
**THE CHAPTER OF THE ORDER OF THE
HOLY PARACLETE**

ACCOUNTS

FOR THE YEAR ENDED

30 JUNE 2012

WEDNESDAY



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30/01/2013

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COMPANIES HOUSE

jwpcreeers llp
CHARTERED ACCOUNTANTS

Genesis 5, Church Lane, Heslington, York YO10 5DQ

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

INDEX	PAGE
LEGAL AND ADMINISTRATIVE DETAILS	1
TRUSTEES' ANNUAL REPORT	2 - 12
STATEMENT OF TRUSTEES RESPONSIBILITIES	13
INDEPENDENT AUDITORS' REPORT TO THE MEMBERS	14 - 15
ACCOUNTING POLICIES	16 - 18
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES	19
CONSOLIDATED SUMMARY INCOME AND EXPENDITURE ACCOUNT	20
BALANCE SHEET	21
CASH FLOW STATEMENTS	22
NOTES TO THE CASH FLOW STATEMENTS	23
NOTES TO THE ACCOUNTS	24 - 38

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name	The Chapter of the Order of the Holy Paraclete	
Charity Registration Number	271117	
Company Registration Number	1241044	
Directors/Trustees	Sister H M F Crane Sister D M Dean Sister J E Davey Sister M A De Visme Sister J M Carter Sister M E Wilson Sister P Bush Sister M Boddington Sister S Clee	Resigned 31 December 2011 Appointed 23 February 2012 Appointed 23 February 2012
Company Secretary	Sister J M Carter	
Superior	Sister D M Dean	
Bursar	Sister M Boddington	
Principal Office	St Hilda's Priory Sneaton Castle Whitby North Yorkshire YO21 3QN	
Auditors	JWPCreers LLP Genesis 5 Church Lane Heslington York YO10 5DQ	
Solicitors	Denison Till Stamford House Piccadilly York YO1 9PP	
Main Bankers	HSBC Bank plc 4 Baxtergate Whitby North Yorkshire YO21 1BD	
Investment Managers	Brewin Dolphin Sturge Court 120 Wellington Street Leeds LS1 4LT	

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2012

Reference and administrative information forms part of this report

STRUCTURE GOVERNANCE AND MANAGEMENT

The Chapter of the Order of the Holy Paraclete is governed by its Memorandum and Articles of Association

The Order of the Holy Paraclete (the Order) is a Religious Order within the Anglican Church. It is administered by the Chapter (comprising all full members of the Order) under the chairmanship of the Prioress, the Prioress is elected by the members of the Chapter to serve for a period of five years.

The assets of the UK Chapter are held in the accounts detailed in this report, the Order's charitable activities are funded by these accounts. The Chapter was registered with the Charities Commission on 9 May 1964, registration number 271117. Registration as an unlimited company took place on 20 January 1976, company registration number 1241044.

Trustees recruitment and appointment

As set out in the Articles of Association the trustees shall not be less than three nor more than seven. The trustees shall consist of the Prioress, Sub-Prioress, the Bursar and four other members of the Chapter. These elected trustees retire in rotation. The trustees are also directors of the company.

Trustee induction and training

Eligibility to become a trustee is dependent upon a sister being in profession. There is a three year period of training, discernment and assessment within the Order before a new member is accepted as a sister in profession in the Order.

Trustees take advantage of on-going training opportunities relevant to trusteeship.

Organisation

The Chapter usually meets twice a year to review the state of the Order and take such decisions as are necessary to fulfil its objects.

A Chapter Standing Committee has been set up comprising the Prioress, Sub-Prioress, Chapter Clerk, Novice Guardian, one Sister appointed by the Prioress and four elected members. This committee is to act on behalf of the Chapter between meetings with specific purposes and powers.

Related Parties

In the year the Order had a close relationship with the St Hilda's Priory Bursary Award, a registered charity, with the Prioress and at least three of the trustees being appointed by the Order. The Order also provided funding to enable it to carry out its charitable objectives. The Bursary Award was dissolved in the year with the closing balance being transferred to the Chapter of the Order of the Holy Paraclete as a restricted fund. A summary of transactions with related parties is set out in note 12 of the financial statements.

Risk Management

The Order examines all its activities at its annual General Chapter and its finances at the AGM of the company. Its operations and major risks that face the Order are under regular review by the Chapter Standing Committee (Policy) and Council of Management (Board of the company). The trustees consider that adequate systems are in place to monitor and control these risks to mitigate the Order's exposure to them.

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2012

OBJECTIVES AND ACTIVITIES

Charitable Objectives

The object for which the Chapter was established is in accordance with the principles of the Christian Religion to undertake, promote and carry on in any part of the world, enterprises for the advancement of educational, missionary, pastoral, evangelical, medical or other charitable work in the furtherance of that object To found, acquire and conduct houses of prayer, churches, chapels, priories, dwelling houses, colleges, schools, technical training establishments, retreat houses, orphanages, refuges and clubs for the poor, guilds, offices or any other institutions which may from time to time be desirable for the commencement or furthering of Christian work in England or in any other country, and to provide the same with all proper, desirable or necessary fittings, apparatus, appliances, conveniences and accommodation desirable for the efficient conduct and welfare of the same To print, publish and sell newspapers, periodicals, books, leaflets and other publications to further the objects of the Chapter

The trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission when reviewing the charity's aims and objectives and in planning future activities

Activities

It is the policy of the Order to undertake a broad range of charitable activities The principal areas in which the Order is involved are set out as follows

Education

Sneaton Castle Centre is run as a residential and day conference, pastoral and educational centre providing various courses and Christian activities Its management and finances are administered by Sneaton Castle Limited

The Order provides funds and assistance to a Bursary Award which grants financial assistance to needy persons primarily between the ages of 16 and 25 in the Whitby Deanery to assist in their education, training or personal development

Health Care

The Order is responsible for running St Hilda's Priory Infirmary, a registered care home

Retreat Work

The Order runs and maintains St Oswald's Pastoral Centre and is actively involved in retreat and counselling work there and in other houses run by the Order

Social and Pastoral Care

Members of the Order are involved, mainly in a voluntary capacity, in parish work, hospital and hospice chaplaincy, mental health and counselling work and work with children and young people in the UK and overseas

Overseas Work

Members of the Order work in Ghana and Swaziland where they undertake vocational training, AIDS awareness and care for abused children, medical work, work within the Anglican Church, spiritual direction and pastoral care The UK funds of the Order are being used in development and work in both countries Donations received for overseas work are administered as restricted funds Material produced for fundraising is financed from The Central Funds of the Order

Sneaton Castle Farm

The farm continues to be an integral part of the Priory environment Further details given in section 7 of the Trustees Report

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2012

Grant making policy

The Order tithes (10%) its investment income from the previous financial year as charitable giving. Additional grants may be given on the approval of the Chapter of the Order of the Holy Paraclete.

Investments

The Order's investments are managed by a nominee company, Brewin Dolphin, which has discretionary powers. The Order maintains an ethical policy for its investments.

During the financial period the portfolio decreased in value by 2.1% and produced a final gross yield of 4.0%.

The quarterly return on investments, in capital terms, compared to FTSE All Share Index, Government All Stocks Index and the APCIMS Income Index, during the year is set out below.

	FTSE	Government All Stocks	APCIMS	The Chapter of the Order of the Holy Paraclete
To 30 September 2011	(14.28%)	6.92%	(6.07%)	(6.68%)
To 31 December 2011	7.67%	4.27%	5.83%	5.25%
To 31 March 2012	6.10%	(1.74%)	3.19%	5.04%
To 30 June 2012	(2.63%)	3.76%	0.21%	(1.12%)

ACHIEVEMENTS AND PERFORMANCE

Review of activities

1 Education

Sneaton Castle Centre continues to meet the needs of a broad range of visitors. A total of 10,987 visitors used the Centre during the year. Several Schools make use of the residential facilities as a base for exploring the local vicinity. The safety of the grounds is a great asset to these schools. Many of the visitors, both groups and individuals, have shared in the worship in Chapel. One school regularly attends Morning Worship with the sisters, which gives the children a rare opportunity to experience corporate silence. Another school regularly joins the sisters for Compline. Sisters have given talks by request to schools and other groups on St Hilda, Religious Life and Life in OHP.

