

THE GUILD OF ST. MARY AND ST. ANNE
TRUSTEES REPORT AND ACCOUNTS
FOR THE YEAR ENDED
30 SEPTEMBER 2019



**THE GUILD OF ST. MARY AND ST. ANNE
TRUSTEES REPORT AND ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

TRUSTEES

Mrs Margaret Jones Pastoral secretary
Mrs Barbara Marlow
Mrs Laura Adams-Foskett
Miss Cassandra Graham
Mrs Pauline Norvall Chairman

TRUSTEE/TREASURER

Mrs Heather Graham

ADDRESS

c/o The Guild Development Manager
Abbots Bromley School
High Street
Abbots Bromley
Staffs
WS15 3BW

CHARITY REGISTRATION NO.

509374

INDEPENDENT EXAMINER

Howsons
Chartered Accountants
Winton House
Stoke Road
Stoke on Trent
ST4 2RW

BANKERS

Lloyds Bank Plc
Lichfield Branch
22 Conduit Street
Lichfield
Staffs
WS13 6JS

**THE GUILD OF ST. MARY AND ST. ANNE
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

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**THE GUILD OF ST. MARY AND ST. ANNE
TRUSTEES REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

The Trustees have pleasure in presenting their report and the financial statements of the charity for the year ended 30 September 2019.

Statutory Background

Section 162 of the Charities Act 2011 and The Charities (Accounts and Reports) Regulations 2008 made there under require the Trustees to prepare, in respect of each financial year, an annual report containing prescribed information and to submit such report to the Charity Commissioners, having attached to it the financial statement of accounts for such financial year. The Trustees also take account of the Charity Commissioners' 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 on 16 July 2014, in respect of making such report.

Reference and Administrative Information

The name of the charity is The Guild of St. Mary and St. Anne.

The charity's registration number is 509374.

The charity's principal address is c/o The Abbots Bromley School, High Street, Abbots Bromley, Staffordshire, WS15 3BW.

The Trustees who served the charity during the year were as follows:-

Mrs Heather Graham	Treasurer
Mrs Margaret (Meg) Jones	Pastoral secretary
Mrs Barbara Marlow	
Mrs Laura Adams-Foskett	
Miss Cassandra Graham	
Mrs Pauline Norvall	Chairman

Structure, Governance and Management

The charity was established by a declaration of trust deed (The Guild of St. Mary & St. Anne Special Charitable Trust) dated 7 July 1979 and is an unincorporated association.

The power of appointing new Trustees is vested in the Trustees by ballot. Trustees are selected on the basis of their suitability to the charity and adequate training would be provided, if required.

A minimum of two formal Trustees' meetings are held each year. Requests for assistance are considered by the Trustees and grants are considered by Trustees on application. Decisions are undertaken by charity Trustees by majority vote.

The Trustees have examined the major strategic, business and operational risks that the Guild faces and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and Activities

The objects of the charity are the advancement of education and the furtherance of religion at The Abbots Bromley School, Abbots Bromley, and the relief of poverty, distress and sickness of persons who are or have been ordained at the aforesaid School.

The Trustees have complied with the duty in section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission on public benefit.

Grant-making policy

The trustees ensure proper governance of the charity's grant making in three ways:

- Through grant-making principles which ensure that, even where there is donor or funding partner involvement, decisions are ultimately made by the trustees. In a situation where donors are involved, they are *recommending* grants, not *awarding* them.
- Through grant-making criteria which set out the activities the trustees wish to support in furtherance of the charity's objectives and the activities supported will be charitable in law.
- Through grant-making processes which set out how decisions are reached for awarding grants from different types of funds.

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Grant making principles

- The board of trustees has ultimate collective responsibility for all grant-making decisions in line with the charitable purposes and any restrictions agreed with donors and funding partners.
- Trustees reserve the right to apply conditions to any grant.
- Trustees also reserve the right not to approve any recommendation or nomination if they (or those acting with their delegated authority) determine that the resulting grant would not be charitable, or would conflict with its policies or damage its reputation.

