

Report of the Council and
Unaudited Financial Statements
for the year ended 31st December 2020
for
The Abbey Sutton Courtenay Limited

The Abbey Sutton Courtenay Limited

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for the year ended 31 December 2020

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The Abbey Sutton Courtenay Limited

Company Information
for the year ended 31 December 2020

TRUSTEES:	D A Eaude (Chair) M N Ellis K F Davies
REGISTERED OFFICE:	The Abbey Sutton Courtenay Abingdon Oxfordshire OX14 4AF
COMPANY REGISTERED NUMBER:	01446667
CHARITY COMMISSION NUMBER:	278687
EXAMINERS:	Wenn Townsend Chartered Accountants 30 St Giles Oxford OX1 3LE
SOLICITORS:	Royds Withy King North Bailey House New Inn Hall Street Oxford OX1 2EA
BANKERS:	Lloyds TSB Bank plc 8 Ock Street Abingdon Oxfordshire OX14 5AP

The Abbey Sutton Courtenay Limited

Report of the Council of Management for the year ended 31 December 2020

The Council of Management (who are also Directors of the charitable company for the purposes of the Companies Act and Trustees for the purposes of the Charities Act) present their report and the financial statements of the charitable company for the year ended 31 December 2020. The Council of Management have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' (FRS 102) in preparing the Annual Report and financial statements of the Charity.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Abbey Sutton Courtenay Limited is a charitable company limited by guarantee formed on 4 September 1979 and registered under the Companies Act registration number 01446667. It is a Registered Charity, number 278687.

The operations of the Charity are controlled by a Council which consists of between 5 and 13 people elected at a General Meeting of the Company, or co-opted between such meetings. The members are the Trustees, such members of the Company who are not Trustees but who are elected at the Annual General Meeting or co-opted by the Council during the year and the members of the residential community. Between meetings, the operations of the Charity are managed through committees or task groups which are set up to deal with the various aspects necessary.

The Trustees in office during the year were as follows:

Dr D A Eaude
Mrs M N Ellis
Dr R Pearmain (resigned 1 April 2021)
Mr J Hill (resigned 16 July 2021)
Ms D J Lewington (resigned 27 October 2020)
Ms K F Davies (appointed 7 December 2020)
Mr J Schwöbel-Frank (appointed 7 December 2020, resigned 20 September 2021)
Mr M Roberts (appointed 7 December 2020, resigned 6 April 2021)

OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

The Abbey adopted and successfully lodged Charity Commission Model Articles in October 2011. The objectives of the charitable company are set out in its Memorandum of Association and may be summarised as under:

- a) To study and promote the application of the Christian faith and to explore the experience of other faiths in the light of the Judeo-Christian traditions and of modern psychological and social science to the needs of society and to the growth and development of individuals so that they may learn to live more fully as persons in community.
- b) To establish a residential centre where adults may receive education in the above.
- c) To carry on research into the above objects.
- d) To promote lectures, seminars and conferences.
- e) To receive donations.
- f) To apply income and property solely towards the promotion of the charitable objects above.

The Council of Management have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties, and through the furtherance of the above objectives.

ACHIEVEMENTS AND PERFORMANCE

The company owns a residential centre at The Abbey, Sutton Courtenay, which is available for commercial hire for seminars and conferences. The major sources of income during the year arose from Governments grants to support organisations during the Covid-19 pandemic and individuals and organisations hiring space at The Abbey to carry out activities in line with the Charity's objectives. The activities carried out were broadly the same as in the previous year, though these were severely restricted as a result of the pandemic and consequent lockdown.

The Abbey Sutton Courtenay Limited

Report of the Council of Management (continued) **for the year ended 31 December 2020**

ACHIEVEMENTS AND PERFORMANCE (continued)

There were no grants paid in the year to 31 December 2020.

The Trustees would like to thank those many individuals who contributed towards the costs of maintaining the Abbey during 2020.

The Council believes that the objectives of the Charity were met during the year and plans to continue similar activities for the future.

FINANCIAL REVIEW

The Statement of Financial Activities for the year is set out on Page 6 of the Financial Statements.

