

# **Pilgrims Hall Fellowship Limited**

(A Company Limited by Guarantee)

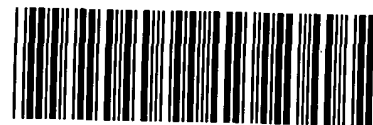
## ***Annual Report and Financial Statements for the Year Ended 31st July 2015***

*Charity Registration No: 257216*

*Company Registration No: 940052*

*Pilgrims Hall  
Ongar Road  
Pilgrims Hatch  
Brentwood  
Essex  
CM15 9SA*

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**Pilgrims Hall Fellowship Limited**  
(A Company Limited by Guarantee)

***Annual Report and Financial Statements  
for the Year Ended 31st July 2015***

***Contents***

Pages 3 and 4	Directors' Report
Page 5	Statement of Financial Activities
Page 6	Balance Sheet
Pages 7 to 13	Notes to Financial Statements
Pages 14 and 15	Independent Examiner's Report on the Accounts

**Pilgrims Hall Fellowship Limited**  
(A Company Limited by Guarantee)

***Report of the Directors  
for the Year Ended 31st July 2015***

***Legal and Administrative Information***

<b>Governing Document</b>	Memorandum and Articles of Association incorporated on 7th October 1968	
<b>Legal Status</b>	Incorporated Trust	
<b>Company Number</b>	940052	
<b>Charity Number</b>	257216	
<b>Council of Management</b>	Rev I Moore J Mills S Cousins M Pearson	B E Rogerson D Hansford G Bridger B V Cummins
<b>Registered Office</b>	Pilgrims Hall, Ongar Road, Pilgrims Hatch, Brentwood, Essex CM15 9SA	
<b>Primary Bankers</b>	Barclays Bank Plc 75, High Street, Brentwood, Essex CM14 4RP	
<b>Independent Examiner</b>	K M Thrift F.C.I.E. Independent Examiners Ltd Sovereign Centre, Poplars, Yapton Lane, Walburton, West Sussex BN18 0AS	

**Pilgrims Hall Fellowship Limited**  
(A Company Limited by Guarantee)

***Report of the Directors  
for the Year Ended 31st July 2015***

Over the last year the Trust has again continued to work in line with the terms of our Trust deed.

We want to thank our new Director of Ministry, Roger London, his wife Glenys, the resident team, our many volunteers and my fellow trustees for their commitment and contribution in providing help and support to the wider community through pastoral care and teaching. The positive effects of Roger's appointment include the successful introduction of the Spiritual Transformation Training Programme and the general aligning of our ministry programme with our core purpose. There has also been some interior renovation and reordering of the interior of the house to better facilitate our core ministry.

Another blessing is the continuing development of the Counselling Ministry, and we thank our Counselling Co-ordinator and his team of counsellors who have worked tirelessly throughout the year to ensure this ministry is both professional and effective. We are thrilled that Prayer Ministry is now being developed in its own right.

The positive results achieved during the year have truly been a team effort rooted in prayer and obedience to God's call on Pilgrims Hall.

**Statement of Directors' responsibilities**

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 and of the profit or loss of the company during that period. In preparing those financial statements the directors are required to:

- (i) select suitable accounting policies and then apply them consistently,
- (ii) make judgements and estimates that are reasonable and prudent,
- (iii) prepare financial statements on a going concern basis unless it is inappropriate to presume that the company will stay in business,
- (iv) state whether applicable accounting standards and statements of recommended practice have been followed subject to material departures disclosed and explained in the financial statement.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. In preparing this report the directors have taken advantage of special provisions of the Companies Act 2006 relating to small companies.

The directors are also responsible for the content of the Report of the Directors and the responsibility of the independent examiner in relation to the Directors' Report is limited to examining the report and ensuring that on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

I approve the attached statement of financial activities and balance sheet for the year ended 31st July 2015, and confirm that I have made available all information necessary for its preparation.



