

# Annual Report and Financial Statements

For the year ended 31<sup>st</sup> March 2019

**St Martin-in-the-Fields**

**Vicar's General Fund**

Registered charity No: 273004

# Vicar's General Fund

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# Vicar's General Fund

## Charity information

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<b>Trustees</b>	Canon Dr Sam Wells (Chair) Dr Caroline Essex Stuart Crocker Alison Lyon
<b>Charity number</b>	273004
<b>Charity offices</b>	5 St Martin's Place London WC2N 4JH
<b>Independent Examiners</b>	Haysmacintyre LLP 10 Queen Street Place London EC4R 1AG
<b>Bankers</b>	Coutts & Co 440 Strand London WC2R 0QS
<b>Investment advisors</b>	Coutts & Co 440 Strand London WC2R 0QS

# Vicar's General Fund

## Trustees' Report for the year ended 31<sup>st</sup> March 2019

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The trustees offer their Annual Report and Financial Statements for St Martin-in-the-Fields Vicar's General Fund ("the Fund") for the year ended 31<sup>st</sup> March 2019. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Fund's Trust Deed, the Charities Act 2011 and the Statement of Recommended Practice Accounting and Reporting by Charities published in 2015 (FRS 102) and the Companies Act 2006.

### Objectives

The Charity seeks to support the Vicar in his wish to relieve need, poverty sickness or distress, in his provision of assistance for the homeless and more generally his perception of ways in which to further Christianity and educational and social initiatives both for St Martin-in-the Fields and in the wider world.

Trustees have agreed that the key objectives of the Fund are:

- To build the income of the Fund through wise and prudent investments;
- To provide innovative and effective solutions to support the work of the Vicar in his aims for helping both the Parish of St Martin's and his work in the wider world;
- To continue to promote a sustainable organisation.

### Structure and Governance

The Board is made up of a Chair (being at present the Vicar of St Martin-in-the-Fields) and in the year 2018-2019 three other trustees. The trustees named on page 1 have served throughout the year unless stated otherwise. Appointment of trustees is governed by the Trust Deed of the Fund. In the course of this year there were no resignations.

### Trustee Induction and Training

Trustees receive initial induction and through their professional life are well-equipped to bring their skills to bear on the needs of the Fund. The Clerk to the Fund circulates any changes in charity law and practice to trustees, and the appointed auditors give notice of any changes in accountancy provisions as required.

### Activities

Trustees meet at least three times a year to support the work of the Vicar and to discuss and confirm any grant applications received by him. In addition, throughout the year the Chair has trustees' agreement to make discretionary grants up to £500 for causes that he deems worthy, provided adequate funds are available.

The Fund each year supports the work of the St Martin-in-the-Fields Parochial Church Council, St Martin-in-the-Fields Limited and the Sunday International Group. However, the trustees also look to provide a greater emphasis on strategic seed-corn support for new projects, thereby seeking to minimise payments to projects which may hold successful stand-alone viability.

### Achievements and Performance

As a result of grants given in the financial year ended 31<sup>st</sup> March 2019, the post of Pastoral Assistant for the Parish has been part funded by the Fund. After 2019/20 this contribution will end. In addition a grant of £5,000 was given towards a very successful Choir tour to South Africa.

The trustees also loaned in the year £50,000 (plus interest) to St Martin-in-the-Fields Limited for the purchase of AV equipment. This to be repaid over three years.

A small loan was given to the Estate of Dorothy Cone, a much loved parishioner. It is hoped that this will be recovered in the next financial year.

An extraordinary payment of £27,000 was made to St Martin-in-the-Fields Limited in regard to severance pay for a redundant member of its staff.

Other small grants were paid to both institutions and individuals as agreed by trustees.

# Vicar's General Fund

## Trustees' Report for the year ended 31<sup>st</sup> March 2019

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### Financial review

The financial statements reflect the results for the 12 months to 31st March 2019. Total income was £25,680 (2018: £38,035) and total expenditure was £65,870 (2018: £53,967). The Fund Balance carried over was £1,425,681 (2018: £1,458,632).

The trustees consider that the performance of the Fund this year has been satisfactory, and that the net assets are adequate to fulfil the obligations of the charity.

### Risk

The trustees have created a Risk Management Policy for the Fund which aims to follow best practice in this area; this document sets out the roles and responsibilities of trustees in identifying, assessing and mitigating risk. Trustees have reviewed the risks facing the Fund during the year, and have determined that the most significant risk is that of growing sufficient invested income to meet adequately grant requests and to manage such requests accordingly.

