



## Trustees' Annual Report for the period

| Period start date |      |      | Period end date |    |                 |
|-------------------|------|------|-----------------|----|-----------------|
| From              | 21st | Sept | 2022            | To | 31st March 2023 |

### Section A Reference and administration details

|                                    |                                                              |
|------------------------------------|--------------------------------------------------------------|
| Charity name                       | Chapel of St Michael the Archangel                           |
| Other names charity is known by    |                                                              |
| Registered charity number (if any) | 1195869                                                      |
| Charity's principal address        | The Chapel,<br>Guards Avenue<br>Caterham<br>Postcode CR3 5XL |

#### 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 | Tim Rolfe     |                 |                                   |                                                               |
| 2 | Marilyn Payne |                 |                                   |                                                               |
| 3 | Darren Barnes |                 |                                   |                                                               |
| 4 |               |                 |                                   |                                                               |
| 5 |               |                 |                                   |                                                               |
| 6 |               |                 |                                   |                                                               |

#### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| Accountant      |      |         |
| Accountant      |      |         |

#### Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

### Section B Structure, governance and management

#### Description of the charity's trusts

|                                                                     |                                                                                                              |
|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | CONSTITUTION OF A CHARITABLE INCORPORATED ORGANISATION<br>WHOSE ONLY VOTING MEMBERS ARE ITS CHARITY TRUSTEES |
| How the charity is constituted<br>(eg. trust, association, company) | Charitable Incorporated Organisation                                                                         |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Appointed by Existing Trustees                                                                               |

#### Additional governance issues (Optional information)

- policies and procedures adopted for the induction and training of trustees;
- trustees' consideration of major risks and the system and procedures to manage them.

Policies and procedures adopted:

Major risk management training & procedures :

## Section C

## Objectives and activities

Summary of the objects of the charity set out in its governing document

To advance heritage through preserving for public benefit the building named "Chapel of St Michael the Archangel"

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

- No activities have been undertaken in this financial year

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

No achievements or activities in this financial year



Section E

Financial review

Brief statement of the charity’s policy on reserves

Details of any funds materially in deficit

Further financial review details (Optional information)

|  |
|--|
|  |
|  |

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**No financial activities during the year**

## Section F

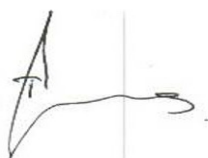
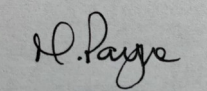
## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

|                                     |                                                                                     |                                                                                       |
|-------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Signature(s)                        |  |  |
| Full name(s)                        | Timothy Rolfe                                                                       | Marilyn Payne                                                                         |
| Position (eg Secretary, Chair, etc) |                                                                                     |                                                                                       |
| Date                                | 10/07/2024                                                                          |                                                                                       |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Chapel of St Michael the Archangel

1195869

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
4/1/2022

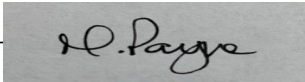
To

Period end date  
3/31/2023

### Section A Receipts and payments

|                                                           | Unrestricted<br>funds | Restricted<br>funds | Endowment<br>funds | Total funds      | Last year        |
|-----------------------------------------------------------|-----------------------|---------------------|--------------------|------------------|------------------|
|                                                           | to the nearest £      | to the nearest £    | to the nearest £   | to the nearest £ | to the nearest £ |
| <b>A1 Receipts</b>                                        |                       |                     |                    |                  |                  |
|                                                           | -                     | -                   | -                  | -                | -                |
|                                                           | -                     | -                   | -                  | -                | -                |
|                                                           | -                     | -                   | -                  | -                | -                |
|                                                           | -                     | -                   | -                  | -                | -                |
|                                                           | -                     | -                   | -                  | -                | -                |
|                                                           | -                     | -                   | -                  | -                | -                |
|                                                           | -                     | -                   | -                  | -                | -                |
| <b>Sub total</b> (Gross income for AR)                    | -                     | -                   | -                  | -                | -                |
| <b>A2 Asset and investment sales,<br/>(see table).</b>    |                       |                     |                    |                  |                  |
|                                                           | -                     | -                   | -                  | -                | -                |
|                                                           | -                     | -                   | -                  | -                | -                |
| <b>Sub total</b>                                          | -                     | -                   | -                  | -                | -                |
| <b>Total receipts</b>                                     | -                     | -                   | -                  | -                | -                |
| <b>A3 Payments</b>                                        |                       |                     |                    |                  |                  |
|                                                           | -                     | -                   | -                  | -                | -                |
|                                                           | -                     | -                   | -                  | -                | -                |
|                                                           | -                     | -                   | -                  | -                | -                |
|                                                           | -                     | -                   | -                  | -                | -                |
|                                                           | -                     | -                   | -                  | -                | -                |
|                                                           | -                     | -                   | -                  | -                | -                |
|                                                           | -                     | -                   | -                  | -                | -                |
|                                                           | -                     | -                   | -                  | -                | -                |
| <b>Sub total</b>                                          | -                     | -                   | -                  | -                | -                |
| <b>A4 Asset and investment<br/>purchases, (see table)</b> |                       |                     |                    |                  |                  |
|                                                           | -                     | -                   | -                  | -                | -                |
|                                                           | -                     | -                   | -                  | -                | -                |
| <b>Sub total</b>                                          | -                     | -                   | -                  | -                | -                |
| <b>Total payments</b>                                     | -                     | -                   | -                  | -                | -                |
| <b>Net of receipts/(payments)</b>                         | -                     | -                   | -                  | -                | -                |
| <b>A5 Transfers between funds</b>                         | -                     | -                   | -                  | -                | -                |
| <b>A6 Cash funds last year end</b>                        | -                     | -                   | -                  | -                | -                |
| <b>Cash funds this year end</b>                           | -                     | -                   | -                  | -                | -                |

Section B Statement of assets and liabilities at the end of the period

| Categories                                                  | Details                                                                             | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds                                               |                                                                                     | -                                  | -                                | -                               |
|                                                             |                                                                                     | -                                  | -                                | -                               |
|                                                             |                                                                                     | -                                  | -                                | -                               |
|                                                             | <b>Total cash funds</b>                                                             | -                                  | -                                | -                               |
|                                                             | (agree balances with receipts and payments account(s))                              | OK                                 | OK                               | OK                              |
|                                                             |                                                                                     | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
| B2 Other monetary assets                                    |                                                                                     | -                                  | -                                | -                               |
|                                                             |                                                                                     | -                                  | -                                | -                               |
|                                                             |                                                                                     | -                                  | -                                | -                               |
|                                                             |                                                                                     | -                                  | -                                | -                               |
|                                                             |                                                                                     | -                                  | -                                | -                               |
|                                                             |                                                                                     | -                                  | -                                | -                               |
| B3 Investment assets                                        |                                                                                     | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
| B4 Assets retained for the charity's own use                |                                                                                     | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
| B5 Liabilities                                              |                                                                                     | Fund to which liability relates    | Amount due (optional)            | When due (optional)             |
|                                                             |                                                                                     |                                    | -                                |                                 |
|                                                             |                                                                                     |                                    | -                                |                                 |
|                                                             |                                                                                     |                                    | -                                |                                 |
|                                                             |                                                                                     |                                    | -                                |                                 |
| Signed by one or two trustees on behalf of all the trustees | Signature                                                                           | Print Name                         | Date of approval                 |                                 |
|                                                             |  | Marilyn Payne                      | 7/10/2024                        |                                 |