Ian Moore  
Director

Date: 11th April 2016

**Pilgrims Hall Fellowship Limited**  
(A Company Limited by Guarantee)

***Statement of Financial Activities  
for the Year Ended 31st July 2015***

*(Incorporating Income and Expenditure Account)*

	Notes	2014/15 £	2013/14 £
<b><u>Incoming Resources</u></b>			
<b>Incoming Resources from Generated Funds</b>			
Voluntary Receipts	3a	33,197	19,887
Incoming Resources from Charitable Activities	3b	73,616	74,348
Investment Income	3c	-	-
<b>Other Incoming Resources</b>	3d	45	276
<b>Total Incoming Resources</b>		<b>106,858</b>	<b>94,511</b>
<b><u>Resources Expended</u></b>			
Charitable Activities	4a	102,296	93,930
Governance Costs	4b	750	700
<b>Total Resources Expended</b>		<b>103,046</b>	<b>94,630</b>
<b>Net Incoming/(Outgoing) Resources</b>		<b>3,812</b>	<b>(119)</b>
<b>Total Funds Brought Forward</b>		<b>6,118,113</b>	<b>6,118,232</b>
<b>Total Funds Carried Forward</b>		<b>6,121,925</b>	<b>6,118,113</b>

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 7 to 13 form part of these financial statements.

# Pilgrims Hall Fellowship Limited

(A Company Limited by Guarantee)

## Balance Sheet as at 31st July 2015

	Notes	31st July 2015 £	31st July 2014 £
<b>Fixed Assets</b>			
Tangible Assets	2	6,119,607	6,116,612
<b>Current Assets</b>			
Debtors	5	1,871	268
Cash at bank and in hand	7	61,432	2,504
<b>Total Current Assets</b>		<b>63,303</b>	<b>2,772</b>
Creditors (amounts falling due within one year)	6	60,985	1,271
<b>Net Current Assets</b>		<b>2,318</b>	<b>1,501</b>
<b>Total Assets (less current liabilities)</b>		<b>6,121,925</b>	<b>6,118,113</b>
<b>Net Assets</b>		<b>6,121,925</b>	<b>6,118,113</b>
<b>Funds of the Charity</b>			
General Funds		6,121,925	6,118,113
Restricted Funds		-	-
<b>Total Funds</b>		<b>6,121,925</b>	<b>6,118,113</b>

The directors are satisfied that for the year ended on the 31st July 2015 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that no member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 145 of the Charities Act 2011, the accounts have been examined by an Independent Examiner whose report appears on pages 14 and 15.

The directors acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime and in accordance with the Financial Reporting standard for Smaller Entities (effective April 2008).

The directors acknowledge their responsibility for ensuring that the company keeps proper accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit and loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Approved by the Board of Directors on 11th April 2016



Signed on behalf of the Board of Directors by Ian Moore (Chairman)  
Pilgrims Hall Fellowship Limited Company Registration Number: 940052

# **Pilgrims Hall Fellowship Limited**

(A Company Limited by Guarantee)

## ***Notes to the Financial Statements for the year ended 31st July 2015***

### **1. Accounting Policies**

#### **Incoming Resources**

##### *Recognition of Incoming Resources*

These are included in the Statement of Financial Activities (SOFA) when:

- the Charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

##### *Incoming resources with related expenditure*

Where incoming resources have related expenditure (as with seminar or course income) the incoming resource and related expenditure are reported gross in the SOFA.

##### *Grants and Donations*

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

##### *Tax reclaims on Donations and Gifts*

Incoming resources from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

##### *Contractual Income and Performance Related Grants*

These are only included in the SOFA once the related goods or services have been delivered.

##### *Gifts in Kind*

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

##### *Donated Services and Facilities*

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity.

##### *Volunteer Help*

The value of any volunteer help received is not included in the accounts but is described in the directors' annual report.

##### *Investment Income*

This is included in the accounts when received.

##### *Investment Gains and Losses*

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

### **Expenditure and Liabilities**

#### *Liability Recognition*

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

**Pilgrims Hall Fellowship Limited**  
(A Company Limited by Guarantee)

***Notes to the Financial Statements (continued)***  
***for the year ended 31st July 2015***

**1. Accounting Policies**

**Expenditure and Liabilities (continued)**

*Governance Costs*

Includes costs of the preparation and examination of statutory accounts, the costs of directors' meetings and cost of any legal advice to trustees on governance or constitutional matters.

*Changes in Accounting Policies and Previous Accounts*

There has been no change to the accounting policies (variation rules and methods of accounting) since last year, and no changes to the previous accounts.

*Grants with Performance Conditions*

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output.

*Grants Payable without Performance Conditions*

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to a grant which remains in control of the charity.

