



THE ANNUAL REPORT AND FINANCIAL STATEMENTS 2013

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Trustees' Annual Report for the

Year ended 31 December 2013

Reference and administration details

Registered Charity Number: 1061176

Charity's Principal Address: Youell House
1 Hill Top
Coventry
CV1 5AB

Patron Her Majesty's Lieutenants of Warwickshire and the West Midlands

President The Lord Bishop of Coventry

Vice President The Bishop of Warwick

Names of the charity trustees who manage the charity

Office	Trustee name	Dates	Name of the body entitled to appoint trustee
Chair	Mr Andrew Paine	Jan – Dec 2013	
Vice Chair	Mr Michael Stansbie	Jan – Dec 2013	
Treasurer	Mr Adrian Williams	Jan – Sep 2013	Election
Secretary	The Rev. William Howard	Sep – Dec 2013	at the
	Mrs Gill Brooke	Jan – Dec 2013	Annual
	Mr Ted Hiscocks	Jan – Dec 2013	General
	Mr Martin Williams	Jan – Oct 2013	Meeting
	Mrs Brenda Stokes	Jan – Dec 2013	
	Mr David Williams	Jan – Dec 2013	
	Mr Richard Chamberlaine-Brothers	Jan – Dec 2013	
	Ms Jain Galliford	Jan – May 2013	
	Mrs Jane Corrigan JP	Jan – Dec 2013	
	Mrs Gill Evans	Sep – Dec 2013	

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Names and addresses of advisers

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

Structure, governance and management

Description of the charity's trusts

Type of governing document Constitution – adopted on 28 September 1996

How the charity is constituted An Association

Trustee selection methods 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 that the Charity is exposed to 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 and to maintain public worship and support the ministry of Coventry Cathedral within the diocese and internationally.

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Year ended 31 December 2013 (cont.)

**Summary of the main activities
in relation to these objects**

Membership

We aim to maintain and grow our annual and life membership.

Communication

We communicate to members via newsletters, a web site, e-mail update and the weekly cathedral bulletin

Events

We promote a regular series of events to engage members with aspects of life at the Cathedral, for Friends to meet up and also a source of new members and fund raising

Funding

We make grants towards projects and activities that meet our agreed funding guidelines. At the beginning of each year, after Restricted, Designated and Annual Membership Funds have been deducted; half the remaining balance is made available to fund projects in that year. A 'Life Members Designated Fund' ensures Life Members can be serviced in the future.

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Achievements and performance

Summary of the main achievements of the charity during the year

Membership

We are steadily recruiting new members and have achieved a net increase in full members during 2013 of 29, a 6% increase.

The number of complimentary 'Associate Members', who are 'Cathedral Liaison Officers' based in parishes in the Diocese, has declined.

Friends Membership Numbers				
Year	Full Annual	Full Life	Associate	Total
2013	303	188	128	619
2012	275	187	134	596
2011	292	172	138	602
2010	258	161	118	537
2009	215	152	-	367
2008	166	132	-	298
2007	132	96	-	228

Communication

Two 12-page full colour newsletters were circulated during 2013.

The website was kept up to date and we have maintained an illustrated monthly e-mail e bulletin to all members who have internet access.

Events

Our programme of events has been distinguished by both quality and variety.

During the year, over 1,000 people attended our events.

- **January** - Presentation of the Jubilee Book 'Reconciling People' to the new Archbishop of Canterbury
- **February** – Paul Leddington Wright 'My Favourite Places'
- **March** – Mike Stansbie 'The Old Cathedral Church of St Michael'
- **June** – Coach Trip to Gloucester Cathedral
- **July** - Visit to the Russell Museum, Broadway and the Court Barn Museum, Chipping Campden
- **September** - Tim Pullen 'My Favourite Places'
- **October** - Emma Griffiths 'The Schools Team'
- **November** - 'Light in our Darkness' Advent Service refreshments. Mulled wine and mince pies were served to 250 guests after the Advent service.

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Financial Review

- **The charity's policy on reserves**

There is a basic expectation 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. However, due to the nature of various projects and the requirements of the Cathedral, funds raised may not be fully expended each year, but will be used for charitable purposes over a reasonable timescale.

The trustees have examined the Charity's requirements for reserves in the light of the main risks to the organisation. The reserves are needed to meet the working capital of the charity and to ensure that we can maintain a service to life members.

During the year our priority has been to ensure that projects are carried out to a high standard. Council has been prudent only to support projects with a genuine opportunity to further its objects.

- **The charity's principal sources of funds**

In the year 2013 there was an excess of income over expenditure of £11,603.

As a result, the total net assets increased by £11,603 (20%) from £56,041 in 2012 to £67,644 in 2013.

Income from subscriptions was £5,947 in 2013, an increase of £505 on 2012. Encouragingly income realised from Gift Aid increased from £1,929 in 2012, to £2,333 in 2013 (up 21%).

Net income from the Friends activities and sales totalled £3,640 compared with £17,856 in 2012. The latter figure was inflated because the Friends were the financial 'vehicle', for the receipt and disbursement of grants, for the 'Journey into the Light Exhibition'.

Additional income totalling £1875 was derived from concerts given by 'Amici' which is to be used for Liturgical or Music use only.

At the AGM in 2013 a 12 months Archbishop's Challenge was launched to increase Membership and Prayer Support and to raise funds for a major project in 2014 to mark the Friend's 80th Anniversary.

Donations have contributed to the care of The Cathedral building and its ornaments, helped maintain its public worship and supported its ministry.

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

Funding totalling £4,986 was paid/committed to Cathedral projects in 2013:

- **How expenditure has supported the key objectives of the charity**

- Contribution to the transportation costs of the Homeless Sculpture £500
- Rewiring of the Haigh Chapel and Cappers Room £3,586
- Choral Scholarship for Lay Clerk £900

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Declaration

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

Signed on behalf of the charity's trustees

Signature

Full name

Mr Andrew Liddell Paine

Mr Deryck Horton

Position

Chair

Treasurer

1 July 2014

The Independent Examiner's report on the Accounts

**Report to the trustees/
members of**

THE FRIENDS OF COVENTRY CATHEDRAL

**On accounts for the year
ended**

31 December 2013	Charity no	1061176
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Set out on pages

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**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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 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.

**The Independent
Examiner's
Statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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:

Date:

Name:

Address: