

GUILD OF SERVANTS OF THE SANCTUARY

UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

Charity Registration No. 251735



GUILD OF SERVANTS OF THE SANCTUARY

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LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Revd Darren Smith (Warden) Michael Andrew (Secretary General) Nigel K Makepeace (Trustee) James Farmer (Treasurer General)
Secretary General	Michael Andrew
Charity number	251735
Principal address	Guild of Servants of the Sanctuary c/o Additional Curates Society 16 Commercial Street Birmingham B1 1RS
Independent examiner	Mr Alan Fletcher 1 Beechcroft Road Leicester LE2 3DA
Bankers	Lloyds Bank plc High Street Coventry West Midlands CV1 5RA

GUILD OF SERVANTS OF THE SANCTUARY

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Report and the accounts 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 accounts for each financial year which give a true and fair view of the state of affairs of the the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these accounts, 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 accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of the governing policy. 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.

Trustees

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INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF GUILD OF SERVANTS OF THE SANCTUARY

I report on the accounts of the the charity for the year ended 31 December 2021, which are set out on pages 5 to 12.

Respective responsibilities of Trustees and 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 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 connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
- (i) to keep accounting records in accordance with section 130 of the Charities Act; and
 - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act;
- have not been met; or

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

Signed A K Fletcher

Name Mr Alan Fletcher
Address 1 Beechcroft Road
 Leicester
 LE2 3DA

Dated: 17-Mar-22

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STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Incoming resources from generated funds					
Voluntary income	2	111,503		111,503	11,880
Activities from generating funds	3	6		6	12
Interest	4	14		14	85
Investment Income		8,330		8,330	8,182
Walsingham Weekend Deposits					150
Total incoming resources		119,853	-	119,853	20,309
Resources expended					
Costs of generating funds	5	10,249		10,249	8,383
				-	-
				-	-
		10,249	-	10,249	8,383
Charitable activities					
	6				
Festival Expenses		228		228	
Walsingham Weekend Festival					
Grant to ACS					500
Bequest Tfr		-		-	-
Total charitable expenditure		228	-	228	500
Governance costs					
	7	3,274	-	3,274	3,459
Transfer to CCLA Investments					
		100,000		100,000	
Total resources expended		113,751		113,751	12,342
Net income/outgoing resources					
		6,102		6,102	7,967
Other recognised gains and losses					
Gains/losses on investment assets		142,771	-	142,771	10,753
Net movement in funds		148,873		148,873	18,720
Fund balances at 1 January 2021		279,876		279,876	261,156
Fund balances at 31 December 2021		428,749		428,749	279,876

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BALANCE SHEET

AS AT 31ST DECEMBER 2021

	Notes	Total 2021 £	Total 2020 £
<u>Fixed Assets</u>			
Tangible Assets	8	25	25
Investments CCLA	9	395,075	252,304
		<u>395,100</u>	<u>252,329</u>
<u>Current Assets</u>			
Stock	10	-	-
Debtors	11	- 1,988	- 100
Cash at Bank and on Deposit	12	35,571	27,647
Net incoming resources available		<u>33,583</u>	<u>27,547</u>
Creditors: amounts falling due within one year	13	66	-
Net current assets		<u>33,649</u>	<u>27,547</u>
Total assets less current liabilities	14	<u>428,749</u>	<u>279,876</u>
Made up as			
Restricted Funds			150
Unrestricted Funds		428,749	279,726
Total Assets		428,749	279,876

The accounts were approved by the trustees on

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NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention modified to include the revaluation of certain fixed assets.

The accounts have been prepared in accordance with applicable accounting standards and the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in March 2005 and the Charities Act. The accounting policies have been consistently applied. The following is a summary of the significant accounting policies adopted by the charity in the preparation of the accounts.

1.2 Incoming resources

Legacies are credited as received when the amount is ascertainable and there is reasonable certainty of receipt. No incoming resources are deferred.

Membership subscriptions and other forms of voluntary income are credited to the accounts when received and are stated gross of any related costs.

Windfalls from mergers or demutualisations are included within interest received and, where material, identified separately.

1.3 Resources expended

Grants payable are charged to the accounts at the earlier of the date they are paid and the date that the donee has an expectation of receiving the grant.

Costs are charged on an accruals basis and are charged to the general fund unless specifically identifiable with the restricted fund.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:
No depreciation has been calculated for 2021 as the residual value on Vestments and Equipment etc is minimal.

Fixtures, fittings & equipment 25% per annum on a straight line basis

Vestments 20% per annum on a straight line basis

The charge for depreciation on fixtures, fittings and equipment is charged equally between the cost of generating funds and governance costs.

1.5 Investments

Fixed asset investments are stated at market value. Income from the investments is credited when received.

Unrealised gains and losses are shown on the basis of the movement in market value during the year.

Realised gains and losses are shown on the basis of the difference between the market value at the start of the year and the proceeds received during the year.

1.6 Stock

(The trustees have decided to write off stock in the year of purchase rather than carry the small value onto the balance sheet)

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NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
2 Voluntary Income				
Annual Subscriptions/Entrance Fees	9,457		9,457	9,808
Donations	638		638	480
Gift Aid	1,342		1,342	1,536
Gifts	-		-	
Bequests	100,066		100,066	100,066
Miscellaneous Income				56
Festival Collections	-		-	
Walsingham Weekend Deposits		-		150
	<u>111,503</u>	<u>-</u>	<u>111,503</u>	<u>112,096</u>
3 Activities for Generating Funds				
			-	.
Sales of Guild Products	6		6	12
	<u>6</u>	<u>-</u>	<u>6</u>	<u>12</u>
4 Received Interest				
CCLA Deposit Account	14		14	85
CCLA Investment Bonds	8,330		8,330	8,182
Received Interest	<u>8,344</u>	<u>-</u>	<u>8,344</u>	<u>8,267</u>

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NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

Notes	Total 2021 £	Total 2020 £
Total resources expended		
5 Cost of Generating Funds		
The Server	7,952	7,897
Guild Publications	708	9
Adverts/Video/Website	1,254	-
Insurance	335	477
	<u>10,249</u>	<u>8,383</u>
6 Charitable activities		
Festival & Grant Activities		
Festival Expenses	228	
Walsingham Guild Festival		
Grants		500
Tfr of Bequest to COF		
	<u>228</u>	<u>500</u>
7 Governance costs		
Postage & Telephone	481	528
Computer Services	586	537
Printing/Stationery	32	79
Accountancy & Independent Review	460	455
Bookkeeping & Administration Honoraria		
Other Honoraria	200	
Gratuities/Gifts	51	125
Insurance	335	477
Meeting & Travel Expenses	1,127	1,258
Misc Expenses	2	
Depreciation .		
	<u>3,274</u>	<u>3,459</u>

The cost of Insurance is split equally between the cost of generating funds and governance costs.

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NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

	Unrestricted Funds £	Total 2021 £	Total 2020 £
Grants payable			
In furtherance of the objects	<hr/>	<hr/>	500
	<hr/>	<hr/>	500
Grants to institutions (0)			500
Grants to individuals (0)	None	None	None

Trustees

During the year, no trustees received any payment for secretarial services.

Trustees were reimbursed a total of £1539.05 for computer expenses, travelling, stationery, telephone, postage and small gifts

Public liability indemnity to the value of £2,000,000 was purchased using charitable funds. The cost of the premium during 2021 was £669 (2020 - £954) and is charged equally between costs of generating funds and governance costs.

Employees

There were no employees during the year

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NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

Notes

8 Tangible Fixed Assets

	Fixtures, fittings & equipment £	Vestments £	Total £
Book Value			
As at 1st January 2021	24	1	25
Additions 2021	-	-	-
Fixed assets at 31st December 2021	<u>24</u>	<u>1</u>	<u>25</u>
Depreciation			
Depreciation for the year	-	-	-
At 31st December 2021	<u>-</u>	<u>-</u>	<u>-</u>
Net book value			
At 31st December 2021	<u>24</u>	<u>1</u>	<u>25</u>

9 Fixed asset investments

	Unrestricted fund	Net Loss/Gain	Net Value
CBF Church of England Funds at CCLA			
Investment Fund Income Shares			
Market bid value at 1st January 2021		204,862	
Market bid value at 31st December 2021		340,867	340,867
Change in value in the year		<u>136,005</u>	
Historical cost:			
At 2nd June 2015	<u>100,000</u>		
Purchased 21st February 2017	<u>45,000</u>		
Total	<u>145,000</u>		
Property Fund Income Shares			
Market bid value at 1st January 2021		47,442	
Market bid value at 31st December 2021		54,208	54,208
Change in value in the year		<u>6,766</u>	
Historical cost:			
At 2nd June 2015	<u>50,000</u>		
Net Loss/Gain during year		<u>142,771</u>	
Bid Value 31st December 2021			<u>395,075</u>

The investments are held primary to provide funds to help cover the expenses of the Guild.

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

Notes		2021 £	2020 £
10	Stock	0	0
	The trustees have decided to write off stock in the year of purchase rather than carry the small value onto the balance sheet	<u>-</u>	<u>-</u>
11	Debtors		
	Debtors	1,988	100
		<u>1,988</u>	<u>100</u>
12	Cash at bank and on Deposit		
	Lloyds Bank current account	1,818	2,239
	Cash on Deposit at CCLA	33,753	25,408
	Cash at bank and on Deposit	<u>35,571</u>	<u>27,647</u>
13	Creditors:		
	Creditors		None
		<u>None</u>	<u>None</u>
14	Analysis of net assets between funds		
	Fund balances are represented by:		
	Tangible fixed assets	25	25
	Debtors	(1,988)	(100)
	Investments	395,075	252,304
	Cash at bank and on Deposit	35,571	27,647
	Creditors: amounts falling due within one year	66	-
		<u>428,749</u>	<u>279,876</u>
	The unrestricted fund is for the purpose of:- raising the spiritual tone of Altar Servers promoting a disinterested and conscientious performance of the duties of Altar Servers encouraging more frequent attendance at the Holy Eucharist, in addition to times of duty promoting friendship among Altar Services paying the running costs of the Guild.		
	Any transfer to other funds or allocation to a designated fund is at the discretion of the trustees. Sufficient resources are held in an appropriate form to enable each fund to be applied in accordance with any restrictions.		