

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2022**  
**FOR**  
**QUIET WATERS CHRISTIAN RETREAT HOUSE**

van Dijk Accountants  
11 Trinity Street  
Bungay  
Suffolk  
NR35 1EH

**QUIET WATERS CHRISTIAN RETREAT HOUSE**

**CONTENTS OF THE FINANCIAL STATEMENTS**  
**for the Year Ended 30 September 2022**

	<b>Page</b>
<b>Report of the Trustees</b>	<b>1 to 4</b>
<b>Independent Examiner's Report</b>	<b>5</b>
<b>Statement of Financial Activities</b>	<b>6</b>
<b>Balance Sheet</b>	<b>7</b>
<b>Notes to the Financial Statements</b>	<b>8 to 12</b>
<b>Detailed Statement of Financial Activities</b>	<b>13</b>

**QUIET WATERS CHRISTIAN RETREAT HOUSE**

**REPORT OF THE TRUSTEES**  
**for the Year Ended 30 September 2022**

The trustees present their report with the financial statements of the charity for the year ended 30 September 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

To use the premises known as Quiet Waters, Flixton Road, Bungay, Suffolk for the advancement of the Christian religion as a Christian retreat house, a place of spiritual retreat and refreshment.

**Activities undertaken for the public benefit in relation to its objects**

Many guests come to Quiet Waters for a private and self-managed time of retreat or as part of a group with its own retreat programme. Others will join a retreat event, either a day or a few days, led by the Quiet Waters team or by an outside organisation. We are also used by local churches and chaplaincies for their 'away-days' and leadership team meetings. In all cases Quiet Waters provides the hospitality, including accommodation and meals as required.

For individual guests, as opposed to groups or those joining a retreat event, we do not make fixed charges. Rather we offer a scale of 'suggested donations'. We recognise that some guests cannot afford the full costs and simply ask that guests give what they are able. We are grateful to those who contribute more than the suggested donation as this allows us to continue to welcome those with limited means.

The Quiet Waters team lead a daily 'Rhythm of Prayer' with set times of worship, prayer and reflection and will also provide a 'listening ear' and prayer ministry to guests if requested.

The Trustees have paid due regard to guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.

## QUIET WATERS CHRISTIAN RETREAT HOUSE

### REPORT OF THE TRUSTEES for the Year Ended 30 September 2022

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Activities and performance**

This year has once again been affected by the impact of the Covid pandemic and also times when the team have not been at full strength therefore restricting the opening times of the house. The number of 'bed-nights' and 'day guests' for the last year increased compared to the previous year but is still significantly down on pre-pandemic numbers.

##### Bed-nights

2017/18 1047

2018/19 1217

2019/20 583

2020/21 311

2021/22 637

##### Day Guests

2017/18 324

2018/19 299

2019/20 191

2020/21 43

2021/22 157

This has led to a difficult financial year as reflected in our trading activities ('unrestricted funds') now that government pandemic grants are no more.

In August we recruited new staff so that the team is now at full strength. In addition to our residential team, we employ a part-time housekeeper and part-time gardener. This is supplemented by a number of volunteers who help around the house and garden - this voluntary team is much valued and appreciated.

Throughout the year our Team Chaplains have maintained contact with all of the staff. The role of the Chaplains is an important one; living and working in community can be challenging. The Chaplains give the team somebody they can turn to in confidence for advice and support.

As well as assessing our activities through 'bed-nights' and 'day guests' as shown above we collate guest feedback in a variety of ways. It could be on a feedback form, in the visitors' book, by letter/email, on social media or simply a remark. We remain greatly encouraged by the many positive and encouraging comments made. Through this we know that a large number of our referrals come through word of mouth.

We maintain contact with our friends and supporters by making regular posts to social media, through our newsletter and by sending email updates when appropriate. We have also introduced an online prayer meeting three times a year. We have reintroduced our annual thanksgiving service and on 9 April were blessed to spend time in worship and conversation with our friends and supporters.

