

The Order of the British Empire Chapel Fund

Annual Trustees' Report

Period: 1st April 2023 – 31st March 2024

Charity Number: 208077

Principal Office

Central Chancery of the Orders of Knighthood
St James's Palace
London
SW1A 1BH

Reference and Administration **Trustees**

The Right Reverend and Right Honourable Dame Sarah Mullally DBE	- Prelate
Lieutenant General Sir Robert Fulton KBE	- King of Arms (retired December 2023)
Lieutenant General Sir Simon Mayall KBE, CB	King of Arms (from May 2024)
Dr Simon Case CVO	- Secretary
The Very Reverend Andrew Tremlett	- Dean
Dame Amelia Fawcett DBE, CVO	- Lady Usher of the Purple Rod
Lieutenant Colonel Stephen Segrave	- Registrar

Structure and Governance

The Trust is a registered charity, number 208077, and is constituted under a Declaration of Trust dated 9th April 1957.

Objects

- a. *to provide, furnish, equip and maintain a Chapel in the crypt of St Paul's Cathedral to be available for the devotions of persons belonging to the said Order and for the holding of religious services by members of the Most Excellent Order of The British Empire and to provide for the holding of services connected with such persons*
- b. *to provide for the holding by the Order of religious services in the main body of the said Cathedral*
- c. *to provide facilities for the attendance of persons belonging to the said Order at public religious services held in the main body of the said Cathedral*
- d. *to provide for all such matters as may be necessary for the purposes aforesaid or may otherwise be necessary or fitting in connection with the use of the said Cathedral as the church of the said Order*

Provided always that the said Chapel shall be available for such religious purposes consistent with the purposes aforesaid as the Dean and Chapter may think fit and nothing herein contained shall be taken to exclude members of the public from the said Chapel or the said religious services held by the Order.

Activities

In addition to the main activities undertaken for the public benefit by the members of the Order, large numbers of the invited public attend memorial and other Christian services in the Chapel throughout the year without direct connection to the Order. Other special Christian services are held, at the behest of the Dean and Chapter, for members of the public not connected with the Order, from time to time.

The Chapel is open daily for reflection and prayer, and for the visiting public to see the many historical memorials in the crypt of the Cathedral. The Chapel is used by the Cathedral's education department as part of the opportunity offered to the 27,000 young people who visit annually on this programme. This degree of public access does not conflict with the Order's usual needs for access to its own Chapel. The trustees have regard to the guidance issued by the Charity Commission on Public Benefit.

The Order's last Ceremonial Service was held on 15th May 2024.

Achievements and Performance

The Order sponsors a Chorister at St Paul's Cathedral School. The Chorister takes part in services held in the Chapel and the Cathedral floor, and is progressing well in their studies.

The Order supports the Music Outreach Programme at St Paul's Cathedral, started in 2014, to provide community outreach and education. The programme takes choral and organ music into schools across Greater London and beyond, engaging thousands of children from all backgrounds in making music, culminating in performances and services at the Cathedral. The Hackney Children's Choir is part of this work, and the programme offers life-changing musical opportunities for hundreds of local children through weekly rehearsals, school visits, and holiday courses. The OBE Organ Project introduces the William Drake OBE Organ to diverse young audiences, and the programme has now resulted in pupils taking up the instrument for private study.

Services held within the Chapel of the Order during 2023/2024 by Members of the Order and those with family connections:

- Weddings - 27
- Baptisms - 54
- Memorials - 2

The Order has assisted St Paul's Cathedral in the admirable work to make the Cathedral accessible to everyone. The permanent access ramp to the North Transept enables visitors with access requirements to enter the Cathedral with ease. The Order contributed a sizable donation encouraged members of the Order to donate to the appeal.

Risk Management

At their annual meeting, the Trustees review and identify the major risks that may affect the stability and successful operation of the Charity. A risk register is prepared to minimise or mitigate any highlighted risks.

Financial Review

The Order of the British Empire Chapel Fund's major sources of income are the donations made by members of the Order and the tax rebates from these donations.

The total income for the financial year 2023-2024 is £120,710 while the total expenditure is £264,979 resulting to an excess of payments over receipts of £144,269.

In September 2023, the Order donated £200,000 to St Paul’s Cathedral as an initial contribution out of the £1 million it pledged to support the Girls’ Voices Project. The Order also paid St Paul’s Music Outreach Program an annual grant of £47,000 and £11,837 for the Chorister tuition and bursary.

The total assets at the end of the period is £4,771,402 with £109,098 of these funds held at Coutts Bank, £3,009,904 in the form of investments with Cazenove, and £1,635,314 as property. The total market value of the investments at the end of March 2024 is up by £271,279 compared to last year's valuation. The Trustees review the performance of the Investment Manager on a regular basis and during the annual Officials' meeting.

The Trustees are of the firm view that the unrestricted reserve fund of £87,500 will cover the Order's annual projected outgoings and provide the means for it to meet its objectives for the foreseeable future. However, the Trustees will regularly review the amount of reserves required to support the Order's services and charitable contributions.

Examiners: G J Lowe Ltd, Pennyweights, 163 Welcomes Road, Kenley, Surrey CR8 5HB

Bankers: Coutts & Co., Villiers Office, 440 Strand, London WC2R 0QS

Investment Manager: Cazenove Investment Management Ltd, Schroder & Co. Limited, 1 London Wall Place, GB London, EC2Y, 5AU

Declaration

The Trustees declare that they have approved the above Trustees' Report.

Signed on behalf of the Charity's Trustees:

Signed by:

2023	INCOME		2024	EXPENDITURE		2024	2023
	SUBSCRIPTIONS & DONATIONS			CONTRIBUTIONS			
£95,831.65	Subscriptions received	£	93,134.65	Music Outreach Program		£47,000.00	£47,000.00
£20,160.00	Donations received		£9,310.00	Scholarships		£11,837.00	£11,837.00
				St. Paul's Girls' Voices Grant		£200,000.00	£0.00
	DIVIDENDS & INTEREST						
£362.48	Coutts 90 Day Interest	£1,480.41					
£303.63	Coutts MM Account	£2,212.73		EVENSONG		£727.26	£0.00
£2,087.96	Cazenove Investment Income	£0.00					
			£3,693.14	ST. PAUL'S CATHEDRAL SERVICE		£0.00	£43,456.71
£904.51	ROYALTIES FROM SALE OF MEMORABILIA			INSURANCE			
				Combined Insurance		£3,593.19	£3,367.05
	INCOME TAX REBATE						
£14,689.81	2022-2023 Subs & Donations		£0.00	POSTAGE		£1,215.74	£1,549.00
£0.00	2023-2024 Subs & Donations		£14,572.35				
				ACCOUNTS PREPARATION		£606.00	£582.00
£134,340.04			£120,710.14			£264,979.19	£107,791.76
				EXCESS OF PAYMENTS OVER RECEIPTS		-£144,269.05	£26,548.28
£134,340.04			£120,710.14			£120,710.14	£134,340.04

Order of the British Empire

Independent Examiner's Report to the Officers of The Most Excellent Order Of The British Empire

We report on the accounts of the Order for the year ended 31 March 2024, which are set out on the attached sheet.

Respective responsibilities of officers and examiner

The charity's officers are responsible for the preparation of the accounts. The charity's officers consider that an audit is not required for this year (under section 43(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts (under section 43(3)(a) of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 2011 Act); and
- to state whether particular matters have come to our attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 officers concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

(1) which gives us reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 41 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Gary Lowe
Chartered Certified Accountant

Pennyweights
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Kenley
Surrey
CR8 5HB

22 October 2024