

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023
FOR
QUIET WATERS CHRISTIAN RETREAT HOUSE

van Dijk Accountants
11 Trinity Street
Bungay
Suffolk
NR35 1EH

QUIET WATERS CHRISTIAN RETREAT HOUSE

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for the Year Ended 30 September 2023

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QUIET WATERS CHRISTIAN RETREAT HOUSE

REPORT OF THE TRUSTEES **for the Year Ended 30 September 2023**

The trustees present their report with the financial statements of the charity for the year ended 30 September 2023. 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 an outside organisation or individual. 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 want cost to be a barrier and operate on a 'suggested donations' basis. We are immensely grateful to those generous guests who contribute more than the suggested donation as this generous giving supports a bursary fund which enables others with limited means to come and seek God here at Quiet Waters.

We have developed a 'Creative Space' in our cabin in the woods. Creativity takes so many forms - writer, composer, painter, chef, lyricist, carpenter, entrepreneur, filmmaker. Our space is ideal for individuals or small groups to explore worship through creativity, providing an independent space within the grounds of QW yet sharing the same peace and tranquillity of the main house.

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 2023

ACHIEVEMENT AND PERFORMANCE

Activities and performance

This year has seen some growth as we move out of a time where the Covid pandemic had such an effect. This growth has been hampered because there have been times where the staff 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 below pre-pandemic numbers.

Bed-nights

2017/18 1047
2018/19 1217
2019/20 583
2020/21 311
2021/22 637
2022/23 728

Day Guests

2017/18 324
2018/19 299
2019/20 191
2020/21 43
2021/22 157
2022/23 197

Despite these challenges we have achieved an overall break-even position on our core day to day activities.

As of 30 September 2023, the residential team is 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 continue with an online prayer meeting three times a year. In July 2023 we celebrated 50 years of Quiet Waters being in operation and faithfully serving God and its guests. We hosted an afternoon for former team members and trustees as well as current supporters. There was a special time of worship which included two of the original visionaries behind Quiet Waters who are now in their 80s and 90s.

Due to generous giving and legacies we continue to carry out work to secure the fabric of our Georgian grade II listed building. This includes further work as identified in our fire risk assessment. We have developed a constructive relationship with the planning department in East Suffolk Council.

We have a committed and knowledgeable board of trustees who are essential to the effectiveness of the charity. 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.

QUIET WATERS CHRISTIAN RETREAT HOUSE

REPORT OF THE TRUSTEES **for the Year Ended 30 September 2023**

FINANCIAL REVIEW

Financial position

Unrestricted income of £87,571 (2022 £49,163) is increased and includes a generous gift of £25,000 and legacies totalling £2,500. Overnight guest numbers have increased at 728 (2022 637) and day guests of 197 (2022 157).

Donations to the Appeal launched in 2021 were £8,402 (2022 £13,476) with work on the building continuing and £9,342 spent during the year. Further promotion of the Appeal is planned during the next financial year.

Unrestricted expenditure was controlled well at £60,114 (2022 £57,526). Expenses will remain under close monitoring. Overall, a break-even position has been achieved on our core day to day activities.

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.

2022-23 has been a year of some stabilisation after a difficult few years. We are still in a challenging financial climate with utility costs due to rise significantly in October 2023. Alongside the budgetary controls in place, we have a dedicated team of staff, volunteers and trustees which gives us confidence that the work of Quiet Waters will flourish. However, 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.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

269866

Principal address

Quiet Waters
Flixton Road
Bungay
Suffolk
NR35 1PD

QUIET WATERS CHRISTIAN RETREAT HOUSE

REPORT OF THE TRUSTEES
for the Year Ended 30 September 2023

Trustees

S J Harris

J M Harris

P N Dunning

T P Jenkins (resigned 1.1.23)

J A Dean

K J Males

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 21 June 2024 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 2023.

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

van Dijk Accountants
11 Trinity Street
Bungay
Suffolk
NR35 1EH

21 June 2024

QUIET WATERS CHRISTIAN RETREAT HOUSE

STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 30 September 2023

		Unrestricted fund £	Restricted funds £	30.9.23 Total funds £	30.9.22 Total funds £
	Notes				
INCOME AND ENDOWMENTS FROM					
Donations and legacies		72,434	8,402	80,836	56,132
Other trading activities	2	14,982	-	14,982	13,437
Investment income	3	155	378	533	17
Total		<u>87,571</u>	<u>8,780</u>	<u>96,351</u>	<u>69,586</u>
EXPENDITURE ON					
Raising funds	4	60,114	10,389	70,503	62,484
NET INCOME/(EXPENDITURE)		27,457	(1,609)	25,848	7,102
RECONCILIATION OF FUNDS					
Total funds brought forward		9,157	861,945	871,102	864,000
TOTAL FUNDS CARRIED FORWARD		<u>36,614</u>	<u>860,336</u>	<u>896,950</u>	<u>871,102</u>

The notes form part of these financial statements

QUIET WATERS CHRISTIAN RETREAT HOUSE

BALANCE SHEET
30 September 2023

	Notes	Unrestricted fund £	Restricted funds £	30.9.23 Total funds £	30.9.22 Total funds £
FIXED ASSETS					
Tangible assets	8	-	825,000	825,000	825,000
CURRENT ASSETS					
Cash at bank and in hand		37,334	35,336	72,670	46,822
CREDITORS					
Amounts falling due within one year	9	(720)	-	(720)	(720)
NET CURRENT ASSETS		<u>36,614</u>	<u>35,336</u>	<u>71,950</u>	<u>46,102</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>36,614</u>	<u>860,336</u>	<u>896,950</u>	<u>871,102</u>
NET ASSETS		<u>36,614</u>	<u>860,336</u>	<u>896,950</u>	<u>871,102</u>
FUNDS	10				
Unrestricted funds				36,614	9,157
Restricted funds				<u>860,336</u>	<u>861,945</u>
TOTAL FUNDS				<u>896,950</u>	<u>871,102</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 21 June 2024 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 2023

