

Charity Registration No. 271117

Company Registration No. 1241044 (England and Wales)

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2021
LIMITED BY GUARANTEE

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

CONTENTS

	Page
Legal and administrative information	1
Trustees' report	2 - 7
Independent auditor's report	8 - 10
Statement of financial activities	11 - 12
Statement of financial position	13
Statement of cash flows	14
Notes to the financial statements	15 - 29

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Sister J M Carter Sister H M F Crane Sister K E Brewin Sister D M Dean Sister H G Dowler Sister H L Stout Sister J E Davey	(Resigned 26 January 2021) (Resigned 22 October 2021) (Appointed 30 December 2020)
Secretary	Sister J M Carter	
Prioress	Sister J M Carter	
Bursar	Sister J M Carter	
Charity number	271117	
Company number	1241044	
Principal address and registered office	St Hilda's Priory Castle Road Whitby North Yorkshire YO21 3SL	
Auditor	N Clemit ACA, FCCA JWPCreers LLP Chartered Accountants Genesis 5 Church Lane York YO10 5DQ	
Bankers	HSBC Bank Plc 4 Baxtergate Whitby North Yorkshire YO21 1BD	
Solicitors	Lupton Fawcett Stamford House Piccadilly York YO1 9PP	
Investment advisors	Brewin Dolphin Sturge Court 120 Wellington Street Leeds LS1 4LT	

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 30 JUNE 2021

The trustees present their report and financial statements for the year ended 30 June 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's governing document, the Companies Act 2006 and "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 published in October 2019".

The legal and administrative information page forms part of this report.

Objectives and activities

Charitable Objectives

The object for which the Chapter was established is in accordance with the principles of the Christian Religion to undertake, promote and carry on in any part of the world, enterprises for the advancement of educational, missionary, pastoral, evangelical, medical or other charitable work in the furtherance of that object. To fund, acquire and conduct houses of prayer, churches, chapels, priories, dwelling houses, colleges, schools, technical training establishments, retreat houses, orphanages, refuges and clubs for the poor, guilds, offices or any other institutions which may from time to time be desirable for the commencement or furthering of Christian work in England or in any other country, and to provide the same with all proper, desirable or necessary fittings, apparatus, appliances, conveniences and accommodation desirable for the efficient conduct and welfare of the same. To print, publish and sell newspapers, periodicals, books, leaflets and other publications to further the objects of the Chapter.

The trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission when reviewing the charity's aims and objectives and in planning future activities.

Achievements and performance

It is the policy of the Order to undertake a broad range of charitable activities. The principal areas in which the Order is involved are set out as follows:

Education

The Order grants financial assistance to needy persons primarily between the ages of 16 and 25 in the Whitby Deanery to assist in their education, training or personal development.

Health Care

The Order is responsible for running St Hilda's Priory Aelred Wing, a registered care home.

Retreat Work

The Order is actively involved in retreat and counselling work at the Priory and in other houses of the Order.

Social and Pastoral Care

Members of the Order are involved, mainly in a voluntary capacity, in parish work, hospital and hospice chaplaincy, mental health and counselling work and work with children and young people in the UK and overseas.

Overseas Work

Members of the Order work in Ghana where they undertake vocational training, medical work, and work within the Anglican Church, spiritual direction and pastoral care. The UK funds of the Order are being used in development and work in both countries. Donations received for overseas work are administered as restricted funds. Material produced for fund raising is financed from The Central Funds of the Order.

Grant making policy

The Order tithes (10%) its investment income from the previous financial year as charitable giving. Additional grants may be given on the approval of the Chapter of the Order of the Holy Paraclete.

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

Investments

The Order's investments are managed by a nominee company, Brewin Dolphin, which has discretionary powers. The Order maintains an ethical policy for its investments.

The quarterly return on investments, in capital terms, compared to FTSE All Share Index, Government All Stocks Index and WMA Income Index, during the year is set out below

	FTSE	Government all stocks	Risk Level 5 Income	OHP portfolio
July/Sept 2020	-2.92%	-1.23%	+0.46%	+2.36%
Oct/Dec 2020	+12.62%	+0.63%	+6.50%	+7.49%
Jan/Mar 2021	+5.19%	-7.24%	+0.90%	+2.42%
Apr/Jun 2021	+5.60%	+1.70%	+4.93%	+4.63%
12 months to 30 June 2021	+21.45%	-6.24%	+13.35%	+17.89%

Review of activities

1. Education

Sr Dorothy Stella has continued to serve as a Governor of Egton Church of England Primary School and returned to assisting in teaching when lockdown eased in June.



Dormanstown Primary Academy

Sr Anita continues to chair the governors at Dormanstown primary academy and chairs the discipline committee for the M.A.T. [multi academy trust], Tees Valley Education. Sr Louisa Ann has now completed her teaching Training at Sunderland University where she achieved a BA (Hons) in Primary Education with Qualified Teacher Status. Sadly, she chose to leave the Order and we wish her well in her future career



Egton C. of E. School

St Hilda's Bursary Award



The total value of awards for the year 2020 – 2021 was £2,700. The reduced amount reflects the ongoing situation of students unable to make decisions about future studies and training due to COVID-19 and the interruption of education from March 2020 to June 2021. The increase in award applications that was expected did not materialise due to the continuing uncertainties and the year 2020-2021 ended with a higher-than-expected balance accrued. The balance on the £6,000 grant for the year (approx. £3,000) has been designated as an award to Caedmon College Whitby to help post-16 students who have fallen behind.

The College hopes to add Health & Social Science to courses available to Level 2 students. The update of promotional material is in process and will be in use in the year 2021-2022. Because of the balance accrued, the award only took £2,000 of its annual grant; the remaining £4,000 was added to the Order's tithed giving which includes donations to several educational charities.

Awards of between £100 and £500 were made to 8 individuals; these were made for Nursing & Midwifery, Environmental Sciences, Engineering and Performance Arts,

Sunyani



Graduates and Students

Sr Mavis was resident at the Priory in the U.K during the year due to Covid restrictions on travel. She managed to oversee the work in Sunyani with the help of technology and kept in touch daily so that the various projects were able to continue and flourish with the local workers stepping up and taking responsibility.

