

**FRIENDS OF LICHFIELD CATHEDRAL
[FELLOWSHIP OF ST CHAD]**

REGISTERED CHARITY NUMBER: 1102791

**ACCOUNTS YEAR ENDED
31 DECEMBER 2019**

**Dains LLP
Chartered Accountants
St John's Court
Wiltell Road
Lichfield
Staffordshire
WS14 9DS**

THE FRIENDS OF LICHFIELD CATHEDRAL (Fellowship of St. Chad)
Registered Charity Number 1102791
Annual Report for the year ending 31 December 2019

Principal address: The Friends Desk, 19a The Close, Lichfield, WS13 7LD *Tel:* 01543 306100

Patrons: Mr Ian Dudson, CBE, CStJ, Lord Lieutenant of Staffordshire
Mrs Anna Turner, JP, Lord Lieutenant of Shropshire

President: The Rt Revd Dr Michael Ipgrave, Bishop of Lichfield

Executive Council and Trustees 2019/2020

<i>Chairman (Ex Officio):</i>	The Very Revd A J Dorber		
<i>Vice Chairman:</i>	Mr J Maxwell-Jones	<i>Secretary:</i>	Mrs S Perkins (co-opted 29.7.19)
<i>Treasurer:</i>	Mr N Platts	<i>Events Secretary:</i>	Mrs S Cottrell

Chapter Appointed: Miss A Parkhill

Elected Members: Mrs D A Barnett Mr D T Cliffe Mrs N J Provost
Mr C J Spruce Miss J Sutton Mr S Taylor Mrs K Toothill

Trustees who retired in June 2019:
Mrs A Smith (Secretary) Mr D N Cooke

Trustees who have resigned:
Mrs D Attwood (21.01.20)

New trustees are provided with a copy of the governing constitution, a copy of the most recent annual report and accounts and minutes of recent Executive Council meetings. New trustees receive an email from the Charity Commission detailing their responsibilities. They are also encouraged to read guidance note "CC3: The Essential Trustee" via the Charity Commission website and the regularly emailed newsletters to keep them up to date with their duties and responsibilities.

Administrator: Mr O Birch *Editorship team:* Mr M Guest Mr J Maxwell-Jones

Bankers: Lloyds Bank plc, 22 Conduit Street, Lichfield, WS13 6JS

Independent Examiner: A. P. Morris FCA of Dains LLP, St. John's Court, Wiltell Road, Lichfield, WS14 9DS

Minimum Subscription:

Life Membership: Ordinary	£600
Life Membership: Senior Citizens (over 65)	£300

Annual Minimum Subscription:

Ordinary Membership	£25
Senior Citizens (over 65)	£20
Overseas Membership (all ages)	£40
Parish Church	£25
Corporate Members	£35
Gift Membership (available on request)	£25 (£40 overseas)

Email: friends@lichfield-cathedral.org

Web Address: www.lichfield-cathedral.org/friends

The Friends of Lichfield Cathedral Annual Report for the year ending 31 December 2019

Governance

The Friends of Lichfield Cathedral, founded in 1937, is governed by a Constitution approved on 21 May 2011 and is constituted as an unincorporated association.

Trustees

The trustees who served during the year are set out on page 1. The chairman is an ex-officio officer and trustee. The four officers of vice chairman, secretary, treasurer and events secretary are elected annually by the membership and are trustees. Two trustees are appointed by the Chapter of Lichfield Cathedral. Nine trustees are elected by the membership for periods of three years and retire in rotation. No elected trustee may serve more than two terms of three years in one position. In addition, the Executive Council may appoint up to two trustees to represent the wider interests of the diocese.

Objects

- To further the religious and other charitable work of Lichfield Cathedral.
- To assist and promote the restoration, maintenance, repair and improvement of the Cathedral and to support the worship, music and ministry of the Cathedral.

Aims

- To draw into fellowship the people of the Diocese and others with an interest in Lichfield Cathedral.
- To work with the Chapter in furthering the religious and charitable work of the Cathedral.
- To assist the work of repairing and preserving the fabric of the Cathedral and its precincts, its furnishings and vestments and to enhance it with special gifts.
- To support the worship and music of the Cathedral.
- To arouse, stimulate and maintain parish and public interest in the Cathedral.
- To provide a means whereby people who have at heart the wellbeing, mission and purpose of the Cathedral can keep in touch with its life and work.
- To raise and invest money to further the objects of the Friends.
- To organise social events and opportunities of fellowship, and to support such other charitable purposes relating to Lichfield Cathedral as the Executive Council in its absolute discretion shall see fit.

