

Company registration number: 06287991

Charity registration number: 1120335

# St Seraphim's Trust

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 30 June 2017

Aleathia Mann  
Chartered Accountant  
Aleathia Mann Ltd  
14 Townsend Court  
Reepham  
Norwich  
Norfolk  
NR10 4LD

# **St Seraphim's Trust**

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## **St Seraphim's Trust**

### **Reference and Administrative Details**

<b>Trustees</b>	Mr J S Downing, Chairman Ms P D Grealy Mrs B Harrison, Treasurer Miss S H Batchelor The Right Rev'd Jonathan Meyrick
<b>Secretary</b>	Ms Grealy
<b>Principal Office</b>	Saint Seraphims Station Road Little Walsingham Norfolk NR22 6EB
<b>Registered Office</b>	Saint Seraphims Station Road Little Walsingham Norfolk NR22 6EB
<b>Company Registration Number</b>	06287991
<b>Charity Registration Number</b>	1120335
<b>Independent Examiner</b>	Aleathia Mann Chartered Accountant Aleathia Mann Ltd 14 Townsend Court Reepham Norwich Norfolk NR10 4LD

# **St Seraphim's Trust**

## **Trustees Report**

The trustees, who are directors for the purposes of company law, present their annual report together with the financial statements of the charitable company for the year ended 30 June 2017.

### **Objectives and activities**

#### ***Objects and aims***

- \* to advance the holy tradition of the Orthodox Christian faith for the benefit of the public in accordance with its statements of belief.
- \* to advance the Orthodox Christian faith in Norfolk and the United Kingdom for the benefit of the public through the holding of prayer meetings, lectures, public celebrations of religious festivals producing and/or distributing literature to enlighten others about the Orthodox Christian faith.
- \* providing services of worship, religious teaching facilities or services to allow believers to practice their faith or follow its doctrines.
- \* to maintain St Seraphim's Chapel.
- \* maintain the traditions of Orthodox Christianity and to honour Archimandrite David its founder.
- \* to promote traditional Orthodox iconography.
- \* distribute materials relating to the life and teaching of St Seraphim of Sarov.
- \* to develop collections that reflect the heritage of St Seraphim's (held for the benefit of the public and the long term) in a museum environment. To document, preserve, display, interpret, and maximise access to the building, collection and garden, thereby promoting the public's understanding and enjoyment and spiritual growth.

#### ***Public benefit***

Activities undertaken to further public benefit are detailed in the Activities and Achievements paragraphs below.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

### **Structure, governance and management**

#### ***Nature of governing document***

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. Amendments were made to the governing document on 23rd November 2010 and 27th September 2011.

#### ***Major risks and management of those risks***

##### ***Risk management***

The trustees have a duty to identify and review the risks to which the company is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees continue to examine and take account of potential risks at each meeting.

### **Activities and Achievements**

#### **Charitable activities**

The community payback unpaid workers made a trellis topping for the fence bordering the coach park for security, when they strengthened the fence.

The volunteers continued working on the documents and archives. The cataloguing of the archives is almost complete, enabling the documents to be accessed when needed.

# **St Seraphim's Trust**

## **Trustees Report**

The Quiet garden was awarded the North Norfolk District Council Environment Award for 2017, for reclaiming a long-derelict parcel of land, and turning it into a tranquil garden where local residents and visitors can go for quiet contemplation. Many volunteers have been involved in creating the garden for public enjoyment and for the benefit of ecology and wildlife. A plaque was presented and a cheque for £500.

Volunteer Welcomers ensure the garden and railway displays are open every Wednesday and Saturday from Easter to October, and by appointment. Also when a volunteer is working in the garden the Open garden sign is put out for visitors to know they are welcome.

Following a successful Garden party on 24th June 2017 the Quiet garden was open as part of the Open gardens in Walsingham weekend 1st and 2nd July and welcomed 200 visitors over the two days.