Trustees Expenses

Details of Trustees expenses paid are set out in note 4.

Amendments to Administration, Organisation, Structure & Reporting

There have been no changes in Trustees during the year.

For the Public Benefit

This year Circle Secretaries and Area Links have organised a number of re-unions for the former pupils of The School of St. Mary and St. Anne (Abbots Bromley School) and as a result have kept in contact with many members throughout the generations. Through the work of the Circle Secretaries we have been able to provide in excess of 100 leaflets for members who are in need, allowing them to keep in touch with all the news from other former pupils. The Guild Development Manager, Mrs. June Cairns-Smith, continues to provide invaluable support to the Trustees, Executive and members of The Guild and to the staff and pupils of the school and continues to promote the aims of the organisation.

Pastoral expenditure totalled £10,500 for the year. Members are reminded that a central function of The Guild is to assist those of our membership who are in need.

Achievements and Performance

The financial statements show an income of £47,046 (2018 - £690,851) and expenditure in the year totalled £121,420 (2018 - £820,601).

The charity was classified as large last year due to an individual donation of £500,000. Due to this donation, grants to the Abbots Bromley school totalling £658,000 were made, which meets the objectives of the charity.

Financial Review

There is a surplus on restricted funds of £35,607 (2018 - £59,908) at the year end. Details of the nature and purpose of the restricted funds are set out in note 8.

The rates of interest on investments are minimal currently and Trustees have sought to attract the best interest available.

The principal source of funding for the charity is from external donations. The level of donations received determines the amount of grants provided in the year.

Reserves Policy

The Trustees are responsible for administering funds in line with their budget and seeks to utilise available funds effectively. The organisation aims to re-generate funds promptly in accordance with their aims.

**THE GUILD OF ST. MARY AND ST. ANNE
TRUSTEES REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

Plans for the future

The closure of Abbots School on 31 August 2019, will have an impact on the future charitable objectives of The Guild of St. Mary & St. Anne and these will be fully re-evaluated when the future of the school is determined in the forthcoming months.

The Guild of St. Mary & St. Anne is an alumni organisation, the membership of which are former pupils of Abbots Bromley School (The School of St. Mary & St. Anne) and will continue as a charity.

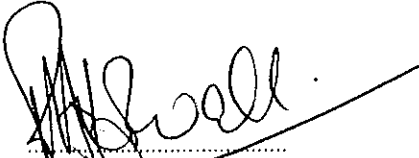
The Trustees, executive committee and members will continue to uphold one of the central objectives of The Guild for "the relief of poverty, distress and sickness of persons who are or have been ordained at Abbots Bromley school" and will continue to offer full support to its members, with a focus on the pastoral aspects of the organisation. The Guild will continue to develop ways to encourage relationships between its members and further develop a strategy to encourage the engagement with the younger members. Individual Guild members have offered support and commitment to the Guild scholars, as required, following the closure of the school.

There are no other material transactions or significant developments, or important events of any consequence to the charity.

Funds Held as Custodian Trustee on Behalf of Others

Neither the charity nor any Trustee on its behalf holds any assets for another charity.

Signed on behalf of the Board of Trustees



.....
Mrs Pauline Norvall
Chairman

Date... 13.01.20



.....
Mrs Heather Graham
Treasurer

Date... 13-01-2020

**THE GUILD OF ST. MARY AND ST. ANNE
STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

The trustees 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 Practice).

