

Registered Charity Number: 1106392
Company number: 05141218

Contemplative Fire

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 May 2018

Contemplative Fire

Contents

Contents	Page
Administrative Information	1
Trustees' annual report	2 - 5
Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 - 13

Contemplative Fire

Administrative Information for the year ended 31 May 2018

Directors

Francoise Pinteaux-Jones

Elaine Wilkins

Charlotte Wright

Hilary Garraway

(appointed 10 September 2017)

Jeremy Timm

(appointed 10 September 2017)

Caroline Newton

(appointed 4 June 2018)

John Marsh

(resigned 4 June 2018)

Charity number

1106392

Company number

05141218

Registered office

The Circle

33 Rockingham Lane

Sheffield

S1 4FW

Independent Examiner

Sheryl Meakin, ACA

Voluntary Action Sheffield

Community Accountancy

The Circle

33 Rockingham Lane

Sheffield

S1 4FW

Contemplative Fire

Trustees' annual report For the year ended 31 May 2018

The trustees (who are also the directors of the company for the purposes of company law) submit their annual report and the financial statements for the year ended 31 May 2018.

Structure, governance and management

Contemplative Fire is a registered charity, and a company limited by guarantee, not having share capital. Every member undertakes to contribute an amount not exceeding £1 to the assets of the charity in the event of the charity being wound-up during the period of membership, or within one year thereafter. It was incorporated on 28 May 2004 and became a charity on 21 October 2004. Contemplative Fire is governed by the rules and regulations set down in its company Memorandum and Articles of Association as last updated on 28 May 2004.

In June 2016, following consultations and voting within the community, the Trustees adopted the new constitution of a Charitable Incorporated Organisation (CIO) with voting members other than its Charity Trustees. A timetable for conversion is still awaited.

The overall strategic direction of the charity is determined by the Trustees, to be implemented by the Administrator and Companions of the charity.

The Trustees meet 3 or 4 times a year. All meetings are minuted and all major strategic decisions are voted on, with a simple majority being required to pass a resolution.

Authority for day to day operational matters is delegated to the Administrator, in conjunction with the Chair. There is one administrator employed by Contemplative Fire.

Acknowledged Community

Contemplative Fire is an Acknowledged Community registered with the Advisory Council for the Relations of Bishops and Religious Communities of the Church of England. The Community is accompanied by the Right Reverend Anne Hollinghurst, Bishop of Astonl and Sister Rosemary, Sisters of the Love of God (SLG).

Method of Recruitment and Appointment of Trustees

Existing Trustees use succession planning and skills audit, to identify the need for future trustees and the timeframe and skills required. A member of the community then acts as a focal point for communication with all community members to assist in identifying potential trustees in line with the trustee role description. Following a period of discernment, potential trustees are proposed to the existing trustee board. Each potential new trustee is then matched with an existing trustee for a period of mutual discussion, exploration and discernment, which includes their attendance as an observer at a trustee meeting. All existing Trustees have an input into the final decision on appointments.

Induction for new Trustees includes provision of Charity Commission guidance on roles and responsibilities of trustees and an offer of attending an external trustee training session, as well as internal discussions about how to apply the vision and values of Contemplative Fire to its governance, and an exploration of the story of Contemplative Fire thus far.

The charity recognizes the need for on-going training and all Trustees are encouraged to develop their relevant skills and expertise.

Risk and corporate governance matters

The Trustees have examined the major strategic, business and operational risks which the charity faces and seek to minimize the effects of risk on the members of the charity. The Trustees as a body are responsible for risk management and corporate governance matters.

Contemplative Fire

Trustees ' annual report - continued For the year ended 31 May 2018

Charitable objectives and activities

Contemplative fire is a dispersed, ecumenical community and is an acknowledged community registered with the Church of England. We celebrate natural beauty, stillness and silence, deep connectedness and the play of wisdom. We seek to live the mystery of the way of Christ through our rhythm of life "travelling light, dwelling deep" which flows from a Trinitarian understanding of the nature of god.

Contemplative Fire's objectives are to:

- a) advance the Christian religion, and
- b) advance the education of the public on matters concerning the preservation, conservation and protection of the environment and the prudent use of natural resources.

Achievements and performance

Significant events relating to the objects during the year included:

The Hub: a group of seven members who have committed to working with Contemplative Fire and supporting the trustees, have organised several events for the whole community, drawing on the skills of our talented Companions and Friends to lead these and to share their skills.

