

Penhurst Retreat Centre Charitable Trust

Registered Charity 1060817

The Manor House, Penhurst Lane, Penhurst, Battle, TN33 9QP

REPORTS AND FINANCIAL STATEMENTS

For the year ended 31 March 2023

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**PENHURST RETREAT CENTRE CHARITABLE TRUST
YEAR ENDED 31 MARCH 2023****LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees	Michael David Brackpool Anthony P Collins (resigned 12 th October 2022) John Charles French David John Greenslade Timothy John Herbert (Chair) Martin John Lee (resigned 1 st February 2023) John A Lyttle Beverlea Parkhill (resigned 30 th September 2022) John Lowood Richards (appointed 23 rd February 2023) Douglas Roger Wakeling (appointed 23 rd February 2023)
Trust Office	The Manor House Penhurst Lane Penhurst East Sussex TN33 9QP Tel: 01424 892088 E-mail: info@penhurst.org.uk
Bankers	Santander Bank 2 Triton Square, Regent's Place LONDON NW1 3AN
Investment Bankers	CCLA 80 Cheapside LONDON EC2V 6DZ
Independent Examiner	Miriam Hickson FCA CTA Jacob Cavenagh & Skeet 5 Robin Hood Lane Sutton Surrey SM1 2SW
Charity Registration	Registered Charity no 1060817

**PENHURST RETREAT CENTRE CHARITABLE TRUST
REPORT OF THE TRUSTEES
YEAR ENDED 31 MARCH 2023**

The Trustees have pleasure in submitting their report together with the financial statements for the year ended 31st March 2023. The financial statements have been prepared in accordance with the Charities Statement of Recommended Practice (Charities SORP FRS 102) as updated in 2019, Financial Reporting Standard 102 (FRS 102) and the Charities Act 2011.

1. LEGAL AND GOVERNANCE ISSUES

1.1 Constitution of the Charity and Status

The governing instrument of the charity is the trust deed dated 23rd September 1996 and a deed of variation dated 8th October 2002. The charity was registered with the Charity Commission on 19th February 1997 with the number 1060817. The charity is registered with the Inland Revenue, reference XR 21863 and is exempt from tax on its charitable activities under part 10 of the Income tax Act 2007.

1.2 Trustee Body

The Trustees who held office during the year and to the date of this report are listed on page 1, Legal and Administrative Information. Trustees are appointed for a three-year period but are eligible to stand for re-election at the end of the period as set out in the deed of variation. All new trustees need to be appointed by the trustee body, following a skills analysis and suitable references. Rev. Timothy Herbert currently serves as Chair of the trustee body.

1.3 Trustee induction and training

All new trustees are given information relating to the responsibilities of trustees and orientation to the work of the Charity. They are encouraged to visit the centre on a regular basis. The trust is a member of Global Connections, a network of mission agencies. Trustees and staff have attended various training events organised by the network for training and support.

1.4 Trustee meetings

The trustees normally schedule four or five meetings each year and are joined for most of the meetings by the Centre Manager and Centre Host. All meetings are fully recorded with clear decisions and action points. The trustees have a comprehensive annual programme to ensure that policies and procedures are regularly updated and reviewed.

A register of trustees' interests is held to ensure that there are no conflicts of interest. This is updated regularly. Related party issues are fully declared in the financial statements. The trustees have a clear procedure that if there is a potential conflict of interest on any matter, the trustee with the potential conflict of interest is asked to leave the room and take no part in the debate or decision.

1.5 Organisation of the Charity

The operations of the charity are conducted in accordance with the policies and strategy approved by the Trustees. There are no sub-committees. The trustees are also actively involved in the running of the charity to try to keep overheads low. Some trustees provide practical support in running the Retreat Centre, others help with management and others with property maintenance. They seek to provide ongoing support to the paid staff and volunteers.

For the financial year covered by this report, the Retreat Centre was managed on a day-to-day basis by Nicci Gagel (Centre Host) and Joanna Legg-Bagg (Centre Manager). Although they have different areas of personal responsibility they are jointly responsible for the running of the centre and work closely together. Annual appraisals are undertaken with them and trustees are asked to contribute to this process.

