WESTERN CHAN FELLOWSHIP CIO

England & Wales · Charity number 1166162

Details

Other names	GREAT WAY CHAN, GREAT WAY CHAN BUDDHIST ASSOCIATION, WESTERN CHAN FELLOWSHIP
Status	Registered
Legal form	CIO
Registered	2016-03-22
Register	View on the Charity Commission register

Contact

Address	Office 7511 PO Box 6945 London W1A 6US
Phone	07734489721
Email	secretary@westernchanfellowship.org
Website	www.westernchanfellowship.org

Activities

Objects: THE OBJECTS OF THE CIO ARE1. TO ADVANCE THE EDUCATION OF THE PUBLIC IN GENERAL ON THE SUBJECT OF THE PRINCIPLES AND PRACTICE OF BUDDHISM; AND 2. TO ADVANCE THE RELIGION OF BUDDHISM PRINCIPALLY BUT NOT EXCLUSIVELY IN THE UNITED KINGDOM FOR THE BENEFIT OF THE PUBLIC;IN EACH CASE BY PROVIDING TRAINING IN THE LINJI AND CAODONG TRADITIONS OF CHAN BUDDHISM, AS TRANSMITTED THROUGH MASTER SHENG YEN, AND DISTRIBUTING MATERIALS ABOUT BUDDHISM IN WRITTEN AND OTHER MEDIA TO INFORM OTHERS ABOUT BUDDHISM, AND, AS A SUPPLEMENT TO SUCH ADVANCEMENT, TO EXPLORE THE RELATIONSHIP BETWEEN CHAN PRACTICE, CHAN THEORY AND OTHER MEDITATIVE PRACTICES AND UNDERSTANDING.

Activities: Provision of residential Chan retreats and support of local Chan groups

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Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Religious Activities
- **Who:** The General Public/mankind

Geography

- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£79,633	£73,412	-	-
2023-12-31	£70,458	£61,197	-	-
2022-12-31	£50,829	£58,483	-	-
2021-12-31	£17,921	£19,049	-	-
2020-12-31	£65,039	£58,008	-	-

Trustees

Name	Role	Appointed
Alysun Mary Jones		2017-08-13
Catherine Mary Burns		2021-06-05
Professor Daniel Meron		2025-06-22
Sian Thomas		2023-03-13
Simon Richard Child		2016-03-22
Till Kroeber		2021-06-25

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WESTERN CHAN FELLOWSHIP CIO

England & Wales - Charity number 1166162

Accounts

Charity registration number: 1166162

Western Chan Fellowship CIO

Annual Report and Financial Statements

for the Year Ended 31 December 2024

WESTCOTTS

CHARTERED ACCOUNTANTS
& BUSINESS ADVISERS

Western Chan Fellowship CIO

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Western Chan Fellowship CIO

Reference and Administrative Details

Chairman	Sian Thomas
Trustees	Catherine Burns Alysun Jones Till Kroeber Simon Child Mary-Jane Upton Sian Thomas
Secretary	Mary-Jane Upton
Charity Registration Number	1166162
Principal Office	Office 7511 PO Box 6945 London W1A 6US
Independent Examiner	Matthew Keane ACCA Independent examiner Westcotts Plym House 3 Longbridge Road Plymouth PL6 8LT

Western Chan Fellowship CIO

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 December 2024.

Western Chan Fellowship CIO (WCF) is the successor charity to Western Chan Fellowship (Charity Commission no. 1068637) which was dissolved in March 2018 following the transfer of its assets on 30th June 2017. There was a seamless transfer of assets at that time so that there was no break experienced by its retreatants or members who were offered a free transfer of membership. 2024 was the seventh full year of trading for WCF.

Historically, WCF arose out of over 20 years of retreats run by John Crook at Maenllwyd (the former main retreat venue of WCF), his farmhouse in Mid-Wales. It was formed, at his prompting, in 1997 and registered as a charity in 1998 with John Crook as its first formal Teacher. Thereafter WCF took over the running of such retreats and in its latter years also widened its remit by running them at other venues throughout the UK.

Simon Child was appointed as the Guiding Teacher of WCF in 2011 after the sudden death of John Crook. John Crook and Simon Child were both Dharma Heirs of Chan Master Sheng Yen. Simon trained for over 30 years with both John Crook and Master Sheng Yen and was the Secretary of the WCF from its founding until 2011.

Objectives and activities

Objects and aims

Our purposes are set out in the objects within our Constitution, and are:

1. to advance the education of the public in general about the principles and practice of Buddhism; and
2. to advance the religion of Buddhism principally but not exclusively in the United Kingdom for the benefit of the public;

In each case by providing training in the Linji and Caodong traditions of Chan Buddhism, as transmitted through Master Sheng Yen, and distributing materials about Buddhism in written and other media to inform others about Buddhism, and, as a supplement to such advancement, to explore the relationship between Chan practice, Chan theory and other meditative practices and understanding.

In pursuit of these purposes, we aim to provide a year-round programme of residential meditation retreats of varying length led by our teachers who are all based firmly in the Chan Tradition. The meditation and instruction are drawn from the Chan Buddhist tradition. We are not sectarian but primarily draw upon teachings that are compatible with the Chan tradition and its focus on meditation as a beneficial transformative process, with our retreats concentrating on silent meditation rather than a ritual-based or liturgical content. We aim to make retreats and off-site activities accessible to all and to provide financial assistance with the cost of retreats for people on low incomes.

Trustees' Report (continued)

Ensuring our work delivers its aims:

As a general principle, each year we review the successes and otherwise of the previous year's programme as we embark upon compiling next year's programme. After each retreat we ask retreatants to submit retreat reports, and we note comments on our administration, facilities, the quality of teaching, and the types of retreat on offer. Our retreat leaders are central to the success of our enterprise, so they have regular peer supervision sessions. The Practice Committee members provide advice and feedback on the quality of the programme and the quality of the environment offered by the centres we use. Trustees, teachers and staff work closely together to ensure that our activities are closely aligned with our objects and that we comply with the Charity Commission's guidance on public benefit.

WCF make activities available to the public in the following ways:

• We support new teachers by inviting them to work alongside experienced teachers on longer retreats. This ensures that there are sufficient teachers available to lead retreats and provide us with support in the longer term. In 2025 two new teachers ran a five-night retreat at Shawbottom Farm which was well received by participants.

• We support 14 local groups throughout Great Britain each of which has a leader approved by the Trustees. These groups take Chan out into their local community. Many of these groups which went online during the pandemic have now resumed in-person meetings. Online meetings continue to be held on Monday to Thursday evenings, allowing those unable to join in-person meetings to continue to meet.

• We use a variety of media to communicate with those who visit us in order to ensure that their needs are met and that during their stay with us they have a sense of being well looked-after. Our website is regularly updated and contains clear information about our prices and the discounted rates that we offer in order to support those on lower incomes to attend our retreats. We use Facebook alongside our website to ensure that information about our activities is kept up to date during the year. We also publish at least two Newsletters a year - these continued during 2024. Normally, our Programme is published on our website as well as being circulated as a paper or electronic leaflet to our mailing list to those who have opted into such mailings and, on request, to other meditation centres and meditation groups in the UK. In 2024 newsletters went out in May and October.

• As is common in the Buddhist tradition our teachers offer their services free of charge. Retreatants are invited to make donations, known in the Buddhist tradition as 'dana', to help the teachers with their living costs and enable them to continue giving their time to teaching. This helps us keep our prices low whilst still being able to offer retreats led by experienced teachers.

Trustees' Report (continued)

Objectives, strategies and activities

Key facts:

The charity held eleven residential group retreats of a length varying from 3 to 7 nights attended by 99 individuals (133 bookings) for 65 nights.

The charity trialled and then carried out an online course titled “Introduction to Buddhism, Meditation and Chan”.

The charity's Support Fund has given help towards the cost of retreats of £3875 to 17 retreatants.

The charity had 78 full members and 22 associate members on 31/12/24 (compared with 75 full members and 21 associate members on 31/12/23).

Fundraising activities

We continue to invite donations to the Support Fund (which provides financial help with retreat costs for people on low incomes) through the opportunity to pay a "supporting" fee for a place on a retreat.

Ad hoc donations can be made to any of our funds via our website, through CAFonline and Paypal. Donations can also be made by cash or by card at the end of retreats. Information is also available on our website about payroll giving and leaving a legacy.

Donors can download a Gift Aid declaration from our website, and the charity continues to claim Gift Aid annually.

Public benefit

During 2024 the Charity's activities focused on several main areas. Shawbottom Farm (SBF) remains the current focus of activity for in-person retreats in 2024. There were no online retreats in 2024 but an online course of four weekly sessions introducing Buddhism, Chan and meditation to newcomers was delivered with success for a second time. It is intended that this course will become a regular offering once or twice a year.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

WCF Groups

The charity supports 14 local groups throughout Great Britain. To ensure that the charity continues to abide by its objects and stay true to the Chan lineage, each is led by an approved leader. Each group Leader has a personal mentor drawn from our retreat leaders. To develop and support this aspect of the charity, a Leaders' Retreat is run annually, combining training with support and Sangha (community) development. To ensure future leaders both for groups and the charity, potential group leaders are also invited to such retreats to start the process of understanding the possibilities within the charity for both their personal development and the roles on offer for committed volunteers. A Leaders' Retreat was held in 2024.

In addition, some Groups organise Day Retreats for their members and the wider community. These are advertised in our Newsletters and on the charity's web site. In 2024, some were held online, with opportunities to meet in person being taken when possible.

Local Groups are an integral part of the charity's offering for the public benefit as a result of which their local assets are reflected in the charity's accounts.

Publications

The Charity publishes a regular journal, New Chan Forum, twice a year and has continued to do this in 2024. This is edited voluntarily by a member and is distributed without charge to members, our groups throughout the UK and various allied Buddhist organisations in the UK and elsewhere. It is also available on subscription to non-members and is available for free download from the public pages of our website.

The charity also has published, and keeps in print, two introductory booklets on Buddhism for Westerners and Meditation written by its former and present Guiding Teachers respectively. These are distributed free of charge through its retreats and groups as a resource for them and the public.

Feedback, monitoring and evaluation methods

In 2024, we carried out a survey to better understand the reason that retreat bookings had not returned to pre-pandemic numbers. Findings from the survey have already been used to guide our future decision-making in terms of the type of retreat and timings of the retreat and indicated that our covid precautions are still appreciated by a significant number of retreatants. In addition, the survey indicated that some people are unable to attend retreats due to cost, despite our offering of supported places. As a result, we increased the number of supported places available and communicated this explicitly through our newsletter.

Use of volunteers

The Charity has stayed close to its grassroots and is supported throughout the year by the dedicated work of a community of volunteers without whose help and dedication the charity would cease to function.

These include (in no particular order) retreat leaders, guest masters, editor of New Chan Forum, group leaders and organisers of weekend retreats throughout Great Britain, transcribers of retreat talks which are then published in New Chan Forum, cooks' coordinator so that there are trained cooks at each retreat wherever it is held, admin staff who run and maintain the website and booking system and the lifts coordinator on whom retreatants rely to enable them to access our retreats.

The trustees are very appreciative and grateful for all their unstinting contributions to the work of the charity.

General Data Protection Regulation (GDPR)
Because we have no physical centre or office, our web site is our primary interface with the public, both for information on our activities and for those wanting to attend our retreats. Behind this is a comprehensive database including all those who have been in contact with the charity, or its predecessor WCF, since 1998. While the charity has always been aware of Data Protection and complied with its requirements, GDPR put data protection on a new footing which placed much more onus on Data Controllers, which the charity is.

After successfully implementing GDPR procedures in 2017, these have continued to be adhered to in 2024.

Risk management
There are policies in place to guide leaders in the avoidance and management of risk so that retreatants and other users of the charity are protected.

Safeguarding
The charity, and its predecessor WCF, have always taken the safeguarding of retreatants and others who come into contact with the charity seriously and have had policies in this regard in place for many years.

However, the Charity Commission's recent emphasis on this concern has been noted. In 2018 the charity appointed, from amongst the trustees, a dedicated Safeguarding Officer. A suite of policies, put in place in 2019 were updated in 2024. In 2024 two further people joined the Safeguarding Officer to form a Safeguarding Team. The Team have given training sessions to the people who cook on retreats, in addition to the training given earlier to Group Leaders.

Further it was decided in 2019 that all local Group Leaders should have a basic DBS certificate. The cost would be borne by the CIO. Through the efforts of the Safeguarding Officer, by the end of 2019 all Group Leaders had a current Disclosure and Barring Service (DBS) certificate. This has now been extended to all cooks and all guestmasters who help run our retreats. DBS checks are updated as required.

Developing and updating our suite of policies
In addition to new GDPR-related and Safeguarding policies, all policies were updated and revised in 2019, when the trustees embarked on a full review. The most recent comprehensive review of all policies was completed in 2024. Most of the policies are available on our website.

Financial review

The accounts are showing a surplus at the end of 2024. The charity made a surplus of £6,220 in 2024 compared to a surplus of £9,259 in 2023. The lower surplus in 2024 was expected because we froze retreat fees in 2024 to make our retreats more affordable, even though our expenses increased with inflation. As we had hoped, the freeze in fees has not led to a deficit as we achieved an overall increase in attendance, enabling us to more than cover our running costs even though the per person fee was lower. This represents the continued commitment from Western Chan Fellowship CIO to provide high quality retreats at a reasonable cost to our participants.

WCF ran eleven retreats in 2024 compared to eight in 2023. Retreat income is up, as would be expected with the additional retreats and bookings. Many retreats showed good attendance figures, but a lower-than-average take-up for four of the retreats meant the income from fees didn't cover all the overheads for those retreats, hence a reduced surplus. The trustees have agreed to make slight adjustments to the 2025 programme to address the imbalances, still with lower than inflation increase in fees for the first half of 2025, and lower fees still for the second half of 2025. Interest income was up in 2024 due to investment of some WCF funds in a fixed-rate, fixed-term savings account. Administrative expenses haven't shown any significant increases in 2024.

Policy on reserves

The charity's unallocated reserve enables it to continue operating in the event of a major decline in income due to unforeseen circumstances or emergencies. The remaining unallocated balance is transferred to the Designated Equipment and Property Assets Reserve.

Bank accounts

The charity continues to operate an ethical banking policy, by banking with the Co-operative Bank, Charities Aid Foundation Bank, Triodos Bank and Charity Bank. Each account has a balance below the level set by the government guaranteed Financial Services Compensation Scheme. At 31 December 2024 the charity had £257,864 (£253,043 at 31/12/23) distributed between these independent banks.

Plans for future periods

Maintaining financial stability and resourcing our future plans

Our policy is to keep costs as low as possible. The pricing policy is to ensure our prices are competitive and provide lower-cost options to people whose finances are restricted. Our price structure is based on a standard price per night.

Discounts are offered on all retreats and target groups such as under-35s who may not be at a stage of their life to afford fully priced retreats. As part of its diversity policy the charity wishes to continue to make retreats appropriately priced to encourage access to the programme for all people. It was decided in 2023 that retreat prices would not be increased for 2024 to support retreatants during the cost-of-living crisis and increases in 2025 fees are below inflation levels.

The charity continues to operate its Support Fund. The fund, supported by donations, provides financial help with retreat costs for people on low incomes.

Structure, governance and management

Nature of governing document

Western Chan Fellowship CIO is a Charitable Incorporated Organisation and was registered as such with the Charity Commission on 22nd March 2016. The CIO was established under a constitution based largely on the Standard Constitution for a "Charitable Incorporated Organisation with voting members other than its trustees" drafted by the Charity Commission which establishes the objects, powers and governance of the CIO. Some of the amendments and additions made relate to the Appointment, Removal and Responsibilities of a Guiding Teacher.

Recruitment and appointment of trustees

All trustees give their time as trustees voluntarily and, save as noted in the accounts, receive no benefits from the charity. Expenses are reclaimed by some, and this is also noted in the accounts.

Because it is important for trustees of WCF to have an understanding of and sympathy with the work of the charity, all trustees are required, by its constitution, to be members of WCF. This requires them to have attended at least three WCF retreats and, once a member, continue attending such retreats and practising Buddhism. Attendance on retreats over a number of years is an effective introduction to the work of the charity.

All new trustees are given access to previous Trustee Meeting minutes and encouraged to seek early clarification from existing trustees of any issues they are not sure about.

Organisational structure

Under its constitution the CIO can have up to ten trustees. At the start of the year there were seven trustees. One trustee retired in July 2024: Jeremy Woodward. The other trustees in post during 2024 were Alysun Jones (Safeguarding), Simon Child (Guiding Teacher), Sian Thomas (Chair), Till Kroeber, Jane Upton (Secretary) and Catherine Burns (Treasurer). The trustees met four times in 2024 to manage the charity. All meetings occurred via Zoom. Microsoft Teams is used for committee communications. The AGM was face-to-face and was held in July 2024.

In addition to the charity's Commercial Employers and Public Liability Insurance, there was, as in previous years, a qualifying Third-Party Indemnity Policy in place for the trustees throughout the year.

A Practice Committee, consisting of the retreat leaders who regularly lead retreats for the charity and have a particular experience in supporting the charity's objectives, are consulted on matters of practice, and organise and lead the retreat programme of the charity. These teachers are unpaid but may receive donations from people who attend the charity's retreats.

Day-to-day responsibility for operations is carried out by the officers who are elected from amongst the trustees or, in the case of the Guiding Teacher, serves as an ex-officio trustee. This work is also carried out voluntarily.

Relationships with related parties

Related parties
Any related party interests are declared by trustees. In 2024 a specific related interest continued from 2019. It was declared in 2019 and is ongoing.

In 2018 Simon Child, a CIO trustee and the charity's Guiding Teacher, and his wife bought entirely from their own resources Shawbottom Farm, Upper Hulme, Leek, Staffs ST13 8UQ ("SBF") with the intention of converting part of it into a retreat centre. He declared this related interest to his fellow trustees in early course. In July 2019 planning permission was obtained for such a change of use and the conversion works involved.

Since July 2019 the trustees have held meetings, without Simon Child being present, and agreed to enter into negotiations to hire SBF from him as the main retreat centre of the CIO. After costing the potential level of nightly charge, a range of potential charges was mooted. Then a professional valuation relating to those charges was obtained and a daily hire charge and other terms of hire, based on the Standard Terms of Hire which are intended to be used for the hire of SBF to other parties than WCF, has been agreed in principle.
Following Covid-related and other delays, the building works were completed in 2022. Initially a series of interim 6-month agreements were then entered. In 2023, the long-term agreement was finalised.

Save for cooking for the charity and matters in relation to SBF set out above, none of our trustees receive remuneration or other benefits from their work with the charity other than the reimbursement of expenses. There was no connection between any trustee with any supplier of goods or services to the charity.

Work has continued in 2024 to ensure that all Trustees are aware of the Charity Commission guidance and definition of related party interests and the need to declare any interest either at the start of a meeting or when an item becomes relevant to make a declaration. Depending on the item appropriate action is then taken regarding that item and the trustee's involvement in connection therewith.

Wider network
The charity has links with a wide network of Buddhist and meditation organisations throughout the UK. Via its website, the charity also facilitates networking between its meditation groups throughout the UK. It is a member of both the Network of Buddhist Organisations (NBO) and the European Buddhist Union (EBU). It takes an active part in both these organisations. The charity operates within the wider Chan tradition and maintains links with other similar organisations in Europe, the USA and Taiwan.

Change of the CIO's primary retreat venue

As a result of the negotiations on SBF and the start of the conversion works, the trustees, again in the absence of Simon Child, made the decision not to renew the hire agreement for Maenllwyd (the former main retreat venue of WCF) which expired on 30 September 2020. The possessions of the CIO at Maenllwyd (the former main retreat venue of WCF), details of which had been agreed with the Owners of Maenllwyd (the former main retreat venue of WCF), were transferred from Maenllwyd (the former main retreat venue of WCF) to SBF on 19 September 2020. This change became final on 30 September 2020.

A training event for WCF leaders "Pointing Out the Great Way" was the first event at SBF held in October 2021, at which an opening ceremony took place.

Work was completed at SBF in Summer 2022 and it opened for retreats on 16th July 2022. Eight in-person retreats and one online course were held during 2023.

Trustees' Report (continued)

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity 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 judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The annual report was approved by the trustees of the charity on ..... and signed on its behalf by:

.....
Sian Thomas
Chairman and trustee

Western Chan Fellowship CIO

Independent Examiner's Report to the trustees of Western Chan Fellowship CIO

I report to the trustees on my examination of the accounts of Western Chan Fellowship CIO for the year ended 31 December 2024.

Responsibilities and basis of report

As the charity trustees of Western Chan Fellowship CIO 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 Western Chan Fellowship CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the 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 Western Chan Fellowship CIO 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 accounting 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.

.....

Matthew Keane ACCA
Independent examiner
Westcotts
Plym House
3 Longbridge Road
Plymouth
PL6 8LT

Date:.....

Western Chan Fellowship CIO

Statement of Financial Activities for the Year Ended 31 December 2024

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Income and Endowments from:					
Donations and legacies	2	5,179	-	5,179	4,624
Charitable activities	3	58,431	-	58,431	52,454
Other trading activities	4	7,755	-	7,755	8,663
Investment income	5	7,282	-	7,282	3,911
Other income	6	986	-	986	806
Total income		79,633	-	79,633	70,458
Expenditure on:					
Charitable activities	7	(73,412)	-	(73,412)	(61,197)
Total expenditure		(73,412)	-	(73,412)	(61,197)
Net income		6,221	-	6,221	9,261
Net movement in funds		6,221	-	6,221	9,261
Reconciliation of funds					
Total funds brought forward		234,509	21,412	255,921	246,660
Total funds carried forward	17	240,730	21,412	262,142	255,921

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2023 is shown in note 17.