Wisdom on the Way days for Companions and guests: There have been several Wisdom on the Way days during the year. Tom Hinds led a day on Living towards Death, which was held at the Woodland Burial grounds in Beaconsfield. Liz Okey and Diane Rutter also led a day there on 'From Pen and Paper to prayer'. These were attended by small numbers but very much appreciated as a focus for meeting companions and contemplating different ways of being. The format of a talk, a silent walk and some conversation has been the brief, including Threes as a way of sharing.

Contemplative Fire Annual Retreat: Our fully booked annual week of silent retreat was held in June 2017 at Parcival Hall, led by Anne Crosthwaite. As a way of exploring how to attract more people to share in the nourishment of silent retreat, the Hub organised a weekend silent retreat at Holland House in Stone. We had the support of a grant which enabled us to offer the weekend at a discount price. The weekend was fully booked and much appreciated. It has been decided to continue with a weekend silent retreat as well as a week each year. In view of this, we are exploring how we might encourage potential retreat leaders to come forward and to also work with those new to such things in order to build skills and create a bank of people to lead our retreats. Parcival Hall and Holland House have been booked for 2019.

Contemplative Fire Community Weekend: This was held in September 2017 in Hemel Hempstead, as previously. Half of our dispersed community were able to attend "Return to the Heart" as we considered how we might continue to transition without losing sight of our roots. Our dear companion Vincent Strudwick spoke, there were outdoor activities around the trefoil and our usual times of silence and singing, plus workshops on Prayer and a Gathering. We heard more about the Across the Threshold work, via Sally Wright's work with the homeless in Windsor. We would have liked to see more people from the North and it was decided to find an alternative site in 2018, hence Shallowford House in Stone was booked as a place more midway.

In the North: The Sheffield group, based at Whirlow Grange, has led various workshops linked with prayer and meditation and 'Pilgrimages to Now/here' which have encouraged people new to Contemplative Fire to join us as part of their journey. Regular introductory events are held as well as Gatherings and Still Waters, plus several Way Beyond Religion groups. We are seeing a small growth in numbers, particularly of new Friends here, in this vibrant part of our community.

Contemplative Fire

Trustees ' annual report - continued For the year ended 31 May 2018

Achievements and performance- continued

In the South: At their annual meeting in January, with a dozen companions willing to help, Wendover and High Wycombe have been considering how they could share more in their activities. Wendover has hosted monthly Still Waters or Gatherings and Easter and Christmas were jointly organised. There have been several woodland pilgrimages with outdoor Eucharist or agape, plus regular Still Waters events organised by High Wycombe. It might be that other events may be developed as we clarify our regional responsibilities and finances

In the Midlands: As there looked to be some potential for a Contemplative Fire group in the Midlands, a Weekend Community Building was set up at Mount St Bernard's Abbey, near Coalville Leicestershire. This was a new event intended to create a base for Midlands Friends and Companions, but such was the enthusiasm of Companions around the country, a big group came to hear the Abbot speak and also Philip Roderick. This was a cross between a retreat and a community weekend and as such seemed very successful. In that light, this will be developed over the year ahead. Also within the East Midlands a group launched in Lincoln; there are plans to extend this into a second city venue in the coming year.

Engaging with other communities: These include Anglican Religious Communities (ARC) and the outreach ministries that Companions are engaged with as part of our compassionate living (eg working alongside the homeless and people using food banks or supporting families with children with disabilities in Africa).

The website: has now been open for several months. Further work has been commissioned to develop the site more and enable Companions to communicate via a forum, plus attract a new generation of members.

The Accounts and Administration: We are delighted that Tina Towe has been appointed as our part time Administrator. We welcome Tina and hope Companions get the opportunity to make themselves known to her, and that she will find the work fulfilling. We thank Gill Greenwood for the stalwart and dedicated service she offered to Contemplative Fire and hope she finally gets a good rest and time for fun.

Trustees have been working hard to clarify the financial processes and to make them more transparent. Companion Sally Livsey has been appointed Accountant in a paid capacity and she will be training the new administrator Tina in an online Sage Accounting system. We are grateful for the work that Chris Holmes has done for us over the years in a volunteer capacity preparing management accounts and thank him. The Trustees are confident that the finances are in good shape.

Public Benefit

The Trustees have paid due regard to the Charity Commission guidance on public benefit in deciding what activities the charity should undertake, how they are carried out and in exercising their duties and powers.

There is a clear intention that both of our charitable objectives would be of benefit to the wider public and that the charity will undertake activities that are open to all.

Plans for the future

The charity is still seeking to convert to CIO status, developing the new category of Friend of the charity, exploring new models of leadership with the Hub and trustees, and looking at different avenues for growth led by the development of a new website.