We continue to carry out work identified in our professionally commissioned fire risk assessment. Suffolk Fire and Rescue Service followed up their initial visit and were content with the way we are addressing the issues raised. Such work and expenditure continues alongside the ongoing repair and maintenance required for a Georgian grade II listed building. We have engaged a Building Surveying, Architectural Design & Project Management Company to coordinate this work for us and produce a schedule of works.

We continue to strengthen the trust board seeking those with the appropriate skills required and a heart for what God is doing at Quiet Waters. We have enhanced our board with financial skills with our recent recruitment. We have also revisited our vision and mission concluding it is fit for purpose and still drives all we do as we serve the kingdom of God. This has led to a more intentional approach to planning with six areas identified to structure our work:

1. Buildings and grounds
2. Charitable status and governance
3. Finance
4. People - staff and volunteers
5. Serving our guests
6. Promotion and communication

## **QUIET WATERS CHRISTIAN RETREAT HOUSE**

### **REPORT OF THE TRUSTEES** **for the Year Ended 30 September 2022**

Our work would not be possible without prayer support and the generous giving of our friends and supporters. We are so grateful for their prayers and financial generosity.

#### **FINANCIAL REVIEW**

##### **Financial position**

Unrestricted income of £49,163 (2021 £56,695) is reduced however the 2021 figure included Government Covid Support Grants of £27,796. Guest numbers have significantly increased each month since July 2022, a trend that we aim to continue following the removal of Covid restrictions.

Donations to the Appeal launched in 2021 were £13,476 (2021 £30,473) and work on the building is continuing with further promotion of the Appeal planned during the next financial year.

Unrestricted expenditure was controlled well, increasing by only 12% to £57,526 (2021 £51,365) mainly due to groceries and maintenance costs, even though there was an increase in guest numbers and staffing. Expenses will remain under close monitoring.

#### **FUTURE PLANS**

Regarding the activities of the house, we will continue to provide the peace and space for guests to draw close to God. The residential team will continue to develop their gifts and skills to best serve our guests. This will include promoting the new creative space available in The Cabin which we expect to be popular with those who lead retreats as well as our guests.

2021-22 has been a difficult financial year and we are aware we need to increase income from our regular activities (bed-nights and day guests) to at least pre-pandemic levels. Alongside this, fundraising for major capital works will continue.

The inflationary pressures being experienced by all mean the future financial situation is likely to be challenging. We are aware this will not only mean increased costs to run the house but also that the impact on guests' personal finance might have an impact on guest numbers. Tight budgeting and improved promotion will be key during the next year.

2023 marks 50 years of our existence and we are planning a celebration event in July. This has challenged us to think about the next 50 years and we will be using the six areas noted above to structure our work in a more intentional way.

None of this will be possible without the ongoing blessing of God and the faithful prayers of so many. We are thankful for both.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a Declaration of Trust, dated 26th March 1975 and scheme of the 6th March 1987.

##### **Recruitment and appointment of new trustees**

New trustees are recruited and appointed by existing trustees.

##### **Organisational structure**

The day-to-day operation of the charity is vested in the residential team but subject in every case to the general supervision of the trustees.

##### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**QUIET WATERS CHRISTIAN RETREAT HOUSE**

**REPORT OF THE TRUSTEES**  
**for the Year Ended 30 September 2022**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

269866

**Principal address**

Quiet Waters  
Flixton Road  
Bungay  
Suffolk  
NR35 1PD

**Trustees**

P S Perry (resigned 27.7.22)  
S M Cook (resigned 30.10.21)  
T Cook (resigned 30.10.21)  
S J Harris  
J M Harris  
P N Dunning  
T P Jenkins  
J A Dean (appointed 27.7.22)  
K J Males (appointed 27.7.22)  
S E Deall (appointed 28.10.22)

**Independent Examiner**

van Dijk Accountants  
11 Trinity Street  
Bungay  
Suffolk  
NR35 1EH

Approved by order of the board of trustees on 3 February 2023 and signed on its behalf by:

P N Dunning - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**  
**QUIET WATERS CHRISTIAN RETREAT HOUSE**

**Independent examiner's report to the trustees of Quiet Waters Christian Retreat House**

I report to the charity trustees on my examination of the accounts of Quiet Waters Christian Retreat House (the Trust) for the year ended 30 September 2022.

