

**SOCIETY OF FRIENDS - CHARNEY MANOR**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

# **SOCIETY OF FRIENDS - CHARNEY MANOR**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

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### **Trustees**

Deborah Arrowsmith  
Nigel Braithwaite  
Jill Green  
Catherine Hilliard (Recording Clerk)  
Stewart Jeffrey (Presiding Clerk)  
Robert Kyte (Treasurer - appointed 27th May 2021)  
Katharine Nicholas (Appointed 27th May 2021)  
Peter Wilkinson

### **Charity number**

237267

### **Independent examiner**

Critchleys Audit LLP  
Beaver House  
23-38 Hythe Bridge Street  
Oxford  
Oxfordshire  
OX1 2EP

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# **SOCIETY OF FRIENDS - CHARNEY MANOR**

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# **SOCIETY OF FRIENDS - CHARNEY MANOR**

## **TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

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The trustees present their annual report and financial statements for the year ended 31 December 2021.

Charney Manor was placed at the disposal of Friends Trusts Limited for use by the Religious Society of Friends by Henry & Lucy Gillett in a declaration of Trust dated 21 January 1949. Subsequently a scheme for Charney Manor, including the appointment of trustees, was sealed by the Charity Commissioners on 12 July 1985 under charity reference 237267. Ownership was transferred to London Yearly Meeting, the governing body of the Religious Society of Friends. On 4 May 1999 the Charity Commissioners amended the governing document for Charney Manor which involved the appointment of new trustees. Ownership has been transferred from Britain Yearly Meeting, successors to London Yearly Meeting, to the new trustees as the governing body for Charney Manor. Charney Manor has accordingly now been included as an asset on the balance sheet.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

### **Objectives and activities**

The land and buildings are to be used for such religious and other charitable purposes of the Religious Society of Friends as the Managing Trustees think fit and in particular as a venue for conferences, lectures and other educational purposes.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

### **Achievements and performance**

The primary activity of Charney Manor is as a residential Conference and Retreat Centre. Programmes are organised to explore these and other relevant areas:

- Approaches to prayer and the Bible
- Personal relationships as a path to spiritual growth
- Interfaith dialogue
- Concern for the world
- Aspects of the arts
- Aspects of the sciences

During 2021 other church and faith groups used the Manor on several occasions and there were also bookings for arts and spiritual development events. Other bookings were related to education and training and other charities, and the NHS used the Manor for management and staff training.

However, due to the Covid 19 pandemic Charney had to close from 5th January 2021 until the 17th May 2021 - a period of closure reflected in the Accounts. Pandemic procedures and processes were put in place prior to reopening. The Manor remained open and operational for the remainder of 2021 but covid continued to have a dampening effect on all course and conference attendance and Bed and Breakfast bookings.



# **SOCIETY OF FRIENDS - CHARNEY MANOR**

## **TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

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Due to Covid closures and low interest, nearly all planned Quaker courses had to be cancelled during 2021. An additional large and well-ventilated marquee purchased in 2020 continued to be used as and when required to support conference and residential courses that continued to socially distance. However, in late December the marquee was blown down in a violent storm and had to be re-erected.

During 2021 the Manor acquired a Premises Licence to sell alcohol at specified times although this is yet to be implemented.

### **Trustees**

Two new Trustees were appointed on May 27th after an induction that included attending a Trustees Meeting: Katherine Nicholas and Robert Kyte. The latter succeeded Brian Morphy as Treasurer, who completed a term of office of 12 months. The total number of Trustees increased therefore from seven to eight, and met eight times as a body in 2021, receiving regular reports from the Charney Manor Manager Gill Peaston.

### **Public Benefit**

The Trustees are mindful of their duty to ensure that the charity's activities exist for the public benefit. They have considered Charity Commission guidance, and are satisfied that the performance and achievements of the charity during the year, as outlined below, are consistent with this duty. The series of Quaker Guided Retreats arranged by the Trustees and most of the retreats and conferences organised by other groups (apart from those restricted to particular congregations) are open to all and are advertised as such. We are especially pleased to have had our facilities used by groups who promote peace and conflict resolution in both national and international contexts.