A Quiet garden group has been formed which has a programme of Quiet days for 2018

A volunteer led activity was included in the Children's pilgrimage at the Anglican Shrine in March 2017. A volunteer took part in the Anglican Youth pilgrimage workshops giving an icon related activity for the children.

Photographs and articles on the railway were part of a display from St Seraphim's at the Walsingham Picture Palace when it was screening Britain on Film, excerpts from the archives. Locals who attended gave their memories of the days of steam trains.

Courses attended included, 'An Inside Job', at Norwich Castle Museum, which gave some very good feedback from other museums on their fundraising and development of their museums.

### **Fundraising activities**

Funding was awarded from the Pilgrim Trust of £10,000 and £7,000 from the Foyle Foundation, which is conditional and subject to gaining all the funding needed being in place first. This funding is intended for the setting up of a permanent display in the platform rooms, with necessary repairs and alterations. A bid to HLF Our Heritage has been submitted as part of this plan.

### **Work of the Trust**

In February 2017 two trustees attended the day course on Religion and Heritage Display at the University College London Institute of Archaeology. In March 2017 two trustees attended the Trustee Muster Course organised jointly by the Association of Independent Museums and Shared Enterprise, at the Fitzwilliam Museum in Cambridge. Two small grants from AIM and Shared Enterprise were awarded as a result of the course, and this has led to work from two consultants, on strengthening the trustee board and the volunteer workforce. The roof and guttering work was completed in June 2017.

500 copies of the Newsletter are circulated twice annually, informing Friends of St Seraphim's Trust and visitors of the development of the Trust.

### **Financial Review**

#### ***Policy on reserves***

Free reserves at 30.6.17 amounted to £41,843 (2016: £62,121).

The trustees consider the organisation needs reserves of £5,000 to be able to continue in operation for 6 months should income generation prove difficult.

The organisation also has a loan from Tridos Bank. The outstanding balance is approx. £3,600. The trustees consider this amount should be retained in order to make the loan repayments as they fall due.

## **St Seraphim's Trust**

### **Statement of Trustees' Responsibilities**

The trustees (who are also the directors of St Seraphim's Trust for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and 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 business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

Approved by the trustees of the charity on 30 January 2018 and signed on its behalf by:

.....  
Mr J S Downing  
Trustee

## **St Seraphim's Trust**

### **Independent Examiner's Report to the trustees of St Seraphim's Trust**

I report on the accounts of the charity for the year ended 30 June 2017 which are set out on pages 6 to 15 .

#### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 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 examiner's statement**

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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

.....  
Aleathia Mann  
Chartered Accountant

Aleathia Mann Ltd  
14 Townsend Court  
Reepham  
Norwich  
Norfolk  
NR10 4LD

30 January 2018

# St Seraphim's Trust

## Statement of Financial Activities for the Year Ended 30 June 2017 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2017 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	4,831	24,900	29,731
Other trading activities	4	4,617	-	4,617
Investment income		59	-	59
Other income	5	1,750	-	1,750
Total Income		11,257	24,900	36,157
<b>Expenditure on:</b>				
Charitable activities	6	(35,804)	(31,129)	(66,933)
Total Expenditure		(35,804)	(31,129)	(66,933)
Net expenditure		(24,547)	(6,229)	(30,776)
Net movement in funds		(24,547)	(6,229)	(30,776)
<b>Reconciliation of funds</b>				
Total funds brought forward		204,794	8,554	213,348
Total funds carried forward	14	180,247	2,325	182,572
	Note	Unrestricted funds £	Restricted funds £	Total 2016 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	9,696	6,230	15,926
Other trading activities	4	2,191	-	2,191
Investment income		129	-	129
Other income	5	2,010	-	2,010
Total Income		14,026	6,230	20,256
<b>Expenditure on:</b>				
Charitable activities	6	(10,791)	(5,180)	(15,971)
Total Expenditure		(10,791)	(5,180)	(15,971)
Net income		3,235	1,050	4,285
Net movement in funds		3,235	1,050	4,285
<b>Reconciliation of funds</b>				
Total funds brought forward		201,558	7,503	209,061
Total funds carried forward	14	204,793	8,553	213,346

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2016 is shown in note 14.