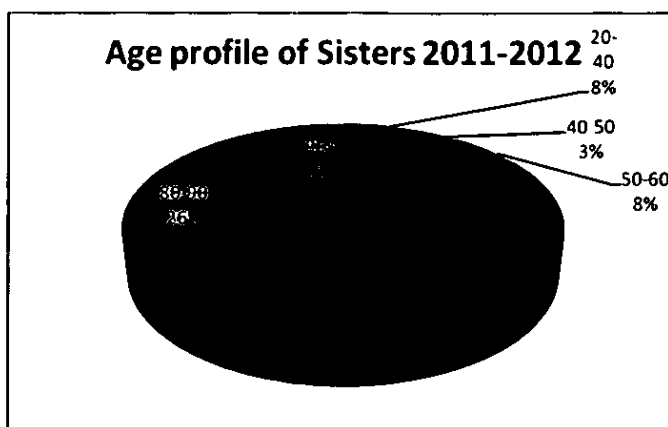
St Hilda's Bursary

St Hilda's Bursary award has provided financial assistance for further education & training for young people from this area.

2 Caring for members of the Order

The Order has an obligation to care for its members, none of whom has resources of their own and all of whom have devoted a significant part of their lives to the work of the Order.

In common with many religious communities in Great Britain, the age profile of the members of the Order is increasing, as existing members grow older and the number of new vocations decreases.



THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2012

ACHIEVEMENTS AND PERFORMANCE continued

The Infirmary Care Home

The Infirmary Care Home has continued to provide care for sisters during the past year. During the year five of the sisters resident in the Infirmary have died, but all but one were able to be cared for in the final stages of their life. Other sisters have received respite care while recovering from illness or surgery.

The Proress has continued to liaise with the Care Manager on a daily basis to discuss any issues that may arise. Sr Hilary Joy continued to work part time on a pastoral basis and occasionally as a member of the Care Staff. Several other sisters have continued to provide pastoral care to residents in the Infirmary, and to escort them to medical appointments.

Sr Helena has worked alongside the Care Team as part of her preparation for nursing training.

The sisters resident in the Infirmary Wing have continued to be assessed individually and relevant DSS allowances are applied for and received.

All staff continued to receive the training required to comply with Care Quality Commission and Skills for Care, and regular refresher courses were organised for First Aid, Moving and Handling, Fire Safety Awareness, Safeguarding Adults, Mental Capacity and Deprivation of Liberty, Health & Safety, Food Hygiene and Nutrition, Administration of Medication, Palliative Care.

Administration

All the sisters take a share in the organisation of Priory life and the administration of the Order, in particular in the following areas:

- participating in the decision making of the Order in Chapter
- serving on various committees
- individual responsibilities



3 Retreat Work

Retreat and Quiet day facilities for the general public are offered at all houses of the Order but more specifically at the Priory and St Oswald's Pastoral Centre. Sisters also are invited to other venues to lead retreats.

St Oswald's Pastoral Centre

St Oswald's Pastoral Centre at Sleights, near Whitby has continued to offer private and conducted retreats for groups or individuals as well as quiet times for rest or study.

The sisters who live and work at St Oswald's Pastoral Centre, Sleights maintain the daily round of Office and prayer and work to provide a welcome space for the many people and groups who visit the house for spiritual refreshment.

The sisters cover the administration, booking and financial management of the Centre, and, helped by domestic staff, clean, prepare rooms, do the laundry, wash up after meals and prepare the refectory. They also help to maintain the beautiful grounds and gardens, the summerhouse and the art & craft facilities.

The Chapel

At the heart of the life of the house is the Chapel, where the sisters maintain the Daily Office whether or not there are guests in the house. The Eucharist is celebrated several times during the week and the Chapel is available at all times for groups and individuals to use for private prayer and meditation. During this year guests have used the facilities for a total of 2751 nights.



THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2012

ACHIEVEMENTS AND PERFORMANCE continued

The Grimston Rooms

The Grimston Rooms have continued to provide a venue for individuals requiring an extended time for prayer, sabbaticals, retreat, reading or solitude

4 Social and Pastoral Care

Sisters continue to be used in a voluntary capacity in social and pastoral work in all the houses of the Order. From the Priory sisters have been out to give retreats and quiet days, to serve on voluntary bodies within Whitby, to read for the Talking Newspaper, to serve as a School Governor, to serve as a Council member for the Scargill Community. Within the Priory sisters provide spiritual accompaniment, give talks to visiting groups, collect Aid for refugees, work for the local Churches Together, provide Lip Reading classes for the Hard of Hearing, weekly help at a local Day Centre.

From St Oswalds, in addition to their ministry to their guests the sisters have been involved in giving retreats and quiet days away from the house, visiting the Northumbria Community, providing support to the Diocesan Spiritual Directors' Course.

From Beachcliff, one sister visits a Nursing Home in Whitby and the Infirmary Wing.

One sister in Redcar goes weekly into a Nursing Home where there are many dementia patients. She leads a service and spends time with individuals.

The Life and Work of the Priory



St Hilda's Priory is the Mother House and administrative centre of the Order.

There have been 24 sisters resident at the Priory during the year 2011/12, eight of whom were resident in the Infirmary, and one was undergoing Novitiate training.

One sister has been exploring a vocation to live the solitary life, one sister has been receiving treatment in York and one sister has been resident in a local Nursing home. Of the sisters able to undertake active work, most fall between the ages of 60-80.

Hospitality

Approximately 177 guests visited the Priory during the year for varying lengths of time. Guests have expressed deep appreciation of the peace, space, worship, environment and the warmth of welcome offered by the sisters. The sisters' Guest Team works to look after the spiritual and physical needs of the guests during their visit. New friends have been made from the Scargill Community through the contacts of an OHP Sister who is on the Scargill Council. This relationship is valued hopefully will continue and develop.

Guests come for a variety of reasons including retreat, a quiet time for prayer, time out from a busy life, families & friends of sisters, quality family time.

During August the musicians of the North York Moors Chamber Music Festival were able to use the guest accommodation as their base for two weeks, and to use the facilities of the Priory as venues for practicing.

Those who visit comment that this is a place of safety, a holy place, soaked in prayer, a place of pilgrimage where they can get closer to God.

Hospitality was also offered to a young lady who shared the life of the Priory while writing her dissertation for her Master's Degree.

Worship & spirituality

The main work of the sisters is to maintain the Daily Office and the worship in Chapel. Many of our guests find renewal in attending the daily office and Mass, and a local congregation of about 30 people join the sisters for the Sunday Eucharist. Sisters are also obliged to spend time each day in private prayer and intercession and in spiritual reading. Preparation and participation in worship takes up to 4 hours per day.

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2012

ACHIEVEMENTS AND PERFORMANCE continued

Volunteering

While maintaining the running of the Priory and administration of the Order sisters are encouraged to participate in the local community of Whitby in a volunteer capacity. Areas of concern include

- befriending and visiting members of the local congregation
- hospital visiting
- work with the local Churches Together
- Justice and Peace
- multifaith work for the Middlesbrough refugee and asylum seekers centre
- the Trinity Centre Day Centre for the elderly
- recording for the local Talking Newspaper for the blind
- administrative and secretarial support for the St Hilda's Bursary Award for young peoples further education
- membership support for the local Scarborough & Whitby Community Voluntary Services(Seachange)
- Community Governor of Whitby Community College

Sharing our facilities

Chapel is central to the life and prayer of the Order, and many of our guests come to share in our worship or to use the Chapel for their own worship



- During this year, groups resident in the Centre have again held their own worship
- A local primary school used Chapel as a concert venue for their young choir & band to give a concert
- A local guitarist used the Chapel for a private recording of his own CD
- The Chapel has once more been used as a venue for concerts, most notably The North York Moors Chamber Festival held their central concert here

5. Branch Houses

i YORK

The sisters in York continue to work as an integral part of the Minster team. They worship daily as part of the Minster congregation, and minister to visitors, congregation and staff on a pastoral basis and in their prayer support. They continue to have a special responsibility for leading short prayers at 12 00 noon in the Minster, and for praying on an individual basis for the many requests left by visitors on the blue cards provided, and share in home and hospital visiting and home communions.