*Assets*

Tangible fixed assets for use by the charity. These are capitalised if they can be used for more than one year and cost at least £500. They are valued at cost, or if gifted, at the value to the charity on receipt.

Depreciation is calculated at a rate to write off the cost of tangible fixed assets on a straight line basis over their estimated useful lives. The rates applied per annum are as follows:

Estate Equipment	~	20% reducing balance
Catering & Office Equipment	~	20% reducing balance
Furniture and Fittings	~	10% reducing balance

No depreciation is charged to freehold property as the property is maintained to such a standard that the estimated residual value is not less than cost.

*Basis of Preparation*

The financial statements have been prepared on the historical cost basis of accounting in accordance with the Charities Act 2011 and in accordance with applicable accounting standards. In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005.



# **Pilgrims Hall Fellowship Limited**

(A Company Limited by Guarantee)

## ***Notes to the Financial Statements (continued) for the year ended 31st July 2015***

### **2. Tangible Fixed Assets**

<b>Property &amp; Equipment</b>	<b>Estate Equipment £</b>	<b>Catering Equipment £</b>	<b>Furniture/ Fittings £</b>	<b>Freehold Property £</b>	<b>Total £</b>
Cost at 1st August 2014	4,298	-	10,688	6,115,000	6,129,986
Additions	-	3,208	-	-	3,208
Cost at 31st July 2015	<u>4,298</u>	<u>3,208</u>	<u>10,688</u>	<u>6,115,000</u>	<u>6,133,194</u>
Depreciation at 1st August 2014	3,983	-	9,391	-	13,374
Charge this period	63	20	130	-	213
Depreciation at 31st July 2015	<u>4,046</u>	<u>20</u>	<u>9,521</u>	<u>-</u>	<u>13,587</u>
Net Book Value 31st July 2015	<u>252</u>	<u>3,188</u>	<u>1,167</u>	<u>6,115,000</u>	<u>6,119,607</u>
Net Book Value 31st July 2014	315	-	1,297	6,115,000	6,116,612

No annual commitments under non-cancelling operating leases, capital commitments or Contingent Liabilities were entered into during the year. (2013/14 - None).

**Pilgrims Hall Fellowship Limited**  
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***Notes to the Financial Statements (continued)***  
***for the year ended 31st July 2015***

<b>3. Incoming Resources</b>	<b>2014/15</b>	<b>2013/14</b>
	<b>£</b>	<b>£</b>
<b>a) Voluntary Receipts</b>		
Estate	501	942
Gifts and Donations	29,566	17,142
Gift Aid Tax	3,130	1,803
	<u><b>33,197</b></u>	<u><b>19,887</b></u>
<b>b) Incoming Resources from Charitable Activities</b>		
Conference and Ministry	16,631	15,075
Retreat	15,603	12,816
Seminars and Courses	10,993	7,425
Counselling	3,899	5,031
Rendezvous (Drop-in Tea Room)	17,916	18,144
Bookshop Commission	5,087	5,662
Accommodation / Space / Storage Rental	3,487	9,760
Open Day	-	435
	<u><b>73,616</b></u>	<u><b>74,348</b></u>
<b>c) Investment Income</b>		
Interest	<u>-</u>	<u>-</u>
<b>d) Other Incoming Resources</b>		
Administration & Sundry	<u><b>45</b></u>	<u><b>276</b></u>

**Pilgrims Hall Fellowship Limited**  
(A Company Limited by Guarantee)

**Notes to the Financial Statements (continued)**  
**for the year ended 31st July 2015**

<b>4. Resources Expended</b>	<b>2014/15</b>	<b>2013/14</b>
	<b>£</b>	<b>£</b>
<b>a) Charitable Activities</b>		
Administration	2,492	3,410
Counselling	210	383
Depreciation / Write-off	213	223
Estate	6,811	2,772
General Household	3,157	2,662
Ministry / Gifts	6,477	4,936
Repairs and Renewals	12,589	3,491
Event Catering & Expenses	7,191	1,094
Rendezvous (Tea Room)	9,040	9,216
Bookshop	1,193	1,249
Services / Utilities	31,131	34,628
Staff Training	120	-
Weekly Allowance Costs	21,672	29,812
CCPAS Checks	-	54
	<b>102,296</b>	<b>93,930</b>
<b>b) Governance Costs</b>		
Independent Examiner's Fees	<b>750</b>	<b>700</b>
<b>5. Debtors and Prepayments</b>		
Gift Aid Tax Claim	<b>1,871</b>	<b>268</b>
<b>6. Creditors</b> <i>(Amounts falling due within one year)</i>		
Short Term Loans (nil interest):		-
i) From member of fellowship, repayable by 31st August 2015	30,000	
ii) From member of fellowship, repayable by 30th November 2015	30,000	
Course Deposits / Creditors	235	571
Independent Examiner's Fees	750	700
	<b>60,985</b>	<b>1,271</b>

