



THE ANNUAL REPORT AND FINANCIAL STATEMENTS 2014

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Trustees' Annual Report for the Year ended 31 December 2014

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 2014	
Vice Chair	Mr Michael Stansbie	Jan - Dec 2014	
Treasurer	Mr Deryck Horton	Jan - Dec 2014	Election
Secretary	The Rev. William Howard	Sep - Dec 2014	at the
Membership	Mrs Gill Brooke	Jan - Dec 2014	Annual
	Mr Ted Hiscocks	Jan - Oct 2014	General
	Mrs Brenda Stokes	Jan - Oct 2014	Meeting
	Mr David Williams	Jan - Oct 2014	
	Mr Richard Chamberlaine-Brothers	Jan - Dec 2014	
	Mrs Jane Corrigan JP	Jan - Dec 2014	
	Mrs Gill Evans	Jan - Dec 2014	
	Mr Hamish Blair	Jan - Dec 2014	
	Mr Jim Newton	Oct - Dec 2014	

Year ended 31 December 2014 (cont.)

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.

Year ended 31 December 2014 (cont.)

Summary of the main activities in relation to these objects

Membership

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

Communication

We communicate with members via bi-annual newsletters, a web site, a monthly e-mail up date 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 to provide 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; up to half the remaining balance is made available to fund projects in that year.

Year ended 31 December 2014 (cont.)

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 2014 of 46, which is a 9% uplift.

Friends Membership Numbers				
Year	Full Annual	Full Life	Associate*	Total
2014	321	220	121	662
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

* At end of 2014, after consultation with the Bishop and the Dean, it was decided that the Cathedral Liaison Officers should be renamed Cathedral Parish Partners. They will not, in future, be offered free Associate Membership of the Friends, as their role is considered to be separate from, but complementary to, the work of the Friends.

Communication

Two 12-page full colour newsletters were circulated during 2014.

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 regular programme of events has been well attended and varied.

During the year, over 2,000 people attended our events.

- **January** - 'Desserts are Us' Sunday fund raising lunch
- **February** - Paul Ledington Wright 'The Meaning of the Royal Maundy'
- **May** - 80th Anniversary Dinner
- **June** - Judge Anthony Cleary 'Nobody Comes'
- **September** - The Prom for All Concert in the Cathedral
- AGM and Celebration of Anniversaries
- **October** - Launch of the new book 'The Stained Glass of Coventry Cathedral'
- **November** - Canon Kathryn Fleming 'My Favourite Places'
- 'Light in our Darkness' Mulled wine and mince pies were served to the congregation after the Advent Service

Year ended 31 December 2014 (cont.)

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 2014 there was an excess of income over expenditure of £15,145.

As a result, the total net assets increased by £15,145 (22%) from £67,644 in 2013 to £82,789 in 2014.

Income from subscriptions was £7,819 in 2014, an increase of £1,872 (up 31%) on 2013. Encouragingly income realised from Gift Aid increased from £2,333 in 2013, to £9,750 in 2014 (up 318%).

Net income from the Friends activities and sales totalled £17,328 compared with £5,515 in 2012. The 80th Anniversary Dinner raised £514 and the Prom for All Concert realised £5,338

Additional income totalling £1890 was derived from concerts given by 'Amici', which is to be used for Liturgical or Music use only.

The Archbishop's Challenge was launched in 2013, to increase both Membership and Prayer Support and to raise funds for the Cathedral, to mark the Friend's 80th Anniversary. Overall, it raised £53,000 (with Gift Aid) of which £39,939 (including an exceptional gift of £25,000, with Gift Aid) was given in 2014.

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 £44428 was paid/committed to Cathedral projects in 2014, including:

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

- Cathedral Choir and Music £40,000
- Replacement Trolleys and Tea and Coffee Making Machines £1,213
- Repair of the Cathedral Tower Clock Chiming Mechanism £3,060

£20,000 of the total sum committed to support the Cathedral Choir and Music has been paid in 2014; a further £20,000 is to be paid in 2015

A Member of the Friends gave £1,000 (including Gift Aid) to purchase the Crypt Fire Nozzle, used on 14 November 1940, and subsequently inscribed, and presented to the Solihull Auxiliary Fire Service

Year ended 31 December 2014 (cont.)

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

Date 1 August 2015

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 2014	Charity no	1061176
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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 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:
2. 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
3. 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:

THE FRIENDS OF COVENTRY CATHEDRAL

Registered Charity 1061176

Annual Accounts for the Period 1 January 2014 to 31 December 2014

Statement of financial activities

Analysis	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total this year £	Total last year £
Incoming resources						
Incoming resources from generated funds			-	-	-	-
Voluntary income	3	56,894	1,000	-	57,894	15,980
Activities for generating funds	3	15,438	1,890	-	17,328	5,515
Investment income	3	251	9	-	260	131
Other incoming resources		-	-	-	-	-
Total incoming resources		72,583	2,899	-	75,482	21,626
Resources expended						
Costs of generating funds		-	-	-	-	-
Costs of generating voluntary income	4	3,350	-	-	3,350	1,117
Costs of activities generating funds	4	12,559	-	-	12,559	3,920
Investment management costs		-	-	-	-	-
Grants	4	43,428	1,000	-	44,428	4,986
Governance costs	4	-	-	-	-	-
Other resources expended		-	-	-	-	-
Total resources expended		59,337	1,000	-	60,337	10,023
Net incoming/(outgoing) resources before transfers		13,246	1,899	-	15,145	11,603
Gross transfers between funds		-	-	-	-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)		13,246	1,899	-	15,145	11,603
Other recognised gains/(losses)						
Gains and losses on revaluation of fixed assets for the charity's own use		-	-	-	-	-
Gains and losses on investment assets		-	-	-	-	-
Net movement in funds		13,246	1,899	-	15,145	11,603
Total funds brought forward	9	64,453	3,191	-	67,644	56,041
Total funds carried forward		77,699	5,090	-	82,789	67,644

