

Charity registration number: 241556

Catholic People's Weeks

known as

CPW

Annual Report and Financial Statements

for the Year Ended 31 December 2022

Community Accounting Plus
Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5LG

Catholic People's Weeks

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Reference and Administrative Details

Trustees	Patricia Worden, President
	Barbara Wilson, Chair
	Robert Cook, Secretary
	Liz Dingle, Treasurer
	Michael Willcox
	Rebekah O'Keeffe
	Brid Fitzpatrick
	Mary Huckfield
	Pablo Guidi
	Gabriela Todd
Charity Registration Number	241556
Principal Office	9 Buccleuch Avenue Clitheroe BB7 2DZ
Independent Examiner	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5LG

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Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 December 2022.

Structure, governance and management

Nature of governing document

The charity is operated under the rules of its constitution adopted 5th August 1962.

Recruitment and appointment of trustees

Trustees are recruited from the membership. Members are asked at each event they attend if they are interested in being on the committee. They are also asked when notified of the BGM whether they want to put themselves forward for any vacant positions. They are then voted on at the BGM. Members can also be co-opted onto the committee by the Trustees at any point.

Objectives and activities

Objects and aims

The objects of CPW are the promotion of the education of Catholics in their faith and its practice and the deepening of the Christian life in home, parish, place of work and society, by the holding of residential and other programmes some of which are adult only, some of which cater for all ages.

Objectives, strategies and activities

CPW runs residential courses, from 2 to 7 days' duration, to help members deepen their understanding of the Catholic faith. Some courses are for all-age groups including children; others are for adults only. All combine study with recreation and the chance to live (briefly) in community. Since lockdown, CPW has also organised on-line events with members meeting on Zoom. Apart from the very first event (which was to replace the planned in-person event in summer 2020), these are usually day or evening events. Membership is open to all Roman Catholics and people in sympathy with the Catholic tradition.

Public benefit

CPW provides a public benefit by increasing the knowledge and understanding of the Catholic faith by its members, and helping its members learn about living in community.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

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Trustees' Report (continued)

Achievements and performance

We held three residential events in 2022: a Helpers' weekend in February in the Peak District, an all-age Walking weekend in May in the Gower and an all-age week in August at Kintbury in Berkshire. The Walking weekend looked at meditation and nature whilst the Kintbury week was themed on 5 ways to wellbeing and how our faith impacts on this model.

We also held on-line events including input from Greg Ryan in February on the current synodal process. This was followed up with several in-person regional meetings to discuss a CPW response. It concluded with an on-line event in September before submitting a response to the Bishops of England and Wales.

Another on-line event was our Autumn Lecture given by Dr Carmody Grey, looking at our responsibility to respond to the climate crisis. We also continued our Wednesday Zoom prayer sessions. These were held daily during Lent with a poem/reflection being sent out to all members each day in preparation. After Easter the prayers moved to monthly until Advent when additional reflections/prayers were provided each week.

In February we agreed to trial a new model of governance, with three people taking on the responsibilities of the Chair. The proposal was that this would be an interim arrangement whilst the organisation spent some time determining a future direction. This decision by the Trustees was ratified by the members at an on-line EGM. As part of this process, the Trustees held a strategic away day in October.

Financial review

At the end of 2022 we were in a good financial position. The general fund stood at £37,454 and the Bursary fund balance was £16,058. The balance on the general fund is more than the amount required by our reserves policy and we are looking at ways to bring it more in line with our policy. One of these is to put on a residential weekend for the development of our current and potential Helpers - the name given to the (usually) young adults that supervise the children's activities at our all age events.

We received a generous legacy in 2022 from a long standing member which helped to improve the year end position.

The balance on the Bursary fund is almost exactly the same as at the start of the year, although this is because the donations made to the fund during the year more or less matched the value of disbursements. More needs to be done to promote the use of the Bursary fund – we offered a 20% reduction in 2023, for people who felt they needed a helping hand, but unfortunately the website couldn't be set up in time to make this available at the click of a button - something we hope to rectify for future events.

The World Fund had a balance of just over £2,000, which will be passed onto overseas charities in 2023.

The main financial risk faced by CPW is an event having to be cancelled and monies paid upfront being non-refundable.

