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**CHAPTER OF THE ORDER OF THE HOLY  
PARACLETE (THE) UNLIMITED**

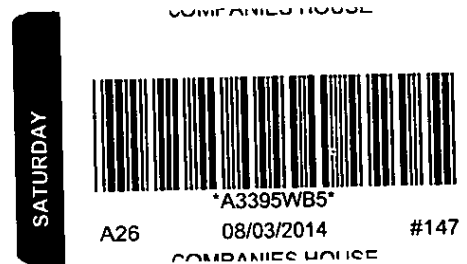
**ACCOUNTS**

**FOR THE YEAR ENDED**

**30 JUNE 2013**

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Company registration number 1241044  
Charity number 271117



**jwpcreeers llp**  
CHARTERED ACCOUNTANTS

## CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED

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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 M Carter Sister P Bush Sister M Boddington Sister C Clee Sister J Faulkner (Appointed 28 December 2012) Sister M E Wilson (Resigned 28 December 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 LS 1 4LT

**CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED**  
**TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2013**

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 prior 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.

## **CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED**

### **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2013**

#### **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 through 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 fund raising is financed from The Central Funds of the Order

##### **Sneaton Castle Farm**

The farmland continues to be an integral part of the Priory environment Further details are given in section 6 of the Trustees Report

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**Grant making policy**

The Order tithes (10%) its share portfolio 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.

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 2012	4.70%	1.14%	2.91%	4.83%
To 31 December 2012	3.82%	-0.41%	1.72%	2.78%
To 31 March 2013	10.32%	0.70%	6.58%	7.88%
To 30 June 2013	-1.66%	-3.76%	-1.90%	-0.67%

**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 10,510 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.



Sr Carole has been appointed as liaison for school and parish groups visiting the Centre who may be interested in learning more about the life and work of the Order, she now organises talks and encourages visits to Chapel.

Sr Karan works with a local Primary School and pupils have visited Chapel on more than one occasion.



**St Hilda's Bursary**

St Hilda's Bursary Award is now a designated fund and has provided financial assistance for further education & training for young people from this area.

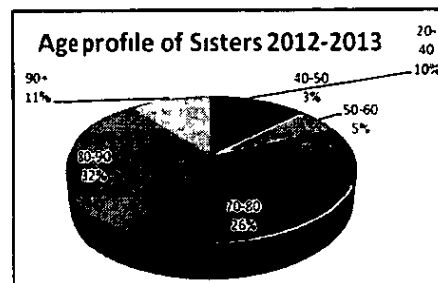
**CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED**  
**TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2013**

**ACHIEVEMENTS AND PERFORMANCE continued**

**2. Caring for members of the Order**

The Order has an obligation to care for its members, none of whom has resources of her 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 Infirmary Care Home**

The Infirmary Care Home has continued to provide care for sisters during the past year. The number of residents in the Infirmary has remained fairly static with 5 sisters in permanent residence. Five other sisters have received respite care while recovering from illness or surgery. The Infirmary staff have also provided short term care for sisters with coughs and colds and various viral illnesses, who remained in their own rooms.

The Prioress 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 as a full member of 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.



*Resident sisters*

**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.

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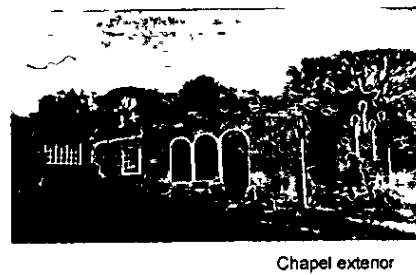
**ACHIEVEMENTS AND PERFORMANCE continued**

**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 2755 nights



Chapel exterior

**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 sister 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, Whitby Young Musicians' Trust and the St Hilda's Priory Bursary Award.

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 2012/13, 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 309 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. 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.

We have welcomed a number of new guests and given free breaks to two families from Redcar-their first holiday for many years.



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**ACHIEVEMENTS AND PERFORMANCE continued**

**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.

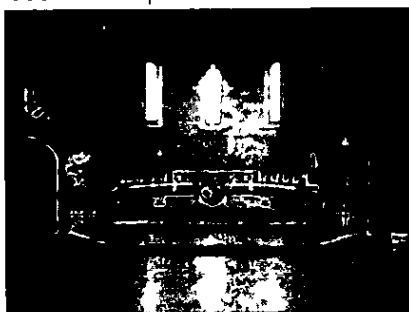
**Volunteering**

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, including the Prayer Book Society and the Knights Templar
- Three weddings and eleven baptisms have been held in Chapel. A memorial service for a local resident and a farewell service for the local Salvation Army Majors to mark their retirement
- 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 as well as using the facilities we can offer for their practicing

## CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED

### TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2013

#### ACHIEVEMENTS AND PERFORMANCE continued

##### 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, assisting at both Sunday and weekday services, also in the ministry to visitors, congregation and staff through pastoral care and prayer support. Both sisters are involved with the ever-growing Sunday school that meets during the 10.00am Sunday Eucharist. 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. They also share in home and hospital visiting and home communions.

