

VICARIATE HEADQUARTERS TRUST
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST MARCH 2023

Charity Number 237523

VICARIATE HEADQUARTERS TRUST
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FOR THE YEAR ENDED 31ST MARCH 2023

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VICARIATE HEADQUARTERS TRUST

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MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

Principal Address

26 The Crescent
Farnborough
Hampshire
GU14 7AS

Board of Trustees

Father D Conroy (Ex-officio)
P Firth
Rt Rev Bishop P J Mason (Ex-officio)
Rev D Skillen (Ex-Officio)
Father I J Stevenson
Wing Commander C P Thorpe - Chairman

Bankers

Royal Bank of Scotland
Holt's Farnborough Branch
200 Fowler Avenue
Farnborough Business Park
Farnborough
Hampshire
GU14 7JP

Independent Examiner

Mark Dickinson FCA
Shaw Gibbs (Audit) Limited
Wey Court West
Union Road
Farnham
Surrey
GU9 7PT

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2023**

The trustees have pleasure in presenting their report and the financial statements of the charity for the year ended 31st March 2023.

Legal Status

The Vicariate Headquarters Trust was created by a Declaration of Trust dated 14th August 1963, as varied or affected by a Scheme of Arrangement of the Charity Commissioners dated 19th January 1973 and order dated 14 August 2006.

The Vicariate Headquarters Trust is a Registered Charity, charity number 237523.

Trustees Appointments and New Trustee Proceedings

The ex-officio trustees are appointed by virtue of their respective offices. Co-optative trustees are appointed by a resolution of the trustees passed at a special meeting.

The chairman of trustees contacts new ex-officio trustees and potential new lay trustees prior to attendance at their first trustees meeting, to tell them about the background and activities of the trust. All new trustees are also provided with a copy of the charity commission guide "The Essential Trustee: what you need to know".

Objects of the Trust

The trust supports the Roman Catholic Bishopric of the Armed Forces by the provision of a house.

Connected Charities

The following charities are connected to the Vicariate Headquarters Trust.

The Army Roman Catholic Trust
St. Michael and St. George Parish Office
Queens Avenue
Aldershot
Hampshire
GU11 2BY

Royal Navy (Roman Catholic) Trust
Royal Navy Catholic Chaplaincy
The Chaplaincy
HMS Collingwood
Newgate Lane
Fareham
Hampshire
PO14 1AS

Royal Air Force Roman Catholic
Church Purposes Fund
The Chaplaincy Centre
RAF Odiham
Hook
Hampshire
RG29 1QT

The Roman Catholic Bishopric of the Forces (GB)
Wellington House
St Omer Barracks
Aldershot
Hampshire
GU11 2BG

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2023**

Reserves

The trust has one capital asset, a property, which due to its age and style, is subject to uneven levels of repairs and maintenance. The trustees have agreed to build up reserves so that they are sufficient to meet any large or unexpected repairs which may arise. The policy will be reviewed annually.

To maintain these reserves, the major refurbishment carried out on the property in the year was funded by grants received to a restricted fund set up for this purpose.

Achievements and Performance

During the year, the trustees continued to maintain the freehold property to a good standard. A significant refurbishment of the property was carried out which was funded by donations from the Royal Navy (Roman Catholic) Trust, Royal Air Force Roman Catholic Church Purposes Fund and the Army Roman Catholic Trust.

Financial Review

Income during the year consisted of rent maintenance income. No rent was paid for seven months while the property was unoccupied during the refurbishment work.

The financial activities and position of the trust are as shown in the annexed accounts.

Plans for Future Periods

To continue to maintain the property to a high standard.

General

The financial statements comply with current statutory requirements, the Statement of Recommended Practice and the Charities Act 2011.

