



# The College of St Barnabas



Annual Report and Accounts  
2012 - 2013

Caring for retired Anglican Clergy  
since 1895

*Front cover: Cherry Blossom beside the West Range*

*Back Cover: The Nativity by Francis Ashton Jackson in the Upper Chapel*

# **The College of St Barnabas**

**Registered Company Office: Blackberry Lane, Lingfield, Surrey, RH7 6NJ**

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**Registered Company number: 00061253**

**Registered Charity number: 205220**

## **Report of the Council for the year ended 31 August 2013**

The Council, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2013. The Council have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

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# Who's Who

## Visitor:

The Right Reverend the Lord Bishop of Southwark (*Ex-Officio*)

## Members of Council:

Sir Paul Britton, CB (Chairman)  
Mrs Vivien Hepworth, BA (Hons), (Vice-Chairman)  
Mr John Cope, MA  
Mr Keith Luckhoo, LLB (Hons) Lond, FCIM  
Mrs Shiona Monfries, RGN, HV, RNT  
The Reverend Graham Paddick  
Mr Timothy Pool, MA (retired March 2013)  
Mr Anthony Proctor, FRICS  
Mr Anthony Shillingford, MA, FRSA  
Mrs Cynthia Taylor, RGN  
Mr Peter Lusty, FCA (Hon Treasurer - *Ex-Officio*)  
The Venerable Daniel Kajumba (*Ex-Officio*)

## Clerk to the Council and Company Secretary

Mr W M Ross, BA, LLB

## Auditors

Tudor John LLP, Chartered Accountants and Statutory Auditors  
Nightingale House, 46-48 East Street, Epsom, Surrey, KT17 1HQ

## Officers of the College:

Warden	The Reverend Howard Such, BTh, MA, src
Bursar & Responsible Person	Mr Paul Wilkin, DChA
Matron & Registered Manager	Mrs Heather Mockler, RGN, BaCur
Housekeeper	Mrs Susan Lewis
Director of Fundraising	Mr Michael Herbert, BA (Hons), MInstS (Dip)
Medical Officer	Dr Alistair A J Mackenzie, MBBS (London) 1979, DRCOG, DCH, MRCP

## From the Chairman, Sir Paul Britton



The past year has been a successful one for the College. That it is an attractive place to live offering high standards of care is attested by the strong demand from would-be residents and for much of 2013 the College has been full. Consultation with the residents suggests that there are high levels of satisfaction with the quality of life that the College offers. We make every effort to provide good quality care and to ensure that the contributions Residents are asked to make are reasonable: the latter are appreciably lower than those of privately run care homes in our area, as befits our charitable objectives. The Council is not, however, complacent and will seek further to improve the level of service which we offer as resources allow.

A serious issue for the College that has emerged in the last year is the increasingly inadequate level of funding provided by local authorities to those residents of our nursing wing who do not have sufficient means of their own. This appears to be a national problem affecting institutions that care for the elderly. While we need to be efficient, we will not compromise the quality of our nursing care. And our core charitable purposes require us to provide help for those in need regardless of their means – there can be no question of our discriminating between those wishing to live at the College according on their ability to pay.

We have received generous help with filling this funding gap from the grant-giving charity 'The Sons and Friends of the Clergy' and I should like to record here our gratitude for their support. The College's financial position is reasonably strong and we can cope with this shortfall in income for the time being. However, the Council has decided that generating sufficient income to support the College's core charitable activity will in future have to take priority over other demands on our resources, which may delay further significant refurbishment of our buildings.

On a happier note, I am pleased that we have been able to welcome the College's first ordained woman resident, a deacon. The College has, of course, long had women residents but never before one who is ordained. As the proportion of ordained people in the Church who are women grows, it is right that we should seek to meet their needs as well as those of ordained men.

### Governance

The only change in the Council's membership during the year was that Tim Pool stood down after many years' service to the College, including a period as Treasurer. We are very grateful to Tim for all he has done for the College. There are currently several vacancies on the Council and we are taking steps to fill these.

The College's governance arrangements are set out in a paper which is available on the website: [www.st-barnabas.org.uk](http://www.st-barnabas.org.uk)

### Transparency

Our annual report for 2011-12 provided a much fuller account of the College's life during the year than had been attempted before, in order to give those to whom we are accountable - the residents, our supporters and donors and the community at large - a clearer picture of what is done here. The new format has been widely welcomed and this report therefore follows a similar pattern to that of last year. If any of its readers wishes to suggest further improvements, I should be pleased to hear from them.

## Regulation

I noted in my foreword to last year's report that a Care Quality Commission inspection had been critical of our record-keeping: residents' care plans were incomplete in some cases, as were records of staff training and so forth. The Bursar and the Matron worked hard to rectify these omissions under the supervision of our new Nursing and Welfare Committee (a sub-committee of the Council) and I am pleased to be able to report that the College was given a completely clean bill of health by a further CQC inspection in 2013.

## Objectives

The Council set itself seven objectives for 2013 which were listed in last year's report. They included strategic, works and pastoral objectives. With one exception these objectives have all been achieved or substantial progress has been made towards them. The exception is the plan to provide a new hobbies room. We have decided not to pursue this at present given the other demands on our resources. Our residents, whom we consulted, agreed that it ought not to be a priority at this time. The objectives which the Council has agreed for 2014 are:

### Strategic

- Funding the growing gap created by the lack of realistic state funding
- Continue our publicity and marketing programmes and maintain the College website as an up to date fundraising and marketing tool
- Further develop the fundraising strategy for the next phase of Central Block refurbishment

### Works

- Continue the programme of upgrading of bathrooms in Cloister flats and Nursing rooms
- Redecorate the external parts of the Cloisters
- Upgrade the Nursing Wing Laundry

### Pastoral

- Develop the current pastimes and social welfare programmes

As in 2013, the Council will review progress at its June meeting.

## The College Buildings

We are between major building campaigns, but some valuable improvements were made during the year. We completed the modernisation of our fire prevention arrangements, including installing an Aqua-Mist fire suppression system; stair-lifts have been fitted to all of those staircases in the Cloisters that are wide enough to take them; our long-term programme of refurbishing bathrooms in the cloister flats has continued. The timing of the major works which will be necessary to the East section of the Central Block depends on the success of our fund-raising efforts and what resources are available after meeting our core charitable objective as I have described. The work may need to be phased. We hope that it may be possible to start at least a first phase in 2014 or 2015.

## Conclusion

The success of an institution of this type and size depends on the contribution of a great many people and it is perhaps invidious to single out particular people for thanks. We are heavily dependent on the dedication of all our staff and I would like to thank them collectively for their work throughout this year. I should also like to thank the Friends, whose fund-raising efforts and moral support for the College are greatly appreciated by the Council.

*Sir Paul Britton, CB, was a Director General at the Cabinet Office and deputy secretary to the Cabinet from 2001 to 2009. He is currently Appointments Secretary to the Prime Minister.*



## A Review of the Year

The year has been a busy one, with many celebrations, arrivals and departures. This review touches on just some of the people and events which have made it special.

### Residents

***"I have loved what I have done and am continuing to do, and am very fortunate to have so many wonderful people around me."***

Our constitution defines the objects of the Charity as providing a home and, when required, nursing care for those who have served the Anglican Church at home or abroad. The College is home to people who have given years and often a lifetime of service in the Church. It is our privilege to care for them in a peaceful, comfortable and spiritual environment. Many are unable to meet the costs that such care entails, yet no one who is eligible to live in the community is prevented from doing so through lack of funds.

The ministries of those who live at the College cover an astonishingly wide range of achievements. Residents have served all over the world in many different contexts and between them have contributed a huge number of years of priestly ministry. Indeed, this year, five people celebrated major anniversaries of



ordination (*see above, right*). During the past year, **Canon Wilfrid Browning** and **Bishop Mark Wood** both celebrated the 70th anniversaries of their Ordination to the Priesthood, **Fr Frank Andrew** and **Fr Derek Goodrich** both celebrated their Diamond Jubilees, and **Bishop Alan Chesters** his Golden Jubilee. These five men alone account for 310 years of priestly ministry between them!