**St Seraphim's Trust**  
**(Registration number: 06287991)**  
**Balance Sheet as at 30 June 2017**

	Note	2017 £	2016 £
<b>Fixed assets</b>			
Tangible assets	9	130,774	134,204
<b>Current assets</b>			
Stocks	10	565	1,680
Debtors	11	7,390	7,342
Cash at bank and in hand		48,493	75,040
		56,448	84,062
<b>Creditors: Amounts falling due within one year</b>	12	(1,262)	(1,252)
<b>Net current assets</b>		55,186	82,810
<b>Total assets less current liabilities</b>		185,960	217,014
<b>Creditors: Amounts falling due after more than one year</b>	13	(3,388)	(3,668)
<b>Net assets</b>		182,572	213,346
<b>Funds of the charity:</b>			
<b>Restricted funds</b>		2,325	8,553
<b>Unrestricted income funds</b>			
Unrestricted funds		180,247	204,793
<b>Total funds</b>	14	182,572	213,346

The financial statements on pages 6 to 15 were approved by the trustees, and authorised for issue on 30 January 2018 and signed on their behalf by:

.....  
Mr J S Downing  
Trustee

# **St Seraphim's Trust**

## **Notes to the Financial Statements for the Year Ended 30 June 2017**

### **1 Charity status**

The charity is a charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

### **2 Accounting policies**

#### **Summary of significant accounting policies and key accounting estimates**

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

#### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### **Basis of preparation**

St Seraphim's Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

#### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

#### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

#### ***Donations and legacies***

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

#### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

## **St Seraphim's Trust**

### **Notes to the Financial Statements for the Year Ended 30 June 2017**

#### ***Gift aid***

Incoming resources from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category.

#### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Support costs**

Support costs include central functions and have been allocated the charities activities.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including independent examination, strategic management and trustees's meetings and reimbursed expenses.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £300.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

#### **Stock**

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

## **St Seraphim's Trust**

### **Notes to the Financial Statements for the Year Ended 30 June 2017**

#### **Borrowings**

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### **Financial instruments**

##### ***Classification***

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

##### ***Recognition and measurement***

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

# St Seraphim's Trust

## Notes to the Financial Statements for the Year Ended 30 June 2017

### 3 Income from donations and legacies

	Unrestricted funds		Restricted funds	Total 2017	Total 2016
	Designated £	General £	£	£	£
Donations and legacies;					
Donations from individuals	642	3,678	21,150	25,470	10,763
Gift aid reclaimed	-	511	-	511	1,703
Grants, including capital grants;					
Grants from other charities	-	-	3,750	3,750	3,230
Other income from donations and legacies	-	-	-	-	230
	<u>642</u>	<u>4,189</u>	<u>24,900</u>	<u>29,731</u>	<u>15,926</u>

### 4 Income from other trading activities

	Unrestricted funds	Total 2017	Total 2016
	General £	£	£
Trading income;			
Sales of goods and services	4,617	4,617	2,191
	<u>4,617</u>	<u>4,617</u>	<u>2,191</u>

### 5 Other income

	Unrestricted funds	Total 2017	Total 2016
	General £	£	£
Rental income	1,750	1,750	2,010
	<u>1,750</u>	<u>1,750</u>	<u>2,010</u>

# St Seraphim's Trust

## Notes to the Financial Statements for the Year Ended 30 June 2017

### 6 Expenditure on charitable activities

	Note	Unrestricted funds		Restricted funds	Total 2017	Total 2016
		Designated £	General £			
Allocated support costs		689	34,120	31,129	65,938	15,421
Governance costs		-	995	-	995	550
		<u>689</u>	<u>35,115</u>	<u>31,129</u>	<u>66,933</u>	<u>15,971</u>

£35,804 (2016 - £10,791) of the above expenditure was attributable to unrestricted funds and £31,129 (2016 - £5,180) to restricted funds.

