

Contemplative Fire – Annual Report and Accounts for Year Ended 31st May 2020

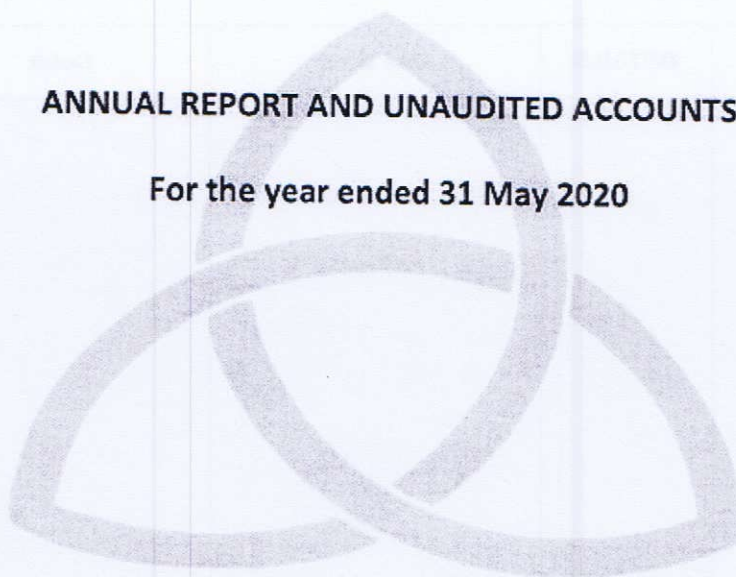
Registered Charity Number: 1106392

Company number: 05141218

Contemplative Fire

ANNUAL REPORT AND UNAUDITED ACCOUNTS

For the year ended 31 May 2020



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Administrative Information for the year ended 31 May 2020

Directors

Helen Fitch-Hunter

(resigned September 2019)

Hilary Garraway

John McBane

Caroline Newton

Françoise Planteaux-Jones

Jeremy Timm

Peter Wright

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 2020.

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:

Presence at the Greenbelt Festival 2019. A dedicated team represented the community at the festival where it shared some of our specific Contemplative Fire practices and elicited interest.

Still Waters, Way Beyond Religion, Wisdom on the Way days, Lincs in the City and Gatherings.

Until the nationwide lockdown due to the Global Pandemic, 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.

Contemplative Fire Retreats. The annual week planned by Charlotte Wright and Helen Beale at St Non's was cancelled due to the pandemic. The recently developed weekend silent retreat, scheduled 14-16 February 2020, did run at Shallowford House, Stone, led by poet Adrian Scott (still supported by a grant and offered at a discount price) The future of this initiative was uncertain as the grant has been withdrawn for 2021 however, as much has become uncertain in light of the pandemic, the Trustees are exploring the possibility of a versatile option, with a virtual capability. The annual community retreat for 2021 is now planned for June at Foxhill Retreat Centre in Frodsham.

The Annual Community Weekend (incorporating the AGM). This was held in September 2019 in Whaley Hall when we pondered the implications of "the Trellis and the Rose" which adorn our Community handbook and represents the community life it underpins. In her powerful opening address, Sister Rosemary SLG, helped us consider how the foundations of our Community (the Trefoil, the Community Handbook) acted as the trellis that would enable roses to flourish, inviting us to "persevere with the experiment, attend carefully to what arises, and make adjustments accordingly" – always fundamental, this admonition has taken fresh relevance in the current context.

Trustees' Annual Report continued...

The Whaley Hall Working Party: an offshoot of our Community Weekend was an offer to support our hosts who had worked around the clock housing and feeding the rescue teams during the August dam crisis. The 12th-15th March weekend was an opportunity to experience a different approach to retreat, weaving Contemplative Fire practices around physical work; namely gardening or - for those not able to garden – helping in other ways e.g. prepare and serve meals to everyone and/or leading silent times or reflection sessions.

The Community Building Weekend was the first casualty of the pandemic and had to be cancelled.

Engaging with other communities. These include Anglican Religious Communities (ARC). Two Companions attended the ARC conference "Differences in Common", on 9th-12th September and we heard at our Community Weekend that it fully provided it's promised "opportunity for members of Anglican and cross denominational religious communities, traditional to modern, residential to dispersed, long standing to new, to meet and share together" and was life-giving.

