

**Report of the Trustees and
Financial Statements for the Year Ended 31st March 2021
for
Chichester Cathedral Friends**

Sheen Stickland
Chartered Accountants
7 East Pallant
Chichester
West Sussex
PO19 1TR

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**Report of the Trustees
for the Year Ended 31st March 2021**

The trustees present their report with the financial statements of the charity for the year ended 31st March 2021.

The Financial Statements have been prepared in accordance with the accounting policies set out in note 1 and comply with the charity's governing constitution, the Charities Act 2011 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The trustees confirm that they have had regard to the Charity Commission's guidance on public benefit. The trustees have considered the objects of the Charity and are satisfied that they fulfil the requirements of public benefit, to advance religion by assisting in the support of the Dean & Chapter of Chichester Cathedral and contributing both financially and in other appropriate ways to the preservation, maintenance, enhancement and ministry of Chichester Cathedral.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objects of the CIO are to advance religion by assisting in the support of the Cathedral and contributing both financially and in other appropriate ways to its preservation, maintenance, enhancement and ministry and in furtherance thereof but not otherwise to:

- 1) encourage and nurture public interest in the Cathedral in the local community, the diocese and the wider world;
- 2) assist and support the Dean and the Cathedral Chapter in maintaining and improving the facilities, and services, and to develop and promote the Cathedral's mission.

Grantmaking

The trustees have approved the following grant requests from Dean & Chapter during the year to 31st March 2021:

Cathedral Database Project	£20,000
Cathedral Lighting Study	£16,808

It is noted that the £150,000 maximum grant commitment for the Toilet Block Refurbishment project, which was approved in the previous year, has now been revised to £125,000.

ACHIEVEMENT AND PERFORMANCE

Events

As all readers of this financial statement will be aware shortly before the start of the year the country was placed in lockdown as a result of the coronavirus pandemic. All planned events of the Charity were therefore cancelled and there have been no events held by CCF over this past year.

With the latest official pandemic data and the government's published roadmap to ending the lockdown, it is hoped that CCF events can recommence in the summer of 2021 and tentative plans are being drawn up to enable this to happen.

FINANCIAL REVIEW

Investment policy and objectives

The trustees have considered during the course of the year its policy towards the investment of surplus funds in order to maximize a return on those funds.

The trustees recognise that any investment held should be capable of being readily converted to cash should the Dean & Chapter of Chichester Cathedral request a level of grant funding above normal cash reserves. Also the trustees attitude to risk is assessed as being low.

In line with the above policy £450,000 was invested with M & G Investments in their Charifund. At 31st March 2021 the market value of this investment was £414,976 (2020: £336,925).

The investment held with M & G will be closely monitored and kept under review by the trustees in order to maximize income and preserve capital invested.

**Report of the Trustees
for the Year Ended 31st March 2021**

FINANCIAL REVIEW

Reserves policy

The trustees have examined the requirement for reserves in the light of the main risks to the organisation. The trustees consider that the most appropriate level of reserves at 31st March 2021 should equate to six months administration and publicity costs. Based on the expenditure during the year ended 31 March 2021 this amounts to £10,000. Reserves as at the balance sheet date are substantially in excess of this figure.

During the year total income amounted to £86,899 (2020: £74,058), expenditure amounted to £49,036 (2020: £80,791) and unrealised gains on investments amounted to £78,051 (2020: unrealised losses £96,819), resulting in a surplus of £115,914 (2020: deficit £103,552).

At 31 March 2021 total funds were £474,250 (2020: £358,336) of which £218,500 (2020: £230,629) was restricted. Details of the restricted fund can be found on pages 11 & 12 of these financial statements.

FUTURE PLANS

The Trustees are grateful for the continued support of the members through payment of their subscriptions as they fall due and this will enable the Charity to continue to fulfil its financial obligations. Despite the ongoing impact of the coronavirus the Trustees are committed to continue to support the Chapter of Chichester Cathedral.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Chichester Cathedral Friends is a Charitable Incorporated Organisation (CIO). The first meeting of the trustees of Chichester Cathedral Friends was held on Friday 24th October 2014. Chichester Cathedral Friends is governed by a constitution that was registered with the Charity Commission on 9th September 2014 and the Charity Registration Number is 1158498.

The charity took over the charitable activities of Friends of Chichester Cathedral (registered charity number 208649) with effect from 1 November 2014. This charity will remain registered but dormant in the future. Due to common Trustees Friends of Chichester Cathedral is considered a related party.