1.6 Risk Management

The Trustees review risk, including its financial procedures, on a regular basis and formally review the risk action plan on an annual basis, seeking to ensure all major risks to which the charity might be exposed are identified, in particular those relating to the operations and finances of the Trust. The Trustees are satisfied that there are systems in place to mitigate the exposure to major risks. The action plan for a range of minor risks was reviewed and modified over the year as required. All safety checks are carried out as part of a quarterly, half yearly or annual schedule.

2. OBJECTS OF THE CHARITY

The objects of the charity are:

- (i) The advancement of the Christian religion either in the United Kingdom or overseas
- (ii) The advancement for the public benefit of religious or other education
- (iii) The relief of the aged, poor, sick or disabled

The Trustees aim to pursue these objects through running a specialist Retreat Centre at Penhurst. The particular emphasis of the Centre is to provide retreat facilities for individuals and small groups returning from stressful environments overseas or within the UK, or preparing to serve overseas. This is done through led group retreats and individual retreats which provide the opportunity for private reflection.

3. ACTIVITIES, PERFORMANCE AND OUTCOMES

3.1 Review of the activities of the Charity

The Retreat Centre offers space for quiet reflection and physical, mental and spiritual refreshment for individuals and small groups, both from overseas and from within the UK. The Centre has welcomed mission partners from all over the world, as well groups from a variety of UK agencies, as well as local churches and groups.

This year was characterised by a strong bounce-back from the challenges of the Covid years, but has also been strongly impacted by the cost of living crisis which is increasing our costs while limiting our ability to raise income. The Centre Manager, Centre Host and the staff have worked hard to maintain a presence through social media and to welcome our guests back in person. The trust has developed good links with Global Connections, the main UK network bringing together mission agencies. The trust is an active member of the GC Member Care and HR Forums, as well as the wider European Member Care network.

The centre often uses trained de-briefers to assist mission partners returning to their passport country and this is a key element of the service provided by the Centre. The Centre has continued to encourage further training in de-briefing and listening skills so that we can respond to guests returning from traumatic situations overseas. Staff and volunteers are also involved in various retreat networks based on spiritual accompaniment, and support for those on their faith journeys.

Each year two newsletters are sent out either electronically or by mail to supporters and potential users, who also receive the retreat programme. Much work has gone into continuing to ensure these mailing comply with good practice and the GDPR regulations. The retreat programme is also regularly distributed to key mission agencies as are flyers and advertisements.

3.2 Outcomes and Impact

The Retreat Centre aims to provide the environment where small groups and individuals preparing to serve overseas or returning from stressful environments overseas or working within the UK can find physical, mental and spiritual renewal. The Centre Manager and Host together with the trustees regularly survey the perceived benefit to retreatants through:

- Visitors' book and web based guest feedback. This is an informal way of receiving feedback and the Centre is regularly praised for the sense of renewal people receive.

- Use by mission agencies: The number of referrals from mission agencies is encouraging and the Centre has a good reputation among its main client group.
- Use by others: The Centre is now being used regularly as a base for those who accompany and support others in matters of faith.
- Retreat Programme: Led Retreats on specialist subjects have been particularly successful and are often over-subscribed.
- Links with others: Strong links have been developed with the Retreat Association and the Association for Promoting Retreats. There have been significant movements towards securing better working links with other member care agencies and centres in Europe.

3.3 Public Benefit

The Trustees are committed to improving the organisation's practice and ensuring that it delivers public benefit as it fulfils its objectives through the provision of specialist retreat facilities. The trustees have had regard to the guidance from the Charity Commission on reporting on Public Benefit. The Centre is open to all wishing to access its services, including those of other faiths or none, provided that they respect the Christian ethos of the Centre. The Centre has recently been enhanced by improving access for those with mobility issues.

4. FINANCIAL OVERVIEW

4.1 Results

Details of the financial results for the financial year are given in the Statement of Financial Activities on Page 8 and the Balance Sheet on Page 9 and the accompanying notes on Pages 10-15.