Companions' outreach activities range from working alongside the homeless and those using food banks to supporting families with children with disabilities in Africa. In early October, some Companions headed for London intent in partaking in XR's planned Faith Bridge. Denied access they gathered with about 30 people for a beautiful evening prayer liturgy from the Community of Aidan and Hilda on Lindisfarne, led by a Celtic green monk. At the end of the liturgy they led the people there in our Community's in body prayer form of the Lord's prayer.

The website. This facilitates companions' exchange via an online forum and aims to kindle the interest of a new generation of members. It carries, among other features, all the back copies of the CF Post and a link to the virtual version now regularly and ably produced by Companion Melanie Carol. A Facebook page also hosts vibrant conversations and updates, broadening our outreach.

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.

Resourcing the members. Our companions continue to be provided with Lent resources each year and the Rhythm of Life Resources book is available to all members to support their contemplative journey. As the implications of the pandemic became clear, alternative ways to serve the Community had to be explored. A dedicated team of Companions volunteered to provide four 30mn ***Times of Togetherness***, delivered on every other Sunday of July and August via Zoom.

Looking ahead. The trustees continue to look at how we build our community structure to be fit for the years ahead. At a meeting hosted and attended by our Bishop Visitor, we agreed that she would join us in a meeting in the coming year to explore these issues further.

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 **£22537** (including Gift Aid) which represents a reduction of 11.6% on the previous year (2019 **£25497**)

Funding from charitable activities amounted to **£10242** 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 **£14800**.

Regular monthly donations (not including Gift Aid) in May 2020 were **£1412** (2019 **£1360**) per month.

The accounts show a deficit of **£13667** for the period (2019 -a deficit of £9962).

This deficit was planned in the Budget for 2020 due to the healthy reserves and the desire to invest in outreach and development to grow the community. Exceptional expenditure this year was a **£4510** loss in retreats where we had budgeted only **£2000**

The annual Budget is the main financial control for the community and for 2021 shows a planned **surplus** of **£3170** for the main budget and a further development budget of **£2000**

Reserves policy. The community holds unrestricted reserves at the 31st May 2020 of **£24814**. (2019 **£38856**) This amount represents six months Budgeted expenditure of **£9800** and a remainder of unallocated free reserves of **£15014**. 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

Trustees' Annual Report continued...

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.

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.

Under normal circumstances the trustees meet up to five 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

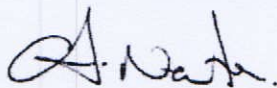
This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and Charities SORP FRS Bulletin 1.

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

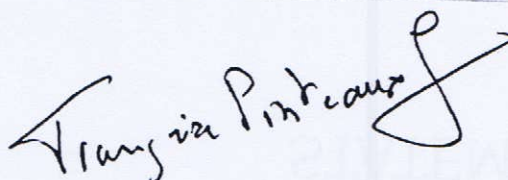
Text

Signed on behalf of the charity's trustees/directors on the 4th September 2020

Caroline Newton (trustee)



Françoise 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 2020.

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 4th September 2020

Claire White ACMA CGMA: 

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

Statement of Financial Activities

(incorporating the income and expenditure account)

for the year ended 31 May 2020

		Unrestricted funds	Restricted funds	Total 2020	Total 2019
	Notes	£	£	£	£
Income from:					
Donations and grants	3a)	22413	124	22537	25878
Charitable activities	3b)	10242	0	10242	10246
Investments		0	0	0	0
Total income		32655	124	32779	36124
Expenditure on:					
Charitable activities	4a)	46397	49	46446	45705
Total expenditure		46397	49	46446	45705
Net income/(expenditure)		(13742)	75	(13667)	(9962)
Total funds brought forward		38556	1883	40439	50401
Total funds carried forward		24814	1958	26772	40439

Balance Sheet for the year ended 31 May 2020

	Notes	2020 £	2019 £
Fixed Assets			
Tangible Assets	6	-	-
Current assets			
Debtors	7	17388	12840
Cash at bank and in hand	8	9462	31328
Total current assets		<u>26850</u>	<u>44168</u>
Creditors: amounts falling due within one year	9	(78)	(3729)
Net current assets		<u>26772</u>	<u>40439</u>
Total assets less current liabilities		<u>26772</u>	<u>40439</u>
Creditors: amounts falling due after more than one year		0	0
Total net assets		<u>26772</u>	<u>40439</u>
Funds of the Charity			
Unrestricted funds		24814	38556
Restricted income funds		1958	1883
Total funds	10	<u>26772</u>	<u>40439</u>

Signed on behalf of the charity's trustees on the(date).....

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 cost and then reporting date.

Notes to the accounts continued...

(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 2020	Total 2019
		£	£	£	£
a) Donations and Gifts					
Donations		18081	100	18181	20197
Gift Aid		4332	24	4356	4300
Grants		0		0	1000
		<u>22413</u>	<u>124</u>	<u>22537</u>	<u>25497</u>
b) Charitable activities					
Event income and donations		10242	0	10242	10246
Total Income for year		<u>32655</u>	<u>124</u>	<u>32779</u>	<u>35743</u>

4 Analysis of Expenditure

		Unrestricted funds	Restricted funds	Total 2020	Total 2019
		£	£	£	£
a) Expenditure on charitable activities					
Event expenditure		14751	49	14800	13025
Greenbelt Festival		1331		1331	
Contemplative Fire Resources		965		965	200
Support Costs - see note below	4b)	29350	0	29350	32480
		<u>46397</u>	<u>49</u>	<u>46446</u>	<u>45705</u>
b) Support Costs					
Administrator	5	18355	0	18355	20936
Use of Home as Office		432	0	432	0
IT software and support, Website and mobile		5874	0	5874	4559
Postage & Stationery		640	0	640	567
Travel		422	0	422	609
Insurance		471	0	471	582
Governance Costs - see note below	4c)	3072	0	3072	5226
Miscellaneous Costs		84	0	84	0
		<u>29350</u>	<u>0</u>	<u>29350</u>	<u>32480</u>
c) Governance Costs					
Trustees Travel and meeting expenses		450	0	450	2075
Accountancy and Independent examination		2622	0	2622	2251
Legal and Professional		0	0	0	900
		<u>3072</u>	<u>0</u>	<u>3072</u>	<u>5226</u>

Notes to the accounts continued...

5 Paid employees

a) Staff costs

Salaries and wages

Social Security Costs

Pension Costs

a) Average head count in the year

Administration

6 Tangible fixed assets

Cost

At the beginning of the year

At the end of the year

Depreciation

At the beginning of the year

At the end of the year

Net Book Value

At the beginning of the year

At the end of the year

The assets have been fully depreciated over three years.

7 Debtors and prepayments

Income tax recoverable on gift aid donations

Prepaid event bookings

Other Debtors

8 Cash at bank and in hand

Bank account

9 Creditors and Accruals (falling due within one year)

Other Creditors

Deferred income-see note below

a) Deferred Income

Balance at the start of the reporting period

Amounts added in current period

Amounts released to income from previous periods

Balance at the end of the reporting period

Note	2020	2019
	£	£
	18000	20625
	0	0
	355	311
	<u>18355</u>	<u>20936</u>

Computer Equipment	Total
£	£
<u>1242</u>	<u>1242</u>
<u>1242</u>	<u>1242</u>
<u>1242</u>	<u>1242</u>
<u>1242</u>	<u>1242</u>
<u>0</u>	<u>0</u>
<u>0</u>	<u>0</u>

2020	2019
£	£
15456	11100
1923	1740
9	0
<u>17388</u>	<u>12840</u>
<u>£</u>	<u>£</u>
9462	31328
<u>9462</u>	<u>31328</u>

	£	£
	78	79
8a)	<u>0</u>	<u>0</u>
	<u>78</u>	<u>79</u>
	£	£
	3650	1015
	(3650)	3650
		(1015)
	<u>0</u>	<u>3650</u>

Income is deferred where the event paid for is taking place after the year end.

Notes to the accounts continued...

10 Charity funds

Fund name		<i>Balances Brought Forward</i>	<i>Income</i>	<i>Expenditure</i>	<i>Balances Carried Forward</i>
		£	£	£	£
General Reserve (Unrestricted)		38556	32655	(46397)	24814
Bursary Fund (Unrestricted)- see below	10a)	1883	124	(49)	1958
		40439	32779	(46446)	26772

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 employment with the charity or a related entity.

b) Trustee expenses

Type of expenses reimbursed	2020	2019
	£	£
Travel	345	965
Subsistence	0	0
Accommodation	0	0
	345	965

Three 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	2915	5603
		2915	5603