Organisational structure

Chichester Cathedral Friends is run and managed by a board of trustees. The number, method of appointment and period of office of trustees is defined in the constitution. The constitution provides for the trustees to elect a chairman from amongst themselves.

The trustees have defined the following Honorary Officer roles: vice -chairman, secretary, treasurer and membership secretary. Appointments to these roles will be reviewed annually by the Trustees.

Due to the pandemic, instead of holding the normal four meetings per year, the Trustees met on only two occasions during the year (27.10.20 and 19.1.21). Both meetings were held via Zoom.

Membership

The trustees were saddened to learn of the death of 35 members during the past year.

The trustees were very grateful to receive a legacy of £20,000 from the estate of Ms. Miriam Stephenson who sadly passed away on 29th February 2020.

Given the pandemic, the Membership development Group have focussed more on the transferring of CCF's records to the new Cathedral Database, rather than increasing the membership. However, it is hoped that these development issues can be relaunched in the summer of 2021.

The number of new members this past year has been 15.

**Report of the Trustees
for the Year Ended 31st March 2021**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

During the course of the year a committee formed of a number of trustees carried out a detailed Risk Assessment in line with guidance published by the Charity Commission. This resulted in a formal Risk Assessment register being established and accepted by the board of trustees.

The overall conclusion of the committee was that the Charity has appropriate systems in place to mitigate those risks identified and any consequent losses that might arise.

The Risk Register will be reviewed on an annual basis and amended as required.

Annual General Meeting 2020

Our Constitution mandates that we hold an Annual General meeting every year, and not later than 15 months after the previous AGM (which was held on 6th June 2019). The AGM for this past year was originally to have been held on Thursday 11th June 2020.

In view of the situation relating to the pandemic, holding the June meeting was simply not possible and it was duly cancelled. However, it was hoped that the meeting could have been held later, sometime before 6th September 2020, in time to fulfil the requirements of the constitution.

Sadly, with the uncertainties surrounding the pandemic having shown no sign of abating, it looked unlikely that we would gain clearance from the Government to hold a suitably-sized meeting before 6th September 2020. With that, the Trustees looked at the possibility of holding a virtual AGM. However, having considered the fact that a significant portion of the membership would not be able to take part in a virtual meeting due to their not having access to the necessary technology etc., we decided not to pursue that approach.

With these issues in mind, the Trustees of Chichester Cathedral Friends took the decision to cancel the 2020 Annual General Meeting altogether and, in its place, sent a postal pack to all members containing the associated AGM reports and a form for any feedback. 143 responses were received from the membership via the feedback forms and 100% of those expressed support for the replacement of the AGM with a postal pack.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1158498

Principal address

The Hon Secretary
The Royal Chantry
Cathedral Cloisters
Chichester
West Sussex
PO19 1PX

**Report of the Trustees
for the Year Ended 31st March 2021**

Trustees

Ms D Berry (E)
H Castle-Smith (E) Secretary
M Gill (E) Chairman
S Holloway (N) (resigned 31.3.21)
I Jessup (E) (resigned 15.6.20)
A Kean (E)
G Toole-Mackson JP (E) (appointed 27.10.20)
P D Henshaw (E)
The Very Reverend S Waine (N)
Ms F Godber (E)
Ms P Sullivan (E)

(E) = Elected, (N) = Nominated [Ref: Constitution 13 (1) and (2)]

Independent Examiner

A C Kensett FMAAT FCCA
Sheen Stickland
Chartered Accountants
7 East Pallant
Chichester
West Sussex
PO19 1TR

Honorary Officers

H Castle-Smith - Secretary
P Wright - Treasurer
D Nicol & J Gardner -Joint Membership Secretaries

Approved by order of the board of trustees on 28/4/21 and signed on its behalf by:



.....
H Castle-Smith - Secretary

**Independent Examiner's Report to the Trustees of
Chichester Cathedral Friends**

Independent examiner's report to the trustees of Chichester Cathedral Friends

I report to the charity trustees on my examination of the accounts of Chichester Cathedral Friends (the Trust) for the year ended 31st March 2021.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



A C Kensett FMAAT FCCA
Sheen Stickland
Chartered Accountants
7 East Pallant
Chichester
West Sussex
PO19 1TR

Date:28/4/2021.....