Not all our residents have served as members of the clergy. **Dr Marion Bartlett** (*left*) was a trailblazer for women in the medical profession, following a calling to mission in central Africa. Marion began training for her vocation before the Second World War, studying for a surgical fellowship. This prepared her for the wide range of conditions she was called upon to treat in Africa. "Going away then was quite different from today," she recalls. "You did not have any real say in where you were placed, but if you feel you have to go, that is what you do. I ended up in the Diocese of Zanzibar, Tanzania, where I set up and ran a surgical unit in my first year."

It was the beginning of a ministry that would take Marion around Africa, working with community and religious leaders. She recalls a particularly fulfilling time in Tanzania's Masasi

Diocese. It was here that she met her late husband, Fr David Bartlett, the Warden of St Cyprian's Theological College in Rondo. The couple were married at Masasi Cathedral in August 1966.

Now 92, Marion says the sense of shared purpose and comradeship at the College make it a unique place in which to live and continue in mission and prayer. She has just finished writing a book about her long and varied experiences.

During the year, we welcomed a number of new residents. Amongst our new clergy residents is **The Revd Isabella Landreth** (right). Mrs Landreth has achieved a place in the history of the College by becoming the first ordained lady to take up residence in the community since its foundation in 1895.

In a ministry spanning several decades, Isabella has stepped forward to take her place on the front line of God's work, with her journey including a period in India to assist the mission of the late Mother Theresa and helping at a hostel for vulnerable young women.

Initially a deaconess, she has also served as a nurse, having trained at St Bartholomew's Hospital in London, before being ordained Deacon on the Feast of St Matthias in 1987. For many years, Isabella worked alongside her late husband Derek, who became a priest after service with the Army in the Far East during the Second World War. She recalled: "On reflection, this was a real high point in my ministry, working alongside my husband and in a team with him.

"I am grateful now to be living at the College of St Barnabas. Here I am able to continue the rhythm of life, prayer and worship which is so important to me and which I have followed for many years."



## Publicity

### ***Records broken at CRE, 14 – 17 May 2013***



The **International Christian Resources Exhibition** is held annually at Sandown Park Exhibition Centre. Last year's move to a larger and more central exhibition space enabled us to see an amazing 498 people during the four days.

Among the visitors to our stand this year was our Patron, the writer and humorist **Adrian Plass** (left).

Many people return to visit us each year to keep up to date with College news. More still take information about College facilities, either for themselves or to pass on to others.



## The Patronal Festival

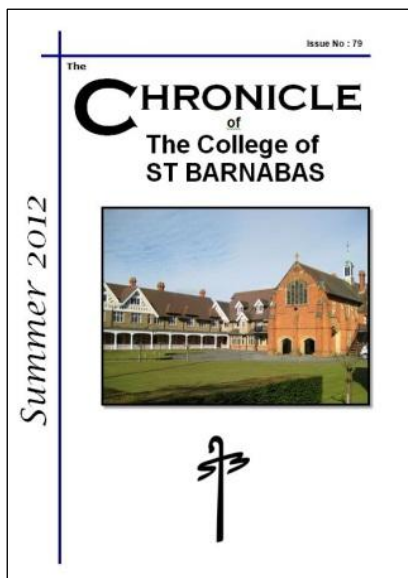


This year the Festival took place during the days following the feast of St Barnabas on 11<sup>th</sup> June. The preacher at Festival Evensong, before the annual garden party, was the **Bishop of Chichester**. Further excitement was added by the arrival of our Patron, **Dame Judi Dench**, as Guest of Honour at the Festival Dinner, at which the speaker was the **Bishop of Wakefield**. Both are seen here (*left*) welcomed by the Warden and his wife.

During the Open Afternoon, many people who had never visited us before came along and were given tours of the College. The East Surrey Morris Men danced two sets of dances on the Quadrangle and our old friends the Royal Ascot Trio provided live jazz throughout the afternoon. A first for both groups came when the “RATs” joined with the Morris Dancers (*seen here before finally disappearing in the centre of a circle of white handkerchiefs!*).



## The College Chronicle



Summer 2012 saw the publication of Issue No. 79 of the **Chronicle of the College of St Barnabas** (*left*), again edited by Canon Wilfrid Browning.

Its 28 pages included articles ranging from papers by visiting speakers to the Theology Group and addresses by the Archbishop of Canterbury, Dr Rowan Williams, the Bishop of Gloucester and others, to memoirs written by and about our residents, and some poetry.

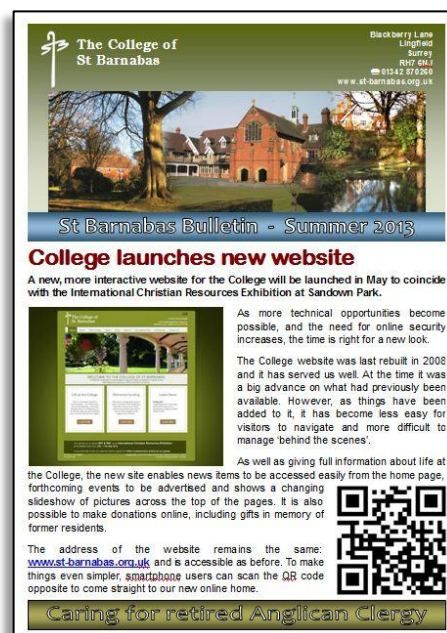
The *Chronicle* illustrates well how our community continues to be one of mission and scholarship as well as prayer.

## ***The St Barnabas Bulletin and the Website***

Three times each year the College publishes a news bulletin to keep our supporters and potential supporters in touch with our work (*see right*).

A new feature in the Bulletin this year has been a series about “Characters from the College” in which short profiles of residents have given a fresh insight into the breadth of experience and wide range of ministry which residents have contributed to the worldwide Church.

A particular feature of the summer issue was the news of the re-building of the College website. The site continues to be a key source of information about the College for those who are enquiring about us as well as providing items of news and the opportunity to make donations online. The rebuild was undertaken to improve its visual appearance and also expand the facilities which are available within it.



## **Social Activities**

***“There is always plenty to do, both in the College and beyond.”***

**The Theological Group**, continues to welcome a strong following. The monthly meetings, chaired by the Sub-Warden, Bishop Alan Chesters, usually consist of a talk by a speaker, either from within the College or beyond, followed by discussion. Amongst the distinguished speakers this year we have welcomed the Deputy Editor of the *Church Times*, Miss Rachel Boulding, on *Policy and Prospects of the Church Times*; Bishop David Atkinson, on *Climate and Covenant*; Dr John Bertalot, whose talk had the intriguing title, *God-incidences and the Princeton Syndrome*; Bishop Geoffrey Rowell on *The Significance of John Henry Newman*; and the Revd Dr Gordon Jeanes, on *The Prayer Book over 450 Years*. Speakers from within the College included Fr David Swain on *Franciscans in the Tudor Courts*.



**The Art Group** has continued to meet, usually weekly, with their tutor Angela Schütz (*see left*). This year they held an impressive exhibition in the Common Room which afterwards was displayed in the main corridor of the College.

**The Poetry Group** meets monthly under the guidance of Mrs Jenny Tingle and has about 17 members, some of whom are brought down from the nursing wing to attend.

The **Music Appreciation Group** acquired a new convenor during the year. Fr David Fysh (*right*), himself an accomplished musician, has gathered a planning group around him and ensures that the wide range of meetings are thoroughly prepared, usually with an introductory talk about the programme and sometimes also printed notes on the chosen pieces.



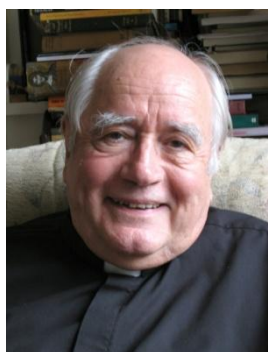


Live performances have taken place, too. Concert pianist Hiromi Okada generously gave a spectacular private recital to members of the College and one of the younger members of College staff, Danielle Little, held her audience entranced with a performance of items from her training in musical theatre.



Similarly, the monthly **Film Programme** is valued by many members, and has shown a wide range of films under the auspices of an 'umbrella licence' from The Motion Picture Licensing Company.

As well as attending the Festival Dinner, **Dame Judi Dench** also came for a relaxed visit simply to enjoy time with residents. She is seen here (*left*) in animated conversation in the Common Room over drinks before lunch.



