

ANNUAL REPORT

for the year ended 31st December 2017

Registered charity number : 1061176

Principal address : Youell House, 1 Hill Top, Coventry CV1 5AB

PATRONS : Her Majesty's Lord Lieutenants of Warwickshire and the West Midlands

PRESIDENT : The Lord Bishop of Coventry

VICE-PRESIDENTS : The Bishop of Warwick, Heather Wallace, Barry Greener,
Barbara Mobbs, Louise Campbell, Shirley Willis.

The charity trustees who manage the Charity:

Office	Name	Dates	<u>Appointing</u>
CHAIR	Martin R Williams	Jan-Dec 2017	<u>body</u>
VICE-CHAIR	Richard Hills	Jan-Dec 2017	
TREASURER	Deryck Horton	Jan-Dec 2017	Election
SECRETARY	Rev William Howard	Jan-Dec 2017	
MEMBERSHIP SEC.	Gill Brooke	Jan-Dec 2017	at the
	Hamish Blair	Jan-Dec 2017	
	Richard Chamberlaine-Brothers	Jan-Dec 2017	Annual
	Jim Newton	Jan-Dec 2017	
	Jane M L Williams	Jan-Dec 2017	General
	Mandy Woollorton	Jan-Dec 2017	Meeting
	Rev Canon Andrew Gorham	Jan-Dec 2017	
	Jane Edwards	Jan-Dec 2017	

Advisers

Type of advisor	Name and address
Independent examiner	D W Spafford FCCA, 25 Ivybridge Road, Coventry CV3 5PF
Bankers	HSBC Bank plc, 55 Corporation Street, Coventry CV1 1QJ

Structure, governance and management

Description of the Charity's trusts

Type of governing document	Constitution adopted on the 28 th September 1996
How the charity is constituted	An Association
Trustee selection method	Elected at the Annual General Meeting

Additional governance issues

The charity's organisational structure and any wider network with which the charity works	The Friends Council consists of a Chair who is elected, but not restricted to a specific term of office. The Vice-Chair, Secretary, Treasurer and other Council members are elected at the Annual General Meeting for a three year term of office, renewable for a further three year term before they must stand down. The Council meets a minimum of six times a year.
Relationship with any related parties	The Friends of Coventry Cathedral is an independent body but works closely with the staff and members of the Cathedral. The Chair meets with the Dean regularly.
Trustees' consideration of major risks and the system and procedures to manage them	There is a duty for the charity trustees to identify and review the risks to which the charity is exposed and to assess the impact of such risks. The Council's opinion is that risks for its various activities have been identified and appropriate action taken.

Objectives and activities

SUMMARY of the objects of the charity set out in its governing document	The objects of the Friends are to promote the restoration, maintenance, repair and improvement of the fabric, ornaments and furniture of the Cathedral Church of St Michael, Coventry
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	and to maintain public worship and support the ministry of Coventry Cathedral within the diocese and internationally.
<p>SUMMARY</p> <p>of the main activities</p> <p>in relation to</p> <p>these objects</p>	<p>MEMBERSHIP</p> <p>We aim to maintain and grow and sustain our annual and life membership.</p> <p>COMMUNICATION</p> <p>We communicate with members by means of our web site, a monthly email bulletin, the Cathedral weekly information sheet and an annual newsletter.</p> <p>EVENTS</p> <p>We promote a regular series of events designed to engage members of the Friends with different aspects of life at the Cathedral, to enable members of the Friends to meet together and also to provide a source of new members and of fund raising.</p> <p>FUNDING</p> <p>The Friends makes grants towards projects and activities that meet our agreed funding guidelines. At the start of each year after Restricted, Designated and Annual Membership Funds are deducted, one half of the remaining balance is made available to fund projects in that year. Applications for funds must be approved by the Cathedral Chapter. A Life Members Designated Fund ensures that Life Members can be serviced in the future.</p>

Achievements and performance

SUMMARY

of the main achievements of the charity during the year

MEMBERSHIP

Friends Membership Numbers				
Year	Full annual	Full life	Associate	Total
2017	383	239	***	622
2016	355	233	***	588
2015	333	226	***	559
2014	321	216	121	658
2013	303	188	128	619
2012	275	187	134	596

**** Associate membership was discontinued in 2014*

COMMUNICATION

A full colour newsletter was distributed to members during 2017 together with an illustrated monthly e-bulletin, paper copies of which are made available upon request to those members who have no access to the internet. The Friends website was kept up to date and carried the current e-bulletin newsletter.

EVENTS

A regular programme of events has been well attended.