Western Chan Fellowship CIO

(Registration number: 1166162)
Balance Sheet as at 31 December 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	14	4,368	5,515
Current assets			
Debtors	15	9,095	8,916
Cash at bank and in hand		266,181	261,598
		275,276	270,514
Creditors: Amounts falling due within one year	16	(17,502)	(20,108)
Net current assets		257,774	250,406
Net assets		262,142	255,921
Funds of the charity:			
Restricted income funds			
Restricted funds		21,412	21,412
Unrestricted income funds			
Designated funds		150,730	149,509
General funds		90,000	85,000
Total unrestricted funds		240,730	234,509
Total funds	17	262,142	255,921

The financial statements on pages 13 to 27 were approved by the trustees, and authorised for issue on ..... and signed on their behalf by:

.....
Sian Thomas
Chairman and trustee

Notes to the Financial Statements for the Year Ended 31 December 2024

1 Accounting policies

Statement of compliance
The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation
Western Chan Fellowship CIO meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Going concern
The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments
Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure
All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset’s use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs
Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

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

Tangible fixed assets
Individual fixed assets costing £1,000.00 or more are initially recorded at cost.

Depreciation and amortisation
Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Fixtures and fittings	10% straight line
Books	10% straight line

Cash and cash equivalents
Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure
Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.
Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Fair value measurement

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.

2 Income from donations and legacies

	Unrestricted funds		Total
	Designated	General	2024
	£	£	£
Donations and legacies;			
Donations - Fellowship	-	1,707	1,707
Donations - Support Fund	3,472	-	3,472
	3,472	1,707	5,179

	Unrestricted funds		Total
	Designated	General	2023
	£	£	£
Donations and legacies;			
Donations - Fellowship	-	1,748	1,748
Donations - Support Fund	2,876	-	2,876
	2,876	1,748	4,624

3 Income from charitable activities

	Unrestricted funds General	Total 2024	Total 2023
	£	£	£
Income from retreat fees	54,358	54,358	48,510
Sales of books and CDs	198	198	304
Support places given	3,875	3,875	3,640
	58,431	58,431	52,454

4 Income from other trading activities

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Fellowship subscriptions	3,388	3,388	3,255
Branch income	4,367	4,367	5,408
	7,755	7,755	8,663

5 Investment income

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Interest receivable on bank deposits	7,282	7,282	3,911

6 Other income

	Unrestricted funds General £	Total 2024 £
Other miscellaneous income	132	132
Gift aid	854	854
	986	986

	Unrestricted funds General £	Total 2023 £
Other miscellaneous income	15	15
Gift aid	791	791
	806	806

7 Expenditure on charitable activities

	Unrestricted funds		Total 2024 £	Total 2023 £
	Designated £	General £		
Retreat costs	3,875	45,449	49,324	36,699
Branch expenses	-	4,607	4,607	5,361
Allocated support costs	-	19,481	19,481	19,137
	3,875	69,537	73,412	61,197

8 Analysis of support costs

	Total 2024 £	Total 2023 £
Communications and IT	877	346
Finance costs	2,414	2,530
Insurance	6,579	6,289
Depreciation	1,147	1,147
Accountancy and Independent Examiners Fee	2,088	2,130
Advertising, postage and stationery	3,910	4,323
Legal and professional fees	150	235
Subscriptions	402	407
Travel	871	1,123
Miscellaneous expenses	1,043	607
	19,481	19,137

9 Net incoming/outgoing resources

Net incoming resources for the year include:

	2024 £	2023 £
Depreciation of tangible fixed assets	1,147	1,147

10 Trustees remuneration and expenses

Trustees can be remunerated for services provided and retreat expenses incurred, as permitted under the Constitution of the Western Chan Fellowship CIO (see clauses K1, K2, K2).

Out-of pocket expenses incurred by other trustees during the year 2024 with reference to postage, equipment, stationery and miscellaneous expenses were £nil (2023: £48.90). No trustees (2023: 1) claimed expenses in the year.

11 Staff costs

The charity does not employ any members of staff.

The average head count of employees during the year was Nil (2023: Nil).

No employee received emoluments of more than £60,000 during the year

12 Independent examiner's remuneration

	2024 £	2023 £
Other fees to examiners		
The examining of accounts of any associate of the charity	1,044	1,065
All other services	1,044	1,065
	2,088	2,130

13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

14 Tangible fixed assets

	Furniture and equipment £	Books £	Total £
Cost			
At 1 January 2024	6,803	11,470	18,273
At 31 December 2024	6,803	11,470	18,273
Depreciation			
At 1 January 2024	6,803	5,955	12,758
Charge for the year	-	1,147	1,147
At 31 December 2024	6,803	7,102	13,905
Net book value			
At 31 December 2024	-	4,368	4,368
At 31 December 2023	-	5,515	5,515

15 Debtors

	2024 £	2023 £
Prepayments	5,875	5,624
Other debtors	3,220	3,292
	9,095	8,916

16 Creditors: amounts falling due within one year

	2024 £	2023 £
Accruals	17,502	20,108

17 Funds

	Balance at 1 January 2024 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2024 £
Unrestricted funds					
General					
General funds	85,000	76,161	(69,537)	(1,624)	90,000
Designated					
Support Fund	13,047	3,472	(3,875)	2,859	15,503
Training Fund	1,873	-	-	-	1,873
Publications Fund	11,019	-	-	-	11,019
Equipment and property assets	123,570	-	-	(1,235)	122,335
	149,509	3,472	(3,875)	1,624	150,730
Total unrestricted funds	234,509	79,633	(73,412)	-	240,730
Restricted funds					
Equipment and property fund	21,412	-	-	-	21,412
Total funds	255,921	79,633	(73,412)	-	262,142

Notes to the Financial Statements for the Year Ended 31 December 2024 (continued)

	Balance at 1 January 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2023 £
Unrestricted funds					
General					
General funds	85,000	67,582	(57,557)	(10,025)	85,000
Designated					
Support Fund	10,556	2,876	(3,640)	3,255	13,047
Training Fund	1,873	-	-	-	1,873
Publications Fund	11,019	-	-	-	11,019
Equipment and property assets	116,800	-	-	6,770	123,570
	140,248	2,876	(3,640)	10,025	149,509
Total unrestricted funds	225,248	70,458	(61,197)	-	234,509
Restricted funds					
Equipment and property fund	21,412	-	-	-	21,412
Total funds	246,660	70,458	(61,197)	-	255,921

Support fund is a designated fund. The donations are given to help unemployed or low waged people attend retreats.

Training fund is a designated fund which is used to support the costs of training incurred by the charity.

Publications fund is a designated fund which is used for the costs of publications of the charity.

Equipment and property assets (EPA) fund is a designated fund, used for the funding of new assets purchased by the charity.

Notes to the Financial Statements for the Year Ended 31 December 2024 (continued)

18 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 December 2024 £
Tangible fixed assets	4,368	-	4,368
Current assets	253,864	21,412	275,276
Current liabilities	(17,502)	-	(17,502)
Total net assets	240,730	21,412	262,142

	Unrestricted funds General £	Restricted funds £	Total funds at 31 December 2023 £
Tangible fixed assets	5,515	-	5,515
Current assets	249,102	21,412	270,514
Current liabilities	(20,108)	-	(20,108)
Total net assets	234,509	21,412	255,921

19 Related party transactions

In the year related party transactions were made to trustees relating to fees paid for hire of Shawbottom Farm and to retreat cooking services. The total paid to trustees was £30,988 (2023: £21,300). Two trustees were recipients of the fees (2023: One). One trustee was reimbursed for items bought for the Charity (2023: Two).

20 Retreat Income and Expenses

	2024	2023
Number of retreats run during the year	11	8
Number of days of retreat provided	65	48
Number of people paying to attend the retreats	133	108
	£	£
Income from Retreat Fees paid	54,358	48,510
Support Places given	3,875	3,640
	58,233	52,150

	2024	2023
	£	£
Rent paid for use of Main Retreat Venue	29,185	20,592
Fees paid to cooks	10,046	7,151
Retreat expenses: food and supplies	6,218	5,316
Support to retreatants	3,875	3,640
	49,324	36,699
Total surplus/(deficit) on Retreat Programme	8,909	15,451
Allocated to:		
Funds transferred to the general reserves of the charity	8,909	15,451
Funds transferred to the Support fund	-	-
	8,909	15,451

21 Use of Donations

Support Fund - This is a designated fund. The donations are given to help unemployed or low waged people attend retreats. Donations have been used as follows;

	2024 £	2023 £
Balance brought forward	13,047	10,556
Donations to the Support Fund	3,472	2,876
Support places given	(3,875)	(3,640)
Transfer from General Reserves	2,859	3,255
	15,503	13,047

Publication Fund - This is a designated fund. Donations have been used as follows;

	2024 £	2023 £
Balance brought forward	11,019	11,019
Donations to the Publication Fund	-	-
Expenditure from the Publication Fund	-	-
Transfer from General Reserves	-	-
	11,019	11,019

Training Fund - This is a designated fund. Donations have been used as follows;

	2024 £	2023 £
Balance brought forward	1,873	1,873
Donations to the Training Fund	-	-
Expenditure from the Training Fund for rent	-	-
Transfer from General Reserves	-	-
	1,873	1,873

Equipment, Property and Asset (EPA) Fund - This is a designated fund. Donations have been used as follows;

	2024 £	2023 £
Balance brought forward	123,570	116,800
Donations to the EPA Fund	-	-
Expenditure from the EPA Fund	-	-
Transfer from Restricted Reserves	-	-
Transfer from General Reserves	(1,235)	6,770
	122,335	123,570

Notes to the Financial Statements for the Year Ended 31 December 2024 (continued)

General reserves - This is an unrestricted fund. Donations have been used as follows;

	2024	2023
	£	£
Balance brought forward	85,000	85,000
Surplus for the year	6,224	10,025
Movement in the Support Fund	(2,455)	(3,255)
Movement in the Training Fund	-	-
Transfer to the EPA fund	1,235	(6,770)
Transfer to the Property fund	-	-
	90,004	85,000

Property Fund - This fund is restricted. Donations have been used as follows;

	2024	2023
	£	£
Balance brought forward	21,412	21,412
Donations to the Property Fund	-	-
Expenditure from the Property Fund	-	-
Transfer to the EPA fund	-	-
Transfer from General Reserves	-	-
	21,412	21,412

Western Chan Fellowship CIO

Detailed Statement of Financial Activities for the Year Ended 31 December 2024

	Total 2024 £	Total 2023 £
Income and Endowments from:		
Donations and legacies (analysed below)	5,179	4,624
Charitable activities (analysed below)	58,431	52,454
Other trading activities (analysed below)	7,755	8,663
Investment income (analysed below)	7,282	3,911
Other income (analysed below)	986	806
Total income	79,633	70,458
Expenditure on:		
Charitable activities (analysed below)	(73,412)	(61,197)
Total expenditure	(73,412)	(61,197)
Net income	6,221	9,261
Net movement in funds	6,221	9,261
Reconciliation of funds		
Total funds brought forward	255,921	246,660
Total funds carried forward	262,142	255,921

Detailed Statement of Financial Activities for the Year Ended 31 December 2024 (continued)

	Total 2024 £	Total 2023 £
Donations and legacies		
Donations - Fellowship	1,707	1,748
Donations - Support Fund	3,472	2,876
	5,179	4,624
Charitable activities		
Sales of purchased goods	198	304
Support places given	3,875	3,640
Income from retreat fees	54,358	48,510
	58,431	52,454
Other trading activities		
Fellowship subscriptions	3,388	3,255
Branch income	4,367	5,408
	7,755	8,663
Investment income		
Bank interest received	7,282	3,911
	7,282	3,911
Other income		
Other miscellaneous income	132	15
Gift aid	854	791
	986	806
Charitable activities		
Bursaries granted	3,875	3,640
Fees paid to the cooks	10,046	7,151
Retreat expenses: food and supplies	6,218	5,316
Miscellaneous expenses	1,043	607
Rent paid for use of Shawbottom	29,185	20,592
Insurance	6,579	6,289
Computer software and maintenance costs	877	346
Stationery	1,282	54
Postage	1,465	2,061
Printing and digitisation	1,163	2,208
Trade subscriptions	402	407
Travel costs	871	1,123
Accountancy fees	2,088	2,130
Branch expenses	4,607	5,361
Legal and professional fees	150	235

Detailed Statement of Financial Activities for the Year Ended 31 December 2024 (continued)

	Total 2024 £	Total 2023 £
Bank charges	2,414	2,530
Depreciation of fixtures and fittings	1,147	1,147
	73,412	61,197

WESTERN CHAN FELLOWSHIP CIO

England & Wales - Charity number 1166162

Accounts

Charity registration number: 1166162

Western Chan Fellowship CIO

Annual Report and Financial Statements

for the Year Ended 31 December 2023



WESTCOTTS

CHARTERED ACCOUNTANTS
& BUSINESS ADVISERS

Western Chan Fellowship CIO

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Western Chan Fellowship CIO

Reference and Administrative Details

Chairman	Jeremy Woodward
Trustees	Catherine Burns Guy Roberts Sara Elloway Alysun Jones Jeremy Woodward Juliet Hackney Till Kroeber Simon Child Mary-Jane Upton Sian Thomas
Secretary	Mary-Jane Upton
Charity Registration Number	1166162
Principal Office	Office 7511 PO Box 6945 London W1A 6US
Independent Examiner	Matthew Keane ACCA Independent examiner Westcotts Plym House 3 Longbridge Road Plymouth PL6 8LT

Western Chan Fellowship CIO

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 December 2023.

Western Chan Fellowship CIO (WCF) is the successor charity to Western Chan Fellowship (Charity Commission no. 1068637) which was dissolved in March 2018 following the transfer of its assets on 30th June 2017. There was a seamless transfer of assets at that time so that there was no break experienced by its retreatants or members who were offered a free transfer of membership. 2023 was the sixth full year of trading for WCF.

Historically, WCF arose out of over 20 years of retreats run by John Crook at Maenllwyd, his farmhouse in Mid-Wales. It was formed, at his prompting, in 1997 and registered as a charity in 1998 with John Crook as its first formal Teacher. Thereafter WCF took over the running of such retreats and in its latter years also widened its remit by running them at other venues throughout the UK.

Simon Child was appointed as the Guiding Teacher of WCF in 2011 after the sudden death of John Crook. John Crook and Simon Child were both Dharma Heirs of Chan Master Sheng Yen. Simon trained for over 30 years with both John Crook and Master Sheng Yen, and was the Secretary of the WCF from its founding until 2011.

Objectives and activities

Objects and aims

Our purposes are set out in the objects within our Constitution, and are:

1. to advance the education of the public in general on the subject of the principles and practice of Buddhism; and
2. to advance the religion of Buddhism principally but not exclusively in the United Kingdom for the benefit of the public;

in each case by providing training in the Linji and Caodong traditions of Chan Buddhism, as transmitted through Master Sheng Yen, and distributing materials about Buddhism in written and other media to inform others about Buddhism, and, as a supplement to such advancement, to explore the relationship between Chan practice, Chan theory and other meditative practices and understanding.

In pursuit of these purposes, we aim to provide a year-round programme of residential meditation retreats of varying length led by our teachers who are all based firmly in the Chan Tradition. The meditation and instruction are drawn from the Chan Buddhist tradition. We are not sectarian, but primarily draw upon teachings that are compatible with the Chan tradition and its focus on meditation as a beneficial transformative process, with our retreats concentrating on silent meditation rather than a ritual-based or liturgical content. We aim to make retreats and off-site activities accessible to all and to provide financial assistance with the cost of retreats for people on low incomes.

Trustees' Report (continued)

Ensuring our work delivers its aims:

As a general principle, each year we review the successes and otherwise of the previous year's programme as we embark upon compiling next year's programme. After each retreat we ask retreatants to submit retreat reports, and we note comments on our administration, facilities, the quality of teaching, and the types of retreat on offer. Our retreat leaders are central to the success of our enterprise, so they have regular peer supervision sessions. The Practice Committee members provide advice and feedback on the quality of the programme and the quality of the environment offered by the centres we use. Trustees, teachers and staff work closely together to ensure that our activities are closely aligned with our objects and that we comply with the Charity Commission's guidance on public benefit.

In 2022, as soon as work at SBF was completed and it became available for use, the WCF drew up Covid risk management guidelines for the retreats which complied with government guidelines at the time. Uptake of places has been lower than expected on some retreats. Only one retreat was cancelled due to low uptake. It is not certain why interest in retreats has reduced, proposed explanations could include: ongoing concern relating to Covid and other infectious illnesses, transport disruption due to strikes, the cost of living crisis and lower awareness of WCF-CIO retreats due to the inability to offer retreats in-person between March 2020 and August 2022 (except for one in-person retreat in 2021).

WCF also continued to make activities available to the public in the following ways:

- We support new teachers by inviting them to work alongside experienced teachers on longer retreats. This ensures that there are sufficient teachers available to lead retreats and provide us with support in the longer term. Two retreats run in 2023 were attended by two new retreat leaders under the guidance of two of our established retreat leaders. The new leaders also offered a residential retreat, which unfortunately did not go ahead due to storm damage at the venue.
- We support 14 local groups throughout Great Britain each of which has a leader approved by the Trustees. These groups take Chan out into their local community. Many of these groups which went online during the pandemic have now resumed in-person meetings. Online meetings continue to be held on Monday to Thursday evenings, allowing those unable to join in-person meetings to continue to meet.
- We use a variety of media to communicate with those who visit us in order to ensure that their needs are met and that during their stay with us they have a sense of being well looked-after. Our website is regularly updated and contains clear information about our prices and the discounted rates that we offer in order to support those on lower incomes to attend our retreats. We use Facebook alongside our website to ensure that information about our activities is kept up to date during the year. We also publish at least two Newsletters a year – these continued during 2023. Normally, our Programme is published on our website in the autumn of the preceding year as well as being circulated as a paper or electronic leaflet to our mailing list to those who have opted into such mailings and, on request, to other meditation centres and meditation sitting groups in the UK. In 2023 newsletters went out in April and September.
- As is common in the Buddhist tradition our teachers offer their services free of charge. Retreatants are invited to make donations, known in the Buddhist tradition as 'dana', to help the teachers with their living costs and enable them to continue giving their time to teaching. This helps us keep our prices low whilst still being able to offer retreats led by experienced teachers.

Trustees' Report (continued)

Objectives, strategies and activities

Key facts:

The charity held eight residential group retreats of a length varying from 3 to 7 nights attended by 91 individuals (108 bookings) for 48 nights.

The charity's Support Fund has given help towards the cost of retreats of £3,640 to 15 retreatants.

The charity had 75 full members and 21 associate members on 31/12/23 (79 full members and 21 associate members on 31/12/22).

Fundraising activities

We continue to invite donations to the Support Fund (which provides financial help with retreat costs for people on low incomes) through the opportunity to pay a "supporting" fee for a place on a retreat.

Ad hoc donations can be made to any of our funds via our website, through CAFonline and Paypal. Donations can also be made by cash or by card at the end of retreats. Information is also available on our website about payroll giving and leaving a legacy.

Donors can download a Gift Aid declaration from our website, and the charity continues to claim Gift Aid annually.

Public benefit

During 2023 the Charity's activities focused on several main areas:

The SBF remains the current focus of activity for in-person retreats in 2023.

The charity ran two successful experimental online retreats towards the end of 2020 both structured to enable those taking part to continue to work on weekdays but partake in early morning and evening session together with full days of online meditation, talks and discussions either end of the working week. These online retreats continued the charity's offering of at least two personal interviews during the retreat which all participants find to be a supportive and unique part of our offerings.

There were no online retreats in 2023 but an online course of 4 weekly sessions introducing Buddhism and Chan to newcomers was developed and delivered with success. It is intended that this course will become a regular offering once or twice a year.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

WCF Groups

The charity supports 14 local groups throughout Great Britain. To ensure that the charity continues to abide by its objects and stay true to the Chan lineage, each is led by an approved leader. Each group Leader has a personal mentor drawn from our retreat leaders. To develop and support this aspect of the charity, a Leaders' Retreat is run annually which combines training with support and Sangha (community) development. In order to ensure future leaders both for groups and the charity, potential group leaders are also invited to such retreats to start the process of understanding the possibilities within the charity for both their personal development and the roles on offer for committed volunteers. A Leaders' Retreat was held in 2023.

In addition, some Groups organise Day Retreats for their members and the wider community. These are advertised in our Newsletters and on the charity's web site. In 2023, some were held online, with opportunities to meet in person being taken when possible.

Local Groups are an integral part of the charity's offering for the public benefit as a result of which their local assets are reflected in the charity's accounts.

Publications

The Charity publishes a regular journal, New Chan Forum, twice a year and has continued to do this in 2023. This is edited voluntarily by a member and is distributed without charge to members, our groups throughout the UK and various allied Buddhist organisations in the UK and elsewhere. It also available on subscription to non-members and is available for free download from the public pages of our website.

