

GUILD OF SERVANTS OF THE SANCTUARY

UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2022

Charity Registration No. 251735



GUILD OF SERVANTS OF THE SANCTUARY

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GUILD OF SERVANTS OF THE SANCTUARY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Rev 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 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 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 2022

		Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
	Notes				
Incoming resources from generated funds					
Voluntary income	2	151,119	539	151,658	111,503
Activities from generating funds	3	-			6
Interest	4	307		307	14
Investment Income		14,004		14,004	8,330
Walsingham Weekend Deposits					
Total incoming resources		165,430	539	165,969	119,853
Resources expended					
Costs of generating funds	5	11,458		11,458	10,249
				-	-
				-	-
		<u>11,458</u>	<u>-</u>	<u>11,458</u>	<u>10,249</u>
Charitable activities	6				
Festival Expenses		335		335	228
Walsingham Weekend Festival		3,348		3,348	
Grant to ACS					
Bequest Tfr		-		-	-
Total charitable expenditure		<u>3,683</u>	<u>-</u>	<u>3,683</u>	<u>228</u>
Governance costs	7	<u>4,677</u>	<u>-</u>	<u>4,677</u>	<u>3,274</u>
Transfer to CCLA Investments		130,000		130,000	100,000
Total resources expended		15,612	539	16,151	113,751
Net income/outgoing resources		15,612		16,151	6,102
Other recognised gains and losses					
Gains/losses on investment assets		<u>100,109</u>	<u>-</u>	<u>100,109</u>	<u>142,771</u>
Net movement in funds		115,721		116,260	148,873
Fund balances at 1 January 2022		428,749		428,749	279,876
Fund balances at 31 December 2022		544,470	539	545,009	428,749

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BALANCE SHEET

AS AT 31ST DECEMBER 2021

	Notes	Total 2022 £	Total 2021 £
<u>Fixed Assets</u>			
Tangible Assets	8	25	25
Investments CCLA	9	495,184	395,075
		<u>495,209</u>	<u>395,100</u>
<u>Current Assets</u>			
Stock	10	-	-
Debtors	11	-	1,988
Cash at Bank and on Deposit	12	31,723	35,571
Net incoming resources available		<u>31,723</u>	<u>33,583</u>
Creditors: amounts falling due within one year	13	-	66
Net current assets		<u>31,723</u>	<u>33,649</u>
Total assets less current liabilities	14	<u>526,932</u>	<u>428,749</u>
Made up as			
Restricted Funds		539	
Unrestricted Funds			428,749
Total Assets		539	428,749

The accounts were approved by the trustees on

GUILD OF SERVANTS OF THE SANCTUARY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2022

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 2022

Notes	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
2 Voluntary Income				
Annual Subscriptions/Entrance Fees	9,937		9,937	9,457
Donations	715		715	638
Gift Aid	-			1,342
Gifts	-		-	
Bequests	137,000		137,000	100,066
Miscellaneous Income	198	539	737	
Festival Collections	201		201	
Walsingham Weekend Deposits	3,068	-	3,068	
	<u>151,119</u>	<u>539</u>	<u>151,658</u>	<u>111,503</u>
3 Activities for Generating Funds				
			-	.
Sales of Guild Products				6
	<u>-</u>	<u>-</u>	<u>-</u>	<u>6</u>
4 Received Interest				
CCLA Deposit Account	307		307	14
CCLA Investment Bonds	14,004		14,004	8,330
Received Interest	<u>14,311</u>	<u>-</u>	<u>14,311</u>	<u>8,344</u>

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NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

Notes	Total 2022 £	Total 2021 £
Total resources expended		
5 Cost of Generating Funds		
The Server	10,614	7,952
Guild Publications		708
Adverts/Video/Website	490	1,254
Insurance	354	335
	<u>11,458</u>	<u>10,249</u>
6 Charitable activities		
Festival & Grant Activities		
Festival Expenses	335	228
Walsingham Guild Festival Grants	3,348	
Tfr of Bequest to COF		
	<u>3,683</u>	<u>228</u>
7 Governance costs		
Postage & Telephone	316	481
Computer Services	586	586
Printing/Stationery	508	32
Accountancy & Independent Review	415	460
Bookkeeping & Administration Honoraria		
Other Honoraria	500	200
Gratuities/Gifts		51
Insurance	354	335
Meeting & Travel Expenses	1,904	1,127
Misc Expenses	94	2
Depreciation .		
	<u>4,677</u>	<u>3,274</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 2022

	Unrestricted Funds £	Total 2021 £	Total 2021 £
Grants payable			
In furtherance of the objects	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Grants to institutions (0)			None
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 2022

Notes

8 Tangible Fixed Assets

	Fixtures, fittings & equipment £	Vestments £	Total £
Book Value			
As at 1st January 2022	24	1	25
Additions 2022	-	-	-
Fixed assets at 31st December 2022	<u>24</u>	<u>1</u>	<u>25</u>
Depreciation			
Depreciation for the year	-	-	-
At 31st December 2022	<u>-</u>	<u>-</u>	<u>-</u>
Net book value			
At 31st December 2022	<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 2022		340,867	
Market bid value at 31st December 2022		447,336	447,336
Change in value in the year		<u>106,469</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 2022		54,208	
Market bid value at 31st December 2022		47,848	47,848
Change in value in the year		<u>(6,360)</u>	
Historical cost:			
At 2nd June 2015	<u>50,000</u>		
Net Loss/Gain during year		<u>100,109</u>	
Bid Value 31st December 2022			<u>495,184</u>

The investments are held primarily 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 2022

Notes		2022 £	2021 £
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
		<u>-</u>	<u>1,988</u>
12	Cash at bank and on Deposit		
	Lloyds Bank current account	3,659	1,818
	Cash on Deposit at CCLA	28,064	33,753
	Cash at bank and on Deposit	<u>31,723</u>	<u>35,571</u>
13	Creditors:		
	Creditors	None	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)
	Investments	495,184	395,075
	Cash at bank and on Deposit	31,723	35,571
	Creditors: amounts falling due within one year	-	66
		<u>526,932</u>	<u>428,749</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.		