

Charity registration number: 1166162

Western Chan Fellowship CIO

Annual Report and Financial Statements

for the Year Ended 31 December 2023



Western Chan Fellowship CIO

Contents (continued)

Reference and Administrative Details	1
Trustees' Report	2 to 11
Independent Examiner's Report	12
Statement of Financial Activities	13
Balance Sheet	14
Notes to the Financial Statements	15 to 28

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.

Western Chan Fellowship CIO

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.

Western Chan Fellowship CIO

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.

Western Chan Fellowship CIO

Trustees' Report (continued)

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.

Western Chan Fellowship CIO

Trustees' Report (continued)

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.

Western Chan Fellowship CIO

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.

Western Chan Fellowship CIO

Trustees' Report (continued)

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 Bums (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.

Western Chan Fellowship CIO

Trustees' Report (continued)

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.

Western Chan Fellowship CIO

Trustees' Report (continued)

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.

Western Chan Fellowship CIO

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:



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.



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		<u>70,458</u>	<u>-</u>	<u>70,458</u>	<u>50,829</u>
Expenditure on:					
Charitable activities	7	<u>(61,197)</u>	<u>-</u>	<u>(61,197)</u>	<u>(58,483)</u>
Total expenditure		<u>(61,197)</u>	<u>-</u>	<u>(61,197)</u>	<u>(58,483)</u>
Net income/(expenditure)		<u>9,261</u>	<u>-</u>	<u>9,261</u>	<u>(7,654)</u>
Net movement in funds		9,261	-	9,261	(7,654)
Reconciliation of funds					
Total funds brought forward		<u>225,248</u>	<u>21,412</u>	<u>246,660</u>	<u>254,314</u>
Total funds carried forward	17	<u>234,509</u>	<u>21,412</u>	<u>255,921</u>	<u>246,660</u>

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		<u>261,598</u>	<u>247,080</u>
		270,514	255,096
Creditors: Amounts falling due within one year	16	<u>(20,108)</u>	<u>(15,098)</u>
Net current assets		<u>250,406</u>	<u>239,998</u>
Net assets		<u>255,921</u>	<u>246,660</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		21,412	21,412
Unrestricted income funds			
Designated funds		149,509	140,248
General funds		<u>85,000</u>	<u>85,000</u>
Total unrestricted funds		<u>234,509</u>	<u>225,248</u>
Total funds	17	<u>255,921</u>	<u>246,660</u>

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:


 Jeremy Woodward
 Chairman and trustee

Western Chan Fellowship CIO

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.

Western Chan Fellowship CIO

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

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.

Western Chan Fellowship CIO

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

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.

Western Chan Fellowship CIO

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

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.

Western Chan Fellowship CIO

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

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
	<u>2,876</u>	<u>-</u>	<u>2,876</u>
	<u>2,876</u>	<u>1,748</u>	<u>4,624</u>
	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
	<u>1,717</u>	<u>2,136</u>	<u>3,853</u>

3 Income from charitable activities

	Unrestricted funds	Total	Total
	General	2023	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
	<u>52,454</u>	<u>52,454</u>	<u>37,351</u>

Western Chan Fellowship CIO

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

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
	<u>8,663</u>	<u>8,663</u>	<u>7,477</u>

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
	<u>806</u>	<u>806</u>

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

7 Expenditure on charitable activities

	Unrestricted funds Designated £	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
	<u>3,640</u>	<u>57,557</u>	<u>61,197</u>	<u>58,483</u>

Western Chan Fellowship CIO

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

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	-
	<u>19,137</u>	<u>16,681</u>

