

St Luke & St John Ecclesiastical Charity
(St Luke's Church Hall)

Annual Report by the Trustees for 2019

Legal and Administrative Information

This report is produced in accordance with the Charity Commission guidelines on the Charities Act 2011.

Name of Charity: The St Luke & St John Ecclesiastical Charity

Registered No: 1078441

Registration Date: 2 December 1999

Governing Document: Charity Commission Scheme CD(TI)101,673 sealed 29 March 1994.

Charitable Objects: The Managing Trustees shall apply the income of the Charity to further the religious and other charitable work of the Church of England in the Ecclesiastical Parish, including the provision and maintenance of a Parish Hall.

Classification of Charity on the Register of Charities:

Topic (What does your charity set out to do?)

General Charitable Purposes
 Religious Activities

Beneficiaries (Who does your charity help?)

Children/Young people
 Elderly/Old people
 Other charities/voluntary bodies

Method of operation (How does your charity operate?)

Makes grants to organisations (schools, charities, etc)
 Provides buildings/facilities/open space

Property: The property of the Charity is vested in the Gloucester Diocesan Trust Ltd

Managing Trustees:

Ex-officio	The Revd Patrick Wheaton
Ex-officio	Guy Woodcock (2013) and Robert Bolton (2015) Churchwardens (until May 2019); Victoria Beevers and Terry Howard Churchwardens (from May 2019)
Nominated	Margaret Bristol (2019) (Chair) and Simon Barton (2016) - appointed by the St Luke & St John Parochial Church Council (PCC) for a 4 year term.

Secretary: Mary Chatterley

Hall Coordinators: Sylvia Lauder, Bookings Manager, 07792 567189
 Daniel McShee, Maintenance Manager, 07942 965981 (until July 2019)
 Lesley Thomas, Facilities Manager, 07942 965981 (from October 2019)

e-mail: info@stlukes-hall.org.uk

Website: www.stlukes-hall.org.uk

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Trustees' Report

The Trustees main policies to achieve the charity's aims are:

- To maintain St Luke's Church Hall and take action to improve its facilities
- To make the Hall available for the purpose of furthering the religious and charitable work of the Church of England in the Parish
- To apply a proportion of the income towards the religious and charitable work of the Church of England in the Parish
- To let the Hall for other secular and social purposes
- To let parking spaces in the car park during the working day to produce additional income

Free Use of the Hall: St Luke's Church Art Club, a weekly group led by Sylvia Lauder, St Luke's Church "Craft & Natter" led by Linda Ralphs and St Luke's Table Tennis Club, a weekly group led by Neil Hird.

As usual, Cheltenham Open Door took over the Hall at Christmas to provide a refuge for the homeless and lonely. They provided lunch for up to 68 guests a day over 4 days with an average of 15 guests staying overnight on the three nights.

Other Use of the Hall: The Senior Citizens Welfare Committee (SCWC) continued as a major user of the Hall, using the small hall and kitchen on four mornings a week to provide a day centre and luncheon club for 8-10 senior citizens a day. Morea Performing Arts used the main hall 4 days a week during term time as an additional facility for dance education.

Regular weekly events included the Scrabble Club on Monday afternoons, Royal Scottish Country Dance Society on Monday evenings, Daniel McShee's Strength and Balance classes on Tuesday and Thursday mornings that were succeeded from July by Ruth Cook's Exercise for Older Adults, Gloucestershire Deaf Association lip-reading classes on Tuesday afternoons, Momentum Pole & Aerial on Tuesday evenings, AT Soccer Camps (SupaStrikers - soccer-based activity for children aged 2-4 years) on Wednesday mornings, Janet Marshall's Performance Workshop on Wednesday afternoons and Saturday mornings, Nicki Moodie's Tutoring Group on Thursday afternoons, Gordon Connell's ballroom dancing lessons on Thursday evenings (until December), AA Groups on Thursday evenings and Saturday mornings, Parkinson's UK Table Tennis on Friday afternoons, Oficina Da Capoeira England on Saturday mornings and the Malayalee Association of Cheltenham on Saturday afternoons.