Policy on reserves

Our reserves policy requires us to hold between £11,000 and £25,000 to cover fluctuations in cash flow (paying for a residential centre before members have paid their bills) and/or the financial risk of an event having to be cancelled and monies paid upfront being non-refundable.

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Trustees' Report (continued)

Statement of Responsibilities (within Trustees Report)

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

The law applicable to charities 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 period. 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 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 business.

The trustees are responsible for keeping proper 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 Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on ~~28/10/2023~~ **28/10/2023** and signed on its behalf by:

Barbara Wilson

Barbara Wilson
Trustee

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Independent Examiner's Report to the trustees of Catholic People's Weeks

Independent examiner's report to the trustees of Catholic People's Weeks

I report to the trustees on my examination of the accounts of Catholic People's Weeks (the Charity) for the year ended 31 December 2022.

Responsibilities and basis of report

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

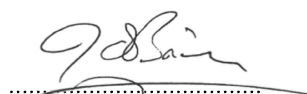
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting 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 accounts to be reached.



John O'Brien MSc, FAIA, FCCA, FCIE, employee of Community Accounting Plus
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5LG

Date: 31/10/2023

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Statement of Financial Activities for the Year Ended 31 December 2022

	Note	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
Income and Endowments from:					
Donations and legacies	2	3,761	-	3,761	735
Charitable activities	3	21,146	2,293	23,439	28,308
Investment income	4	127	-	127	279
Total Income		<u>25,034</u>	<u>2,293</u>	<u>27,327</u>	<u>29,322</u>
Expenditure on:					
Charitable activities	5	<u>(23,090)</u>	<u>(866)</u>	<u>(23,956)</u>	<u>(35,310)</u>
Total Expenditure		<u>(23,090)</u>	<u>(866)</u>	<u>(23,956)</u>	<u>(35,310)</u>
Net movement in funds		1,944	1,427	3,371	(5,988)
Reconciliation of funds					
Total funds brought forward		<u>35,510</u>	<u>17,368</u>	<u>52,878</u>	<u>58,866</u>
Total funds carried forward	10	<u>37,454</u>	<u>18,795</u>	<u>56,249</u>	<u>52,878</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 10.

The notes on pages 9 to 15 form an integral part of these financial statements.

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Statement of Financial Activities for the Year Ended 31 December 2022 (continued)

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted £	Restricted £	Total 2021 £
Income and Endowments from:				
Donations and legacies	2	735	-	735
Charitable activities	3	25,761	2,547	28,308
Investment income	4	279	-	279
Total Income		<u>26,775</u>	<u>2,547</u>	<u>29,322</u>
Expenditure on:				
Charitable activities	5	<u>(24,126)</u>	<u>(11,184)</u>	<u>(35,310)</u>
Total Expenditure		<u>(24,126)</u>	<u>(11,184)</u>	<u>(35,310)</u>
Net movement in funds		2,649	(8,637)	(5,988)
Reconciliation of funds				
Total funds brought forward		<u>32,861</u>	<u>26,005</u>	<u>58,866</u>
Total funds carried forward	10	<u><u>35,510</u></u>	<u><u>17,368</u></u>	<u><u>52,878</u></u>

The notes on pages 9 to 15 form an integral part of these financial statements.

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(Registration number: 241556)

Balance Sheet as at 31 December 2022

	Note	2022 £	2021 £
Current assets			
Debtors	8	1,999	1,703
Cash at bank and in hand		<u>55,104</u>	<u>54,282</u>
		57,103	55,985
Creditors: Amounts falling due within one year	9	<u>(854)</u>	<u>(3,107)</u>
Net assets		<u>56,249</u>	<u>52,878</u>
Funds of the charity:			
Restricted income funds			
Restricted funds	10	18,795	17,368
Unrestricted income funds			
Unrestricted funds		<u>37,454</u>	<u>35,510</u>
Total funds	10	<u>56,249</u>	<u>52,878</u>

The financial statements on pages 6 to 15 were approved by the trustees, and authorised for issue on 26/10/23.. and signed on their behalf by:



Liz Dingle
Trustee

Catholic People's Weeks

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Notes to the Financial Statements for the Year Ended 31 December 2022

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Catholic People's Weeks meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

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Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregates similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

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Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

2 Income from donations and legacies

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Donations and legacies;			
Donations from individuals	3,761	3,761	735
	<u>3,761</u>	<u>3,761</u>	<u>735</u>