The charity also has published, and keeps in print, two introductory booklets on Buddhism for Westerners and Meditation written by its former and present Guiding Teachers respectively. These are distributed free of charge through its retreats and groups as a resource for them and the public.

Use of volunteers

The Charity has stayed close to its grassroots and is supported throughout the year by the dedicated work of a community of volunteers without whose help and dedication the charity would cease to function.

These include (in no particular order) retreat leaders, guest masters, editor of New Chan Forum, group leaders and organisers of weekend retreats throughout Great Britain, transcribers of retreat talks which are then published in New Chan Forum, cooks' coordinator so that there are trained cooks at each retreat wherever it is held, admin staff who run and maintain the website and booking system and the lifts coordinator on whom retreatants rely to enable them to access our retreats.

The trustees are very appreciative and grateful for all their unstinting contributions to the work of the charity.

General Data Protection Regulation (GDPR)
Because we have no physical centre or office, our web site is our primary interface with the public, both for information on our activities and for those wanting to attend our retreats. Behind this is a comprehensive database including all those who have been in contact with the charity, or its predecessor WCF, since 1998. While the charity has always been aware of Data Protection and complied with its requirements, GDPR put data protection on a new footing which placed much more onus on Data Controllers, which the charity is.

After successfully implementing GDPR procedures in 2017, these have continued to be adhered to in 2023.

Risk management
There are policies in place to guide leaders in the avoidance and management of risk so that retreatants and other users of the charity are protected.

Safeguarding
The charity, and its predecessor WCF, have always taken the safeguarding of retreatants and others who come into contact with the charity seriously and have had policies in this regard in place for many years.

However, the Charity Commission's recent emphasis on this concern has been noted. In 2018 the charity appointed, from amongst the trustees, a dedicated Safeguarding Officer. A suite of policies was put in place in 2019. Policies were in the process of being substantially updated in 2023 with the process being completed early in 2024.

Further it was decided in 2019 that all local Group Leaders should have a basic DBS certificate. The cost would be borne by the CIO. Through the efforts of the Safeguarding Officer, by the end of 2019 all Group Leaders had a current DBS certificate. This has now been extended to all cooks and all guestmasters who help run our retreats. DBS checks are updated as required.

Developing and updating our suite of policies
In addition to new GDPR-related and Safeguarding policies, all policies were updated and revised in 2019, when the trustees embarked on a full review. The most recent comprehensive review of all policies was started in late 2023 and is expected to be completed in 2024. Some of the policies are available on our website.

Trustees' Report (continued)

Financial review

The accounts are showing a surplus at the end of 2023. This represents the continued commitment from Western Chan Fellowship CIO to provide high quality retreats at a reasonable cost to our visitors. Efforts continue to be made to keep our cost base as low as possible whilst looking ahead to the development of the strategic direction of the charity.

The charity made a surplus of £9,259 compared with last year's deficit of £7,653.

In 2023 WCF published a full calendar of retreats, compared to 2022 where in-person retreats only started again in July. Both retreat income and expenses have increased, reflecting the full year of activity recorded for 2023. The higher booking levels also were a factor in the increase of donations to the Support Fund, where participants paid the higher Supporting Fee for their retreats. Additionally, 2023 income benefited from a generous donation in January; by funds being paid into the main account from one of the local groups which was ceasing activities; and by higher interest rates.

Administrative expenses have increased in line with a full year of activity.

Policy on reserves

The charity's unallocated reserve enables it to continue operating in the event of a major decline in income due to unforeseen circumstances or emergencies. The remaining unallocated balance is transferred to the Designated Equipment and Property Assets Reserve to facilitate the long-term plan of buying and equipping a retreat centre.

Bank accounts

The charity continues to operate an ethical banking policy, by banking with the Co-operative Bank, Charities Aid Foundation Bank, Triodos Bank and Charity Bank. Each account has a balance below the level set by the government guaranteed Financial Services Compensation Scheme. On 31st December 2023 the charity had £253,043 (£238,573 at 31/12/22) distributed between these independent banks.

Plans for future periods

Maintaining financial stability and resourcing our future plans

Our policy is to keep costs as low as possible. The pricing policy is to ensure our prices are competitive and provide lower-cost options to people whose finances are restricted. Our price structure is based on a standard price per night.

Discounts are offered on all retreats and target groups such as under-35s who may not be at a stage of their life to afford fully priced retreats. In 2018, the booking process was adjusted to facilitate this, and this continues with success. As part of its diversity policy the charity wishes to continue to make retreats appropriately priced to encourage access to the programme for all people. It was decided in 2023 that retreat prices would not be increased for 2024 to support retreatants during the cost-of-living crisis.

The charity continues to operate its Support Fund. The fund, supported by donations, provides financial help with retreat costs for people on low incomes.

Structure, governance and management

Nature of governing document

Western Chan Fellowship CIO is a Charitable Incorporated Organisation and was registered as such with the Charity Commission on 22nd March 2016. The CIO was established under a constitution based largely on the Standard Constitution for a "Charitable Incorporated Organisation with voting members other than its trustees" drafted by the Charity Commission which establishes the objects, powers and governance of the CIO. Some of the amendments and additions made relate to the Appointment, Removal and Responsibilities of a Guiding Teacher.

Recruitment and appointment of trustees

All trustees give their time as trustees voluntarily and, save as noted in the accounts, receive no benefits from the charity. Expenses are reclaimed by some, and this is also noted in the accounts.

Because it is important for trustees of WCF to have an understanding of and sympathy with the work of the charity, all trustees are required, by its constitution, to be members of WCF. This requires them to have attended at least three WCF retreats and, once a member, continue attending such retreats and practising Buddhism. Attendance on retreats over a number of years is an effective introduction to the work of the charity.

All new trustees are given access to previous Trustee Meeting minutes and encouraged to seek early clarification from existing trustees of any issues they are not sure about.

Organisational structure

Under its constitution the CIO can have up to ten trustees. At the start of the year there were eight trustees. Sian Thomas was appointed trustee by the Guiding Teacher in March 2023, and Jane Upton was coopted in July 2023. Three trustees retired in July 2023: Juliet Hackney, Guy Roberts and Sara Elloway. Also, at the AGM Alysun Jones was re-elected as trustee. The other trustees in post during 2023 were Alysun Jones (Safeguarding), Simon Child (Guiding Teacher), Jeremy Woodward (Chair), Till Kroeber and Catherine Burns (Treasurer) making seven trustees in total after the AGM. The trustees met six times in 2023 to manage the charity. All meetings occurred via Zoom. Microsoft Teams is used for committee communications. The AGM was hybrid and was held in June 2023.

In addition to the charity's Commercial Employers and Public Liability Insurance, there was, as in previous years, a qualifying Third-Party Indemnity Policy in place for the trustees throughout the year.

A Practice Committee, consisting of the retreat leaders who regularly lead retreats for the charity and have a particular experience in supporting the charity's objectives, are consulted on matters of practice, and organise and lead the retreat programme of the charity. These teachers are unpaid but may receive donations from people who attend the charity's retreats.

Day-to-day responsibility for operations is carried out by the officers who are elected from amongst the trustees or, in the case of the Guiding Teacher, serves as an ex-officio trustee. This work is also carried out voluntarily.

Relationships with related parties

Related parties
Any related party interests are declared by trustees. In 2023 a specific related interest continued from 2019. It was declared in 2019 and is ongoing.

In 2018 Simon Child, a CIO trustee and the charity's Guiding Teacher, and his wife bought entirely from their own resources Shawbottom Farm, Upper Hulme, Leek, Staffs ST13 8UQ ("SBF") with the intention of converting part of it into a retreat centre. He declared this related interest to his fellow trustees in early course. In July 2019 planning permission was obtained for such a change of use and the conversion works involved.

Since July 2019 the trustees have held meetings, without Simon Child being present, and agreed to enter into negotiations to hire SBF from him as the main retreat centre of the CIO. After costing the potential level of nightly charge, a range of potential charges was mooted. Then a professional valuation relating to those charges was obtained and a daily hire charge and other terms of hire, based on the Standard Terms of Hire which are intended to be used for the hire of SBF to other parties than WCF, has been agreed in principle.
Following Covid-related and other delays, the building works were completed in 2022. Initially a series of interim 6-month agreements were then entered into. In 2023, the long-term agreement was finalised.

Save for cooking for the charity and matters in relation to SBF set out above, none of our trustees receive remuneration or other benefits from their work with the charity other than the reimbursement of expenses. There was no connection between any trustee with any supplier of goods or services to the charity.

Work has continued in 2023 to ensure that all Trustees are aware of the Charity Commission guidance and definition of related party interests and the need to declare any interest either at the start of a meeting or when an item becomes relevant to make a declaration. Depending on the item appropriate action is then taken regarding that item and the trustee's involvement in connection therewith.

Wider network
The charity has links with a wide network of Buddhist and meditation organisations throughout the UK. Via its website, the charity also facilitates networking between its meditation groups throughout the UK.

It is a member of both the Network of Buddhist Organisations (NBO) and the European Buddhist Union (EBU). It takes an active part in both these organisations.

The charity operates within the wider Chan tradition and maintains links with other similar organisations in Europe, the USA and Taiwan.

Change of the CIO's primary retreat venue

As a result of the negotiations on SBF and the start of the conversion works, the trustees, again in the absence of Simon Child, made the decision not to renew the hire agreement for Maenllwyd which expired on 30th September 2020. The possessions of the CIO at Maenllwyd, details of which had been agreed with the Owners of Maenllwyd, were transferred from Maenllwyd to SBF on 19/20 September 2020. This change became final on 30th September 2020.

A training event for WCF leaders "Pointing Out the Great Way" was the first event at SBF held in October 2021, at which an opening ceremony took place.

Work was completed at SBF in Summer 2022 and it opened for retreats on 16th July 2022. Eight in-person retreats and one online course were held during 2023.

Trustees' Report (continued)

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity 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 judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The annual report was approved by the trustees of the charity on 5/6/2024 and signed on its behalf by:

J L Woodward

Jeremy Woodward
Chairman and trustee

Western Chan Fellowship CIO

Independent Examiner's Report to the trustees of Western Chan Fellowship CIO

I report to the trustees on my examination of the accounts of Western Chan Fellowship CIO for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity trustees of Western Chan Fellowship CIO 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 Western Chan Fellowship CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the 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 Western Chan Fellowship CIO 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 accounting 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.

MKeane

Matthew Keane ACCA
Independent examiner
Westcotts
Plym House
3 Longbridge Road
Plymouth
PL6 8LT

Date: 19/7/24

Western Chan Fellowship CIO

Statement of Financial Activities for the Year Ended 31 December 2023

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Income and Endowments from:					
Donations and legacies	2	4,624	-	4,624	3,853
Charitable activities	3	52,454	-	52,454	37,351
Other trading activities	4	8,663	-	8,663	7,477
Investment income	5	3,911	-	3,911	995
Other income	6	806	-	806	1,153
Total income		70,458	-	70,458	50,829
Expenditure on:					
Charitable activities	7	(61,197)	-	(61,197)	(58,483)
Total expenditure		(61,197)	-	(61,197)	(58,483)
Net income/(expenditure)		9,261	-	9,261	(7,654)
Net movement in funds		9,261	-	9,261	(7,654)
Reconciliation of funds					
Total funds brought forward		225,248	21,412	246,660	254,314
Total funds carried forward	17	234,509	21,412	255,921	246,660

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2022 is shown in note 17.

Western Chan Fellowship CIO

(Registration number: 1166162)
Balance Sheet as at 31 December 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	14	5,515	6,662
Current assets			
Debtors	15	8,916	8,016
Cash at bank and in hand		261,598	247,080
		270,514	255,096
Creditors: Amounts falling due within one year	16	(20,108)	(15,098)
Net current assets		250,406	239,998
Net assets		255,921	246,660
Funds of the charity:			
Restricted income funds			
Restricted funds		21,412	21,412
Unrestricted income funds			
Designated funds		149,509	140,248
General funds		85,000	85,000
Total unrestricted funds		234,509	225,248
Total funds	17	255,921	246,660

The financial statements on pages 13 to 28 were approved by the trustees, and authorised for issue on 9/4/2024 and signed on their behalf by:

J L Woodward

Jeremy Woodward
Chairman and trustee

Notes to the Financial Statements for the Year Ended 31 December 2023

1 Accounting policies

Statement of compliance
The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation
Western Chan Fellowship CIO meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Going concern
The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments
Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure
All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs
Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

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

Tangible fixed assets
Individual fixed assets costing £1,000.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation
Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Fixtures and fittings	10% straight line
Books	10% straight line

Cash and cash equivalents
Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure
Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.
Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Debt instruments

Debt instruments which meet the following conditions are subsequently measured at amortised cost using the effective interest method:

(a) The contractual return to the holder is (i) a fixed amount; (ii) a positive fixed rate or a positive variable rate; or (iii) a combination of a positive or a negative fixed rate and a positive variable rate.

(b) The contract may provide for repayments of the principal or the return to the holder (but not both) to be linked to a single relevant observable index of general price inflation of the currency in which the debt instrument is denominated, provided such links are not leveraged.

(c) The contract may provide for a determinable variation of the return to the holder during the life of the instrument, provided that (i) the new rate satisfies condition (a) and the variation is not contingent on future events other than (1) a change of a contractual variable rate; (2) to protect the holder against credit deterioration of the issuer; (3) changes in levies applied by a central bank or arising from changes in relevant taxation or law; or (ii) the new rate is a market rate of interest and satisfies condition (a).

(d) There is no contractual provision that could, by its terms, result in the holder losing the principal amount or any interest attributable to the current period or prior periods.

(e) Contractual provisions that permit the issuer to prepay a debt instrument or permit the holder to put it back to the issuer before maturity are not contingent on future events, other than to protect the holder against the credit deterioration of the issuer or a change in control of the issuer, or to protect the holder or issuer against changes in levies applied by a central bank or arising from changes in relevant taxation or law.

(f) Contractual provisions may permit the extension of the term of the debt instrument, provided that the return to the holder and any other contractual provisions applicable during the extended term satisfy the conditions of paragraphs (a) to (c).

Debt instruments that are classified as payable or receivable within one year on initial recognition and which meet the above conditions are measured at the undiscounted amount of the cash or other consideration expected to be paid or received, net of impairment.

With the exception of some hedging instruments, other debt instruments not meeting these conditions are measured at fair value through profit or loss.

Commitments to make and receive loans which meet the conditions mentioned above are measured at cost (which may be nil) less impairment.

Derivative financial instruments

The charity uses derivative financial instruments to reduce exposure to foreign exchange risk and interest rate movements. The charity does not hold or issue derivative financial instruments for speculative purposes.

Derivatives are initially recognised at fair value at the date a derivative contract is entered into and are subsequently remeasured to their fair value at each reporting date. The resulting gain or loss is recognised in statement of financial activities immediately unless the derivative is designated and effective as a hedging instrument, in which event the timing of the recognition in statement of financial activities depends on the nature of the hedge relationship.

Fair value measurement

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.

2 Income from donations and legacies

	Unrestricted funds		Total
	Designated	General	2023
	£	£	£
Donations and legacies;			
Donations - Fellowship	-	1,748	1,748
Donations - Support Fund	2,876	-	2,876
	2,876	1,748	4,624

	Unrestricted funds		Total
	Designated	General	2022
	£	£	£
Donations and legacies;			
Donations - Fellowship	-	636	636
Donations - Support Fund	1,717	-	1,717
Donations - POTGW	-	1,500	1,500
	1,717	2,136	3,853

3 Income from charitable activities

	Unrestricted funds General	Total 2023	Total 2022
	£	£	£
Income from retreat fees	48,510	48,510	34,814
Sales of books and CDs	304	304	2
Support places given	3,640	3,640	2,535
	52,454	52,454	37,351

4 Income from other trading activities

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Fellowship subscriptions	3,255	3,255	3,435
Branch income	5,408	5,408	4,042
	8,663	8,663	7,477

5 Investment income

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Interest receivable on bank deposits	3,911	3,911	995

6 Other income

	Unrestricted funds General £	Total 2023 £
Other miscellaneous income	15	15
Gift aid	791	791
	806	806

	Unrestricted funds General £	Total 2022 £
Other miscellaneous income	92	92
Gift aid	1,061	1,061
	1,153	1,153

7 Expenditure on charitable activities

	Unrestricted funds Designated £	Unrestricted funds General £	Total 2023 £	Total 2022 £
Retreat costs	3,640	33,059	36,699	36,663
Branch expenses	-	5,361	5,361	5,139
Allocated support costs	-	19,137	19,137	16,681
	3,640	57,557	61,197	58,483

8 Analysis of support costs

	Total 2023 £	Total 2022 £
Communications and IT	346	173
Finance costs	2,530	1,739
Insurance	6,289	5,728
Depreciation	1,147	1,147
Accountancy and Independent Examiners Fee	2,130	1,980
Advertising, postage and stationery	4,323	4,617
Legal and professional fees	235	115
Subscriptions	407	401
Charitable donations	-	119
Travel	1,123	662
Miscellaneous expenses	607	-
	19,137	16,681

9 Net incoming/outgoing resources

Net incoming/(outgoing) resources for the year include:

	2023 £	2022 £
Depreciation of tangible fixed assets	1,147	1,147

10 Trustees remuneration and expenses

Trustees can be remunerated for services provided and retreat expenses incurred, as permitted under the Constitution of the Western Chan Fellowship CIO (see clauses K1, K2, K2).

Out-of pocket expenses incurred by other trustees during the year 2022 with reference to postage, equipment, stationery and miscellaneous expenses were £48.90 (2022: £352.80). 1 trustee (2022: 3) claimed expenses in the year.

11 Staff costs

The charity does not employ any members of staff.

The average head count of employees during the year was Nil (2022: Nil).

No employee received emoluments of more than £60,000 during the year

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

12 Independent examiner's remuneration

	2023 £	2022 £
Other fees to examiners		
The examining of accounts of any associate of the charity	1,065	990
All other services	1,065	990
	2,130	1,980

13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

14 Tangible fixed assets

	Furniture and equipment £	Books £	Total £
Cost			
At 1 January 2023	6,803	11,470	18,273
At 31 December 2023	6,803	11,470	18,273
Depreciation			
At 1 January 2023	6,803	4,808	11,611
Charge for the year	-	1,147	1,147
At 31 December 2023	6,803	5,955	12,758
Net book value			
At 31 December 2023	-	5,515	5,515
At 31 December 2022	-	6,662	6,662

15 Debtors

	2023 £	2022 £
Prepayments	5,624	4,737
Other debtors	3,292	3,279
	8,916	8,016

16 Creditors: amounts falling due within one year

	2023 £	2022 £
Accruals	20,108	15,098

17 Funds

	Balance at 1 January 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2023 £
Unrestricted funds					
General					
General funds	85,000	67,582	(57,557)	(10,025)	85,000
Designated					
Support Fund	10,556	2,876	(3,640)	3,255	13,047
Training Fund	1,873	-	-	-	1,873
Publications Fund	11,019	-	-	-	11,019
Equipment and property assets	116,800	-	-	6,770	123,570
	140,248	2,876	(3,640)	10,025	149,509
Total unrestricted funds	225,248	70,458	(61,197)	-	234,509
Restricted funds					
Equipment and property fund	21,412	-	-	-	21,412
Total funds	246,660	70,458	(61,197)	-	255,921

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

	Balance at 1 January 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2022 £
Unrestricted funds					
General					
General funds	85,000	49,112	(55,948)	6,836	85,000
Designated					
Support Fund	9,302	1,717	(2,535)	2,072	10,556
Training Fund	1,445	-	-	428	1,873
Publications Fund	11,019	-	-	-	11,019
Equipment and property assets	126,136	-	-	(9,336)	116,800
	147,902	1,717	(2,535)	(6,836)	140,248
Total unrestricted funds	232,902	50,829	(58,483)	-	225,248
Restricted funds					
Equipment and property fund	21,412	-	-	-	21,412
Total funds	254,314	50,829	(58,483)	-	246,660

Support fund is a designated fund. The donations are given to help unemployed or low waged people attend retreats.

Training fund is a designated fund which is used to support the costs of training incurred by the charity.

Publications fund is a designated fund which is used for the costs of publications of the charity.

Equipment and property assets (EPA) fund is a designated fund, used for the funding of new assets purchased by the charity.

18 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 December 2023 £
Tangible fixed assets	5,515	-	5,515
Current assets	249,102	21,412	270,514
Current liabilities	(20,108)	-	(20,108)
Total net assets	234,509	21,412	255,921

	Unrestricted funds General £	Restricted funds £	Total funds at 31 December 2022 £
Tangible fixed assets	6,662	-	6,662
Current assets	233,684	21,412	255,096
Current liabilities	(15,098)	-	(15,098)
Total net assets	225,248	21,412	246,660

19 Related party transactions

In the year related party transactions were made to trustees relating to fees paid for hire of Shawbottom Farm. The total paid to trustees was £21,300 (2022: £15,040). One trustee was a recipient of the fees (2022: One). Two trustees were reimbursed for items bought for the Charity (2022: Nil).