### **Restrictions to the building**

As a Grade 1 listed building there are strict regulations which do not allow alterations to the fabric of the Manor building. We are not, for example, permitted to install a lift to facilitate access by disabled persons to meetings in the 13th century Solar on the 1st floor in the Manor. We do however have a number of bedrooms on the ground floor.

### **Maintenance of the property**

Regular work to maintain the fabric of the Manor and associated buildings was carried out. The grounds, gardens and lawns are in good order and much appreciated by the folk attending the conferences and retreats.

### **Assets**

The buildings are: The Manor House, including the Solar and Undercroft dating from the 13th century, the Manor Barn converted into a main conference facility, the Vokins building which contains residential accommodation and the Gilletts Cottage for additional accommodation for residential retreats or hired by families or self-catering groups. On 2 May 2000 the buildings were professionally valued, on an existing use basis. The balance sheet records the value of building developments and accumulated depreciation. In 1987 the Society received a bequest from the estate of Winifred Potter for the charitable purposes of Charney Manor. The capital is held as a designated fund with the income applied as revenue for general purposes.

Insurance values, on a replacement basis, with the Ansvar Insurance Company are: -

Buildings £9,334,453      Contents £452,335

# **SOCIETY OF FRIENDS - CHARNEY MANOR**

## **TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

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### **Outlook and subsequent events**

While we had budgeted for 2021 to have similar income and expenditure as in 2019 (before the Covid 19 pandemic) the return to lockdown in early January until May the 17th reduced activities considerably. However, groups planning to come to Charney postponed, rather than cancelled, their visits and interest remains positive. The Government furlough scheme, whereby 80% of salaries of retained staff are paid, tapering down to 30% by September when the scheme came to an end. We received small business grants from our local authority which have helped to sustain our Conference Centre. A legacy of £10,000 was left to Charney from Celia Judith Chandler.

In response to the exceptional costs of Covid 19 the borrowing from Barclays Bank under the Bounce Back loan scheme, £50,000, and selling two fixed term investments, about £25,000, have underpinned Charney's cashflow.

We continue to maintain the Manor and the grounds to ensure that a good standard is kept throughout.

### **Financial review**

The results for the year show a net income of £427,120 and a net expenditure of £400,706 giving an operating surplus of £26,414 (2020: deficit of £59,042) before investment gains and losses. The operating surplus before depreciation of buildings, which is not a cash cost for the charity, was £59,988 (2020: deficit of £25,468). Both income and expenditure have increased this year, compared with 2020, as the effects of the Covid 19 pandemic began to reduce. Staff salaries have been maintained with the support of furlough payments and all members of staff have been retained. The Trustees consider that the reserves remain adequate to Charney Manor's needs and in view of our anticipated activities the accounts are prepared on a going concern basis.

### **Reserves Policy**

It is the policy of the Trustees to maintain a balance on unrestricted funds equivalent to a minimum of between three and six months unrestricted expenditure. This has helped us to remain solvent when Charney Manor had to close in compliance with the Government's policy in combating the coronavirus pandemic. Unrestricted and undesignated funds at 31 December 2021 were £1,310,851.

### **Investment policy**

As Quaker Trustees we follow a similar moderate-risk ethical strategy investment policy to that of British Yearly Meeting Trustees and Friends Trusts Limited, the central finance bodies of Britain Yearly Meeting.

### **Support from Charitable Trusts**

Charney Manor continues to receive donations in support of its work from other parts of the Religious Society of Friends in Britain. This is of great benefit although this is not considered material within the context of these accounts. The Jenepher Gillett Trust continues to provide financial support to Charney Manor which trustees gratefully acknowledge.

# **SOCIETY OF FRIENDS - CHARNEY MANOR**

## **TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

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### **Structure, governance and management**

Charney Manor Trustees met on eight occasions during the year to receive reports from the Manager, the Treasurer, the Property Sub-committee and the Staff Liaison trustee. Policy decisions were taken by the Trustees according to Quaker practice by minutes drawn up and agreed by those present during their meetings. Implementation of the policies was delegated to the Manager and her team supported by sub-committees of the trustee body, presently the Property Sub-committee and a Staffing Sub-committee. The property of Charney Manor and its investments are held by in Friends Trusts Limited as the Custodian Trustee.