Other groups which had periodic bookings included Cercle Français de Cheltenham on Monday evenings, Gloucestershire Gardens and Landscapes Trust on Monday evenings, Cheltenham Local History Society on Tuesday mornings, Tea Dances on Tuesday afternoons, Zurich Wine Tasting Club on Thursday evenings (until December), the Gloucestershire Malayalee Association (GMA) on Friday evenings, the Cheltenham and Gloucester Society of Recorder Players monthly on Saturday afternoons, Cheltenham Board Game Community on Sundays,

There were many casual bookings, mainly children's daytime parties, but also family parties and celebrations and fundraising events.

Trustee Business: Revd Patrick Wheaton acted as Trustee on behalf of the Rector of the Benefice. These arrangements have been agreed with the Charity Commission. Mrs Margaret Bristol continued as Chairman.

The Trustees met 5 times during the year. They revised hire charges and parking rents to track inflation. Also staff remuneration. Following the resignation of Daniel McShee in July, they appointed Lesley Thomas as Facilities Manager. There was some concern over the performance and reliability of our cleaners.

They were concerned with projects to maintain and improve the Hall and its facilities, namely the refurbishment of the kitchen, the replacement of the sun tubes through the flat roof, a hearing loop system for the small hall, on-line access to the intruder alarm system and the provision of storage facilities for a new

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user. They sought advice on ways to improve the energy efficiency of the Hall to move to a more sustainable environment.

The Charity's finances and policies were kept under review. There was concern over the insolvency of one of our users who left with a significant debt.

The Trustees were able to make grants as detailed below in the notes to the accounts.

Financial Report and Notes to the Accounts

A formal statement of accounts prepared by Mr Simon Sheldon FCA of Harper Sheldon Limited is attached.

Income from lettings includes: Morea Performing Arts: £8,949; SCWC: £4,071; Oficina da Capoeira, England: £1,693; Performance Workshop: £1,633; Tea Dances: £1,400; AA Group 2: £1,312; AT Soccercamps: £1,204; AA Group: £1,196; Royal Scottish Dance Society: £1,148; Scrabble Club: £1,104; Parkinson's Table Tennis: £1,096; Ballroom Dancing: £1,092; Exercise for Older Adults: £820; Glos Deaf Association £782.

The Trustees have made provision for a doubtful debt of £908 in respect of a former user,

Charitable grants: The Trustees made grants to St Luke's Church and its interns (£19,923) and to Saint John's Church of England Primary School (£4,200).

Reserves Policy: Unrestricted funds are needed: (a) to provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice and (b) to cover the maintenance and running costs of the Church Hall, and other administration and support costs without which the charity could not function.

The Trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission and consider it prudent that unrestricted reserves should be sufficient to cover 6 months maintenance and running costs and administration and support costs. Unrestricted reserves at end 2019 were **£29,922** (compared with **£35,632** in 2019). This approximates to **14** months running costs. The level of reserves is monitored and reviewed by the trustees annually.

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Accounts for the Year Ended 31st December 2019

Registered Charity Number 1078441

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Statement of Financial Activities