20 Retreat Income and Expenses

	2023	2022
Number of retreats run during the year	8	7
Number of days of retreat provided	48	44
Number of people paying to attend the retreats	108	65
	£	£
Income from Retreat Fees paid	48,510	34,814
Support Places given	3,640	2,535
	52,150	37,349

	2023	2022
	£	£
Rent paid for use of Main Retreat Venue	20,592	15,040
Fees paid to cooks	7,151	5,897
Retreat expenses: food and supplies	5,316	5,100
Booking refunds	-	8,091
Support to retreatants	3,640	2,535
	-	-
	36,699	36,663
Total surplus/(deficit) on Retreat Programme	15,451	686
Allocated to:		
Funds transferred to the general reserves of the charity	15,451	686
Funds transferred to the Support fund	-	-
	15,451	686

21 Use of Donations

Support Fund - This is a designated fund. The donations are given to help unemployed or low waged people attend retreats. Donations have been used as follows;

	2023 £	2022 £
Balance brought forward	10,556	9,302
Donations to the Support Fund	2,876	1,717
Support places given	(3,640)	(2,535)
Transfer from General Reserves	3,255	2,072
	13,047	10,556

Publication Fund - This is a designated fund. Donations have been used as follows;

	2023 £	2022 £
Balance brought forward	11,019	11,019
Donations to the Publication Fund	-	-
Expenditure from the Publication Fund	-	-
Transfer from General Reserves	-	-
	11,019	11,019

Training Fund - This is a designated fund. Donations have been used as follows;

	2023 £	2022 £
Balance brought forward	1,873	1,445
Donations to the Training Fund	-	-
Expenditure from the Training Fund for rent	-	-
Transfer from General Reserves	-	428
	1,873	1,873

Equipment, Property and Asset (EPA) Fund - This is a designated fund. Donations have been used as follows;

	2023 £	2022 £
Balance brought forward	116,800	126,136
Donations to the EPA Fund	-	-
Expenditure from the EPA Fund	-	-
Transfer from Restricted Reserves	-	-
Transfer from General Reserves	6,770	(9,336)
	123,570	116,800

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

General reserves - This is an unrestricted fund. Donations have been used as follows;

	2023	2022
	£	£
Balance brought forward	85,000	85,000
Surplus for the year	10,025	(7,654)
Movement in the Support Fund	(3,255)	(1,254)
Movement in the Training Fund	-	(428)
Transfer to the EPA fund	(6,770)	9,336
Transfer to the Property fund	-	-
	85,000	85,000

Property Fund - This fund is restricted. Donations have been used as follows;

	2023	2022
	£	£
Balance brought forward	21,412	21,412
Donations to the Property Fund	-	-
Expenditure from the Property Fund	-	-
Transfer to the EPA fund	-	-
Transfer from General Reserves	-	-
	21,412	21,412

Western Chan Fellowship CIO

Detailed Statement of Financial Activities for the Year Ended 31 December 2023

	Total 2023 £	Total 2022 £
Income and Endowments from:		
Donations and legacies (analysed below)	4,624	3,853
Charitable activities (analysed below)	52,454	37,351
Other trading activities (analysed below)	8,663	7,477
Investment income (analysed below)	3,911	995
Other income (analysed below)	806	1,153
Total income	70,458	50,829
Expenditure on:		
Charitable activities (analysed below)	(61,197)	(58,483)
Total expenditure	(61,197)	(58,483)
Net income/(expenditure)	9,261	(7,654)
Net movement in funds	9,261	(7,654)
Reconciliation of funds		
Total funds brought forward	246,660	254,314
Total funds carried forward	255,921	246,660

Detailed Statement of Financial Activities for the Year Ended 31 December 2023 (continued)

	Total 2023 £	Total 2022 £
Donations and legacies		
Donations - Fellowship	1,748	636
Donations - Support Fund	2,876	1,717
Donations - POTGW	-	1,500
	4,624	3,853
Charitable activities		
Sales of purchased goods	304	2
Support places given	3,640	2,535
Income from retreat fees	48,510	34,814
	52,454	37,351
Other trading activities		
Fellowship subscriptions	3,255	3,435
Branch income	5,408	4,042
	8,663	7,477
Investment income		
Bank interest received	3,911	995
	3,911	995
Other income		
Other miscellaneous income	15	92
Gift aid	791	1,061
	806	1,153
Charitable activities		
Bursaries granted	3,640	2,535
Fees paid to the cooks	7,151	6,869
Retreat expenses: food and supplies	5,316	4,128
Miscellaneous expenses	607	-
Booking refunds	-	8,091
Rent paid for use of Shawbottom	20,592	15,040
Insurance	6,289	5,728
Computer software and maintenance costs	346	173
Stationery	54	663
Postage	2,061	1,692
Printing and digitisation	2,208	2,262
Trade subscriptions	407	401
Charitable donations	-	119
Travel costs	1,123	662

Detailed Statement of Financial Activities for the Year Ended 31 December 2023 (continued)

	Total 2023 £	Total 2022 £
Accountancy fees	2,130	990
Branch expenses	5,361	5,139
Independent examiner's fee	-	990
Legal and professional fees	235	115
Bank charges	2,530	1,739
Depreciation of fixtures and fittings	1,147	1,147
	61,197	58,483

WESTERN CHAN FELLOWSHIP CIO

England & Wales - Charity number 1166162

Accounts

CHARITY REGISTRATION NUMBER: 1166162

Western Chan Fellowship CIO

Unaudited Financial Statements

31 December 2022

Western Chan Fellowship CIO

Financial Statements

Year ended 31 December 2022

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Western Chan Fellowship CIO

Trustees' Annual Report

Year ended 31 December 2022

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 December 2022.

Reference and administrative details

Registered charity name	Western Chan Fellowship CIO
Charity registration number	1166162
Principal office	2 Richmond Terrace Brunswood Road Matlock Bath MATLOCK Derbyshire DE4 3PA

The trustees

Simon Child	
Alysun Jones	
Jeremy Woodward	Chair
Juliet Hackney	
Sara Elloway	
Guy Roberts	
Till Kroeber	
Catherine Burns	

Company secretary	Juliet Hackney
Independent examiner	Matt Keane ACCA Westcotts Plym House 3 Longbridge Road Marsh Mills Plymouth PL6 8LT

Western Chan Fellowship CIO

Report of the Trustees

Year ended 31 December 2022

The Trustees present their report with the financial statements of the charity for the year ended 31 December 2022. The Trustees have adopted the provisions of 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).

Introduction
Western Chan Fellowship CIO (WCF) is the successor charity to Western Chan Fellowship (Charity Commission no. 1068637) which was dissolved in March 2018 following the transfer of its assets on 30th June 2017. There was a seamless transfer of assets at that time so that there was no break experienced by its retreatants or members who were offered a free transfer of membership. 2022 was the fifth full year of trading for WCF.

Historically, WCF arose out of over 20 years of retreats run by John Crook at Maenllwyd, his farmhouse in Mid-Wales. It was formed, at his prompting, in 1997 and registered as a charity in 1998 with John Crook as its first formal Teacher. Thereafter WCF took over the running of such retreats and in its latter years also widened its remit by running them at other venues throughout the UK.

Simon Child was appointed as the Guiding Teacher of WCF in 2011 after the sudden death of John Crook. John Crook and Simon Child were both Dharma Heirs of Chan Master Sheng Yen. Simon trained for over 30 years with both John Crook and Master Sheng Yen, and was the Secretary of the WCF from its founding until 2011.

Governing document
Western Chan Fellowship CIO is a Charitable Incorporated Organisation and was registered as such with the Charity Commission on 22nd March 2016. The CIO was established under a constitution based largely on the Standard Constitution for a “Charitable Incorporated Organisation with voting members other than its trustees” drafted by the Charity Commission which establishes the objects, powers and governance of the CIO. Some of the amendments and additions made relate to the Appointment, Removal and Responsibilities of a Guiding Teacher.

Recruitment and appointment of new trustees
All trustees give their time as trustees voluntarily, and, save as noted in the accounts, receive no benefits from the charity. Expenses are reclaimed by some, and this is also noted in the accounts.

Because it is important for trustees of WCF to have an understanding of and sympathy with the work of the charity, all trustees are required, by its constitution, to be members of WCF. This requires them to have attended at least three WCF retreats and, once a member, continue attending such retreats and practising Buddhism. Attendance on retreats over a number of years is an effective introduction to the work of the charity.

All new trustees are given access to previous Trustee Meeting minutes and encouraged to seek early clarification from existing trustees of any issues they are not sure about.

Organisational structure and decision making
Under its constitution the CIO can have up to 10 trustees. There have been 8 trustees during 2022. This number remained stable with the retirement of Clare Dobie and the election of Till Kroeber at the AGM in June. Also at the AGM Catherine Burns (Treasurer) was elected, having been coopted during 2021, Jeremy Woodward stood down and was re-elected, Sara Elloway retired but was coopted for a further year to allow transition of the Treasurer role to Catherine Burns. The other trustees in post during 2022 were Juliet Hackney (Secretary), Alysun Jones (Safeguarding), Simon Child (Guiding Teacher), and Guy Roberts. The trustees met five times in 2022 to manage the charity. Two meetings occurred in-person, others occurred online via Zoom. Microsoft Teams is used for committee communications.

In addition to the charity's Commercial Employers and Public Liability Insurance, there was, as in previous years, a qualifying Third-Party Indemnity Policy in place for the trustees throughout the year.
A Practice Committee, consisting of the retreat leaders who regularly lead retreats for the charity and have a particular experience in supporting the charity's objectives, are consulted on matters of practice, and organise and lead the retreat programme of the charity. These teachers are unpaid but may receive donations from people who attend the charity's retreats.

Day to day responsibility for operations is carried out by the officers who are elected from amongst the trustees or, in the case of the Guiding Teacher, serves as an ex-officio trustee. This work is also carried out voluntarily.

Wider network
The charity has links with a wide network of Buddhist and meditation organisations throughout the UK. Via its website, the charity also facilitates networking between its meditation groups throughout the UK.

It is a member of both the Network of Buddhist Organisations (NBO) and the European Buddhist Union (EBU). It takes an active part on both these organisations.

The charity operates within the wider Chan tradition and maintains links with other similar organisations in Europe, the USA and Taiwan.

Related parties
Any related party interests are declared by trustees. In 2022 a specific related interest continued from 2019. It was declared in 2019 and is ongoing.

In 2018 Simon Child, a CIO trustee and the charity's Guiding Teacher, and his wife bought entirely from their own resources Shawbottom Farm, Upper Hulme, Leek, Staffs ST13 8UQ ("SBF") with the intention of converting part of it into a retreat centre. He declared this related interest to his fellow trustees in early course. In July 2019 planning permission was obtained for such a change of use and the conversion works involved.

Since July 2019 the trustees have held meetings, without Simon Child being present, and agreed to enter into negotiations to hire SBF from him as the main retreat centre of the CIO. After costing the potential level of nightly charge, a range of potential charges was mooted. Then a professional valuation relating to those charges was obtained and a daily hire charge and other terms of hire, based on the Standard Terms of Hire which are intended to be used for the hire of SBF to other parties than WCF, has been agreed in principle.

A form of draft agreement has also been agreed. Following Covid-related and other delays the building works are now complete and the agreement will be finalised soon.

Save for cooking for the charity and matters in relation to SBF set out above, none of our trustees receive remuneration or other benefits from their work with the charity other than the reimbursement of expenses. There was no connection between any trustee with any supplier of goods or services to the charity.

Work has continued in 2022 to ensure that all Trustees are aware of the Charity Commission guidance and definition of related party interests and the need to declare any interest either at the start of a meeting or when an item becomes relevant to make a declaration. Depending on the item appropriate action is then taken regarding that item and the trustee's involvement in connection therewith.

Change of the CIO's primary retreat venue
As a result of the negotiations on SBF and the start of the conversion works, the trustees, again in the absence of Simon Child, made the decision not to renew the hire agreement for Maenllwyd which expired on 30th September 2020. The possessions of the CIO at Maenllwyd, details of which had been agreed with the Owners of Maenllwyd, were transferred from Maenllwyd to SBF on 19/20 September 2020. This change became final on 30th September 2020.

A training event for WCF leaders "Pointing Out The Great Way" was the first event at SBF held in October 2021, at which an opening ceremony took place.

Work was completed at SBF in Summer 2022 and it opened for retreats on 16th July 2022. Seven in-person retreats (six meditation retreats and one work retreat) were held during the second half of 2022.

Objectives and aims
Our purposes are set out in the objects within our Constitution, and are:

1. to advance the education of the public in general on the subject of the principles and practice of Buddhism; and
2. to advance the religion of Buddhism principally but not exclusively in the United Kingdom for the benefit of the public;

in each case by providing training in the Linji and Caodong traditions of Chan Buddhism, as transmitted through Master Sheng Yen, and distributing materials about Buddhism in written and other media to inform others about Buddhism, and, as a supplement to such advancement, to explore the relationship between Chan practice, Chan theory and other meditative practices and understanding.

In pursuit of these purposes, we aim to provide a year-round programme of residential meditation retreats of varying length led by our teachers who are all based firmly in the Chan Tradition. The meditation and instruction are drawn from the Chan Buddhist tradition. We are not sectarian, but primarily draw upon teachings that are compatible with the Chan tradition and its focus on meditation as a beneficial transformative process, with our retreats concentrating on silent meditation rather than a ritual-based or liturgical content. We aim to make retreats and off-site activities accessible to all and to provide financial assistance with the cost of retreats for people on low incomes.

Ensuring our work delivers its aims

As a general principle, each year we review the successes and otherwise of the previous year's programme as we embark upon compiling the next year's programme. After each retreat we ask retreatants to submit retreat reports, and we note comments on our administration, facilities, the quality of teaching, and the types of retreat on offer. Our retreat leaders are central to the success of our enterprise, so they have regular peer supervision sessions. The Practice Committee members provide advice and feedback on the quality of the programme and the quality of the environment offered by the centres we use. Trustees, teachers and staff work closely together to ensure that our activities are closely aligned with our objects and that we comply with the Charity Commission's guidance on public benefit.

In the second half of 2022, as soon as work at SBF was completed and it became available for use, WCF offered 7 in-person retreats. WCF drew up Covid risk management guidelines for the retreats which complied with government guidelines at the time. In addition, an online retreat was offered. Uptake of places has been lower than expected on some retreats. Only one retreat was cancelled due to low uptake, which was the online retreat. It is not certain why interest in retreats has reduced, proposed explanations could include: ongoing concern relating to Covid and other infectious illnesses, transport disruption due to strikes, the cost of living crisis and lower awareness of WCF-CIO retreats due to the inability to offer retreats in-person between March 2020 and August 2022 (except for one in-person retreat in 2021).

WCF also continued to make activities available to the public in the following ways:

- We support new teachers by inviting them to work alongside experienced teachers on longer retreats. This ensures that there are sufficient teachers available to lead retreats and provide us with support in the longer term. Two retreats run in 2022 were attended by two new retreat leaders under the guidance of two of our established retreat leaders. The new leaders also offered an online retreat, which unfortunately did not go ahead due to lack of bookings.

- We support 14 local groups throughout Great Britain each of which has a leader approved by the Trustees. These groups take Chan out into their local community. Many of these groups which went online during the pandemic have now resumed in-person meetings. Online meetings continue to be held on Monday to Thursday evenings, allowing those unable to join in-person meetings to continue to meet.

- We use a variety of media to communicate with those who visit us in order to ensure that their needs are met and that during their stay with us they have a sense of being well looked-after. Our website is regularly updated and contains clear information about our prices and the discounted rates that we offer in order to support those on lower incomes to attend our retreats. We use Facebook alongside our website to ensure that information about our activities is kept up to date during the year. We also publish at least two Newsletters a year – these continued during 2022. Normally, our Programme is published on our website in the autumn of the preceding year as well as being circulated as a paper or electronic leaflet to our mailing list to those who have opted into such mailings and, on request, to other meditation centres and meditation sitting groups in the UK. In 2022 newsletters went out in July, October and December.

- As is common in the Buddhist tradition our teachers offer their services free of charge. Retreatants are invited to make donations, known in the Buddhist tradition as 'dana', to help the teachers with their living costs and enable them to continue giving their time to teaching. This helps us keep our prices low whilst still being able to offer retreats led by experienced teachers.

Objectives and Activities
During 2022 the Charity's activities focused on several main areas:

The opening of SBF for in-person retreats in 2022 has allowed these to resume and they are currently the main focus of activity.

The charity ran two successful experimental online retreats towards the end of 2020 both structured to enable those taking part to continue to work on weekdays but partake in early morning and evening session together with full days of online meditation, talks and discussions either end of the working week. These online retreats continued the charity's offering of at least two personal interviews during the retreat which all participants find to be a supportive and unique part of our offerings.

Online retreats continued to be offered in 2021 and 2022 with a total of 4 retreats occurring. The retreats continued with the structure developed in 2020 and feedback indicated they were highly appreciated. One of the online retreats had the theme of the environment, which was a new innovation. This has continued with WCF contributing to an Ecodharma action group in EBU and NBO.

WCF Groups
The charity supports 14 local groups throughout Great Britain. To ensure that the charity continues to abide by its objects and stay true to the Chan lineage, each is led by an approved leader. Each group Leader has a personal mentor drawn from our retreat leaders. To develop and support this aspect of the charity, a Leaders' Retreat is run annually which combines training with support and Sangha (community) development. In order to ensure future leaders both for groups and the charity, potential group leaders are also invited to such retreats to start the process of understanding the possibilities within the charity for both their personal development and the roles on offer for committed volunteers. This was last run online via Zoom in May 2021. A Leaders' Retreat was not held in 2022. It will resume in 2023.

In addition, some Groups organise Day Retreats for their members and the wider community. These are advertised in our Newsletters and on the charity's web site. In 2022, some were held online, with opportunities to meet in person being taken when possible.

The Pointing Out the Great Way residential training programme continued in 2022 for a second set of Group Leaders and potential group leaders. This was modelled on the very successful first running of this course in 2015-2016. Local Groups are an integral part of the charity's offering for the public benefit as a result of which their local assets are reflected in the charity's accounts.

Publications
The Charity publishes a regular journal, New Chan Forum, twice a year and has continued to do this in 2022. This is edited voluntarily by a member and is distributed without charge to members, our groups throughout the UK and various allied Buddhist organisations in the UK and elsewhere. It also available on subscription to non-members and is available for free download from the public pages of our website.

The charity also has published, and keeps in print, two introductory booklets on Buddhism for Westerners and Meditation written by its former and present Guiding Teachers respectively. These are distributed free of charge through its retreats and groups as a resource for them and the public. Encouragingly, both were reprinted in 2019 with a print run of 1,000 each.

Volunteers
The Charity has stayed close to its grassroots and is supported throughout the year by the dedicated work of a community of volunteers without whose help and dedication the charity would cease to function.

These include (in no particular order) retreat leaders, guest masters, editor of New Chan Forum, group leaders and organisers of weekend retreats throughout Great Britain, transcribers of retreat talks which are then published in New Chan Forum, cooks' co-ordinator so that there are trained cooks at each retreat wherever it is held, admin staff who run and maintain the website and booking system and the lifts co-ordinator on whom retreatants rely to enable them to access our retreats.

The trustees are very appreciative and grateful for all their unstinting contributions to the work of the charity.

General Data Protection Regulation (GDPR)
Because we have no physical centre or office, our web site is our primary interface with the public, both for information on our activities and for those wanting to attend our retreats. Behind this is a comprehensive database including all those who have been in contact with the charity, or its predecessor WCF, since 1998. While the charity has always been aware of Data Protection and complied with its requirements, GDPR put data protection on a new footing which placed much more onus on Data Controllers, which the charity is.

After successfully implementing GDPR procedures in 2017, these have continued to be adhered to in 2022.

Risk management
There are policies in place to guide leaders in the avoidance and management of risk so that retreatants and other users of the charity are protected.

Safeguarding

The charity, and its predecessor WCF, have always taken the safeguarding of retreatants and others who come into contact with the charity seriously and have had policies in this regard in place for many years.

However, the recent emphasis by the Charity Commission on this area of concern has been noted. In 2018 the charity appointed, from amongst the trustees, a dedicated Safeguarding Officer. This has resulted in new policies being either adopted or drafted for adoption in relation to both Vulnerable Adults and Children. This suite of policies was put in place in 2019. The policies are currently under review and will soon be updated.

Further it was decided in 2019 that all local Group Leaders should have a basic DBS certificate. The cost would be borne by the CIO. Through the efforts of the Safeguarding Officer, by the end of 2019 all Group Leaders had a current DBS certificate. DBS checks are updated annually.

Developing and updating our suite of policies
In addition to new GDPR-related and Safeguarding policies, the trustees embarked on a complete review of all policies. These have been updated and revised where necessary. They were all agreed in 2019 and are now being reviewed. Some are available on our website.

Maintaining financial stability and resourcing our future plans.
Our policy is to keep costs as low as possible. The pricing policy is to ensure that our prices are competitive and also provide lower-cost options to people whose finances are restricted. Our price structure is based on a standard price per night.

Discounts are offered on all retreats and also target particular groups such as under-35s who may not be at a stage of life to afford fully priced retreats. In 2018, the booking process was adjusted to facilitate this and this continues with success. As part of its diversity policy the charity wishes to continue to make retreats appropriately priced to encourage access to the programme for all people.

The charity continues to operate its Support Fund. The fund, supported by donations, provides financial help with retreat costs for people on low incomes.

STRATEGIC REPORT
ACHIEVEMENT AND PERFORMANCE Charitable activities
Key facts:

The charity held seven residential group retreats of a length varying from 4 to 7 nights which were attended by 58 individuals (65 bookings) for a total of 44 nights.

The charity's Support Fund has given help towards the cost of retreats of £2,535 to 11 retreatants.

The charity had 79 full members and 21 associate members at 31/12/22 (77 full members and 23 associate members at 31/12/21).

Fundraising activities
We continue to invite donations to the Support Fund (which provides financial help with retreat costs for people on low incomes) through the opportunity to pay a “supporting” fee for a place on a retreat.

Ad hoc donations can be made to any of our funds via our website, through CAFonline and Paypal and also at the end of retreats. Information is also available on our website about payroll giving and leaving a legacy.

Donors are able to download a Gift Aid declaration from our website and the charity continues to claim Gift Aid annually.

FINANCIAL REVIEW

Reserves policy
The charity's unallocated reserve enables the charity to continue to operate in the event of a major decline in income as a result of unforeseen circumstances or emergencies. The remaining unallocated balance is transferred to the Designated Equipment and Property Assets Reserve to facilitate the long-term plan of buying and equipping a retreat centre.

Financial Position
The accounts show a deficit at the end of 2022 as the first half of the year was still feeling the effect of the Covid-19 pandemic on the retreat programme, as well as increased insurance and accountancy expenses. The charity has more than sufficient funds to continue operating whilst looking ahead to the development of the strategic direction of the charity.

The charity made a deficit of £7,652 in 2022 compared with a deficit in 2021 of £1,128.
The overall deficit results from the following reasons:

The higher costs incurred by running in-person retreats compared to online retreats: In 2021 all but one of the retreats were held online. In July 2022 the charity restarted in-person retreats, with numbers limited for social distancing.

Accountancy costs: because of the higher turnover of 2022, the charity is above the threshold for an independent examiner's report. In 2021 a low turnover figure meant we saved on this cost and made further savings by producing and filing our own accounts. This has not been possible in 2022.

Other factors were an increase in insurance costs; an increase in travel costs; and a decrease in donations.

Bank accounts
The charity continues to operate an ethical banking policy, by banking with the Co-operative Bank, Charities Aid Foundation Bank, Triodos Bank and Charity Bank. Each account has a balance below the level set by the government guaranteed Financial Services Compensation Scheme. At 31st December 2022 the charity had £238,573 (£231,190 at 31/12/21) distributed between these independent banks.

The trustees' annual report was approved on ..... and signed on behalf of the board of trustees by:

Jeremy Woodward
Chair

Western Chan Fellowship CIO

Independent Examiner's Report to the Trustees of Western Chan Fellowship CIO

Year ended 31 December 2022

I report to the trustees on my examination of the financial statements of Western Chan Fellowship CIO ('the charity') for the year ended 31 December 2022.

Responsibilities and basis of report

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the 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 charity as required by section 130 of the Act; or

2. the financial statements do not accord with those records; or

3. the financial statements 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.

Matt Keane ACCA
Westcotts
Independent Examiner

Plym House
3 Longbridge Road
Marsh Mills
Plymouth
PL6 8LT

Western Chan Fellowship CIO

Statement of Financial Activities

Year ended 31 December 2022

	Note	2022 Unrestricted funds £	2022 Restricted funds £	2022 **Total funds £**	2021 Total funds £
Income and endowments					
Donations and legacies	**4**	3,853	–	3,853	3,695
Charitable activities	**5**	37,351	–	37,351	8,575
Other trading activities	**6**	7,477	–	7,477	4,312
Investment income	**7**	995	–	995	234
Other income	**8**	1,153	–	1,153	1,105
Total income		50,829	–	50,829	17,921
Expenditure					
Expenditure on charitable activities	**9**	58,483	–	58,483	19,049
Total expenditure		58,483	–	58,483	19,049
Net expenditure and net movement in funds		(7,654)	–	(7,654)	(1,128)
Reconciliation of funds					
Total funds brought forward		232,902	21,412	254,314	255,442
Total funds carried forward		225,248	21,412	246,660	254,314

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 12 to 20 form part of these financial statements.

Western Chan Fellowship CIO

Statement of Financial Position

31 December 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible fixed assets	**15**	6,662	7,809
Current assets			
Debtors	**16**	8,016	6,940
Cash at bank and in hand		247,080	240,795
		255,096	247,735
Creditors: amounts falling due within one year	**17**	15,098	1,230
Net current assets		239,998	246,505
Total assets less current liabilities		246,660	254,314
Net assets		246,660	254,314
Funds of the charity			
Restricted funds		21,412	21,412
Unrestricted funds		225,248	232,902
Total charity funds	**18**	246,660	254,314

These financial statements were approved by the board of trustees and authorised for issue on ....., and are signed on behalf of the board by:

Jeremy Woodward
Chair

The notes on pages 12 to 20 form part of these financial statements.

1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is 2 Richmond Terrace, Brunswood Road, Matlock Bath, Matlock, Derbyshire, DE4 3PA.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies and that have the most significant effect on the amounts recognised in the financial statements are as follows: Tangible fixed assets are depreciated over their useful lives taking into account residual values, where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending on a number of factors, such as their product life cycles and maintenance programmes. Residual value assessments consider issues such as future market conditions, the remaining life of the asset and projected disposal values.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

3. Accounting policies *(continued)*

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings	-	10% straight line
Books	-	10% straight line

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2022 £**
Donations			
Donations - Fellowship	636	–	636
Donations - Support Fund	1,717	–	1,717
Donations - Property Fund	–	–	–
Donations - POTGW	1,500	–	1,500
	3,853	–	3,853

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Donations			
Donations - Fellowship	1,070	–	1,070
Donations - Support Fund	975	–	975
Donations - Property Fund	–	1,000	1,000
Donations - POTGW	650	–	650
	2,695	1,000	3,695

5. Charitable activities

	Unrestricted Funds £	**Total Funds 2022 £**	Unrestricted Funds £	Total Funds 2021 £
Sales of Books and CDs	2	2	–	–
Income from Retreat Fees	34,814	34,814	7,920	7,920
Support Places Given	2,535	2,535	655	655
	37,351	37,351	8,575	8,575

6. Other trading activities

	Unrestricted Funds £	**Total Funds 2022 £**	Unrestricted Funds £	Total Funds 2021 £
Fellowship Subscriptions	3,435	3,435	3,353	3,353
Branch Income	4,042	4,042	959	959
	7,477	7,477	4,312	4,312

7. Investment income

	Unrestricted Funds £	**Total Funds 2022 £**	Unrestricted Funds £	Total Funds 2021 £
Bank Interest Received	995	995	234	234

8. Other income

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2022 £**
Gift Aid	1,061	–	1,061
Other Miscellaneous Income	92	–	92
	1,153	–	1,153

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Gift Aid	749	250	999
Other Miscellaneous Income	106	–	106
	855	250	1,105

9. Expenditure on charitable activities by fund type

	Unrestricted Funds £	**Total Funds 2022 £**	Unrestricted Funds £	Total Funds 2021 £
Retreat costs	36,663	36,663	7,704	7,704
Branch expenses	5,139	5,139	1,758	1,758
Support costs	16,681	16,681	9,587	9,587
	58,483	58,483	19,049	19,049

10. Analysis of support costs

	Analysis of support costs £	**Total 2022 £**	Total 2021 £
Communications and IT	173	173	173
Finance costs	1,739	1,739	340
Insurance	5,728	5,728	3,884
Depreciation	1,147	1,147	1,147
Accountancy and Independent Examiners Fee	1,980	1,980	–
Advertising, postage and stationery	4,617	4,617	3,487
Legal and professional fees	115	115	–
Subscriptions	401	401	403
Charitable donations	119	119	–
Travel	662	662	–
Meetings	–	–	153
	16,681	16,681	9,587

11. Net expenditure

Net expenditure is stated after charging/(crediting):

	2022 £	2021 £
Depreciation of tangible fixed assets	1,147	1,147

12. Independent examination fees

	2022 £	2021 £
Fees payable to the independent examiner for:		
Independent examination of the financial statements	990	–
Other financial services	990	–
	1,980	–

13. Staff costs

The charity does not employ any members of staff.

The average head count of employees during the year was Nil (2021: Nil).

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

14. Trustee remuneration and expenses

Trustees can be remunerated for services provided and retreat expenses incurred, as permitted under the Constitution of the Western Chan Fellowship CIO (see Clauses K1, K2, K3).

Out-of pocket expenses incurred by other trustees during the year 2022 with reference to postage, equipment, stationery, and miscellaneous expenses were £352.80 (2021 £36.50). 3 trustees (2021: 1) claimed expenses in the year.

15. Tangible fixed assets

	Fixtures and fittings £	Books £	**Total £**
Cost			
At 1 January 2022 and 31 December 2022	6,803	11,470	18,273
Depreciation			
At 1 January 2022	6,803	3,661	10,464
Charge for the year	–	1,147	1,147
At 31 December 2022	6,803	4,808	11,611
Carrying amount			
At 31 December 2022	–	6,662	6,662
At 31 December 2021	–	7,809	7,809

Assets are measured at cost less accumulated depreciation. Items over £1,000 are capitalised.

16. Debtors

	2022 £	2021 £
Prepayments and accrued income	4,737	4,287
Other debtors	3,279	2,653
	8,016	6,940

17. Creditors: amounts falling due within one year

	2022 £	2021 £
Accruals and deferred income	15,098	1,230

18. Analysis of charitable funds

Unrestricted funds

	At 1 January 2022 £	Income £	Expenditure £	Transfers £	**At 31 December 2022 £**
Support fund	9,302	1,717	(2,535)	2,072	10,556
Training fund	1,445	–	–	428	1,873
Publications fund	11,019	–	–	–	11,019
Equipment and property assets	126,136	–	–	(9,336)	116,800
General funds	85,000	49,112	(55,948)	6,836	85,000
	232,902	50,829	(58,483)	–	225,248

	At 1 January 2021 £	Income £	Expenditure £	Transfers £	At 31 December 2021 £
Support fund	8,982	975	(655)	–	9,302
Training fund	2,504	650	(1,709)	–	1,445
Publications fund	11,019	–	–	–	11,019
Equipment and property assets	131,937	–	–	(5,801)	126,136
General funds	85,000	15,046	(16,685)	1,639	85,000
General funds	239,442	16,671	(19,049)	(4,162)	232,902

Restricted funds

	At 1 January 2022 £	Income £	Expenditure £	Transfers £	**At 31 December 2022 £**
Equipment and property fund	21,412	–	–	–	21,412

	At 1 January 2021 £	Income £	Expenditure £	Transfers £	At 31 December 2021 £
Equipment and property fund	16,000	1,250	–	4,162	21,412

Support fund is a designated fund. The donations are given to help unemployed or low waged people attend retreats.

Training fund is a designated fund which is used to support the costs of training incurred by the charity.

Publications fund is a designated fund which is used for the costs of publications of the charity.

Equipment and property assets (EPA) fund is a designated fund, used for the funding of new assets purchased by the charity.

19. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2022 £**
Tangible fixed assets	6,662	–	6,662
Current assets	233,684	21,412	255,096
Creditors less than 1 year	(15,098)	–	(15,098)
Net assets	225,248	21,412	246,660

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	7,809	–	7,809
Current assets	226,323	21,412	247,735
Creditors less than 1 year	(1,230)	–	(1,230)
Net assets	232,902	21,412	254,314

20. Related parties

In the year related party transactions were made to trustees relating to fees paid for hire of Shawbottom Farm. The total paid to trustees was £15,040 (2021: Nil), one trustee was a recipient of the fees (2021: Nil).

21. Retreat Income and Expenses

	2022	2021
Number of retreats run during the year	7	5
Number of days of retreat provided	44	33
Number of people paying to attend the retreats	65	58
	£	£
Income from Retreat Fees paid	34,814	7,920
Support Places given	2,535	655
	37,349	8,575
Rent paid for use of Main Retreat Venue	15,040	1,540
Hire fees paid to centres in England	–	200
Fees paid to cooks	5,897	1,386
Retreat expenses: food and supplies	5,100	2,103
Booking refunds	8,091	1,820
Support to retreatants	2,535	655
	36,663	7,704
Total surplus/(deficit) on Retreat Programme	686	871
Allocated to:		
Funds transferred to the general reserves of the charity	686	871
Funds transferred to the Support Fund	–	–
	686	871

22. Use of Donations

Support Fund – This is a designated fund. The donations are given to help unemployed or low waged people attend retreats. Donations have been used as follows;

	2022	2021
Balance brought forward	9,302	8,982
Donations to the Support Fund	1,717	975
Support places given	(2,535)	(655)
Transfer from General Reserves	2,072	–
	10,556	9,302

Publication Fund – This is a designated fund. Donations have been used as follows;

	2022	2021
Balance brought forward	11,019	11,019
Donations to the Publication Fund	–	–
Expenditure from the Publication Fund	–	–
Transfer from General Reserves	–	–
	11,019	11,019

23. Use of Donations *(continued)*

Training Fund – This is a designated fund. Donations have been used as follows;

	2022	2021
Balance brought forward	1,445	2,504
Donations to the Training Fund	–	650
Expenditure from the Training Fund for rent	–	(1,709)
Transfer from General Reserves	428	–
	1,873	1,445

Equipment, Property and Asset (EPA) Fund – This is a designated fund. Donations have been used as follows;

	2022	2021
Balance brought forward	126,136	131,937
Donations to the EPA Fund	–	–
Expenditure from the EPA Fund	–	–
Transfer from Restricted Funds	–	(4,162)
Transfer from General Reserves	(9,336)	(1,639)
	116,800	126,136

General reserves – This is an unrestricted fund. Donations have been used as follows;

	2022	2021
Balance brought forward	85,000	85,000
Surplus for the year	(7,654)	(2,378)
Movement in the Support Fund	(1,254)	(320)
Movement in the Training Fund	(428)	1,059
Transfer to the EPA Fund	9,336	1,639
Transfer to the Property Fund	–	–
	85,000	85,000

Property Fund – This fund is restricted. Donations have been used as follows;

	2022	2021
Balance brought forward	21,412	16,000
Donations to the Property Fund	–	1,250
Gain on disposal of the hut	–	–
Expenditure from the Property Fund	–	–
Transfer to the EPA Fund	–	4,162
Transfer from General Reserves	–	–
	21,412	21,412

WESTERN CHAN FELLOWSHIP CIO

England & Wales - Charity number 1166162

Accounts

Report of the Trustees of Western Chan Fellowship CIO for the Year Ended 31 December 2021

The Trustees present their report with the financial statements of the charity for the year ended 31 December 2021. The Trustees have adopted the provisions of 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).

INTRODUCTION

Western Chan Fellowship CIO ("the CIO") is the successor charity to Western Chan Fellowship (WCF – no. 1068637) which was dissolved in March 2018 following the transfer of its assets to the CIO on 30th June 2017.

WCF arose out of over 20 years of retreats run by John Crook at Maenllwyd, his farmhouse in Mid-Wales. It was formed, at his prompting, in 1997 and registered as a charity in 1998 with John Crook as its first formal Teacher. Thereafter WCF took over the running of such retreats and in its latter years also widened its remit by running them at other venues throughout the UK.

Just before his sudden death in 2011, John Crook handed over control of Maenllwyd to his children who at the same time entered into a formal agreement with WCF to regulate the shared use of Maenllwyd by both the Crook family and WCF.

At that time WCF had started an updating of its constitution. It became clear that part of this process could usefully include incorporation of WCF using the relatively new vehicle of a Charitable Incorporated Organisation with voting members other than its trustees.

After much preparation and hard work, the CIO was formed and registered with the Charity Commission (no. 1166162) in 2016 and, after due preparation and process, took over the running of the WCF's business on 30th June 2017. There was a seamless transfer of assets at that time so that there was no break experienced by its retreatants or members who, in late 2017, were offered, and almost all accepted, a free transfer of membership from WCF to the CIO. 2021 is the fourth full year of trading for the CIO.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Western Chan Fellowship CIO is a Charitable Incorporated Organisation and was registered as such with the Charity Commission on 22nd March 2016. The CIO was established under a constitution based largely on the Standard Constitution for a "Charitable Incorporated Organisation with voting members other than its trustees" drafted by the Charity Commission which establishes the objects, powers and governance of the CIO. Some of the amendments and additions made relate to the Appointment, Removal and Responsibilities of a Guiding Teacher.

Recruitment and appointment of new trustees

All trustees give their time as trustees voluntarily, and, save as noted in the accounts, receive no benefits from the charity. Expenses are reclaimed by some, and this is also noted in the accounts.

Because it is important for trustees of the CIO to have an understanding of and sympathy with the work of the charity, all trustees are required, by its constitution, to be members of the CIO. Potential trustees therefore also have to be members of the CIO which in turn requires them to have attended at least three retreats run by the CIO and, once a member, continue attending such retreats and practising Buddhism. Often trustees will, before taking on the role,

have attended many more than three retreats with the CIO and its predecessor charity, WCF. Attendance on retreats over a number of years is an effective introduction to the work of the charity.

All new trustees are given previous Trustee Meeting minutes and encouraged to seek early clarification from existing trustees of any issues they are not sure about. As the trustees run a consensus approach to decision making, new trustees can be gradually introduced to the matters addressed and dealt with by the trustees.

Organisational structure and decision making

Under its constitution the CIO can have up to 10 trustees. At the beginning of 2021 there were 8 trustees which number was increased to 9 when Catherine Burns was co-opted as a trustee on 5th June 2021. During the year one trustee resigned, leaving a total of 8 at the end of 2021. The trustees met six times in 2021 to manage the charity. Due to the ongoing restrictions imposed by the COVID-19 pandemic these meetings all occurred remotely using Microsoft Teams, which is also used for committee communications.

In addition to the charity's Commercial Employers and Public Liability Insurance, there was, as in previous years, a qualifying Third-Party Indemnity Policy in place for the trustees throughout the year.

A Practice Committee, consisting of the retreat leaders who regularly lead retreats for the charity and have a particular experience in supporting the charity's objectives, are consulted on matters of practice, and organise and lead the retreat programme of the charity. These teachers are unpaid but may receive donations from people who attend the charity's retreats.

Day to day responsibility for operations is carried out by the officers who are elected from amongst the trustees or, in the case of the Guiding Teacher, serves as an ex-officio trustee. This work is also carried out voluntarily.

Wider network

The charity has links with a wide network of Buddhist and meditation organisations throughout the UK. Via its website, the charity also facilitates networking between its meditation groups throughout the UK.

It is a member of both the Network of Buddhist Organisations (NBO) and the European Buddhist Union. It takes an active part on both these organisations.

The charity operates within the wider Chan tradition and maintains links with other similar organisations in Europe, the USA and Taiwan.

Related parties

Any related party interests are declared by trustees. In 2021 a specific related interest continued from 2019. It was declared in 2019 and is ongoing.

In 2018 Simon Child, a CIO trustee and the charity's Guiding Teacher, and his wife bought entirely from their own resources Shawbottom Farm, Upper Hulme, Leek, Staffs ST13 8UQ ("SBF") with the intention of converting part of it into a retreat centre. He declared this related interest to his fellow trustees in early course.

In July 2019 planning permission was obtained for such a change of use and the conversion works involved.

Since July 2019 the trustees have held meetings, without Simon Child being present, and agreed to enter into negotiations to hire SBF from him as the main retreat centre of the CIO. After costing the potential level of nightly charge, a range of potential charges was mooted. Then a professional valuation relating to those charges has been obtained and a provisional daily hire charge and other terms of hire, based on the Standard Terms of Hire which are intended to be used for the hire of SBF to other parties than the CIO, been agreed in principle.

A form of draft agreement has also been agreed. Following Covid-related and other delays the building works are now almost complete and the agreement will be finalised soon.

Save for cooking for the charity and matters in relation to SBF set out above, none of our trustees receive remuneration or other benefits from their work with the charity other than the reimbursement of expenses. There was no connection between any trustee with any supplier of goods or services to the charity.

Work has continued in 2021 to ensure that all Trustees are aware of the Charity Commission guidance and definition of related party interests and the need to declare any interest either at the start of a meeting or when an item becomes relevant to make a declaration. Depending on the item appropriate action is then taken regarding that item and the trustee's involvement in connection therewith.

Change of the CIO's primary retreat venue

As a result of the negotiations on SBF and the start of the conversion works, the trustees, again in the absence of Simon Child, also made the decision not to renew the hire agreement for Maenllwyd which expired on 30th September 2020. The possessions of the CIO at Maenllwyd, details of which had been agreed with the Owners of Maenllwyd, were transferred from Maenllwyd to SBF on 19/20 September 2020. This change became final on 30th September 2020.

Due to delays caused by COVID-19 and the lockdowns arising from it, together with difficulties arising from the builders contracted to undertake the work at SBF, the opening of SBF for retreats has not yet taken place.

A training event for WCF leaders "Pointing Out The Great Way" was the first event at SBF held in October 2021, at which an opening ceremony took place.

Risk management

There are policies in place to guide leaders in the avoidance and management of risk so that retreatants and other users of the charity are protected.

When the charity starts running events at SBF, a new set of appropriate guidelines will be drawn up.

Objectives and aims

Our purposes are set out in the objects within our Constitution, and are:

1. to advance the education of the public in general on the subject of the principles and practice of Buddhism; and

2. to advance the religion of Buddhism principally but not exclusively in the United Kingdom for the benefit of the public;

in each case by providing training in the Linji and Caodong traditions of Chan Buddhism, as transmitted through Master Sheng Yen, and distributing materials about Buddhism in written and other media to inform others about Buddhism, and, as a supplement to such advancement, to explore the relationship between Chan practice, Chan theory and other meditative practices and understanding.

