

**COMPANY REGISTRATION NUMBER 02785207**

**THE BISHOP OF GUILDFORD'S FOUNDATION  
LIMITED BY GUARANTEE  
FINANCIAL STATEMENTS  
FOR  
THE YEAR ENDED  
5 APRIL 2021**

**Charity Number 1017385**

# THE BISHOP OF GUILDFORD'S FOUNDATION

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# THE BISHOP OF GUILDFORD'S FOUNDATION

## LEGAL AND ADMINISTRATIVE INFORMATION

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|-----------------------------|--|
| <b>Trustees</b>             | Rt Revd Andrew Watson, Bishop of Guildford<br>Michael Bishop<br>Richard Peters<br>Deborah Harrison<br>Louise Kenyon<br>Revd Claire Isherwood |
| <b>Company Secretary</b>    | Louise Kenyon  |
| <b>Registered Office</b>    | Willow Grange<br>Woking Road<br>Guildford<br>Surrey<br>GU4 7QS   |
| <b>Independent Examiner</b> | Stephen Cutler FCA<br>23 Grasmere Close<br>Guildford<br>Surrey<br>GU1 2TG  |
| <b>Principal Bankers</b>    | Lloyds TSB plc<br>PO Box 3<br>147 High Street<br>Guildford<br>Surrey   |
| <b>Company Number</b>       | 02785207   |
| <b>Charity Number</b>       | 1017385  |

# **THE BISHOP OF GUILDFORD'S FOUNDATION**

## **REPORT OF THE TRUSTEES**

**YEAR ENDED 5 APRIL 2021**

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The Trustees, who are also the directors, present their Report for the year ended 5 April 2021. The Foundation has been registered with the Charity Commission (Registration No 1017385) and is limited by guarantee (Company No 2785207).

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Bishop of Guildford's Foundation (the Charity) is governed by its memorandum and articles of association, dated 29 January 1993.

The Charity is controlled by the Board of Trustees. The Board meet as and when required and decisions are passed by a simple majority of these Trustees in attendance and voting. The Trustees are assisted in running the Charity by volunteers.

### **APPOINTMENT AND RETIREMENT OF TRUSTEES**

The appointment and training of Trustees is governed by the Charity's Articles of Association. Trustees have the power to appoint new trustees, subject to the approval of the Bishop's Council as Members of the Charity, and a trustee so appointed shall hold office until the next Annual General Meeting. The Annual General Meeting has power to reappoint a retiring Trustee and those who retire by rotation under the provision of the Articles. The Trustees (who are also Directors of the Company) at 5 April 2021 were:

Rt Revd Andrew Watson, Bishop of Guildford  
Michael Bishop  
Richard Peters  
Deborah Harrison  
Louise Kenyon  
Revd Claire Isherwood

### **OBJECTIVES AND ACTIVITIES OF THE CHARITY FOR THE PUBLIC BENEFIT**

The object of the Charity is the promotion of community responses to local need within the Diocese of Guildford. The Trustees confirm that they have consulted the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and future plans of the Charity. The Charity provides benefit to the general public by funding local community projects and assisting local church and other faith organisations. Projects cover a wide range of public sectors including education, youth work and working to relieve homelessness and poverty in the local area.

### **PRINCIPAL ACTIVITY**

The Charity works by raising funds from donations and other voluntary sources within the Diocese which are then used to make grants to assist local churches and faith linked organisations develop and sustain the community projects.

Following the dissolution of the link with Community Foundation for Surrey (CFS) with regard to 'flow through' grants from March 2019, the Charity entered into an arrangement with Guildford Diocesan Board of Finance (GDBF) to receive and process all grant applications. GDBF provides the same support and assessment services as CFS and presents applications to the trustees, who make grant decisions as part of regular meetings. During the year ended 5 April 2021, DBF staff were furloughed, so the preliminary work was carried out by the Secretary and the Treasurer, before a full discussion by the Board.