Both sisters have undertaken the new Guides training course as required by the Minster Revealed Project and take their turn on the Guides rota and as stewards in the Minster Library Reading Room.

Sr Janette acts as duty Chaplain once a month and organises the Sunday Coffee team. She continues her connection with the Central Methodist Church.

Sr Linda continues as a member of the Minster Community Committee and Social Committee and helps with Sunday School. She also continues her connection with St Wilfred's RC Church and the Minster Walsingham Cell. Their own home continues as a centre of hospitality. The house is used as a venue for a clergy cell group meeting and for the monthly meetings of the OHP Tertiaries in the York area. Other guests, both OHP sisters and other friends, come for longer or shorter visits.

The sisters share the main responsibility for the Friends of OHP, dealing with subscriptions and other correspondence, and arranging the Annual General Meeting.



Srs Janette & Linda

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2012

ACHIEVEMENTS AND PERFORMANCE continued

ii Dormanstown

Sisters Anita and Pam have lived at All Saints House, Dormanstown since August 2009. They continue to work in the parishes of Kirkleatham and Redcar, an area of high unemployment and considerable social need.

Sr Anita works in Kirkleatham, where she preaches regularly, undertakes some pastoral visiting and takes funerals when the Vicar is unable to do so. She has taken on editing the parish magazine and is responsible for a weekly soup lunch. She continues in her role as deputy chair of governors of Brambles Farm which has been in process of becoming an academy.

Sr Pam has continued her involvement in the Redcar parish where she now helps the new incumbent through her work with the pram service and 'messy church'. She also takes an active part in the liturgy, preaching regularly and acting as deacon at both Sunday and weekday services. She continues to lead a weekly service in a Care Home. She has maintained her visits to two schools, at one of which she is a governor. She is also involved with setting up a Food Bank for Redcar.

The sisters have continued to develop the hospitality of the house and often invite members of the congregations for a meal or an informal chat.



Srs Pam & Anita

iii Bishopthorpe

The Order continues to support two sisters, Sr Erika and Sr Alison, to work at Bishopthorpe Palace as part of the Archbishop's team.

During the week the sisters share in the daily worship of the Palace in the Chapel, and are responsible for the sacristy work. They also have a special role in responding to prayer requests. During Advent the sisters were asked to provide a daily meditation for the staff and during Lent shared in the staff Lent groups. They also shared in the staff retreat at Wydale Hall.

Sr Erika undertakes much of the flower arrangements needed for dinners and other occasions and for Chapel.

They work as part of the Palace team in providing hospitality for the many visitors.

Sr Erika continues to serve on the St Hilda's Bursary Award committee and Sr Alison has three people who visit for spiritual direction.



Srs Erika & Alison

iv. Beachcliff

Beachcliff provides a home for active elderly sisters where they are able to live independently from the Priory. During the last year Srs Janet, Muriel and Caroline have lived at Beachcliff. The sisters take part in the life of St Hilda's Church in Whitby where they are valued members of the congregation. One sister visits a local Nursing Home on a regular basis and also has a weekly commitment in the Priory Infirmary. A warm hospitality is offered by the sisters and several guests have been resident in the house for short stays.

Hospitality has been provided for an increasing number of guests, many of them St Hilda's Old Girls.

Sisters from other houses have enjoyed time for holiday or retreat.



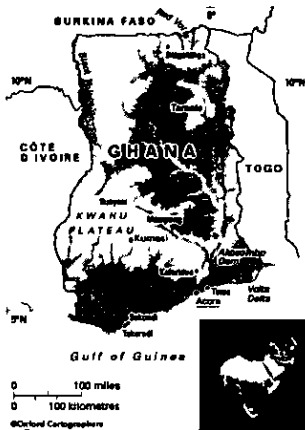
Srs Muriel, Caroline, Janet

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2012

ACHIEVEMENTS AND PERFORMANCE continued

6 Overseas Work



i Ghana: The Convent of the Holy Spirit, Jachie

During this year there have been two sisters resident at Jachie, financially supported by the Order. They have been developing the convent grounds and farm, providing local employment.

Sr Aba has continued in her work at the Eye Clinic and has added a functional optical workshop as a branch of the eye clinic.

Sr Alberta continues her work in school where she is responsible for the collection of fees. She hopes to begin making purificators.

Both sisters are very involved with the activities of the local parish church, Sr Alberta helps with the choir and has agreed to teach the servers.

Hospitality at the convent has included visiting medical teams and a parish team from St Barnabas Church, Middlesbrough.

Three young Ghanaian women have lived alongside.

ii. Ghana: Sunyani

Sisters Mavis & Sabina live in a small rented property in Sunyani. They are working towards being financially independent from the UK Community.

Sr Mavis works three days a week as the diocese's secretary and in general diocesan administration. She has set up a shop in a container near the Cathedral where candles, rosaries etc are sold. The candles and rosaries are made by the sisters.

They also have two wafer making machines. One person is employed to help with this work. Communion wafers are sold to all churches in the Diocese and in other areas.

Sr Mavis is also in process of setting up a project to help young women who did not complete their education or have no finance or qualifications to go on to further education. Money is being donated by friends and churches.

Two classrooms will be built: one will be used to teach computer literacy and give a simple business training; the other will be used for a craft workshop.

The aim is to enable the young women to work and generate income to feed themselves and their families.

Sr Sabina is doing a course in business studies at a local college. She will be teaching on the wafer machine. At the end of the course she will be better qualified to help with the business and administration side of the projects.

South Africa

iii Swaziland: Bulembu

During this year it became clear that the time was right for the sisters at Bulembu to withdraw from the work of caring for the girls in the Jacaranda project. Time and effort was spent in preparing the girls for the transfer to the care of the Bulembu ministries. The hand-over was completed by January 2012 after which the two sisters returned to the UK.



Jacaranda Family

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2012

ACHIEVEMENTS AND PERFORMANCE continued

IV Swaziland. Sr Benedicta



Sr Benedicta continues to run a project in Swaziland that raises awareness of AIDS, and also cares for children orphaned by AIDS and vulnerable families

She raises funds for school fees, clothing and food and also helps the orphans with projects to help vulnerable families to support themselves

Providing a hot meal for Aids orphans

7 Sneaton Castle Farm.

With the Sale of Live & Dead Stock at auction on 10 09 2011 the Order ceased to run Sneaton Castle Farm. The arable land, pasture and buildings were leased and the land is still under the Entry Level Stewardship Scheme

The field encircled by the Nature Trail was not leased. Part of this field is home to two Donkey Sanctuary donkeys and the rest is being allowed to go to ungrazed wild flower meadow. It is hoped to also have a small apiary on the field in association with the Whitby Beekeepers. The field and adjacent field edges form a wild oasis between arable land and pasture. The Nature Trail is open to visitors to the Sneaton Castle Centre.



THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2012

FINANCIAL REVIEW

The number of life professed sisters was 41 at the end of the year under review; the majority of them are pensionable, having given most of their lives to the charitable work of the Order. The number of new vocations is declining and, therefore, the average age is increasing. Those sisters who are still economically active tend to be employed in a voluntary capacity either within the works of the company or in low paid jobs. Any money or salaries received by individuals is covenanted to the Order.