Funds

A restricted fund was set up in the year consisting of grants received from The Army Roman Catholic Trust, Royal Air Force Roman Catholic Church Purposes Fund and Royal Navy (Roman Catholic) Trust for the Bishop's House Refurbishment, all other funds held are unrestricted and are held to further the objects of the trust. These unrestricted funds are available and are adequate to fulfil the obligations of the trust.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2023**

Public Benefit

The trust supports The Roman Catholic Bishopric of the Armed Forces. The Bishop is the spiritual leader of the Catholic Community in the armed forces, and is responsible for the pastoral care of Catholics and their families in the armed forces, and to other non-Catholic serving personnel.

Trustees

The trustees who served the trust during the period were as follows:

Father D Conroy (Ex-officio)
P Firth
Rt Rev Bishop P J Mason (Ex-officio)
Rev D Skillen (Ex-Officio)
Father I J Stevenson (Ex-Officio)
Wing Commander C P Thorpe - Chairman

Trustees' Responsibilities

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 charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards and statement of recommended practice 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 which 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 and the provisions of the trust deed. The trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the trustees

Bishop P. J. Mason
Trustee

Approved by the trustees on 27 July 2023

**REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES
OF THE VICARIATE HEADQUARTERS TRUST**

I report on the financial statements for the year ended 31 March 2023 as set out on pages 6 to 12.

The accounts have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

Respective responsibilities of trustees and independent examiner

The charity's trustees are responsible for the preparation of the accounts.

The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My 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 for you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirement:
 - to keep proper accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Mark Dickinson FCA
Shaw Gibbs (Audit) Limited
Wey Court West
Union Road
Farnham
Surrey
GU9 7PT**

Dated : 27 July 2023

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2023**

	Notes	Restricted Funds 2023 £	Unrestricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Income and Endowments					
Charitable Activities	2	450,000	5,000	455,000	12,000
Investment Income - Bank Interest		-	363	363	3
Total Income		450,000	5,363	455,363	12,003
Expenditure					
Charitable Activities	3	447,041	9,901	456,942	8,305
		447,041	9,901	456,942	8,305
Total Expenditure		447,041	9,901	456,942	8,305
Net Movement in Funds for the Year		2,959	(4,538)	(1,579)	3,698
Unrestricted Funds as at 1st April		-	226,578	226,578	222,880
Funds as at 31st March		2,959	222,040	224,999	226,578

The Statement of Financial Activities includes all gains and losses recognised in the year

All incoming resources and resources expended derive from continuing activities

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BALANCE SHEET
AS AT 31ST MARCH 2023

	Notes	2023 £	2023 £	2022 £	2022 £
Fixed Assets					
Tangible Assets	6		184,331		188,705
Current Assets					
Debtors		-		-	
Cash at Bank		42,167		39,373	
Total Current Assets	7	<u>42,167</u>		<u>39,373</u>	
Current Liabilities	8	<u>1,500</u>		<u>1,500</u>	
Net Current Assets			40,667		37,873
Net Assets			<u><u>224,999</u></u>		<u><u>226,578</u></u>
Funds	11				
Restricted	12		2,959		-
Unrestricted			222,040		226,578
Total Funds			<u><u>224,999</u></u>		<u><u>226,578</u></u>

These financial statements were approved by the trustees on 27 July 2023 and are signed on their behalf by:

Wing Commander C P Thorpe (Chairman)
Trustee

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023**

1. Accounting Policies**a) Basis of Accounting**

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice : Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The accounts have been prepared to give a 'true and fair' view and 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 Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The trust constitutes a public benefit entity as defined by FRS 102.

b) Fixed Assets

Depreciation is provided on fixed assets at the following annual rates in order to write off each asset over its estimated useful life:

Furniture and fittings	- 10% on cost
Freehold property	- 2% on cost

The freehold property is held to fulfil the objects of the trust and as such has been included as a tangible fixed asset.

c) Taxation

As a qualifying charity, the trust is not liable to UK taxation.

d) Funds

A restricted fund was set up in the year for the Bishop's House Refurbishment, all other funds held are unrestricted.

e) Incoming Resources

Rent maintenance income and bank interest are recognised in the financial statements when receivable.

f) Resources Expended

Resources expended for the freehold property and for governance costs are allocated to charitable activities.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023**

2. Income - Charitable Activities

Rent maintenance of £1,000 per month is payable by the Roman Catholic Bishopric of the Forces, this was halted while refurbishment work was carried out on the property and it was unoccupied.

