

## **Trustees' Report**

### **Charity Commission return 2022**

The 2022 Trustees' Report represents the activities and results from the year 2021. The document also includes plans for 2022 and a statement of ongoing viability. All parts of this Annual Return have been seen by the CPR Board of Trustees who have approved its content.

#### **How did we do in 2021 – board outstands**

Increased contact with non-UK members through online events

Drop in memberships, which now seems in reverse

Increased sales and range of the offering

Increased online activity overall

Loss of trustees, the gaps it created, and increased demands on those remaining

Successful recruitment of new trustees

Increased provision of quality information online, including cycling

Covid restrictions across Europe leading to a virtual closure of the Via Francigena

Successful ongoing use of Gift Aid

Managing to sustain overall income levels despite the negative impacts of lockdown

Increased international activity and partnerships, such as AEVF

Increased domestic liaison such as other pilgrim bodies, CSJ, Kent AONB, and BPT

Tightening of internal policies and procedures

Improvement to CPR governance structure

Delivery of the successful UK leg of the Road to Rome initiative

Development of London extension route and draft guide

## **2021 Finances**

Despite a tough year, significantly impacted by the global pandemic, income levels remained healthy, with a good growth in online shop sales helping to offset the reduction in membership subscription income, for a second year in a row. Total income of £14,715.

Expenditure was reduced as needed to protect the reduced income streams, we did not incur such costs as the annual conference. Total expenditure of £11,073. Work on the proposed London to Canterbury route generated significant interest and we incurred some minor costs but a successful project to date. The higher level of online shop sales meant that we had higher costs to purchase shop merchandise versus last year, and we also continued to invest in improving our website & increasing our online presence for our members.

Overall, 2021 for the CPR closed with a decent surplus of £3,642, compared to past years and with cash levels higher than 2020, which was a positive result in light of the significant challenges posed by external events. Cash balance of £9,683.

## **Board composition and elections**

The board currently consists of the following trustees as at 31<sup>st</sup> December 2021:-

Jennifer Stearn

Brian Mooney

Tim Greig

Tim Redmond

David Matthews

Robert White

Paul Blackett

Tim Winn

Carlo Laurenzi

## Risks

1. **The ongoing impacts of Covid-19** may still continue to hamper efforts to generate sufficient funds to operate the charity effectively, in particular, membership income may not recover to pre-pandemic levels in 2022.

### *Mitigation – F&GP*

Ensure that the charity adheres to the agreed principle of only developing further projects, or spending funds outside of the agreed budget, if it feels it is able to sustain this new expenditure. Promote the CPR on our website home page and improve awareness among users that we are a membership organisation dependent upon subscriptions promoting the Via Francigena pilgrimage. Invest in reliable software to attract unsolicited online donations.

2. **Grant funding fails to materialise.** This could seriously impact on the charity's ability to set up on the ground projects.

### *Mitigation – FR Group*

Ensure that appropriate bids are put into funders in a timely fashion, failing that, be prepared to put projects on hold.

3. More and **increasingly demanding tasks** land on a diminishing number of trustees, leading to disillusionment and departure.

### *Mitigation – Chair*

Ensure that sufficient people and financial resources are available for any agreed work programmes to be delivered as planned. The board might also consider greater use of volunteers, and contractors working alongside of named trustees to pick up some of the slack.

4. **Brexit** - Visa and entry restrictions coupled with delays at borders may deter pilgrims. Economic impacts of leaving the EU could be heavy and as such people feel unable to walk the VF. Coupled with ongoing issues at Dover harbour re foot passenger services.

### *Mitigation – board*

Ensure high quality and fresh information and advice appears on the website. Having London-Canterbury route ready may appeal to pilgrims unable to attempt the VF, as a whole. Need to keep pressure on the ferry companies for the continuance of foot passenger services.

## **Statement of viability**

The charity broke through the £10,000 income barrier for a third year in a row, despite facing tough operating conditions due to C19 restrictions. It ended with a small margin of around £3,642, thereby increasing its balance sheet value to just under £10,000.

The longer-term impact of the Covid-19 restrictions are expected to lessen over time, thereby reducing its effect on the CPR's ability to raise funds.

The various new policies planned and already in place will strengthen the charity's governance and overall management.

The principal areas of concern at this point are firstly, more permanent restrictions on entering the EU both borne of C19 and Brexit. And secondly, is our seeming inability to recruit for the remaining four vacant roles on the board, thereby continuing the heavy workload on the existing trustees.

