

# **GUILD OF SERVANTS OF THE SANCTUARY**

## **UNAUDITED ACCOUNTS**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

**Charity Registration No. 251735**



# **GUILD OF SERVANTS OF THE SANCTUARY**

## **CONTENTS**

	<b>Page</b>
Administrative Information	2
Statement of Trustees' responsibilities	3
Independent Examiner's report	4
Statement of financial activities	5
Balance sheet	6
Notes to the accounts	7 - 12

# **GUILD OF SERVANTS OF THE SANCTUARY**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

<b>Trustees</b>	Rev Darren Smith (Warden) Michael Andrew (Secretary General) Nigel K Makepeace (Trustee) James Farmer (Treasurer General)
<b>Secretary General</b>	Michael Andrew
<b>Charity number</b>	251735
<b>Principal address</b>	Guild of Servants of the Sanctuary c/o Additional Curates Society 16 Commercial Street Birmingham B1 1RS
<b>Independent examiner</b>	Mr Alan Fletcher 1 Beechcroft Road Leicester LE2 3DA
<b>Bankers</b>	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**

# GUILD OF SERVANTS OF THE SANCTUARY

## 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 2023, 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:

## **THE GUILD OF SERVANTS OF THE SANCTUARY**

### **STATEMENT OF FINANCIAL ACTIVITIES**

#### **FOR THE YEAR ENDED 31 DECEMBER 2023**

		Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
	Notes				
<b>Incoming resources from generated funds</b>					
Voluntary income	2	13,269	1,232	14,501	151,658
Activities from generating funds	3	26		26	
Interest	4	1,513		1,513	307
Investment Income	4	15,812		15,812	14,004
Walsingham Weekend Deposits					
<b>Total incoming resources</b>		<b>30,620</b>	<b>1,232</b>	<b>31,852</b>	<b>165,969</b>
<b>Resources expended</b>					
Costs of generating funds	5	9,990		9,990	9,470
				-	-
				-	-
		9,990	-	9,990	9,470
<b>Charitable activities</b>	6				
Festival Expenses		1,305		1,305	335
Walsingham Weekend Festival		100		100	3,348
Grant to ACS					
Bequest Tfr		-		-	-
Total charitable expenditure		1,405	-	1,405	3,683
<b>Governance costs</b>	7	5,961	-	5,961	4,676
<b>Transfer to CCLA Investments</b>				-	130,000
<b>Total resources expended</b>		<b>17,356</b>	<b>-</b>	<b>17,356</b>	<b>147,829</b>
<b>Net income/outgoing resources</b>		13,264	1,232	14,496	18,140
Other recognised gains and losses					
Gains/losses on investment assets		40,223	-	40,223	100,109
Net movement in funds		53,487	1,232	54,719	118,249
Transfer to CCLA Investments					- 20,000
Transfer to COF account	-	10,000		- 10,000	
Fund balances at 1 January 2023		526,393		526,393	428,749
Creditors			539	539	- 66
Debtors		228		228	
<b>Fund balances at 31 December 2023</b>		<b>570,108</b>	<b>1,771</b>	<b>571,879</b>	<b>526,932</b>

# THE GUILD OF SERVANTS OF THE SANCTUARY

## BALANCE SHEET

AS AT 31ST DECEMBER 2023

	Notes	Total 2023 £	Total 2022 £
<b><u>Fixed Assets</u></b>			
Tangible Assets	8	25	25
Investments CCLA	9	535,407	495,184
		<u>535,432</u>	<u>495,209</u>
<b><u>Current Assets</u></b>			
Stock	10	-	-
Debtors	11	228	
Cash at Bank and on Deposit	12	36,219	31,723
Net incoming resources available		<u>36,447</u>	<u>31,723</u>
Creditors: amounts falling due within one year	13	-	
Net current assets		<u>36,447</u>	<u>31,723</u>
<b>Total assets less current liabilities</b>	14	<u><b>571,879</b></u>	<u><b>526,932</b></u>
Made up as			
Restricted Funds		1,771	539
Unrestricted Funds		570,108	526,393
<b>Total Assets</b>		<b>571,879</b>	<b>526,932</b>

The accounts were approved by the trustees on

# **GUILD OF SERVANTS OF THE SANCTUARY**

## **NOTES TO THE ACCOUNTS**

### **FOR THE YEAR ENDED 31 DECEMBER 2023**

#### **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)*



# **THE GUILD OF SERVANTS OF THE SANCTUARY**

## **NOTES TO THE ACCOUNTS (CONTINUED)**

### **FOR THE YEAR ENDED 31 DECEMBER 2023**

Notes	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
<b>2 Voluntary Income</b>				
Annual Subscriptions/Entrance Fees	10,263		10,263	9,937
Donations	502		502	715
Gift Aid	1,479		1,479	
Bequests	614		614	137,000
Miscellaneous Income	116	-	116	737
Chapter funds held by HQ		1,232	1,232	
Festival Collections	295		295	201
Walsingham Weekend Deposits	-	-	-	3,068
	<u>13,269</u>	<u>1,232</u>	<u>14,501</u>	<u>151,658</u>
<b>3 Activities for Generating Funds</b>				
			-	.
Sales of Guild Products	26			
	<u>26</u>	<u>-</u>	<u>26</u>	
<b>4 Received Interest</b>				
CCLA Deposit Account	1,513		1,513	307
CCLA Investments	15,812		15,812	14,004
Received Interest	<u>17,325</u>	<u>-</u>	<u>17,325</u>	<u>14,311</u>

