



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 7th December 2021 Period start date To 31st December 2022
Period end date

Charity name: **St Leonard's Management**

Charity registration number: **1196963**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Maintenance and upkeep of St Leonard's Church, Yarpole, and its promotion as a community asset.
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	Ongoing maintenance and refurbishment of the fabric of the building. Organisation and promotion of community events and activities therein.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We confirm we have had regard to the guidance.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a
Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	In excess of 20 volunteers have regularly contributed to the project as cooks, waiting staff, maintenance assistants, events' organisers, and in many other ways.
Other		

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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	The building has been maintained in a good state of repair, enabling the community to benefit from the facilities it offers. This has helped to mitigate isolation and loneliness within the community.

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	The charity showed a small operating surplus.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<ol style="list-style-type: none"> 1. The pandemic and lockdowns of 2021-22 shut down most of St Leonard's sources of income: the Gallery Café had to close, there were no hire fees because social activities ceased and all fund-raising events were cancelled. 2. We need to ensure that, should a similar catastrophe occur again, we have sufficient funds to cover all our liabilities (utility bills and insurance premiums, for example) and to fulfil our repairing obligations. In addition, should we need to make our employee, the Café Manager, redundant we would need funds to cover any redundancy payment. 3. Reserves might also be required in the event of an unexpectedly large repair or replacement bill, if sufficient grant funding were unavailable. 4. Reserves might also be needed to fund a short-term deficit in the cash budget, for example where there is a delay in the receipt of anticipated income. 5. In addition to the management of risk, the reserves are maintained in order to have capital to provide funding for new initiatives.
Amount of reserves held	Para 1.22	£14,000
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

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	<ol style="list-style-type: none"> 1. Cafe 2. Annual donation from Parochial Church Council 3. Fundraising events
		n/a

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	<ol style="list-style-type: none"> 1. Risk of volunteer burn out. 2. Increasing challenges to recruit sufficient volunteers. 3. The pandemic has made people less ready to support events.
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	CIO
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 trustees	Para 1.25	Volunteer recruitment is required to complement existing Trustee skills.

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	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	St Leonard's Management
Other name the charity uses	
Registered charity number	1196963
Charity's principal address	St Leonard's Church Green Lane Yarpole Herefordshire HR6 0BB

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	Barbara Nurse			
2	Susan Russell			
3	Andrew Prail			
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

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

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)	Andrew Prail	
Position (eg Secretary, Chair, etc)	Trustee	
Date	16/06/2023	



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the
trustees/members of

St Leonard's Management

On accounts for the year
ended

31st December 2022

Charity no

1196963

Set out on pages

2 & 3 Attached

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st December 2021.

**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").

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.

**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 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.

Signed:

John Langley

Date:

27/02/2023

Name: John Langley

Address: Cloverfields, Leys Lane, Bircher

Herefordshire, HR6 0AZ



CHARITY COMMISSION
FOR ENGLAND AND WALES

St Leonard's Management

1196963

Receipts and payments accounts

CC16a

For the period
from

1st Jan 2022

To

31st Dec 2022

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grants & Donations - SLD	-	9,640	-	9,640	14,748
Yarpole Shop Loan	-	7,000	-	7,000	-
VAT Refund	-	10,184	-	10,184	1,973
	-	-	-	-	-
PCC Contribution	5,040	-	-	5,040	5,040
Grants & Donations	7,981	-	-	7,981	9,530
Hire	575	-	-	575	1,795
Gallary Café	22,284	-	-	22,284	1,257
Yarpole Shop Contribution	5,422	-	-	5,422	6,247
Fund Raising	3,643	-	-	3,643	977
Insurance Claims	1,645	-	-	1,645	-
Other	87	-	-	87	112
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	46,675	26,824	-	73,500	41,678
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	46,675	26,824	-	73,500	41,678
A3 Payments					
Development Projects	-	23,663	-	23,663	30,486
Yarpole Shop Loan Repaid	-	7,000	-	7,000	-
	-	-	-	-	-
Salaries	9,782	-	-	9,782	5,871
Café Expenses	7,093	-	-	7,093	643
Maintenance	1,121	-	-	1,121	14,563
Fuel	200	-	-	200	2,350
Electricity	8,622	-	-	8,622	5,309
Water	137	-	-	137	-
Insurance	2,332	-	-	2,332	2,306
Professional Fees	662	-	-	662	3,735
Fund Raising Costs	2,051	-	-	2,051	462
Sundries	250	-	-	250	1,050
	-	-	-	-	-
	-	-	-	-	-
Sub total	32,251	30,663	-	62,914	66,774
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	32,251	30,663	-	62,914	66,774
Net of receipts/(payments)	14,425	- 3,839	-	10,586	- 25,095
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	13,070	14,745	-	27,815	52,910
Cash funds this year end	27,495	10,906	-	38,401	27,815

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Nat West Bank - SLD	-	10,906	-
	Nat West Bank - SLM	27,481	-	-
	Santander - SLM	14	-	-
	Total cash funds	27,495	10,906	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	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



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			-	

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