Wafer production and sale has continued and provided income to maintain the convent and house expenses.



A sample of Beadwork

The Skills Centre also continued to flourish and two groups of Students were enabled to take the NVTI exams. Two new staff members were recruited bringing the total to seven and Sr Mavis maintained contact via Video calls.



Mavis presents a Certificate



Graduation Class 2021

Sr Mavis was able to return and be present at the Graduation Ceremony, which had been organised by the Staff & Students.

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021



The Jackie Eye Clinic - Services to Blind Children

The Blind School

Providing support to the students in the Blind School continues to be an important part of the outreach from the Clinic and is very dear to Sr Aba's heart. Her very first student has just been elected president of the African Society at Oxford University.

2. Health Care

The Order has an obligation to care for its members, none of whom has resources of their own and all of whom have devoted a significant part of their lives to the work of the Order.

In common with many religious communities in Great Britain, the age profile of the members of the Order is increasing, as existing members grow older, and the number of new vocations decreases.

During the year the bed occupancy has remained at 7 sisters resident in the Aelred Wing.

Occupancy: July 2020 65% July 2021 64%

Sisters Care Needs

- The occupancy has decreased slightly but dependency has increased
- Some Sisters require almost constant care, supervision and attention while others are more independent
- 7 Sisters currently in permanent residence
- Not all care is physical support, much of what we do is psychological, emotional and social support and care
- A number of Sisters are living with dementia
- More recent weeks has seen an increase in dependency levels due to 1 Sister requiring 1:1 care and supervision due to extremely challenging behaviour

We continue to provide care and support to Sisters living in the main Priory:

Funding continues to be sourced through a variety of options

- North Yorkshire County Council (NYCC) 24-hour care funding
- Attendance Allowance
- Pension Credits
- Individual Pensions
- Direct Care Packages
- Self Funding

Staffing

- The Aelred Wing has a team of 26 staff members
- Most staff are part time except for the Care Manager who is full time
- Maintaining staffing levels has become increasingly challenging during the year mainly due to Covid restrictions and the need for vulnerable staff to be furloughed

Core Care Values

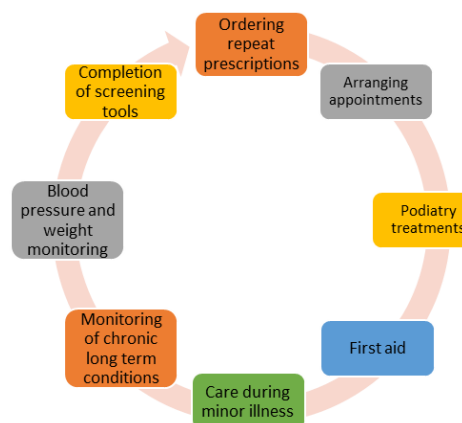
As a team we have developed our own Core Care Values

Our overall aim:

- "To deliver high quality excellent care every day"

Our other aims:

- Treat our sisters with dignity and respect while incorporating their individual values, choices and beliefs
- Help our Sisters to maintain their independence and live a fulfilled life
- Treat others as I would expect to be treated myself
- Be kind, considerate and unselfish in everything we do
- Exercise patience, compassion and understanding
- Develop and build appropriate relationships with our Sisters, incorporating good lines of communication
- Devote time in our day to listening and talking to Sisters
- Be a dependable and reliable member of staff
- Be sensitive and understanding of our Sisters chosen way of life
- Demonstrate a positive, polite and accommodating attitude



THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

Activity and Support Role

One member of staff continues to work 4 days per week in this role and helps the sisters to partake in activities such as puzzles, games, and crafts; baking in the Aelred kitchen; walking in the grounds; television or a DVD together; spending time together, talking and keeping active as much as possible. These are all important in maintaining Sisters independence.

Postcards of Kindness Scheme



- We joined Age UK's postcards of kindness Scheme.
- Volunteers select a Care Home from those who have signed up for the project
- They send postcards, letters or cards to the residents of that home or a specific resident
- Our Resident Sisters have really enjoyed receiving correspondence

Covid challenges

- An empty bedroom has become a PPE area

Testing has become a way of life:

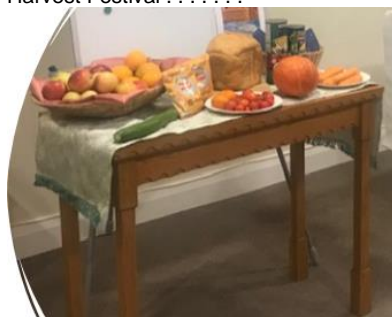
- All staff have 3 tests per week: 1 laboratory PCR test and 2 rapid lateral flow tests (LFD)
- The Chaplain and volunteer Sisters are treated as staff
- All resident Sisters are tested every 28 days
- Every indoor visitor has an LFD test
- Every contractor/ workman has an LFD test
- Every visiting health care professional has an LFD test

And new ways of working

- Meetings held through Zoom or Microsoft Teams format
- Study and training days arranged as webinars
- Mandatory training in groups has started to be allowed again
- E learning for most mandatory training
- Additional training for all staff on Infection Prevention and Control, PPE and COVID-19
- Some changes have been positive and will continue for the future

Some celebrations have managed to lighten life a little:

Harvest Festival



A golden Anniversary of Profession



And Christmas



THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

Health Care cont.

Jachie House and Eye Hospital

Clinic's Mission Statement

1. To provide quality eye care in a pleasant environment with the highest quality sterilization procedures in place.
2. To provide outreach programmes at the neighbouring schools and communities and to implement preventative eye care.
3. To provide an opportunity for mission-minded eye professionals to volunteer their services.



The Waiting Room showing the doors to the Consulting

The work this year has been to adapt the Convent to comply with Ministry of Health standards for the Eye Hospital. This has included separating the Waiting Room, Consulting Room and Administration unit to allow for patient privacy as well as providing the basic Covid hygiene precautions and new washroom facilities for staff and patients.