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

	30.9.23	30.9.22
	£	£
Fees	14,405	11,969
Shop income	577	568
Apartment	-	900
	<hr/>	<hr/>
	14,982	13,437
	<hr/>	<hr/>

QUIET WATERS CHRISTIAN RETREAT HOUSE

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 30 September 2023

3. INVESTMENT INCOME

	30.9.23	30.9.22
	£	£
Deposit account interest	533	17
	<u>533</u>	<u>17</u>

4. RAISING FUNDS

Raising donations and legacies

	30.9.23	30.9.22
	£	£
Support costs	70,503	62,484
	<u>70,503</u>	<u>62,484</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 September 2023 nor for the year ended 30 September 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 September 2023 nor for the year ended 30 September 2022.

6. STAFF COSTS

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

	30.9.23	30.9.22
Residential team member	4	4
Housekeeper	1	1
Gardener	1	1
	<u>6</u>	<u>6</u>

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

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	35,720	20,412	56,132
Other trading activities	13,437	-	13,437
Investment income	6	11	17
	<u>49,163</u>	<u>20,423</u>	<u>69,586</u>
Total			
	<u>49,163</u>	<u>20,423</u>	<u>69,586</u>
EXPENDITURE ON			
Raising funds	57,526	4,958	62,484
	<u>57,526</u>	<u>4,958</u>	<u>62,484</u>

QUIET WATERS CHRISTIAN RETREAT HOUSE

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 30 September 2023

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted funds £	Total funds £
NET INCOME/(EXPENDITURE)	(8,363)	15,465	7,102
 RECONCILIATION OF FUNDS			
Total funds brought forward	17,520	846,480	864,000
 TOTAL FUNDS CARRIED FORWARD	<u>9,157</u>	<u>861,945</u>	<u>871,102</u>

8. TANGIBLE FIXED ASSETS

	Freehold property £
COST	
At 1 October 2022 and 30 September 2023	<u>825,000</u>
 NET BOOK VALUE	
At 30 September 2023	<u>825,000</u>
At 30 September 2022	<u>825,000</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.9.23 £	30.9.22 £
Other creditors	<u>720</u>	<u>720</u>

10. MOVEMENT IN FUNDS

	At 1.10.22 £	Net movement in funds £	At 30.9.23 £
Unrestricted funds			
General fund	9,157	27,457	36,614
 Restricted funds			
Restricted fund	36,945	(1,609)	35,336
Freehold property valuation	<u>825,000</u>	<u>-</u>	<u>825,000</u>
	<u>861,945</u>	<u>(1,609)</u>	<u>860,336</u>
 TOTAL FUNDS	<u>871,102</u>	<u>25,848</u>	<u>896,950</u>

QUIET WATERS CHRISTIAN RETREAT HOUSE

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 30 September 2023

10. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	87,571	(60,114)	27,457
Restricted funds			
Restricted fund	8,780	(10,389)	(1,609)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>96,351</u>	<u>(70,503)</u>	<u>25,848</u>

Comparatives for movement in funds

	At 1.10.21 £	Net movement in funds £	At 30.9.22 £
Unrestricted funds			
General fund	17,520	(8,363)	9,157
Restricted funds			
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/>
TOTAL FUNDS	<u>864,000</u>	<u>7,102</u>	<u>871,102</u>

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

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

QUIET WATERS CHRISTIAN RETREAT HOUSE

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 30 September 2023

10. MOVEMENT IN FUNDS - continued

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

	At 1.10.21 £	Net movement in funds £	At 30.9.23 £
Unrestricted funds			
General fund	17,520	19,094	36,614
Restricted funds			
Restricted fund	21,480	13,856	35,336
Freehold property valuation	825,000	-	825,000
	<hr/>	<hr/>	<hr/>
	846,480	13,856	860,336
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>864,000</u>	<u>32,950</u>	<u>896,950</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 £
Unrestricted funds			
General fund	136,734	(117,640)	19,094
Restricted funds			
Restricted fund	29,203	(15,347)	13,856
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>165,937</u>	<u>(132,987)</u>	<u>32,950</u>

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 September 2023.

QUIET WATERS CHRISTIAN RETREAT HOUSE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 30 September 2023

	30.9.23 £	30.9.22 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	39,110	28,831
Donations	34,832	23,010
Gift aid	6,894	1,624
Govt grants	-	2,667
	<hr/>	<hr/>
	80,836	56,132
Other trading activities		
Fees	14,405	11,969
Shop income	577	568
Apartment	-	900
	<hr/>	<hr/>
	14,982	13,437
Investment income		
Deposit account interest	533	17
	<hr/>	<hr/>
Total incoming resources	96,351	69,586
EXPENDITURE		
Support costs		
Management		
Employment costs	26,349	20,669
Household	9,503	10,140
Shop costs	463	471
Utility and insurance	14,847	14,302
Building maintenance	15,272	11,219
Office supplies	2,501	1,725
Finance costs	661	497
Sundries	187	2,741
	<hr/>	<hr/>
	69,783	61,764
Governance costs		
Accountancy	720	720
	<hr/>	<hr/>
Total resources expended	70,503	62,484
Net income	<hr/> <hr/>	<hr/> <hr/>
	25,848	7,102

This page does not form part of the statutory financial statements