

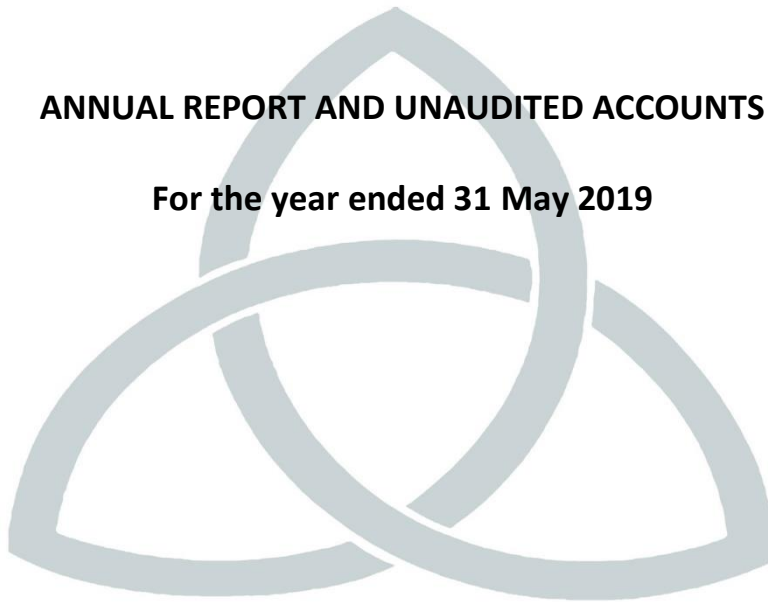
Registered Charity Number: 1106392

Company number: 05141218

Contemplative Fire

ANNUAL REPORT AND UNAUDITED ACCOUNTS

For the year ended 31 May 2019



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Administrative Information for the year ended 31 May 2019

Directors

Helen Fitch-Hunter	<i>(appointed 8 September 2018)</i>
Hilary Garraway	
John Marsh	<i>(resigned 4 June 2018)</i>
John McBane	<i>(appointed 8 September 2018)</i>
Caroline Newton	<i>(appointed 4 June 2018)</i>
Françoise Pinteaux-Jones	
Jeremy Timm	
Elaine Wilkins	<i>(resigned 8 September 2018)</i>
Charlotte Wright	<i>(resigned 4 June 2018)</i>
Peter Wright	<i>(appointed 8 September 2018)</i>

Charity number

1106392

Company number

05141218

Registered office

The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Independent Examiner

Claire White ACMA CGMA
The Brook
Loughbon
Orston
Nottinghamshire NG13 9NJ

Trustees' Annual Report

The trustees (who are also the directors of the company for the purposes of company law) submit their annual report and accounts for the year ended 31 May 2019.

Objectives and activities

The charity 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.

The 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.

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.

Achievements and performance

Significant events during the year relating to the objects of the charity include:

The merging of the Hub with the board of trustees. This followed a time of experimentation which encouraged a greater involvement of all members and helped the community towards setting its priorities, identifying needs and skills and devising the most efficient approach to better management.

Still Waters, Way Beyond Religion, Wisdom on the Way days and Gatherings. These were held in different parts of the country for members and guests. In view of our dispersion and regional differences in local events, national events were held and run by local groups in different locations around the country, attended by varying numbers of Companions, some undeterred by long distances.

A new initiative in Lincoln. Contemplative Fire Lincs in the City offers a regular program of "creative activity, contemplative considerations and prayer stations, thoughtful study and engaged learning; through talks and conversations that enable us to enter into the heart of the understanding and teaching of Jesus and the mystics".

Contemplative Fire Retreats. Our annual week of silent retreat will be held in June 2019 at Parcevall Hall, led by Ali Dorey and Jacky Stride. Our fresh initiative of a weekend silent retreat at Holland House in Pershore (still supported by a grant and offered at a discount price) was repeated with equal success in February 2019 and Shallowford House in Stone has been booked for this purpose in 2020. The annual community retreat for 2020 is now planned for June at St Non's retreat centre in Pembrokeshire.

The Annual Community Weekend (incorporating the AGM). This was held in September 2018 in Shallowford House around the theme of 'Greening' the community. We considered its progress and growth, looking into the many ways of meeting Christ at the Edge. In her first encounter with our community, Bishop Anne Hollinghurst drew out from her audience the many ways this is done among us. Signs of our evolution could be read in the trustees' move to bring the Hub and the

Trustees' Annual Report continued...

trustee board together as one, with a view that each member play to their strengths, in harmony and with increased cohesion and focus. They could also be found in companion Sally Livsey, our new accountant and her presentation of the accounts. Building on the theme of abundance, she encouraged members to generous stewardship, ploughing their giving back into growth.