# **THE GUILD OF SERVANTS OF THE SANCTUARY**

## **NOTES TO THE ACCOUNTS (CONTINUED)**

### **FOR THE YEAR ENDED 31 DECEMBER 2023**

Notes	Total 2023 £	Total 2022 £
<b>Total resources expended</b>		
<b>5 Cost of Generating Funds</b>		
The Server	8,957	10,614
Guild Publications	50	
Adverts/Video/Website	600	490
Insurance	383	354
	<u>9,990</u>	<u>11,458</u>
<b>6 Charitable activities</b>		
Festival & Grant Activities		
Festival Expenses	1,305	335
Walsingham Guild Festival	100	3,348
Grants		
Tfr of Bequest to COF		
	<u>1,405</u>	<u>3,683</u>
<b>7 Governance costs</b>		
Postage & Telephone	629	316
Computer Services	569	586
Printing/Stationery	106	508
Accountancy & Independent Review	425	415
Bookkeeping & Administration Honoraria		
Other Honoraria	750	500
Gratuities/Gifts	100	
Insurance	383	353
Meeting & Travel Expenses	2,771	1,904
Misc Expenses	228	94
Depreciation .		
	<u>5,961</u>	<u>4,676</u>

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

## **THE GUILD OF SERVANTS OF THE SANCTUARY**

### **NOTES TO THE ACCOUNTS (CONTINUED)**

#### **FOR THE YEAR ENDED 31 DECEMBER 2023**

	<b>Unrestricted Funds £</b>	<b>Total 2023 £</b>	<b>Total 2022 £</b>	
<b>Grants payable</b>				0
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 £3225.87 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 2023 was £766 (2022 - £708) and is charged equally between costs of generating funds and governance costs.

#### **Employees**

There were no employees during the year

# THE GUILD OF SERVANTS OF THE SANCTUARY

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

Notes

#### 8 Tangible Fixed Assets

	Fixtures, fittings & equipment £	Vestments £	Total £
<b>Book Value</b>			
As at 1st January 2023	24	1	25
Additions 2023	-	-	-
<b>Fixed assets at 31st December 2023</b>	<u>24</u>	<u>1</u>	<u>25</u>
<b>Depreciation</b>			
Depreciation for the year	-	-	-
<b>At 31st December 2023</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net book value</b>			
<b>At 31st December 2023</b>	<u>24</u>	<u>1</u>	<u>25</u>

#### 9 Fixed asset investments

	Unrestricted fund	Net Loss/Gain	Net Value
<b>CBF Church of England Funds at CCLA</b>			
<b>Investment Fund Income Shares</b>			
Market bid value at 1st January 2023		447,336	
Market bid value at 31st December 2023		489,790	489,790
Change in value in the year		<u>42,454</u>	
<b>Historical cost:</b>			
At 2nd June 2015	<u>100,000</u>		
Purchased 21st February 2017	45,000		
Purchased 2021	100,000		
Purchased 8th March 2022	40,000		
Purchased 15th March 2022	20,000		
Purchased 28th June 2022	90,000		
Total	<u>395,000</u>		
<b>Property Fund Income Shares</b>			
Market bid value at 1st January 2023		47,848	
Market bid value at 31st December 2023		45,617	45,617
Change in value in the year		<u>(2,231)</u>	
<b>Historical cost:</b>			
At 2nd June 2015	<u>50,000</u>		
<b>Net Loss/Gain during year</b>		<u>40,223</u>	
<b>Bid Value 31st December 2023</b>			<u>535,407</u>

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

# GUILD OF SERVANTS OF THE SANCTUARY

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

Notes		2023 £	2022 £
10	<b>Stock</b>	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	<b>Debtors</b>		
	COF	228	-
		<u>228</u>	<u>-</u>
12	<b>Cash at bank and on Deposit</b>		
	Lloyds Bank current account	830	3,659
	Cash on Deposit at CCLA	35,389	28,064
	<b>Cash at bank and on Deposit</b>	<u>36,219</u>	<u>31,723</u>
13	<b>Creditors:</b>		
	Creditors	None	None
		<u>None</u>	<u>None</u>
14	<b>Analysis of net assets between funds</b>		
	Fund balances are represented by:		
	Tangible fixed assets	25	25
	Debtors	228	
	Investments	535,407	495,184
	Cash at bank and on Deposit	36,219	31,723
	Creditors: amounts falling due within one year	-	
		<u>571,879</u>	<u>526,932</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.