The results for the year and financial position of the Company are as shown in the annexed financial statements. A summary of the income and expenditure of the Charity is shown on Page 6. The accounts show a deficit of £34,412 on the unrestricted general funds for the year, which represents the day to day operation of the Abbey. The liabilities of the company at the year-end remain fully covered by cash held at the bank. The reserves at 31 December 2020 amounted to £799,318 of which £746,174 relates to a property value held as a designated fund, and £53,144 are unrestricted reserves available for use on the charity's objectives. The trustees were concerned about the financial position of the charity at 31 December 2020, after a challenging year and the prospect of another in 2021, though a very substantial donation in 2021, described below, means that the financial position of The Abbey is now much more secure.

FIXED ASSETS

In January 2008, the freehold property at The Abbey, Sutton Courtenay, was given a guide valuation of £2,000,000 based on vacant possession, unrestored by Kemp and Kemp. The current accounts show a value based on an existing use basis together with the cost of subsequent additions and does not necessarily reflect the market value of the Abbey.

THE IMPLICATIONS OF THE CORONAVIRUS PANDEMIC CRISIS

As indicated in the report in the 2019 accounts, the Coronavirus pandemic and the resultant period of time when The Abbey was not able to welcome paying guests to any significant extent resulted in very considerably reduced income and depletion of The Abbey's financial reserves. Significant support from Government funding through rate relief and furloughing was received, but the overall deficit for the year was just below £35,000. In the circumstances, the trustees regarded this as a reasonable outcome, given that expenditure remained high. At the start of 2021, with the continued lockdown, the financial prospects looked worrying and any significant non-essential expenditure continued to be put on hold. This means that the plans for the repairs and improvements to the fabric of the building have not yet been progressed, except in some relatively small ways.

However, in February 2021, we were approached by the Order of the Cross who have been long-standing guests at, and supporters of, The Abbey to say that they were considering making a very significant donation to The Abbey. After some discussions, their trustees agreed to make a donation which secures the future of The Abbey financially in the medium-term. This donation was given without any preconditions, on the basis of their appreciation of the broad, inclusive approach. We are enormously grateful to them and the donation will be recorded in the 2021 accounts. The trustees are reviewing the budgetary implications for 2021 of the continued reduction of income in 2021 and anticipate another significant deficit for the year, although the Order of the Cross donation means that this is sustainable.

While this report relates mainly to the financial position of The Abbey, the trustees believe that it is necessary to report on a very difficult year in other respects. The relationships within the residential community and between some company members and the trustees became very strained over several months. One member of the community, tragically, took his own life in June 2021. His family and friends, those who had worked with him and members of the wider Abbey community were affected profoundly and this has led to considerable discussion as to the future running of The Abbey. At the time of this report being completed, the trustees are reviewing various aspects of the staffing and management of The Abbey, a company members' meeting is about to be held and the trustees are responding to a regulatory review by the Charity Commission. Changes to be made may depend on the outcome of these.

The Abbey Sutton Courtenay Limited

Report of the Council of Management (continued)
for the year ended 31 December 2020

THE FUTURE OPERATION OF THE ABBEY

The trustees consider that The Abbey's financial situation means that the charity will still be financially viable in 12 months' time. Decisions will need to be made about the extent to which available funds should be used for the day to day running of The Abbey at a time when income is likely to be lower than usual, for replenishing the reserves and for money to be spent on repairs and modifications to the buildings, some of which are reasonably urgent. However, the difficulties described above mean that the future of how The Abbey will operate remains somewhat uncertain, though the trustees are determined that the objects should continue to be met in the broad and inclusive way which has characterized The Abbey for the last forty years.

RESERVES POLICY

The free reserves at the year end amount to approximately 4-5 months expenditure in a normal year. The Trustees and Council regard this as broadly satisfactory, having sought to achieve a target of reserves to cover at least six months expenditure, though they would have wished to build up further reserves for repairs and restoration of the building. The donation described above will enable the reserves to be replenished and it is hoped that some other non-essential expenditure, eg on buildings and the estate, will be possible.

This report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006.