It is clear that the income generated by members will continue to decline for the foreseeable future but the charity has a continuing commitment to support its members when they retire due to age or infirmity.

The Statement of Financial Activities shows that the total resources increased by £26,152 during the year, which includes £270,158 gains on investments in the year.

At the end of the year to June 2012 the total funds of the company and its subsidiary Sneaton Castle Limited were £8,636,111. Of this some £2,580,774 was in fixed assets needed for the work of the Order, £5,530,426 in investments and the balance of £524,911 in general funds.

Reserves Policy

The members of the Order shall work for their living. The Order is under obligation to support its members during training, in old age and in sickness, and to maintain its property adequately. For such purposes it shall be permissible to use income derived from trusts and investments, and if necessary to realise capital. Such income may also be used for the development of existing work and when new work is to be undertaken. It shall be the responsibility of each Chapter, and more especially of the Greater Chapter, to ensure that all property and income is being used so as to be of the greatest value to the Church and Society, and to remember that, ultimately, a religious community is bound to live by faith. Whilst exercising a careful stewardship in the management of its present affairs it must avoid the accumulation of capital beyond its foreseeable requirements.

The annual resources required to fund the Order's activities before investment, legacy and non-recurring income currently falls short of expenditure by £784,334. Using a current annuity rate of around 8.297% based on the average age of the community of 75 years the free reserves required would be £9,453,224. The current figure is £5,839,863. The Order keeps the policy under review in light of the work undertaken and the number and average age of the community.

**THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2012**

PLANS FOR FUTURE PERIODS

It is the Trustees intention to continue to meet the following objectives

- ❖ To continue to care for the sisters and to enable them to carry out their pastoral work
- ❖ To continue to promote the facilities available at St Oswald's
- ❖ To continue to support the overseas work through fund-raising
- ❖ To continue to review environmental issues and to maintain and improve areas adjacent to the land being leased for farming
- ❖ To monitor the needs of the sisters as they grow older and, if necessary, adapt the Order's plans in respect of property needs and provision of care to elderly members

BY ORDER OF THE COUNCIL OF MANAGEMENT

Dorothy M. Dean 1 1 13

Sister D M Dean Trustee

2012

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees who are also directors of the company for the purposes of company law are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for the year. In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware

- there is no relevant audit information of which the charitable company's auditor is unaware, and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE**

We have audited the financial statements of The Chapter of the Order of the Holy Paraclete for the year ended 30 June 2012 which comprise the Group Statement of Financial Activities, incorporating the income and expenditure account, the Group and Parent Charitable Company Balance Sheets, the consolidated Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charitable company's trustees as a body in accordance with the regulations made under section 154 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees' Responsibilities the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of financial statements which give a true and fair view.

We have appointed auditor under the Companies Act 2006 and section 151 of the Charities Act 2011 and report in accordance with those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether accounting policies are appropriate to the group and parent charitable companies' circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustee, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements

- give a true and fair view of the state of the group's and parent charitable company's affairs as at 30 June 2012 and of their incoming resources and application of resources, including its income and expenditure for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006 and Charities Act 2011.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit

Danid Dorman (Senior Statutory Auditor)
For and on behalf of
JWPCreers LLP
Chartered Accountants and Statutory Auditor
Genesis 5
Church Lane
Heslington
York
YO10 5DQ



25 - 1 - 2013

~~2012~~

JWPCreers LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE
ACCOUNTING POLICIES FOR THE YEAR ENDED 30 JUNE 2012

ACCOUNTING POLICIES

BASIS OF ACCOUNTING

The financial statements have been prepared under the historical cost convention as modified to include the revaluation of fixed assets, including investments which are carried at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities," published in March 2005, applicable accounting standards and the Companies Act 2006.

GROUP FINANCIAL STATEMENTS

These financial statements consolidate the results of the company and its wholly owned subsidiary Sneaton Castle Limited on a line-by-line basis. A separate statement of financial activities, or income and expenditure account, for the company itself is not presented because it has taken advantage of the exemptions afforded by section 408 of the Companies Act 2006 and paragraph 397 of SORP 2005.

COMPANY STATUS

The company is unlimited and has no share capital. In the event of the company being wound up or dissolved, funds remaining after all debts and liabilities are settled will be transferred to a similar institution with similar charitable objects.

FUND ACCOUNTING

Restricted funds are funds that can only be used for particular restricted purposes within the objects of the company. Restrictions arise when specified by the donor or when funds are raised for a specific purpose.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Unrestricted funds are funds, which can be used in accordance with the charitable objects at the discretion of the trustees.

INCOMING RESOURCES

Incoming resources, including legacies, are included in the statement of financial activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Covenanted salaries and pensions are received under deeds of covenant from members of The Chapter of the Order of the Holy Paraclete and are stated inclusive of income tax but net of any deductions for social security payments and contributions to occupational pension schemes.

Receipts of property, investments or other gifts in kind are included at market value.

RESOURCES EXPENDED

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in pursuit of its charitable objects.

Direct costs consist of all expenditure directly relating to the objects of the Chapter. Support costs have been allocated in full to direct costs.

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE
ACCOUNTING POLICIES FOR THE YEAR ENDED 30 JUNE 2012

RESOURCES EXPENDED - continued

Mission and charitable grants payable are charged in the period when the grant is given

Cost of generating funds comprise those costs associated with attracting voluntary income, the costs of trading for fundraising purposes including the costs incurred by the trading subsidiary and investment management fees

Governance costs include expenditure on general administration, and management and compliance with constitutional and statutory requirements

Irrecoverable VAT is included with the category of expense to which it relates

TANGIBLE FIXED ASSETS

Prior to 1 September 1996 all capital expenditure was written off as incurred. As at that date the trustees included material fixed assets at cost less notional depreciation in the balance sheet except for freehold property which was valued at current market value. Subsequent acquisitions or improvements are capitalised at cost subject to a de minimis figure of £500.

Depreciation is calculated by the straight line method to write off the cost/value, less anticipated residual value over the expected useful lives of assets as follows:

Freehold buildings	2% and 4%
Furniture and equipment	20% and 10%
Motor vehicles	25%

INVESTMENTS

Quoted investments are stated at market value at the balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the period.

Investment properties are stated at their open market value. This is in accordance with SSAP19 which, unlike the Companies Act 2006, does not require depreciation of investment properties which are held for their investment potential and not for use by the company. The departure from the provisions of the Act is required in order to show a true and fair view.

STOCK

Stocks are stated at the lower of cost and net realisable value.

PENSION COSTS

The Charity contributes to the Church of England Pension Defined Benefit Scheme for the Chaplain. The contributions are charged to the statement of financial activities in the period in which they accrue.

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE
ACCOUNTING POLICIES FOR THE YEAR ENDED 30 JUNE 2012

HIRE PURCHASE AGREEMENTS

Assets held under hire purchase agreements are capitalised and disclosed under tangible fixed assets at their fair value. The capital element of the future payments is treated as a liability and the interest is charged to the profit and loss account on a straight line basis.

OPERATING LEASE AGREEMENTS

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

DEFERRED TAXATION

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date where transactions or events have occurred at that date that will result in an obligation to pay more, or a right to pay less or to receive more tax, with the following exceptions:

Provision is made for tax on gains arising from the revaluation (and similar fair value adjustments) of fixed assets, and gains on disposal of fixed assets that have been rolled over into replacement assets, only to the extent that, at the balance sheet date, there is a binding agreement to dispose of the assets concerned. However, no provision is made where, on the basis of all available evidence at the balance sheet date, it is more likely than not that the taxable gain will be rolled over into replacement assets and charged to tax only where the replacement assets are sold.

Deferred tax assets are recognised only to the extent that the directors consider that it is more likely than not that there will be suitable taxable profits from which the future reversal of the underlying timing differences can be deducted.

Deferred tax is measured on an undiscounted basis at the tax rates that are expected to apply in the periods in which timing differences reverse, based on tax rates and laws enacted or substantively enacted at the balance sheet date.