# THE BISHOP OF GUILDFORD'S FOUNDATION

## REPORT OF THE TRUSTEES (continued)

YEAR ENDED 5 APRIL 2021

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When BGF 'left' the CFS network, the Community First Endowment Fund held by CFS in the name of BGF could not be expended or transferred because it contained government funding based on contributions from BGF. CFS agreed that any drawdown of any accumulated gain in the value of underlying investments, together with investment income (less investment management costs) would be paid into the Grants Fund (less a voluntary donation to CFS administrative costs). CFS notify BGF trustees of appropriate grant applications; BGF trustees notify CFS of applications it cannot fund directly, but which might benefit from a CFS grant. During the year, 2 grants (totalling £10,000) were made by CFS on the recommendation of BGF trustees

### REVIEW OF THE YEAR

The activities of the Charity were severely affected by Covid-19. Income from collections virtually dried up because no Licencing or Confirmation services could be held in churches. Similarly, lockdown meant that a number of projects which might have been supported by grants were themselves unable to function.

Because of the drop in income, the Board suspended the making of grants for the first half of the year, but were able to consider a number of applications during the second half of the year. With GDBF staff not available to process applications, this work was done by the Secretary and Treasurer. Encouragement to submit applications was placed on the website.

Income decreased in the year, with £732 raised from donations at Licencing and Confirmation services (£16,685 in the previous year) and £6,724 in donations from individuals, parishes and trusts (£14,225). There was also income of £20,533 from a legacy (£12,000 from the same legacy in the previous year). The Bishop decided, in consultation with the Board, that the Lent Challenge proceeds would be given entirely to BGCF in 2021. This was widely notified to the parishes and giving was largely online (via Virgin Money Giving), whilst a number of parishes made sterling efforts to continue their support for this annual challenge; the trustees are most grateful for all the support received from parishes and individuals. They also resolved to treat all donations, from whatever source, as being for the Lent Challenge, unless it was clear that this was not the donor's intention. The result was income of £6,769 (£6,729) received or promised by the year end, with a further sum of just over £4,000 received after the year end, and not accrued. (A sum of £1,371 was received during the year in respect of 2020). The total received for Lent 2021 was therefore nearly £11,000, a wonderful result in the circumstances. Gift Aid was reduced at £700 (£1,463), because of the loss of giving at Licencing and Confirmation services.

The trustees had decided to designate the legacy income for future years, but resolved during the year to use as much of this as was necessary, depending on grants they wished to make.

4 meetings were held during the year (June and October 2020, and January and March 2021) to consider grant applications, of which there were 7. One was refused as not meeting the revised criteria (based on Goal 6 of "Transforming Church, Transforming Lives", the diocesan strategy). Two were deferred for further information. The remaining 4 were all awarded grants (3 for the amount applied for and 1 for a lesser amount). The total awarded in the 4 grants was £16,000. Further details are shown on page 12.

The revised arrangement for receiving and processing grant applications was suspended during the year. The net cost of administration and governance during the year was £75 (£2,688).

# THE BISHOP OF GUILDFORD'S FOUNDATION

## REPORT OF THE TRUSTEES (continued)

YEAR ENDED 5 APRIL 2021

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### REVIEW OF FINANCES AND INVESTMENT POLICY

The results of the year ended 5 April 2021 are set out on pages 7-12. The Charity's funds were held as short-term deposits prior to funding future projects and administration.

### POLICY FOR RESERVES

The Board of Trustees maintain unrestricted reserves at a minimum level of £1,000, equivalent to estimated administration costs for the next six months. Any surplus is retained temporarily on deposit with the bank (Lloyds or CCLA) to be used for future grants.

### MANAGEMENT OF RISK

The Board of Trustees recognises its responsibility regarding risk management and ensures adequate procedures are both in place and implemented.

### GRANT APPLICATIONS

Following the revision of grant making criteria, grants are assessed according as follows:

1. Grants will be made to projects and partnerships involving Church of England churches that seek to tackle social issues that adversely affect our local communities including (but not limited to) mental health, older people's support, family support, debt counselling, youth work, homelessness and poverty. Also, projects which help to regenerate local communities and build community capacity to meet local needs will be supported. The outcomes of such projects may include:
  - 1.1. Strengthened resilience of people in difficult circumstances;
  - 1.2. Improved confidence and increased aspirations through training and development of new skills;
  - 1.3. Increased community capacity and resilience to support others locally;
2. Grants may fund both new initiatives or existing services or facilities. Grants can contribute either to capital costs such as funding new equipment or to support on-going running costs. Projects seeking on-going running costs should be able to demonstrate a strategy to become self-supporting in time.