**Pilgrims Hall Fellowship Limited**  
(A Company Limited by Guarantee)

***Notes to the Financial Statements (continued)***  
***for the year ended 31st July 2015***

**7. Cash at Bank and in Hand**

	2014/15	2013/14
	£	£
Current Account	34,793	761
Business Premium Account	25,528	28
Cash in hand	1,111	1,715
<b>Total Cash at Bank and in Hand</b>	<b><u>61,432</u></b>	<b><u>2,504</u></b>

**8. Charity Workers Numbers and Costs**

The Charity employed an average of 5 people during the year. (2013/14: 7 people).

	2014/15	2013/14
	£	£
<b>Total Weekly Allowance Cost</b>	<b><u>21,672</u></b>	<b><u>29,812</u></b>

Pilgrims Hall is known as an intentional religious community and as such does not conform to the requirements of minimum wage.

No charity worker received emoluments of more than £60,000 in the financial period.  
(2013/14: None).

**9. Directors' Emoluments**

No payments were made to Directors or any person connected with them during this financial year. (2013/14: None).

No material transaction took place between the Charity and a Director or any person connected to them.

**10. Reconciliation of Movement on Capital and Reserves**

The Company is Limited by Guarantee and is a Charity registered with the Charity Commission (number 257216) and does not have a Share Capital. The Company has no income which is subject to corporation tax.

	2014/15	2013/14
	£	£
Surplus/(Deficit) for the Financial Year	3,812	(119)
Other Recognised Gains	-	-
	<b><u>3,812</u></b>	<b><u>(119)</u></b>
Balance Brought Forward	6,118,113	6,118,232
<b>Closing Funds at 31st July 2015 (2014)</b>	<b><u>6,121,925</u></b>	<b><u>6,118,113</u></b>

**Pilgrims Hall Fellowship Limited**  
(A Company Limited by Guarantee)

***Notes to the Financial Statements (continued)***  
***for the year ended 31st July 2015***

**11. Restricted Funds**

The Company held no restricted funds during the financial period. (2013/14: None)

**12. Risk Assessment**

The Directors actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The Directors have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

**13. Reserves Policy**

The Directors have considered the level of reserves they wish to retain, appropriate to the charity's size and the level of commitments held. The Directors aim to ensure the charity will be able to continue to fulfil their charitable objectives even if there is a temporary shortfall in income. The Directors will endeavour to not set aside funds unnecessarily.

**14. Public Benefit**

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or "aims" that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees' report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

## **INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS**

Report to the trustees/members of Pilgrims Hall Fellowship Limited on the accounts for the year ended 31st July 2015 set out on pages 5 to 13.

### **Respective responsibilities of trustees and examiner**

As described on pages 4 & 6, the Charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees are satisfied that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to independent examination.

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

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

### **Basis of independent examiner's statement**

I conducted my examination in accordance with the General Directions given by the Charity Commissioners for England & Wales in relation to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the Charity and of the accounting systems employed by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities legislation and that the financial statements comply with the SORP, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtain written assurances from the trustees of all material matters.

## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS (continued)

### Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the trustees requirements:

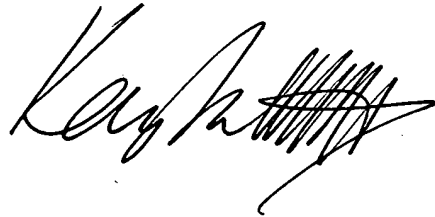
· to keep accounting records in accordance with section 386 of the Companies Act 2006; and

· to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of recommended Practice: Accounting and Reporting by Charities.

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

K.M. Thrift FCIE  
Independent Examiners Ltd  
Sovereign Centre  
Poplars  
Yapton Lane  
Walberton.  
West Sussex  
BN18 0AS.



Date: 27th April 2016.