The Retreat Centre has had a strong performance despite the financial challenges of this year. In recent months' bookings have increased strongly, leaving us with a surplus net movement in funds of £38,917 for the year, which contrasts with a corresponding deficit of £10,547 for the previous financial year. We also commenced repayments on the government bounce-back loan.

We received several generous donations during the year, which included one of £20,000 and another of £10,000. Moreover, we are indebted to the former Trustees of the Benjamin Trust who have removed the restriction on the donation, they made to us some years ago. This resulted in a transfer of £323,252 from the Staff Accommodation Fund into general funds.

During the year ending 31st March 2023, guest fees were £172,611 (21/22: £114,064). Donations and grants amounting to £56,674 (21/22: £34,499) were received. Total Expenditure for the year was £205,030 (21/22: £188,128). Details of related party transactions are as set out in note 15 to the accounts.

The Trustees remain committed to invest resources in staff salaries, training and development while mindful of the need to contain costs. Several small fundraising campaigns have been carried out during the year to help with internal refurbishments and in the coming year Trustees will be considering investing in repairing some of the elderly fabric of the building.

In view of the increases to our costs, particularly fuel oil on which our remote property is dependent, we have already taken the decision to increase guest fees in 2023 for the second year running.

4.2 Going Concern:

Having reviewed the level of funds available together with the future projected cash flow, the trustees have reasonable expectation that that the charity has adequate resources to continue its activities for the current financial year. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

4.3 Investment Policy

Part of the funds that formed the Staff Accommodation Fund are due to be set aside for longer-term investment, although a decision on where and how to invest has been postponed in view of turbulent market conditions throughout the year. At a suitable time during the coming year the Trustees aim to invest in alternative products to generate a higher rate of return. No investments are made in any company in which their primary activities include tobacco, armaments, the sex trade or gambling.

4.4 Reserves Policy

The funds are split between those restricted for specific purposes and those available for the general requirements of the charity. Currently the charity has one remaining interest free loan obtained for the purpose of improving the facilities. The Trustees are seeking to raise further donations so that this can be repaid as well as continuing to invest in the existing facilities. In the long term, the Trustees aim to maintain a minimum level of 'free' reserves, that is not committed or invested in tangible fixed assets, equivalent to three months' running costs so that they are able to meet any liabilities and to protect from cash flow problems. At the date of the Balance Sheet, the free reserves (general fund current assets excluding long term interest free loans) stood at £257,088 (21/22: Nil). The trustees aim to repay the loans and where possible maintain the level of reserves at its declared policy.

5. FUTURE DEVELOPMENTS

The Trustees continue to focus on ensuring that staff and volunteer levels are adequate so that the number of people using the Centre can continue to increase.

Our major priority is to ensure that the Centre's income covers its operating costs without recourse to donations, which can then be set aside for enhancements.

Other future plans include:

1. To raise funds to pay off the remaining interest free loans
2. To further develop the led retreat programme, especially for mission partners
3. To review further data management and develop systems to develop best practice and legal compliance in the area of fund-raising and use of personal data

6. INDEPENDENT EXAMINER

Miriam Hickson served as the Independent Examiner to the charity and has stated her willingness to continue in office.

7. STATEMENT OF TRUSTEES' RESPONSIBILITIES

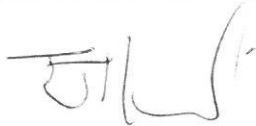
The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Charity law in England and Wales requires the trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity and of its financial activities for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the policies adopted are in accordance with the appropriate SORP on Accounting by Charities and the Accounting Regulations and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They 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.

SIGNED ON BEHALF OF THE TRUSTEES BY



Timothy J Herbert (Chair)

Date signed

13.7.23

**PENHURST RETREAT CENTRE CHARITABLE TRUST
INDEPENDENT EXAMINERS REPORT
YEAR ENDED 31 MARCH 2023**

I report to the charity trustees on my examination of the accounts of the Penhurst Retreat Centre Charitable Trust (the Trust) for the year ended 31st March 2023 set out on pages 8 to 15.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts as carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

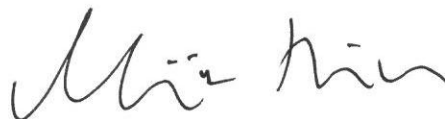
Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Report) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- (4) the accounts have not been prepared in accordance with the methods and principles of 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 the Republic of Ireland (FRS 102)