### INDEPENDENT EXAMINER

The Trustees have appointed Stephen Cutler to act as independent examiner until the conclusion of the next Annual General Meeting.

**THE BISHOP OF GUILDFORD'S FOUNDATION**

**REPORT OF THE TRUSTEES (continued)**

**YEAR ENDED 5 APRIL 2021**

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**TRUSTEES' RESPONSIBILITIES**

Company and charity law require the Trustees to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those Financial Statements, the Trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent; observe the methods and principles in the Charities SORP; state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the Financial Statements. The Trustees must also prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the Financial Statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**STATUTORY REQUIREMENTS**

The report is prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006. The report is also prepared in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102 second edition).

Signed on behalf of the board



.....  
Trustee  
Rt Revd Andrew Watson

Approved by the Board on ...8/7/21.....

# INDEPENDENT EXAMINER'S REPORT

## TO THE TRUSTEES OF THE BISHOP OF GUILDFORD'S FOUNDATION

### FOR THE YEAR ENDED 5 APRIL 2021

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I report on the accounts of the company for the year ended 5<sup>th</sup> April 2021 which are set out on pages 7 to 11.

This report is made solely to the Charity's Trustees, as a body, in accordance with s.145(1) of the Charities Act 2011. My examination has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my examination, for this report, or for the opinions I have formed.

#### Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

#### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102 second edition).have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
Stephen Cutler FCA  
23 Grasmere Close  
Guildford  
GU1 2TG

**THE BISHOP OF GUILDFORD'S FOUNDATION**

**COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET AS AT 5 APRIL 2021**

|                                       | Note | 2021          |               | 2020          |   |
|---------------------------------------|------|---------------|---------------|---------------|---|
|                                       |      | £             | £             | £             | £ |
| <b>CURRENT ASSETS</b>                 |      |               |               |               |   |
| Debtors                               | 6    | 3,583         |               | 647           |   |
| Cash at bank                          |      | 42,049        |               | 37,131        |   |
|                                       |      | <u>45,632</u> |               | <u>37,778</u> |   |
| <b>LIABILITIES</b>                    |      |               |               |               |   |
| Creditors falling due within one year | 7    |               | <u>8</u>      | <u>12,959</u> |   |
| <b>NET ASSETS</b>                     |      |               | <u>45,624</u> | <u>24,819</u> |   |
| <b>Represented by:</b>                |      |               |               |               |   |
| Unrestricted funds                    | 8    |               | 45,624        | 24,819        |   |
|                                       |      |               | <u>45,624</u> | <u>24,819</u> |   |

For the year ended 5 April 2021 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

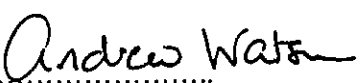
The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for

- ensuring that the company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus of deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statement, so far as applicable to charitable company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board on 8.7.21  
and are signed on their behalf by:

  
.....  
Rt Revd Andrew Watson, Trustee

Company Registration No. 02785207

**THE BISHOP OF GUILDFORD'S FOUNDATION**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING SUMMARY INCOME AND EXPENDITURE ACCOUNT)**

**FOR THE YEAR ENDED 5 APRIL 2021**

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|                                 | Note | 2021<br>Total<br>Funds<br>(Unrestricted)<br>£ | 2020<br>Total<br>Funds<br>(Unrestricted)<br>£ |
|---------------------------------|------|---|---|
| <b>Income from</b>              |      |   |   |
| Donations and legacies          | 2    | 36,829  | 51,102  |
| Investments                     |      | 51  | 35  |
| <b>TOTAL INCOME</b>             |      | <u>36,880</u>                                 | <u>51,137</u>                                 |
| <b>Expenditure on</b>           |      |   |   |
| Charitable Activities           | 3    | 16,075  | 53,388  |
| <b>TOTAL EXPENDITURE</b>        |      | <u>16,075</u>                                 | <u>53,388</u>                                 |
| <b>Net Income/(Expenditure)</b> |      | <u>20,805</u>                                 | <u>(2,251)</u>                                |
| <b>Reconciliation of funds:</b> |      |   |   |
| <b>TOTAL FUNDS B/F</b>          |      | 24,819  | 27,070  |
| <b>TOTAL FUNDS C/F</b>          |      | <u>45,624</u>                                 | <u>24,819</u>                                 |

# THE BISHOP OF GUILDFORD'S FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 5 APRIL 2021

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### 1. ACCOUNTING POLICIES

#### **Basis of Accounting**

The Financial Statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102 second edition) and the Companies Act 2006.