On behalf of the Council of Management

.....
D A EAUDE (CHAIR)

27 October 2021

Independent Examiner's Report to the Trustees of The Abbey Sutton Courtenay Limited

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 December 2020 which are set out on pages 6 to 14.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

G L Cole FCA, Partner

Wenn Townsend

Chartered Accountants

Oxford

27 October 2021

The Abbey Sutton Courtenay Limited

Statement of Financial Activities
(including income and expenditure account)
for the year ended 31 December 2020

		General Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	General Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £
INCOME FROM:							
	Notes						
Donations and grants	2	48,261	-	48,261	11,822	-	11,822
Programme events		1,197	-	1,197	1,921	-	1,921
Hire of the centre		19,151	-	19,151	108,482	-	108,482
Room and board		6,850	-	6,850	12,277	-	12,277
Workshop rent		5,160	-	5,160	9,878	-	9,878
Retreats		2,613	-	2,613	5,098	-	5,098
Miscellaneous income		125	-	125	632	-	632
Investment Income		24	-	24	54	2	56
Total Income		83,381	-	83,381	150,164	2	150,166
EXPENDITURE ON:							
Charitable activities:							
Conference costs (salaries)	11	46,588	-	46,588	49,755	-	49,755
Conference costs (other)	11	13,477	-	13,477	21,116	-	21,116
Property costs	12	39,160	-	39,160	54,113	-	54,113
Support and administrative costs	13	13,976	-	13,976	13,406	-	13,406
Finance costs	14	187	-	187	203	-	203
Depreciation	6	4,405	-	4,405	3,373	-	3,373
Total expenditure		117,793	-	117,793	141,966	-	141,966
NET (EXPENDITURE)/INCOME		(34,412)		(34,412)	8,198	2	8,200
TRANSFERS BETWEEN FUNDS		3,964	(3,964)	-	-	-	-
NET MOVEMENT IN FUNDS		(30,448)	(3,964)	(34,412)	8,198	2	8,200
FUND BALANCES BROUGHT FORWARD		829,766	3,964	833,730	821,568	3,962	825,530
FUND BALANCES CARRIED FORWARD		799,318	-	799,318	829,766	3,964	833,730

All income and expenditure derive from continuing activities.

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

The notes on pages 8 to 14 form an integral part of these financial statements.

The Abbey Sutton Courtenay Limited

Balance Sheet - 31 December 2020

	Notes	£	2020 £	2019 £	£
FIXED ASSETS:					
Tangible assets	6		757,625		761,733
CURRENT ASSETS:					
Debtors	7	6,471		7,303	
Cash at bank and in hand		83,316		83,763	
			<u>89,787</u>	<u>91,066</u>	
CREDITORS: Amounts falling due within one year	8	(14,344)		(19,069)	
			<u></u>	<u></u>	
NET CURRENT ASSETS:			75,443		71,997
TOTAL ASSETS LESS CURRENT LIABILITIES :			833,068		833,730
CREDITORS : Amounts falling due after more than one year	9		(33,750)		-
NET ASSETS:			<u>799,318</u>		<u>833,730</u>
UNRESTRICTED FUNDS					
General funds			53,144		83,592
Designated funds			746,174		746,174
UNRESTRICTED FUNDS	10		<u>799,318</u>		<u>829,766</u>
RESTRICTED FUNDS	10		-		3,964
			<u>799,318</u>		<u>833,730</u>

For the year ending 31 December 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

ON BEHALF OF THE COUNCIL OF MANAGEMENT

..... **D A EAUDE (CHAIR)**

Approved by the Council of Management on 27 October 2021

The notes on pages 8 to 14 form an integral part of these financial statements.

The Abbey Sutton Courtenay Limited

Notes to the Financial Statements **for the year ended 31 December 2020**

1 Summary of significant accounting policies

General information and basis of preparation

Abbey Sutton Courtenay is a charitable company limited by guarantee in the United Kingdom. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are detailed in the Trustees' Report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting 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, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Tangible fixed assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided at the following annual rates on a straight-line basis in order to write off each asset over its estimated useful life:

Freehold property	- NIL
Fixtures and fittings	- 20% per annum

No depreciation is charged on the freehold property on the grounds that the estimated residual value of the property is not less than the carrying amount of the asset and hence any depreciation arising would be immaterial.