Community Building Weekend. This was held at Mount St Bernard's Abbey, near Coalville Leicestershire and has now been added to our regular national calendar of events, bringing our residential events to four each year, which may answer the needs of a widely dispersed community. This opportunity to share our diverse experiences deepens our understanding of what binds us together and drives us. It nurtures our work through shared practices (both ours and those of a Cistercian Community, highlighted by Abbot Erick's reflection) and offers further grounding to our activities

Presence at the Greenbelt Festival 2019. It is planned for a dedicated team to represent the community at the festival where it will share some of our specific Contemplative Fire practices.

Engaging with other communities. These include Anglican Religious Communities (ARC), in which context three members attended the conference for New Monastic Communities called by Archbishop Justin on 31 Oct to 1 Nov 2018, and the outreach ministries that Companions are engaged with as part of our compassionate living. These outreach activities range from working alongside the homeless and those using food banks to supporting families with children with disabilities in Africa.

The website. This has now been open for several months. Further work has been commissioned to develop the site, enabling companions to communicate via an online forum and updated to attract a new generation of members. It carries, among other features, all the back copies of the CF Post as well as its current edition after its revival in the capable hands of Gill Greenwood and Jeremy Timm. A Facebook page also hosts a number of interesting contributions and updates.

Accounts and administration. Tina Towey continues to ensure the smooth running of the community's business with an efficient use of her reduced hours which now incorporate all book-keeping duties. The accounting system is now kept online with Sage Cloud Accounting; being redesigned to simplify and strengthen control and procedures. Tina has been trained in this system, intended to streamline some of her administrative tasks and has also arranged for further training towards managing the website. Thanks to companion Sally Livsey, our accountant, our financial processes have been made more transparent and can be increasingly accessed online by our members.

Resourcing the members. Our companions continue to be provided with Advent and Lent resources each year and the Rhythm of Life Resources book is available to all members to support their contemplative journey.

Looking ahead. 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 structure to be fit for the years ahead. We are engaged in building clarity and understanding of our processes and commitments to enable future generations to benefit from our vision of regeneration through abundance. We have undertaken safeguarding training with the Diocese of Birmingham (the diocese of our clergy accompanier Bishop Anne) and this training will enable us to realise the Team of Flames project - increasing contact with dispersed members by visiting each other.

Trustees' Annual Report continued...

Financial review

The principle source of funding is donations from members of the community. In the financial reporting period this amounted to **£24159** (including Gift Aid) which represents a reduction of 8% on the previous year (2018 **£26385**)

Funding from charitable activities amounted to **£10246** which represents funds collected for the running of events including community weekends and retreats. The events are planned to cover costs, with exceptions made for outreach events in the regions and designated events and activities included in the annual budget. The corresponding expenditure for these events was **£12778**.

Regular monthly donations (not including Gift Aid) in May 2019 were **£1360** (2018 averaged at £1,600) per month.

The accounts show a deficit of **£10011** for the period (2018 -a surplus of £7123).

This deficit was planned in the Budget for 2019 due to the healthy reserves and the desire to invest in outreach and development to grow the community. Exceptional expenditure this year included investing in the website, legal fees and restructuring the accounts.

The annual Budget is the main financial control for the community and for 2020 shows a planned deficit of £3200 for the main budget and a further development budget of £8400.

Reserves policy. The community holds unrestricted reserves at the 31st May 2019 of **£38556**. (2018 £48610) This amount represents six months Budgeted expenditure of **£14800** and a remainder of unallocated reserves of **£23756**. These unallocated reserves are brought to the attention of the membership at the Annual General Meeting and may form part of future budgets for expenditure on community outreach and enhancement. The trustees intend to maintain the policy of holding six months of budgeted expenditure in reserves for the foreseeable future.

Structure, Governance and Management

Contemplative Fire is a registered charity, and a company limited by guarantee, not having share capital. 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. 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.

In November 2018, following consultations within the community, the trustees revised the Memorandum and Articles of Association with a view to becoming more transparent and empowering by involving the membership of companions in the selection and election of the trustees and the approval of the Accounts and the annual Budget.

The role of the Trustee board including selection, induction and training.

Trustees are elected by the members or co-opted by the trustees. The board should consist of at least three and not more than twelve members. One third (or the number nearest one third) of the trustees must retire at the AGM each year although a retiring trustee who is eligible under Article 3.3 may be reappointed. The membership is invited to nominate new trustees as needs arise and provided with the relevant information by the administrator. Elections take place at the AGM which takes place during the annual community weekend.