Outreach Services

In order to provide first class Eye Treatment to all manner of persons regardless of colour, creed or location. The outreach programme is part of the clinic's main activities. This enables us to provide Eye Care Treatment to people at their doorstep.



3. Retreat & Pastoral Work

St Oswald's Pastoral Centre at Sleights. The year has been one of preparation for a new future for St Oswald's under the leadership of Paul and Jackie Reily and The St Oswald's Community.

During lockdown it was a great advantage to have the rhythm of religious life. It gave structure in such an abnormal time and a sense of life carrying on almost as normal.

- We lost our normal ministry, but we have been reaching out on Facebook with a daily post, partly as a way of keeping St Oswald's visible, but also as an online ministry. At the beginning of lockdown, we met and chatted with a lot of people on the drive.



Bishopthorpe

In March 2020 Sr Erika returned to the Priory as a result of the pandemic but continued to keep in touch with the Archbishop and his staff via regular Zoom meetings, and was able to share in the ongoing ministry of prayer and in the on-line worship from the Palace.

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

Retreat & Pastoral Work (cont.)

Easterside

In August 2020 new work was undertaken with a presence on the Easterside estate in Middlesbrough. Sr Louisa Ann moved there from Dormanstown and Sr Karan joined her in October.



Unfortunately this coincided with the beginning of Lockdown so while Louisa Ann continued her studies on line, Sr Karan had to begin her ministry in a limited way. Communication was confined to "doorstep" conversations and telephone calls; but contacts were made with long-term residents, shop keepers and social workers and by May Karan was able to assist with the distribution of food and clothing. Karan also made

contact with the local Genesis Project and their Centre for collecting and distributing food, clothing, furniture and which provides a social centre for the local people to meet.



More recently Sr Karan has established a regular worship slot in the house during the week when she is joined by some of the local residents.

She has also worked on the house and garden which had been neglected during the interregnum. The property now looks much more welcoming and can form the base for a future ministry.



Sisters from the Priory work in a voluntary capacity in Whitby. Two sisters have worked at the Foodbank. One sister now works as the Deanery Administrator. Many sisters provide spiritual accompaniment to individuals on a regular basis and others provide a listening ear responding to individual needs.

4. Hospitality



In keeping with the Monastic tradition, all the houses of the Order welcome guests.

At the Priory the hospitality ministry was going well with 68 individual guests, 13 groups of 2 or more people, 8 larger groups and 4-day groups from the 4th August 2019 until 19th March 2020.

With the beginning of the Coronavirus pandemic the hospitality ministry had to close. The cancelled groups include retreats, schools, musicians who would have taken part in the fish and ship festival, church groups including one from Germany, walking groups, and two private groups celebrating birthdays.

5. Sharing our facilities

Chapel is central to the life and prayer of the Order, and many of our guests come to share in our worship or to use the Chapel for their own worship.

6. During this year, groups resident in St Francis House have joined with the sisters for worship. A memorial service for an ex-member of staff of St Hilda's School has been held in the new Chapel. We also visit outside the Priory and Branch Houses to lead retreats and workshops on prayer & spirituality.

7. Sneaton Castle Farm

The arable land and pasture have been sold during the year to the new owners of Sneaton Castle, but we continue to benefit from the open space and are confident that the land will receive better stewardship than we would be able to provide. The land still provides a quiet and relaxing space around the Priory and hospitality buildings for both Sisters and Guests.

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

Financial review

The number of life professed sisters was 23 at the end of the year under review; the majority of them are pensionable, having given most of their lives to the charitable work of the Order. There have been no new vocations this year and three sisters and one novice have left the Order. This means average age has increased this year to 78.

Other sisters who are still economically active are employed in a voluntary capacity either within the works of the company or in low paid jobs. Any money or salaries received by individuals is covenanted to the Order.

The income generated by members will continue to decline for the foreseeable future, but the charity has a continuing commitment to support its members when they retire due to age or infirmity.

The Statement of Financial Activities shows that the total resources increased by £27,819 during the year, which includes £860,392 gains on investments in the year.

At the end of the year to June 2021 the total funds of the company were £11,411,884. Of this some £5,548,698 was in fixed assets needed for the work of the Order and £5,239,767 in investments. From the remaining current assets and liabilities £144,559 was made up of restricted funds and £87,407 designated funds leaving a balance of £391,453 in general funds.

Reserves Policy

The members of the Order shall work for their living. The Order is under obligation to support its members during training, in old age and in sickness, and to maintain its property adequately. For such purposes it shall be permissible to use income derived from trusts and investments, and if necessary to realise capital. Such income may also be used for the development of existing work and when new work is to be undertaken. It shall be the responsibility of each Chapter, and more especially of the Greater Chapter, to ensure that all property and income is being used to be of the greatest value to the Church and Society, and to remember that, ultimately, a religious community is bound to live by faith. Whilst exercising a careful stewardship in the management of its present affairs it must avoid the accumulation of capital beyond its foreseeable requirements.

The annual resources required to fund the Order's activities before investment, legacy and non-recurring income currently falls short of expenditure by £879,027. Using a current annuity rate of around 1.36% based on the average age of the community of 78 years the free reserves required would be £64,634,338. The current figure is £5,612,848. The Order keeps the policy under review considering the work undertaken and the number and average age of the community.

Risk management

The Order examines all its activities at its annual General Chapter and its finances at the AGM of the company. Its operations and any major risks that the Order might face are under regular review by the Chapter Standing Committee (Policy) and Council of Management (Board of the Company). The trustees have considered that adequate systems are in place to monitor and control these risks to mitigate the Order's exposure to them.

Plans for future periods

The Trustees are in the process of handing on the running of St Oswald's to a new CIO, St Oswald's Community, as we no longer have the personnel required to continue with this ministry.