Funds

General funds are unrestricted funds which are available for use at the discretion of the Council of Management for furthering the religious and charitable work of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Council of Management for particular purposes. The aim of each designated fund is set out in the notes to the financial statements.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets those criteria is charged to the fund.

Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

The Abbey Sutton Courtenay Limited

Notes to the Financial Statements **for the year ended 31 December 2020 continued**

1 Summary of significant accounting policies (continued)

Income recognition (continued)

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Investment income is earned through holding assets for investment purposes and includes interest.

The charity receives government grants in respect of the Coronavirus Job Retention Scheme. These grants are recognised using the accrual model and as such are recorded in the SOFA in the period in which the charity is entitled to such grants as a result of having furloughed staff members. The charity also received one-off government grant support of £25,000 in the period to assist with the impact of COVID-19.

Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs and administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management.

The analysis of these costs is included in note 13.

Impairment

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 7 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

Going Concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

The Abbey Sutton Courtenay Limited
Notes to the Financial Statements
for the year ended 31 December 2020 continued

2. DONATION AND GRANT INCOME

	2020	2019
	£	£
Government grants receivable – rate relief and CJRS	43,570	-
Other grants receivable	500	-
Other donations receivable	4,191	11,822
	<u>48,261</u>	<u>11,822</u>

3. STAFF COSTS

	2020	2019
	£	£
The aggregate payroll costs were:		
Wages and salaries	49,114	52,989
Employer pension contributions	950	889
	<u>50,064</u>	<u>53,878</u>

The average monthly number of employees during the year was 6 (2019: 6). The average number of full time equivalent employees during the year was 4 (2019: 4).

No employee was paid in excess of £60,000 during the year.

4. TRUSTEES' AND KEY MANAGEMENT PERSONNEL REMUNERATION AND EXPENSES

Council members receive no remuneration for their services as Members of Council during this or the previous year.

No expenses were reimbursed to Council Members in 2020 (2019: £nil).

No Council members (2019: none) are accruing pension arrangements, other than those members of the residential community who are doing so in that role.

The charity considers its key management personnel comprise the Council members.

5. OPERATING SURPLUS/(DEFICIT)

The operating (deficit)/surplus is stated after charging:

	2020	2019
	£	£
Examiner fees - examination	1,575	1,500
- other services	-	200
- (over)/under-provision in prior year	13	50
Depreciation - owned assets	<u>4,405</u>	<u>3,373</u>

The Abbey Sutton Courtenay Limited
Notes to the Financial Statements
for the year ended 31 December 2020 continued

6. TANGIBLE FIXED ASSETS	Freehold Land and Buildings	Fixtures and Fittings	Totals
COST/VALUATION:	£	£	£
At 1 January 2020	746,174	75,961	822,135
Additions	-	297	297
At 31 December 2020	<u>746,174</u>	<u>76,258</u>	<u>822,432</u>
DEPRECIATION:			
At 1 January 2020	-	60,402	60,402
Charge for year	-	4,405	4,405
At 31 December 2020	<u>-</u>	<u>64,807</u>	<u>64,807</u>
NET BOOK VALUE:			
At 31 December 2020	<u>746,174</u>	<u>11,451</u>	<u>757,625</u>
At 31 December 2019	<u>746,174</u>	<u>15,559</u>	<u>761,733</u>

The Members of Council elected, in accordance with FRS102, to use the carrying value at 1 January 2014 (the transition date) of the freehold property carried at valuation, as its deemed cost.

No depreciation has been charged on the freehold property as the company's policy is to maintain its property in good condition and the estimated residual value is not less than its net book value at any given time and hence any depreciation is considered to be immaterial. The Members of Council adopt a policy of regular maintenance and repair of the property.

In January 2008, Messrs Kemp and Kemp valued the Abbey at around £2-2.5 million, assuming unrestored and with vacant possession. If the Abbey were restored and with vacant possession, sold as a single residence, Kemp and Kemp indicated the value would likely increase to between £4-5 million.