As noted above, as at 31<sup>st</sup> March 2019, the Fund is owed £400,000 by the St Martin-in-the-Fields Trust, the balance repayable over 8 remaining years at £50,000 per annum. In addition a loan of £50,000 (with interest) was given to St Martin-in-the-Fields Limited. This is being paid back over three years. To date the balance stands at £42,183. The trustees of the Fund have determined that the St Martin-in-the-Fields Trust and SMITFL have sufficient resources to meet the respective loan terms.

### Reserves Policy

It is the policy of the Fund to maintain sufficient reserves at all times to allow its continuing work for the foreseeable future and beyond. Total reserves at the balance sheet date were £1,425,681 of which £942,703 were represented by long term investments and £374,312 by long term debtors.

### Statement of Trustees' Responsibilities

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 Fund as at the balance sheet date. In preparing these financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Comply with applicable accounting standards;
- Prepare the financial statements on a "going concern" basis.

### Public Benefit

The Fund seeks to work with peoples of all faiths and denominations, and with none. Beneficiaries are not restricted by faith, gender, ethnicity, disability, age or sexual orientation. The trustees do not anticipate any change in future to this operational approach.

In accordance with the requirements in Section 710 of the Charities Act 2011, the trustees confirm that in the exercise of their powers and duties, and in reviewing the Fund's aims and objectives, and in planning future activities, and in setting the grant making policy for the year, they have had regard to the guidance issued by the Charity Commission on public benefit. The trustees consider such guidance on Public Benefit each year.

# **Vicar's General Fund**

## **Trustees' Report**

### **for the year ended 31<sup>st</sup> March 2019**

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#### **Remuneration**

No trustee received any remuneration from the Fund in the year ended 31<sup>st</sup> March 2019 and no expenses have been claimed by them. The fund is managed on a voluntary basis by the trustees, with the assistance of a Clerk to the Fund (whose remuneration for the year was £400), and therefore there is no key management personnel remuneration.

#### **Connected Charity**

The Vicar and Chair of the Fund is also the Chair of the Parochial Church Council of St Martin-in-the-Fields and the Chair of the St Martin-in-the-Fields Trust. Both of these charities from time to time request financial help from the Fund and any such requests are considered by trustees on an individual basis as and when they are made.

Approved by trustees on .....and signed on their behalf by

Canon Dr Sam Wells, Chair of the Trustees.

## **Vicar's General Fund**

### **Independent Examiner's Report to the trustees of St Martin-in-the-Fields Vicar's General Fund**

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I report on the financial statements of St Martin-in-the-Fields Vicar's General Fund for the year ended 31 March 2019, which are set out on pages 6 to 15.

#### **Respective responsibility of trustees and examiner**

The charity's trustees are responsible for the preparation of the financial statements. 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 financial statements under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements 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:

- which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Adam Halsey FCA  
On behalf of Haysmacintyre LLP  
Chartered Accountants  
10 Queen Street Place  
London EC4R 1AG

## Vicar's General Fund

### Statement of Financial Activities for the year ended 31<sup>st</sup> March 2019

	Notes	Total funds 2019 £	Total funds 2018 £
<b>Income</b>			
Income from charitable activities			
Donations	2	1,066	16,736
Investment income	3	24,614	21,299
<b>Total income</b>		<u>25,680</u>	<u>38,035</u>
<b>Expenditure</b>			
Expenditure on raising funds		5,441	5,725
Charitable activities	4	60,429	48,251
<b>Total Expenditure</b>		<u>65,870</u>	<u>53,976</u>
Net gains on investments		7,239	11,873
<b>Net income/(expenditure)</b>		<u>(32,950)</u>	<u>(4,068)</u>
Transfers between funds		-	-
<b>Net movement in funds</b>		<u>(32,950)</u>	<u>(4,068)</u>
<b>Reconciliation of funds:</b>			
Balance b/fwd 1 April 2018		1,458,632	1,462,700
		<u><u>1,458,632</u></u>	<u><u>1,462,700</u></u>
Balance c/fwd at 31 March 2019		1,425,681	1,458,632
		<u><u>1,425,681</u></u>	<u><u>1,458,632</u></u>

All funds were unrestricted in the current and prior year.

All amounts derive from continuing activities. The charity has no gains or losses other than those shown above.