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

Signed by



M R Hickson FCA CTA
Jacob Cavenagh & Skeet
5 Robin Hood Lane
Sutton
Surrey
SM1 2SW

Date signed 18 July 2023

PENHURST RETREAT CENTRE CHARITABLE TRUST
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2023

	Note	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total Funds</u> <u>2023</u> £	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total Funds</u> <u>2022</u> £
INCOME FROM:							
Donations, legacies and grants	2	47,860	8,814	56,674	31,460	3,039	34,499
Charitable activities	3	181,937	-	181,937	130,052	-	130,052
UK Government HMRC Furlough Scheme		-	-	-	12,833	-	12,833
Interest from Deposits	4	2,398	2,938	5,336	3	194	197
TOTAL INCOME		232,195	11,752	243,947	174,348	3,233	177,581
EXPENDITURE ON:							
Raising Funds	5	2,531	-	2,531	1,884	-	1,884
Charitable activities	6	194,062	8,437	202,499	180,680	5,564	186,244
TOTAL EXPENDITURE		196,593	8,437	205,030	182,564	5,564	188,128
NET INCOME/(EXPENDITURE)		35,602	3,315	38,917	(8,216)	(2,331)	(10,547)
Transfers between Funds	13	327,247	(327,247)	-	525,480	(525,480)	-
NET MOVEMENT IN FUNDS		362,849	(323,932)	38,917	517,264	(527,811)	(10,547)
RECONCILIATION OF FUNDS							
Total funds brought forward		963,193	332,660	1,295,853	445,929	860,471	1,306,400
TOTAL FUNDS CARRIED FORWARD		1,326,042	8,728	1,334,770	963,193	332,660	1,295,853

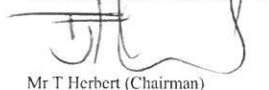
The Statement of Financial Activities includes all gains and losses recognised in the year.

**PENHURST RETREAT CENTRE CHARITABLE TRUST
BALANCE SHEET
AS AT 31 MARCH 2023**

	Note	<u>2023</u>		<u>2022</u>	
		£	£	£	£
FIXED ASSETS					
Property at Penhurst	12	1,109,221		1,109,221	
Other Tangible Fixed Assets	12	<u>345</u>		<u>728</u>	
			1,109,566		1,109,949
CURRENT ASSETS					
Debtors	8	11,974		9,690	
Cash at Bank and in hand		<u>313,823</u>		<u>289,876</u>	
		325,797		299,566	
CREDITORS					
Amounts falling due within one year	9	<u>59,981</u>		<u>66,314</u>	
NET CURRENT ASSETS			<u>265,816</u>		<u>233,252</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			1,375,382		1,343,201
LONG TERM CREDITORS					
Amounts falling due after more than one year	10		(40,612)		(47,348)
NET ASSETS			<u><u>1,334,770</u></u>		<u><u>1,295,853</u></u>
FUNDS					
Unrestricted Funds					
General Funds	14		1,326,042		963,193
Restricted Funds					
Staff Accommodation Fund	13/14		-		328,751
Guest Fees Fund			4,228		3,909
Pond & Paddock Project			<u>4,500</u>		<u>-</u>
			8,728		332,660
TOTAL FUNDS			<u><u>1,334,770</u></u>		<u><u>1,295,853</u></u>

The notes on pages 10 to 15 form part of these financial statements.

These financial statements were approved by the Trustees on **13.07.2023**
and signed on their behalf by:



Mr T Herbert (Chairman)

**PENHURST RETREAT CENTRE CHARITABLE TRUST
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023**

1. ACCOUNTING POLICIES**1.1 Accounting Convention**

The financial statements have been prepared in accordance with the Charities Statement of Recommended Practice (Charities SORP FRS 102) as updated in 2019, Financial Reporting Standard 102 (FRS 102) and the Charities Act 2011. The particular accounting policies adopted are described below.

The financial statements have been prepared under the historical cost convention. The charity meets the definition of a public benefit entity under FRS 102.

