



Church Recording Society

Charitable Incorporated Organisation

TRUSTEES' REPORT AND ACCOUNTS FOR THE YEAR ENDED 28th FEBRUARY 2024

REFERENCE & ADMINISTRATIVE INFORMATION

Charity Name	Church Recording Society CIO (Charitable Incorporated Organisation)
Registered Charity Number	1192947 England & Wales, SC051056 Scotland
Contact Address	Green End, Rattlesden Road, Drinkstone, Bury St Edmunds IP30 9TN
Trustees	David Medcalf (Chairman), Elizabeth Chalmers, Harold Clarke, Rosalind Platts, Alison Wakes-Miller, Brian Whitten, Wendy Woods (Retired 17 th January 2024) and Catherine Floyd).

TRUSTEES' REPORT - FOR THE YEAR ENDED 28th FEBRUARY 2024

The Trustees present their report and accounts for the year ended 28 February 2024. The Trustees have adopted the Receipts & Payments method of accounts presentation.

Structure, Governance and Management

The Charity was founded in October 2020 for the purposes defined in its Objects as below. It was initially started as an unincorporated charity and became a Charitable Incorporated Organisation on 4th January 2021, governed by a Constitution of that date. It is registered as a charity both in England & Wales and in Scotland.

Recruitment & Appointment of Trustees

The Trustees other than Rosalind Platts and Catherine Floyd are first charity trustees. Rosalind Platts and Catherine Floyd were subsequently appointed by the Trustees. All are classified as Appointed Trustees, one third of whom will retire at the end of each Annual General Meeting from 2024 onwards. Trustees are appointed by election by the Members or appointment by the Trustees. A retiring Trustee may be reappointed, but the maximum term of office is 6 years. The Trustees receive guidance about their responsibilities.

Organisational structure

The Trustees manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. The Trustees delegate powers and functions to officers and committees appointed by them. They include membership, Record delivery, finance and website/technology officers.

Objectives and Purpose of the Charity

By identifying, researching, and recording significant artefacts in religious buildings and their artistic properties, craftsmanship, history and social heritage, advancing the Arts, Culture, Heritage and Education for the public benefit. Undertaking events, presentations, training and education to achieve this and assisting others undertaking or needing this charitable work.

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Activities & Achievements

The Charity was formed to replace The Arts Society as the national society for Church Recorders and Church Recording. Church Recording is undertaken by trained and supervised volunteer Church Recording Groups throughout the UK and the Isle of Man having the proficiency necessary to produce authoritative Records and services. Church Recording Society has established a completely new website of technical resources for Church Recorders and which it is developing as a publicly available reference source. New systems of training and support have been and continue to be developed to maintain the unique pool of knowledgeable volunteers in this field. Links with national experts continue to be developed. The Charity is developing its links with others in the field of promoting and preserving the heritage of religious buildings and their artefacts.

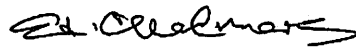
Financial Review

For the year ended 28 February 2024, a net surplus of £5,540 was recorded (year ended 28 February 2023: £3,986). Net assets at the end of the year amounted to £18,461 (at 28 February 2023: £12,961). Of the Net Assets at 28 February 2024, £691 is held in a Restricted Fund for the purposes of the Ledgerstone Survey England & Wales (28 February 2023, £691) and £750 is held for the purposes of the Kings Lynn Church Recording Group (28th February 2023 £0). Remaining Funds are either for General Purposes or designated for Training activities. Details can be found in the Financial Page at the end of this report.

Reserves Policy

The Trustees have agreed a Reserves Policy which is to hold £3,000 in reserve. For the most part, the Trustees plan expenditure upon the basis of the Members' subscriptions received at the beginning of each financial year. Reserves have been initially assessed to cover contingencies and the liabilities to be met if the Charity ceased its activity. The Reserves Policy may be revisited in the light of future activities and subscription funding levels.

Signed on behalf of the Trustees



Mr D Medcalf
Chairman

Mrs E Chalmers
Trustee

Dated 4 th August 2024

**CHURCH RECORDING SOCIETY
TRUSTEES' REPORT - FOR THE YEAR ENDED 28th FEBRUARY 2024 – CONTD.**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CHURCH RECORDING SOCIETY
ON THE ACCOUNTS FOR THE YEAR ENDED 28th FEBRUARY 2024**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 28 February 2024.

Responsibilities and basis of report

As the charity trustees of Church Recording Society, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act") and The Charities Accounts (Scotland) Regulations 2006 ("the Regulations").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and section 11 of the Regulations. In carrying out my examination, I have followed 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act and section 44 of The Charities and Trustee Investments (Scotland) Act 2005; or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

12th July 2024

Joe Murray

17 Hilltop Crescent
Drayton
Portsmouth
PO6 1BB

CHURCH RECORDING SOCIETY

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR TO 28th FEBRUARY 2024

	<u>General</u> <u>Fund £</u>	<u>Training</u> <u>Funds £</u>	<u>Restricted</u> <u>Funds £</u>	<u>All</u> <u>Funds £</u>	<u>Prior Year</u> <u>All Funds</u>
INCOMING RESOURCES					
Subscriptions	4,630.00			4,630.00	5,320.00
Gift Aid Reclaimed	843.23			843.23	861.69
Marsh Funding unspent		166.68		166.68	
Training Event Income - see Event Detail		1,068.32		1,068.32	500.00
Book Sales - including Inside Churches	586.00			586.00	168.70
Marsh Award for KL Group			750.00	750.00	
Donations and Gifts				0.00	160.00
	6,059.23	1,235.00	750.00	8,044.23	7,010.39
RESOURCES EXPENDED					
Administrative Expenses	248.97			248.97	227.26
Training Event Costs - see Event Detail		1,257.19		1,257.19	511.03
AGM Costs				0.00	962.19
Membership of Other bodies	98.00			98.00	93.00
Future Talks - John Vigar - prepaid				0.00	360.00
Insurance	383.49			383.49	367.31
Website & Zoom Fees	516.49			516.49	503.62
	1,246.95	1,257.19	0.00	2,504.14	3,024.41
Net Surplus / (Deficit)	4,812.28	-22.19	750.00	5,540.09	3,985.98

ASSETS AT 28th FEBRUARY 2024

	<u>Total</u> <u>Funds £</u>	<u>Prior Year</u> <u>Total Funds</u>
ASSETS		
Original Nat West Bank Account	110.00	12,762.25
New Nat West Bankline Account	18,351.44	0.00
Petty Cash Account	0.00	159.10
Total Assets	18,461.44	12,921.35

	<u>General</u> <u>Fund £</u>	<u>Training</u> <u>Funds £</u>	<u>Restricted</u> <u>Funds £</u>	<u>Total</u> <u>Funds £</u>
FUNDS				
Opening Position at 1/3/2023	10,500.98	1,728.95	691.42	12,921.35
Surplus / (Deficit) in the Period	4,812.28	-22.19	750.00	5,540.09
Closing Position at 28/2/2024	15,313.26	1,706.76	1,441.42	18,461.44