

CARMELITE MONASTERY

REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2022

CHARITY REGISTRATION NUMBER

**1168127**

(England & Wales)



**CHAMPLEYS**

CHARTERED CERTIFIED ACCOUNTANTS

CHAMPLEYS MEWS

MARKET PLACE

PICKERING

YO18 7AE

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**CARMELITE MONASTERY**  
**CHARITY INFORMATION AS AT 31ST DECEMBER 2022**

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**Trustees**

Sr Bridget Litchfield  
Sr Rosemary Harwar  
Sr Ann Dodd

**Accountants**

Champleys Chartered Certified Accountants  
Champleys Mews  
Market Place  
Pickering  
YO18 7AE

**Bankers**

Natwest  
1, Market Street  
York  
YO1 8SR

**Principal Operating Address**

The Carmelite Monastery  
Thorganby  
York  
YO19 6DE

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**CARMELITE MONASTERY**  
**REPORT OF THE TRUSTEES' FOR THE YEAR ENDED 31ST DECEMBER 2022**

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The trustees present their report and accounts for the organisation for the year ended 31st December 2022.

**The Charity Name, Registration and Area of Operation**

The legal name of the charity is Carmelite Monastery. The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1168127.

**Trustees**

The following persons served as Trustees during the year ended 31st December 2022:

Sr Bridget Litchfield  
Sr Rosemary Harwar  
Sr Ann Dodd

The Trust Deed dated 1st July 2016 governs the appointment and election of directors and trustees. Any expenses reclaimed from the charity are set out in note 13 to the accounts.

**Objects and Activities of the Charity**

The purposes of the Charity as set out in its governing document are:

- The provision of chapel buildings and facilities for community and religious use.
- Organisation of ceremonies and events.
- Provision of altar cloths, religious artifacts and communion wafers to churches and the public.
- Provision of places of worship and peace.
- Facilities for interment of ashes.
- Care for the elderly and relief of poverty.

**The main activities undertaken during the year to further the charity's purpose for the public benefit**

The main activities undertaken in relation to the purposes were to:

- Offer opportunities for public and a broad range of groups to use the chapel.
- To organise religious ceremonies and events for the public.
- Continue to supply a range of altar cloths, artefacts and communion wafers for use by the churches and public.
- Maintain and care for the gardens and facilities for the internment of ashes.
- Provide alternative care services allowing patients to remain outside a hospital environment.
- Maintain and care for the gardens and facilities for the internment of ashes.
- Provide the community with facilities and accommodation for worship and peace.
- Pray and support those in need.
- Offer opportunities for a broad range of people to be involved with the organisation and our work.

The trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity.

**The main achievements and performance of the charity during the year**

The main achievements of the Charity in 2022 have made a great difference to the local people. The retreats and quiet days have continued to be a great help for the participants who always feel great peace and stillness here, which helps relaxation.

The main church services and liturgy are all back in place since Covid, and the religious shop is well stocked, providing a good service for local people as well as for those on retreat and recuperating.

The prayer garden and facilities for internment of ashes continued to give peace of mind to loved ones using the facility.

The religious shop gives local people and those staying here a chance to obtain cards and gifts for all celebrations, as well as Christmas, Easter and birthdays etc.

The supply of Altar Breads, both wheat and gluten free continued to be available to all Christian Churches, not just Catholic.

The Chapel remained open throughout the year by day to anyone who wished to come and pray or join us in worship.

The new Laudato Si garden is a place of peace and wholeness for all who use it, but also for the planet to help wildlife of all kinds and wild flowers. We hope to obtain two benches soon for the use of all who look for peace, quiet and wellbeing.

The carpets throughout the two flats had to be renewed due to moths infesting and eating them, but all is well now and the new carpet is enjoyed by everyone.

The drive also needed servicing, the holes were filled in and the white lines re-painted.

**Fundraising activities during the year**

The religious shop has continued to open, the shop does not ask for payment from customers but generates income from donations in kind.

The retreats and visitor accommodation also do not ask for payment, but generate income from donations in kind.

The group continue to provide altar breads and linens to local churches. Payment is received for these, but there is no intentional profit made from their sale - the purpose is to cover the costs of buying the materials and to cover the processing costs.

