

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

REGISTERED CHARITY NUMBER: 1102791

**ACCOUNTS YEAR ENDED
31 DECEMBER 2018**

**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 2018

Principal address: Friends' Office, 19a The Close, Lichfield, WS13 7LD Tel: (01543) 306100

Patrons: Sir Algernon Heber-Percy, KStJ, JP, Lord Lieutenant of Shropshire
Mr Ian Dudson, CBE, CStJ, Lord Lieutenant of Staffordshire

President: The Bishop of Lichfield

Executive Council and Trustees 2018/2019

<i>Chairman (Ex Officio):</i>	The Very Revd A J Dorber		
<i>Vice Chairman:</i>	Mr J Maxwell-Jones	<i>Secretary:</i>	Mrs A Smith
<i>Treasurer:</i>	Mr N Platts (co-opted 23.07.18)	<i>Events Secretary:</i>	Mrs S Cottrell

Chapter Appointed: Miss A Parkhill

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

Co-opted members: Mr D N Cooke (co-opted 23.07.18)

Trustees who retired in June 2018:

Mrs H Betts Mr D N Cooke Mrs A Frost (Events Secretary)
Mr B Gorwood Mrs P Scaife Mr C J Spruce (Treasurer)

All new trustees are provided with a pack which contains a copy of the governing document, a copy of the most recent annual report and accounts, copy minutes of previous Executive Council meetings and a copy of the Charity Commission guidance 'The Essential Trustee'.

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

Large copies of this document are available on request.

The Friends of Lichfield Cathedral Annual Report continued:

Governance

The Friends of Lichfield Cathedral, founded in 1937, is governed by a Constitution approved 15 June 2002 and amended 16 November 2003 and 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 2018, The Friends have supported the religious and other charitable work of the Cathedral through visits to Winterbourne Gardens & the Barber Institute in Birmingham, Beverley Minster and Gloucester. To further our understanding the heritage of the Cathedral and to cement links with their Friends a visit was organised to Herkenrode in Belgium to visit the site of the Abbey from which our beautiful medieval glass was purchased in 1800. The visit also allowed us to honour the soldiers who gave their lives in the First World War by laying a wreath during the moving daily Last Post Ceremony at Ypres and to visit Antwerp and Bruges. Our fundraising activities have included another Klassy Kast-Offs sale, the ever-popular Christmas Tree Festival and the Candlemas Supper. To further our aims we have continued to support our artist in residence, Peter Walker, and the University of York interpretation project. We have also made a grant to support the installation of the new Icon suspended in the crossing.

Financial Review and Reserves Policy

The accounts for the year ended 31 December 2018 are attached. Net assets total £169,771, a decrease of £25,868 from £195,639 in the previous year.

Income was generated from donations, legacies, fund raising events, social activities and gift aid tax refunds. Donations increased over the previous year by £3,114 to £18,875. Newly notified legacies amounted to £8,375. The Christmas Tree Festival generated a surplus in excess of £17,000.

The Friends of Lichfield Cathedral Annual Report continued

The overall surplus, utilising reserves where necessary, was distributed in grants after applications were received for consideration. Grants totalling £64,000 were made and details are shown in the accounts.

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 2018 meet these criteria.

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 8 April 2019



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 2018 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: 8 April 2019

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2018**

	Note	Total 2018 £	Total 2017 £
Income from:			
Donations and similar incoming resources	2	20,265	18,352
Legacies	3	8,375	1,000
Activities for generating funds	4	20,351	15,442
Investments	5	2,806	2,686
		<hr/>	<hr/>
Total Income		51,797	37,480
Expenditure on:			
Raising funds		2,012	2,225
General and publicity expenditure	6	10,434	10,451
Grants payable	7	64,000	94,700
		<hr/>	<hr/>
Total		76,446	107,376
		<hr/>	<hr/>
Net gains/(losses) on investments		(1,219)	5,562
Net income/(expenditure)		(25,868)	(64,334)
Reconciliation of funds:			
Total funds brought forward		195,639	259,973
		<hr/>	<hr/>
Total funds carried forward		169,771	195,639
		<hr/>	<hr/>

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]
BALANCE SHEET 31 DECEMBER 2018**

	Notes	2018	2017
		£	£
Fund balances			
General funds		169,771	195,639
		<hr/>	<hr/>
The fund balances are represented by:			
Investments	1b & 9	69,640	70,859
Current assets			
Debtors	10	8,957	17,400
CBF deposit		78,557	87,750
Cash at bank and in hand		14,449	21,470
		<hr/>	<hr/>
		101,963	126,620
		<hr/>	<hr/>
Current liabilities			
Creditors		1,832	1,840
		<hr/>	<hr/>
		1,832	1,840
		<hr/>	<hr/>
Net current assets		100,131	124,780
		<hr/>	<hr/>
Net assets		169,771	195,639
		<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 8 April 2019 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 2018**

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	2018	2017
	£	£
Subscriptions and donations including gift aid	18,875	15,761
Social events surplus	1,390	2,591
	<hr/>	<hr/>
	20,265	18,352
	<hr/>	<hr/>
3. Legacies		
Miss A Saban	5,375	-
Dr P M Paddock	2,000	-
Mrs W Clayton Smith	1,000	-
Mrs I M Routledge	-	1,000
	<hr/>	<hr/>
	8,375	1,000
	<hr/>	<hr/>
4. Activities for generating funds		
Christmas Tree Festival including gift aid	19,851	15,442
Other	500	-
	<hr/>	<hr/>
	20,351	15,442
	<hr/>	<hr/>
5. Investment income		
Income from listed investments	2,388	2,342
Deposit interest	418	344
	<hr/>	<hr/>
	2,806	2,686
	<hr/>	<hr/>

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]
NOTES TO THE ACCOUNTS 31 DECEMBER 2018 [Continued]**

	2018 £	2017 £
6. General and publicity expenditure		
Sundry expenses	-	307
Dean and Chapter – administration	4,200	3,600
Independent examination	720	720
Annual Report and Mailings	5,122	5,432
Trustees' and public liability insurance	392	392
	<hr/> 10,434	<hr/> 10,451
7. Grants payable		
Dean and Chapter –		
York Interpretation project	30,000	
Artist in Residence	18,500	
Icon Project	15,500	
	<hr/> 64,000	
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.		
9. Investments	2018 £	2017 £
Investments held at 1 January 2018	70,859	65,297
Net gain/ (loss) on revaluation	(1,219)	5,562
	<hr/>	<hr/>
Investments held at 31 December 2018	69,640	70,859
The Investments comprise		
CBF Fixed Interest Securities Fund Shares	5,124	5,366
CBF Investment Fund Shares	64,516	65,493
	<hr/>	<hr/>
	69,640	70,859
10. Debtors		
Tax repayable	3,437	2,098
Legacies	1,000	10,000
Other	4,520	5,302
	<hr/>	<hr/>
	8,957	17,400
	<hr/>	<hr/>