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2012

	Note	General funds £	Restricted funds £	Designated funds £	Total 2012 £	Total 2011 £
INCOMING RESOURCES						
Incoming resources from generated funds	1					
Voluntary income		124,157	38,554	92,293	255,004	185,289
Activities for generating funds		552,624	-	-	552,624	555,050
Investment income		193,207	1,416	211	194,834	218,336
Incoming resources from charitable activities	2	317,430	6,859	60,949	385,238	390,055
Discontinued activities		131,879	-	-	131,879	54,653
Gain on disposal of fixed assets		69,511	-	-	69,511	4,057
Total incoming resources		1,388,808	46,829	153,453	1,589,090	1,407,440
RESOURCES EXPENDED						
Cost of generating funds	3					
Cost of generating voluntary income		3,690	-	-	3,690	4,173
Fundraising trading costs		540,799	-	-	540,799	559,231
Investment management costs		600	-	-	600	738
Charitable activities	2	1,050,661	62,809	42,410	1,155,880	1,112,347
Discontinued activities		118,503	-	-	118,503	108,750
Governance costs	4	13,624	-	-	13,624	15,503
Total resources expended		1,727,877	62,809	42,410	1,833,096	1,800,742
Net outgoing resources before transfers		(339,069)	(15,980)	111,043	(244,006)	(393,302)
Transfers between funds	13	322,190	(44,519)	(277,671)	-	-
Net (outgoing) resources before other recognised gains and losses		(16,879)	(60,499)	(166,628)	(244,006)	(393,302)
Gains on investments	15	270,158	-	-	270,158	483,904
Net movement in funds		253,729	(60,499)	(166,628)	26,152	90,602
Reconciliation of funds						
Total funds brought forward		5,586,584	268,086	2,755,289	8,609,959	8,519,357
Total funds carried forward		5,839,863	207,587	2,588,661	8,636,111	8,609,959

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

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE
CONSOLIDATED SUMMARY INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 JUNE 2012

	Note	2012 £	2011 £
Gross income from continuing operations		844,336	799,595
Gross income from discontinued operations		131,879	54,653
Gross income from non-charitable trading activities	7	543,363	(10,096)
		<hr/>	<hr/>
Total income		1,519,578	844,152
Total expenditure of continuing operations		(1,173,785)	(1,132,758)
Total expenditure from discontinued operations		(118,503)	(108,750)
Total expenditure from non-charitable trading activities		(540,799)	-
		<hr/>	<hr/>
Net (expenditure) for the year before transfers and investment asset disposals		(313,509)	(397,356)
Profit on disposal of investments		19,032	28,500
Profit on disposal of fixed assets		69,511	4,057
		<hr/>	<hr/>
Net expenditure for the year		(224,966)	(364,799)
		<hr/>	<hr/>

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

BALANCE SHEET AS AT 30 JUNE 2012

	Note	Consolidated 2012 £	2011 £	Company 2012 £	2011 £
FIXED ASSETS					
Tangible fixed assets	14	2,580,774	2,789,824	2,425,704	2,641,227
Investments	15	5,530,426	5,127,856	5,531,426	5,128,856
		<u>8,111,200</u>	<u>7,917,680</u>	<u>7,957,130</u>	<u>7,770,083</u>
CURRENT ASSETS					
Stocks		24,095	110,566	-	87,076
Debtors	16	77,775	93,637	426,872	416,337
Cash and bank		575,207	650,725	332,351	417,289
		<u>677,077</u>	<u>854,928</u>	<u>759,223</u>	<u>920,702</u>
CREDITORS: Amounts falling due within one year	17	(139,887)	(135,658)	(57,274)	(47,392)
		<u>537,190</u>	<u>719,270</u>	<u>701,949</u>	<u>873,310</u>
NET CURRENT ASSETS					
		<u>537,190</u>	<u>719,270</u>	<u>701,949</u>	<u>873,310</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		8,648,390	8,636,950	8,659,079	8,643,393
CREDITORS: Amounts falling due after more than one year	18	(3,092)	(14,947)	-	-
PROVISIONS FOR LIABILITIES					
Deferred taxation	19	(9,187)	(12,044)	-	-
		<u>8,636,111</u>	<u>8,609,959</u>	<u>8,659,079</u>	<u>8,643,393</u>
NET ASSETS					
		<u>8,636,111</u>	<u>8,609,959</u>	<u>8,659,079</u>	<u>8,643,393</u>
FUNDS					
Unrestricted funds					
Revaluation Reserve		1,059,704	828,197	1,059,704	828,197
General funds		4,780,159	4,758,387	4,803,127	4,791,821
Designated funds	21	2,588,661	2,755,289	2,588,661	2,755,289
Restricted funds	22	207,587	268,086	207,587	268,086
	23	<u>8,636,111</u>	<u>8,609,959</u>	<u>8,659,079</u>	<u>8,643,393</u>

Company number 1241044

Approved by the directors on 28.12.2012

Dorothy H Dean 1.1.13.

D M DEAN

Jorelyn H. Carter

J M CARTER

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE
CONSOLIDATED CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2012

	Note	2012	2011
		£	£
Net cash outflow from operating activities	1	(361,453)	(584,794)
Returns on investment and servicing of financing			
Interest received		378	2,138
Investment income		192,540	193,245
Interest element of hire purchase payments		-	(441)
		<hr/>	<hr/>
Net cash inflow from returns on investments and servicing of finance		192,918	194,942
Capital expenditure			
Payments to acquire tangible fixed assets		(54,599)	(34,287)
Proceeds from sale of fixed assets		84,182	7,057
Payments for investments		(434,181)	(1,030,294)
Proceeds from investments		497,615	1,262,999
		<hr/>	<hr/>
Net cash inflow/(outflow) on capital expenditure		93,017	205,475
Financing			
Capital element of hire purchase payments		-	(7,583)
		<hr/>	<hr/>
Net cash (outflow) on financing		-	(7,583)
		<hr/>	<hr/>
(Decrease) in cash	2	(75,518)	(191,960)
		<hr/>	<hr/>

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE CASH FLOW STATEMENT - 30 JUNE 2012

1 RECONCILIATION OF SURPLUS TO NET CASH
OUTFLOW FROM OPERATING ACTIVITIES

	2012 £	2011 £
(Loss) on ordinary activities	(244,006)	(393,302)
Interest received	(378)	(2,138)
Investment income	(192,540)	(193,245)
Interest element of hire purchase payments	-	441
	<hr/>	<hr/>
Operating loss	(436,924)	(588,244)
Depreciation charges (less profit on disposals)	(16,379)	56,467
Decrease/(Increase) in stock	86,471	5,114
Decrease in debtors	15,862	6,031
(Decrease) in creditors and provisions	(10,483)	(64,162)
	<hr/>	<hr/>
Net cash outflow from operating activities	(361,453)	(584,794)
	<hr/>	<hr/>

2 RECONCILIATION OF NET CASH FLOW TO MOVEMENT
IN NET FUNDS

(Decrease) in cash in the period	(75,518)	(191,960)
	<hr/>	<hr/>
Change in net funds	(75,518)	(191,960)
Net funds at 1 July 2011	650,725	842,685
	<hr/>	<hr/>
Net funds at 30 June 2012.	575,207	650,725
	<hr/>	<hr/>

3 ANALYSIS OF CHANGES IN NET FUNDS

	At 30 06 2011 £	Cash flow £	At 30 06 2012 £
Bank	650,725	(75,518)	575,207
	<hr/>	<hr/>	<hr/>
	650,725	(75,518)	575,207
	<hr/>	<hr/>	<hr/>