It is their intention to continue to meet the following objectives:

- To continue to care for the sisters and to enable them to carry out their pastoral work
- To continue to support the overseas work through the allocation of donations given for this work
- To continue to review environmental issues
- To monitor the needs of the sisters as they grow older and, if necessary, adapt the Order's plans in respect of property needs and provision of care to elderly members

Structure, governance and management

The Chapter of the Order of the Holy Paraclete is governed by its Memorandum and Articles of Association.

The Order of the Holy Paraclete (the Order) is a Religious Order within the Anglican Church. It is administered by the Chapter (comprising all full members of the Order) under the chairmanship of the Prioress. The Prioress is elected by the members of the Chapter to serve for a period of five years.

The assets of the Chapter are held in the accounts detailed in this report; the Order's charitable activities are funded by these accounts. The Chapter was registered with the Charities Commission on 9 May 1964, registration number 271117, and was registered as an unlimited company on 20 January 1976, company registration number 1241044. The Chapter governed by its Memorandum and Articles of Association.

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

Trustees recruitment and appointment

As set out in the Articles of Association the Trustees shall not be less than three not more than seven. The trustees shall consist of the Prioress, Sub-Prioress, the Bursar and four other members of the Chapter. These elected trustees retire in rotation. The trustees are also directors of the company.

Organisation

The Chapter usually meets twice a year to review the state of the Order and take such decisions as are necessary to fulfil its objects.

A Chapter Standing Committee has been set up comprising the Prioress, Sub-Prioress, Chapter Clerk, one Sister appointed by the Prioress and four elected members. This committee is to act on behalf of the Chapter between meetings with specific purposes and powers.

Trustee induction and training

Eligibility to become a trustee is dependent upon a sister being in profession. There is a three-year period of training, discernment and assessment within the Order before a new member is accepted as a sister in profession in the Order.

Trustees take advantage of on-going training opportunities relevant to trusteeship.

Related Parties

A summary of transactions with related parties is set out in note 22 of the financial statements.

Statement of trustees' responsibilities

The trustees, who are also the directors of The Chapter of The Order of The Holy Paraclete for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, 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 UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees' report was approved by the Board of Trustees.

Sister J M Carter
Trustee
Date: 1 April 2022

Sister H M F Crane
Trustee
Date: 1 April 2022

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

Opinion

We have audited the financial statements of The Chapter of The Order of The Holy Paraclete (the 'charitable company') for the year ended 30 June 2021 which comprise the statement of financial activities, the statement of financial position, the statement of cash flows and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 30 June 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charitable company for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

The objectives of our audit, in respect to fraud, are to identify and access the risks of material misstatement of the financial statements due to fraud and obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses, and to respond appropriately to fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both those charged with governance of the entity and management.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

Our approach was as follows:

- During our planning process we gained an understanding of the legal and regulatory frameworks that are applicable to the charitable company and determined that the most significant of them, which are directly relevant to specific assertions in the financial statements, are those that relate to the reporting framework (FRS102 and the Companies Act 2006) and the relevant tax compliance regulations in the UK;
- We gained an understanding of how the charitable company is complying with these frameworks by making enquiries of trustees, key management and if necessary, advisors responsible for legal and compliance matters. We observed key controls and made appropriate enquiries following our review of contracts, interim financial data, board minutes and reports provided to the trustees;
- We independently assessed the susceptibility of the charitable company's financial statements to material misstatement, including how fraud or error might occur by meeting with trustees and senior management with the skills and experience necessary to determine the risk factors which they believe expose the charitable company to susceptibility to fraud and error. We also considered the impact of any business targets, the personal financial circumstances of management and staff to create a driver for fraud. We considered the culture and controls that the charitable company has established to address the risks identified and evaluated the effectiveness of processes and procedures to prevent and detect fraud, and how senior management monitors those processes and controls. Where the risk was considered to be higher, we designed then performed audit procedures to address each identified fraud risk. These procedures included, but were not restricted to, testing large and unusual items, journals, and transactions with high estimation uncertainty. These tests were designed to provide reasonable assurance that the financial statements were free from fraud and error; and
- Based on our audit plan and understanding of the risks that specifically affect the charitable company we designed our audit procedures to identify non-compliance with such laws and regulations identified above. Our procedures involved substantive testing of transactions and appropriate controls, with a focus on transactions in the books of prime entry that have characteristics that may indicate fraud or error. We looked for unusual patterns, large or unusual transactions, weaknesses in the payments system and new supplier transactions based on our understanding of the business; enquiries of trustees and management and the results from previous audit testing; and focused testing, on specific complex areas based on risk. In addition, we completed procedures to conclude on the other information and disclosures in the trustees' report and accounts with the requirements of the relevant accounting standards and UK legislation.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

N Clemit ACA, FCCA

1 April 2022

**Chartered Accountants
Statutory Auditor**

JWPCreers LLP
Chartered Accountants
Genesis 5
Church Lane
York
YO10 5DQ

N Clemit ACA, FCCA is eligible for appointment as auditor of the charitable company by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006.

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 JUNE 2021

CURRENT FINANCIAL YEAR

		Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
	Notes					
Income and endowments						
Donations and legacies	2	39,287	2,340	3,327	44,954	181,961
Charitable activities	3	207,336	1,641	160,024	369,001	429,843
Other trading activities	4	4,208	10,562	-	14,770	19,644
Investments	5	174,162	-	347	174,509	191,610
Other income	6	(1,547)	-	-	(1,547)	7,135
Total income		<u>423,446</u>	<u>14,543</u>	<u>163,698</u>	<u>601,687</u>	<u>830,193</u>
Expenditure						
Raising funds	7	30,899	-	-	30,899	31,767
Charitable activities	8	1,068,321	167,324	167,716	1,403,361	1,312,944
Total expenditure		<u>1,099,220</u>	<u>167,324</u>	<u>167,716</u>	<u>1,434,260</u>	<u>1,344,711</u>
Net gains/(losses) on investments	12	860,392	-	-	860,392	(306,978)
Net income/(expenditure) before transfers		184,618	(152,781)	(4,018)	27,819	(821,496)
Gross transfers between funds		(301,066)	314,492	(13,426)	-	-
Net outgoing resources		(116,448)	161,711	(17,444)	27,819	(821,496)
Other recognised gains and losses						
Revaluation of tangible fixed assets		-	-	-	-	(940,570)
Net movement in funds		(116,448)	161,711	(17,444)	27,819	(1,762,066)
Fund balances at 1 July 2020		5,747,668	5,474,394	162,003	11,384,065	13,146,131
Fund balances at 30 June 2021		<u>5,631,220</u>	<u>5,636,105</u>	<u>144,559</u>	<u>11,411,884</u>	<u>11,384,065</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 JUNE 2021

