



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st July 2021 to 30th June 2022

Charity name: The Community for Spiritual Formation

Charity registration number: 1188824

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the Christian religion for the benefit of the public.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	We hold regular events which offer a programme of teaching, silence, worship, and spiritual reflection based on a Benedictine monastic pattern. These are organised and overseen by the board of Trustees who appoint leadership teams for each event.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	Our Board and leadership team members are all volunteers. We are grateful for the time and talents which they offer so generously and joyfully to the Community. This models the kind of living and giving which we seek to encourage in others.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>We were delighted to be able to hold a Five-Day Community this year – after we had to cancel the Five Day and Three-Day Communities planned for 2020, due to the pandemic.</p> <p>Waiting on the Word was held at Cliff College from 7-12 November 2021. The speakers were Malcolm Guite and Margaret Crinyion with Jill Baker, Sheryl Anderson, James Bamber, Catherine Dixon and Kristin Markay on the leadership team. We had 27 participants – 17 of whom had never attended a Community event before. The feedback was largely positive. Considerations for the future include extending the silence period to 75 minutes; reviewing the programme for Sunday evening and how we do orientation; and offering a Zoom session for listening circle facilitators before the event. In addition to engagement with the theme, some important questions and reflections about what it means to build and participate in community emerged in the plenaries, listening circles and feedback. We also launched a Vimeo channel afterwards with recordings of some of the hymns we sang together. https://vimeo.com/user158402931</p> <p>This year we also ran two more online days. The first was on Saturday 27th November 2021, led superbly again by Roger Walton. The theme was <i>Renewing Sabbath</i> and we had 17 participants (including Roger and the team of three). Two more people had registered but were unable to come for health reasons – including one person who had hoped to zoom in from his hospital bed! Eleven of these participants had never attended a Community event before. This day was run regionally in partnership with the Northampton Methodist District who generously covered the costs. The second online day was on Saturday 5th March 2022. This was entitled <i>Visio Divina</i> and was led by Steve Radley.</p>

		<p>The planned three-day training for existing and potential Community leadership team members, for which we have been given a grant from the Methodist Church in Britain, has still not been able to take place.</p> <p>We have held three Board Meetings– all of which have been online. The Board have also continued to say Night Prayer together on Zoom every Wednesday evening.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Thanks to some very generous donations we have ended the year with a healthy balance and feel much more positive about our position going forward.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	The main activity of the charity is the running of 'Community for Spiritual Formation' retreats. These are self-funding. The purpose of having reserves

		is to ensure that, in the event of unforeseen circumstances, there is enough unrestricted cash to cover the charity's operating expenses for a number of months. Outside of the retreats, the costs of the operational activities of the charity are negligible. Consequently, the Trustees have resolved that it is unnecessary to keep reserves.
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our principal sources of funds are participants' fees, donations and grants.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The principal risks are financial. Our budgets are very tight!
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more	Para 1.25	Trustees are appointed or reappointed annually at the AGM.

trustees		
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Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Five-Day Community for Spiritual Formation operates as the British expression of The Five-Day Academy for Spiritual Formation (academy.upperroom.org).
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	The Community for Spiritual Formation
Other name the charity uses	
Registered charity number	1188824
Charity's principal address	5, Plowman Close Greenleys Milton Keynes Buckinghamshire MK12 6AG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Nicola Vidamour	Chair		
2	Kenneth Boyd Browne	Vice-Chair		
3	E. Jill Baker	Secretary		
4	James Bamber	Treasurer		
5	Sheryl Anderson			
6	Andrew Lightowler			
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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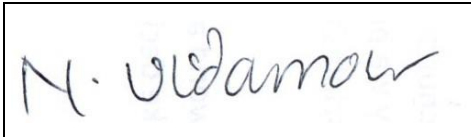
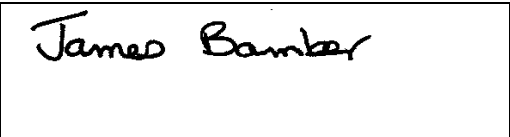
Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Nicola Vidamour	J. James Bamber
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	04.01.23	05.01.23

Financial Statements for the Year Ended 30th June 2022
The Community for Spiritual Formation

Receipts and Payments Accounts

Receipts	Note	Unrestricted Fund £	Total 2022 £	Total 2021 £
Participants fees	1	28770	28770	280
Gift Aid from HMRC		61	61 ¹	1753
Donations		2900	2900 ²	0
Grants		650	650	0
Total Receipts		32381	32381	2033
Payments				
Community related resources				
Postage		8	8	13
Online Day 2021	2	138	138	84
Cliff Community 2021	3	17074	17074	0
Durham Community 2022	4	1598	1598	0
Oxford Community 2023		2300	2300	
Refunds				
Cliff Community 2021		545	545 ³	0
Levy (Academy for Spiritual Formation)		313	313	
Methodist Insurance		230	230	230
Wordpress Subscription		15	15	15
Total Payments		22221	22221	342
Excess of receipts over payments		10160	10160	1691
		10160	10160	1691
Cash at bank on 1 July		10822	10822	9131
Cash at bank on 30 June		20982	20982 ⁴	10822

¹£5 of this amount relates to donations received in the year 1st July 2020 – 30th June 2021 but the Gift Aid claim for the year had already been submitted.

² £2500 of this figure will have the Gift Aid claimed in accounts for the Year end 30th June 2023.

³ Includes £50 cheque which has not been presented (issued 11th November 2021)

⁴ Actual cash in bank at year end is £21032 due to the unrepresented cheque. This balance includes a grant of £2,400 received from The Methodist Church for training purposes.

Further Analysis of Receipts and Payments

	Note	Unrestricted Fund £	Total 2022 £	Total 2021 £
Receipts				
Participants fees				
Online Day 2022	1	160	160	280
Cliff Community 2021		17010	17010	0
Durham Community 2022		11600	11600	0
		<u>28770</u>	<u>28770</u>	<u>280</u>
Payment				
Community Related Resources				
Online Day 2022				
Printing		0	0	4
Gift to Speaker		50	50	50
Music License		88	88	30
		<u>138</u>	<u>138</u>	<u>84</u>
Cliff Community 2021				
Team Retreat				
Accommodation		498	498	0
Travel		404	404	0
Community				
Accommodation		13580	13580	0
Travel (including Speakers)		528	528	0
Expenses		64	64	0
Speakers gifts		2000	2000	0
		<u>17074</u>	<u>17074</u>	<u>0</u>
Durham Community 2022				
Team Retreat				
Accommodation		489	489	0
Room hire		100	100	0
Travel		298	298	0
Subsistence		93	93	0
Gift for Retreat Leader		50	50	
Community				
Accommodation deposit		500	500	0
Travel		68	68	0
		<u>1598</u>	<u>1598</u>	<u>0</u>

Signed _____ Print name _____ Date _____



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

The Community for Spiritual Formation

On accounts for the year
ended

30th June 2022

Charity no
(if any)

1188824

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

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

Independent
examiner's statement

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~ *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the brackets if they do not apply.

Signed:

awButler

Date:

11 - 08 - 2022

Name:

ALAN WALTER BUTLER.

Relevant professional
qualification(s) or body
(if any):

Address:

2, DUNCAN WAY,

HARTFORD,

HUNTINGDON, CAMBS. PE29 1SZ