THE FRIENDS OF COVENTRY CATHEDRAL

Registered Charity 1061176

Balance sheet as at 31 December 2014

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total this year £	Total last year £
Fixed assets						
Tangible assets		-	-	-	-	-
Investments		-	-	-	-	-
Total fixed assets		-	-	-	-	-
Current assets						
Debtors	5	9,582	-	-	9,582	2,333
HSBC Bank Accounts		41,665	3,965	-	45,630	19,472
Coventry Building Society		-	-	-	-	46,408
Virgin Charity Account		46,752	-	-	46,752	-
NS&I Investment Account		-	1,125	-	1,125	1,116
Total current assets		97,999	5,090	-	103,089	69,329
Creditors: amounts falling due within one year	6	20,500	-	-	20,500	1,685
Net current assets/(liabilities)		77,499	5,090	-	82,589	67,644
Total assets less current liabilities		77,499	5,090	-	82,589	67,644
Creditors: amounts falling due after one year		-	-	-	-	-
Provisions for liabilities and charges		-	-	-	-	-
		77,499	5,090	-	82,589	67,644
Funds of the Charity						
Unrestricted funds	7	77,699	-	-	77,699	64,453
Restricted income funds	8	-	5,090	-	5,090	3,191
Endowment funds		-	-	-	-	-
Total funds		77,699	5,090	-	82,789	67,644

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

Signature

Full name

Mr Andrew Paine

Position

Chair

THE FRIENDS OF COVENTRY CATHEDRAL

Registered Charity 1061176

Notes to the accounts for the year ended 31 December 2014

1. Basis of preparation

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with Accounting Standards
- 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

INCOMING RESOURCES

Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure the incoming resources 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 resources.

Tax reclaims on donations and gifts

Incoming resources 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 2014

3. Analysis of incoming resources

	Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
	£	£	£	£	£
Voluntary income					
Subscriptions	7,819	-	-	7,819	5,947
Donations and legacies	39,493	800	-	40,293	7,700
Gift Aid	9,550	200	-	9,750	2,333
Gift Aid (Small donations)	32	-	-	32	-
Total	56,894	1,000	-	57,894	15,980

Activities for generating funds					
Books	910	-		910	380
Amici	-	1,890		1,890	1,875
Events	13,818	-		13,818	1,251
Cards	710	-		710	1,158
Misc	-	-		-	851
Total	15,438	1,890	-	17,328	5,515

Investment income					
Coventry Building Society	60	-		60	116
Virgin Charity Account	184	-		184	-
NS&I Investment Account	-	9		9	8
HSBC Community Savings Account	7	-		7	7
Total	251	9	-	260	131

THE FRIENDS OF COVENTRY CATHEDRAL

Registered Charity 1061176

Notes to the accounts for the year ended 31 December 2014

4. Analysis of resources expended

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total this year £	Total last year £	
Costs of generating voluntary income	Office & Stationery Costs	3,350	-	-	3,350	1,117
	Total	3,350	-	-	3,350	1,117
Fundraising trading costs	Books	4,775	-	-	4,775	102
	Events	7,784	-	-	7,784	90
	Cards	-	-	-	-	1,290
	Misc	-	-	-	-	2,438
Total	12,559	-	-	12,559	3,920	
Grants	Grants to Cathedral	3,428	1,000	-	4,428	4,986
	Grants to Cathedral (Music)	40,000	-	-	40,000	-
	Total	43,428	1,000	-	44,428	4,986
Governance costs	AGM Expenses	-	-	-	-	-
	Total	-	-	-	-	-

THE FRIENDS OF COVENTRY CATHEDRAL

Registered Charity 1061176

Notes to the accounts for the year ended 31 December 2014

5. Debtors

Analysis of debtors

	Amounts due within one year		Amounts due later than one year	
	This year £	Last year £	This year £	Last year £
Income Tax Repayment	9,582	2,333	-	-
Other debtors	-	-	-	-
Total	9,582	2,333	-	-

6. Creditors

Analysis of creditors

	Amounts due within one year		Amounts due later than one year	
	This year £	Last year £	This year £	Last year £
Grants committed to Coventry Cathedral	20,000	1,650	-	-
Other creditors	500	35	-	-
Total	20,500	1,685	-	-

Funds

7. Unrestricted Funds

8. Restricted Funds (see note 9)

Hallowing Places (NS&I a/c)

Haigh Chapel (HSBC a/c)

Amici concerts (HSBC a/c)

Acquisition of Fire Nozzle (HSBC a/c)

This Year £	Last Year £
77,699	64,453
1,125	1,116
200	200
4,285	1,875
-	
5,610	3,191

THE FRIENDS OF COVENTRY CATHEDRAL

Registered Charity 1061176

Notes to the accounts for the year ended 31 December 2014

9 Statement of funds

	1 January 2014 £	Incoming resources £	Resources expended £	31 December 2014 £
Unrestricted funds				
Total	64,453	72,583	(59,337)	77,699
Restricted funds				
Hallowing Places	1,116	9	-	1,125
Haigh Chapel	200	-	-	200
Acquisition of Fire Nozzle	-	1,000	(1,000)	-
Amici concerts	1,875	1,890	-	3,765
Total	3,191	2,899	(1,000)	5,090
Total funds	67,644	75,482	(60,337)	82,789

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 Haigh Chapel.

The fund for the acquisition of the Fire Nozzle was the result of a donation from a member of The Friends

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