

REGISTERED COMPANY NUMBER: 00041482 (England and Wales)
REGISTERED CHARITY NUMBER: 207236

CHURCH SCHOOLMASTERS AND
SCHOOLMISTRESSES' BENEVOLENT INSTITUTION
REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

D A CLARK & CO. LTD.
Bailey House
4-10 Barttelot Road
Horsham
West Sussex
RH12 1DQ

**CHURCH SCHOOLMASTERS AND
SCHOOLMISTRESSES' BENEVOLENT INSTITUTION**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

	Page
Reference and Administrative Details	1
Report of the Trustees	2 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7 to 8
Notes to the Financial Statements	9 to 12

**CHURCH SCHOOLMASTERS AND
SCHOOLMISTRESSES' BENEVOLENT INSTITUTION**

**REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 MARCH 2018**

TRUSTEES

Mrs J R Barker
Miss D Bell
Mrs P A Castle
Mrs K Croll
Mrs A Heath
Dr L M Hendy
Mrs K M Ind
Mr S T D Quail
Mrs C M Sorensen
Mrs P A Pavey (appointed 10.1.18)

REGISTERED OFFICE

3 Kings Court
Harwood Road
Horsham
West Sussex
RH13 5UR

REGISTERED COMPANY NUMBER

00041482 (England and Wales)

REGISTERED CHARITY NUMBER

207236

INDEPENDENT EXAMINER

D A CLARK & CO. LTD.
Bailey House
4-10 Barttelot Road
Horsham
West Sussex
RH12 1DQ

SOLICITORS

SMR Solicitors
50 Westgate
Chichester
West Sussex
PO19 3HE

**CHURCH SCHOOLMASTERS AND
SCHOOLMISTRESSES' BENEVOLENT INSTITUTION**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2018**

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2018. The trustees have adopted the provisions of 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).

The Church Schoolmasters and Schoolmistresses' Benevolent Institution (CSSBI) was established on the 2nd January 1857, becoming a charitable company limited by guarantee in June 1894. It is governed by Articles of Association which were last amended on 11 May 2011.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives for which the charity is established are to provide for necessitous present or former teachers/lecturers and those in teacher training who are members of the Church of England or of another recognised Christian denomination by giving financial assistance in times of affliction, disablement or other misfortune, and on their demise to provide for their financial dependants, such financial assistance to include (but not be limited to) assistance towards the cost of subsistence and education in each case anywhere within England and Wales.

We are extremely grateful to those members and friends who continue to support us and in particular our Patron, Her Majesty The Queen.

We always require more funding and for anyone wishing to make a donation a form is available by post from our registered office, or on our website at www.cssbi.org.uk. We are able to reclaim tax from HM Revenue and Customs on all donations made under the Gift Aid Scheme.

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. The scope of the Charity was revised in May 2011. We aimed to widen our remit without causing detriment to the current beneficiaries. We agreed that when considering applications for assistance we would use the Churches Together in England and the Churches Together in Wales documents listing recognised Christian denominations.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Applications for assistance have increased significantly since the previous year and we have been able to help a wide range of people needing financial support. Grants and running costs are reviewed every three months.

The target total value of grants to be made was £70,000. The actual value of the grants awarded in the year was £96,503 (2017: £49,481). However, £3,444 of this figure was not required due to changes in circumstances of the applicants.

We strive to improve our publicity and communication. Marketing activities are looked at regularly and we have aimed to make our charity more visible to a greater number of people.

Our website www.cssbi.co.uk is being reviewed, renewed and updated to a more secure and robust version of the software that works responsibly and adapts and resizes to display correctly on desktops, tablets and smart phones. We are also making changes to the design of our website by using new graphics and wording, in order to reach a wider audience.

Over half the visitors to our website have either been through direct hits to our website or through the Turn2us website. We have also raised awareness of the CSSBI by contact with organisations such as the Church of England and Catholic Dioceses.

**CHURCH SCHOOLMASTERS AND
SCHOOLMISTRESSES' BENEVOLENT INSTITUTION**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2018**

FINANCIAL REVIEW

Financial position

Details of the fixed assets are set out in the accounts.

The total cash deposits at 31 March 2018 totalled £394,558 (2017: 406,051) and combined investment portfolios to the value of £2,443,650 (2017: 2,513,212). This gives a total asset base of £2,838,208 at the year end (2017: £2,919,263)

However it should be borne in mind that the level of withdrawals remains at £10,000 per month from the investment portfolios; running costs have increased due to the additional work load generated by an increase in applications to 81 (2017: 71) and the value of the grants awarded rose to £96,503. (2017 ; £49,481). The value of each grant made is also increasing. Yet the total value of the assets remains high and close to the reserves available at the end of the previous year at £2,909,700.

Principal funding sources

The principal funding source for the activities of the charity will be the income and/or growth of the combined total of the cash on deposit and the investment portfolio.