PRIOR FINANCIAL YEAR

		Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes				
Income and endowments					
Donations and legacies	2	128,390	45,167	8,404	181,961
Charitable activities	3	209,076	13,567	207,200	429,843
Other trading activities	4	5,500	14,144	-	19,644
Investments	5	190,628	62	920	191,610
Other income	6	7,135	-	-	7,135
Total income		<u>540,729</u>	<u>72,940</u>	<u>216,524</u>	<u>830,193</u>
Expenditure					
Raising funds	7	31,767	-	-	31,767
Charitable activities	8	899,421	173,767	239,756	1,312,944
Total expenditure		<u>931,188</u>	<u>173,767</u>	<u>239,756</u>	<u>1,344,711</u>
Net gains/(losses) on investments	12	(306,978)	-	-	(306,978)
Net income/(expenditure) before transfers		(697,437)	(100,827)	(23,232)	(821,496)
Gross transfers between funds		948,900	(953,400)	4,500	-
Net outgoing resources		251,463	(1,054,227)	(18,732)	(821,496)
Other recognised gains and losses					
Revaluation of tangible fixed assets		(940,570)	-	-	(940,570)
Net movement in funds		(689,107)	(1,054,227)	(18,732)	(1,762,066)
Fund balances at 1 July 2019		6,436,775	6,528,621	180,735	13,146,131
Fund balances at 30 June 2020		<u>5,747,668</u>	<u>5,474,394</u>	<u>162,003</u>	<u>11,384,065</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

STATEMENT OF FINANCIAL POSITION

AS AT 30 JUNE 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	13		5,548,698		5,390,667
Investments	14		5,239,767		4,983,376
			<u>10,788,465</u>		<u>10,374,043</u>
Current assets					
Debtors	15	16,229		100,568	
Cash at bank and in hand		665,899		1,070,582	
			<u>682,128</u>		<u>1,171,150</u>
Creditors: amounts falling due within one year	16	(58,709)		(161,128)	
Net current assets			<u>623,419</u>		<u>1,010,022</u>
Total assets less current liabilities			<u>11,411,884</u>		<u>11,384,065</u>
Income funds					
Restricted funds	17		144,559		162,003
<u>Unrestricted funds</u>					
Designated funds	18	5,636,105		5,474,394	
General unrestricted funds		5,631,220		5,584,966	
Revaluation reserve	20	-		162,702	
			<u>11,267,325</u>		<u>11,222,062</u>
			<u>11,411,884</u>		<u>11,384,065</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 June 2021, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 1 April 2022

Sister J M Carter
Trustee

Sister H M F Crane
Trustee

Company Registration No. 1241044

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30 JUNE 2021

		2021		2020	
	Notes	£	£	£	£
Cash flows from operating activities					
Cash absorbed by operations	24		(874,968)		(604,920)
Investing activities					
Purchase of tangible fixed assets		(311,625)		(43,558)	
Proceeds on disposal of tangible fixed assets		3,400		985,110	
Movement in investment cash accounts		37,290		231	
Purchase of other investments		(1,663,942)		(593,842)	
Proceeds on disposal of other investments		2,230,653		744,841	
Investment income received		174,509		191,610	
Net cash generated from investing activities			470,285		1,284,392
Net cash used in financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(404,683)		679,472
Cash and cash equivalents at beginning of year			1,070,582		391,110
Cash and cash equivalents at end of year			665,899		1,070,582

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2021

1 Accounting policies

Charity information

The Chapter of the Order of the Holy Paraclete is a private unlimited company and has no share capital and is registered in England and Wales. In the event of the company being wound up or dissolved, funds remaining after all debts and liabilities are settled will be transferred to a similar institution with similar charitable objectives. The charity's registered office and the nature of the charity's principle activities are as stated on the Report of the Board of Trustees.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's governing document, the Companies Act 2006, "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) (issued in October 2019)" and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

The charitable company is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charitable company.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

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

1.4 Income

Income, including legacies, are included in the statement of financial activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Covenanted salaries and pensions are received under deeds of covenant from members of The Chapter of the Order of the Holy Paraclete and are stated inclusive of income tax but net of any deductions for social security payments and contributions to occupational pension schemes.

Receipts of property, investments or other gifts in kind are included at market value.

1.5 Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in pursuit of its charitable objects.

Direct costs consist of all expenditure directly relating to the objects of the Chapter. Support costs have been allocated in full to direct costs.

Mission and charitable grants payable are charged in the period when the grant is given.

Raising funds comprise those costs associated with attracting donations and legacies, the costs of trading for fundraising purposes including the costs incurred by the trading subsidiary and investment management fees.

Governance costs include expenditure on general administration, and management and compliance with constitutional and statutory requirements.

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

1 Accounting policies

1.6 Tangible fixed assets

Prior to 1 September 1996 all capital expenditure was written off as incurred. As at that date the trustees included material fixed assets at cost less notional depreciation in the balance sheet except for freehold property which was valued at current market value. Subsequent acquisitions or improvements are capitalised at cost subject to a de minimis figure of £500.

Depreciation is calculated by the straight line method to write off the cost/value, less anticipated residual value over the expected useful lives of assets as follows:

Freehold property	2% and 5%
Fixtures, fittings and equipment	20% and 10%
Motor vehicles	25%

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

Depreciation is not charged until the asset is ready for use.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Impairment of fixed assets

At each reporting end date, the charitable company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

1.10 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Basic financial assets

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid at the year end.