# St Seraphim's Trust

## Notes to the Financial Statements for the Year Ended 30 June 2017

### 7 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

### 8 Taxation

The charity is a registered charity and is therefore exempt from taxation.

### 9 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
<b>Cost</b>			
At 1 July 2016	160,000	6,464	166,464
At 30 June 2017	160,000	6,464	166,464
<b>Depreciation</b>			
At 1 July 2016	26,400	5,861	32,261
Charge for the year	3,200	229	3,429
At 30 June 2017	29,600	6,090	35,690
<b>Net book value</b>			
At 30 June 2017	130,400	374	130,774
At 30 June 2016	133,600	603	134,203

### 10 Stock

	2017 £	2016 £
Stocks	565	1,680

### 11 Debtors

	2017 £	2016 £
Prepayments	141	357
Other debtors	7,249	6,985
	7,390	7,342

### 12 Creditors: amounts falling due within one year

# St Seraphim's Trust

## Notes to the Financial Statements for the Year Ended 30 June 2017

	2017 £	2016 £
Bank loans	267	267
Other creditors	-	35
Accruals	995	950
	<u>1,262</u>	<u>1,252</u>

### 13 Creditors: amounts falling due after one year

	2017 £	2016 £
Bank loans	<u>3,388</u>	<u>3,668</u>

### 14 Funds

	Balance at 1 July 2016 £	Incoming resources £	Resources expended £	Balance at 30 June 2017 £
<b>Unrestricted funds</b>				
General	(203,337)	(10,615)	35,115	(178,837)
Designated	<u>(1,457)</u>	<u>(642)</u>	<u>689</u>	<u>(1,410)</u>
<b>Total unrestricted funds</b>	<u>(204,794)</u>	<u>(11,257)</u>	<u>35,804</u>	<u>(180,247)</u>
<b>Restricted funds</b>	<u>(8,554)</u>	<u>(24,900)</u>	<u>31,129</u>	<u>(2,325)</u>
<b>Total funds</b>	<u>(213,348)</u>	<u>(36,157)</u>	<u>66,933</u>	<u>(182,572)</u>

	Balance at 1 July 2015 £	Incoming resources £	Resources expended £	Transfers £	Balance at 30 June 2016 £
<b>Unrestricted funds</b>					
General	(201,558)	(13,426)	10,617	1,031	(203,336)
Designated	<u>-</u>	<u>(600)</u>	<u>174</u>	<u>(1,031)</u>	<u>(1,457)</u>
<b>Total unrestricted funds</b>	<u>(201,558)</u>	<u>(14,026)</u>	<u>10,791</u>	<u>-</u>	<u>(204,793)</u>
<b>Restricted funds</b>	<u>(7,503)</u>	<u>(6,230)</u>	<u>5,180</u>	<u>-</u>	<u>(8,553)</u>
<b>Total funds</b>	<u>(209,061)</u>	<u>(20,256)</u>	<u>15,971</u>	<u>-</u>	<u>(213,346)</u>



# St Seraphim's Trust

## Notes to the Financial Statements for the Year Ended 30 June 2017

### 15 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds
	General £	Designated £	£	£
Tangible fixed assets	130,450	-	324	130,774
Current assets	53,039	1,409	2,000	56,448
Current liabilities	(1,262)	-	-	(1,262)
Creditors over 1 year	(3,388)	-	-	(3,388)
Total net assets	<u>178,839</u>	<u>1,409</u>	<u>2,324</u>	<u>182,572</u>

### 16 Analysis of net funds

	At 1 July 2016 £	Cash flow £	At 30 June 2017 £
Cash at bank and in hand	75,040	(26,547)	48,493
Net debt	<u>75,040</u>	<u>(26,547)</u>	<u>48,493</u>