In pursuit of these purposes, we aim to provide a year-round programme of residential meditation retreats of varying length led by our teachers who are all based firmly in the Chan Tradition. The meditation and instruction are drawn from the Chan Buddhist tradition. We are not sectarian, but primarily draw upon teachings that are compatible with the Chan tradition and its focus on meditation as a beneficial transformative process, with our retreats concentrating on silent meditation rather than a ritual-based or liturgical content.

To maintain an inspiring and reflective environment for our retreats, we also aim to support the guestmasters who care for those who attend our retreats and support retreatants' day-to-day needs during retreats; wherever a retreat is held, we aim to maintain silence within the

retreat centre environs. We aim to make retreats and off-site activities accessible to all and to provide financial assistance with the cost of retreats for people on low incomes.

Ensuring our work delivers its aims

As a general principle, each year we review the successes and otherwise of the previous year's programme as we embark upon compiling the next year's programme. After each retreat we ask retreatants to submit retreat reports, and we note comments on our administration, facilities, the quality of teaching, and the types of retreat on offer. Our retreat leaders are central to the success of our enterprise, so they have regular peer supervision sessions. The Practice Committee members provide advice and feedback on the quality of the programme and the quality of the environment offered by the centres we use. Trustees, teachers and staff work closely together to ensure that our activities are closely aligned with our objects and that we comply with the Charity Commission's guidance on public benefit.

In 2021 we were only able to run one in person retreat, which took place at Maenllwyd, using the updated risk management guidelines provided by the owners. WCF drew up Covid risk management guidelines for the retreat which complied with government guidelines at the time.

4 online retreats were held, which adhered to the general principles of asking for feedback which was generously and appreciatingly given.

The focus of our work

During 2021 our work has been severely curtailed by the radical effect of COVID-19 and consequent Government guidelines and regulations affecting both residential events and religious gatherings.

Four online and one in-person retreats were held during 2021. This was a dramatic reduction to the usual retreat programme which is offered. WCF continued to make activities available to the public, despite the restrictions imposed by COVID-19, in the following ways:

- We support new teachers by inviting them to work alongside experienced teachers on longer retreats. This ensures that there are sufficient teachers available to lead retreats and provide us with support in the longer term. Two of our online retreats run in 2021 were led jointly by two new retreat leaders under the guidance of two of our established retreat leaders.
- We support 17 local groups throughout Great Britain each of which has a leader approved by the Trustees. These groups take Chan out into their local community. Many of these groups seamlessly went online when lockdown started. Others either stopped temporarily or joined together with those continuing online.
- We use a variety of media to communicate with those who visit us in order to ensure that their needs are met and that during their stay with us they have a sense of being well looked-after. Our website is regularly updated and contains clear information about our prices and the discounted rates that we offer in order to support those on lower incomes to attend our retreats. We use Facebook and Twitter alongside our website to ensure that information about our activities is kept up to date during the year. We also publish at least two Newsletters a year – these continued during 2021. Normally, our Programme is published on our website in the autumn of the preceding year as well as being circulated as a paper or electronic leaflet to our mailing list to those who have opted into such mailings and, on request, to other meditation centres and meditation sitting groups in the UK. At the end of 2021, due to COVID-19 this practice had to be left in abeyance
- As is common in the Buddhist tradition our teachers offer their services free of charge. Retreatants are invited to make donations, known in the Buddhist tradition as 'dana', to help the teachers with their living costs and enable them to continue giving their time to teaching. This helps us keep our prices low whilst still being able to offer retreats led by experienced teachers.

OBJECTIVES AND ACTIVITIES

Significant activities

During 2021 the Charity's activities focused on several main areas:

- **Innovations within and outside our retreat programme**

Over the last few years, we have reached out to the public with innovative retreats firmly based in the Chan tradition but linked to an activity. This is with the intent to broaden our practice to embrace everyday life. In 2017 we put on three new styles of retreats. Two were co-run by one of our retreat leaders together with a member, one a professional stone carver (held in Dorset) and one a keen triathlete (held in North Yorkshire). The other was a short 4 night Taste of Chan away from Maenllwyd in the Peak District, run over Spring half-term; this was set up to enable newcomers to Chan to sample each of our three main types of retreat in one retreat. All three were well supported in 2017 and offered again in 2018 and two (4 night Taste of Chan and the Stone-Carving) also were offered in 2019.

Building on this in 2018 we also offered a calligraphy retreat (held in West Cornwall), again co-run by one of our retreat leaders together with a member who teaches calligraphy. This was also fully subscribed and was repeated with success in 2019.The feedback from these retreats is that the combination of mindful activity, led with sensitivity, and meditation practice can produce a powerful experience and practice for the participants.

None of these retreats have been able to continue in 2021 because of COVID-19, which led to the development of online retreats and events.

The charity ran two successful experimental online retreats towards the end of 2020 both structured to enable those taking part to continue to work on weekdays but partake in early morning and evening session together with full days of online meditation, talks and discussions either end of the working week. These online retreats continued the charity’s offering of at least two personal interviews during the retreat which all participants find to be a supportive and unique part of our offerings.

Online retreats continued to be offered in 2021 with a total of 4 retreats occurring. The retreats continued with the structure developed in 2020 and feedback indicated they were highly appreciated. One of the online retreats had the theme of the environment, which was a new innovation.

One in-person retreat was able to be held in the autumn of 2021. This conformed to the traditional format of Silent Illumination retreats and was held at the old retreat centre of Maenllwyd. Covid regulations complying with government guidance to limit likelihood of virus transmission were followed and no problems occurred.

During the 2021 the WCF ran 2 listening circles on racism for leaders of the WCF. This initiative occurred in response to the death of George Floyd, together with the Black Lives Matter movement, which highlights racial inequalities in many areas of society.

The aim of the Listening Circle was to increase awareness and self-knowledge, within a safe, comfortable, non-judgemental and welcoming environment; so that Leaders learn more and become increasingly skilful at creating environments that are accessible to people from different races and cultures. It was an opportunity to draw on their individual experience of race/racism and to explore new perspectives that will strengthen bonds with others. It is hoped this area will be explored again in person at future events.

The charity has decided, consistent with core Buddhist principles and its duties to act responsibly, to address the environmental impact of its activities by purchasing Gold Standard carbon offsets to reflect the carbon impact of its retreats and other activities. As a start, in 2020 the sum of £100 was paid in respect of the charity’s 2019 retreats. It is intended to develop this in future years. Consultation with the Head of Faith Charities Engagement at the Charity Commission confirmed that this is regarded as an appropriate application of

charitable funds.

- **General Data Protection Regulation (GDPR)**

Because we have no physical centre or office, our web site is our primary interface with the public, both for information on our activities and for those wanting to attend our retreats. Behind this is a comprehensive database including all those who have been in contact with the charity, or its predecessor WCF, since 1998. While the charity has always been aware of Data Protection and complied with its requirements, GDPR put data protection on a new footing which placed much more onus on Data Controllers, which the charity is.

After successfully implementing GDPR procedures in 2017, these have continued to be adhered to in 2021.

- **Safeguarding**

The charity, and its predecessor WCF, have always taken the safeguarding of retreatants and others who come into contact with the charity seriously and have had policies in this regard in place for many years.

However, the recent emphasis by the Charity Commission on this area of concern has been noted. In 2018 the charity appointed, from amongst the trustees, a dedicated Safeguarding Officer. This has resulted in new policies being either adopted or drafted for adoption in relation to both Vulnerable Adults and Children. This suite of policies was put in place in 2019.

Further it was decided in 2019 that all local Group Leaders should have a basic DBS certificate. The cost would be borne by the CIO. Through the efforts of the Safeguarding Officer, by the end of 2019 all Group Leaders had a current DBS certificate. This is reviewed annually.

- **Developing and updating our suite of policies**

In addition to new GDPR-related and Safeguarding policies, the trustees embarked on a complete review of all policies. These have been updated and revised where necessary. They were all agreed in 2019 and are now being reviewed. Many are available on our website.

- **Maintaining financial stability and resourcing our future plans.**

Our policy is to keep costs as low as possible. The pricing policy is to ensure that our prices are competitive and also provide lower-cost options to people whose finances are restricted. Our price structure is based on a standard price per night.

Discounts are offered on all retreats and also target particular groups such as under-35s who may not be at a stage of life to afford fully priced retreats. In 2018, the booking process was adjusted to facilitate this and this continues with success. As part of its diversity policy the charity wishes to continue to make retreats appropriately priced to encourage access to the programme for all people.

The charity continues to operate its Support Fund. The fund, supported by donations, provides financial help with retreat costs for people on low incomes.

Publications

The Charity publishes a regular journal, New Chan Forum, twice a year and has continued to do this in 2021. This is edited voluntarily by a member and is distributed without charge to members, our groups throughout the UK and various allied Buddhist organisations in the UK and elsewhere. It also available on subscription to non-members and is available for free download from the public pages of our website.

The charity also has published, and keeps in print, two introductory booklets on Buddhism for Westerners and Meditation written by its former and present Guiding Teachers respectively.

These are distributed free of charge through its retreats and groups as a resource for them and the public. Encouragingly, both were reprinted in 2019 with a print run of 1,000 each.

WCF CIO Groups

The charity supports 17 local groups throughout Great Britain. To ensure that the charity continues to abide by its objects and stay true to the Chan lineage, each is led by an approved leader.

When COVID-19 and its restrictions on religious meeting (which our group meetings clearly were) struck, many of our groups, after consulting their local members, went online via Zoom or Google Meet and continue to do so while the restrictions last. Others, after such consultation, decided to suspend meetings until in person meeting is again allowed.

One unsought result of the COVID-19 lockdown is the ability of members to join local groups remotely that are away for their area. For some this has been a considerable benefit of lockdown and the charity will be investigating how to accommodate this development in future.

Each group Leader has a personal mentor drawn from our retreat leaders. To develop and support this aspect of the charity, a Leaders' Retreat is run annually which combines training with support and Sangha (community) development. In order to ensure future leaders both for groups and the charity, potential group leaders are also invited to such retreats to start the process of understanding the possibilities within the charity for both their personal development and the roles on offer for committed volunteers. This was last run online via Zoom in 2020 and did not occur in 2021.

In addition, some Groups organise Day Retreats for their members and the wider community. These are advertised in our Newsletters and on the charity's web site. In 2021, some were held online, with opportunities to meet in person being taken when possible.

In addition, the Pointing Out the Great Way residential training programme continued in 2021 for a second set of Group Leaders and potential group leaders. This was modelled on the very successful first running of this course in 2015-2016.

Local Groups are an integral part of the charity's offering for the public benefit as a result of which their local assets are reflected in the charity's accounts.

How our activities deliver public benefit

The main activities in support of our charitable objectives are described in earlier sections of this report.

Information about the number of people who have attended our programme and the financial support with costs that they have received is detailed in the section on "Achievement and Performance" below.

Volunteers

The Charity has stayed close to its grassroots and is supported throughout the year by the dedicated work of a community of volunteers without whose help and dedication the charity would cease to function.

These include (in no particular order) retreat leaders, guest masters, editor of New Chan Forum, group leaders and organisers of weekend retreats throughout Great Britain, transcribers of retreat talks which are then published in New Chan Forum, cooks' co-ordinator so that there are trained cooks at each retreat wherever it is held, admin staff who run and maintain the website and booking system and the lifts co-ordinator on whom retreatants rely to enable them to access our retreats.

The trustees are very appreciative and grateful for all their unstinting contributions to the work of the charity.

STRATEGIC REPORT

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Key facts:

The charity held one residential group retreat of a length of 7 nights and four online retreats which ran over 6 to 9 days.

The charity's Support Fund has given help towards the cost retreats of £655 to 9 retreatants.

The charity had 78 full members and 23 associate members at 31/12/21 (77 full members and 23 associate members at 31/12/20).

Fundraising activities

We continue to invite donations to the Support Fund (which provides financial help with retreat costs for people on low incomes) through the opportunity to pay a "supporting" fee for a place on a retreat.

Ad hoc donations can be made to any of our funds via our website, through CAFonline and Paypal and also at the end of retreats. Information is also available on our website about payroll giving and leaving a legacy.

Donors are able to download a Gift Aid declaration from our website and the charity continues to claim Gift Aid annually.

FINANCIAL REVIEW

Reserves policy

The charity's unallocated reserve enables the charity to continue to operate in the event of a major decline in income as a result of unforeseen circumstances or emergencies. The remaining unallocated balance is transferred to the Designated Equipment and Property Assets Reserve to facilitate the long-term plan of buying and equipping a retreat centre.

Financial Position

The accounts show a deficit at the end of 2021 as a result of the COVID-19 pandemic and its effect on the retreat programme, as well as increased insurance expenses. The charity has more than sufficient funds to continue operating whilst looking ahead to the development of the strategic direction of the charity.

The charity made a deficit of £1,128 in 2021 compared with a surplus for 2020 of £7,032.

The accounts show a -£1,128 deficit for 2021, but £1,250 of donations and associated Gift Aid was directed to the Restricted Property Fund leaving a total deficit of -£2,378 on unrestricted funds.

The overall deficit results from the continuation of the COVID-19 pandemic and the effect on our retreat programme, an increase in our insurance costs, and a decrease in fortuitous donations and the lack of a sale of a Charity asset compared to 2020.

We continue our efforts to keep our cost base as a low as possible and because of our very low income in 2021 we are able to take advantage of the Charity Commission rules that state that an independent examination is not required for Charitable Incorporated Organisations if income is less than £25,000 in a year. Further costs have been saved as we are producing and filing our own accounts for 2021.

Bank accounts

The charity continues to operate an ethical banking policy, by banking with the Co-operative Bank, Charities Aid Foundation Bank, Triodos Bank and Charity Bank. Each account has a

balance below the level set by the government guaranteed Financial Services Compensation Scheme. At 31st December 2021 the charity had £231,190 (£231,932 at 31/12/20) distributed between these independent banks.

WESTERN CHAN FELLOWSHIP CIO

Statement of Financial Position

31 December 2021

	Note	2021 Unrestricted Funds £	2021 Restricted Funds £	2021 Total Funds £	*2020 Total Funds £*
Income and endowments					
Donations and legacies	**4**	2,695	1,000	3,695	*9,446*
Charitable activities	**5**	12,887	0	12,887	*52,750*
Investment income	**6**	234	0	234	*545*
Other income	**7**	855	250	1,105	*2,298*
Total income		16,671	1,250	17,921	*65,039*
Expenditure					
Expenditure on charitable activities	**8**	19,049	0	19,049	*63,208*
Other expenditure	**10**	0	0	0	*-5,200*
Total expenditure		19,049	0	19,049	*58,008*
Transfers between funds		-4,162	4,162	0	*0*
Net income and net movement in funds		-6,540	5,412	**-1,128**	*7,031*
Reconciliation of funds					
Total funds brought forward		239,442	16,000	255,442	*248,411*
Total funds carried forward		232,902	21,412	**254,314**	*255,442*

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 3 to 12 form part of these financial statements.

WESTERN CHAN FELLOWSHIP CIO

Statement of Financial Position

31 December 2021

	Note	2021 £	*2020 £*
Fixed assets			
Tangible fixed assets	**15**	7,809	*8,956*
Current assets			
Debtors	**16**	6,940	*6,849*
Cash at bank and in hand		240,795	*242,335*
		247.735	*249,184*
Creditors: amounts falling due within one year	**17**	1,230	*2.698*
Net Current Assets		246,505	*246.486*
Total assets less current liabilities		**254,314**	*255,442*
Funds of the Charity	**18**		
Restricted Funds		21,412	*16,000*
Unrestricted Funds		232,902	*239,442*
Total funds carried forward		**254,314**	*255,442*

These financial statements were approved by the board of trustees and authorised for issue on 25th June 2022, and are signed on behalf of the board by:

Clark Dohie

Trustee 25/6/2022

The notes on pages 3 to 12 form part of these financial statements.

1. **General Information**

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is 2 Richmond Terrace, Brunswood Road Matlock Bath, Matlock, Derbyshire DE4 3PA.

2. **Statement of Compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011. The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

3. **Accounting policies**

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities measured at fair value through income or expenditure.

Going Concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies and that have the most significant effect on the amounts recognised in the financial statements are as follows: Tangible fixed assets are depreciated over their useful lives taking into account residual values, where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending on a number of factors, such as their product life cycles and maintenance programmes. Residual value assessments consider issues such as future market conditions, the remaining life of the asset and projected disposal values.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes. Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment. Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.
- legacy income is recognised when receipt is probable and entitlement is established
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible Assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.
An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings Books	- 10% straight line
Books	- 10% straight line

Financial Instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

4. Donations and legacies

Donations	**Unrestricted Funds**	**Restricted Funds**	**Total Funds 2021**
	£	£	£
Donations - Fellowship	1,070	0	1,070
Donations – Support Fund	975	0	975
Donations – Property Fund	0	1,000	1,000
Donations - POTGW	650	0	650
	2,695	1,000	**3,695**

Donations	*Unrestricted Funds*	*Restricted Funds*	*Total Funds 2020*
	£	*£*	*£*
Donations - Fellowship	*459*	*0*	*459*
Donations – Support Fund	*1,882*	*0*	*1,882*
Donations – Property Fund	*0*	*5,000*	*5,000*
Donations - POTGW	*2,105*	*0*	*2,105*
	4,446	*5,000*	*9,446*

5. Charitable Activities

	Unrestricted Funds	**Total Funds 2021**	*Unrestricted Funds*	*Total Funds 2020*
	£	£	*£*	*£*
Sale of Books & CDs	0	0	*41*	*41*
Income from Retreat Fees	7,920	7,920	*43,737*	*43,737*
Supported Places given	655	655	*900*	*900*
Fellowship Subscriptions	3,353	3,353	*3,243*	*3,243*
Branch Income	959	959	*4,829*	*4,829*
	12,887	**12,887**	*52,750*	*52,750*

6. Investment income

	Unrestricted Funds	**Total Funds 2021**	*Unrestricted Funds*	*Total Funds 2020*
	£	£	*£*	*£*
Bank Interest Received	234	**234**	*545*	*545*

7. Other income

	Unrestricted Funds	**Restricted Funds**	**Total Funds 2021**	*Total Funds 2020*
	£	£	£	*£*
Gift Aid	749	250	999	*2,168*
Other Misc Income	106	0	106	*130*
	855	250	**1,105**	*2,298*

8. Expenditure on Charitable activities by fund type

	Unrestricted Funds	**Total Funds 2021**	*Unrestricted Funds*	*Total Funds 2020*
	£	£	£	£
Retreat costs	7,704	7,704	*45,063*	*45,063*
Branch expenses	1,758	1,758	*6,104*	*6,104*
Support costs	9,587	9,587	*12,041*	*12,041*
	19,049	**19,049**	*63,208*	*63,208*

9. Analysis of Support Costs

	Analysis of support costs	**Total 2021**	*Total 2020*
	£	£	£
Communications and IT	173	173	*195*
Finance Costs	340	340	*627*
Insurance	3,884	3,884	*3,521*
Depreciation	1,147	1,147	*1,147*
Accountancy & Independent Examiners Fee	0	0	*2,340*
Advertising, postage and stationery	3,487	3,487	*3,338*
Legal and professional fees	0	0	*60*
Subscriptions	403	403	*416*
Travel	0	0	*305*
Meetings	153	153	*92*
	9,587	**9,587**	*12,041*

10. Other expenditure

	Unrestricted Funds	**Restricted Funds**	**Total Funds 2021**
Gain (-)/loss on disposal of tangible fixed assets held for charity's own use	0	0	**0**

	Unrestricted Funds	*Restricted Funds*	*Total Funds 2020*
Gain (-)/loss on disposal of tangible fixed assets held for charity's own use	*-£200*	*-£5,000*	*-£5,200*

11. Net Income

Net Income is stated after charging/ (-) crediting	**2021**	*2020*
	£	£
Depreciation of tangible fixed assets	**1,147**	*1,147*
(-)Gain/loss on disposal of tangible fixed assets	0	*-5,200*

12. Independent examination fees

	2021	*2020*
Fees payable to the independent examiner for:	£	*£*
Independent examination of the financial statements	0	*990*
Other financial services	0	*990*
	0	*1,980*

The charity's income in 2021 was below the threshold requiring independent examination.

13. Staff costs

The charity does not employ any members of staff.

14. Trustee remuneration and expenses

Trustees can be remunerated for services provided and retreat expenses incurred, as permitted under the Constitution of the Western Chan Fellowship CIO (see Clauses K1, K2, K3).

Out-of pocket expenses incurred by other trustees during the year 2021 with reference to postage, equipment; stationery, and miscellaneous expenses were £36.50 (2020 Nil). 1 trustee (2020:0) claimed expenses in the year

15. Tangible fixed assets

	Fixtures and fittings	Books	Total
Cost	£	£	£
At 1 January 2021 and 31 December 2021	6,803	11,470	18,273
Depreciation			
At 1 January 2021	6,803	2,514	9,317
Charge for the year	0	1,147	1,147
At 31 December 2021	6,803	3,661	10,464
Carrying amount			
At 31 December 2021	**0**	**7,809**	**7,809**
At 31 December 2020	0	*8,956*	*8,956*

Assets are measured at cost less accumulated depreciation. Items over £1,000 are capitalised.