Chichester Cathedral Friends

Statement of Financial Activities
for the Year Ended 31st March 2021

		Unrestricted fund	Restricted fund	2021 Total funds	2020 Total funds as restated
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	65,379	-	65,379	41,109
Other trading activities	3	3,342	-	3,342	9,383
Investment income	4	<u>8,543</u>	<u>9,635</u>	<u>18,178</u>	<u>23,566</u>
Total		77,264	9,635	86,899	74,058
EXPENDITURE ON					
Charitable activities	5				
Charitable activities		31,580	11,145	42,725	62,037
Support costs		<u>6,311</u>	<u>-</u>	<u>6,311</u>	<u>18,754</u>
Total		37,891	11,145	49,036	80,791
Net gains/(losses) on investments		<u>36,684</u>	<u>41,367</u>	<u>78,051</u>	<u>(96,819)</u>
NET INCOME/(EXPENDITURE)		76,057	39,857	115,914	(103,552)
Transfers between funds	12	<u>13,435</u>	<u>(13,435)</u>	<u>-</u>	<u>-</u>
Net movement in funds		89,492	26,422	115,914	(103,552)
RECONCILIATION OF FUNDS					
Total funds brought forward					
As previously reported		127,707	230,629	358,336	461,888
Prior year adjustment	8	<u>38,551</u>	<u>(38,551)</u>	<u>-</u>	<u>-</u>
As restated		166,258	192,078	358,336	461,888
TOTAL FUNDS CARRIED FORWARD		<u>255,750</u>	<u>218,500</u>	<u>474,250</u>	<u>358,336</u>

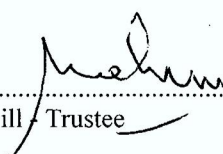
The notes form part of these financial statements

Chichester Cathedral Friends

Balance Sheet 31st March 2021

	Notes	Unrestricted fund £	Restricted fund £	2021 Total funds £	2020 Total funds as restated £
FIXED ASSETS					
Investments	9	184,347	230,629	414,976	336,925
CURRENT ASSETS					
Debtors	10	8,709	-	8,709	367
Cash at bank and in hand		<u>69,996</u>	<u>(984)</u>	<u>69,012</u>	<u>47,596</u>
		78,705	(984)	77,721	47,963
CREDITORS					
Amounts falling due within one year	11	<u>(7,302)</u>	<u>(11,145)</u>	<u>(18,447)</u>	<u>(26,552)</u>
NET CURRENT ASSETS		<u>71,403</u>	<u>(12,129)</u>	<u>59,274</u>	<u>21,411</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>255,750</u>	<u>218,500</u>	<u>474,250</u>	<u>358,336</u>
NET ASSETS		<u>255,750</u>	<u>218,500</u>	<u>474,250</u>	<u>358,336</u>
FUNDS	12				
Unrestricted funds				255,750	166,258
Restricted funds				<u>218,500</u>	<u>192,078</u>
TOTAL FUNDS				<u>474,250</u>	<u>358,336</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 28/4/21 and were signed on its behalf by:


.....
M Gill Trustee

Notes to the Financial Statements
for the Year Ended 31st March 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year-end date are noted as a commitment but not accrued as expenditure.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Notes to the Financial Statements - continued
for the Year Ended 31st March 2021

2. DONATIONS AND LEGACIES

	2021	2020 as restated
	£	£
Donations	4,031	2,495
Gift aid	3,170	5,057
Legacies	27,000	7,126
Grants	10,000	-
Subscriptions	<u>21,178</u>	<u>26,431</u>
	<u>65,379</u>	<u>41,109</u>

Grants received, included in the above, are as follows:

	2021	2020 as restated
	£	£
COVID-19 Relief Grant	<u>10,000</u>	<u>-</u>

3. OTHER TRADING ACTIVITIES

	2021	2020 as restated
	£	£
Fundraising events	<u>3,342</u>	<u>9,383</u>

4. INVESTMENT INCOME

	2021	2020 as restated
	£	£
Investment income	<u>18,178</u>	<u>23,566</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Grant funding of activities £	Support costs (see note 6) £	Totals £
Charitable activities	9,580	33,145	-	42,725
Support costs	<u>-</u>	<u>-</u>	<u>6,311</u>	<u>6,311</u>
	<u>9,580</u>	<u>33,145</u>	<u>6,311</u>	<u>49,036</u>

Notes to the Financial Statements - continued
for the Year Ended 31st March 2021

6. SUPPORT COSTS

	Finance	Governance	Totals
	£	costs £	£
Support costs	<u>282</u>	<u>6,029</u>	<u>6,311</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2021 nor for the year ended 31st March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st March 2021 nor for the year ended 31st March 2020.