The notes on pages 8 to 15 form part of these financial statements.



## Vicar's General Fund

### Balance Sheet at 31<sup>st</sup> March 2019

	Notes	2019 £	2018 £
<b>Fixed assets</b>			
Investments	6	941,703	916,344
<b>Current assets</b>			
Debtors:			
Amounts falling due within one year	7	68,071	50,000
Amounts falling due after one year	7	374,312	400,000
Cash at bank and in hand		44,535	93,788
		<u>486,918</u>	<u>543,788</u>
<b>Liabilities:</b>			
Amounts falling due within one year	8	<u>(2,940)</u>	<u>(1,500)</u>
<b>Net assets</b>		<u>1,425,681</u>	<u>1,458,632</u>
<b>Funds</b>			
Unrestricted general funds	9	<u>1,425,681</u>	<u>1,458,632</u>
		<u>1,425,681</u>	<u>1,458,632</u>

Approved by the trustees on ..... and signed on their behalf by:

.....  
Canon Dr Sam Wells  
Chair of the Trustees.

The notes on pages 8 to 15 form part of these financial statements.

# Vicar's General Fund

## Notes to the Financial Statements for the year ended 31 March 2019

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### **1 Charity Information and Accounting policies**

#### **1.1 Charity Information**

St Martin-in-the-Fields Vicar's General Fund is a charity registered in England and Wales (Registered Charity No: 273004). The registered office is 5 St Martin's Place, London, WC2N 4JH.

#### **1.2 Basis of Preparation**

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards, the Charities Act and regulations made thereunder and the Statement of Recommended Practice "Accounting and Reporting for Charities 2015" (FRS102). They have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following 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 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are presented in Sterling (£s).

#### **Going concern**

After reviewing the entity's forecasts and projections, the trustees have a reasonable expectation that the entity has adequate resources to continue in operational existence for the foreseeable future. The entity therefore continues to adopt the going concern basis in preparing its financial statements.

#### **1.3 Income**

Voluntary income and donations are accounted for as received by the charity. Income from investments is recognised as it becomes receivable by the charity. No permanent endowments have been received in the year.

#### **1.4 Value Added Tax**

Value Added Tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

#### **1.5 Expenditure**

##### **Grants made**

All grants made are included in the financial statements when the expenditure has been approved by the trustees and communicated to the recipients.

##### **Governance costs**

Expenditure on management and administration of the charity includes expenditure not directly related to the charitable activity.

## **Vicar's General Fund**

### **Notes to the Financial Statements for the year ended 31 March 2019**

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#### **1 Charity Information and Accounting policies (continued)**

##### **1.6 Unrestricted funds**

Unrestricted funds comprise accumulated surpluses and deficits on general funds. They are available for use at the discretion of the Board in furtherance of the general charitable objects.

##### **1.7 Fixed asset investments**

Fixed asset investments are valued at market value at the Balance Sheet date. Unrealised gains and losses are included in the Statement of Financial Activities.

## Vicar's General Fund

### Notes to the Financial Statements for the year ended 31 March 2019

#### 2. Donations

	<b>Total funds 2019 £</b>	<b>Total funds 2018 £</b>
Donations	1,066	4,129
Legacies	-	12,607
	<u>1,066</u>	<u>16,736</u>

Income from donations and legacies was £1,066 (2018: £16,736) of which £1,066 (2018: £16,736) was unrestricted and £nil (2018: £nil) was restricted.

#### 3. Investment income (unrestricted)

	<b>2019 £</b>	<b>2018 £</b>
Interest from bank deposits and loans	1,053	-
Dividends and interest from quoted stocks and shares	23,561	21,299
	<u>24,614</u>	<u>21,299</u>

The interest income of £1,053 relates to a loan granted to St Martin-in-the-Fields Limited in 2018/19. See notes 9 and 11 for further information on debtors. For further information on investment funds, see note 6.

#### 4. Charitable activities

	<b>2019 £</b>	<b>2018 £</b>
<b>Social welfare and donations (unrestricted)</b>		
Grants to individuals	2,203	1,525
Grants to institutions	56,386	34,102
Other expenditure	400	844
Support costs (note 5)	1,440	1,500
	<u>60,429</u>	<u>37,971</u>

## Vicar's General Fund

### Notes to the Financial Statements for the year ended 31 March 2019

#### 4. Charitable activities (continued)

	2019	2018
	£	£
<b>Grants to institutions (unrestricted)</b>		
St Martin-in-the-Fields PCC	28,433	32,102
St Martin-in-the-Fields Limited	27,891	-
BHMWA	-	2,000
Other	62	-
	<u>56,386</u>	<u>34,102</u>

#### 5. Support costs

	2019	2018
	£	£
Independent Examination – governance cost	1,440	1,500
	<u>1,440</u>	<u>1,500</u>

No remuneration was paid to trustees for the year (2018: Nil).