The Financial Statements have been prepared under historical cost convention.

#### **Funds**

The company reviews incoming resources and allocates them between restricted and unrestricted funds as appropriate.

*Unrestricted general funds* - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

*Restricted funds* - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. There were no restricted funds in this year

#### **Incoming Resources**

Donations represent income from general donations and specific collections and is inclusive of income tax recoverable. This is accounted for on a receipts basis. Income tax recoverable is accounted for as receivable. Grants are accounted for on a receivable basis.

Interest receivable represents interest receivable on cash held on deposit. This is accounted for on an accruals basis.

In accordance with the charities SORP the services of volunteers are not reflected in the Statement of Financial Activities as their donated time is not quantifiable.

#### **Grants paid**

Grants made on a discretionary basis are accounted for on a payments basis. Grants made out of funds where there is an obligation to pass on the grant to a third party are accounted for on an accruals basis.

#### **Other Expenditure**

Other expenditure is allocated between 'costs of generating funds', 'support costs' and 'governance costs' on a functional basis. Certain of the costs have been allocated between the categories on an estimated basis as it has not been possible to allocate them specifically. The expenditure is accounted for on an accruals basis inclusive of irrecoverable VAT.

#### **Unpaid Volunteers**

The Trustees, the Company Secretary and Treasurer are all unpaid volunteers. The value of their services is not reflected in the statement of financial activities.

**THE BISHOP OF GUILDFORD'S FOUNDATION**

**ANNEX TO THE NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 5 APRIL 2021**

| <b>2. DONATIONS AND LEGACIES</b> | <b>2021</b>          | <b>2020</b>          |
|----------------------------------|----------------------|----------------------|
|                                  | <b>£</b>             | <b>£</b>             |
| Collections                      | 732                  | 16,685               |
| Donations                        | 6,724                | 14,225               |
| Legacies                         | 20,533               | 12,000               |
| Lent Call 2020 (2019)            | 1,371                | 6,729                |
| Lent Call 2021 (2020)            | 6,769                | 0                    |
| Gift Aid                         | <u>700</u>           | <u>1,463</u>         |
|                                  | <u><b>36,829</b></u> | <u><b>51,102</b></u> |

| <b>3. CHARITABLE ACTIVITIES</b>  | <b>2021</b>          | <b>2020</b>          |
|----------------------------------|----------------------|----------------------|
|                                  | <b>£</b>             | <b>£</b>             |
| Grants to CFS                    | 0                    | 0                    |
| Grants paid directly to projects | 16,000               | 50,700               |
| Grant application support costs  | 0                    | 2,471                |
| Printing, postage and stationery | 20                   | 511                  |
| Advertising                      | 0                    | *(396)               |
| Cost of Fundraising              | 0                    | 0                    |
| Miscellaneous costs              | <u>55</u>            | <u>102</u>           |
|                                  | <u><b>16,075</b></u> | <u><b>53,388</b></u> |

\* Creditors b/f at 6/4/19 included £561 which was written back during the year. Actual costs were £165

**4. TRUSTEES' REMUNERATION**

The Trustees were not paid any remuneration or expenses during the year.