**Responsibilities and basis of report**

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 material 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 Trust 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 applicable 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.

J P van Dijk  
FMAAT  
van Dijk Accountants  
11 Trinity Street  
Bungay  
Suffolk  
NR35 1EH

3 February 2023

**QUIET WATERS CHRISTIAN RETREAT HOUSE**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**for the Year Ended 30 September 2022**

		Unrestricted fund £	Restricted funds £	30.9.22 Total funds £	30.9.21 Total funds £
	Notes				
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		35,720	20,412	56,132	82,385
Other trading activities	2	13,437	-	13,437	4,782
Investment income	3	6	11	17	2
<b>Total</b>		<b>49,163</b>	<b>20,423</b>	<b>69,586</b>	<b>87,169</b>
<b>EXPENDITURE ON</b>					
Raising funds	4	57,526	4,958	62,484	61,030
<b>NET INCOME/(EXPENDITURE)</b>		<b>(8,363)</b>	<b>15,465</b>	<b>7,102</b>	<b>26,139</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>17,520</b>	<b>846,480</b>	<b>864,000</b>	<b>837,861</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>9,157</b>	<b>861,945</b>	<b>871,102</b>	<b>864,000</b>

The notes form part of these financial statements



**QUIET WATERS CHRISTIAN RETREAT HOUSE**

**BALANCE SHEET**  
**30 September 2022**

	Notes	Unrestricted fund £	Restricted funds £	30.9.22 Total funds £	30.9.21 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	8	-	825,000	825,000	825,000
<b>CURRENT ASSETS</b>					
Cash at bank and in hand		9,877	36,945	46,822	39,720
<b>CREDITORS</b>					
Amounts falling due within one year	9	(720)	-	(720)	(720)
<b>NET CURRENT ASSETS</b>		9,157	36,945	46,102	39,000
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		9,157	861,945	871,102	864,000
<b>NET ASSETS</b>		9,157	861,945	871,102	864,000
<b>FUNDS</b>	10				
Unrestricted funds				9,157	17,520
Restricted funds				861,945	846,480
<b>TOTAL FUNDS</b>				871,102	864,000

The financial statements were approved by the Board of Trustees and authorised for issue on 3 February 2023 and were signed on its behalf by:

P N Dunning - Trustee

The notes form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS**  
**for the Year Ended 30 September 2022**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**2. OTHER TRADING ACTIVITIES**

	30.9.22	30.9.21
	£	£
Fees	11,969	846
Shop income	568	336
Apartment	900	3,600
	<hr/>	<hr/>
	13,437	4,782
	<hr/>	<hr/>

**QUIET WATERS CHRISTIAN RETREAT HOUSE**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the Year Ended 30 September 2022**

**3. INVESTMENT INCOME**

	30.9.22	30.9.21
	£	£
Deposit account interest	17	2
	<u>17</u>	<u>2</u>

**4. RAISING FUNDS**

**Raising donations and legacies**

	30.9.22	30.9.21
	£	£
Support costs	62,484	61,030
	<u>62,484</u>	<u>61,030</u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 30 September 2022 nor for the year ended 30 September 2021.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 30 September 2022 nor for the year ended 30 September 2021.

**6. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	30.9.22	30.9.21
Residential team member	4	3
Housekeeper	1	1
Gardener	1	1
	<u>6</u>	<u>5</u>

No employees received emoluments in excess of £60,000.

**7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	51,912	30,473	82,385
Other trading activities	4,782	-	4,782
Investment income	1	1	2
	<u>56,695</u>	<u>30,474</u>	<u>87,169</u>
<b>Total</b>	<u>56,695</u>	<u>30,474</u>	<u>87,169</u>
 <b>EXPENDITURE ON</b>			
Raising funds	51,365	9,665	61,030
 <b>NET INCOME</b>	<u>5,330</u>	<u>20,809</u>	<u>26,139</u>

**QUIET WATERS CHRISTIAN RETREAT HOUSE**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the Year Ended 30 September 2022**

**7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	12,190	825,671	837,861
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>17,520</u>	<u>846,480</u>	<u>864,000</u>