1.2 Going concern

Having reviewed the level of funds available together with the future projected cashflows, the trustees have reasonable expectation that the charity has adequate resources to continue its activities for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

1.3 Fixed Assets and Depreciation

Tangible Fixed Assets are stated at historical cost less depreciation. Depreciation is provided on all assets, other than the freehold property, at 10% to 25% of cost per annum and is intended to write off the assets over their estimated useful lives. The percentage so written off is subject to annual review. Expenditure on the acquisition of fixed assets over £1,000 (approximately) is capitalised at cost.

The Trustees consider the value of the Freehold Property to be in excess of the gross book value at any time and so no depreciation is charged.

1.4 Fund Accounting

Funds held by the charity are classified as one of:

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. These funds are described in note 13.

1.5 Income

Income is shown on an accruals basis. Donations are recognised when received. Income tax recoverable on Gift Aid donations is recognised when the income is recognised. Grants and legacies are accounted for as soon as any conditions for receipt have been met.

Fees receivable are only recognised once the retreat has taken place.

Dividends and interest are accounted for when receivable and allocated to the appropriate fund.

1.6 Expenditure

Expenditure is accounted for on an accruals basis.

Charitable expenditure comprises of expenditure directly related to the objects of the Charity. Other than fundraising costs, all expenditure including ongoing support, administration and governance costs form an integral part of the cost of carrying out the direct charitable objectives of the charity.

Irrecoverable VAT is charged against the category of expenditure for which it was incurred.

Fundraising and publicity expenditure comprises all the expenditure in relation to fundraising and publicity for the Charity, including its newsletter and the management of its investments.

1.7 Debtors

Grants receivable and other debtors are included at the settlement amount due. Prepayments are valued at the amount prepaid.

PENHURST RETREAT CENTRE CHARITABLE TRUST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES (continued)

1.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of opening of the deposit.

1.9 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation arising from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement amount.

1.10 Financial instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2. DONATIONS AND SIMILAR INCOME	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total Funds</u>	<u>Total Funds</u>
	<u>Funds</u>	<u>Funds</u>	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Donations	45,260	2,224	47,484	32,249
Trust Funds	2,600	6,590	9,190	2,250
	<u>47,860</u>	<u>8,814</u>	<u>56,674</u>	<u>34,499</u>
3. INCOME FROM CHARITABLE ACTIVITIES	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total Funds</u>	<u>Total Funds</u>
	<u>Funds</u>	<u>Funds</u>	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Charitable activities	172,611	-	172,611	114,064
Local Authority Covid Support	-	-	-	10,667
Miscellaneous income	9,326	-	9,326	5,321
	<u>181,937</u>	<u>-</u>	<u>181,937</u>	<u>130,052</u>
4. INCOME FROM INVESTMENTS	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total Funds</u>	<u>Total Funds</u>
	<u>Funds</u>	<u>Funds</u>	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Bank & Deposit Interest	2,398	2,938	5,336	197
	<u>2,398</u>	<u>2,938</u>	<u>5,336</u>	<u>197</u>
5. FUNDRAISING EXPENDITURE	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total Funds</u>	<u>Total Funds</u>
	<u>Funds</u>	<u>Funds</u>	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Fundraising and publicity	2,531	-	2,531	1,884
	<u>2,531</u>	<u>-</u>	<u>2,531</u>	<u>1,884</u>

PENHURST RETREAT CENTRE CHARITABLE TRUST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED 31 MARCH 2023

6. CHARITABLE EXPENDITURE	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total Funds</u>	<u>Total Funds</u>
Project Running Costs	<u>Funds</u>	<u>Funds</u>	<u>2023</u>	<u>2022</u>
	£	£	£	£
General Property Costs	29,763	-	29,763	21,217
Guest Costs	29,982	-	29,982	23,168
	<u>59,745</u>	<u>-</u>	<u>59,745</u>	<u>44,385</u>
Staffing Costs				
Staff and Housing Costs	113,335	8,437	121,772	127,364
	<u>113,335</u>	<u>8,437</u>	<u>121,772</u>	<u>127,364</u>
Other Charitable Costs				
Project Management Costs	8,117	-	8,117	6,111
Other Costs	9,425	-	9,425	5,554
	<u>17,542</u>	<u>-</u>	<u>17,542</u>	<u>11,665</u>
Interest on Loans				
Bounce Back Loan - Santander	1,237	-	1,237	813
Governance Costs				
Independent Examination Fee	1,985	-	1,985	2,017
Trustees' meetings and expenses	218	-	218	-
	<u>2,203</u>	<u>-</u>	<u>2,203</u>	<u>2,017</u>
TOTAL CHARITABLE EXPENDITURE	<u>194,062</u>	<u>8,437</u>	<u>202,499</u>	<u>186,244</u>