The trustees feel much headway has been made this year as we transition into our new shape. We are now looking at how we build our community into the years ahead, enabling a new generation to benefit from our desire for regeneration through abundance.

Contemplative Fire

Trustees' annual report - continued For the year ended 31 May 2018

Financial review

The year to 31 May 2018 saw an increase in total income of 14% to £51,221 and an increase in total expenditure of 45% to £44,098, resulting in a surplus of £7,123.

Regular monthly donations are approximately £1,600 (2017-£1,900) per month. There was a one-off individual donation of £10,000 (including gift aid) during the year. An administrator was taken on as an employee during the year and it is planned that the income from donations will cover this cost each year.

Reserves policy

All surpluses are held as free reserves which are expended to enable the charity to "bridge the gap" in periods when donations from Companions are insufficient to allow the charity to meet its expenditure. Over the longer term it is intended to hold reserves equivalent to 3-6 months of current expenditure.

Free reserves at 31 May 2018 were £48,610 which is equivalent to just over 13 months expenditure.

Exemption

The trustees have taken advantage of the exemptions available to small companies including the audit exemption (see statement on balance sheet).

Directors' responsibilities for the financial statements

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the trustees are required to: select suitable accounting policies and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The Trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

Small company provisions:

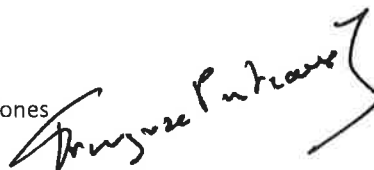
This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The trustees declare that they have approved the trustees' report above on 9 September 2018 and signed on its behalf by:

C. Newton
Trustee



F. Pinteaux-Jones
Trustee



Independent Examiner's report to the trustees of Contemplative Fire ("the Company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 May 2018.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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 the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and 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:



Sheryl Meakin, ACA

Voluntary Action Sheffield
Community Accountancy Service
The Circle
33, Rockingham Lane
Sheffield
S1 4FW

Date:

1st October 2018

Contemplative Fire

Statement of Financial Activities (incorporating the income and expenditure account) for the year ended 31 May 2018

	Notes	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Income from:					
Donations and grants	2	38,086	165	38,251	34,465
Charitable activities	3	12,970	-	12,970	10,285
Total income		51,056	165	51,221	44,750
Expenditure on:					
Charitable activities	4	44,098	-	44,098	30,316
Total expenditure		44,098	-	44,098	30,316
Net income/(expenditure)		6,958	165	7,123	14,434
Total funds brought forward		41,652	1,626	43,278	28,844
Total funds carried forward		48,610	1,791	50,401	43,278

Contemplative Fire

Balance sheet As at 31 May 2018

	Notes	2018 £	2017 £
Fixed Assets			
Tangible Assets	6	-	-
Current assets			
Debtors	7	35,700	28,671
Cash at bank and in hand		21,316	22,198
Total current assets		57,016	50,869
Creditors: amounts falling due within one year	8	(6,615)	(7,591)
Net current assets		<u>50,401</u>	<u>43,278</u>
Total assets less current liabilities		50,401	43,278
Creditors: amounts falling due after more than one year		-	-
Total net assets		<u><u>50,401</u></u>	<u><u>43,278</u></u>
Funds of the Charity			
Unrestricted funds		48,610	41,652
Restricted income funds	9	1,791	1,626
Total funds	10	<u><u>50,401</u></u>	<u><u>43,278</u></u>

For the year ending 31 May 2018 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 in accordance with section 476 of the Companies Act 2006.

The director's acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

The financial statements were approved by the board of trustees, and authorised for issue on 9th September 2018

Signed on behalf of the board by:

C. Newton
Trustee



Contemplative Fire

Notes to the Accounts for the year ended 31 May 2018

1 Accounting Policies

(a) General

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 (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The financial statements have also adopted Charities SORP (FRS 102) Bulletin 1 and taken advantage of the exemption to prepare a cashflow statement.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value.

(b) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from donations is recognised in the year in which the donations were received or notified. Gift aid claimable on qualifying donations is provided for in the year the donations are recognised.

Event income and donations are recognised in the year in which the event took place. Where events have no set charge, income is treated as donations and gift aid is claimed on qualifying donations. Where events have a set charge but monies are received from attendees in excess of this fee, these monies are treated as donations and gift aid is claimed on qualifying donations. All event income and donations are recognised in the accounts as income from charitable activities. Associated gift aid is classified as income from donations and grants.

Bank interest is recognised as income when it is credited to the bank statement. All bank interest is treated as unrestricted income to the General Fund.