3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2022 £	Total 2021 £
Donations	-	2,293	2,293	2,015
Gift aid	-	-	-	880
Subscriptions	1,492	-	1,492	1,558
Residential weeks	19,654	-	19,654	23,855
	<u>21,146</u>	<u>2,293</u>	<u>23,439</u>	<u>28,308</u>

4 Investment income

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Interest receivable and similar income;			
Interest receivable on bank deposits	127	127	279
	<u>127</u>	<u>127</u>	<u>279</u>

5 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2022 £	Total 2021 £
Materials	179	-	179	1,040

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Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

	Unrestricted funds General £	Restricted funds £	Total 2022 £	Total 2021 £
Accommodation & meals	19,523	(507)	19,016	19,607
Affiliations	45	-	45	45
Bank charges	196	-	196	190
Bursary distributions	-	1,373	1,373	2,177
Insurances	365	-	365	418
Speaker costs	850	-	850	420
Travel	394	-	394	894
World fund distributions	-	-	-	8,981
Website	823	-	823	1,058
Professional fees	524	-	524	480
Administration	10	-	10	-
Bad debt provision	65	-	65	-
Weeks costs	116	-	116	-
	<u>23,090</u>	<u>866</u>	<u>23,956</u>	<u>35,310</u>

6 Independent examiner's fees

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2022 £	2021 £
Independent examination	420	400
	<u>420</u>	<u>400</u>

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Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

7 Taxation

The charity is a registered charity and is therefore exempt from taxation.

8 Debtors

	2022	2021
	£	£
Trade debtors	545	1,203
Prepayments	1,454	500
	<u>1,999</u>	<u>1,703</u>

9 Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	-	2,107
Other creditors	504	480
Deferred income	350	520
	<u>854</u>	<u>3,107</u>

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Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

10 Funds

	Balance at 1 January 2022 £	Incoming resources £	Resources expended £	Balance at 31 December 2022 £
Unrestricted funds				
<i>General</i>				
General fund	35,510	25,034	(23,090)	37,454
Restricted funds				
Bursary fund	16,064	1,367	(1,373)	16,058
World fund	1,106	926	-	2,032
Training fund	198	-	507	705
Total restricted funds	<u>17,368</u>	<u>2,293</u>	<u>(866)</u>	<u>18,795</u>
Total funds	<u>52,878</u>	<u>27,327</u>	<u>(23,956)</u>	<u>56,249</u>
	Balance at 1 January 2021 £	Incoming resources £	Resources expended £	Balance at 31 December 2021 £
Unrestricted funds				
<i>General</i>				
General fund	32,861	26,775	(24,126)	35,510
Restricted				
Bursary fund	17,264	978	(2,178)	16,064
World fund	8,543	1,569	(9,006)	1,106
Training fund	198	-	-	198
Total restricted funds	<u>26,005</u>	<u>2,547</u>	<u>(11,184)</u>	<u>17,368</u>
Total funds	<u>58,866</u>	<u>29,322</u>	<u>(35,310)</u>	<u>52,878</u>

The specific purposes for which the funds are to be applied are as follows:

The Bursary fund is to provide discounts on the cost of events to those who would not otherwise be able to afford to join. It also provides discounts for large families (3 or more children) and for carers of members attending an event in that role.

The World fund donations are collected from members, and passed onto the overseas charities, with particular charities being nominated at each event.

The Training fund was given to us by CCLA for the provision of an annual lecture. Since the first lecture in 2019 the annual lectures have all be on-line and have not incurred direct costs. As soon as we are able to hold an in-person event it is expected that this fund will be fully discharged.

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Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

11 Analysis of net assets between funds

	Unrestricted		2022
	General	Restricted	Total funds
	£	£	£
Current assets	38,307	18,796	57,103
Current liabilities	(854)	-	(854)
Total net assets	<u>37,453</u>	<u>18,796</u>	<u>56,249</u>
	Unrestricted		2021
	General	Restricted	Total funds
	£	£	£
Current assets	38,617	17,368	55,985
Current liabilities	(3,107)	-	(3,107)
Total net assets	<u>35,510</u>	<u>17,368</u>	<u>52,878</u>

12 Trustees remuneration and expenses

During the period 3 Trustees received reimbursement for expenses including travel, administration and materials totalling £214.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.