6 th February	"The Tidal Zone" talk by Sarah Moss
6 th March	"The Coventry Blitz" talk by Frederick Taylor
3 rd April	"A Tapestry of Faith" talk by Eleanor Nesbitt
8 th May	"Coventry-The Making of a Modern City 1939-1973 by Jeremy Gould
17 th June	Visit to Ely Cathedral
3 rd July	"Reconciliation in Action" talk by Rev Canon Sarah Hills
23 rd September	"Hearts and Hymns" a talk by Pam Rhodes
2 nd October	A guided tour of Holy Trinity Church, Coventry.
November 2017	Behind the Scenes Tour of Coventry Cathedral
Advent Sunday	'Light in our darkness' – FRIENDS provided mulled wine and mince pies for the congregation

Financial Review

The charity's policy on reserves.

Our expectation is that funds raised should be expended as soon as possible on the objects of the Friends – the promotion of the worship, work and fabric of Coventry Cathedral. The nature of many projects and the policy requirements of the Cathedral mean that the funds raised will not necessarily be advanced on projects within each year. The sum of £30,000 is set aside in case of a sudden Cathedral financial emergency in the future. All funds will be used for our charitable objects over a reasonable time period.

The trustees have examined the Charity's requirements for reserves in the light of the main risks to the organisation. Our reserves are required for the working capital of the charity and to ensure our ability to maintain a service to life members.

During the year our priority has been to ensure that projects financed by the charity are carried out to a high standard and that they accord with the policy of the Cathedral Chapter. Each project is examined carefully to ensure that it falls within the definition of the charity's objects.

The charity's principal sources of funds.

In the year 2017 there was an income of £12,196 and expenditure of £17,748, a net outlay of £5,552. The net assets of the charity were £96,109, a reduction from £101,661 in the previous year. Income from subscriptions was £6,958 in 2017 augmented by Gift Aid in the sum of £1,096.

Our donations have contributed to the care of the Cathedral building and its ornaments. They have helped maintain public worship and have supported its ministry.

Funds have also been used to raise the profile of The Friends both inside and outside the Cathedral community.

How expenditure has supported the key objectives of the charity.

In 2017 grants of £14,506 were made to the Cathedral. In addition, the sum of £100 was given to Coventry's City of Culture 2021 bid, which succeeded and in which the Cathedral will play a significant part. The Cathedral Chapter is well advanced in the compilation of a comprehensive Development Plan for the whole Cathedral site, and the Friends are ready to play a part in the developments that arise from it.

DECLARATION

The trustees declare that they have approved the trustees' report above.

SIGNED on behalf of the trustees on the 6th September 2018



Martin Royston Williams

Chair

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Report to the trustees/
members of

The Friends of Coventry Cathedral

On accounts for the year
ended

31st December 2017

Charity no
(if any)

1061176

Set out on pages

9-15

Respective
responsibilities of
trustees and 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 statement

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 records 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 Act 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.

Signed:

D W Spafford

Date:

6/9/18

Name:

D W Spafford FCCA

Relevant professional
qualification(s) or body

Certified Accountant

Address:

25 Ivybridge Road

Coventry CV3 5PF

THE FRIENDS OF COVENTRY CATHEDRAL

Registered Charity 1061176

Annual Accounts for the Period 1 January 2017 to 31 December 2017

Statement of financial activities

Analysis	Note	Unrestricted funds £	Restricted funds £	Total this year £	Total last year £
Income					
Income from generated funds		-	-	-	-
Donations and legacies	3	8,592	-	8,592	9,294
Activities for generating funds	3	1,227	2,130	3,357	9,472
Interest	3	242	5	247	426
Total income		10,061	2,135	12,196	19,192
Expenditure					
Costs of raising funds	4	1,966	-	1,966	2,992
Costs of activities generating funds	4	1,176	-	1,176	1,556
Grants	4	7,956	6,650	14,606	5,702
Total expenditure		11,098	6,650	17,748	10,250
Net income		(1,037)	(4,515)	(5,552)	8,942
Gross transfers between funds		-	-	-	-
Net movement in funds		(1,037)	(4,515)	(5,552)	8,942
Total funds brought forward		95,792	5,869	101,661	92,719
Total funds carried forward		94,755	1,354	96,109	101,661

THE FRIENDS OF COVENTRY CATHEDRAL

Registered Charity 1061176

Balance sheet as at 31 December 2017

	Note	Unrestricted funds £	Restricted funds £	Total this year £	Total last year £
Current assets					
Debtors	5	13,646	-	13,646	12,588
HSBC Current Account		23,698	209	23,907	32,617
HSBC Charity Account		9,539		9,539	9,536
Virgin Charity Account		47,872	-	47,872	47,634
NS&I Investment Account			1,145	1,145	1,140
Total current assets		94,755	1,354	96,109	103,515
Creditors: amounts falling due within one year	6	-		-	1,854
Net current assets		94,755	1,354	96,109	101,661
Total assets less current liabilities		94,755	1,354	96,109	101,661
Net Assets		94,755	1,354	96,109	101,661
Funds of the Charity					
Unrestricted funds	7	94,755	-	94,755	95,792
Restricted income funds	7	-	1,354	1,354	5,869
Total funds		94,755	1,354	96,109	101,661

The Financial Statements on pages 9-15 were approved by the trustees and signed on their behalf by:

Signature

Full name

Mr Martin Williams

Position

Chair

THE FRIENDS OF COVENTRY CATHEDRAL

Registered Charity 1061176

Notes to the accounts for the year ended 31 December 2017

1. Basis of preparation

1.1 Basis of accounting

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to

The accounts have been prepared in accordance with:

- and 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 with*

✓

 the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with the Charities Act 2011.