The Charity receives general donations from visitors to the Chapel and grounds.

**The difference the charity's performance during the year has made to the beneficiaries of the charity and to wider society.**

The Chapel continues to be a facility used by the public and local community, both as a religious focal point and also for events and activities.

The crematorium has remained open to all who wish to visit, and has continued to be place providing peace to the visitors, their loved ones and all those interred.

The supply of altar breads, cloths and artefacts provides a service to local churches and missionaries, enabling them to perform their religious services. The altar breads and artefacts are provided both to Catholic and Protestant denominations.

The retreats provided valuable support to those who visited, who were often in need of respite or care to improve their wellbeing.

Elderly patients receive a good standard of care outside a hospital environment, and it has allowed many of its users to stay in the community for longer, thus enhancing their quality of life.

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**CARMELITE MONASTERY**  
**REPORT OF THE TRUSTEES' FOR THE YEAR ENDED 31ST DECEMBER 2022**

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**Statement of Trustees' Responsibilities**

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

The law applicable to charities in England and Wales 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 year. 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;
- prepare the financial statement on the ongoing concern basis unless it is inappropriate to presume that the charity will continue in operation.

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 Charity (Accounts and Reports) Regulations 2008 and the provisions of the Charity's constitution. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for prevention and detection of fraud and other irregularities.

This report was approved by the Carmelite Monastery trustees on 26th September 2023 and is signed on their behalf by:

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L.B. Litchfield

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A.P. Dodd

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**CARMELITE MONASTERY**  
**REPORT OF THE TRUSTEES' FOR THE YEAR ENDED 31ST DECEMBER 2022**

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### **Financial Review**

The financial position of the charity as at 31st December 2022 as more fully detailed in the accounts, can be summarised as follows:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Income	139,044	128,482
Expenditure	(186,507)	(170,609)
Sales of Investments and Other Funding	356,927	11,016
Net Surplus/(Deficit)	<u>309,464</u>	<u>(31,111)</u>
Unrestricted Funds	399,658	90,194
Restricted Funds	-	-
Total Funds	<u>399,658</u>	<u>90,194</u>

The trustees consider the financial performance to have been satisfactory.

The financial performance of the Charity is fundamentally underpinned by the investment trust. The performance of the investment trust's underlying assets is highly variable depending on wider financial market conditions, and this can result in uneven gains and losses.

While the investments showed a loss, this should be viewed in the context that the trust has still increased in value (in the region of £300,000 plus the regular dividend and interest income that is paid out of the fund) compared to where it was six or seven years ago.

The funds of the Charity have been increased by the contribution of an additional loan from the Carmelites themselves (as part of a legacy to one of the nuns) that will provide funding and security to the Charity going forward. The funds of the Charity have increased thanks to the cash injection from the Carmilites, so there are no financial concerns in the short to medium term.

### **Reserves Policy**

The trustees aim for the Charity to retain enough reserves to cover outstanding liabilities at all times, and to be able withstand variations in the investment portfolio gains and losses. The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://rulebook.accaglobal.com/>

I report on the accounts of Carmelite Monastery for the year ended 31st December 2022, which are set out on pages 8 to 10.

### **Respective Responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### **Basis of the Independent Examiner's Report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; or
  - to prepare accounts which accord with the accounting records; or
  - 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.have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Michael Richmond FCCA  
on behalf of  
Champleys Chartered Certified Accountants  
Champleys Mews  
Market Place  
Pickering  
YO18 7AE