Investment policy and objectives

The investment policy agreed by the trustees for the financial year ending 31 March 2018 was:

- 1) to hold up to 20% of the combined cash and investment portfolio on deposit for both normal running costs and the distribution of grants.
- 2) for cash deposits to be maintained as far as was viable, bearing in mind the very low rate of interest being applied to the CSSBI accounts.
- 3) for the remaining 80% to be invested in a broad spread of assets combining both fixed interest and equity based holdings with a geographical split that would represent a realistic approach to investment risk and reward. Any income resulting from these investments to be automatically re-invested in the portfolios.
- 4) to maintain the target growth level for the capital invested at 3.5% plus the Consumer Price Index then standing at 2.3% for the coming year. Overall a balance continues to be sought between the need for capital growth and the requirement for funding for the grants required via capital and some investment income in the form of regular withdrawals on a monthly basis.
- 5) that the monthly trustees meeting will review the cash deposit levels and investment capital values alongside the political landscape as it changes.
- 6) that all variations in the value of grants awarded, running costs and inflation will be reviewed against a benchmark of a three-year average and appropriate action taken.

Having reviewed the performance of the portfolio as well as the investment criteria, the trustees were satisfied there was no need for change at present. However, ongoing monitoring of the financial strength of the charity is vital and will continue to be reviewed on a monthly basis at the trustees meetings.

As the target balance within the total portfolio is 20% on deposit and 80% invested in financial markets, the trustees will continue to monitor the balance, bearing in mind that deposit accounts still do not offer value for money.

The balance between cash and invested funds at the year end is 14% on deposit (2017: 14%) and 86% invested in financial markets (2017: 86%). The process of drawing down capital on a monthly basis will continue to fund the grants to be made and the administrative running costs. This process can be stopped or amended to suit the needs of the charity as well re-positioning the portfolio as investment and deposit returns change over time.

It is therefore felt that the CSSBI is in a good position financially to help those in need, with established procedures to ensure that all transactions and projects are properly authorised.

**CHURCH SCHOOLMASTERS AND
SCHOOLMISTRESSES' BENEVOLENT INSTITUTION**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2018**

FINANCIAL REVIEW

Reserves policy

The charity has reserves of £2,800,631 at 31 March 2018 (2017: £2,909,700). The CSSBI directors continue to take advice of a suitably qualified Independent Financial Adviser in order that the reserves are kept in a manner suitable for use by the charity.

FUTURE PLANS

Bearing in mind the increase in the number of applications received and therefore the increased workload, the following actions can be considered as the appropriate opportunity arises:

- There is in place a set of procedures that deal with applications for assistance on either a standard monthly meeting basis, an urgent basis or a crisis basis.
- The CSSBI Administrator's workload has increased not only as a result of an increase in applications but also as a direct result of careful and detailed analysis of the applicants' circumstances. This has proved to be an invaluable aid to the trustees when considering an application.
- Given the Administrator's depth of knowledge and understanding in this area, the trustees feel that her expertise is better used in this area as it increases and a less experienced assistant could be considered on a part time basis to deal with some of the purely administrative aspects of running the charity.
- As the number of applications increases so too does the amount of paperwork. The trustees will consider the opportunities for reducing the generation of paper in favour of electronic storage and rationalising the criteria for secure data retention in all forms.

The CSSBI remains a member of the Turn2us Charity user group and enjoys the benefits of updates on changes to rules affecting benefits and grants, and of finding out how other small charities make themselves more visible. We expect our updated website to attract at least double the number of enquiries for grants.

STRUCTURE, GOVERNANCE AND MANAGEMENT

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.

Recruitment and appointment of new trustees

The CSSBI Council Members are all guarantors in a sum not exceeding £1 each. They meet regularly at the registered office in Horsham. New Council members are recommended to the CSSBI Council by current members or by local clergy. It is preferable, but not altogether necessary, that they have an educational background. The Council must approve the nomination before the person takes up the responsibility of a trustee.

Approved by order of the board of trustees on 28 November 2018 and signed on its behalf by:

Miss D Bell - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CHURCH SCHOOLMASTERS AND
SCHOOLMISTRESSES' BENEVOLENT INSTITUTION

Independent examiner's report to the trustees of Church Schoolmasters And Schoolmistresses' Benevolent Institution ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2018.

Responsibilities and basis of report

As the charity's 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 charity'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:

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

Sarah McManus
Chartered Accountant
D A CLARK & CO. LTD.
Bailey House
4-10 Barttelot Road
Horsham
West Sussex
RH12 1DQ

4 December 2018

**CHURCH SCHOOLMASTERS AND
SCHOOLMISTRESSES' BENEVOLENT INSTITUTION**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2018**

	Notes	31.3.18 Unrestricted fund £	31.3.17 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		241	249
Investment income	2	74,814	69,594
Total		75,055	69,843
EXPENDITURE ON			
Raising funds	3	30,068	28,013
Charitable activities			
Beneficiary support		129,156	79,631
Total		159,224	107,644
Net gains/(losses) on investments		(24,900)	260,509
NET INCOME/(EXPENDITURE)		(109,069)	222,708
RECONCILIATION OF FUNDS			
Total funds brought forward		2,909,700	2,686,992
TOTAL FUNDS CARRIED FORWARD		2,800,631	2,909,700