### **Staff**

Gill Peaston is the non-resident manager in charge of the operation of Charney Manor and reports directly to the Trustee body. She is assisted by a staff of 14 people including an Assistant Manager, a Finance Administrator, Catering Manager, Housekeeping Supervisor and a Resident Warden who is also available to help with general duties.

The trustees who served during the year and up to the date of signature of the financial statements were:

Deborah Arrowsmith

Nigel Braithwaite

Jill Green

Catherine Hilliard (Recording Clerk)

Stewart Jeffrey (Presiding Clerk)

Robert Kyte (Treasurer - appointed 27th May 2021)

Katharine Nicholas (Appointed 27th May 2021)

Peter Wilkinson

The trustees' report was approved by the Board of Trustees.

.....*Stewart Jeffrey*.....  
Stewart Jeffrey (Presiding Clerk)

Date: .....*28/7/2022*.....



# **SOCIETY OF FRIENDS - CHARNEY MANOR**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 DECEMBER 2021***

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The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities Statement of Recommended Practice ("SORP");
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



# SOCIETY OF FRIENDS - CHARNEY MANOR

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF SOCIETY OF FRIENDS - CHARNEY MANOR

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I report to the trustees on my examination of the financial statements of Society of Friends - Charney Manor (the charity) for the year ended 31 December 2021.

#### Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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

**Katherine Wilkes FCA**  
**Critchleys Audit LLP**

Beaver House  
23-38 Hythe Bridge Street  
Oxford  
Oxfordshire  
OX1 2EP

Dated: 7th September 2022

# SOCIETY OF FRIENDS - CHARNEY MANOR

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2021

		Unrestricted funds 2021 £	Designated funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Designated funds 2020 £	Total 2020 £
Notes							
<b>Income and endowments from:</b>							
Donations and legacies	2	55,241	-	55,241	52,100	-	52,100
Charitable activities	3	289,629	-	289,629	152,429	-	152,429
Investments	4	187	-	187	826	-	826
Other income	5	82,063	-	82,063	85,845	-	85,845
<b>Total income</b>		<b>427,120</b>	<b>-</b>	<b>427,120</b>	<b>291,200</b>	<b>-</b>	<b>291,200</b>
<b>Expenditure on:</b>							
Charitable activities	6	405,776	-	405,776	355,242	-	355,242
Other		(5,070)	-	(5,070)	(5,000)	-	(5,000)
<b>Total resources expended</b>		<b>400,706</b>	<b>-</b>	<b>400,706</b>	<b>350,242</b>	<b>-</b>	<b>350,242</b>
<b>Operating surplus/(deficit)</b>		<b>26,414</b>	<b>-</b>	<b>26,414</b>	<b>(59,042)</b>	<b>-</b>	<b>(59,042)</b>
Net gains/(losses) on investments		-	56,120	56,120	-	(13,273)	(13,273)
<b>Net movement in funds</b>		<b>26,414</b>	<b>56,120</b>	<b>82,534</b>	<b>(59,042)</b>	<b>(13,273)</b>	<b>(72,315)</b>
Fund balances at 1 January 2021		1,284,437	360,561	1,644,998	1,343,479	373,834	1,717,313
<b>Fund balances at 31 December 2021</b>		<b>1,310,851</b>	<b>416,681</b>	<b>1,727,532</b>	<b>1,284,437</b>	<b>360,561</b>	<b>1,644,998</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# SOCIETY OF FRIENDS - CHARNEY MANOR

