

## CHURCH RECORDING SOCIETY

### TRUSTEES' REPORT AND ACCOUNTS FOR THE PERIOD ENDED 28<sup>th</sup> FEBRUARY 2022

#### REFERENCE & ADMINISTRATIVE INFORMATION

<b>Charity Name</b>	Church Recording Society CIO (Charitable Incorporated Organisation)
<b>Registered Charity Number</b>	1192947 England & Wales, SC051056 Scotland
<b>Contact Address</b>	2 Hilbury Close, Amersham, HP6 5LB
<b>Trustees</b>	David Medcalf (Chairman), Elizabeth Chalmers, Howard Clarke, Dr Rosalind Platts, Colonel Howard Stephens (resigned 14.06.2021), Alison Wakes-Miller, Brian Whitten, Wendy Woods

#### TRUSTEES' REPORT - FOR THE PERIOD ENDED 28<sup>th</sup> FEBRUARY 2022

The Trustees present their report and accounts for the period ended 28 February 2022. 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 4<sup>th</sup> January 2021, governed by a Constitution of that date. It is registered as a charity in both England & Wales and in Scotland. The first financial period ended on 28<sup>th</sup> February 2022 and future financial periods will be for the year ending 28<sup>th</sup> February annually thereafter.

##### **Recruitment & Appointment of Trustees**

Trustees are appointed by election by the Members or co-option by the Trustees. The Trustees serving at the date of this Report & Accounts will offer themselves for re-election at the Charity's first Annual General Meeting. 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, finance and website/technology officers.

##### **Objectives and Purpose of the Charity**

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

**CHURCH RECORDING SOCIETY**  
**TRUSTEES' REPORT - FOR THE PERIOD ENDED 28<sup>th</sup> FEBRUARY 2022 – CONTD.**

**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 have been renewed. The Charity is developing its links with others in the field of promoting and preserving the heritage of religious buildings and their artefacts. The Church Recording Groups have resumed their work following Coronavirus disruption. The Ledgerstone Survey England & Wales has been merged with the Charity.

**Financial Review**

For the period ended 28 February 2022, a net surplus of £8,935 was recorded (no comparative as first period of operation). Net assets at the end of the year amounted to £8,935 (no comparative as first period of operation). Of the Net Assets at 28<sup>th</sup> February 2022, £691 is held in a Restricted Fund for the purposes of the Ledgerstone Survey England & Wales. 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.

As all administrative efforts are voluntary the Governance Costs for the year were £Nil.

**Reserves Policy**

The Trustees have agreed a Reserves Policy which is to hold £2,500 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 estimated annual running costs and a contingency for possible losses on events. The Reserves Policy may be revisited in the light of future activities and subscription funding levels. The Charity does not own property or equipment.

**Signed on behalf of the Trustees**



Mr D Medcalf  
Chairman

Date: *2nd of May* 2022

**CHURCH RECORDING SOCIETY**

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD TO 28th FEBRUARY 2022**

	<u>General</u> <u>Fund £</u>	<u>Training</u> <u>Funds £</u>	<u>LSEW</u> <u>Fund £</u>	<u>Total</u> <u>Funds £</u>
<b>INCOMING RESOURCES</b>				
Subscriptions	5,290			5,290
Gift Aid Reclaimed	0			0
Gifts - individuals	1,500			1,500
Gifts - non-individuals	1,150			1,150
Designated Training Funds		1,740		1,740
Funds of Ledgerstone Survey of England & Wales (LSEW)			909	909
Training Event Income		160		160
Training Event Donation		250		250
	<b>7,940</b>	<b>2,150</b>	<b>909</b>	<b>10,999</b>
<b>RESOURCES EXPENDED</b>				
Administrative Expenses	220			220
Promotional Leaflets	258			258
Training Event Costs		158		158
Memberships	93			93
LSEW Website - Archaeovision			218	218
Insurance	627			627
Website & Zoom Fees	490			490
	<b>1,688</b>	<b>158</b>	<b>218</b>	<b>2,064</b>
<b>NET SURPLUS</b>	<b>6,252</b>	<b>1,992</b>	<b>691</b>	<b>8,935</b>

**ASSETS AT 28th FEBRUARY 2022**

	<u>Total</u> <u>Funds £</u>
<b>ASSETS</b>	
Nat West Bank Account	8,776
Petty Cash	159
<b>TOTAL ASSETS</b>	<b>8,935</b>

	<u>General</u> <u>Fund £</u>	<u>Training</u> <u>Funds £</u>	<u>LSEW</u> <u>Fund £</u>	<u>Total</u> <u>Funds £</u>
<b>FUNDS</b>				
Opening Position at 1/10/20: Society started	0	0	0	0
Surplus in the Period	6,252	1,992	691	8,935
<b>Closing Position at 28/2/2022</b>	<b>6,252</b>	<b>1,992</b>	<b>691</b>	<b>8,935</b>

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
CHURCH RECORDING SOCIETY  
ON THE ACCOUNTS FOR THE PERIOD ENDED 28<sup>th</sup> FEBRUARY 2022**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended 28<sup>th</sup> February 2022.

**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.

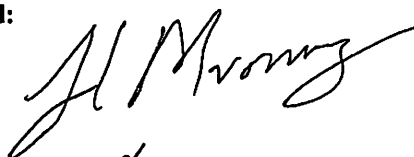
**Independent examiner's statement**

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: 26<sup>th</sup> May 2022

Joe Murray

17 Hilltop Crescent  
Drayton  
Portsmouth  
PO6 1BB

**The Church Recording Society**

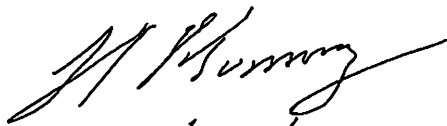
**Receipts and Payments Accounts for the period ending 28<sup>th</sup> February 2022**

**Comments.**

On Thursday 26<sup>th</sup> May 2022 I had a telephone conversation with Paul Squires and raised a few queries on minor transactions and each of these was discussed and explained to me, requiring no change to the prepared accounts.

**Bank Accounts**

I noted that the Bank Account for petty cash transactions was operated as a personal account. Standard practice is to operate such an account, either within the main society bank account or if separate, in the name of the society

  
26/05/2022.

JOSEPH L. MURRAY