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2020 £	2019 £
Prepayments	1,459	3,712
Other debtors	5,012	3,591
	<u>6,471</u>	<u>7,303</u>

The Abbey Sutton Courtenay Limited
Notes to the Financial Statements
for the year ended 31 December 2020 continued

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade creditors	3,779	10,867
Accruals	2,400	1,809
Deferred income	3,220	2,880
Social security and other taxes	1,195	3,513
Other loans	3,750	-
	<u>14,344</u>	<u>19,069</u>

Deferred income comprises deposits received in advance for bookings, and donations received intended for use in the next financial year.

	2020	2019
	£	£
Balance at 1 January	2,880	5,392
Amount released to incoming resources	(2,880)	(5,392)
Amount deferred in year	3,220	2,880
	<u>3,220</u>	<u>2,880</u>

9. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2020	2019
	£	£
Other loans	<u>33,750</u>	<u>-</u>

The charity received a government bounce-back loan to assist with the impact of the COVID-19 pandemic. This included aggregate amounts of £3,750 which fall due after five years and which are payable by instalments. This loan is due to be repaid in equal monthly payments from July 2021 to June 2026, and the interest rate applied per the loan agreement is 2.5%.

The loan agreement also stipulated that it would be interest free if repaid by July 2021, and since the year end date the loan has been repaid in full without any interest being paid.

The Abbey Sutton Courtenay Limited

Notes to the Financial Statements
for the year ended 31 December 2020 continued

10. ANALYSIS OF NET ASSETS BETWEEN RESTRICTED AND UNRESTRICTED FUNDS

	2020	2020	2020
	Tangible Fixed Assets	Other Net Assets	Total
	£	£	£
Restricted Funds	-	-	-
Unrestricted Funds			
- general	11,451	41,693	53,144
- designated	746,174	-	746,174
	<u>757,625</u>	<u>41,693</u>	<u>799,318</u>
	<u> </u>	<u> </u>	<u> </u>
	2019	2019	2019
	Tangible Fixed Assets	Other Net Assets	Total
	£	£	£
Restricted Funds	-	3,964	3,964
Unrestricted Funds			
- general	15,559	68,033	83,592
- designated	746,174	-	746,174
	<u>761,733</u>	<u>71,997</u>	<u>833,730</u>
	<u> </u>	<u> </u>	<u> </u>

The designated fund, representing the latest revaluation of the property is regarded as a fund to be used only for possible replacement of the property and as such is not available for general use on the business of the charity.

The restricted fund represented grants and donations received towards major building works to be carried out to the property for work in future years. During 2020 it was agreed by the trustees that sufficient costs had been undertaken in current and prior years for this fund to be transferred into general funds.

11. CONFERENCE COSTS	2020	2019
	£	£
Leaders' fees	-	287
Salaries and stipends	46,588	49,755
Publicity	1,377	463
Food and general consumables	8,576	16,489
Accompaniment	1,490	1,198
Health and Safety Compliance	2,034	2,679
	<u>60,065</u>	<u>70,871</u>
	<u> </u>	<u> </u>

The Abbey Sutton Courtenay Limited
Notes to the Financial Statements
for the year ended 31 December 2020 continued

12.	PROPERTY COSTS	2020	2019
		£	£
	Repairs and maintenance	7,650	13,063
	Special project costs	-	8,500
	Rates and water	7,244	8,536
	Light and heat	10,675	13,526
	Insurance	7,143	6,332
	Cleaning and gardening	6,448	4,156
		<u>39,160</u>	<u>54,113</u>
		<u><u>39,160</u></u>	<u><u>54,113</u></u>
13.	SUPPORT AND ADMINISTRATIVE COSTS	2020	2019
		£	£
	Telephone	1,169	1,663
	Printing, postage and stationery	1,619	2,448
	Sundry expenses	51	32
	Computer expenses	2,308	1,735
	Admin and bookkeeping - salaries	3,476	4,123
	Admin and bookkeeping – other	3,515	-
	Accountancy	1,588	1,750
	Legal fees	250	1,035
	Training costs	-	620
		<u>13,976</u>	<u>13,406</u>
		<u><u>13,976</u></u>	<u><u>13,406</u></u>
13.	FINANCE COSTS	2020	2019
		£	£
	Bank Charges	<u>187</u>	<u>203</u>
		<u><u>187</u></u>	<u><u>203</u></u>