9 Net incoming/outgoing resources

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

	2023 £	2022 £
Depreciation of tangible fixed assets	<u>1,147</u>	<u>1,147</u>

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

Western Chan Fellowship CIO

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
	<u>2,130</u>	<u>1,980</u>

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	<u>6,803</u>	<u>11,470</u>	<u>18,273</u>
At 31 December 2023	<u>6,803</u>	<u>11,470</u>	<u>18,273</u>
Depreciation			
At 1 January 2023	6,803	4,808	11,611
Charge for the year	<u>-</u>	<u>1,147</u>	<u>1,147</u>
At 31 December 2023	<u>6,803</u>	<u>5,955</u>	<u>12,758</u>
Net book value			
At 31 December 2023	<u>-</u>	<u>5,515</u>	<u>5,515</u>
At 31 December 2022	<u>-</u>	<u>6,662</u>	<u>6,662</u>

15 Debtors

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

Western Chan Fellowship CIO

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

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					
<i>General</i>					
General funds	85,000	67,582	(57,557)	(10,025)	85,000
<i>Designated</i>					
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
	<u>140,248</u>	<u>2,876</u>	<u>(3,640)</u>	<u>10,025</u>	<u>149,509</u>
Total unrestricted funds	225,248	70,458	(61,197)	-	234,509
Restricted funds					
Equipment and property fund	21,412	-	-	-	21,412
Total funds	<u>246,660</u>	<u>70,458</u>	<u>(61,197)</u>	<u>-</u>	<u>255,921</u>

Western Chan Fellowship CIO

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					
<i>General</i>					
General funds	85,000	49,112	(55,948)	6,836	85,000
<i>Designated</i>					
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
	<u>147,902</u>	<u>1,717</u>	<u>(2,535)</u>	<u>(6,836)</u>	<u>140,248</u>
Total unrestricted funds	232,902	50,829	(58,483)	-	225,248
Restricted funds					
Equipment and property fund	21,412	-	-	-	21,412
	<u>21,412</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>21,412</u>
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.

Western Chan Fellowship CIO

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

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	<u>234,509</u>	<u>21,412</u>	<u>255,921</u>

	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	<u>225,248</u>	<u>21,412</u>	<u>246,660</u>

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).

Western Chan Fellowship CIO

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

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
	<u>52,150</u>	<u>37,349</u>
	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
	<u>-</u>	<u>-</u>
	<u>36,699</u>	<u>36,663</u>
Total surplus/(deficit) on Retreat Programme	<u>15,451</u>	<u>686</u>
Allocated to:		
Funds transferred to the general reserves of the charity	15,451	686
Funds transferred to the Support fund	-	-
	<u>15,451</u>	<u>686</u>

Western Chan Fellowship CIO

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

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
	<u>13,047</u>	<u>10,556</u>

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	-	-
	<u>11,019</u>	<u>11,019</u>

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
	<u>1,873</u>	<u>1,873</u>

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)
	<u>123,570</u>	<u>116,800</u>

Western Chan Fellowship CIO

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	-	-
	<u>85,000</u>	<u>85,000</u>

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	-	-
	<u>21,412</u>	<u>21,412</u>

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

Western Chan Fellowship CIO

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

	Total 2023 £	Total 2022 £
<i>Donations and legacies</i>		
Donations - Fellowship	1,748	636
Donations - Support Fund	2,876	1,717
Donations - POTGW	-	1,500
	<u>4,624</u>	<u>3,853</u>
<i>Charitable activities</i>		
Sales of purchased goods	304	2
Support places given	3,640	2,535
Income from retreat fees	48,510	34,814
	<u>52,454</u>	<u>37,351</u>
<i>Other trading activities</i>		
Fellowship subscriptions	3,255	3,435
Branch income	5,408	4,042
	<u>8,663</u>	<u>7,477</u>
<i>Investment income</i>		
Bank interest received	3,911	995
	<u>3,911</u>	<u>995</u>
<i>Other income</i>		
Other miscellaneous income	15	92
Gift aid	791	1,061
	<u>806</u>	<u>1,153</u>
<i>Charitable activities</i>		
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

This page does not form part of the statutory financial statements.

Western Chan Fellowship CIO

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
	<u>61,197</u>	<u>58,483</u>