16. Debtors

	2021	*2020*
	£	*£*
Prepayments and accrued income	4,287	*2,559*
Other debtors	2,653	*4,290*
	6,940	*6,849*

17. Creditors: amounts falling due within one year

	2021	*2020*
	£	*£*
Accruals and deferred income	1,230	*2,698*
Other creditors	0	*0*
	1,230	*2,698*

18. Analysis of charitable funds

Unrestricted Funds

	2020	Income	Expenditure	Transfers	2021
	£	£	£	£	£
Support Fund	8,982	975	-655	0	9,302
Training Fund	2,504	650	-1,709	0	1,445
Publications Fund	11,019	0	0	0	11,019
Equipment and Property Assets	131,937	0	0	-5,801	126,136
General Funds	85,000	15,046	-16,685	1,639	85,000
	239,442	16,671	-19,049	-4,162	**232,902**

	2019	*Income*	*Expenditure*	*Transfers*	*2020*
	£	*£*	*£*	*£*	*£*
Support Fund	*8,000*	*1,882*	*-900*	*0*	*8,982*
Training Fund	*3,479*	*0*	*-975*	*0*	*2,504*
Publications Fund	*11,019*	*0*	*0*	*0*	*11,019*
Equipment and Property Assets	*6,234*	*0*	*0*	*125,703*	*131,937*
General Funds	*160,008*	*58,157*	*-61,133*	*-72,032*	*85,000*
	188,740	*60,039*	*-63,208*	*53,671*	*239,442*

Restricted Funds

	2020	Income	Expenditure	Transfers	2021
	£	£	£	£	£
Equipment & Property Fund	16,000	1,250	0	4,162	**21,412**

	2019	*Income*	*Expenditure*	*Transfers*	*2020*
	£	*£*	*£*	*£*	*£*
Equipment & Property Fund	*59,671*	*10,000*	-	*-53,671*	*16,000*

Funds have been transferred from the Designated Equipment, Property and Assets Fund to the Restricted in the year. On review of the funds, the trustees recognised that Gift aid and donations previously accounted for in the Designated fund should have been restricted.

19. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
Tangible fixed assets	7,809	0	7,809
Current Assets	226,323	21,412	247,735
Creditors less than 1 year	-1,230	0	-1,230
Net assets	232,902	21,412	**254,314**

	Unrestricted Funds	*Restricted Funds*	*Total Funds 2020*
	£	*£*	*£*
Tangible fixed assets	*8,956*	*-*	*8,956*
Current Assets	*233,184*	*16,000*	*249,184*
Creditors less than 1 year	*-2,698*	*-*	*-2,698*
Net assets	*239,442*	*16,000*	*255,442*

20. Post balance sheet events

At the end of the financial year, the country was possibly the final stages of the response to the COVID-19 global pandemic. There still remains uncertainty around the impact of this, and further restrictions on activity may still be required.

Whilst previous events and the lockdowns which have not subsequently triggered any adjustments to the financial statements either based upon the position at the year-end or due to events that have transpired since, it is not possible to exclude significant impacts on the international and UK economy, which could impact the future performance of the charity.

Western Chan Fellowship CIO have and will continue to evaluate the management actions to mitigate the impact on the charity. The charity has adopted initiatives to safeguard the health of its people and actions aimed at maintaining the charity's activities.

21. Related parties

There were no related party transactions made to trustees in the year nor in the previous year.

22. Retreat income and expenses

	2021	*2020*
Number of retreats run during the year	5	*4*
Number of days retreat provided	33	*26*
Number of people paying to attend the retreats	58	*50*
	£	*£*
Income from Retreat Fees paid	7,920	*43,737*
Support Places given	655	*900*
	8,575	*44,637*
Rent paid for use of Maenllwyd	1,540	*4,187*
Hire fees paid to centres in England	200	*3,080*
Fees paid to cooks	1,386	*1,622*
Retreat expenses: food and supplies	2,103	*1,972*
Booking refunds	1,820	*33,302*
Support to retreatants	655	*900*
	7,704	*45,063*
Total surplus/(-) deficit on retreat programme	871	*-426*
Allocated to:		
Funds transferred to the General Reserves	871	*0*
Funds transferred to the Support Fund	0	*-426*
	871	*-426*

23. Use of Donations

Support Fund —This is a designated fund. The donations are given to help unemployed or low waged people attend retreats. Donations have been used as follows;

	2021	*2020*
	£	*£*
Balance brought forward	8,982	*8,000*
Donations to the Support Fund	975	*1,882*
Supported place given	-655	*-900*
Transfers to/from General Reserves	0	*0*
	9,302	*8,982*

Publication Fund —This is a designated fund. Donations have been used as follows;

	2021	*2020*
	£	*£*
Balance brought forward	11.019	*11,019*
Donations to the Support Fund	0	*0*
Supported place given	0	*0*
Transfers to/from General Reserves	0	*0*
	11.019	*11,019*

Training Fund —This is a designated fund. Donations have been used as follows;

	2021	*2020*
	£	*£*
Balance brought forward	2,504	*3,479*
Donations to the Training Fund	650	*2,105*
Expenditure from the Training Fund	-1,709	*-3,080*
Transfers to/from General Reserves	0	*0*
	1,445	*2,504*

Equipment, Property and Asset (EPA) Fund —This is a designated fund. Donations have been used as follows;

	2021	*2020*
	£	*£*
Balance brought forward	131,937	*6,234*
Donations to the EPA Fund	0	*0*
Expenditure from the EPA Fund	0	*0*
Transfer to/from Restricted Funds	-4,162	*53,671*
Transfers to/from General Reserves	-1,639	*72,032*
	126,136	*131,937*

General reserves —This is an unrestricted fund. Donations have been used as follows;

	2021	*2020*
	£	*£*
Balance brought forward	85,000	*160,008*
Surplus/-loss for the year	-2,378	*-2,969*
Movement in the Support Fund	-320	*-982*
Movement in the Training Fund	1,059	*975*
Transfer to/from the EPA Fund	1,639	*-72,032*
Transfers to/from the Property Fund	0	*0*
	85,000	*85,000*

Property Fund —This fund is restricted. Donations have been used as follows;

	2021	*2020*
	£	*£*
Balance brought forward	16,000	*59,671*
Donations to the Property Fund	1,250	*5,000*
Gain on disposal of the hut	0	*5,000*
Expenditure from the Property Fund	0	*0*
Transfer to/from the EPA Fund	4,162	*-53,671*
Transfers to/from the General Reserves	0	*0*
	21,412	*16,000*

WESTERN CHAN FELLOWSHIP CIO

England & Wales - Charity number 1166162

Accounts

CHARITY REGISTRATION NUMBER: 1166162

Western Chan Fellowship CIO

Unaudited Financial Statements

31 December 2020

THOMAS WESTCOTT
Chartered accountants
Plym House
3 Longbridge Road
Marsh Mills
Plymouth
PL6 8LT

Western Chan Fellowship CIO

Financial Statements

Year ended 31 December 2020

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Western Chan Fellowship CIO

Trustees' Annual Report

Year ended 31 December 2020

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 December 2020.

Reference and administrative details

Registered charity name	Western Chan Fellowship CIO
Charity registration number	1166162
Principal office	46 Wood Park Ivybridge Devon PL21 0PP
The trustees	Simon Child Alysun Jones David Valentine-Hagart Fiona Nuttall Jeremy Woodward Juliet Hackney Sara Elloway Clare Dobie Guy Roberts (Appointed 5 September 2020)
Company secretary	Jeremy Woodward
Independent examiner	Thomas Westcott Chartered Accountants Keith Clay FCA Plym House 3 Longbridge Road Marsh Mills Plymouth PL6 8LT

Structure, governance and management

The Trustees present their report with the financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of 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).

Introduction

Western Chan Fellowship CIO ("the CIO") is the successor charity to Western Chan Fellowship (WCF – no. 1068637) which was dissolved in March 2018 following the transfer of its assets to the CIO on 30th June 2017.

WCF arose out of over 20 years of retreats run by John Crook at Maenllwyd, his farmhouse in Mid-Wales. It was formed, at his prompting, in 1997 and registered as a charity in 1998 with John Crook as its first formal Teacher. Thereafter WCF took over the running of such retreats and in its latter years also widened its remit by running them at other venues throughout the UK.

Just before his sudden death in 2011, John Crook handed over control of Maenllwyd to his children who at the same time entered into a formal agreement with WCF to regulate the shared use of Maenllwyd by both the Crook family and WCF.

At that time WCF had started an updating of its constitution. It became clear that part of this process could usefully include incorporation of WCF using the relatively new vehicle of a Charitable Incorporated Organisation with voting members other than its trustees.

After much preparation and hard work, the CIO was formed and registered with the Charity Commission (no. 1166162) in 2016 and, after due preparation and process, took over the running of the WCF's business on 30th June 2017. There was a seamless transfer of assets at that time so that there was no break experienced by its retreatants or members who, in late 2017, were offered, and almost all accepted, a free transfer of membership from WCF to the CIO. 2020 is the third full year of trading for the CIO.

Governing document

Western Chan Fellowship CIO is a Charitable Incorporated Organisation and was registered as such with the Charity Commission on 22nd March 2016. The CIO was established under a constitution based largely on the Standard Constitution for a "Charitable Incorporated Organisation with voting members other than its trustees" drafted by the Charity Commission which establishes the objects, powers and governance of the CIO. Some of the amendments and additions made relate to the Appointment, Removal and Responsibilities of a Guiding Teacher.

Recruitment and appointment of new trustees

All trustees give their time as trustees voluntarily, and, save as noted in the accounts, receive no benefits from the charity. Expenses are reclaimed by some, and this is also noted in the accounts.

Because it is important for trustees of the CIO to have an understanding of and sympathy with the work of the charity, all trustees are required, by its constitution, to be members of the CIO. Potential trustees therefore also have to be members of the CIO which in turn requires them to have attended at least three retreats run by the CIO and, once a member, continue attending such retreats and practising Buddhism. Often trustees will, before taking on the role, have attended many more than three retreats with the CIO and its predecessor charity, WCF. Attendance on retreats over a number of years is an effective introduction to the work of the charity.

Although there is no formal induction process, all new trustees are given previous Trustee Meeting minutes and encouraged to seek early clarification from existing trustees of any issues they are not sure about. As the trustees run a consensus approach to decision making, new trustees can be gradually introduced to the matters addressed and dealt with by the trustees.

Organisational structure and decision making

The CIO can, under its constitution, have up to 10 trustees. At the beginning of 2020 there were 8 trustees which number was increased to 9 when Guy Roberts was co-opted as a trustee on 5th September 2020. The trustees met five times in 2020 to manage the charity.

There is an ongoing trial of Microsoft Teams to help with co-ordination of decision making. In the context of the global pandemic arising from Coronavirus Sars-CoV-2 pandemic ("COVID-19"), this enabled four meetings in 2020 to be held remotely using this software.

In addition to the charity's Commercial Employers and Public Liability Insurance, there was, as in previous years, a qualifying Third-Party Indemnity Policy in place for the trustees throughout the year.

A Practice Committee, consisting of the retreat leaders who regularly lead retreats for the charity and have a particular experience in supporting the charity's objectives, are consulted on matters of practice, and organise and lead the retreat programme of the charity.

These teachers are unpaid but may receive donations from people who attend the charity's retreats.

Day to day responsibility for operations is carried out by the officers who are elected from amongst the trustees or, in the case of the Guiding Teacher, serves as an ex-officio trustee. This work is also carried out voluntarily.

Wider network

The charity has links with a wide network of Buddhist and meditation organisations throughout the UK. Via its website, the charity also facilitates networking between its meditation groups throughout the UK.

It is a member of both the Network of Buddhist Organisations (NBO) and the European Buddhist Union. It takes an active part on both these organisations. Indeed, one of the charity's trustees was appointed chair of the NBO in 2018 and continues in that role.

The charity operates within the wider Chan tradition and maintains links with other similar organisations in Europe, the USA and Taiwan.

Related parties

Any related party interests are declared by trustees. In 2020 a specific related interest continued from 2019. It was declared in 2019 and is ongoing.

In 2018 Simon Child, a CIO trustee and the charity's Guiding Teacher, and his wife bought entirely from their own resources Shawbottom Farm, Upper Hulme, Leek, Staffs ST13 8UQ ("SBF") with the intention of converting part of it into a retreat centre. He declared this related interest to his fellow trustees in early course.

In July 2019 planning permission was obtained for such a change of use and the conversion works involved.

Since July 2019 the trustees have held meetings, without Simon Child being present, and agreed to enter into negotiations to hire SBF from him as the main retreat centre of the CIO. After costing the potential level of nightly charge, a range of potential charges was mooted. Then a professional valuation relating to those charges has been obtained and a provisional daily hire charge and other terms of hire, based on the Standard Terms of Hire which are intended to be used for the hire of SBF to other parties than the CIO, been agreed in principle. A form of draft agreement has also been agreed. However, it will not be completed nor the Charity Commission consent obtained until the legal entity which will enter into the agreement has been formed by the Owners of SBF, Simon Child and his wife.

This company has been formed. However, due to delays in the conversion arising from COVID-19, by the end of 2020 the work was not yet near completion so the agreement, although agreed in principle, has not yet been completed.

Save for cooking for the charity and matters in relation to SBF set out above, none of our trustees receive remuneration or other benefits from their work with the charity other than the reimbursement of expenses. There was no connection between any trustee with any supplier of goods or services to the charity.

Work has continued in 2020 to ensure that all Trustees are aware of the Charity Commission guidance and definition of related party interests and the need to declare any interest either at the start of a meeting or when an item becomes relevant to make a declaration. Depending on the item appropriate action is then taken regarding that item and the trustee's involvement in connection therewith.

Change of the CIO's primary retreat venue

As a result of the negotiations on SBF and the start of the conversion works, the trustees, again in the absence of Simon Child, also made the decision not to renew the hire agreement for Maenllwyd which was due to expire, and has now expired, on 30th September 2020. The owners of Maenllwyd were informed in 2019. Having started at the end of 2019, negotiations with the owners of Maenllwyd on the practicalities of the process of changing the CIO's main retreat centre from Maenllwyd to SBF and the transfer of the CIO's possessions at Maenllwyd to SBF were, despite the complications and delays arising from COVID-19, completed in good time. The possessions of the CIO at Maenllwyd, details of which had been agreed with the Owners of Maenllwyd, were transferred from Maenllwyd to SBF on 19/20 September 2020. This change became final on 30th September 2020.

However, because of the delays caused by COVID-19 and the lockdowns arising from it, no events have yet taken place at SBF.

Risk management

Our main retreat centre was intended to be at Maenllwyd until 30th September 2020. The charity was the only commercial user of Maenllwyd and there was a manual which provides guidance on the management of the premises and includes risk management aspects of using the premises. It was regularly updated as circumstances evolved and in response to new events or changes in legislation which need to be reflected and managed by the charity. Appropriate actions were always taken to minimise the impact of risks to acceptable levels, whilst taking into account the size of the organisation and the nature of the venue.

Other centres used in other years are run full-time as residential centres and so have their own instructions and risk management procedures for hirers,

Further there are policies in place to guide leaders in the avoidance and management of risk so that retreatants and other users of the charity are protected.

When the charity starts running events at SBF, a new set of appropriate guidelines will be drawn up.

Objectives and aims

Our purposes are set out in the objects within our Constitution, and are:

1. to advance the education of the public in general on the subject of the principles and practice of Buddhism; and

2. to advance the religion of Buddhism principally but not exclusively in the United Kingdom for the benefit of the public;

in each case by providing training in the Linji and Caodong traditions of Chan Buddhism, as transmitted through Master Sheng Yen, and distributing materials about Buddhism in written and other media to inform others about Buddhism, and, as a supplement to such advancement, to explore the relationship between Chan practice, Chan theory and other meditative practices and understanding.

In pursuit of these purposes, we aim to provide a year-round programme of residential meditation retreats of varying length led by our teachers who are all based firmly in the Chan Tradition. The meditation and instruction are drawn from the Chan Buddhist tradition. We are not sectarian, but primarily draw upon teachings that are compatible with the Chan tradition and its focus on meditation as a beneficial transformative process, with our retreats concentrating on silent meditation rather than a ritual-based or liturgical content.

To maintain an inspiring and reflective environment for our retreats, we also aim to support the guestmasters who care for those who attend our retreats and support retreatants' day-to-day needs during retreats; wherever a retreat is held, we aim to maintain silence within the retreat centre environs. We aim to make retreats and off-site activities accessible to all and to provide financial assistance with the cost of retreats for people on low incomes.

Ensuring our work delivers its aims

As a general principle, each year we review the successes and otherwise of the previous year's programme as we embark upon compiling the next year's programme. After each retreat we ask retreatants to submit retreat reports, and we note comments on our administration, facilities, the quality of teaching, and the types of retreat on offer. Our retreat leaders are central to the success of our enterprise, so they have regular peer supervision sessions. The Practice Committee members provide advice and feedback on the quality of the programme and the quality of the environment offered by the centres we use. Trustees, teachers and staff work closely together to ensure that our activities are closely aligned with our objects and that we comply with the Charity Commission's guidance on public benefit.

In 2020 we were only able to run two in person retreats (both at Maenllwyd) before lockdown in early March 2020. We then had to cancel all our planned programme of retreats which had been drawn up until leaving Maenllwyd at the end of September 2020.

However, towards the end of 2020 we ran two experimental online retreats which nevertheless adhered to our general principles of asking for feedback which was generously and appreciatingly given.

The focus of our work

For most of 2020 our work has been severely curtailed by the radical effect of COVID-19 and consequent Government guidelines and regulations affecting both residential events and religious gatherings.

In 2020 we had planned to continue to develop our meditation programme; to encourage people of all backgrounds to engage in what we offer. This would have involved continuing to try to work in a way that embodies our ethical principles, based on compassion and non-harming. The main strategies employed during 2020 have been as follows:

- We had planned and published a balanced residential Retreat Programme spread throughout England and Wales that catered for those new to meditation as well as those experienced in meditation. After February 2020, these were victims of COVID-19
- We had hoped to run another Calligraphy retreat. This was a victim of COVID-19
- We are committed to enhancing our offering and making it more widely available to a more diverse population.
- We support new teachers by inviting them to work alongside experienced teachers on longer retreats. This ensures that there are sufficient teachers available to lead retreats and provide us with support in the longer term. One of our online retreats run at the end of 2020 was led jointly by two new retreat leaders under the guidance of one of our established retreat leaders.
- We support 19 local groups throughout Great Britain each of which has a leader approved by the Trustees. These groups take Chan out into their local community. Many of these groups

seamlessly went online when lockdown started. Others either stopped temporarily or joined together with those continuing online.

- We use a variety of media to communicate with those who visit us in order to ensure that their needs are met and that during their stay with us they have a sense of being well looked-after. Our website is regularly updated and contains clear information about our prices and the discounted rates that we offer in order to support those on lower incomes to attend our retreats. We use Facebook and Twitter alongside our website to ensure that information about our activities is kept up to date during the year. We also publish at least two Newsletters a year – these continued during 2020. Normally, our Programme is published on our website in the autumn of the preceding year as well as being circulated as a paper or electronic leaflet to our mailing list to those who have opted into such mailings and, on request, to other meditation centres and meditation sitting groups in the UK. At the end of 2020, due to COVID-19 this practice had to be left in abeyance
- As is common in the Buddhist tradition our teachers offer their services free of charge. Retreatants are invited to make donations, known in the Buddhist tradition as 'dana', to help the teachers with their living costs and enable them to continue giving their time to teaching. This helps us keep our prices low whilst still being able to offer retreats led by experienced teachers.
- In 2020 the push to publicise the benefit to the CIO of members and others making Legacies to it in their will has continued. Correspondents have been reminded of this in Newsletters and the website page has been updated.

Objectives and activities

Significant activities

During 2020 the Charity's activities focussed on several main areas:

- **Innovations within and outside our retreat programme**

Over the last few years, we have reached out to the public with innovative retreats firmly based in the Chan tradition but linked to an activity. This is with the intent to broaden our practice to embrace everyday life. In 2017 we put on three new styles of retreats. Two were co-run by one of our retreat leaders together with a member, one a professional stone carver (held in Dorset) and one a keen triathlete (held in North Yorkshire). The other was a short 4 night Taste of Chan away from Maenllwyd in the Peak District, run over Spring half-term; this was set up to enable newcomers to Chan to sample each of our three main types of retreat in one retreat. All three were well supported in 2017 and offered again in 2018 and two (4 night Taste of Chan And the Stone-Carving) also were offered in 2019.

Building on this in 2018 we also offered a calligraphy retreat (held in West Cornwall), again co-run by one of our retreat leaders together with a member who teaches calligraphy. This was also fully subscribed and was repeated with success in 2019.

The feedback from these retreats is that the combination of mindful activity, led with sensitivity, and meditation practice can produce a powerful experience and practice for the participants.

The Calligraphy retreat was in the 2020 programme but again, despite considerable thought as to how this could be done online, in the end was also cancelled in 2020 because of COVID-19

Alongside this, our slightly decreased regular retreat programme was fully subscribed in 2019 and was looking to be well if not fully subscribed in 2020 when COVID hit and resulted in all in person retreats after February 2020 being cancelled. This also had an outreach element because, in addition to regular retreats at our main centre at Maenllwyd (and the themed retreats in different parts of England mentioned above), we also regularly run retreats in Devon, the Peak District and Lancashire.