1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year

1.3 Changes to previous accounts

No changes have been made to accounts for previous years.

2. Accounting policies

INCOME

Recognition of income	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none">• the charity becomes entitled to the income;• the trustees are virtually certain they will receive the income; and• the monetary value can be measured with sufficient reliability.
Income with related expenditure	Where income has related expenditure the incomes and related expenditure are reported gross in the SoFA.
Grants and donations	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the income.
Tax reclaims on donations and gifts	Income from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
Volunteer help	No remuneration 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 with any of them.
Investment income	This is included in the accounts when receivable.

EXPENDITURE AND LIABILITIES

Liability recognition Liabilities are recognised as soon as there is a legal or

constructive obligation committing the charity to pay out resources.

Governance costs

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

Grants payable without performance conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

THE FRIENDS OF COVENTRY CATHEDRAL

Registered Charity 1061176

Notes to the accounts for the year ended 31 December 2017

3. Analysis of income

	Unrestricted funds £	Restricted income funds £	Total this year £	Total last year £
Donations and legacies				
Subscriptions	6,958	-	6,958	6,936
Donations and legacies	516	-	516	1,106
Gift Aid	1,096	-	1,096	1,227
Gift Aid (Small donations)	22	-	22	25
Total	8,592	-	8,592	9,294

Activities for generating funds				
Books	144	-	144	5,907
Amici	-	2,130	2,130	1,095
Events	1,010	-	1,010	2,097
Cards	-	-	-	240
Misc	73	-	73	133
Total	1,227	2,130	3,357	9,472

Interest				
Virgin Charity Account	238	-	238	413
NS&I Investment Account	-	5	5	7
HSBC Community Savings	4	-	4	6
Total	242	5	247	426

THE FRIENDS OF COVENTRY CATHEDRAL

Registered Charity 1061176

Notes to the accounts for the year ended 31 December 2017

4. Analysis of expenditure

		Unrestrict ed funds £	Restricted funds £	Total this year £	Total last year £
Costs of raising funds	Office & Stationery Costs	1,630	-	1,630	2,970
	Amici	-	-	-	22
	Attendance at Conferenc	336		336	-
	Total	1,966	-	1,966	2,992
Fundraising trading costs	Books	364	-	364	-
	Events	812	-	812	1,257
	Miscellaneous	-	-	-	299
				-	-
	Total	1,176	-	1,176	1,556
Grants	Grants to Cathedral	6,838	-	6,838	3,702
	Grants to Cathedral	1,018	6,650	7,668	2,000
	Donation to City of	100	-	100	-
		-	-	-	-
	Total	7,956	6,650	14,606	5,702

THE FRIENDS OF COVENTRY CATHEDRAL

Registered Charity 1061176

Notes to the accounts for the year ended 31 December 2017

5. Debtors

Analysis of debtors

	Amounts due within one year		Amounts due later than one	
	This year £	Last year £	This year £	Last year £
Income Tax Repayment	13,646	12,528	-	-
Other debtors	-	60	-	-
Total	13,646	12,588	-	-

6. Creditors

Analysis of creditors

	Amounts due within one year		Amounts due later than one	
	This £	Last £	This £	Last £
Grants committed to Coventry Cathedral	-	1,000	-	-
Other creditors	-	854	-	-
Total	-	1,854	-	-

THE FRIENDS OF COVENTRY CATHEDRAL

Registered Charity 1061176

Notes to the accounts for the year ended 31 December 2017

7 Statement of funds

	1 January 2017 £	Incoming s £	Resources expended £	31 December 2017 £
Unrestricted funds				
Total	95,792	10,061	(11,098)	94,755
Restricted funds				
Hallowing Places	1,140	5	-	1,145
Haigh Chapel	200	-	-	200
Amici concerts	4,529	2,130	(6,650)	9
Total	5,869	2,135	(6,650)	1,354
Total funds	101,661	12,196	(17,748)	96,109

The Hallowing Places fund was given for the provision of leaflets for visitors to the Cathedral.

The Haigh Chapel fund was given for the refurbishment of the Haigh Chapel.

The Amici concerts fund represents funds raised at concerts for Liturgical and Music use only.