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE ACCOUNTS - 30 JUNE 2012

1 INCOMING RESOURCES FROM GENERATED FUNDS

	Note	General funds £	Restricted funds £	Designated funds £	Total 2012 £	Total 2011 £
Voluntary income						
St Oswald's donations received		113,955	-	-	113,955	120,967
Donations for overseas work		-	15,542	14,509	30,051	36,600
J Bottomley		-	-	58,608	58,608	-
NS & I Glasgow		-	-	8,068	8,068	-
E Wilde		-	-	2,000	2,000	-
D Montgomery		-	-	1,000	1,000	-
Trustees of the Stadium Charitable Trust		-	1,000	-	1,000	-
JS & JP Mullett		-	1,000	-	1,000	-
JW & M Gould		-	1,000	-	1,000	-
N Blacker		-	1,000	-	1,000	-
J & A Cattle Trust		-	2,500	-	2,500	-
Other donations and legacies		10,202	16,512	8,108	34,822	27,722
		<u>124,157</u>	<u>38,554</u>	<u>92,293</u>	<u>255,004</u>	<u>185,289</u>
Activities for Generating funds						
Trading income	7	543,363	-	-	543,363	549,135
Friends of OHP membership		1,713	-	-	1,713	1,419
Newsletter including publications		4,527	-	-	4,527	2,159
St Oswald's sale of cards		3,021	-	-	3,021	2,337
		<u>552,624</u>	<u>-</u>	<u>-</u>	<u>552,624</u>	<u>555,050</u>
Investment income						
Bank interest		167	-	211	378	2,138
Investment income		191,124	1,416	-	192,540	193,245
Income tax reclaimable		-	-	-	-	2,825
Sisters' Trust Funds		1,916	-	-	1,916	20,128
		<u>193,207</u>	<u>1,416</u>	<u>211</u>	<u>194,834</u>	<u>218,336</u>

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE ACCOUNTS - 30 JUNE 2012

2 CHARITABLE ACTIVITIES

	Note	General funds £	Restricted funds £	Designated funds £	Total 2012 £	Total 2011 £
Covenanted salaries		10,355	-	-	10,355	6,570
Covenanted pensions		60,533	-	-	60,533	60,710
State pensions		149,044	-	-	149,044	161,365
Other income	6	97,498	6,859	60,949	165,306	161,410
		<u>317,430</u>	<u>6,859</u>	<u>60,949</u>	<u>385,238</u>	<u>390,055</u>

Expenditure on projects

Direct costs		864,534	-	45,276	899,810	849,621
Premises and equipment costs		171,053	1,220	3,232	175,505	169,467
Mission and charitable grants	8	15,074	61,589	3,902	80,565	93,259
		<u>1,050,661</u>	<u>62,809</u>	<u>42,410</u>	<u>1,155,880</u>	<u>1,112,347</u>

Expenditure on projects comprised:

		Direct cost of activities £	Support costs £	Total 2012 £	Total 2011 £
Direct costs		879,914	19,896	899,810	849,621
Premises and equipment costs		175,505	-	175,505	169,467
Mission and charitable grants		80,565	-	80,565	93,259
		<u>1,135,984</u>	<u>19,896</u>	<u>1,155,880</u>	<u>1,112,347</u>

3 COST OF GENERATING FUNDS

	Note	General funds £	Restricted funds £	Designated funds £	Total 2012 £	Total 2011 £
Cost of generating voluntary income						
Fundraising and publicity		3,690	-	-	3,690	4,173
		<u>3,690</u>	<u>-</u>	<u>-</u>	<u>3,690</u>	<u>4,173</u>
Fundraising trading costs						
Trading costs	7	540,799	-	-	540,799	559,231
		<u>540,799</u>	<u>-</u>	<u>-</u>	<u>540,799</u>	<u>559,231</u>
Investment management costs						
Investment managers fees		600	-	-	600	738
		<u>600</u>	<u>-</u>	<u>-</u>	<u>600</u>	<u>738</u>

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE ACCOUNTS - 30 JUNE 2012

4 GOVERNANCE COSTS

	General funds £	Restricted funds £	Designated funds £	Total 2012 £	Total 2011 £
Auditors remuneration	13,624	-	-	13,624	15,503

5 FINANCIAL ACTIVITIES OF THE CHARITY

The consolidated statement of financial activities for the year ended 30 June 2012 includes those of the charity's wholly owned subsidiary Sneaton Castle Limited

A summary of the financial activities undertaken by the charity is set out below

	2012 £	2011 £
Gross incoming resources	1,127,290	895,579
Resources expended	(1,381,762)	(1,291,074)
Net (outgoing) resources before investment gains and losses	(254,472)	(395,495)
Gains on investments	270,158	483,904
Net movement in funds	15,686	88,409
Total funds brought forward	8,643,393	8,554,984
Total funds carried forward	8,659,079	8,643,393
Represented by		
General unrestricted funds	5,855,837	5,620,018
Designated funds	2,595,658	2,755,289
Restricted funds	207,587	268,086
	8,659,079	8,643,393

6 OTHER INCOME

	2012 £	2011 £
DSS allowance	98,585	100,319
Rent receivable	4,970	8,506
Royalties received	141	3,302
York Dean and Chapter contribution - York House	13,251	13,029
Bishopthorpe House	7,106	6,000
Chapel	5,397	6,230
Other income	22,997	16,641
Bursary Award income	6,859	-
Bulembu contents sale	6,000	-
Land sale	-	7,383
	165,306	161,410

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE ACCOUNTS - 30 JUNE 2012

7 NET INCOME FROM TRADING SUBSIDIARY

The company has a wholly owned trading subsidiary which is incorporated in the UK Sneaton Castle Limited provides facilities for conferences, pastoral breaks and educational courses Sneaton Castle Limited will pay its profits after due provision for its financial requirements to the Chapter of the Order of the Holy Paraclete The Charity owns the entire issued share capital of £1,000 ordinary shares of £1 each Audited accounts will be filed with the Registrar of Companies A summary of the trading results is shown below

Profit and Loss Account	£	2012 £	2011 £
Turnover		554,826	557,629
Cost of sales		99,816	108,822
		<hr/>	<hr/>
Gross profit		455,010	448,807
Administrative expenses		476,744	479,377
Other operating income		(35,364)	(30,010)
		<hr/>	<hr/>
		13,630	(560)
Interest receivable		471	490
Gift aid		(24,259)	(11,607)
		<hr/>	<hr/>
Loss before tax		(10,158)	(11,677)
Taxation		2,857	(3,905)
		<hr/>	<hr/>
Loss for the year		(7,301)	(15,582)
Consolidated adjustments			
Depreciation of alterations to leasehold property		24,124	24,124
Amortisation of Rose LI grants		(5,403)	(5,404)
Inter company transactions			
Laundry	13,937		13,575
Shop purchases	246		578
Shop sales	(1,541)		(1,278)
Use of Centre by the Order of the Holy Paraclete	(1,238)		(235)
Rose LI award	(44,519)		(37,481)
Gift aid payable	24,259		11,607
	<hr/>		<hr/>
		(8,856)	(13,234)
		<hr/>	<hr/>
Net Profit/ (Loss) from trading activity		2,564	(10,096)
		<hr/>	<hr/>

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE ACCOUNTS - 30 JUNE 2012

7 NET INCOME FROM TRADING SUBSIDIARY continued

The assets and liabilities of the subsidiary were

	2012 £	2011 £
Fixed assets	219,467	236,174
Current assets	299,845	299,324
Creditors Amounts falling due within one year	(144,968)	(144,404)
Creditors Amounts falling due after more than one year	(337,163)	(343,755)
Provision for deferred tax	(9,187)	(12,044)
	<hr/>	<hr/>
Total net assets	27,994	35,295
	<hr/>	<hr/>
Aggregate share capital and reserves	27,994	35,295
	<hr/>	<hr/>