## BALANCE SHEET

AS AT 31 DECEMBER 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	10	1,351,008		1,385,981	
Investments	11	316,823		285,865	
		<u>1,667,831</u>		<u>1,671,846</u>	
<b>Current assets</b>					
Stocks	12	2,800		2,800	
Debtors	13	20,645		4,171	
Cash at bank and in hand		225,534		96,001	
		<u>248,979</u>		<u>102,972</u>	
<b>Creditors: amounts falling due within one year</b>	15	(76,024)		(66,566)	
Net current assets		<u>172,955</u>		<u>36,406</u>	
<b>Total assets less current liabilities</b>		<u>1,840,786</u>		<u>1,708,252</u>	
<b>Creditors: amounts falling due after more than one year</b>	16	(113,254)		(63,254)	
<b>Net assets</b>		<u>1,727,532</u>		<u>1,644,998</u>	
Designated funds - general		416,681		360,561	
Unrestricted funds		<u>1,310,851</u>		<u>1,284,437</u>	
		<u>1,727,532</u>		<u>1,644,998</u>	

In preparing these financial statements as Trustees we hereby confirm:

(a) that for the year in question the Trust was entitled to the exemption conferred by section 145 of the Charities Act 2011 and

(b) we acknowledge our responsibilities for:

maintaining proper accounting records and for preparing accounts which have been prepared in accordance with the Charities Act 2011.

The financial statements were approved by the Trustees on 28<sup>th</sup> JULY 2022

*R. L. Kyte*

Robert Kyte (Treasurer - appointed 27th May 2021)  
Trustee

1 Aug 2022



# **SOCIETY OF FRIENDS - CHARNEY MANOR**

## **NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

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### **1 Accounting policies**

#### **Charity information**

Society of Friends - Charney Manor is a registered charity.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

# SOCIETY OF FRIENDS - CHARNEY MANOR

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2021

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#### 1 Accounting policies

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Buildings	1% straight line / 5% straight line
Equipment	33.3% straight line
Land	Nil

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# SOCIETY OF FRIENDS - CHARNEY MANOR

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

### 1 Accounting policies

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

### 2 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Donations and gifts	27,184	27,100
Grants	28,057	25,000
	<u>55,241</u>	<u>52,100</u>

### 3 Income from charitable activities

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
The Gilletts Cottage	24,676	27,100
The Barn	10,557	18,778
Residential conferences and retreats	108,384	99,510
Bed and breakfast	32,487	14,298
Quaker courses	-	883
Quaker meetings and other income	13,525	978
	<u>289,629</u>	<u>152,429</u>



**SOCIETY OF FRIENDS - CHARNEY MANOR**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

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**4 Investments**

	<b>Unrestricted funds</b>	<b>Unrestricted funds</b>
	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Investment income	<u>187</u>	<u>826</u>

**5 Other income**

	<b>Unrestricted funds</b>	<b>Unrestricted funds</b>
	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
HMRC Furlough	<u>82,063</u>	<u>85,845</u>

**SOCIETY OF FRIENDS - CHARNEY MANOR**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**6 Expenditure on charitable activities**

	Unrestricted	Unrestricted
	2021	2020
	£	£
Staff costs	225,474	192,479
Depreciation and impairment	34,973	34,974
Food	25,260	14,780
Housekeeping and laundry	7,444	7,388
Rates	2,476	2,179
Insurance	11,521	11,014
Light and heat	29,450	25,623
Repairs and replacements	34,251	24,512
Garden upkeep	1,065	2,793
Printing, postage, stationery, telephone & computer	13,591	9,421
Travel and transport	151	549
Miscellaneous	10,951	5,103
Bursaries	-	44
Items for sale	619	144
Advertising	4,894	5,031
Staff training	718	1,145
Bookings & conference expenses	-	32
	<u>402,838</u>	<u>337,211</u>
Quaker course organisation costs (see note)	-	9,868
Governance costs (see note)	2,938	8,163
	<u>405,776</u>	<u>355,242</u>

# SOCIETY OF FRIENDS - CHARNEY MANOR

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

### 7 Support costs

	Support costs £	Governance costs £	2021 Support costs £	Governance costs £	2020 £
Staff costs	-	-	-	5,900	5,900
Course administration costs (salaries)	-	-	-	8,624	8,624
Course organiser, bursary help and travel	-	-	-	1,244	1,244
Independent examination	-	1,500	1,500	920	920
Bank charges	-	1,412	1,412	1,080	1,080
Committee travel	-	26	26	263	263
	-	2,938	2,938	8,163	18,031
Analysed between Charitable activities	-	2,938	2,938	8,163	18,031

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 9 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
	15	15
Employment costs	2021 £	2020 £
Wages and salaries	225,474	198,379

There were no employees whose annual remuneration was more than £60,000.