Basic financial liabilities

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

1 Accounting policies

1.11 Taxation

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date where transactions or events have occurred at that date that will result in an obligation to pay more, or a right to pay less or to receive more tax, with the following exceptions:

Provision is made for tax on gains arising from the revaluation (and similar fair value adjustments) of fixed assets, and gains on disposal of fixed assets that have been rolled over into replacement assets, only to the extent that, at the balance sheet date, there is a binding agreement to dispose of the assets concerned. However, no provision is made where, on the basis of all available evidence at the balance sheet date, it is more likely than not that the taxable gain will be rolled over into replacement assets and charged to tax only where the replacement assets are sold.

Deferred tax assets are recognised only to the extent that the directors consider that it is more likely than not that there will be suitable taxable profits from which the future reversal of the underlying timing differences can be deducted.

Deferred tax is measured on an undiscounted basis at the tax rates that are expected to apply in the periods in which timing differences reverse, based on tax rates and laws enacted or substantively enacted at the balance sheet date.

1.12 Leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

1.13 Pension costs

Chapter of the Order of the Holy Paraclete (The) Unlimited contributes to defined contribution pension schemes including individual personal pensions. The assets of the schemes are held separately from those of the charity. Pension costs charged in the Statement of Financial Activities represent the contributions payable by the charity in the year.

1.14 Redundancy costs

Redundancy costs are recognised as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

2 Donations and legacies

	Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Restricted funds 2021 £	Total 2021 £
Donations and gifts	11,437	-	-	11,437
Legacies receivable	2,964	-	-	2,964
Donations for overseas work	-	-	3,327	3,327
Other	24,886	2,340	-	27,226
	<u>39,287</u>	<u>2,340</u>	<u>3,327</u>	<u>44,954</u>

	Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Restricted funds 2020 £	Total 2020 £
Donations and gifts	60,434	-	-	60,434
Legacies receivable	15,213	45,160	-	60,373
Donations for overseas work	-	7	7,404	7,411
Other	52,743	-	1,000	53,743
	<u>128,390</u>	<u>45,167</u>	<u>8,404</u>	<u>181,961</u>

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

3 Charitable activities

	Charitable Income 2021 £	Charitable Income 2020 £
Covenanted salaries	20,453	11,554
Covenanted pensions	26,618	26,278
State pensions	104,831	104,722
Coronavirus related grants	47,637	47,619
DSS allowance	27,931	39,162
NYCC allowance	137,851	159,580
Other income	3,680	26,448
York House	-	14,480
	<u>369,001</u>	<u>429,843</u>
Analysis by fund		
Unrestricted funds - general	207,336	209,076
Unrestricted funds - designated	1,641	13,567
Restricted funds	<u>160,024</u>	<u>207,200</u>
	<u>369,001</u>	<u>429,843</u>
Coronavirus related grants		
HMRC coronavirus job retention scheme	25,464	47,619
Infection control fund	17,008	-
Rapid testing fund	<u>5,165</u>	<u>-</u>
	<u>47,637</u>	<u>47,619</u>

4 Other trading activities

	Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Total 2021 £	Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Total 2020 £
Trading income	301	-	301	122	-	122
Friends of OHP membership	2,286	-	2,286	2,000	-	2,000
Newsletter including publications	1,551	-	1,551	2,488	-	2,488
Cards & library sales	<u>70</u>	<u>10,562</u>	<u>10,632</u>	<u>890</u>	<u>14,144</u>	<u>15,034</u>
Other trading activities	<u>4,208</u>	<u>10,562</u>	<u>14,770</u>	<u>5,500</u>	<u>14,144</u>	<u>19,644</u>

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

5 Investments

	Unrestricted funds general 2021 £	Restricted funds 2021 £	Total 2021 £
Rental income	16,035	-	16,035
Income from listed investments	156,810	-	156,810
Interest receivable	1,317	347	1,664
	<u>174,162</u>	<u>347</u>	<u>174,509</u>

	Unrestricted funds general 2020 £	Restricted funds 2020 £	Total 2020 £
Rental income	24,313	-	24,313
Income from listed investments	161,741	-	161,741
Interest receivable	4,574	920	5,556
	<u>190,628</u>	<u>920</u>	<u>191,610</u>

6 Other income

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Net (loss)/gain on disposal of assets	<u>(1,547)</u>	<u>7,135</u>

7 Raising funds

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
<u>Cost of raising funds</u>		
Fundraising and publicity	<u>520</u>	<u>1,247</u>
Investment manager's fees	<u>30,379</u>	<u>30,520</u>
	<u>30,899</u>	<u>31,767</u>

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

8 Charitable activities

	Charitable Expenditure 2021 £	Charitable Expenditure 2020 £
Direct costs	1,019,719	987,866
Premises and equipment costs	348,994	265,432
	<u>1,368,713</u>	<u>1,253,298</u>
Grants payable (see note 9)	18,808	44,831
Share of support costs (see note 10)	7,920	7,408
Share of governance costs (see note 10)	7,920	7,407
	<u>1,403,361</u>	<u>1,312,944</u>
Analysis by fund		
Unrestricted funds - general	1,068,321	899,421
Unrestricted funds - designated	167,324	173,767
Restricted funds	167,716	239,756
	<u>1,403,361</u>	<u>1,312,944</u>

9 Grants payable

	Charitable Expenditure 2021 £	Charitable Expenditure 2020 £
Grants to institutions:		
Jachie Eye Clinic	-	11,214
Jachie	-	5,017
Sunyani Project	-	1,550
British Red Cross	-	1,000
Bursary Award	2,788	8,644
Deborah Boahemaa	2,000	3,000
Christian Aid	-	1,000
Various other grants and donations under £1,000	14,020	13,406
	<u>18,808</u>	<u>44,831</u>