## Vicar's General Fund

### Notes to the Financial Statements for the year ended 31 March 2019

6. Investments	2019	2018
	£	£
Market value bought forward	916,344	911,985
Additions	234,254	147,397
Disposals at market value	(225,259)	(157,351)
Unrealised gains/(losses)	(2,794)	7,587
Movement in cash	19,158	6,726
	<u>941,703</u>	<u>916,344</u>
Historic cost	<u>579,693</u>	<u>561,574</u>

Investments are made up as follows:

	2019	2018
	£	£
Bonds	135,228	74,308
UK Equities	488,273	540,850
Overseas Equities	250,870	207,086
Property	24,390	29,859
Commodities	-	-
Alternative investments	9,417	49,943
Cash	33,525	14,298
	<u>941,703</u>	<u>916,344</u>

## Vicar's General Fund

### Notes to the Financial Statements for the year ended 31 March 2019

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#### 7. Debtors: amounts falling due within one year

	2019	2018
	£	£
Loan to St Martin-in-the-Fields Limited	17,871	-
Loan to St Martin-in-the-Fields Trust	50,000	50,000
Other debtors	200	-
	<hr/>	<hr/>
	68,071	50,000
	<hr/>	<hr/>

#### Debtors: amounts falling due after one year

	2019	2018
	£	£
Loan to St Martin-in-the-Fields Limited	24,312	-
Loan to St Martin-in-the-Fields Trust	350,000	400,000
	<hr/>	<hr/>
	374,312	400,000
	<hr/>	<hr/>

During the year it was agreed to make a loan of £50,000 (2018: £nil) St Martin-in-the-Fields Limited to be repaid over 60 months at an interest rate of 3.75%. The purpose of the loan was to enhance the AV and Wi-Fi provision for all users throughout St Martin-in-the-Fields. See note 11 for further information on related party loans.

**Vicar's General Fund**  
**Notes to the Financial Statements**  
**for the year ended 31 March 2019**

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**8. Liabilities: Amounts falling within one year**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
St Martin-in-the-Fields Limited	1,500	-
Other creditors and accruals	1,440	-
	<hr/>	<hr/>
	2,940	1,500
	<hr/>	<hr/>

**9. Unrestricted Funds**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Opening balance	1,458,632	1,452,700
Income	25,680	38,035
Expenditure	(65,870)	(43,696)
Realised gains on investments	10,033	4,286
Unrealised gains/(losses) on investments	(2,794)	7,587
Transfer (to restricted funds)	-	(280)
	<hr/>	<hr/>
	1,425,681	1,458,632
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## Vicar's General Fund

### Notes to the Financial Statements for the year ended 31 March 2019

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#### 10. Related parties

There are no key management personnel or employees as the Vicar's General Fund ("VGF"), which is managed solely by volunteer trustees.

The following transactions have been entered into with organisations which have a common trustee:

In the year ended 31<sup>st</sup> March 2019, grants and donations of £28,433 (2018: £32,102) were paid to the St Martin-in-the-Fields PCC (see note 4 above).

In the year ended 31<sup>st</sup> March 2019, grants and donations of £27,891 (2018: £nil) were paid to the St Martin-in-the-Fields Limited (see note 4 above).

In the year ended 31<sup>st</sup> March 2019, the VGF provided a loan of £50,000 (2018: £nil) to St Martin-in-the-Fields Limited at 3.75% for repayment over 60 months from 30th September 2018. As at the 31<sup>st</sup> March 2019 the outstanding balance on the loan stood at £42,183 (see note 7 above).

In the year ended 31<sup>st</sup> March 2017, the VGF provided an interest free loan of £500,000 to St Martin-in-the-Fields Trust of which £300,000 was been drawn down in the year ended 31<sup>st</sup> March 2017 and the remainder in the year ended 31<sup>st</sup> March 2018. The loan is repayable at a rate of £50,000 per year from 1st January 2018; as at 31<sup>st</sup> March 2019, the balance on the loan stood at £400,000 (see note 7 above).