12,174)	4,396	8,702	29,202
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	508,444	527,274	(490,579)	-	17,169	562,308
	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>

**Transfers
2019 comparative**

In the year the following transfers were made:-

	Unrestricted £	Restricted £	Total £
Transfer of long term loans	(4,396)	4,396	-

ST CHAD'S RETREAT CENTRES
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NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

Restricted funds

Shallowford Development Project

This fund represents money donated to Shallowford House redevelopment plan.

Dovedale

This fund represents the development and refurbishment of Dovedale House.

21. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	2020 Total Funds £
Tangible fixed assets	522,680	-	522,680
Fixed asset investments	31,317	58,907	90,224
Current assets	69,615	42,003	111,618
Creditors due within one year	(53,945)	(71,127)	(125,072)
Creditors due in more than one year	(72,202)	-	(72,202)
	<u>498,465</u>	<u>28,783</u>	<u>527,248</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS
2019 Comparatives

	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £
<i>Tangible fixed assets</i>	<i>489,400</i>	<i>-</i>	<i>489,400</i>
<i>Fixed asset investments</i>	<i>33,499</i>	<i>55,226</i>	<i>88,725</i>
<i>Current assets</i>	<i>158,542</i>	<i>40,323</i>	<i>198,865</i>
<i>Creditors due within one year</i>	<i>(70,724)</i>	<i>(65,260)</i>	<i>(135,984)</i>
<i>Creditors due in more than one year</i>	<i>(77,611)</i>	<i>(1,087)</i>	<i>(78,698)</i>
	<u>533,106</u>	<u>29,202</u>	<u>562,308</u>

**22. RECONCILIATION OF NET MOVEMENT IN FUNDS TO
NET CASH FLOW FROM OPERATING ACTIVITIES**

	2020 £	2019 £
Net Movement for the year (as per Statement of Financial Activities)	(35,060)	53,864
Adjustment for:		
Depreciation charges	6,629	4,816
Dividends, interest and rents from investments	(3,505)	(3,690)
(Gains)/Losses on Property and Investments	(36,586)	(20,043)
Loss/ on Sale of Fixed Assets	-	2,874
(Increase)/Decrease in debtors	52,113	(42,522)
Increase in creditors	(10,912)	8,047
Net cash provided by operating activities	<u>(27,321)</u>	<u>3,346</u>

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

23. OPERATING LEASE COMMITMENTS

At 31 December 2020 the charity had total commitments under non-cancellable operating leases as follows:

24. RELATED PARTY TRANSACTIONS

The parent undertaking is the Lichfield Diocesan Board of Finance (incorporated), a charitable company incorporated in England and Wales. The amounts of the St Chads Retreat Centres are consolidated in the accounts of the parent charity.

The parent charity uses the centres on an occasional basis for continuing work activities. The amounts are minimal. However there are four loans from the parent charity to St Chads Retreat Centres totalling £105,768 as at 31 December 2020.

There were no other related party transactions in the current or previous year.

25. ULTIMATE PARENT UNDERTAKING AND CONTROLLING PARTY

The largest and smallest group in which the results of the company are consolidated is that headed by Lichfield Diocesan Board of Finance, a charitable company incorporated in England and Wales (registered number: 00239561, charity number: 1107827).

The consolidated accounts of this group are available to the public and may be obtained from the group at the Lichfield Diocesan Board of Finance, St Mary's House, The Close, Lichfield, Staffordshire, WS13 7LD.

ST CHAD'S RETREAT CENTRES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

26. PRIOR YEAR STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £
Income from:			
Donations and legacies	13,231	2,066	15,297
Other trading activities	40,501	-	40,501
Investments	3,653	37	3,690
Charitable activities	467,102	684	467,786
Total income	524,487	2,787	527,274
Expenditure on:			
Charitable activities	478,405	12,174	490,579
Total expenditure	478,405	12,174	490,579
Net income/(expenditure) before gains and losses	46,082	(9,387)	36,695
Net gains on investments and property	11,341	8,702	20,043
Loss on Sale of Fixed Assets	(2,874)	-	(2,874)
Net income/(expenditure)	54,549	(685)	53,864
Transfers between funds	(4,396)	4,396	-
Net movement in funds	50,153	3,711	53,864
Reconciliation of funds:			
Total funds at 1 January 2019	482,953	25,491	508,444
Total funds at 31 December 2019	533,106	29,202	562,308