7. STAFF AND TRUSTEES COSTS	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total Funds</u>	<u>Total Funds</u>
	<u>Funds</u>	<u>Funds</u>	<u>2023</u>	<u>2022</u>
	£	£	£	£
Gross wages	105,498	0	105,498	114,549
Employer's NICs	761	0	761	2,514
Employer Pension Contributions	5,941	0	5,941	6,456
Staff Accommodation - Rent and Rates	2,812	8,437	11,249	5,564
Holiday Pay Accrued - change	(1,677)	0	(1,677)	(1,719)
	<u>113,335</u>	<u>8,437</u>	<u>121,772</u>	<u>127,364</u>

No employees received emoluments in the year in excess of £60,000 (2021/22: None)

	<u>2023</u>	<u>2022</u>
Average number of full-time staff employed during the year	3	3
Average number of part-time staff employed during the year	5	5
Total average number of staff employed during the year	<u>8</u>	<u>8</u>

No remuneration was paid to, or waived by, any Trustee in respect of such office. Expenses for travel and food totalling £218 was paid to 1 trustee (2021/22: £Nil).

8. DEBTORS	<u>2023</u>	<u>2022</u>
	£	£
Income tax debtor	10,669	6,349
Other income debtor	1,157	90
Prepayments	148	3,251
	<u>11,974</u>	<u>9,690</u>

PENHURST RETREAT CENTRE CHARITABLE TRUST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED 31 MARCH 2023

	<u>2023</u>	<u>2022</u>
	£	£
9. CREDITORS: Amounts falling due within one year		
General Creditors	6,245	4,184
Deferred income	35,260	35,016
Accrued holiday pay	2,069	3,746
Accrued bank loan interest	78	83
Loans due for repayment	10,000	20,000
Government backed Covid Santander Loan	6,329	3,285
	<u>59,981</u>	<u>66,314</u>
	<u>2023</u>	<u>2022</u>
	£	£
10. CREDITORS: Amounts falling due after one year		
Government backed Covid Santander Loan	40,612	47,348
	<u>40,612</u>	<u>47,348</u>
	<u>2023</u>	<u>2022</u>
	£	£
11. Government backed Covid Santander Loan		
Amount Borrowed brought forward	50,633	50,000
Interest Added - Repayment Holiday	-	633
Total Loan	<u>50,633</u>	<u>50,633</u>
Amount repaid in year	<u>(3,692)</u>	<u>-</u>
Amount Borrowed carried forward	<u>46,941</u>	<u>50,633</u>

The loan was advanced on 7th August 2020. No interest was payable in first 12 months as this was UK Government funded. At the end of that year the Charity took advantage of a 6 month repayment holiday where any interest accrued was added to the loan principle. After that period interest only became payable until 7th August 2022. Following that date both interest and capital repayments have been made when due. The loan is scheduled to be repaid in full by 7th August 2030.

12. FIXED ASSETS	<u>Property</u>	<u>Furnishings and</u>	<u>Total</u>
	(£)	Equipment (£)	Assets (£)
<i>COST</i>			
At 1st April 2022	1,109,221	9,098	1,118,319
Additions	-	-	-
Less disposals	-	-	-
At 31st March 2023	<u>1,109,221</u>	<u>9,098</u>	<u>1,118,319</u>
<i>ACCUMULATED DEPRECIATION</i>			
At 1st April 2022	-	(8,370)	(8,370)
Charge for period	-	(383)	(383)
Reversed Depreciation	-	-	-
Less disposals	-	-	-
At 31st March 2023	<u>-</u>	<u>(8,753)</u>	<u>(8,753)</u>
Percentage Charge	<i>0%</i>	<i>10% / 25%</i>	
<i>NET BOOK VALUE</i>			
At 31st March 2023	<u>1,109,221</u>	<u>345</u>	<u>1,109,566</u>
At 31st March 2022	<u>1,109,221</u>	<u>728</u>	<u>1,109,949</u>

The tangible fixed assets are held in direct furtherance of the charity's objects. The Trustees are of the opinion that the market value of the freehold property is not less than its book value.