8 GRANTS

The amount payable in the period comprises

Institutional grants & donations	2012		2011	
	Number	£	Number	£
Jachie Project	1	1,611	1	5,724
Jachie Eye Clinic	1	8,000	2	19,065
St Hilda's Priory Bursary Award	1	-	1	6,500
Southern African project	2	51,161	1	44,137
Sunyani Project	1	-	1	1,657
DEC East Africa Crisis Appeal	1	2,000	-	-
Community of the Resurrection of Christ	1	1,000	-	-
DEC Pakistan Floods Appeal	-	-	1	1,000
Save The Children UK	-	-	1	1,000
Various other grants and donations under £1,000	66	16,793	81	14,176
	<hr/>	<hr/>	<hr/>	<hr/>
	74	80,565	89	93,259
	<hr/>	<hr/>	<hr/>	<hr/>

9 STAFF COSTS

	2012 £	2011 £
Wages and salaries	731,766	753,591
Social security costs	40,814	44,555
Pension costs	3,991	-
	<hr/>	<hr/>
	776,571	798,146
	<hr/>	<hr/>
	Number	Number
The average number of employees during the period was	72	70
	<hr/>	<hr/>

No employee earned £60,000 per annum or more

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE ACCOUNTS - 30 JUNE 2012

10 NET OUTGOING RESOURCES BEFORE TRANSFERS

The net outgoing resources before transfers is stated after charging	£	£
Auditors' remuneration		
- audit services for charity	8,400	8,000
- audit services for trading subsidiary	4,500	4,345
- accountancy	3,900	8,249
Depreciation of owned assets	53,132	60,524
	<u> </u>	<u> </u>

11 TRANSACTIONS WITH TRUSTEES/DIRECTORS

The trustees of the company are also members of the Chapter and as such have taken vows of poverty under which they have renounced all personal rights to income and capital. The company provides for the essential needs of all members of the Chapter. The living costs of the eight trustees who served during the year are therefore borne by the company.

12 RELATED PARTIES

The Order has a close relationship with St Hilda's Priory Bursary Award with the Proress and at least three of the trustees being appointed by the Order.

During the year the Order provided funding amounting to £nil (2011 £6,500)

The St Hilda's Priory Bursary Award was dissolved in the year with the funds being donated to The Chapter of the Order of the Holy Paradise as a restricted fund. The amount donated was £6,859.

13 TRANSFERS TO/(FROM) GENERAL FUNDS

Transfer to/(from)	£
Designated funds	
Fixed Assets Fund	214,303
Jachie Project Fund	(2,000)
Sunyanı Project Fund	(6,000)
Development Fund	71,368
	<u> </u>
	277,671
	<u> </u>
Transfer to/(from)	
Restricted funds	
Rose Li Fund	44,519
	<u> </u>
	44,519
	<u> </u>

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE ACCOUNTS - 30 JUNE 2012

13 TRANSFERS TO/(FROM) GENERAL FUNDS - continued

The Rose Li fund transfer relates to grants paid to the company's subsidiary, Sneaton Castle Limited, during the financial period. The grants, once received in Sneaton Castle Limited, are unrestricted, therefore a transfer has been made to reflect the true restricted fund balance for the year ended 30 June 2012.

The transfer to the Fixed Assets Fund represents the movement in fixed assets excluding any assets held as part of a restricted fund.

The transfers to the Jackie and Sunyani Project Funds represent grants from Central Funds.

The transfer from the development fund represents capital items which were acquired by this fund during the year and then transferred to the Fixed Asset Fund.

14 TANGIBLE FIXED ASSETS

CONSOLIDATED

	Freehold property £	Furniture, fittings and equipment £	Motor vehicles £	Total £
COST OR VALUATION				
As at 1 July 2011	2,984,106	517,283	148,756	3,650,145
Additions	23,369	31,230	-	54,599
Disposals	(7,227)	(19,473)	(40,700)	(67,400)
Transfer of farm land & property to Investments	(232,387)	-	-	(232,387)
As at 30 June 2012	2,767,861	529,040	108,056	3,404,957
DEPRECIATION				
As at 1 July 2011	307,098	422,450	130,773	860,321
Charge for year	24,587	23,581	4,964	53,132
On disposals	-	(19,405)	(33,325)	(52,730)
Transfer to Investment	(36,540)	-	-	(36,540)
As at 30 June 2012	295,145	426,626	102,412	824,183
NET BOOK VALUE				
As at 30 June 2012	2,472,716	102,414	5,644	2,580,774
As at 30 June 2011	2,677,008	94,833	17,983	2,789,824

Freehold property acquired by the Group and company before 1996 was revalued at 31 August 1996. Values of £2,186,960 are attributable to property and land professionally valued by Carter Jonas on 1 November 1996 with £190,000 assessed by the trustees. Additions to Freehold property since 1996 are included at cost less depreciation where appropriate.

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE ACCOUNTS - 30 JUNE 2012

14 TANGIBLE FIXED ASSETS continued

COMPANY	Freehold property £	Furniture, fittings and equipment £	Motor vehicles £	Total £
COST OR VALUATION				
As at 1 July 2011	2,889,606	305,139	135,247	3,329,992
Additions	23,369	7,625	-	30,994
Disposals	(7,227)	(19,473)	(40,700)	(67,400)
Transfer of farm land & property to Investments	(232,387)	-	-	(232,387)
	<hr/>	<hr/>	<hr/>	<hr/>
As at 30 June 2012	2,673,361	293,291	94,547	3,061,199
	<hr/>	<hr/>	<hr/>	<hr/>
DEPRECIATION				
As at 1 July 2011	295,915	275,586	117,264	688,765
Charge for year	23,641	7,395	4,964	36,000
On disposals	-	(19,405)	(33,325)	(52,730)
Transfer to Investments	(36,540)	-	-	(36,540)
	<hr/>	<hr/>	<hr/>	<hr/>
As at 30 June 2012	283,016	263,576	88,903	635,495
	<hr/>	<hr/>	<hr/>	<hr/>
NET BOOK VALUE				
As at 30 June 2012	2,390,345	29,715	5,644	2,425,704
	<hr/>	<hr/>	<hr/>	<hr/>
As at 30 June 2011	2,593,691	29,553	17,983	2,641,227
	<hr/>	<hr/>	<hr/>	<hr/>

Freehold property acquired by the Group and company before 1996 was revalued at 31 August 1996. Values of £2,186,960 are attributable to property and land professionally valued by Carter Jonas on 1 November 1996 with £190,000 assessed by the trustees. Additions to Freehold property since 1996 are included at cost less depreciation where appropriate.

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE ACCOUNTS - 30 JUNE 2012

15 INVESTMENTS

	2012 £	2011 £
CONSOLIDATED		
At 1 July 2011	5,127,856	4,876,657
Additions	434,180	1,030,294
Disposals	(497,615)	(1,262,999)
Revaluations	270,158	483,904
Transfer from Tangible Fixed Assets	195,847	-
	<hr/>	<hr/>
At 30 June 2012	5,530,426	5,127,856
	<hr/>	<hr/>
Valuation		
UK quoted securities	4,742,691	4,914,044
Cash	72,735	68,812
Freehold property	715,000	145,000
	<hr/>	<hr/>
	5,530,426	5,127,856
	<hr/>	<hr/>
Historical cost	2012 £	2011 £
UK Quoted securities	4,162,140	4,190,847
Cash	72,735	68,812
Freehold property	235,847	40,000
	<hr/>	<hr/>
	4,470,722	4,299,659
	<hr/>	<hr/>
COMPANY	2012 £	2011 £
At 1 July 2011	5,128,856	4,877,657
Additions	434,180	1,030,294
Disposals	(497,615)	(1,262,999)
Revaluations	270,158	483,904
Transfer from Tangible Fixed Assets	195,847	-
	<hr/>	<hr/>
At 30 June 2012	5,531,426	5,128,856
	<hr/>	<hr/>
Valuation		
UK quoted securities	4,742,691	4,914,044
Cash	72,735	68,812
Freehold property	715,000	145,000
Subsidiary undertaking	1,000	1,000
	<hr/>	<hr/>
	5,531,426	5,128,856
	<hr/>	<hr/>