**The Libraries** have become even busier places during the past year. Fr David Swain (*left*), who arrived from Oxford in March 2012, has previous professional library

experience. He has enthusiastically gathered a team to assist him with the mammoth task of updating the catalogues, removing infrequently used but important books to a 'reserve stack' and weeding out material that has little future value. Mr Richard Baty has grappled with indexing the expanding collection of CDs in the Reference Library (*above*).



The **Fiction Library** (*left*) has been beautifully re-fitted with bespoke shelving built by the College's own staff. The extra capacity allows more books to be easily accessible to readers.

The Friends of the College have given a second set of library steps to enable safe access to all the books in the increased shelf space.

Outside, the **croquet lawn** (*right*) and nine-hole **putting green** have provided the venues for matches against the Friends of the College and our neighbours at Whittington College in Felbridge as well as being in use by residents throughout the good weather. The snooker table in the Fiction Library remains another popular meeting point.



The **Friends of the College** have generously provided a summer party in a nearby Friend's garden. Other events arranged by the Friends included a talk by David Whitmore on the paintings of Sir Winston Churchill and a pre-Christmas party for all the Residents.

Two members of the College's team of 'external staff' retired during the past year. 'EXTEND' teacher **Mrs Maureen Braban**, retired after leading the residents in exercise classes for 22 years. The College Barber, **Mr Robin Pocock**, finally laid down his scissors after an amazing 65 years cutting residents' hair. These extraordinary contributions to our College life were celebrated when Maureen and Robin were each invited for a drinks reception and lunch, and were presented with gifts to thank them for all that they had done to enrich the community over so many years.

## Visits and Visitors



During the year, the Friends have sponsored three residents' outings, to All Saints' Church, Tudeley, to see the remarkable windows by Marc Chagall, to Hever Castle and Gardens, and to Denbies' Winery at Dorking (*left*). This year, we also attended two services at the nearby Bluebell Railway, one to celebrate the line's final restoration to East Grinstead. The preacher at this

service was the College Sub-warden, Bishop Alan Chesters. We also worshipped at the annual 'Songs of Praise' service, held on the platforms of the new station where the line meets the Southern Railway main line.

Another highlight was our annual pilgrimage to the Shrine of Our Lady of Walsingham. As well as being a time of spiritual renewal, the pilgrimage also gave an opportunity for a peaceful afternoon in glorious weather amidst the historic grounds of the medieval abbey (*right*).





Two productions by the Company of Friends at nearby Chequer Mead theatre enabled us to enjoy live performances of the annual Christmas pantomime *Cinderella* (oh yes, we did) and a summer musical, *The King and I*.

Among distinguished visitors to the College, in addition to those who came to the Festival celebrations, we have been delighted to welcome the Bishops of Guildford (for an informal visit), Southwark and Guyana. The latter came to pay tribute to his Dean Emeritus, our own Fr Derek Goodrich, on the occasion of the Diamond Jubilee of his Ordination to the Priesthood (*see above, page 6*). His address, masterfully combining this celebration with the Feast of the Visitation of the Blessed Virgin Mary to Elizabeth, was subsequently published in the 2013 *Chronicle*.

## Faith and Worship

***“We really are a religious community – in the non-technical sense.”***

The two chapels sit both architecturally and spiritually at the heart of the College. Indeed, one of the cleaning staff describes the Upper Chapel (*right*) as the “engine room” of the College.



The day begins before breakfast with the 8 am Eucharist at which the President is a member of the community; there is often a second, mid-morning Mass as well. Services are relayed to each room in the Nursing Wing and Holy Communion is regularly taken to the rooms of those unable to be present in Chapel. Daily Evensong brings the afternoon to a close.

### Lent Addresses

This year, our Lenten meditations were guided by Canon Michael Shields CMP. Fr Michael explored theme ‘God and Company’ under five headings: *Creator and Father, Son and Word, Spirit and Life, Many Brethren, and True Worshippers*. His addresses provided an inspiring focus for our preparations for the keeping of the great Holy Week liturgies.

### Quiet Days

The intimate Lower Chapel has been the gathering place for two quiet days during the year, one for the local cell of the Company of Mission Priests and the other for the South Croydon group of the Third Order of the Society of St Francis. College Quiet Days in the Upper Chapel were also attended by groups from all Saints’ Church, Benhilton (twice) and St Alban’s Church, Romford.

## The College and the Wider Community

***“Outside duties enable us to continue our ministry beyond the College.”***

Members of the College provide regular support for parishes during periods of holiday, sickness and vacancies, and have led quiet days and retreats away from the College. Apart from priestly duties, residents are members of local groups, choral societies, and Priests Associate of the Shrine of Our Lady of Walsingham. On Sundays many people choose to join nearby parish congregations and keep in touch with local worshipping communities. More details of our involvement with the wider community are given in the section about Public Benefit on page 16.



## Achievement and Performance

### Fundraising

The funding environment has continued to be challenging, as we have striven to adapt not just to hard times economically but also to political decisions and to social change. In real terms this has meant a shift in fundraising focus from predominantly capital projects to a balanced mix of revenue and capital work. We had previously tested the likelihood of attracting funding for services rather than for “bricks & mortar” by securing increased support for our social welfare work.

In view of these new challenges we have also worked hard to secure “unrestricted” grants and donations so that we have greater flexibility in addressing problems that emerge. We have made efforts, too, to encourage more individual donors to give by regular standing order from their bank as this is more cost-effective for us as well as being easier for them.

It also means that we have a steady and generally predictable income stream. Recovery of Gift Aid on all eligible donations has had great importance attached to it this year, as ever.

*giftaid it*



Our association with the “Remember A Charity” campaign has continued throughout the year, and during this period we have received legacy income of more than £87,000 as a result of our efforts.

The Christmas Appeal this year aimed to raise the remaining £60,000 needed for the Fire Suppression System project. This work had been identified as an absolute priority for the College, and thanks to the generosity of a number of trusts, individuals and PCCs the appeal was successful. During this period we also received a significant number of unrestricted grants and donations. This year the Christmas Appeal reached more than 22,000 individuals and organisations.

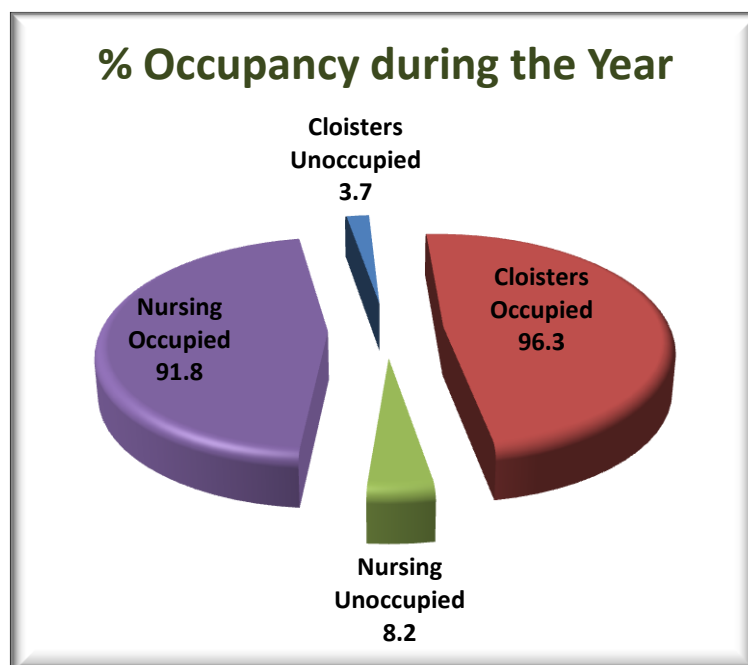
The 2013 Summer Appeal was a more modest campaign, using direct mail to some 6,000 new, untried individual prospects drawn from PCC lay members to raise unrestricted funds. The level of response from this initiative was low, with around £5,000 resulting from the appeal. This disappointing response suggests that the College will, in the future, need to appeal to other audiences with different demographics and to broaden the range of fundraising disciplines that it currently follows.

The Summer Appeal also included approaches to a small number of selected trusts and foundations for help with a capital project to install four stair-lifts at the College at a cost of around £20,000. These requests to trusts and foundations were swiftly granted, and all four lifts have been installed (*see right*).