Review of Activities and Achievements

In 2019, the Friends have supported the religious and other charitable work of the Cathedral through various visits and fundraising events. Our visits have been to Southwell Minster in April, and Bletchley Park in November. The latter visit was attended by over 80 members. Other events for Friends included the Candlemas Supper, a wine tasting evening at local wine merchants Worth Brothers, a summer Hog Roast, and an evening to view our Artist-in-residence, Peter Walker's 'The Great Exhibition' inside the Cathedral. The AGM in June gave Friends who visit the Cathedral less regularly the opportunity to have in depth guided tours. The Christmas Tree Festival in December was again a major fundraiser for the Friends. To further our aims, we have continued to support the Artist-in-residence project and have provided a significant grant towards a new statue of St Chad.

Financial Review

i) Year End Results

The accounts for the year ended 31 December 2019 are enclosed. Net assets total £164,192, a decrease of £5,579 from £169,771 in the previous year.

The Friends of Lichfield Cathedral Annual Report for the year ending 31 December 2019

Income was generated from donations, fund raising events, social activities and gift aid tax refunds. Income fell by £8,584 to £43,213, the main reason being that no legacies were received. Donations decreased over the previous year by £1,019 to £17,856 whilst the surplus from social events increased by £1,114 to £2,504. The 2019 Christmas Tree Festival generated a surplus in excess of £16,600.

Expenditure fell by £15,462 including a reduction of £12,985 in grants made and a saving of £2,508 in annual report printing costs.

The value of investments increased by £12,192.

The overall surplus and utilising reserves where necessary, was distributed in grants after applications were received for consideration. Grants totalling £51,015 were made and details are shown in the accounts.

ii) Financial Reserves Policy

Cash reserves are held in a Lloyds Bank current account for everyday purposes and a Church of England Deposit Fund account. Other investments comprise two Church of England Unit Trust Funds, designed specifically for the charity sector to generate both income and capital growth. The investments can be readily liquidated should the need for cash arise. The trustees regularly monitor interest rates and investment performance.

Net assets are unrestricted, and the funds can be freely used by the trustees. The trustees review the total reserves at each of their quarterly executive council meetings. They have estimated that a reserve of £20,000 is required to maintain the efficient running of the charity and to provide the required level of services to donors for a period of one year. Further reserves are required from time to time to meet the commitments made to the Dean and Chapter and furthermore as a contingency should unforeseen circumstances arise. The trustees consider that the net assets at 31 December 2019 meet these criteria.

iii) Financial Controls Policy

The trustees have put a Financial Controls Policy in place as recommended by the Charity Commission in guidance note CC8. This is to ensure that assets are properly used, funds are spent effectively, and financial affairs are well managed. The policy is reviewed annually.

Risk Review

The trustees have examined the major internal and external risks which the charity faces and confirm that systems have been established to minimise these risks.

Public Benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and have complied with their duties under the Charities Act 2011.

Signed on behalf of the charity's trustees on 28th July 2020

John Maxwell-Jones, Vice Chairman

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE EXECUTIVE COUNCIL OF THE FRIENDS OF LICHFIELD CATHEDRAL (FELLOWSHIP OF ST CHAD)

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2019 which comprise the Statement of Financial Activities, the Balance Sheet and associated notes.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

A P Morris FCA
of Dains LLP
St. John's Court
Wiltell Road
Lichfield
Staffordshire,
WS14 9DS

Date: 28 July 2020

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2019**

	Note	Total 2019 £	Total 2018 £
Income from:			
Donations and similar incoming resources	2	20,360	20,265
Legacies	3	-	8,375
Activities for generating funds	4	19,831	20,351
Investments	5	3,022	2,806
		<hr/>	<hr/>
Total Income		43,213	51,797
Expenditure on:			
Raising funds – Christmas tree festival		2,043	2,012
General and publicity expenditure	6	7,926	10,434
Grants payable	7	51,015	64,000
		<hr/>	<hr/>
Total		60,984	76,446
		<hr/>	<hr/>
Net gains/(losses) on investments		12,192	(1,219)
Net income/(expenditure)		(5,579)	(25,868)
Reconciliation of funds:			
Total funds brought forward		169,771	195,639
		<hr/>	<hr/>
Total funds carried forward		164,192	169,771
		<hr/>	<hr/>