Unrestricted

	2023	2022
	£	£
Rent maintenance income	5,000	12,000
Interest received	363	3
	5,363	12,003

Restricted

Grants received - refurbishment of property		
Royal Navy (Roman Catholic) Trust	45,000	-
Royal Air Force Roman Catholic	238,500	-
The Army Roman Catholic Trust	166,500	-
	450,000	-

3. Expenditure - Charitable ActivitiesUnrestricted

	2023	2022
	£	£
Repairs and Maintenance	-	-
Insurance	836	836
Trustee expenses	275	323
Professional fees	-	-
Depreciation (see note 6)	4,374	4,374
Accountancy (see below)	4,416	2,772
	9,901	8,305

Restricted

	2023	2022
	£	£
Refurbishment costs	447,041	-
	447,041	-

Fees Payable to Independent Examiners

	2023	2022
	£	£
Independent Examiner fees	1,250	1,150
Accountancy and Secretarial fees	3,166	1,622
	4,416	2,772

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023**

4. Trustees' Remuneration and Expenses

There was no remuneration payable to the trustees in either the current or previous years.

Travel and subsistence expenses of £275, incurred for services provided to the charity were reimbursed to one trustee (2022 - £323).

5. Insurance

The trust had the following insurance cover during the year in respect of property owned by it.

Contents Insurance	-	Sum Insured	£	115,785
Building Insurance	-	Sum Insured	£	1,250,000

The premium payable on the above insurances is refunded by the Roman Catholic Bishopric of the Forces.

6. Tangible Fixed Assets

	Freehold Property £	Furniture and Fittings £	Total £
Cost			
As at 31/03/22	218,691	9,400	228,091
Additions	-	-	-
Disposals	-	-	-
As at 31/03/23	218,691	9,400	228,091
Depreciation			
As at 31/03/22	29,986	9,400	39,386
Charge for Year	4,374	-	4,374
Disposals	-	-	-
As at 31/03/23	34,360	9,400	43,760
Net Book Value			
As at 31/03/23	184,331	-	184,331
As at 31/03/22	188,705	-	188,705

The freehold property was valued at £1.6m by Hamptons, following completion of the refurbishment work. This valuation has not been adjusted for in the financial statements.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023**

7. Current Assets

Cash at bank balances were as follows: unrestricted funds £39,208 (2022 £39,373), restricted funds £2,959 (2022 £Nil).

8. Current Liabilities

	2023	2022
	£	£
Accruals & Deferred Income	1,500	1,500
	1,500	1,500

All creditors relate to unrestricted funds.

9. Capital Commitments

The trust is committed to making a final instalment relating to the refurbishment of the Freehold Property. The cost of the instalment is £8,515 and will be met in full by the three service trusts by way of grants.

10. Contributing Trusts

The trustees recognise that the funds donated to the trust for the purchase and subsequent refurbishment of the property were from the following sources:-

The Army Roman Catholic Trust	49.33%
Royal Air Force Roman Catholic Church Purposes Fund	43.43%
Royal Navy (Roman Catholic) Trust	7.24%

In the event of the trust being wound up, it is the intention of the trustees to return surplus funds to these originating sources.

11. Analysis of net assets between funds

	Restricted Funds 2,023 £	Unrestricted Funds 2,023 £	Total Funds 2023 £	Total Funds 2022 £
Fund balances at 31 March are represented by:				
Fixed Assets	-	184,331	184,331	188,705
Net Current Assets	2,959	37,708	40,667	37,873
	2,959	222,039	224,998	226,578
Total funds	2,959	222,039	224,998	226,578

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023**

12. Restricted Funds

	Bishop's House Refurbishment Fund 2023 £	Bishop's House Refurbishment Fund 2022 £
As at 1 April 2022	-	-
Incoming Resources	450,000	-
Resources Expended	(447,041)	-
As at 31 March 2023	2,959	-