## Occupancy of the College

In common with many comparable organisations, the Council has set the benchmark for the occupation of the College at 92%. Additionally, the Council requires one nursing room to be available for Cloister residents in an emergency. During the year covered by this Report, the **average occupancy rate was 94.1%** (91.8% for the nursing wing and 96.3% for the sheltered flats). Thirteen new residents arrived and nine residents died or moved away during this year.



## Maintenance

There have been several essential maintenance projects during the year.

The installation of the **fire doors** was completed with the purchase and fitting of **41 swing free door closers** at a cost of £4,870. Every nursing room and public room now has ½ hour fire door protection. The **Aqua Mist System**, which cost £60,650 to install over a six week period means the whole of the College main building is now protected by a misting system. The combination of smoke detection, misting detection system and fire doors with self closures has prompted a local fire officer to describe this as one of the most well protected from fire buildings in the country. This is a fitting tribute to the work of our late Fire, Health and Safety officer, Mr Pat Mortby, at whose recommendation and negotiation both the fire door closures and Aqua Mist System were installed. He had worked for the College for almost 15 years until his untimely death earlier this year.

The installation of four **stair lifts** at a total cost of £17,150 has increased the accessibility of the two top floor flats of Morley House and six flats on the second floor in West Cloisters, and greatly enhanced the lives of those who live in these flats.

As well as these discreet projects, day to day maintenance and repairs have cost just over £30,600 this year. These have included the replacement of **one of the three hot water boilers** at £4,800, our twenty year old **commode washer** at £3,700 and **two of the four pumps for the heating system** at £7,850.

In total we have spent close to £130,000 on maintenance, repairs and new projects this year, with almost **£80,000 covered by the generosity of many trusts, PCCs and individuals.**

## Financial Review

### **Financial Result**

Total incoming resources increased by £158,459 (9.9%) to £1,754,720 of which £114,613 is attributable to the increase in voluntary income and the balance to contributions from Residents.

Total resources expended increased by £48,700 (2.8%) to £1,789,018 after charging amortisation of the Refurbishment Programme of £150,823 (2012 - £162,397). After adjusting for the gains on investments, Total Funds increased by £33,510 to £2,429,264 and an analysis of the overall movement of funds is disclosed in Note 19 of these financial statements.

The Council have been moved to react to the increasingly low proportion of State support for several Residents whose personal financial resources are insufficient for them to meet their contribution to the costs of running the College. It has always been the Council's policy that inability to contribute is no reason to be excluded from the College. The Council has changed the priorities for the attribution of the proceeds of its fund raising in line with its constitutional main Objects, so that these funds are applied first to this 'contributions shortfall' and thereafter to its ongoing Development Programme. To that end, generous support from new donors has greatly assisted in coping with the shortfall and good progress with the major development works continues. Almost £1 million has now been raised since 2004 and details of the short term capital commitments are provided below.

### **Operational policies**

**Investment Policy:** The College's investment advisers Charles Stanley & Co Limited manage the College's investments under delegated authority from the Council. The current policy, which is subject to ongoing review, is to maximise total returns achievable within a medium to low risk profile. The Charity's investment performance is measured against established stock exchange indices. Despite adverse economic conditions the investments have shown strong growth during the year and have yielded an excellent rate of return close to 5%. A report by the investment advisers is included within the financial statements.

**Reserves Policy:** At 31st August 2013 the free reserves which include investments and cash stood at £623,198 (2012 – £500,993). The Council aims to maintain free reserves in unrestricted funds at a level which equates to approximately three months of unrestricted charitable expenditure. The Council considers that this will provide sufficient funds to respond to day-to-day expenditure and ensure that there are sufficient funds available to cover support and governance costs.

### **Public Benefit**

The Council continues to refer to the Charity Commission's general guidance on public benefit when reviewing its aims and objectives and in planning its future activities.

Although it was initially established as a community of retired Anglican priests, the criteria for eligibility have since been broadened, and now any active worshipper can apply to benefit from the accommodation and service that the College provides. No one is prevented from becoming a resident through lack of means. Additionally, the College is open to individuals and groups for retreats, regular organised services and local community events.

Clergy from the College undertake external work in a variety of communities and have conducted services in the Dioceses of Southwark, Chichester, Norwich, Rochester and Chester. There are close connections with the Shrine of Our Lady of Walsingham; the Shrine Administrator is a President of the College, one resident is an Honorary Guardian, another a Guardian Emeritus and several are Priests Associate. Residents have assisted with the re-opening this year of the Bluebell Railway extension to East Grinstead; others have had books published. The Chaplain Emeritus of the Hampton Court Horse Rangers group is a resident. Residents are members of local groups, choral societies, Julian Group and the Mothers' Union. Several priests are members of the Society of the Holy Cross; one is a former Master. The Warden is a member of the Society of Retreat Conductors.

## ***Future Plans***

The Council has prepared both short and medium term plans. The plans for 2014 include:

- Upgrade Bathrooms in Cloisters Flats and Nursing Rooms
- Refurbish the Nursing Wing Laundry Room
- Review repairs required for the Lodge

In addition to the expenditure detailed above, the Council have approved the following commitments comprising a refurbishment programme for the following four years:

	<b>Year Ending</b>			
	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Central Block – Kitchen	£200,000			
Central Block - Accommodation		£350,000		
Central Block - Chapel			£200,000	
Lodge roof and windows				£100,000

All the above figures may be subject to VAT. It remains the policy of the Council that works are not contracted for until the fundraising for each successive project is complete.

Longer term projects include resurfacing the rear drive and car park and re-roofing the East Cloister Block.

## ***Statement of the Responsibilities of Members of Council***

The Members of Council, who are also company directors and charitable trustees, are responsible for preparing the Report of the Council and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Council to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the incoming resources and application of resources, including the income and expenditure, of the company for that period. In preparing those financial statements, the Council is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Council is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. It is also responsible for safeguarding the assets of the company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Council is aware:

- there is no relevant audit information of which the company's auditors are unaware; and
- the Council have taken all steps they ought to have taken to make itself aware of any relevant audit information and to establish that the auditors are aware of that information.

## ***Auditors***

The auditors, Tudor John LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

## ***On Behalf of the Council:***

**P A Lusty, FCA** Hon Treasurer

Date: .....

# Structure, Governance and Management

## Constitution and Function

The College of St. Barnabas was incorporated on 10th March 1899 as a company limited by guarantee not having a share capital. The liability of the Members of the Association on a winding up is limited to £10.

The Company is governed by its Memorandum of Association, which was last amended by Special Resolution on the 21st March 2005, and its Articles of Association. The Company is a charity registered at the Companies Registry under Company Number 61253 and with the Charity Commission under reference number 205220.

The business of the Company is managed by the Council the members of which are elected by the Members of the Association apart from its ex officio and delegate members. One third of the elected members of the Council retire each year but they are eligible for re-election. Three members constitute a quorum.

Applications for membership of the Association are approved at the Annual General Meeting and membership is limited to 100. The Annual General Meeting also elects and re-elects members of Council from the membership of the Association who offer their services to the Council. Annual General Meetings are required to be held each year. Five members constitute a quorum. Resolutions at meetings of the Association are decided by a majority of votes with the Chairman having a casting vote.

The Council has power to delegate any of its powers and duties to individual members or to any committee or sub-committees of members and to fix the quorum necessary for the transaction of business.

Members of Council may not receive remuneration other than professional fees, which are subject to the restrictions contained in Clause 5 of the Memorandum and reasonable out of pocket expenses.

The main objects of the Charity are:

- (a) To provide permanent Homes for those detailed in sub-paragraph (d) who are retired from work or who are incapacitated by disability, disease or other causes on the understanding that the first priority should always be given to retired Clergy and then their spouses, widows or widowers.
- (b) To provide Homes of Rest and a Nursing Home to which those detailed in sub-paragraph (d) who are sick or who are incapacitated may be admitted for longer or shorter periods or for convalescence after treatment in another establishment on the same understanding as in sub-paragraph (a).
- (c) To provide the recipients of the Charity with homes, board, nursing and medical treatment in return for which a monthly contribution having regard to each individual's personal circumstances may be charged.
- (d) Those to whom the Objects of the Charity may be directed are:
  - i Clergy of the Church of England and of Churches in full communion with it;
  - ii Full time Church Workers licensed by a Bishop;
  - iii Overseas missionaries working for or sponsored by a recognised Anglican missionary body;
  - iv Readers licensed by a Bishop;
  - v The spouses, widows and widowers of members of (i), (ii), (iii) and (iv) above;
  - vi Those in communion with the Church of England and who over at least the last five years are able to verify their active worship through their local parish priest.



In accordance with these objects, the College of St. Barnabas provides housing for members of the Anglican communion. No one is prevented from becoming a resident through lack of means. There are sheltered flats for up to 8 couples and 21 single or widowed people, and 27 nursing rooms. The nursing wing is registered with the Care Quality Commission.

When a vacancy is likely to occur, potential residents are invited to stay at the College to experience life within the College community and to enable a mutual decision to be made about moving to the College. Assessment visits for entry to the nursing wing are made over a two week period. The nursing wing is not registered to provide care for the elderly mentally infirm.

### **Governing Procedures**

The Council meets regularly four times a year and at other times when necessary. The papers for the meetings are circulated by the Clerk to the Council, who is the Secretary of the Company. Minutes of the meetings are taken by the Clerk and circulated to the members of Council.

The Council has a standing committee, the Finance and General Purposes Committee, which meets four times a year (usually during the month prior to Council meetings) unless further ad hoc meetings are required. It considers the management accounts, monitors budgetary performance, reviews matters of accounting policy and other matters concerning the administration of the College and the welfare of the residents. The Committee reports to the Council by way of its Minutes, which are circulated to all Members.

The Council has established the Fundraising Committee chaired by the Vice-Chairman of Council. The Committee meets four times a year (usually during the month prior to Council meetings) unless further ad hoc meetings are required, to consider fundraising and marketing strategies and policies. The Committee reports to the Council by way of its Minutes, which are circulated to all Members.

The Council has established the Nursing and Welfare Committee, chaired by a Council Member. The Committee meets four times a year (usually during the month prior to Council meetings) unless further ad hoc meetings are required, to consider nursing and welfare matters within the College. The Committee reports to the Council by way of its Minutes, which are circulated to all Members.

The Council appoints and employs a Warden, who is Head of the College, a Bursar, a Matron, a Housekeeper, a Fundraising Officer and an Estate Surveyor all of whom attend and report to Council meetings as required by the Council.

### **Risk management**

The Council is responsible for the management of risks faced by the College. Detailed considerations of risk are delegated to the Finance and General Purposes Committee, who are assisted by the College Senior Management Team. Risks are identified, assessed and controls established throughout the year. A formal review of the risk management process is undertaken annually and recorded in a register.

## Membership of Committees

### Finance and General Purposes Committee

Mr P A Lusty (Hon Treasurer)	<i>Committee Chairman</i>
Mr J R Cope	
Mr T K Pool	<i>Until March 2013</i>
Mr A Proctor	
The Reverend H I J Such	<i>Warden in attendance</i>
Mr P G F Wilkin	<i>Bursar in attendance, Committee Secretary</i>

### Fundraising Committee

Mrs V M Hepworth (Vice - Chairman)	<i>Committee Chairman</i>
Mr K R L Luckhoo	
Mr A G Shillingford	
The Reverend H I J Such	<i>Warden in attendance</i>
Mr P G F Wilkin	<i>Bursar in attendance</i>
Mr M J Herbert	<i>Fundraising Manager in attendance</i>
Mrs P Simmons	<i>Assistant Fundraiser in attendance</i>
Ms B Goddard	<i>Volunteer Fundraiser in attendance, Committee Secretary</i>

### Nursing and Welfare Committee

Mrs C M Taylor	<i>Committee Chairman</i>
Mrs S Monfries	
The Reverend G Paddick	
The Reverend H I J Such	<i>Warden in attendance</i>
Mrs H B Mockler	<i>Matron in attendance</i>
Mr P G F Wilkin	<i>Bursar in attendance, Committee Secretary</i>

## Professional Advisers

#### Solicitors:

Pearless de Rougement & Co., 8 Church Lane, East Grinstead, RH19 3BA

#### Bankers:

Barclays Bank Plc., 17-21 High Street, East Grinstead, RH19 3AH

#### Investment Advisers:

Charles Stanley & Company Limited., 25 Luke Street, London, EC2A 4AR

#### Surveyors:

Downlands Design and Surveying, Downlands, Blackboys Road, Uckfield, TN22 5PN

## Report of the Stockbroker

The FTSE 100 Index began our year just above 5700 and ended 12 months later some 700 points higher, for a gain of 12.3%. The more broadly based FT All-Share Index rose 14.7%, whilst the WMA Balanced Index rose 9.2%. Our portfolio value started the period at £540,000, and ended at £493,000. Adjusted for capital withdrawals over the year, the underlying portfolio value rose by 14.3%, and the total return was just over 19.5%. At the year end, the portfolio income figure stood at £24,960, a yield of just over 5%. The portfolio has therefore more than held its' own in capital terms, whilst continuing to deliver an above average level of income.

This equity market strength has continued after the year-end, pushing the FTSE 100 briefly above 6800. The market has absorbed the threat of further political interference in the Utility market, as well as some disappointment with figures from mainstays such as Tesco, Shell and Unilever. However, valuations are not yet detached from reality, and balance sheets remain robust. Having seen a rise in confidence backed by continued loose monetary policy on both sides of the Atlantic, we now need real growth to justify any further progress. It is now that the authorities need to balance a reduction in stimulus without denting growth or confidence. This balancing act suggests that returns over the next couple of years will struggle to match those of the last two reporting periods, and one should not forget how far we have come since the Banking Crisis broke. We still expect the market to end the year above current levels.

Domestically, it is the Interest Rate backdrop which draws increasing attention. The authorities are at pains to stress that low rates are here for a while yet. However, the new celebrity Governor of the BoE, is already backpedalling on the economic targets that might influence the turn in the rate cycle under forward guidance. With global rates showing signs of hardening, the real question is when, not if. A domestic election will no doubt exert an influence on thinking, but there is a suspicion that rates could well start to move up before the end of the calendar year. Some would argue that balance sheet strength will insulate the Corporate Sector, and that some modest inflation might help alleviate some debt related problems. This is offset by thoughts that 'cheap' money has boosted risk assets such as shares, leaving them vulnerable to a reversal. Some alternative assets such as classic cars and wine, have seen greater gains, but one suspects that liquidity, or lack thereof, is a significant factor here.

The major question remains of just what to do with cash balances at present. Chill winds have blown through Emerging Markets on thoughts of stimulus withdrawal, whilst Fixed Interest offers a less than compelling capital case, given the likelihood of a turn in the interest rate cycle. Infrastructure will not be immune from rate rises either, despite a supposed lower correlation to equity markets. Longer term funds should however continue to hold equities, and history tells us that over longer periods they tend to outperform other asset classes. Perhaps equity portfolios might boost their exposure to recovery situations, to offer a chance of outperformance in the current climate. Our portfolio holds some such stocks, and we hope to be able to report further progress in the overall value in due course.

### **Monty Mills**

Chartered FCSI

Charles Stanley & Company Limited

25 Luke Street

London

EC2A 4AR

## Report of the Independent Auditors

We have audited the financial statements of the College of St Barnabas for the year ended 31 August 2013 on pages 24 to 34. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective responsibilities of Council and Auditors

As explained more fully in the Statement of Council's Responsibilities, the Council (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors, including APB Ethical Standard - Provisions Available for Small Entities (Revised), in the circumstances set out in note 22 to the financial statements

### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Council; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Council to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion the information given in the Report of the Council for the financial year for which the financial statements are prepared is consistent with the financial statements.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Council remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Council were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Report of the Council.

### ***H M Mulhall***

(Senior Statutory Auditor) BSc (Hons) FCA DChA  
for and on behalf of Tudor John LLP  
Chartered Accountants and Statutory Auditors  
Nightingale House  
46-48 East Street  
Epsom  
Surrey  
KT17 1HQ

Date: .....