The law applicable to charities in England and Wales 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 charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principals in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINERS' REPORT

TO THE TRUSTEES OF THE GUILD OF ST. MARY AND ST. ANNE

I report on the accounts of the Trust for the year ended 30 September 2019, which are set out on pages 6 to 13.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of Independent Examiners' Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiners' Statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements to ensure that:

- a) proper accounting records are kept in accordance with section 130 of the 2011 Act; and
 - b) accounts are prepared which accord with the accounting records and comply with the accounting requirements of the 2011 Act ;
- or

- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



J Eyre-Walker FCA

Howsons
Chartered Accountants
Winton House
Stoke Road
Stoke on Trent
ST4 2RW

Date : 13 January 2020

THE GUILD OF ST. MARY AND ST. ANNE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2019

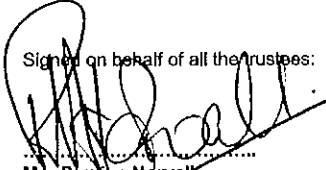
	Note	Unrestricted Designated Charitable Fund £	Restricted Income Fund £	Unrestricted General Revenue Fund £	Total 2019 £	Total Unrestricted And restricted 2018 £
Income	2					
Donations and legacies		30,812	3,316	4,051	38,179	682,498
Charitable activities		-	-	5,712	5,712	5,715
Investments		-	-	871	871	565
Other		-	-	2,284	2,284	2,075
Total income		30,812	3,316	12,918	47,046	690,851
Expenditure	3					
Cost of raising funds		-	-	5,178	5,176	5,343
Expenditure on charitable activities:						
Grants made		24,500	50,500	-	75,000	763,086
Management and administrative costs		29,108	-	11,476	40,584	51,397
Governance costs		-	-	660	660	775
Cost of grant making		53,608	50,500	12,136	116,244	815,258
Total expenditure		53,608	50,500	17,312	121,420	820,601
Net income/(expenditure) and net movement in funds before transfers		(22,796)	(47,184)	(4,394)	(74,374)	(129,750)
Gross transfers between funds		(29,177)	22,883	6,294	-	-
Net movement in funds		(51,973)	(24,301)	1,900	(74,374)	(129,750)
Total funds brought forward		104,165	59,908	2,113	166,186	295,936
Total funds carried forward		52,192	35,607	4,013	91,812	166,186

The notes on pages 9 to 13 form part of these financial statements


THE GUILD OF ST. MARY AND ST. ANNE
BALANCE SHEET
FOR THE YEAR ENDED 30 SEPTEMBER 2019

	Note	Unrestricted Designated Charitable Funds £	Restricted Income Fund £	Unrestricted General Revenue Fund £	Total 2019 £	Total 2018 £
Current Assets						
Debtors	5	4,093	439	48	4,580	8,066
Cash at bank in hand		48,099	35,168	37,329	120,596	190,252
Total Current Assets		52,192	35,607	37,377	125,176	198,318
Creditors : Amounts falling due within one year						
	6	-	-	660	660	660
Net Current Assets		52,192	35,607	36,717	124,516	197,658
Creditors : amounts falling due after one year						
	6	-	-	32,704	32,704	31,472
Net Assets		52,192	35,607	4,013	91,812	166,186
Funds of the charity						
Unrestricted Designated Charitable fund		52,192	-	-	52,192	104,165
General revenue fund		-	-	4,013	4,013	2,113
Restricted Income funds	9	-	35,607	-	35,607	59,908
Total funds		52,192	35,607	4,013	91,812	166,186

Signed on behalf of all the trustees:


Mrs Pauline Norvay
General Secretary

Date 13-01-20


Mrs Heather Graham
Hon. Treasurer

Date 13-01-2020

The notes on pages 9 to 13 form part of these financial statements

THE GUILD OF ST. MARY AND ST. ANNE
 STATEMENT OF CASHFLOWS
 FOR THE YEAR ENDED 30 SEPTEMBER 2019

	Note	Total Funds 2019 £	Total Funds 2018 £
Net cash flows from operating activities	10	<u>(70,527)</u>	<u>(30,315)</u>
<i>Cash flows from investing activities:</i>			
Interest		871	565
Net cash provided by investing activities		<u>871</u>	<u>565</u>
<i>Cash flows from financing activities:</i>			
Repayment of borrowing		-	(100,000)
Cash inflows from borrowing		-	-
Net cash provided by financing activities		<u>-</u>	<u>(100,000)</u>
Change in cash and cash equivalents in the year		<u>(69,656)</u>	<u>(129,750)</u>
Cash and cash equivalents brought forward		190,252	291,735
Cash and cash equivalents carried forward		<u>120,596</u>	<u>161,985</u>

The notes on pages 9 to 13 form part of these financial statements

**THE GUILD OF ST. MARY AND ST. ANNE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

1 Accounting policies

Basis of accounting

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The trust constitutes a public benefit entity as defined by FRS 102.