Trustees' Annual Report continued...

Induction for new trustees includes provision of Charity Commission guidance on roles and responsibilities of trustees, an offer of attending an external trustee training session, internal discussions about how to apply the vision and values of the charity to its governance, and an exploration of the story of the charity to date. The charity recognizes the need for on-going training and all trustees are encouraged to develop their relevant skills and expertise.

The overall strategic direction of the charity is determined by the trustees, to be implemented by the administrator and companions.

The trustees meet three or four times a year. Minutes are taken at all meetings and major strategic decisions are voted on, with a simple majority being required to pass a resolution. The trustees examine the major strategic, business and operational risks which the charity faces on a regular basis in order to minimize any negative effects of risk on the members of the charity. The trustees as a body are responsible for risk management and corporate governance.

Authority for day to day operational matters is delegated to the administrator, in conjunction with the chair. The administrator is employed by the charity.

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 Aston; and Sister Rosemary, Sisters of the Love of God (SLG).

Declarations

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and Charities SORP FRS Bulletin 1.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors on the14th September 2019

Caroline Newton (trustee).....*Caroline Newton*.....

Françoise Pinteaux-Jones (trustee)...*Françoise Pinteaux-Jones*.....

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 2019.

Responsibilities and basis of report

As the charity’s trustees of the Company (who are 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 material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the 2006 Act; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under 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
- the accounts have not been prepared in accordance with the Charities Statement of Recommended Practice (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 on the 1st September 2019.....

Claire White ACMA CGMA:*Claire White*.....

Address: The Brook, Loughbon, Orston, Nottinghamshire NG13 9NJ

**Statement of Financial Activities
(incorporating the income and expenditure account)
for the year ended 31 May 2019**

		Unrestricted	Restricted	Total	Total
	Notes	funds £	funds £	2019 £	2018 £
Income from:					
Donations and grants	3a)	25116	381	25497	38251
Charitable activities	3b)	10246	0	10246	12970
Investments		0	0	0	0
Total income		35362	381	35743	51221
Expenditure on:					
Charitable activities	4a)	45416	289	45705	44098
Total expenditure		45416	289	45705	44098
Net income/(expenditure)		(10054)	92	(9962)	7123
Total funds brought forward		48610	1791	50401	43278
Total funds carried forward		38556	1883	40439	50401

Contemplative Fire – Annual Report and Accounts for Year Ended 31st May 2019

Debtors	7	12840	35700
Cash at bank and in hand	8	31328	21316
Total current assets		44168	57016
Creditors: amounts falling due within one year	9	(3729)	(6615)
Net current assets		40439	50401
Total assets less current liabilities		40439	50401
Creditors: amounts falling due after more than one year		0	0
Total net assets		40439	50401
Funds of the Charity			
Unrestricted funds		38556	48610
Restricted income funds		1883	1791
Total funds	10	40439	50401

Signed on behalf of the charity's trustees, on the14th September 2019.....

Caroline Newton (trustee)

Caroline Newton

Françoise Pinteaux-Jones (trustee)

Françoise Pinteaux-Jones

Notes to the accounts

1 Basis of preparation

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transactional value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011. The accounts have also adopted Charities SORP FRS102 Bulletin 1.

The charity constitutes a public benefit entity as defined by FRS 102.

2 Accounting policies

(a) Income

Income is recognised when the charity becomes entitled to the resources; it is more likely than not that the trustees will receive the resources; and the monetary value can be measured with sufficient reliability.

There has been no offsetting of assets and liabilities, or income and expenditure. Income from donations is recognised in the year in which the donations were received or notified. Gift aid receivable is included in income when there is a valid declaration from the donor.

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 income is included when credited to the bank account and treated as unrestricted income and from charitable activities. Membership subscriptions are received as gifts and are recognised in Donations and Grants.

(b) Expenditure and liabilities

Liabilities are recognised where it is more likely than not that there is an obligation committing the charity to pay out the resources; and the monetary value can be measured with sufficient reliability.

Support costs include all administrative expenses, accounts and book-keeping, website and IT. Governance costs include all legal advice for trustees, cost of trustee meetings, accounts preparation and Independent Examiner fees; and is a sub-category of support costs.

The Charity has creditors which are measured at settlement amounts.

Deferred income is included where events occurring after the reporting date have been paid for in advance and is included in creditors. A liability is measured on recognition at historical

Notes to the accounts continued...

cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

(c) Assets

Tangible fixed assets are capitalised if they can be used for more than one year and cost at least £1000.