**5. TAXATION**

Owing to its charitable status the Charity is not liable to income tax or corporation tax on its income under the Income and Corporation Taxes Act 1988.

| <b>6. DEBTORS</b>                            | <b>2021</b>         | <b>2020</b> |
|--|---------------------|-------------|
|  | <b>£</b>            | <b>£</b>    |
| Taxation recoverable (Gift Aid)              | 700                 | 647         |
| Accruals (donations via Virgin Money Giving) | <u>2,883</u>        |             |
|  | <u><b>3,583</b></u> | <b>647</b>  |

**7. CREDITORS: amounts falling due with one year**

|                    | <b>2021</b>     | <b>2020</b>          |
|--------------------|-----------------|----------------------|
|                    | <b>£</b>        | <b>£</b>             |
| Accruals (postage) | 8               | 12,959               |
|                    | <u><b>8</b></u> | <u><b>12,959</b></u> |

# THE BISHOP OF GUILDFORD'S FOUNDATION

## ANNEX TO THE NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 5 APRIL 2021

### 8. ANALYSIS OF FUNDS

|                    | 2021<br>Net<br>Assets | 2021<br>Total | 2020<br>Net<br>Assets | 2020<br>Total |
|--------------------|-----------------------|---------------|-----------------------|---------------|
| Unrestricted funds | 45,624                | 45,624        | 24,819                | 24,819        |
|                    | <u>45,624</u>         | <u>45,624</u> | <u>24,819</u>         | <u>24,819</u> |

### MOVEMENT ON FUNDS

|                    | At 6<br>April<br>2020 | Total<br>Incoming<br>Resources | Total<br>Outgoing<br>Resources | At 5<br>April<br>2021 |
|--------------------|-----------------------|--------------------------------|--------------------------------|-----------------------|
| Unrestricted funds | 24,819                | 36,880                         | (16,075)                       | 45,624                |
| TOTALS             | <u>24,819</u>         | <u>36,880</u>                  | <u>(16,075)</u>                | <u>45,624</u>         |

### 9. SHARE CAPITAL

The company is limited by guarantee and does not have a share capital. The liability of each member is limited to a sum not exceeding £1 on winding up of the company. The word Limited is omitted by licence from the Department of Trade as the company has a charitable status.

### 10. CONTROL

The company is under the control of the Trustees.

### 11. RELATED PARTY TRANSACTIONS

There have been no related party transactions during the year.

# THE BISHOP OF GUILDFORD'S FOUNDATION

## ANNEX TO THE NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 5 APRIL 2021

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### MEMORANDUM NOTE

#### GRANTS PAID BY THE BISHOP OF GUILDFORD'S COMMUNITIES FUND

|   | 2021          | 2020          |
|---|---------------|---------------|
|   | £             | £             |
| Stoke Community Support Trust                 | 5,000         |               |
| Matrix Trust                                  | 5,000         |               |
| Connect Counselling, Camberley                | 3,000         |               |
| Meals for You                                 | 3,000         |               |
| The Wellspring Project, Aldershot (2)         |               | 2,000         |
| Badshot Lea & Hale PCC                        |               | 3,000         |
| Warehouse Christian Trust                     |               | 3,000         |
| Sunnybank Trust, Epsom                        |               | 5,000         |
| All Saints, New Haw PCC                       |               | 6,000         |
| All Saints, Onslow PCC                        |               | 1,200         |
| Farncombe PCC                                 |               | 500           |
| Tongham PCC                                   |               | 1,500         |
| Holy Trinity Aldershot PCC                    |               | 3,000         |
| Tattenham Corner PCC                          |               | 5,000         |
| Crossways Counselling Service,<br>Shottermill |               | 2,500         |
| Allsaints Enterprise CIC                      |               | 6,000         |
| St Peter West Molesey PCC (2)                 |               | 10,000        |
| St Mary East Molesey PCC                      |               | 2,000         |
| <b>Total</b>                                  | <b>16,000</b> | <b>50,700</b> |

#### GRANTS PAID BY COMMUNITY FOUNDATION FOR SURREY

|                                     | 2021          | 2020          |
|-------------------------------------|---------------|---------------|
|                                     | £             | £             |
| Anna Chaplaincy, Bookham            | 5,000         |               |
| St Peter's West Molesey             | 5,000         |               |
| Night Shelter                       |               | 5,000         |
| Jigsaw Trust                        |               | 5,000         |
| Guildford Town Centre<br>Chaplaincy |               |               |
| <b>Total</b>                        | <b>10,000</b> | <b>10,000</b> |

This page does not form part of the Financial Statements.