26th September 2023



**CARMELITE MONASTERY**

**RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2022**

**SECTION A - RECEIPTS AND PAYMENTS**

	Unrestricted £	Restricted £	Endowment £	Total £	Prior year £
<b>A1 Receipts</b>					
Altar Bread and Linen Sales	80,074	-	-	<b>80,074</b>	<b>51,864</b>
Investment Income	39,397	-	-	<b>39,397</b>	<b>38,692</b>
General Income and Donations	16,242	-	-	<b>16,242</b>	<b>36,781</b>
Shop Sales	3,331	-	-	<b>3,331</b>	<b>1,145</b>
<b>Sub total</b> (Gross income for AR)	<b>139,044</b>	-	-	<b>139,044</b>	<b>128,482</b>
<b>A2 Asset and investment sales</b>					
Sale of Equities	37,259	-	-	<b>37,259</b>	<b>99,387</b>
Loan received from external funder	413,928	-	-	<b>413,928</b>	<b>61,437</b>
<b>Total Receipts</b>	<b>590,231</b>	-	-	<b>590,231</b>	<b>289,306</b>
<b>A3 Payments</b>					
Alms, Gifts and Donations	15,169	-	-	<b>15,169</b>	<b>14,900</b>
Altar Bread Purchases	65,992	-	-	<b>65,992</b>	<b>38,101</b>
Bank Charges	1,984	-	-	<b>1,984</b>	<b>1,765</b>
Chapel Maintenance	15,790	-	-	<b>15,790</b>	<b>3,687</b>
Faith Related Activities and Promotion	8,941	-	-	<b>8,941</b>	<b>6,909</b>
Investment Management Charges	8,458	-	-	<b>8,458</b>	<b>8,357</b>
Maintenance of Facilities for Retreats	9,637	-	-	<b>9,637</b>	<b>3,823</b>
Maintenance of Grounds	24,217	-	-	<b>24,217</b>	<b>70,231</b>
Office Equipment	2,633	-	-	<b>2,633</b>	<b>1,584</b>
Other Legal and Professional	997	-	-	<b>997</b>	<b>835</b>
Shop Purchases	709	-	-	<b>709</b>	<b>713</b>
Staff, Personnel and Other Costs	31,980	-	-	<b>31,980</b>	<b>19,031</b>
Sundries	-	-	-	<b>-</b>	<b>673</b>
<b>Sub total</b>	<b>186,507</b>	-	-	<b>186,507</b>	<b>170,609</b>
<b>A4 Asset and investment purchases</b>					
Purchase of Equities	34,373	-	-	<b>34,373</b>	<b>88,959</b>
Loan received from external funder	59,887	-	-	<b>59,887</b>	<b>60,849</b>
<b>Total Payments</b>	<b>280,767</b>	-	-	<b>280,767</b>	<b>320,417</b>
<b>Net of Receipts/(Payments)</b>	<b>309,464</b>	-	-	<b>309,464</b>	<b>(31,111)</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>90,194</b>	-	-	<b>90,194</b>	<b>121,305</b>
<b>Cash funds this year end</b>	<b>399,658</b>	-	-	<b>399,658</b>	<b>90,194</b>

**CARMELITE MONASTERY**

**RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2022**

**SECTION B - CASH ASSETS AND LIABILITIES**

	£	£	£
<b>B1 Cash funds</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>
<b>Total cash funds</b>	<b>399,658</b>	<b>-</b>	<b>-</b>
<b>B4 Assets retained for the charity's own use</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
Nil	-	-	-
<b>B5 Liabilities</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
Nil	-	-	-

Signed by the following trustees on behalf of all the trustees:

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L.B. Litchfield  
Approved on 26th September 2023

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A.P. Dodd  
Approved on 26th September 2023

**CARMELITE MONASTERY**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2022**

	<b>2022</b>			<b>2021</b>
	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total £</b>	<b>Total £</b>
<b>INCOME</b>				
<b>1 Donations and Legacies</b>				
Legacies	-	-	-	74,047
General Donations	16,242	-	16,242	36,781
	<u>16,242</u>	<u>-</u>	<u>16,242</u>	<u>110,828</u>
<b>2 Charitable Activities</b>				
Altar Bread and Linen Sales	80,074	-	80,074	51,864
Donations from Retreats	-	-	-	-
	<u>80,074</u>	<u>-</u>	<u>80,074</u>	<u>51,864</u>
<b>3 Events and Trading Activities</b>				
Shop Sales and Donations	3,331	-	3,331	1,145
<b>4 Investment Income</b>				
Dividends	27,108	-	27,108	23,662
Interest	10,283	-	10,283	8,256
Rental and REIT Income	2,005	-	2,005	6,775
	<u>39,396</u>	<u>-</u>	<u>39,396</u>	<u>38,693</u>