On balance, the charity meets normal standards of ongoing viability.

## **Plans for 2022**

London to Canterbury route refined and launched

Kent Pilgrim Festival delivered

CPR Website completed and launch

4 e-newsletters and 1 printed newsletter

Growth of social media activity to include campaigns and FR

New Services to supporters

Online presentations

Annual conference

AEVF event in the UK

Virtual Pilgrimage event

Target of £13,000 unrestricted income

Increase size of the board

**Confraternity of Pilgrims to Rome**  
**Income Statement January - December 2021**

	<b>2021</b>	<b>Budget</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income</b>			
Charitable donation	1,296		302
Gift Aid	398		913
<b>Total Donations</b>	<b>1,694</b>	<b>2,500</b>	<b>1,215</b>
<b>On Line shop sales</b>			
On Line shop sales - product	2,153	2,000	1,707
On Line shop sales - shipping	850	500	523
<b>Total On Line shop sales</b>	<b>3,004</b>	<b>2,500</b>	<b>2,230</b>
<b>Restricted Income</b>			
Danilo Boat Fund	-		6,270
Pilgrim Festival	1,000	1,000	
Road to Rome	4,303		
<b>Total Restricted Income</b>	<b>5,303</b>	<b>1,000</b>	<b>6,270</b>
<b>Subscriptions</b>	<b>4,715</b>	<b>4,000</b>	<b>6,878</b>
<b>Total Income</b>	<b>14,715</b>	<b>10,000</b>	<b>16,593</b>
<b>Expenditure</b>			
Accounting software	432	432	344
FFVF booklet	85	195	547
Insurance	321	350	311
London Canterbury route	782	600	891
Mail Chimp fees	100	212	169
Merchandise/ passport & credential printing	814	410	1,331
Paypal commission	396	450	444
Pilgrim Festival 2022	44	-	-
Print newsletter	1,875	1,900	1,923
Printing, Postage and Stationery	973	680	1,077
Road to Rome	3,700	-	-
Danilo's boat payment	-		6,078
Stock write off	-		37
Travel and Accommodation and phone costs	124	-	451
US Postage & distribution	90		186
Web dev & maintenance	1,141	2,199	2,022
Zoom	196	172	130
<b>Total Expenditure</b>	<b>11,073</b>	<b>7,600</b>	<b>15,940</b>
<b>Net operating Income</b>	<b>3,642</b>	<b>2,400</b>	<b>653</b>
<b>Net operating Income excl restricted income</b>	<b>2,083</b>		<b>461</b>

	<b>2021</b>	<b>2020</b>
Income excl restricted	9,412	10,323
Expenditure excl restricted	7,329	9,862
<b>Net operating income</b>	<b>2,083</b>	<b>461</b>

**Confraternity of Pilgrims to Rome**  
**Balance Sheet as at 31 December 2021**

	2021	Memo Restricted funds 2021	2020
	£	£	£
<b>Cash at bank and in hand</b>			
Cooperative bank	-		1,259
Metro bank	9,227		4,870
Pilgrims Festival KCC grant		956	
Provision for Road to Rome 10% KCC		(371 )	
Paypal	455		176
<b>Total Cash at bank and in hand</b>	<b>9,683</b>		<b>6,305</b>
<b>Current Assets</b>			
Stock of books	-		-
<b>Total Current Assets</b>	<b>-</b>		
<b>Net current assets</b>	<b>9,683</b>		<b>6,305</b>
<b>Creditors: amounts falling due within one year</b>			
<b>Current Liabilities</b>			
Accruals	76		309
Accrued income	(31 )		-
VAT Control	-		-
<b>Total Current Liabilities</b>	<b>45</b>		<b>309</b>
Total Creditors: amounts falling due within one year	45		309
<b>Net current assets (liabilities)</b>	<b>9,638</b>		<b>5,996</b>
<b>Total assets less current liabilities</b>	<b>9,638</b>		<b>5,996</b>
<b>Total net assets (liabilities)</b>	<b>9,638</b>		<b>5,996</b>
<b>Charity funds</b>			
Opening Balance Equity	-		-
Retained Earnings	5,996		5,343
Surplus/(Deficit)	3,642		653
<b>Total Charity funds</b>	<b>9,638</b>		<b>5,996</b>