8. PRIOR YEAR ADJUSTMENT

A prior year adjustment of £38,551 was made to the financial statements in order to correct the 2020 movements on the Victor Menage fund.

9. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1st April 2020	336,925
Revaluations	<u>78,051</u>
At 31st March 2021	<u>414,976</u>
NET BOOK VALUE	
At 31st March 2021	<u>414,976</u>
At 31st March 2020	<u>336,925</u>

There were no investment assets outside the UK.

Notes to the Financial Statements - continued
for the Year Ended 31st March 2021

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020 as restated
	£	£
Trade debtors	270	230
Other debtors	7,000	137
Prepayments and accrued income	<u>1,439</u>	<u>-</u>
	<u>8,709</u>	<u>367</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020 as restated
	£	£
Trade creditors	5,047	20,983
Other creditors	<u>13,400</u>	<u>5,569</u>
	<u>18,447</u>	<u>26,552</u>

12. MOVEMENT IN FUNDS

	At 1.4.20 £	Prior year adjustment £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds					
General fund	127,707	38,551	76,057	13,435	255,750
Restricted funds					
Victor Menage Legacy Fund	230,629	(38,551)	39,857	(13,435)	218,500
	<u>358,336</u>	<u>-</u>	<u>115,914</u>	<u>-</u>	<u>474,250</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	77,264	(37,891)	36,684	76,057
Restricted funds				
Victor Menage Legacy Fund	9,635	(11,145)	41,367	39,857
	<u>86,899</u>	<u>(49,036)</u>	<u>78,051</u>	<u>115,914</u>

Notes to the Financial Statements - continued
for the Year Ended 31st March 2021

12. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	220,134	(53,876)	166,258
Restricted funds			
Victor Menage Legacy Fund	241,754	(49,676)	192,078
TOTAL FUNDS	<u>461,888</u>	<u>(103,552)</u>	<u>358,336</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	61,662	(69,646)	(45,892)	(53,876)
Restricted funds				
Victor Menage Legacy Fund	12,396	(11,145)	(50,927)	(49,676)
TOTAL FUNDS	<u>74,058</u>	<u>(80,791)</u>	<u>(96,819)</u>	<u>(103,552)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Prior year adjustment £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds					
General fund	181,583	38,551	22,181	13,435	255,250
Restricted funds					
Victor Menage Legacy Fund	280,305	(38,551)	(9,819)	(13,435)	218,500
TOTAL FUNDS	<u>461,888</u>	<u>-</u>	<u>12,362</u>	<u>-</u>	<u>474,250</u>

Notes to the Financial Statements - continued
for the Year Ended 31st March 2021

12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	138,926	(107,537)	(9,208)	22,181
Restricted funds				
Victor Menage Legacy Fund	22,031	(22,290)	(9,560)	(9,819)
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>160,957</u>	<u>(129,827)</u>	<u>(18,768)</u>	<u>12,362</u>

The monies received from the estate of Victor Menage have a restriction placed on them. That restriction is that all monies should be used for the promotion of music at Chichester Cathedral. Advice on the best use of the funds should be sought from the Organist and Precentor. The Trustees will actively seek that advice and expend the fund in accordance with the restriction.

Transfers between funds

A transfer of £13,435 was made from the Victor Menage fund to the General fund in order to correct the opening fund position at 1 April 2019.

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2021.

**Detailed Statement of Financial Activities
for the Year Ended 31st March 2021**

	2021 £	2020 as restated £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	4,031	2,495
Gift aid	3,170	5,057
Legacies	27,000	7,126
Grants	10,000	-
Subscriptions	<u>21,178</u>	<u>26,431</u>
	65,379	41,109
Other trading activities		
Fundraising events	3,342	9,383
Investment income		
Investment income	<u>18,178</u>	<u>23,566</u>
Total incoming resources	86,899	74,058
EXPENDITURE		
Charitable activities		
Office admin and support	8,238	7,041
Event expenses	1,179	11,873
Marketing expenses	19	2,989
Newsletter costs	-	83
Meeting expenses	144	995
Grants payable	<u>33,145</u>	<u>50,231</u>
	42,725	73,212
Support costs		
Finance		
Bank charges	282	378
Governance costs		
Accountancy and legal fees	4,773	4,320
AGM Costs	<u>1,256</u>	<u>2,881</u>
	<u>6,029</u>	<u>7,201</u>
Total resources expended	<u>49,036</u>	<u>80,791</u>
Net income/(expenditure)	<u>37,863</u>	<u>(6,733)</u>