INCOME

Recognition of income

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Life subscriptions received are deferred and included in Life subscriptions reserves within Creditors. Life subscriptions are credited to the SoFA over a period of 40 years with the remainder being carried forward.

Income with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts

Income from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Investment Income

This is included in the accounts when receivable and allocated to the General Revenue Fund.

EXPENDITURE AND LIABILITIES

Liability recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

Governance costs

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

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 are subsequently measured at their settlement value.

**THE GUILD OF ST. MARY AND ST. ANNE
NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

2 Analysis of income

		2019	2018
		£	£
Donations and legacies	Donations	29,696	543,305
	Gift aid tax refund	4,580	133,063
	Annual subscriptions	315	365
	Life subscriptions & associate membership	<u>3,588</u>	<u>5,763</u>
		<u>38,179</u>	<u>682,496</u>
Charitable activities	Leaflets	<u>5,712</u>	<u>5,715</u>
Investments	Interest received	<u>871</u>	<u>565</u>
Other	Other	<u>2,284</u>	<u>2075</u>
		<u>47,046</u>	<u>690,851</u>

Last year the charity received an individual donation for £500,000, this also resulted in additional £125,000 gift aid claim.

THE GUILD OF ST. MARY AND ST. ANNE
 NOTES TO THE ACCOUNTS (continued)
 FOR THE YEAR ENDED 30 SEPTEMBER 2019

3 Analysis of expenditure

		2019	2018
		£	£
Cost of raising funds	Leaflets - printing and postage	<u>5,176</u>	<u>5,343</u>
Charitable activities	Relief of poverty (Individuals)	10,500	6,500
	Grants to Abbots Bromley School (Institution)	24,500	658,000
	Refurbishment of Chapel, Hymn books and Mission (Institution)	-	12,286
	Scholarships & Bursaries (Individuals)	<u>40,000</u>	<u>86,300</u>
		<u>75,000</u>	<u>763,086</u>
Management and administration	Management, administration and website	38,933	49,769
	Insurance	784	997
	Circle expenses	769	400
	Executive and area link expenses	98	-
	Reunion expenses	-	231
		<u>40,584</u>	<u>51,397</u>
		<u>120,760</u>	<u>819,826</u>
Governance costs	Independent examiners fees	<u>660</u>	<u>775</u>
		<u>121,420</u>	<u>820,601</u>

All Management and administration and Governance costs have been allocated to the charitable activity of grant making.

**THE GUILD OF ST. MARY AND ST. ANNE
NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

4 Details of certain items of expenditure

Trustee expenses and remuneration

No remuneration was paid to the trustees in the year. The charity reimbursed expenses to 1 Trustee during the year (2018 - 3) amounting to £161 (2018 - £416). Expenses are reimbursed for postage and travel.

Employee remuneration

The Guild Development Manager is the only paid employee of the charity. Abbots Bromley School pays the salary through its payroll system and recharges The Guild of St. Mary & St. Anne.