(c) Expenditure and liabilities

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

(d) Tangible fixed assets

All items of capital expenditure below £500 are written off as incurred.

Depreciation has been calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets over their expected useful lives on a straight line basis.

Computer equipment	3 years
--------------------	---------

(e) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Contemplative Fire

Notes to the Accounts - continued for the year ended 31 May 2018

1 Accounting Policies - continued

(f) Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of receivables.

(g) Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the company does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

(h) Fund accounting

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific artistic projects being undertaken by the charity.

(i) Pension costs and other post-retirement benefits

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

2 Income from donations and grants

	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Donations	30,890	132	31,022	27,622
Tax recoverable on donations eligible for gift aid	6,196	33	6,229	5,843
Grants	1,000	-	1,000	1,000
	38,086	165	38,251	34,465

3 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Event income and donations	12,970	-	12,970	10,285
	12,970	-	12,970	10,285

Contemplative Fire

Notes to the Accounts - continued for the year ended 31 May 2018

4 Expenditure on charitable activities

	Note	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Activities of workshops and training		17,127	-	17,127	10,095
Staff costs	5	12,184	-	12,184	-
Administration - self employed costs		5,451	-	5,451	13,674
Travel costs		2,041	-	2,041	890
Support costs		5,615	-	5,615	5,027
Independent examiner's fees		480	-	480	480
Legal and professional costs		1,200	-	1,200	-
Bursaries given towards event costs		-	-	-	150
		44,098	-	44,098	30,316
Other fees paid to Independent examiner's organisation				1,446	1,019

5 Staff Costs

	2018 £	2017 £
Salaries	12,115	-
Employer's pension contribution	69	-
	12,184	-

There was one employee for 7 months of the year (2017: no employees)

6 Tangible fixed assets

	Computer Equipment £	Total £
Cost		
As at 1 June 2017	1,242	1,242
As at 31 May 2018	1,242	1,242
Depreciation		
As at 1 June 2017	1,242	1,242
As at 31 May 2018	1,242	1,242
Net Book Value		
As at 31 May 2018	-	-
As at 31 May 2017	-	-

7 Debtors

	2018 £	2017 £
Income tax recoverable on gift aid donations	34,700	28,471
Other debtors	1,000	200
	35,700	28,671

Contemplative Fire

Notes to the Accounts - continued for the year ended 31 May 2018

8 Creditors: amounts falling due within one year

	2018	2017
	£	£
Trade creditors	1,636	1,326
Accruals	1,680	480
Taxes & social security	2,119	-
Other creditors	165	-
Deferred event income	1,015	5,785
	6,615	7,591

9 Restricted funds

	Balance at 01-Jun-17	Income	Expenditure	Balance at 31-May-18
	£	£	£	£
Bursary fund	1,626	165	-	1,791
	1,626	165	-	1,791

Bursary fund

Companions/members are invited to contribute to the Bursary Fund and are offered the opportunity of requesting a bursary payment towards the Community Weekend or the annual Retreat, which are relatively expensive for people on low incomes. Bursary rates (total available per event) are £200 per event and £100 maximum per person. There is a form for requests and two Trustees are delegated the responsibility of agreeing and signing off bursary applications. The fund is only available to Companions/members.

10 Net assets by fund

	Unrestricted funds	Restricted funds	Total 2018	Total 2017
	£	£	£	£
Net current assets	48,610	1,791	50,401	43,278
	48,610	1,791	50,401	43,278

11 Trustees remuneration, benefits and expenses

Three trustees received travel expenses totalling £344 during the year (2017: one trustee received £98). No trustees received remuneration for their role.

12 Related party transactions

During the year trustees and close family members donated £14,089 before gift aid, included within the total of Note 2. (2017: £5,025)

Contemplative Fire

Notes to the Accounts - continued
for the year ended 31 May 2018

13 Statement of Financial Activities - previous year fund analysis

	2018			2017		
	Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
Income from:						
Donations and grants	38,086	165	38,251	34,299	166	34,465
Charitable activities	12,970	-	12,970	10,285	-	10,285
Total income	51,056	165	51,221	44,584	166	44,750
Expenditure from:						
Charitable Activities	44,098	-	44,098	30,166	150	30,316
Total expenditure	44,098	-	44,098	30,166	150	30,316
Net income/(expenditure)	6,958	165	7,123	14,418	16	14,434
Total funds brought forward	41,652	1,626	43,278	27,234	1,610	28,844
Total funds carried forward	48,610	1,791	50,401	41,652	1,626	43,278