The charity did run two successful experimental online retreats towards the end of 2020 both structured to enable those taking part to continue to work on weekdays but partake in early morning and evening session together with full days of online meditation, talks and discussions either end of the working week. These online retreats continued the charity's offering of at least two personal interviews during the retreat which all participants find to be a supportive and unique part of our offerings.

The charity has decided, consistent with core Buddhist principles and its duties to act responsibly, to address the environmental impact of its activities by purchasing Gold Standard carbon offsets to reflect the carbon impact of its retreats and other activities. As a start, in 2020 the sum of £100 was paid in respect of the charity's 2019 retreats. It is intended to develop this in future years. Consultation with the Head of Faith Charities Engagement at the Charity Commission confirmed that this is regarded as an appropriate application of charitable funds.

- **General Data Protection Regulation (GDPR)**

Because we have no physical centre or office, our web site is our primary interface with the public, both for information on our activities and for those wanting to attend our retreats. Behind this is a comprehensive database including all those who have been in contact with the charity, or its predecessor WCF, since 1998. While the charity has always been aware of Data Protection and complied with its requirements, GDPR put data protection on a new footing which placed much more onus on Data Controllers, which the charity is.

After successfully implementing GDPR procedures in 2017, these have continued to be adhered to in 2020.

- **Safeguarding**

The charity, and its predecessor WCF, have always taken the safeguarding of retreatants and others who come into contact with the charity seriously and have had policies in this regard in place for many years.

However, the recent emphasis by the Charity Commission on this area of concern has been noted. In 2018 the charity appointed, from amongst the trustees, a dedicated Safeguarding Officer. This has resulted in new policies being either adopted or drafted for adoption in relation to both Vulnerable Adults and Children. This suite of policies was put in place in 2019.

Further it was decided in 2019 that all local Group Leaders should have a basic DBS certificate. The cost would be borne by the CIO. Through the efforts of the Safeguarding Officer, by the end of 2019 all Group Leaders had a current DBS certificate. These is reviewed annually.

- **Developing and updating our suite of policies**

In addition to new GDPR-related and Safeguarding policies, the trustees embarked on a complete review of all policies. These have been updated and revised where necessary. They were all agreed in 2019 and are now being reviewed. Many are available on our website.

- **Maintaining financial stability and resourcing our future plans.**

Our policy is to keep costs as low as possible and this, combined with low inflation rates, has meant that 2020 prices were only increased by inflation. The pricing policy is to ensure that our prices are competitive and also provide lower-cost options to people whose finances are restricted. Our price structure is based on a standard price per night.

Discounts both are offered on all retreats and also target particular groups such as under-35s who may not be at a stage of life to afford fully priced retreats. In 2018, the booking process was adjusted to facilitate this and this continues with success. As part of its diversity policy the charity wishes to continue to make retreats appropriately priced to encourage access to the programme for all people.

The charity continues to operate its Support Fund. The fund, supported by donations, provides financial help with retreat costs for people on low incomes.

Publications

The Charity publishes a regular journal, New Chan Forum, twice a year and has continued to do this in 2020. This is edited voluntarily by a member and is distributed without charge to members, our groups throughout the UK and various allied Buddhist organisations in the UK and elsewhere. It also available on subscription to non-members and is available for free download from the public pages of our website.

The charity also has published, and keeps in print, two introductory booklets on Buddhism for Westerners and Meditation written by its former and present Guiding Teachers respectively. These are distributed free of charge through its retreats and groups as a resource for them and the public. Encouragingly, both were reprinted in 2019 with a print run of 1,000 each.

WCF CIO Groups

The charity supports 19 groups throughout Great Britain. To ensure that the charity continues to abide by its objects and stay true to the Chan lineage, each is led by an approved leader.

When COVID-19 and its restrictions on religious meeting (which our group meetings clearly were) struck, many of our groups, after consulting their local members, went online via Zoom or Google Meet and continue to do so while the restrictions last. Others, after such consultation, decided to suspend meetings until in person meeting is again allowed.

One unsought result of the COVID-19 lockdown is the ability of members to join local groups remotely that are away for their area. For some this has been a considerable benefit of lockdown and the charity will be investigating how to accommodate this development when lockdown ends.

Each group Leader has a personal mentor drawn from our retreat leaders. To develop and support this aspect of the charity, a Leaders' Retreat is run annually which combines training with support and Sangha (community) development. In order to ensure future leaders both for groups and the charity, potential group leaders are also invited to such retreats to start the process of understanding the possibilities within the charity for both their personal development and the roles on offer for committed volunteers. This was run online via Zoom in 2020.

In addition, some Groups organise Day Retreats for their members and the wider community. These are advertised in our Newsletters and on the charity's web site. In 2020, some were held in person at the beginning of the year and then others online during the rest of the year.

In addition, another Pointing Out the Great Way residential training programme was started early in 2020 for a second set of Group Leaders and potential group leaders. This will be modelled on the very successful first running of this course in 2015-2016. After a lull this is continuing online pending return to in person meetings.

Local Groups are an integral part of the charity's offering for the public benefit as a result of which their local assets are reflected in the charity's accounts.

How our activities deliver public benefit

The main activities in support of our charitable objectives are described in earlier sections of this report.

Information about the number of people who have attended our programme and the financial support with costs that they have received is detailed in the section on "Achievement and Performance" below.

Volunteers

The Charity has stayed close to its grassroots and is supported throughout the year by the dedicated work of a community of volunteers without whose help and dedication the charity would cease to function.

These include (in no particular order) retreat leaders, guest masters, editor of New Chan Forum, group leaders and organisers of weekend retreats throughout Great Britain, transcribers of retreat talks which are then published in New Chan Forum, cooks' co-ordinator so that there are trained cooks at each retreat wherever it is held, admin staff who run and maintain the website and booking system and the lifts co-ordinator on whom retreatants rely to enable them to access our retreats.

The trustees are very appreciative and grateful for all their unstinting contributions to the work of the charity.

Strategic Report

Achievement and performance

Charitable activities

Key facts:

The charity held two residential group retreats of a length of 5 and 7 nights and two online retreats which ran from Saturday to Saturday. They were attended by 50 individuals (51 bookings) for a total of 26 nights.

The charity's Support Fund has given help towards the cost retreats of £900 to 7 retreatants.

The charity had 77 full members and 23 associate members at 31/12/20 (77 full members and 21 associate members at 31/12/19).

Fundraising activities

We continue to invite donations to the Support Fund (which provides financial help with retreat costs for people on low incomes) through the opportunity to pay a "supporting" fee for a place on a retreat.

Ad hoc donations can be made to any of our funds via our website, through CAFonline and Paypal and also at the end of retreats. Information is also available on our website about payroll giving and leaving a legacy.

Donors are able to download a Gift Aid declaration from our website and the charity continues to claim Gift Aid annually.

Financial Review

Reserves policy

The charity's unallocated reserve allows for the value of four months' outgoings and sufficient to reimburse retreatants for retreats paid in advance and a balance for payment of unavoidable commitments. This will enable the charity to continue to operate in the event of a major decline in income as a result of unforeseen circumstances or emergencies. The remaining unallocated balance is transferred to the Designated Equipment and Property Assets Reserve to facilitate the long-term plan of buying and equipping a retreat centre.

Financial Position

The accounts show a surplus at the end of 2020 despite the COVID-19 pandemic and the charity has more than sufficient funds to continue operating whilst looking ahead to the development of the strategic direction of the charity. The surplus represents our continued efforts to keep our cost base as low as possible, fortuitous donations and the sale of an asset.

The charity made a surplus for 2020 of £7,031 compared with £11,682 in 2019.

The surplus on retreat activities was lower than 2019 due to reduction in the number of retreats because of COVID-19 with both income and expenditure being greatly reduced. COVID-19 has however allowed for the development and offer of online retreats for the first time.

Donations and other income were both higher in 2020 compared to 2019 due to a fortuitous large donation and the sale of a charity asset.

Administrative expenses decreased slightly in 2020 due to reduced bank charges and expenses.

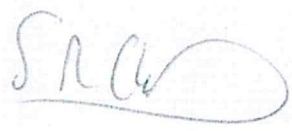
Bank accounts

The charity continues to operate an ethical banking policy, by banking with the Co-operative Bank, Charities Aid Foundation Bank, Triodos Bank and Charity Bank. Each account has a balance below the level set by the government guaranteed Financial Services Compensation Scheme. At 31st December 2020 the charity had £231,932 (£249,334 at 31/12/19) distributed between these independent banks. The reduction in bank balances compared to 2019 is due to the lack of advance booking receipts for retreats which, in previous years, have increased our balances significantly.

Events after the end of the reporting period

Particulars of events after the reporting date are detailed in note 20 to the financial statements.

The trustees' annual report was approved on 5 June 2021 and signed on behalf of the board of trustees by:



Simon Child
Trustee

Western Chan Fellowship CIO

Independent Examiner's Report to the Trustees of Western Chan Fellowship CIO

Year ended 31 December 2020

I report to the trustees on my examination of the financial statements of Western Chan Fellowship CIO ('the charity') for the year ended 31 December 2020.

Responsibilities and basis of report

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the 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 charity as required by section 130 of the Act; or

2. the financial statements do not accord with those records; or

3. the financial statements 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.

K S Clay

Keith Clay FCA
Thomas Westcott Chartered Accountants
Independent Examiner

28 July 2021

Plym House
3 Longbridge Road
Marsh Mills
Plymouth
PL6 8LT

Western Chan Fellowship CIO

Statement of Financial Activities

Year ended 31 December 2020

	Note	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
Income and endowments					
Donations and legacies	4	4,446	5,000	9,446	5,387
Charitable activities	5	52,750	–	52,750	91,523
Investment income	6	545	–	545	869
Other income	7	2,298	–	2,298	1,279
Total income		60,039	5,000	65,039	99,058
Expenditure					
Expenditure on charitable activities	8	63,208	–	63,208	87,376
Other expenditure	10	(200)	(5,000)	(5,200)	–
Total expenditure		63,008	(5,000)	58,008	87,376
Transfers between funds		53,671	(53,671)	–	11,682
Net income and net movement in funds		50,702	(43,671)	7,031	11,682
Reconciliation of funds					
Total funds brought forward		188,740	59,671	248,411	236,729
Total funds carried forward		239,442	16,000	255,442	248,411

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 14 to 22 form part of these financial statements.

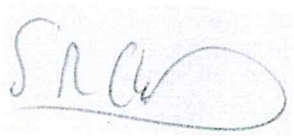
Western Chan Fellowship CIO

Statement of Financial Position

31 December 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible fixed assets	**15**	8,956	10,103
Current assets			
Debtors	**16**	6,849	9,039
Cash at bank and in hand		242,335	261,013
		249,184	270,052
Creditors: amounts falling due within one year	**17**	2,698	31,744
Net current assets		246,486	238,308
Total assets less current liabilities		255,442	248,411
Net assets		255,442	248,411
Funds of the charity			
Restricted funds		16,000	59,671
Unrestricted funds		239,442	188,740
Total charity funds	**18**	255,442	248,411

These financial statements were approved by the board of trustees and authorised for issue on 5 June 2021, and are signed on behalf of the board by:



Simon Child
Trustee

The notes on pages 14 to 22 form part of these financial statements.

1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is 46 Wood Park, Ivybridge, Devon, PL21 0PP.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011. The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities measured at fair value through income or expenditure.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies and that have the most significant effect on the amounts recognised in the financial statements are as follows: Tangible fixed assets are depreciated over their useful lives taking into account residual values, where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending on a number of factors, such as their product life cycles and maintenance programmes. Residual value assessments consider issues such as future market conditions, the remaining life of the asset and projected disposal values.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings	-	10% straight line
Books	-	10% straight line

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2020 £**
Donations			
Donations - Fellowship	459	–	459
Donations - Support Fund	1,882	–	1,882
Donations - Property Fund	–	5,000	5,000
Donations - POTGW	2,105	–	2,105
	4,446	5,000	9,446

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Donations			
Donations - Fellowship	395	–	395
Donations - Support Fund	3,109	–	3,109
Donations - Property Fund	–	1,883	1,883
Donations - POTGW	–	–	–
	3,504	1,883	5,387

5. Charitable activities

	Unrestricted Funds £	**Total Funds 2020 £**	Unrestricted Funds £	Total Funds 2019 £
Sales of Books and CDs	41	41	382	382
Income from Retreat Fees	43,737	43,737	68,768	68,768
Support Places Given	900	900	4,891	4,891
Fellowship Subscriptions	3,243	3,243	3,175	3,175
Branch Income	4,829	4,829	14,307	14,307
	52,750	52,750	91,523	91,523

6. Investment income

	Unrestricted Funds £	**Total Funds 2020 £**	Unrestricted Funds £	Total Funds 2019 £
Bank Interest Received	545	545	869	869

7. Other income

	Unrestricted Funds £	**Total Funds 2020 £**	Unrestricted Funds £	Total Funds 2019 £
Gift Aid	2,168	2,168	953	953
Other Miscellaneous Income	130	130	326	326
	2,298	2,298	1,279	1,279

8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	**Total Funds 2020 £**	Unrestricted Funds £	Total Funds 2019 £
Retreat costs	45,063	45,063	57,580	57,580
Branch expenses	6,104	6,104	13,733	13,733
Support costs	12,041	12,041	16,063	16,063
	63,208	63,208	87,376	87,376

9. Analysis of support costs

	Analysis of support costs £	**Total 2020 £**	Total 2019 £
Communications and IT	195	195	144
Finance costs	627	627	2,667
Insurance	3,521	3,521	3,336
Depreciation	1,147	1,147	1,400
Accountancy and Independent Examiners Fee	2,340	2,340	2,160
Advertising, postage and stationery	3,338	3,338	3,529
Legal and professional fees	60	60	1,176
Subscriptions	416	416	413
Travel	305	305	795
Meetings	92	92	443
	12,041	12,041	16,063

10. Other expenditure

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2020 £**
(Gain)/loss on disposal of tangible fixed assets held for charity's own use	(200)	(5,000)	(5,200)

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
(Gain)/loss on disposal of tangible fixed assets held for charity's own use	–	–	–

11. Net income

Net income is stated after charging/(crediting):

	2020 £	2019 £
Depreciation of tangible fixed assets	1,147	1,400
(Gain)/loss on disposal of tangible fixed assets	(5,200)	–

12. Independent examination fees

	2020 £	2019 £
Fees payable to the independent examiner for:		
Independent examination of the financial statements	990	1,080
Other financial services	990	1,440
	1,980	2,520

13. Staff costs

The charity does not employ any members of staff.

14. Trustee remuneration and expenses

Trustees can be remunerated for services provided and retreat expenses incurred, as permitted under the Constitution of the Western Chan Fellowship CIO (see Clauses K1, K2, K3).

Out-of pocket expenses incurred by other trustees during the year 2020 with reference to postage, equipment, stationery, and miscellaneous expenses was Nil (2019 £580). No trustees (2019: 4) claimed expenses in the year.

15. Tangible fixed assets

	Fixtures and fittings £	Books £	**Total £**
Cost			
At 1 January 2020 and 31 December 2020	6,803	11,470	18,273
Depreciation			
At 1 January 2020	6,803	1,367	8,170
Charge for the year	–	1,147	1,147
At 31 December 2020	6,803	2,514	9,317
Carrying amount			
At 31 December 2020	–	8,956	8,956
At 31 December 2019	–	10,103	10,103

Assets are measured at cost less accumulated depreciation. Items over £1,000 are capitalised. The retreat hut, which was restricted, had an original cost of £11,194 and was fully depreciated. The hut was disposed of in the year. £5,000 was received in proceeds from the disposal. The proceeds have been recognised within restricted income.

16. Debtors

	2020 £	2019 £
Prepayments and accrued income	2,559	5,246
Other debtors	4,290	3,793
	6,849	9,039

17. Creditors: amounts falling due within one year

	2020	2019
	£	£
Accruals and deferred income	2,698	4,383
Other creditors	–	27,361
	2,698	31,744

18. Analysis of charitable funds

Unrestricted funds

	2019	Income	Expenditure	Transfers	2020
	£	£	£	£	£
Support Fund	8,000	1,882	(900)	–	8,982
Training Fund	3,479	–	(975)	–	2,504
Publications Fund	11,019	–	–	–	11,019
Equipment and Property Assets	6,234	–	–	125,703	131,937
General Funds	160,008	58,157	(61,133)	(72,032)	85,000
	188,740	60,039	(63,208)	53,671	239,442

	2018	Income	Expenditure	2019
	£	£	£	£
Support Fund	8,000	4,891	(4,891)	8,000
Training Fund	3,479	–	–	3,479
Publications Fund	11,019	–	–	11,019
Equipment and Property Assets	6,234	–	–	6,234
General Funds	150,209	92,284	(82,485)	160,008
General funds	178,941	97,175	(87,376)	188,740

Restricted funds

	2019	Income	Expenditure	Transfers	2020
	£	£	£	£	£
Equipment and Property Fund	59,671	10,000	–	(53,671)	16,000

	2018	Income	Expenditure	Transfers	2019
	£	£	£	£	£
Equipment and Property Fund	57,788	1,883	–	–	59,671

19. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2020 £**
Tangible fixed assets	8,956	–	8,956
Current assets	233,184	16,000	249,184
Creditors less than 1 year	(2,698)	–	(2,698)
Net assets	239,442	16,000	255,442

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Tangible fixed assets	10,103	–	10,103
Current assets	210,380	59,671	270,051
Creditors less than 1 year	(31,743)	–	(31,743)
Net assets	188,740	59,671	248,411

20. Post balance sheet events

At the end of the financial year, the country was still in the middle of the response to the COVID-19 global pandemic. There remained uncertainty around the impact of this, and indeed before the end of the calendar year, another national lockdown was implemented.

Whilst we do not feel that these events and the lockdowns which have subsequently followed triggers any adjustments to the financial statements either based upon the position at the year-end or due to events that have transpired since, it is not possible to exclude significant impacts on the international and UK economy, which could impact the future performance of the charity.

Western Chan Fellowship CIO have and will continue to evaluate the management actions to mitigate the impact on the charity. The charity has adopted initiatives to safeguard the health of its people and actions aimed at maintaining the charity's activities.

21. Related parties

In the year, there were no related party transactions made to trustees. The total paid in the prior year to trustees was £1,300 relating to fees paid to cooks while on retreat. One trustee was the recipient of the fees.

22. Retreat Income and Expenses

	2020	2019
Number of retreats run during the year	4	15
Number of days of retreat provided	26	79
Number of people paying to attend the retreats	50	185
	£	£
Income from Retreat Fees paid	43,737	68,768
Support Places given	900	4,891
	44,637	73,659
Rent paid for use of Maenllwyd	4,187	5,871
Hire fees paid to centres in England	3,080	15,936,
Fees paid to cooks	1,622	9,862
Retreat expenses: food and supplies	1,972	11,048
Booking refunds	33,302	9,972
Support to retreatants	900	4,891
	45,063	57,580
Total surplus/(deficit) on Retreat Programme	(426)	16,079
Allocated to:		
Funds transferred to the general reserves of the charity	(426)	14,297
Funds transferred to the Support Fund	–	1,782
	(426)	16,079

23. Use of Donations

Support Fund – This is a designated fund. The donations are given to help unemployed or low waged people attend retreats. Donations have been used as follows;

	2020	2019
Balance brought forward	8,000	8,000
Donations to the Support Fund	1,882	3,109
Support places given	(900)	(4,891)
Transfer from General Reserves	–	1,782
	8,982	8,000

Publication Fund – This is a designated fund. Donations have been used as follows;

	2020	2019
Balance brought forward	11,019	11,019
Donations to the Publication Fund	–	–
Expenditure from the Publication Fund	–	–
Transfer from General Reserves	–	–
	11,019	11,019

Training Fund – This is a designated fund. Donations have been used as follows;

	2020	2019
Balance brought forward	3,479	3,479
Donations to the Training Fund	2,105	–
Expenditure from the Training Fund for rent	(3,080)	–
Transfer from General Reserves	–	–
	2,504	3,479

Equipment, Property and Asset (EPA) Fund – This is a designated fund. Donations have been used as follows;

	2020	2019
Balance brought forward	6,234	6,234
Donations to the EPA Fund	–	–
Expenditure from the EPA Fund	–	–
Transfer from Restricted Funds	53,671	–
Transfer from General Reserves	72,032	–
	131,937	6,234

General reserves – This is an unrestricted fund. Donations have been used as follows;

	2020	2019
Balance brought forward	160,008	150,209
Surplus for the year	(2,969)	9,900
Movement in the Support Fund	(982)	1,782
Movement in the Training Fund	975	–
Transfer to the EPA Fund	(72,032)	–
Transfer to the Property Fund	–	(1,883)
	85,000	160,008

Property Fund – This fund is restricted. Donations have been used as follows;

	2020	2019
Balance brought forward	59,671	57,788
Donations to the Property Fund	5,000	–
Gain on disposal of the hut	5,000	–
Expenditure from the Property Fund	–	–
Transfer to the EPA Fund	(53,671)	–
Transfer from General Reserves	–	1,883
	16,000	59,671

Funds have been transferred from the Restricted Property Fund to the Designated Equipment, Property and Asset Fund in the year. On review of the funds, the trustees recognised that donations received for the specific purpose of a new retreat centre were in fact only £6,000. The other funds recognised within restricted funds were in fact designated. To correct this, the funds have been transferred. The restricted fund is now made up of the £6,000 donations and the £10,000 received as restricted income in the year.