	2019 £	2018 £
Guild Development Manager	<u>29,109</u>	<u>26,608</u>

Fees for examination of the accounts

	2019 £	2018 £
Independent examiner's fees for reporting on accounts	<u>660</u>	<u>775</u>

5 Debtors

	2019 £	2018 £
Gift Aid tax receivable	<u>4,580</u>	<u>8,066</u>

6 Creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	2019 £	2018 £	2019 £	2018 £
Accruals	660	660	-	-
Loan due to Trustee	-	-	-	-
Life subscription reserves	-	-	32,704	31,472
	<u>660</u>	<u>660</u>	<u>32,704</u>	<u>31,472</u>

During the year there was £2,070 in life subscriptions received and £839 was released from the Life subscription reserve to the SoFA. Life subscriptions received are deferred and included in Life subscriptions reserves within Creditors. Life subscriptions are credited to the SoFA over a period of 40 years with the remainder being carried forward.

7 Going concern

The closure of Abbots School on 31 August 2019, will have an impact on the future charitable objectives of The Guild of St. Mary & St. Anne and these will be fully re-evaluated when the future of the school is determined in the forthcoming months.

The Guild of St. Mary & St. Anne is an alumni organisation, the membership of which are former pupils of Abbots Bromley School (The School of St. Mary & St. Anne) and will continue as a charity.

**THE GUILD OF ST. MARY AND ST. ANNE
NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

8 The Guild of St. Mary and St. Anne Special Charitable Trust

In 1979 the deeds stated the objects of the Trust as:

The advancement of education and the furtherance of religion at Abbots Bromley School for Girls, and the relief of poverty of those educated there.

To assist any charitable body or bodies financially or otherwise.

In 1999, after a vote by the members of the Guild, the Special Charitable Trust Fund was split equally between the Charitable Fund (unrestricted designated) and the Pastoral Fund (restricted).

Restricted Funds:

The Pastoral Fund (Formerly the Welfare Fund):

Object: To provide funds for the relief of poverty, distress and sickness of persons who have been educated at Abbots Bromley School (formerly known as the School of St. Mary and St. Anne). In particular (but without detracting from the generality of the foregoing) to assist members of the Guild or their dependents who are in the opinion of the Trustees in necessitous circumstances. As stated in the letter to members (February 1999) the Fund will be used to meet any requests for help, which the Trustees may receive from former pupils.

The Chapel Fund:

Object: To provide funds for use in the Chapel and for the furtherance of religion.

The Education Fund (formerly known as the Scholarship Fund):

Object: To provide funds for the advancement of education at Abbots Bromley School and for the relief of poverty, distress and sickness of persons who are educated at the aforesaid school.

Unrestricted Designated Funds:

The Charitable Fund:

Object: To grant funds for any charitable purposes including the advancement of education and the furtherance of religion at Abbots Bromley School to assist any charitable body or bodies financially or otherwise and to "top up" any other funds should the need arise.

The Movements on the restricted funds are as follows

	Incoming resources £	Resources expended £	Transfers £	Net movement £	Opening balance £	Closing balance £
Pastoral fund	1,111	(10,500)	2,338	(7,051)	23,529	16,478
Chapel fund	518	-	(136)	382	18,747	19,129
Education fund	1,687	(40,000)	20,681	(17,632)	17,632	-
	<u>3,316</u>	<u>(50,500)</u>	<u>22,883</u>	<u>(24,301)</u>	<u>59,908</u>	<u>35,607</u>

The Movements on the unrestricted funds are as follows

	Incoming resources £	Resources expended £	Transfers £	Net movement £	Opening balance £	Closing balance £
Designated charitable fund	30,812	(53,608)	(29,177)	(51,973)	104,165	52,192
General revenue fund	12,918	(17,312)	6,294	1,900	2,113	4,013
	<u>43,730</u>	<u>(70,920)</u>	<u>(22,883)</u>	<u>(50,073)</u>	<u>106,278</u>	<u>56,205</u>

9 Reconciliation of net movements in funds to net cash flow from operating activities

	2019 £	2018 £
Net movement in funds	(74,374)	(129,750)
Interest	(871)	(565)
Decrease / (increase) in debtors	3,486	-
Increase / (decrease) in creditors	<u>1,232</u>	<u>100,000</u>
Net cash used in operating activities	<u>(70,527)</u>	<u>(30,315)</u>