**COLLEGE OF ST BARNABAS**

**Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the year ended 31 August 2013**

		Unrestricted funds £	Restricted funds £	2013 Total funds £	2012 Total funds £
	Notes				
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	195,222	64,483	259,705	145,092
Activities for generating funds	3	21,809	-	21,809	31,189
Investment income	4	24,985	-	24,985	27,020
<b>Incoming resources from charitable activities</b>					
Contributions by Residents for accommodation and nursing care	5	<u>1,448,221</u>	<u>-</u>	<u>1,448,221</u>	<u>1,392,960</u>
<b>Total incoming resources</b>		<b>1,690,237</b>	<b>64,483</b>	<b>1,754,720</b>	<b>1,596,261</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income	6	<u>103,936</u>	<u>14,458</u>	<u>118,394</u>	<u>95,837</u>
		103,936	14,458	118,394	95,837
<b>Net incoming/(outgoing) resources available for charitable application</b>		<b>1,586,301</b>	<b>50,025</b>	<b>1,636,326</b>	<b>1,500,424</b>
<b>Charitable activities</b>					
Nursing and care costs	7	570,058	-	570,058	569,228
Collegiate		955,635	5,390	961,025	942,389
<b>Governance costs</b>	9	<u>139,541</u>	<u>-</u>	<u>139,541</u>	<u>132,864</u>
<b>Total resources expended</b>		<b>1,769,170</b>	<b>19,848</b>	<b>1,789,018</b>	<b>1,740,318</b>
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>					
		(78,933)	44,635	(34,298)	(144,057)
<b>Gross transfers between funds</b>	19	<u>65,529</u>	<u>(65,529)</u>	<u>-</u>	<u>-</u>
<b>Net incoming/(outgoing) resources before other recognised gains and losses</b>		<b>(13,404)</b>	<b>(20,894)</b>	<b>(34,298)</b>	<b>(144,057)</b>
Realised gains on fixed asset investments		<u>20,724</u>	<u>-</u>	<u>20,724</u>	<u>(3,687)</u>
<b>Net income/(expenditure)</b>		<b>7,320</b>	<b>(20,894)</b>	<b>(13,574)</b>	<b>(147,744)</b>
Unrealised gains/(losses) on investments		<u>47,084</u>	<u>-</u>	<u>47,084</u>	<u>57,319</u>
<b>Net movement in funds</b>		<b>54,404</b>	<b>(20,894)</b>	<b>33,510</b>	<b>(90,425)</b>
<b>Total funds brought forward</b>		<b>2,343,314</b>	<b>52,440</b>	<b>2,395,754</b>	<b>2,486,179</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>2,397,718</u></b>	<b><u>31,546</u></b>	<b><u>2,429,264</u></b>	<b><u>2,395,754</u></b>

The notes form part of these financial statements

**COLLEGE OF ST BARNABAS**

**Balance Sheet  
At 31 August 2013**

		Unrestricted funds £	Restricted funds £	2013 Total funds £	2012 Total funds £
	Notes				
<b>FIXED ASSETS</b>					
Tangible assets	13	1,973,652	-	1,973,652	2,067,442
Investments	14	<u>593,374</u>	<u>-</u>	<u>613,374</u>	<u>543,442</u>
		2,567,026	-	2,567,026	2,610,884
<b>CURRENT ASSETS</b>					
Stocks		10,136	-	10,136	10,599
Debtors	15	54,808	-	54,808	59,365
Cash at bank		<u>78,210</u>	<u>31,546</u>	<u>89,756</u>	<u>52,247</u>
		143,154	31,546	174,700	122,211
<b>CREDITORS</b>					
Amounts falling due within one year	16	<u>(136,555)</u>	<u>-</u>	<u>(136,555)</u>	<u>(138,895)</u>
<b>NET CURRENT ASSETS/(LIABILITIES)</b>		<u>6,599</u>	<u>31,546</u>	<u>38,145</u>	<u>(16,684)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		2,573,625	31,546	2,605,171	2,594,200
<b>CREDITORS</b>					
Amounts falling due after more than one year	17	<u>(175,907)</u>	<u>-</u>	<u>(175,907)</u>	<u>(198,446)</u>
<b>NET ASSETS</b>		<u><u>2,397,718</u></u>	<u><u>31,546</u></u>	<u><u>2,429,264</u></u>	<u><u>2,395,754</u></u>
<b>FUNDS</b>	19				
Unrestricted funds				2,397,718	2,343,314
Restricted funds				<u>31,546</u>	<u>52,440</u>
<b>TOTAL FUNDS</b>				<u><u>2,429,264</u></u>	<u><u>2,395,754</u></u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Council on 3 March 2014 and were signed on its behalf by:

*Sir P J J Britton CB – Chairman*

*P A Lusty FCA - Treasurer*

The notes form part of these financial statements

## COLLEGE OF ST BARNABAS

### Notes to the Financial Statements for the year ended 31 August 2013

#### 1. ACCOUNTING POLICIES

##### Accounting convention

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

##### Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations, gifts and legacies and is included in full in the Statement of Financial Activities when receivable.
- Investment income is included when receivable.
- Contributions by Residents for accommodation and nursing care are accounted for on an accruals basis.
- Where an associated tax credit can be reclaimed this is recognised in the financial statements together with the related income.

##### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Indirect costs have been apportioned on the basis of work done for that activity.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include audit fees and costs linked to the strategic management of the charity.

All members of the council act in an honorary capacity without remuneration or reimbursement of expenses.

##### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 1% on cost
Refurbishments	- 25% on cost
Equipment	- 17.5% on cost

In the opinion of the council, the net realisable value of the property is materially in excess of its carrying value in the accounts and therefore no impairment has taken place.

Depreciation would normally not be provided on land, however the original cost of the land is unknown although it is believed to be immaterial to the total carrying cost of land and buildings. The land element in that cost has therefore been ignored for depreciation purposes.

Assets costing less than £500 are not capitalised but expensed through the Statement of Financial Activities.

##### Taxation

The charity is exempt from corporation tax on its charitable activities.

# COLLEGE OF ST BARNABAS

## Notes to the Financial Statements - continued for the year ended 31 August 2013

### 1. ACCOUNTING POLICIES - continued

#### Restricted funds (refer to note 20)

When resources are received by the College for a donor specified purpose or as a result of an appeal for particular project funding, the income is shown in the statement of financial activities as restricted income and attributed to a specific restricted fund. Application of those resources in accordance with the donors' wishes is shown as restricted fund expenditure with the balance of unexpended resources shown as restricted funds on the balance sheet. Fixed assets purchased from restricted funding are capitalised and depreciated over their expected useful lives. The depreciation applicable to the funding provided from the restricted fund is charged to that fund. The net book value of such assets is held within restricted funds. Where such funds are raised or donated to be held as capital assets by the College, these are shown as restricted funds whilst the income from the appeal continues.

#### Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

### 2. VOLUNTARY INCOME

	2013	2012
	£	£
Donations, grants and legacies	<u>259,705</u>	<u>145,092</u>

### 3. ACTIVITIES FOR GENERATING FUNDS

	2013	2012
	£	£
Staff rental income	6,915	6,800
Telephone mast rental income	7,915	7,915
Event income	<u>6,979</u>	<u>16,474</u>
	<u>21,809</u>	<u>31,189</u>

The annual Golf day took place in August 2012 and September 2013, as such no income has been recognised in event income above for the Golf day in the year ended 31st August 2013.

### 4. INVESTMENT INCOME

	2013	2012
	£	£
UK listed investments	24,931	26,957
Deposit account interest	<u>54</u>	<u>63</u>
	<u>24,985</u>	<u>27,020</u>

### 5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

		2013	2012
	Activity	£	£
Contributions by residents	Accommodation for residents	<u>1,448,221</u>	<u>1,392,960</u>

# COLLEGE OF ST BARNABAS

## Notes to the Financial Statements - continued for the year ended 31 August 2013

### 6. COSTS OF GENERATING VOLUNTARY INCOME

	2013	2012
	£	£
Staff costs	81,223	65,955
Other costs	26,162	20,241
Event costs	<u>11,009</u>	<u>9,641</u>
	<u>118,394</u>	<u>95,837</u>

### 7. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 8)	Totals
	£	£	£
Nursing and care costs	531,235	38,823	570,058
Collegiate	<u>903,783</u>	<u>57,242</u>	<u>961,025</u>
	<u>1,435,018</u>	<u>96,065</u>	<u>1,531,083</u>

### 8. SUPPORT COSTS

	Management	Finance	Totals
	£	£	£
Governance costs	123,548	9,393	132,941
Nursing and care costs	38,823	-	38,823
Collegiate	<u>57,242</u>	<u>-</u>	<u>57,242</u>
	<u>219,613</u>	<u>9,393</u>	<u>229,006</u>

### 9. GOVERNANCE COSTS

	2013	2012
	£	£
Auditors' remuneration	6,600	5,880
Support costs	<u>132,941</u>	<u>126,984</u>
	<u>139,541</u>	<u>132,864</u>

Governance costs comprise a proportion of the costs of running the Charity and include apportionments of recruitment costs, office costs, professional fees, secretarial fees, marketing and administrative staff costs.

