

GUILD OF SERVANTS OF THE SANCTUARY

UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2024

Charity Registration No. 251735



GUILD OF SERVANTS OF THE SANCTUARY

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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 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 2024, 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:

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STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2024

		Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
	Notes				
Incoming resources from generated funds					
Voluntary income	2	19,665	-	19,665	14,501
Activities from generating funds	3	25		25	26
Interest	4	1,950		1,950	1,513
Investment Income	4	16,057		16,057	15,812
Walsingham Weekend Deposits					
Total incoming resources		37,697	-	37,697	31,852
Resources expended					
Costs of generating funds	5	10,681		10,681	9,990
				-	-
				-	-
		10,681	-	10,681	9,990
Charitable activities	6				
Festival Expenses		983		983	1,305
Walsingham Weekend Festival					100
Grant to ACS					
Bequest Tfr		-		-	-
Total charitable expenditure		983	-	983	1,405
Governance costs	7	8,684	-	8,684	5,961
Transfer to CCLA Investments				-	-
Total resources expended		20,348	-	20,348	17,356
Net income/outgoing resources		17,349	-	17,349	14,496
Other recognised gains and losses					
Gains/losses on investment assets		10,752	-	10,752	40,223
Net movement in funds		28,101	-	28,101	54,719
Transfer to CCLA Investments					-
Transfer to COF account					10,000
Fund balances at 1 January 2024		570,108		570,108	526,393
Creditors					539
Debtors					228
Fund balances at 31 December 2024		598,209	-	598,209	571,879

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BALANCE SHEET

AS AT 31ST DECEMBER 2024

	Notes	Total 2024 £	Total 2023 £
<u>Fixed Assets</u>			
Tangible Assets	8	25	25
Investments CCLA	9	546,159	535,407
		<u>546,184</u>	<u>535,432</u>
<u>Current Assets</u>			
Stock	10	-	-
Debtors	11	-	228
Cash at Bank and on Deposit	12	44,118	36,219
Net incoming resources available		<u>44,118</u>	<u>36,447</u>
Creditors: amounts falling due within one year	13	-	
Net current assets		<u>44,118</u>	<u>36,447</u>
Total assets less current liabilities	14	<u>590,302</u>	<u>571,879</u>
Made up as			
Restricted Funds		-	1,771
Unrestricted Funds		590,302	570,108
Total Assets		590,302	571,879

The accounts were approved by the trustees on

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NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2024

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 2024

Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
2 Voluntary Income				
Annual Subscriptions/Entrance Fees	10,092		10,092	10,263
Donations	20		20	502
Gift Aid	-		-	1,479
Bequests	-		-	614
Miscellaneous Income	166	-	166	116
Chapter funds held by HQ	-	-	-	1,232
Festival Collections	159		159	295
Funds withdrawn from CCLA	9,000	-	9,000	-
Refund from COF	228	-	228	-
	<u>19,665</u>	<u>-</u>	<u>19,665</u>	<u>14,501</u>
3 Activities for Generating Funds				
			-	-
Sales of Guild Products	25		25	26
	<u>25</u>	<u>-</u>	<u>25</u>	<u>26</u>
4 Received Interest				
CCLA Deposit Account	1,950		1,513	1,513
CCLA Investments	16,057		15,812	15,812
Received Interest	<u>18,007</u>	<u>-</u>	<u>17,325</u>	<u>17,325</u>

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NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

Notes	Total 2024 £	Total 2023 £
Total resources expended		
5 Cost of Generating Funds		
The Server	8,960	8,957
Guild Publications and medal costs	1,071	50
Adverts/Video/Website	245	600
Insurance	405	383
	<u>10,681</u>	<u>9,990</u>
6 Charitable activities		
Festival & Grant Activities		
Festival Expenses	983	1,305
Walsingham Guild Festival	-	100
Grants	-	-
Tfr of Bequest to COF	-	-
	<u>983</u>	<u>1,405</u>
7 Governance costs		
Postage & Telephone	922	629
Computer Services	165	569
Printing/Stationery	10	106
Accountancy & Independent Review	525	425
Bookkeeping & Administration Honoraria		
Other Honoraria	1,900	750
Gratuities/Gifts	-	100
Insurance	405	383
Meeting & Travel Expenses	3,639	2,771
Misc Expenses	1,118	228
Depreciation .		
	<u>8,684</u>	<u>5,961</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 2024

	Unrestricted Funds £	Total 2024 £	Total 2023 £
Grants payable			
In furtherance of the objects	<u>-</u>	<u>-</u>	<u>-</u>
	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
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 £3078.85 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 2024 was £810 (2023 - £766) 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 2024

Notes

8 Tangible Fixed Assets

	Fixtures, fittings & equipment £	Vestments £	Total £
Book Value			
As at 1st January 2024	24	1	25
Additions 2024	-	-	-
Fixed assets at 31st December 2024	24	1	25
Depreciation			
Depreciation for the year	-	-	-
At 31st December 2024	-	-	-
Net book value			
At 31st December 2024	24	1	25

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 2024		489,790	
Market bid value at 31st December 2024		501,000	501,000
Change in value in the year		11,210	
Historical cost:			
At 2nd June 2015	100,000		
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	395,000		
Property Fund Income Shares			
Market bid value at 1st January 2024		45,617	
Market bid value at 31st December 2024		45,159	45,159
Change in value in the year		(458)	
Historical cost:			
At 2nd June 2015	50,000		
Net Loss/Gain during year		10,752	
Bid Value 31st December 2024			546,159

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		2024 £	2023 £
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		
	COF	-	228
		<u>-</u>	<u>228</u>
12	Cash at bank and on Deposit		
	Lloyds Bank current account	172	830
	Cash on Deposit at CCLA	43,946	35,389
	Cash at bank and on Deposit	<u>44,118</u>	<u>36,219</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	0	228
	Investments	546,159	535,407
	Cash at bank and on Deposit	44,118	36,219
	Creditors: amounts falling due within one year	-	-
		<u>590,302</u>	<u>571,879</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 Servers
 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.