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]
BALANCE SHEET 31 DECEMBER 2019**

	Notes	2019	2018
		£	£
Fund balances			
General funds		164,192	169,771
		<hr/>	<hr/>
The fund balances are represented by:			
Investments	1b & 9	81,832	69,640
Current assets			
Debtors	10	6,357	8,957
CBF deposit		64,079	78,557
Cash at bank and in hand		14,163	14,449
		<hr/>	<hr/>
		84,599	101,963
		<hr/>	<hr/>
Current liabilities			
Creditors		2,239	1,832
		<hr/>	<hr/>
		2,239	1,832
		<hr/>	<hr/>
Net current assets		82,360	100,131
		<hr/>	<hr/>
Net assets		164,192	169,771
		<hr/>	<hr/>

The Members of the Executive Council acknowledge their responsibilities for:

1. Ensuring that the Charity keeps accounting records which comply with the Charities Act 2011;
2. Preparing accounts which give a true and fair view of the state of affairs of the Charity as at the end of each financial year and its financial activities for each financial year in accordance with the requirements of the Charities Act 2011 relating to accounts so far as applicable to the Charity.

These accounts were approved by the Executive Council on 28 July 2020 and signed on their behalf by:

A J Dorber } Members of the

N Platts } Executive Council

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]
NOTES TO THE ACCOUNTS 31 DECEMBER 2019**

1. Accounting Policies

- a] The accounts 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 UK and Republic of Ireland (FRS 102) and the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.
- b] The accounts are prepared on an historical cost basis except that investments are included at market value.
- c] The accounts have been prepared on an accruals basis.
- d] Life Members pay a one-off subscription which is credited to income in full in the year of receipt.
- e] Grants payable are charged in the year when the offer is conveyed to the recipient, except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment but not accrued as expenditure.

2. Donations and similar incoming resources	2019	2018
	£	£
Subscriptions and donations including gift aid	17,856	18,875
Social events surplus	2,504	1,390
	<hr/>	<hr/>
	20,360	20,265
	<hr/>	<hr/>
3. Legacies		
Miss A Saban	-	5,375
Dr P M Paddock	-	2,000
Mrs W Clayton Smith	-	1,000
	<hr/>	<hr/>
	-	8,375
	<hr/>	<hr/>
4. Activities for generating funds		
Christmas Tree Festival including gift aid	19,831	19,851
Other	-	500
	<hr/>	<hr/>
	19,831	20,351
	<hr/>	<hr/>
5. Investment income		
Income from listed investments	2,443	2,388
Deposit interest	579	418
	<hr/>	<hr/>
	3,022	2,806
	<hr/>	<hr/>

FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]
NOTES TO THE ACCOUNTS 31 DECEMBER 2019 [Continued]

	2019 £	2018 £
6. General and publicity expenditure		
Dean and Chapter – administration	4,200	4,200
Independent examination	720	720
Annual Report and Mailings	2,614	5,122
Trustees' and public liability insurance	392	392
	<hr/> 7,926	<hr/> 10,434
7. Grants payable		
Dean and Chapter –		
St Chad's Statue	30,415	
Artist in Residence	18,500	
Automation of Cathedral clock	2,100	
	<hr/> 51,015	
8. Related party transactions and trustees remuneration and expenses		
No remuneration or expenses, directly or indirectly, out of the funds of the Charity was paid or payable for the year to any trustee or to any person or persons known to be connected to them. (2018 - £nil).		
9. Investments	2019 £	2018 £
Investments held at 1 January 2019	69,640	70,859
Net gain/ (loss) on revaluation	12,192	(1,219)
	<hr/>	<hr/>
Investments held at 31 December 2019	81,832	69,640
The Investments comprise		
CBF Fixed Interest Securities Fund Shares	5,236	5,124
CBF Investment Fund Shares	76,596	64,516
	<hr/> 81,832	<hr/> 69,640
10. Debtors		
Tax repayable	3,222	3,437
Legacies	1,000	1,000
Other – Christmas tree festival	2,135	4,520
	<hr/> 6,357	<hr/> 8,957