PENHURST RETREAT CENTRE CHARITABLE TRUST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED 31 MARCH 2023

13. MOVEMENTS OF RESTRICTED FUNDS

2022/2023	Balance at 1 Apr 22	Income & gains	Expenditure & losses	Transfer	Balance at 31 Mar 23
	£	£	£	£	£
Development Fund	-	2,224	-	(2,224)	-
Staff Accommodation Fund (now closed)	328,751	2,938	(8,437)	(323,252)	-
Guest Fund	3,909	2,090	-	(1,771)	4,228
Pond & Paddock Project	-	4,500	-	-	4,500
	332,660	11,752	(8,437)	(327,247)	8,728
2021/2022	Balance at 1 Apr 21	Income & gains	Expenditure & losses	Transfer	Balance at 31 Mar 22
	£	£	£	£	£
Manor House Capital Fund (closed 2021/22)	253,993	-	-	(253,993)	-
Orchard Rooms Capital Fund (closed 2021/22)	264,571	-	-	(264,571)	-
Development Fund	-	2,539	-	(2,539)	-
Staff Accommodation Fund	337,240	194	(5,564)	(3,119)	328,751
Guest Fund	4,667	500	-	(1,258)	3,909
	860,471	3,233	(5,564)	(525,480)	332,660

The Development Fund relates to donations given for specific projects for the improvement of the Manor House. The transfer during the year is in respect of the utilisation of these funds on property improvements.

The Staff Accommodation Fund was set up to provide suitable accommodation for staff. The donors (the former Trustees of the closed Benjamin Trust) unanimously agreed to the Funds being de-Restricted and put to the good use of Penhurst Retreat Centre. As such this fund has been closed.

The Guest Fund is to subsidise the stay of certain guests in line with the terms set by the donor. The transfer represents the subsidy provided to guests via this fund.

The Pond & Paddock Project is a generous grant from Sussex Lund to enable restoration and improvements to be made to the Centre's pond and paddock area.

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

2023	Fixed Assets	Current Assets	Long Term Liabilities	Total Assets
	£	£	£	£
Restricted Funds				
Guest Fund	-	4,228	-	4,228
Pond & Paddock Project	-	4,500	-	4,500
	-	8,728	-	8,728
Unrestricted Funds				
Free Reserves	-	257,088	-	257,088
Fixed asset reserve	1,109,566	-	(40,612)	1,068,954
Total Funds	1,109,566	265,816	(40,612)	1,334,770
2022	Fixed Assets	Current Assets	Long Term Liabilities	Total Assets
	£	£	£	£
Restricted Funds				
Staff Accommodation Fund	-	328,751	-	328,751
Guest Fund	-	3,909	-	3,909
	-	332,660	-	332,660
Unrestricted Funds				
Free reserves	-	(99,408)	-	(99,408)
Fixed asset reserve	1,109,949	-	(47,348)	1,062,601
Total Funds	1,109,949	233,252	(47,348)	1,295,853

**PENHURST RETREAT CENTRE CHARITABLE TRUST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED 31 MARCH 2023**

15. RELATED PARTY DISCLOSURES

The charity maintains a conflicts of interest register and trustees register any related party interests before there is discussion on any grants and trustees do not take part in any decisions when there is a conflict of interest.

During the year donations totalling £700 (2022: £240) were received from trustees. Travelling Expenses of £218 (2022: £Nil) was paid to one Trustee (2022:£Nil). 2 payments were made totalling £563 and a further £814 was accrued, but not paid by the yearend for building repairs to a company owned by a Trustee (2022: £Nil).