### 10. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2013	2012
	£	£
Auditors' remuneration	6,600	5,880
Depreciation - owned assets	231,747	235,219
Deficit on disposal of fixed asset	-	617
Hire of equipment	<u>-</u>	<u>4,167</u>

# COLLEGE OF ST BARNABAS

## Notes to the Financial Statements - continued for the year ended 31 August 2013

### 11. COUNCIL REMUNERATION AND BENEFITS

There were no Council remuneration or other benefits for the year ended 31 August 2013 nor for the year ended 31 August 2012.

#### Council expenses

There were no Council expenses paid for the year ended 31 August 2013 nor for the year ended 31 August 2012.

### 12. STAFF COSTS

	2013	2012
	£	£
Wages and salaries	966,440	927,860
Social security costs	62,503	72,298
Other pension costs	45,494	45,822
	<u>1,074,437</u>	<u>1,045,980</u>

The average monthly number of employees during the year was as follows:

	2013	2012
Nursing/carers	19	18
Catering	3	3
Domestic	11	11
Estate/maintenance	3	4
Fundraising	1	1
Administration	3	3
Accounts	<u>1</u>	<u>1</u>
	<u>41</u>	<u>41</u>

No employees received emoluments in excess of £60,000.

One employee received remuneration in the band £60,000 - £70,000.

As is the custom with the clergy, one member of staff is employed via a third party, the Church of England, with amounts paid in the year totalling £24,286 (2012 – £24,007).



# COLLEGE OF ST BARNABAS

## Notes to the Financial Statements - continued for the year ended 31 August 2013

### 13. TANGIBLE FIXED ASSETS

	Freehold property £	Refurbishments £	Equipment £	Totals £
<b>COST</b>				
At 1 September 2012	1,828,637	646,373	467,266	2,942,276
Additions	-	83,141	54,816	137,957
Disposals	-	(83,022)	-	(83,022)
	<u>1,828,637</u>	<u>646,492</u>	<u>522,082</u>	<u>2,997,211</u>
At 31 August 2013				
<b>DEPRECIATION</b>				
At 1 September 2012	318,288	300,148	256,398	874,834
Charge for year	18,286	150,823	62,638	231,747
Eliminated on disposal	-	(83,022)	-	(83,022)
	<u>336,574</u>	<u>367,949</u>	<u>319,036</u>	<u>1,023,559</u>
At 31 August 2013				
<b>NET BOOK VALUE</b>				
At 31 August 2013	<u>1,492,063</u>	<u>278,543</u>	<u>203,046</u>	<u>1,973,652</u>
At 31 August 2012	<u>1,510,349</u>	<u>346,225</u>	<u>210,868</u>	<u>2,067,442</u>

### 14. FIXED ASSET INVESTMENTS

	Listed investments £	Cash and settlements pending £	Totals £
<b>MARKET VALUE</b>			
At 1 September 2012	542,351	1,091	543,442
Additions	34,081	122,123	156,204
Disposals	(150,943)	116,863	(34,080)
Revaluations	67,808	-	67,808
Capital Account Cash	-	(120,000)	(120,000)
	<u>493,297</u>	<u>120,077</u>	<u>613,374</u>
At 31 August 2013			
<b>NET BOOK VALUE</b>			
At 31 August 2013	<u>493,297</u>	<u>120,077</u>	<u>613,374</u>
At 31 August 2012	<u>542,351</u>	<u>1,091</u>	<u>543,442</u>

There were no investment assets outside the UK.

# COLLEGE OF ST BARNABAS

## Notes to the Financial Statements - continued for the year ended 31 August 2013

### 14. FIXED ASSET INVESTMENTS - continued

The following investments were held at 31st August 2013:

	2013 £	2012 £
Aviva Ord £0.25	32,878	27,804
United Utilities Ord £1	25,579	49,945
National Grid Ord £0.11395	41,580	38,584
BBA Aviation plc Ord £0.2976	-	15,144
Balfour Beatty 10.75p Cumulative Convertible Preference	11,688	12,600
3I Infrastructure Ord NPV	-	31,525
HSBC Infrastructure Co Ord £0.0001	16,546	24,620
Royal Dutch Shell B Ordinary €0.07	43,460	46,100
GCP Infrastructure Investments Ltd Ordinary £0.01	33,225	31,875
Centrica Ordinary £0.061728395	38,590	32,760
Scottish and Southern Energy £0.50	31,260	24,140
Severn Trent Ordinary	33,760	-
Vodafone Group PLC \$0.11	30,938	27,750
Prudential Ord £0.05	30,723	47,070
Mercantile Investment Ord £0.25	40,560	30,120
Tesco Ord £0.05	27,491	25,579
GKN Ord £0.10	24,600	16,418
Standard Life Ord £0.10	-	26,590
Stobart Group Limited Ord £0.10	17,250	16,845
Pennon Group Ord £0.407	13,169	13,884

The investments held at 31st August 2013 had a historical cost of £441,687 (2012 – £520,917).

### 15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2013 £	2012 £
Trade debtors	34,027	26,737
Other debtors	20,781	32,628
	<u>54,808</u>	<u>59,365</u>

### 16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2013 £	2012 £
Bank loans and overdrafts	23,225	22,285
Trade creditors	47,201	28,508
Taxation and social security	20,978	21,337
Other creditors	45,151	66,765
	<u>136,555</u>	<u>138,895</u>

Included within other creditors above is £nil (2012 – £5,500) of deferred income in respect of the telephone mast rental which was received in advance.

### 17. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2013 £	2012 £
Bank loans	<u>175,907</u>	<u>198,446</u>

# COLLEGE OF ST BARNABAS

## Notes to the Financial Statements - continued for the year ended 31 August 2013

### 17. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR - continued

	2013 £	2012 £
Amounts falling due in more than five years:		
Repayable by instalments:		
Bank loans repayable after more than 5 years	<u>72,788</u>	<u>99,502</u>

The loan detailed above (and in note 16) relates to a loan taken out during the year ended 31st August 2011 for a term of 10 years bearing interest at 3.64% above the Barclays Bank Base Rate from time to time. The loan is secured by way of a charge over all of the investments and cash held in the name of the College as administered by Charles Stanley & Co Limited (and detailed in note 14 to these accounts) which is required to have a minimum value of £400,000.