Depreciation rates and methods used are disclosed in note 6.

Debtors are measured on initial recognition at settlement amount. Subsequently, they are measured at the consideration expected to be received.

3 Analysis of Income	Note	Unrestricted funds	Restricted funds	Total 2019	Total 2018
		£	£	£	£
a) Donations and Gifts					
Donations		19859	338	20197	31022
Gift Aid		4257	43	4300	6229
Grants		1000		1000	1000
		<u>25116</u>	<u>381</u>	<u>25497</u>	<u>38251</u>
b) Charitable activities					
Event income and donations		10246	0	10246	12970
		<u>10246</u>	<u>0</u>	<u>10246</u>	<u>12970</u>
4 Analysis of Expenditure		Unrestricted funds	Restricted funds	Total 2019	Total 2018
		£	£	£	£
a) Expenditure on charitable activities					
Event expenditure		12736	289	13025	16087
Support Costs - see note below	4b)	32680	0	32680	28011
		<u>45416</u>	<u>289</u>	<u>45705</u>	<u>44098</u>
b) Support Costs					
Administrator	5	20936	0	20936	18748
IT software and support, Website and mobile		4559	0	4559	3265
Postage & Stationery		768	0	768	893
Travel		609	0	609	800
Insurance		582	0	582	554
Governance Costs - see note below	4c)	5226	0	5226	3751
		<u>32680</u>	<u>0</u>	<u>32680</u>	<u>28011</u>
c) Governance Costs					
Trustees Travel and meeting expenses		2075	0	2075	1825
Accountancy and Independent examination		2251	0	2251	1926
Legal and Professional		900	0	900	0
		<u>5226</u>	<u>0</u>	<u>5226</u>	<u>3751</u>

Notes to the accounts continued...
5 Paid employees
a) Staff costs

	Note	This year	Last year
		£	£
Salaries and wages		20625	12115
Social Security Costs		0	0
Pension Costs		311	69
		<u>20936</u>	<u>12184</u>

a) Average head count in the year

Administration	1	1
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Please note that last year the administrator was employed for only 7 months out of the year

6 Tangible fixed assets
Cost

	Computer Equipment	Total
	£	£
At the beginning of the year	1242	1242
At the end of the year	<u>1242</u>	<u>1242</u>

Depreciation

At the beginning of the year	1242	1242
At the end of the year	<u>1242</u>	<u>1242</u>

Net Book Value

At the beginning of the year	0	0
At the end of the year	<u>0</u>	<u>0</u>

The assets have been fully depreciated over three years.

7 Debtors and prepayments

	This year	Last year
	£	£
Income tax recoverable on gift aid donations	11100	34700
Prepaid event bookings	1740	1000
	<u>12840</u>	<u>35700</u>

8 Cash at bank and in hand

	This year	Last year
	£	£
Bank account	31328	21316
	<u>31328</u>	<u>21316</u>

9 Creditors and Accruals (falling due within one year)

	£	£
Trade Creditors		1636
Accruals		1680
Taxes and Social Security		2119
Other Creditors	79	165
Deferred income-see note below	8a) 3650	1015
	<u>3729</u>	<u>6615</u>

a) Deferred Income

	£	£
Balance at the start of the reporting period	1015	5785
Amounts added in current period	3650	1015
Amounts released to income from previous periods	(1015)	(5785)
Balance at the end of the reporting period	<u>3650</u>	<u>1015</u>

Notes to the accounts continued...

10 Charity funds

Fund name	Balances			Balances	
	Brought Forward	Income	Expenditure	Carried Forward	
	£	£	£	£	
General Reserve (Unrestricted)	48610	35362	(45416)	38556	
Bursary Fund (Unrestricted)- see below 10a)	1791	381	(289)	1883	
	50401	35743	(45705)	40439	

a) Bursary Fund

Members are invited to contribute towards this fund which is held to provide financial help to members who would like to take part in Community events but doing so would bring them financial hardship. Members can apply to the fund and the application is considered by two delegated trustees. The fund is only available to members of the community.

11 Transactions with trustees and related parties

a) Trustee remuneration and benefits

None of the trustees have been paid any remuneration or received any other benefits from a employment with the charity or a related entity.

b) Trustee expenses

Type of expenses reimbursed	This year	Last year
	£	£
Travel	965	344
Subsistence	0	0
Accommodation	0	0
	965	344

Four trustees received the above expenses

b) Transactions with related parties

Person or group of persons	Transactions	£	£
Trustees and close family members	Donations before gift aid	5603	14089