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

10 Support costs

	2021			2020		
	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Accountancy fee	7,920	-	7,920	7,408	-	7,408
Audit fees	-	7,920	7,920	-	7,407	7,407
	<u>7,920</u>	<u>7,920</u>	<u>15,840</u>	<u>7,408</u>	<u>7,407</u>	<u>14,815</u>
Analysed between Charitable activities	<u>7,920</u>	<u>7,920</u>	<u>15,840</u>	<u>7,408</u>	<u>7,407</u>	<u>14,815</u>

11 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Infirmery	26	23
Garden	3	3
Priory	13	12
Laundry	2	2
St Oswald's	<u>2</u>	<u>5</u>
Total	<u>46</u>	<u>45</u>

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

11 Employees

Wages and salaries	712,966	655,528
Social security costs	40,403	36,392
Pension costs	2,204	12,045
Redundancy costs	11,061	2,610
	<u>766,634</u>	<u>706,575</u>

The sisters comprising the trustees of the charitable company are deemed to be the key management personnel, and no remuneration is received by them.

There were no employees whose annual remuneration was £60,000 or more.

12 Net gains/(losses) on investments

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Revaluation of investments	<u>860,392</u>	<u>(306,978)</u>

13 Tangible fixed assets

	Freehold property £	Fixtures, fittings and equipment £	Motor vehicles £	Total £
Cost				
At 1 July 2020	5,706,967	366,368	103,464	6,176,799
Additions	300,000	11,625	-	311,625
Disposals	<u>-</u>	<u>(3,573)</u>	<u>(23,904)</u>	<u>(27,477)</u>
At 30 June 2021	<u>6,006,967</u>	<u>374,420</u>	<u>79,560</u>	<u>6,460,947</u>
Depreciation				
At 1 July 2020	370,657	328,699	86,776	786,132
Depreciation charged in the year	128,625	14,142	5,880	148,647
Eliminated in respect of disposals	<u>-</u>	<u>-</u>	<u>(22,530)</u>	<u>(22,530)</u>
At 30 June 2021	<u>499,282</u>	<u>342,841</u>	<u>70,126</u>	<u>912,249</u>
Carrying amount				
At 30 June 2021	<u>5,507,685</u>	<u>31,579</u>	<u>9,434</u>	<u>5,548,698</u>
At 30 June 2020	<u>5,336,310</u>	<u>37,669</u>	<u>16,688</u>	<u>5,390,667</u>

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

13 Tangible fixed assets

Freehold property acquired by the Group and company before 1996 was revalued at 31 August 1996. Values of £2,186,960 are attributable to property and land professionally valued by Carter Jonas on 1 November 1996 with £190,000 assessed by the trustees. Additions to Freehold property since 1996 are included at cost less depreciation where appropriate.

The restatement of the brought forward cost and depreciation reflects the impairment on Sneaton Castle in the prior year accounts.

Two leases are registered by York Potash Ltd for mines and minerals which are lying below a depth of 800m from the surface of land held at St. Hildas Priory, Whitby and St Oswalds, Sleights, Whitby.

The lease terms are 70 years from 29 September 2016 until and including 28 September 2086.

14 Fixed asset investments

	Investments £
Valuation	
At 1 July 2020	4,983,376
Additions	1,663,942
Movement in cash accounts	(37,290)
Unrealised/realised gain/(loss)	860,392
Disposal proceeds	(2,230,653)
	<hr/>
At 30 June 2021	5,239,767
	<hr/>
Carrying amount	
At 30 June 2021	5,239,767
	<hr/>
At 30 June 2020	4,983,376
	<hr/>

15 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Other debtors	6,806	88,723
Prepayments	9,423	11,845
	<hr/>	<hr/>
	16,229	100,568
	<hr/>	<hr/>

16 Creditors: amounts falling due within one year

	2021 £	2020 £
Taxation and social security	11,035	6,758
Trade creditors	20,884	31,755
Other creditors	-	226
Accruals	26,790	122,389
	<hr/>	<hr/>
	58,709	161,128
	<hr/>	<hr/>

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

		Movement in funds			
	Balance at 1 July 2020	Income	Expenditure	Transfers	Balance at 30 June 2021
	£	£	£	£	£
Ghana fund	4,904	3,398	(1,118)	-	7,184
Development fund	-	2	-	-	2
NYCC allowance fund	-	137,851	(137,851)	-	-
Shelagh Eckford Legacy fund	153,970	274	(4,818)	(17,508)	131,918
Garden fund	3,129	-	-	-	3,129
Infection control fund	-	17,008	(21,090)	4,082	-
Rapid testing fund	-	5,165	(2,839)	-	2,326
	<u>162,003</u>	<u>163,698</u>	<u>(167,716)</u>	<u>(13,426)</u>	<u>144,559</u>

		Movement in funds			
	Balance at 1 July 2019	Income	Expenditure	Transfers	Balance at 30 June 2020
	£	£	£	£	£
Southern Africa fund	3,203	-	-	(3,203)	-
Ghana fund	6,007	3,076	(4,179)	-	4,904
Development fund	-	2,750	(7,250)	4,500	-
NYCC allowance fund	-	159,580	(159,580)	-	-
Shelagh Eckford Legacy fund	169,574	907	(19,714)	3,203	153,970
Sr Louisa Ann fund	-	1,000	(1,000)	-	-
Garden fund	1,951	1,592	(414)	-	3,129
HMRC furlough scheme	-	47,619	(47,619)	-	-
	<u>180,735</u>	<u>216,524</u>	<u>(239,756)</u>	<u>4,500</u>	<u>162,003</u>

The Ghana fund has been set up for work in Ghana.

The Development fund represents donations received specifically used to develop the future property needs of the Order.

The NYCC allowance fund represents the funds received from the council to assist the care of sisters in the infirmary. The cost of caring for the sisters is far greater but this represents the allowance received towards it.

The Shelagh Eckford Legacy Fund is a legacy received to be spent on projects relating to Africa.

Sr Louisa Ann fund is a bursary received towards her teaching studies.

Garden fund is money given specifically to be used towards the garden.