### 18. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	2013 £	2012 £
Expiring:		
Between one and five years	<u>4,705</u>	<u>9,092</u>

### 19. MOVEMENT IN FUNDS

	At 1.9.12 £	Net movement in funds £	Transfers between funds £	At 31.8.13 £
<b>Unrestricted funds</b>				
General fund	376,754	133,384	(94,028)	416,110
Tangible Fixed Assets	1,846,711	(231,748)	159,557	1,774,520
Legacy fund	<u>119,849</u>	<u>87,239</u>	<u>-</u>	<u>207,088</u>
	2,343,314	(11,125)	65,529	2,397,718
<b>Restricted funds</b>				
Basil Watson Memorial Fund	3,000	-	-	3,000
Social Welfare	38,704	(13,902)	-	24,802
Walsingham Pilgrimage	-	2,020	-	2,020
Fire suppression system	5,000	43,379	(48,379)	-
Organ	65	980	-	1,045
Central Block East	101	-	-	101
Chair Lift	-	17,728	(17,150)	578
Big Lottery Fund Grant	<u>5,570</u>	<u>(5,570)</u>	<u>-</u>	<u>-</u>
	52,440	44,635	(65,529)	31,546
<b>TOTAL FUNDS</b>	<u>2,395,754</u>	<u>33,510</u>	<u>-</u>	<u>2,429,264</u>

**COLLEGE OF ST BARNABAS**

**Notes to the Financial Statements - continued  
for the year ended 31 August 2013**

**19. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	1,602,998	(1,537,422)	67,808	133,384
Legacy fund	87,239	-	-	87,239
Tangible Fixed Assets	<u>-</u>	<u>(231,748)</u>	<u>-</u>	<u>(231,748)</u>
	1,690,237	(1,769,170)	67,808	(11,125)
<b>Restricted funds</b>				
Social Welfare	556	(14,458)	-	(13,902)
Walsingham Pilgrimage	2,020	-	-	2,020
Fire suppression system	43,379	-	-	43,379
Organ	980	-	-	980
TV Aerial	1,000	(1,000)	-	-
Chair Lift	17,728	-	-	17,728
Big Lottery Fund Grant	<u>(1,180)</u>	<u>(4,390)</u>	<u>-</u>	<u>(5,570)</u>
	64,483	(19,848)	-	44,635
<b>TOTAL FUNDS</b>	<u>1,754,720</u>	<u>(1,789,018)</u>	<u>67,808</u>	<u>33,510</u>

## **COLLEGE OF ST BARNABAS**

### **Notes to the Financial Statements - continued for the year ended 31 August 2013**

#### **19. MOVEMENT IN FUNDS - continued**

##### **Designated Funds**

The Tangible Fixed Assets fund has been created to cover the value of those assets.

##### **Legacy Fund**

The Council approved the establishment of a 'Legacy Fund' into which legacy donations will be received. It is the intention of the Council that these funds will be used to help fund capital projects. However, the Council would use the fund for general running costs if the need arose.

##### **Restricted Funds:**

Basil Watson Memorial Fund comprises money donated by livery companies to spend in the nursing wing in memory of the Rev'd Basil Watson.

Chapel comprises money received for repairs to the chapel.

Social Welfare comprises money donated towards providing social support to the Residents, and is used to fund a range of activities from those on an individual or group basis to trips out to the theatre or places of interest.

Walsingham Pilgrimage comprises money specifically for the annual trip to Walsingham.

Fire suppression system comprises money being raised for a misting fire suppression system to be fitted throughout the College.

Organ comprises money raised for replacement of or repairs to the College organ.

Central Block East comprises money received for the next major College refurbishment project.

Big Lottery Fund Grant comprises money received towards the cost of the Pastoral Festival open day.

Chair lift comprises money received to install new chair lifts within the college.

TV Aerial comprises money for a new television aerial.

#### **20. PENSION COMMITMENTS**

The College has no funded pension scheme, but employees are members of the defined contributions scheme of the Church Worker Pension Fund. The College contributes at the rate of 10% of members' salaries for those who joined before 1st September 2000. From that date the contribution rate from the College for new joiners was changed to 8% of salary with those employees now contributing 4%. At 31 August 2013 amounts owing to the scheme and included within other creditors amounted to £4,092 (2012 – £4,236). The College is now in discussion with the Church of England Pensions Board with regards to auto-enrolment of the eligible staff so as to comply with new pension regulations. The date for the College to start auto-enrolment is July 2014.

#### **21. RELATED PARTY DISCLOSURES**

Two of the Council are also Trustees of the Friends of the College of St Barnabas ("The Friends"). The Friends of the College of St Barnabas is a UK registered Charity set-up for the benefit of the residents at the College. The Friends hold a number of events throughout the year with approximately 5-6 being held in the grounds of the College. The College does not charge the Friends for use of its facilities during these events. Funds raised by the Friends are applied directly for the benefit of the residents, where this involves money being paid to the College for a specific use these amounts are treated as a separate restricted fund.

The Council exercises no control over the activities of the Friends and as such their results are not incorporated into these accounts.

#### **22. APB ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES**

In common with many other businesses of our size and nature we engage our auditors to assist with the preparation of the financial statements.

## Trusts and Parochial Church Councils who have supported the College

Alcester, St. Nicholas PCC	Ferrybridge, St. Andrew PCC	The P F Charitable Trust
Alphington, St. Michael & All Angels PCC	Frome, Christ Church PCC	The P M Charitable Trust
Avening PCC	Hartfield, St. Mary the Virgin PCC	The Probus Club of Dormansland & District
Balcombe PCC	Higham Ferrers, St. Mary the Virgin PCC	The Albert E Procter Charitable Trust
Beckenham, St. Barnabas PCC	Hurstpierpoint, Holy Trinity PCC	Ranmoor, St. John the Evangelist PCC
Belfast, St. George PCC	Ightham, St. Peter PCC	Reading, St. Matthews PCC
Blaby, All Saints PCC	Ilfracombe, Holy Trinity & St Peter PCC	Romford, St Alban PCC
Bleansdale, St Eadmer PCC	The Incorporated Trustees of the Number 1 Trust Fund	Romford, St Augustine of Canterbury PCC
Bletsoe PCC	Ireby, St. James PCC	Royston, St. John the Baptist PCC
Boynnton, St Andrew PCC	Keysoe, St. Mary the Virgin PCC	Rushton, All Saints PCC
Brackley, St. Peter PCC	Langtree, All Saints PCC	Salfords, Christ the King PCC
Brinkley, St. Mary PCC	Lingfield, St. Peter & St. Paul PCC	Sandhurst PCC
Broughton, St. John Baptist PCC	Longbourn Trust	Sandwich PCC
Bygrave PCC	The Lord Belstead Charitable Trust	Sawbridgeworth PCC
Cambridge, St. Mary the Less PCC	Lord Patriarch Banks Charity	Shipbourne, St. Giles PCC
The Caterham Valley Parish Hall Co Ltd	The Loseley Christian Trust	The J A Shone Memorial Trust
Chapter of St. Cyprian GSS	Lustleigh, St. John the Baptist PCC	SLG Charitable Trust
Chapter of St. Etheldreda GSS	Magdalen College, Oxford	Sonning, St. Andrew PCC
Chapter of SS Felix & Fursey GSS	Margate, All Saints PCC	Speldhurst, St. Mary PCC
Charlton Kings, St. Mary PCC	Marjory Boddy Charitable Trust	Sunbury, St. Mary PCC
Chichester Cathedral	Mark Cross, St. Mark PCC	Surrey Churches Preservation Trust
St John's Churchdown & Innsworth PCC	Markyate St, St. John the Baptist PCC	Swithland PCC
Clitheroe, St. Mary Magdalene PCC	St Martin & St Paul's PCC	Syde PCC
The Community of the Presentation Trust	The St. Mary's Charity	Thorley PCC
Corporation of the Sons of the Clergy	Melbourn, All Saints PCC	Tonge Moor, St. Augustine PCC
The Courtenay Charitable Trust	Meldreth, Holy Trinity PCC	Turners Hill, St. Leonard PCC
Crockham Hill, Holy Trinity PCC	Melmerby PCC	Uckfield, Holy Cross PCC
Crowborough, St. John the Evangelist PCC	Methwold, St. George PCC	Wallsend, St. Peter PCC
Dean & Chapter of Canterbury Cathedral	Mickleham PCC	Wass, St. Thomas PCC
Dean & Chapter of St. Paul's Cathedral	Modbury, St. George PCC	Westerham, St. Mary the Virgin PCC
Doddington, All Saints PCC	The Moneybury Charitable Trust	Woodhouse, Christ Church PCC
Emneth & Marshland PCC	The Mr & Mrs J T Morgan Foundation	Wytham, All Saints PCC
Epsom Common, Christ Church PCC	The Norben Charity	Withyham, St. Michael & All Angels PCC
Essenden PCC	Oakley PCC	Withycombe Raleigh with Exmouth PCC
Fairfield Charitable Trust	Oakridge, St. Bartholomew PCC	R J Wyber Charitable Trust
Farnborough, St. Peter PCC	Old Heath, St. Barnabas PCC	Yapton and Ford PCC
Farringdon, St Petroc & St Barnabas PCC	Overland Charitable Trust	Zeal Monachorum, St Peter's PCC