**SOCIETY OF FRIENDS - CHARNEY MANOR**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**10 Tangible fixed assets**

	<b>Buildings</b>	<b>Equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>			
At 1 January 2021	1,926,414	55,793	1,982,207
At 31 December 2021	1,926,414	55,793	1,982,207
<b>Depreciation and impairment</b>			
At 1 January 2021	541,832	54,394	596,226
Depreciation charged in the year	33,574	1,399	34,973
At 31 December 2021	575,406	55,793	631,199
<b>Carrying amount</b>			
At 31 December 2021	1,351,008	-	1,351,008
At 31 December 2020	1,384,582	1,399	1,385,981

**11 Fixed asset investments**

	<b>Listed investments</b>
	<b>£</b>
<b>Cost or valuation</b>	
At 1 January 2021	285,865
Valuation changes	56,120
Disposals	(25,162)
At 31 December 2021	316,823
<b>Carrying amount</b>	
At 31 December 2021	316,823
At 31 December 2020	285,865

**12 Stocks**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Finished goods and goods for resale	2,800	2,800



**SOCIETY OF FRIENDS - CHARNEY MANOR**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**13 Debtors**

	2021 £	2020 £
<b>Amounts falling due within one year:</b>		
Trade debtors	10,906	-
Other debtors	-	1,287
Prepayments and accrued income	9,739	2,884
	<u>20,645</u>	<u>4,171</u>

**14 Loans and overdrafts**

	2021 £	2020 £
Bank loans	50,000	-
Payable after one year	50,000	-

During the year a bounce back loan of £50,000 was taken out. This is repayable over 6 years, with no repayments in the first year, and incurs interest at 2.5% per annum.

**15 Creditors: amounts falling due within one year**

	Notes	2021 £	2020 £
Other taxation and social security		15,298	15,813
Deposits in advance		50,117	44,365
Trade creditors		7,334	4,501
Other creditors		1,775	1,887
Accruals and deferred income		1,500	-
		<u>76,024</u>	<u>66,566</u>

**16 Creditors: amounts falling due after more than one year**

	Notes	2021 £	2020 £
Bank loans (Covid bounceback loan)	14	50,000	-
Other creditors		63,254	63,254
		<u>113,254</u>	<u>63,254</u>

# SOCIETY OF FRIENDS - CHARNEY MANOR

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

### 17 Analysis of net assets between unrestricted funds

	Capital account	Building repair fund	Freehold property fund	Income and expenditure account	Total	Total
	2021 £	2021 £	2021 £	2021 £	2021 £	2020 £
At 1 January 2021	340,561	20,000	1,384,582	(100,145)	1,644,998	1,717,313
Incoming resources	-	-	-	427,120	427,120	291,200
Resources expended	-	-	(33,574)	(372,202)	(405,776)	(355,242)
Extraordinary items	-	-	-	5,070	5,070	5,000
Gains on investment	56,120	-	-	-	-	(13,273)
At 31 December 2021	396,681	20,000	1,351,008	(40,157)	1,727,532	1,644,998
Investments	316,823	-	-	-	316,823	285,865
Tangible fixed assets	-	-	1,351,008	-	1,351,008	1,385,981
Net current assets	79,858	20,000	-	73,097	172,955	36,406
Long term liability	-	-	-	(113,254)	(113,254)	(63,254)
At 31 December 2021	396,681	20,000	1,351,008	(40,157)	1,727,532	1,644,998

#### Capital account

Represents the Winifred Potter bequest, the income from which is used for the charitable purposes of Charney Manor.

#### Building repair fund

To meet the future costs of repair work.

### 18 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).