The HMRC furlough scheme is grant monies received for furloughed staff members during the year due to the coronavirus outbreak. Based on guidance received last year, furlough income was treated as restricted. But due to the guidance changing, furlough income has been accounted for within the unrestricted fund in the current year.

The infection control fund is to support adult care providers to reduce the rate of Covid-19 transmission in care homes.

The rapid testing fund is to support increased lateral flow device testing of staff in care homes.

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

18 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

		Movement in funds			
	Balance at 1 July 2020	Income	Expenditure	Transfers	Balance at 30 June 2021
	£	£	£	£	£
Fixed assets fund	5,276,603	-	(147,507)	312,492	5,441,588
Ghana Project fund	153	-	-	-	153
Jachie Project fund	50,299	1,641	(11,724)	-	40,216
Sunyani Project fund	78,530	10,562	(5,305)	-	83,787
Bursary Award	16,449	-	(2,788)	2,000	15,661
Development fund	-	2,266	-	-	2,266
Sr Helena's fund	24,626	-	-	-	24,626
Garden fund	2,734	74	-	-	2,808
Organ fund	25,000	-	-	-	25,000
	<u>5,474,394</u>	<u>14,543</u>	<u>(167,324)</u>	<u>314,492</u>	<u>5,636,105</u>

		Movement in funds			
	Balance at 1 July 2019	Income	Expenditure	Transfers	Balance at 30 June 2020
	£	£	£	£	£
Fixed assets fund	6,361,693	-	(145,850)	(939,240)	5,276,603
Southern Africa Project fund	2,802	-	(68)	(2,734)	-
Ghana Project fund	283	-	(130)	-	153
Jachie Project fund	49,542	16,033	(15,276)	-	50,299
Sunyani Project fund	74,807	11,747	(8,024)	-	78,530
Bursary Award	13,093	-	(2,644)	6,000	16,449
Development fund	-	20,160	-	(20,160)	-
Sr Helena's fund	26,401	-	(1,775)	-	24,626
Garden fund	-	-	-	2,734	2,734
Organ fund	-	25,000	-	-	25,000
	<u>6,528,621</u>	<u>72,940</u>	<u>(173,767)</u>	<u>(953,400)</u>	<u>5,474,394</u>

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

18 Designated funds

Fixed Assets Fund

In order to fulfil the charitable objectives the Order needs a large number of properties and other fixed assets. These assets although unrestricted cannot be realised without undermining the Order's work and the trustees therefore feel it is appropriate to reflect the investment in fixed assets by means of a designated fund.

Southern Africa, Ghana, Jackie and Sunyani

These have been set up to be used for projects in Southern Africa, Ghana, Jackie and Sunyani.

Bursary Award Fund

The Bursary award fund is for the provision of grants, loans or other forms of financial assistance to advance education, training and personal development in accordance with the principles of the Christian religion to needy persons primarily between the ages of 16 and 25 who live, study and work in the area of the Deanery of Whitby.

Development Fund

This fund is for the future property needs of the Order in the furtherance of its charitable objects.

Sr Helena Fund

This fund is for the future training needs of Sr Helena.

Garden Fund

This fund represents designated money to be used towards the garden.

Organ Fund

The Organ fund represents money earmarked for the purchase of an organ.

19 Analysis of net assets between funds

	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 30 June 2021 are represented by:				
Tangible assets	-	5,548,698	-	5,548,698
Investments	5,239,767	-	-	5,239,767
Current assets/(liabilities)	391,453	87,407	144,559	623,419
	<u>5,631,220</u>	<u>5,636,105</u>	<u>144,559</u>	<u>11,411,884</u>
	Unrestricted funds 2020 £	Designated funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 30 June 2020 are represented by:				
Tangible assets	-	5,390,667	-	5,390,667
Investments	4,983,376	-	-	4,983,376
Current assets/(liabilities)	764,292	83,727	162,003	1,010,022
	<u>5,747,668</u>	<u>5,474,394</u>	<u>162,003</u>	<u>11,384,065</u>

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

20 Revaluation reserve

	2021	2020
	£	£
At 1 July 2020	162,702	1,103,272
Removal of investment revaluations	-	(940,570)
Disposal of investments	(162,702)	-
	<u>-</u>	<u>162,702</u>

21 Operating lease commitments

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021	2020
	£	£
Within one year	6,468	6,468
Between two and five years	11,116	17,585
	<u>17,584</u>	<u>24,053</u>

22 Related party transactions

The trustees of the charitable company are also members of the Chapter and as such have taken vows of poverty under which they have renounced all personal rights to income and capital. The company provides for the essential needs of all members of the Chapter. The living costs of the seven trustees who served during the year are therefore borne by the company.

All transactions involving organisations in which a trustee has an interest are conducted at arm's length and in accordance with the charity's normal financial procedures.

The charitable work at St Oswald's was taken on by St Oswald's Community (a newly registered CIO) from October 2020 with a tenancy at will in place between the charity and the CIO. Sister J M Carter is also a trustee of St Oswald's Community. During the year the Chapter paid for some of the costs whilst the bank account of the CIO was being set up, and these costs were fully recharged. The balance due to the Chapter at 30 June 2021 was £1,506.

The lease is still being negotiated with St Oswald's Community.

23 Sneaton Castle Limited

The wholly owned trading subsidiary ceased trading in 31st December 2018 and was liquidated during this financial year.

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

24	Cash generated from operations	2021 £	2020 £
	Surplus/(deficit) for the year	27,819	(821,496)
	Adjustments for:		
	Investment income recognised in statement of financial activities	(174,509)	(191,610)
	Loss/(gain) on disposal of tangible fixed assets	1,547	(7,135)
	Fair value gains and losses on investments	(860,392)	306,978
	Depreciation of tangible fixed assets	148,647	145,851
	Movements in working capital:		
	Decrease/(increase) in debtors	84,339	(18,276)
	(Decrease) in creditors	<u>(102,419)</u>	<u>(19,232)</u>
	Cash absorbed by operations	<u>(874,968)</u>	<u>(604,920)</u>