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE ACCOUNTS - 30 JUNE 2012

HISTORICAL COST	2012 £	2011 £
UK Quoted securities	4,162,140	4,190,847
Cash	72,735	68,812
Freehold property	235,847	40,000
Subsidiary undertaking	1,000	1,000
	<u>4,471,722</u>	<u>4,300,659</u>

The residential investment property was valued at £175,000 by James E J Smith MRICS FNAEA of Richardson and Smith chartered surveyors as at 4 December 2012

The farm land and property have been transferred from tangible fixed assets to investment properties this year, following the sale of the farm operation. The farm land and property were valued at £540,000 by Ian K Halley FRICS of Richardson and Smith chartered surveyors as at 14 December 2012

16 DEBTORS	Consolidated		Company	
	2012 £	2011 £	2012 £	2011 £
Trade	26,118	19,461	-	-
Other	32,142	37,080	33,692	38,743
Prepayments	19,515	37,096	12,740	14,159
Due from trading subsidiary	-	-	380,440	363,435
	<u>77,775</u>	<u>93,637</u>	<u>426,872</u>	<u>416,337</u>

Amounts falling due after more than one year included above are

Due from trading subsidiary	-	-	328,808	328,808
	<u>-</u>	<u>-</u>	<u>328,808</u>	<u>328,808</u>

The amount due from trading subsidiary is repayable as follows

£328,808 is to be repaid by the subsidiary in 2014, at the end of the current ten year licence to occupy. It is to be repaid partly by the transfer of assets back to the company, £51,632 (11 £34,627) is a current account balance representing normal activities between the entities

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE ACCOUNTS - 30 JUNE 2012

17 CREDITORS: Amounts falling due within one year

	Consolidated		Company	
	2012	2011	2012	2011
	£	£	£	£
Trade creditors	44,876	35,429	27,558	19,332
Other	3,523	16	4,486	848
Taxation and social security	29,147	34,816	10,930	12,874
Accruals	19,122	18,836	14,300	14,338
Deferred income	43,219	46,561	-	-
	<u>139,887</u>	<u>135,658</u>	<u>57,274</u>	<u>47,392</u>

18 CREDITORS. Amounts falling due after more than one year

	Consolidated		Company	
	2012	2011	2012	2011
	£	£	£	£
Deferred income	3,092	14,947	-	-
	<u>3,092</u>	<u>14,947</u>	<u>-</u>	<u>-</u>

19 DEFERRED TAXATION

The movement in the deferred taxation provision during the year was

	Consolidated	
	2012	2011
	£	£
Provision brought forward	12,044	12,067
Profit and loss account movement arising during the year	(2,857)	(23)
	<u>9,187</u>	<u>12,044</u>
Provision carried forward	9,187	12,044

The provision for deferred taxation consists of the tax effect of timing differences in respect of

	2012	2011
	£	£
Excess of taxation allowances over depreciation on fixed assets	9,187	12,044

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE ACCOUNTS - 30 JUNE 2012

20 DEFERRED INCOME

	Consolidated		Company	
	2012	2011	2012	2011
	£	£	£	£
Balance as at 1 July 2011	61,508	66,312	-	-
Amount released to incoming resources	(56,685)	(60,295)	-	-
Amount deferred in the year	41,488	55,491	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Balance as at 30 June 2012	46,311	61,508	-	-
	<hr/>	<hr/>	<hr/>	<hr/>

The deferred income relates entirely to the subsidiary company and comprises deposits received in advance

21 DESIGNATED FUNDS

- (a) The trustees have designated funds out of the unrestricted funds for specific purposes as follows

Fixed Assets Fund

In order to fulfil the charitable objectives the Order needs a large number of properties and other fixed assets. These assets although unrestricted cannot be realised without undermining the Order's work and the trustees therefore feel it is appropriate to reflect the investment in fixed assets by means of a designated fund.

St Oswald's Fund

The Order set up this fund in order to support the overseas Sisters and the St Oswald's Pastoral Centre

Southern Africa, Ghana, Jachie, Sunyani and Bulembu Funds

These have been set up to be used for projects in Southern Africa, Ghana, Jachie, Sunyani and Bulembu

Development Fund

This fund is for the future property needs of the Order in the furtherance of its charitable objects

- (b) **Analysis of Movements**

	Balance 01 07 2011	Income	Expenditure	Transfers	Balance 30 6 2012
	£	£	£	£	£
Fixed assets fund	2,640,007	-	-	(214,303)	2,425,704
St Oswald's fund	96,024	-	-	-	96,024
Southern Africa					
Project fund	3,749	67	(58)	-	3,758
Ghana Project fund	2,844	-	(100)	-	2,744
Jachie Project fund	7,008	12,851	(19,495)	2,000	2,364
Sunyani Project fund	2,150	12,494	(10,313)	6,000	10,331
Bulembu Project fund	3,507	7,737	(11,244)	-	-
Development fund	-	120,304	(1,200)	(71,368)	47,736
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	2,755,289	153,453	(42,410)	(277,671)	2,588,661
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE ACCOUNTS - 30 JUNE 2012

22 RESTRICTED FUNDS

	Balance 01 07 2011 £	Income £	Expenditure £	Transfers £	Balance 30 6 2012 £
Southern Africa fund	56,197	4,836	(51,103)	-	9,930
Ghana fund	-	10,706	(10,486)	-	220
Rose Li fund	182,441	1,416	-	(44,519)	139,338
Infirmity fund	1,220	-	(1,220)	-	-
Development fund	28,228	23,012	-	-	51,240
Bursary Award Fund	-	6,859	-	-	6,859
	<u>268,086</u>	<u>46,829</u>	<u>(62,809)</u>	<u>(44,519)</u>	<u>207,587</u>

The Southern Africa fund has been set up to be used for work in Southern Africa

The Ghana fund has been set up for work in Ghana

The Rose Li fund has been set up from Rose Shao-Chiang Li legacy for general educational purposes at Sneaton Castle Centre and at the sole discretion of the trustees of the Order

The Infirmity fund represents grants received to be used specifically for the infirmity. The balance on the fund represents the net book value of the special bath purchased with one of the grants

The Development fund represents donations received specifically to used to develop the future property needs of the Order

The Bursary award fund is for the provision of grants, loans or other forms of financial assistance to advance education, training and personal development in accordance with the principles of the Christian religion to needy persons primarily between the ages of 16 and 25 who live, study and work in the area of the Deanery of Whitby

23 ANALYSIS OF NET ASSETS BY FUND

	General Funds £	Restricted funds £	Designated funds £	Total £
Tangible fixed assets	155,070	-	2,425,704	2,580,774
Investments	5,530,426	-	-	5,530,426
Current assets	303,010	207,587	166,480	677,077
Current liabilities	(136,364)	-	(3,523)	(139,887)
Creditors due after more than one year	(3,092)	-	-	(3,092)
Deferred taxation	(9,187)	-	-	(9,187)
	<u>5,839,863</u>	<u>207,587</u>	<u>2,588,661</u>	<u>8,636,111</u>

THE CHAPTER OF THE ORDER OF THE HOLY PARACLETE

NOTES TO THE ACCOUNTS - 30 JUNE 2012

24 COMMITMENTS

At 30 June 2012 the company had annual commitments under non-cancellable operating leases as set out below

	2012 £	2011 £
Operating leases which expire		
Within two to five years	3,363	3,363
	<u> </u>	<u> </u>

25 CAPITAL COMMITMENTS

	2012 £	2011 £
Contracted but not provided for in the financial statements	-	6,140
	<u> </u>	<u> </u>

26 PENSIONS

The Charity contributes to the Church of England Pension Defined Benefit Scheme for the Chaplain. The scheme is a multi-employer defined benefit pension scheme and the Charity is unable to separately identify its share of the underlying assets and liabilities. The contributions are charged to the statement of financial activities in the period in which they accrue.