The notes form part of these financial statements

**CHURCH SCHOOLMASTERS AND
SCHOOLMISTRESSES' BENEVOLENT INSTITUTION**

**BALANCE SHEET
AT 31 MARCH 2018**

	Notes	31.3.18 Unrestricted fund £	31.3.17 Total funds £
FIXED ASSETS			
Investments	6	2,443,650	2,513,212
CURRENT ASSETS			
Debtors	7	2,485	4,095
Cash at bank and in hand		394,564	406,057
		<hr/>	<hr/>
		397,049	410,152
CREDITORS			
Amounts falling due within one year	8	(40,068)	(13,664)
		<hr/>	<hr/>
NET CURRENT ASSETS		356,981	396,488
		<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES		2,800,631	2,909,700
		<hr/>	<hr/>
NET ASSETS		2,800,631	2,909,700
		<hr/>	<hr/>
FUNDS	9		
Unrestricted funds		2,800,631	2,909,700
		<hr/>	<hr/>
TOTAL FUNDS		2,800,631	2,909,700
		<hr/>	<hr/>

The notes form part of these financial statements

**CHURCH SCHOOLMASTERS AND
SCHOOLMISTRESSES' BENEVOLENT INSTITUTION**

**BALANCE SHEET - CONTINUED
AT 31 MARCH 2018**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 28 November 2018 and were signed on its behalf by:

Miss D Bell -Trustee

**CHURCH SCHOOLMASTERS AND
SCHOOLMISTRESSES' BENEVOLENT INSTITUTION**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Income

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

Expenditure

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. INVESTMENT INCOME

	31.3.18	31.3.17
	£	£
Investment income	70,248	59,784
Deposit account interest	4,566	9,810
	<hr/>	<hr/>
	74,814	69,594
	<hr/>	<hr/>

3. RAISING FUNDS

Investment management costs

	31.3.18	31.3.17
	£	£
Portfolio management	30,039	28,013
	<hr/>	<hr/>

**CHURCH SCHOOLMASTERS AND
SCHOOLMISTRESSES' BENEVOLENT INSTITUTION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2018**

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

Trustees' expenses

Two trustees had travel expenses reimbursed in the year totalling £46.04 (2017: 1 trustee - £26.87)

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	249
Investment income	69,594
Total	<hr/> 69,843
EXPENDITURE ON	
Raising funds	28,013
Charitable activities	
Beneficiary support	79,631
Total	<hr/> 107,644
Net gains/(losses) on investments	<hr/> 260,509
NET INCOME/(EXPENDITURE)	222,708
RECONCILIATION OF FUNDS	
Total funds brought forward	2,686,992
TOTAL FUNDS CARRIED FORWARD	<hr/> <hr/> 2,909,700

**CHURCH SCHOOLMASTERS AND
SCHOOLMISTRESSES' BENEVOLENT INSTITUTION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2018**

6. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 April 2017	2,513,212
Additions	70,248
Disposals	(114,781)
Revaluations	(25,029)
	<hr/>
At 31 March 2018	2,443,650 <hr/>

NET BOOK VALUE

At 31 March 2018	2,443,650 <hr/>
At 31 March 2017	2,513,212 <hr/> <hr/>

Analysis of investments:

	31.3.2018	31.3.2017
Cash/Money Market	2.59%	3.51%
Fixed Interest - UK	25.42%	20.25%
Fixed Interest - overseas		4.05%
Equities - UK	35.82%	39.79%
Equities - Overseas	29.09%	27.71%
Property	0.22%	0.59%
Other	4.13%	4.13%

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.18 £	31.3.17 £
Other debtors	1,350	1,350
Prepayments	1,135	2,745
	<hr/>	<hr/>
	2,485	4,095
	<hr/> <hr/>	<hr/> <hr/>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.18 £	31.3.17 £
Other creditors	30,144	-
Accrued expenses	9,924	13,664
	<hr/>	<hr/>
	40,068	13,664
	<hr/> <hr/>	<hr/> <hr/>

**CHURCH SCHOOLMASTERS AND
SCHOOLMISTRESSES' BENEVOLENT INSTITUTION**

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2018

9. MOVEMENT IN FUNDS

	At 1.4.17 £	Net movement in funds £	At 31.3.18 £
Unrestricted funds			
General fund	2,909,700	(109,069)	2,800,631
TOTAL FUNDS	<u>2,909,700</u>	<u>(109,069)</u>	<u>2,800,631</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	75,055	(159,224)	(24,900)	(109,069)
TOTAL FUNDS	<u>75,055</u>	<u>(159,224)</u>	<u>(24,900)</u>	<u>(109,069)</u>

Comparatives for movement in funds

	At 1.4.16 £	Net movement in funds £	At 31.3.17 £
Unrestricted Funds			
General fund	2,686,992	222,708	2,909,700
TOTAL FUNDS	<u>2,686,992</u>	<u>222,708</u>	<u>2,909,700</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	69,843	(107,644)	260,509	222,708
TOTAL FUNDS	<u>69,843</u>	<u>(107,644)</u>	<u>260,509</u>	<u>222,708</u>

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2018.