**8. TANGIBLE FIXED ASSETS**

	Freehold property £
<b>COST</b>	
At 1 October 2021 and 30 September 2022	825,000
	<hr/>
<b>NET BOOK VALUE</b>	
At 30 September 2022	825,000
	<hr/>
At 30 September 2021	<u>825,000</u>

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	30.9.22 £	30.9.21 £
Other creditors	720	720
	<hr/>	<hr/>

**10. MOVEMENT IN FUNDS**

	At 1.10.21 £	Net movement in funds £	At 30.9.22 £
<b>Unrestricted funds</b>			
General fund	17,520	(8,363)	9,157
<b>Restricted funds</b>			
Restricted fund	21,480	15,465	36,945
Freehold property valuation	825,000	-	825,000
	<hr/>	<hr/>	<hr/>
	846,480	15,465	861,945
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>864,000</u>	<u>7,102</u>	<u>871,102</u>

**QUIET WATERS CHRISTIAN RETREAT HOUSE**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the Year Ended 30 September 2022**

**10. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	49,163	(57,526)	(8,363)
<b>Restricted funds</b>			
Restricted fund	20,423	(4,958)	15,465
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>69,586</u>	<u>(62,484)</u>	<u>7,102</u>

**Comparatives for movement in funds**

	At 1.10.20 £	Net movement in funds £	At 30.9.21 £
<b>Unrestricted funds</b>			
General fund	12,190	5,330	17,520
<b>Restricted funds</b>			
Restricted fund	671	20,809	21,480
Freehold property valuation	825,000	-	825,000
	<hr/>	<hr/>	<hr/>
	825,671	20,809	846,480
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>837,861</u>	<u>26,139</u>	<u>864,000</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	56,695	(51,365)	5,330
<b>Restricted funds</b>			
Restricted fund	30,474	(9,665)	20,809
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>87,169</u>	<u>(61,030)</u>	<u>26,139</u>

**QUIET WATERS CHRISTIAN RETREAT HOUSE**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the Year Ended 30 September 2022**

**10. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.10.20 £	Net movement in funds £	At 30.9.22 £
<b>Unrestricted funds</b>			
General fund	12,190	(3,033)	9,157
<b>Restricted funds</b>			
Restricted fund	671	36,274	36,945
Freehold property valuation	825,000	-	825,000
	<u>825,671</u>	<u>36,274</u>	<u>861,945</u>
<b>TOTAL FUNDS</b>	<u>837,861</u>	<u>33,241</u>	<u>871,102</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	105,858	(108,891)	(3,033)
<b>Restricted funds</b>			
Restricted fund	50,897	(14,623)	36,274
	<u>156,755</u>	<u>(123,514)</u>	<u>33,241</u>
<b>TOTAL FUNDS</b>	<u>156,755</u>	<u>(123,514)</u>	<u>33,241</u>

**11. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 30 September 2022.

**QUIET WATERS CHRISTIAN RETREAT HOUSE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**for the Year Ended 30 September 2022**

	30.9.22 £	30.9.21 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Gifts	28,831	37,866
Donations	23,010	14,171
Gift aid	1,624	2,552
Govt grants	2,667	27,796
	<hr/>	<hr/>
	56,132	82,385
<b>Other trading activities</b>		
Fees	11,969	846
Shop income	568	336
Apartment	900	3,600
	<hr/>	<hr/>
	13,437	4,782
<b>Investment income</b>		
Deposit account interest	17	2
	<hr/>	<hr/>
<b>Total incoming resources</b>	69,586	87,169
 <b>EXPENDITURE</b>		
<b>Support costs</b>		
<b>Management</b>		
Employment costs	20,669	21,073
Household	10,140	7,888
Shop costs	471	180
Utility and insurance	14,302	14,074
Building maintenance	11,219	14,008
Office supplies	1,725	2,584
Finance costs	497	387
Sundries	2,741	116
	<hr/>	<hr/>
	61,764	60,310
<b>Governance costs</b>		
Accountancy	720	720
	<hr/>	<hr/>
Total resources expended	62,484	61,030
	<hr/>	<hr/>
<b>Net income</b>	7,102	26,139
	<hr/>	<hr/>

This page does not form part of the statutory financial statements