For the Year Ended 31st December 2019

	General Fund	Property Fund	Endowment Fund	Total 2019	Total 2018
	£	£	£	£	£
Income and Expenditure					
Incoming Resources					
Regular Lettings	40,958	0	0	40,958	41,671
Casual Lettings	0	0	0	0	0
Parking Rents	12,712	0	0	12,712	12,828
Garage rents	0	0	0	0	0
CBF Interest & Dividend	542	0	0	542	515
Miscellaneous	0	0	0	0	0
Donations	72	0	0	72	302
Total Incoming Resources	<u>54,284</u>	<u>0</u>	<u>0</u>	<u>54,284</u>	<u>55,316</u>
Resources Expended					
Charitable grants	24,123	0	0	24,123	18,095
Water, Heating & Lighting	3,798	0	0	3,798	2,507
Telephone & Internet	375	0	0	375	310
Insurance	1,296	0	0	1,296	1,262
Cleaner	4,951	0	0	4,951	4,953
Projects & Improvements	10,188	0	0	10,188	7,700
Furniture & Equipment	573	0	0	573	0
Maintenance	3,579	0	0	3,579	4,680
Coordinator Pay	10,005			10,005	9,677
Administration	1,106	0	0	1,106	1,204
Provision for Doubtful Debt	908	0	0	908	0
Total Resources Expended	<u>60,902</u>	<u>0</u>	<u>0</u>	<u>60,902</u>	<u>50,388</u>
Net Incoming Resources	(6,618)	0	0	(6,618)	4,928
<i>Gains on Investment Assets</i>					
Realised	0	0	0	0	0
Unrealised	0	0	2,093	2,093	-170
Net Movement in Funds	<u>(6,618)</u>	<u>0</u>	<u>2,093</u>	<u>(4,525)</u>	<u>4,758</u>
Fund Balances Brought Forward at the Start of the Year	90,582	155,050	11,193	256,825	252,067
Fund Balances Carried Forward at the End of the Year	<u>83,964</u>	<u>155,050</u>	<u>13,286</u>	<u>252,300</u>	<u>256,825</u>

The notes on page 3 form part of these accounts.

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Balance Sheet as at 31st December 2019

	General Fund £	Property Fund £	Endowment Fund £	Total 2019 £	Total 2018 £
Fixed Assets					
Freehold Property (note 2)	54,950	155,050	0	210,000	210,000
Current Assets					
CBF Deposit Fund	25,097	0	0	25,097	28,054
CBF Investment Fund		0	13,286	13,286	11,193
Cash at Bank	2,979	0	0	2,979	7,568
Cash & Stamps in Hand	98	0	0	98	70
Debtors and Prepayments	1,435	0	0	1,435	46
	29,609	0	13,286	42,895	46,931
Liabilities Due Within One Year					
Creditors & Accruals	595	0	0	595	106
	595	0	0	595	106
Net Current Assets	29,014	0	13,286	42,300	46,825
Total Assets Less Current Liabilities	83,964	155,050	13,286	252,300	256,825
Net Assets	83,964	155,050	13,286	252,300	256,825
Funds					
General Fund	83,964			83,964	90,582
Property Fund (note 2)		155,050		155,050	155,050
Endowment Fund			13,286	13,286	11,193
	83,964	155,050	13,286	252,300	256,825

The notes on page 3 form part of these accounts.

Approved by the Board of Trustees and signed on its behalf by: -

Trustee:

Margaret Bristol

Trustee:

M. Dun

Date:

15th March 2020

Date:

15th March 2020

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Notes to the Accounts

1. Accounting Policies

These accounts have been prepared under the historical cost convention as modified by the inclusion of the freehold property at valuation and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities.

The Trustees consider all expenses constitute direct charitable expenditure.

2. Freehold Property

The property, St Luke's Church Hall, was substantially refurbished during 2000 at a cost of £54,950. As the property is owned by the charity, the trustees decided to introduce it into the accounts at a valuation to reflect the refurbishment. It has been included in the accounts at a site value of £210,000 as provided by Kirkham Pryer, Chartered Surveyors, Estate Agents & Valuers on 11th January 2001.

The valuation has been used for an impairment review under the transitional provisions of FRS11 "Impairment of Fixed Assets and Goodwill" and a Property Fund established to reflect the difference between the valuation and the refurbishment costs of £155,050.

As the site value is essentially the value of the land no depreciation will be provided.

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Independent Examiner's Report to the Trustees of St Luke & St John Ecclesiastical Charity

I report on the accounts of St Luke & St John Ecclesiastical Charity for the year ended 31st December 2019, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes as set out on pages 1 to 3 respectively.

Respective Responsibilities of the Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

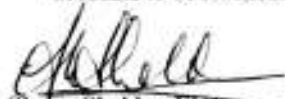
Basis of Independent Examiner's Report

My examination was carried out in accordance with 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 the 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 record in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.



Simon Sheldon FCA
Director of Harper Sheldon Limited
Chartered Accountants
Midway House
Staverton Technology Park
Herrick Way
Cheltenham
GL50 1UA

Date: 23.03.20