Both sisters are increasingly involved with the ministry to visitors to the Minster, frequently leading guided tours of the Minster for groups who have booked in advance, in addition to participating in the rota of guides who lead tours for individual visitors and family groups. They are also among a small team of guides who lead specialist tours to the Bedern studio, during which the visitors learn about the process of stained glass conservation, and have the opportunity to see the conservators at work, again such tours are provided both for individual visitors who join the tours which are available on three afternoons a week, and for groups who book in advance. In addition they serve on the rota of stewards who staff the information desk, not only having a weekly duty time but also often filling in gaps when other stewards are not available.

Sr Janette acts as duty chaplain about once a month - but again sometimes filling in when there is a sudden vacancy. Sr Linda has begun to assist with the learning activities provided for families during school holidays, and with the programmes for school groups during term time.

Sister Janette organises the team of volunteers who provide coffee after the main Sunday Eucharist during choir holidays, and is responsible for laundering the many small white cloths used during the services. She continues her connection with the Central Methodist Church.

Sr Linda continues as a member of the Minster Community Committee and Social Committee, helping to serve refreshments both at social events for the Minster Community and at the extremely popular weekly coffee mornings held in the Minster through much of the year. She also continues her connection with St Wilfred's RC Church and the Minster Walsingham Cell.

Their house is used by the OHP Tertiaries in the York area for their monthly meetings and provides a venue for a clergy cell group meeting several times a year. 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

###### 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 has continued to work 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.

Sr Pam has continued her involvement in the Redcar parish where she is on the team for preaching and interceding and for leading the informal family church. She continues to lead a weekly service in a Care Home, and also takes a fortnightly assembly in the local school where she also goes once a month to tell Bible stories to the youngest children.

Both sisters have been involved with the Redcar and Cleveland Food Bank which was set up in January 2013. Sr Pam works in the warehouse which is housed in the disused Catholic Church in the same road as the sisters' house. Sr Anita has organised a weekly outlet for the Food Bank from St Hilda's Church.



Srs Pam & Anita

# CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED

## TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2013

### ACHIEVEMENTS AND PERFORMANCE continued

#### 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

They shared in the staff Lent groups and in the staff retreat at Wydale Hall

As part of their role they are normally present when there are gatherings of local schools and events such as meetings of the Archbishop of York's Youth Trust and other charitable groups

Sr Erika often undertakes flower arranging 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, meeting at St Hilda's Priory, and Sr Alison has people who come to her for spiritual direction

Whenever possible, the Sisters try to help their local Parish by sharing in its worship and either by prayer or active participation support its mission



Srs Erika & Alison

#### IV Beachcliff



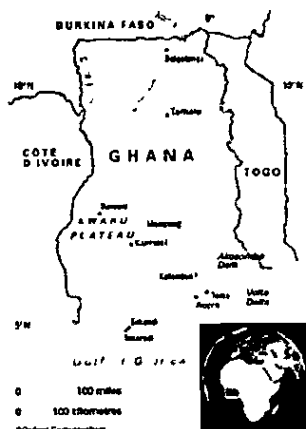
Srs Muriel, Caroline, Janet

Beachcliff continues to provide 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 visited daily or 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 and sister with friends or family

#### V 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 is working towards the production of Tie & Dye fabrics for sale She also hopes to develop the 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.

## CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED

### TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2013

#### ACHIEVEMENTS AND PERFORMANCE continued

##### II Ghana Sunyani

Sister Mavis and Sabina live in a small rented property in Sunyani. They are working towards being financially independent from the Mother House.

They have a shop within the Cathedral precincts where church items such as communion wine, wafers, assorted candles, religious books, vestments, incense, crosses, rosaries and cards are sold. The rosaries and some cards are hand made by the Sisters. Prior to the opening of this shop, the clergy, both Anglican and other churches had to travel to Kumasi to buy such ecclesiastical items.

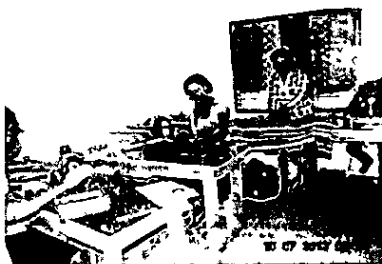
The sisters have two wafer making machines. Two young ladies are employed to bake and cut, the sisters fill in when workers are on holiday and have responsibility for the packaging and distribution of the wafers. Communion Wafers are sold, in bulk, to other Dioceses and Christian denominations for redistribution.

'Outreach marketing' such as attendance at functions, Synods and ordinations, enable sisters to promote their products as well as foster good ecumenical relationships.

With the help of benevolent donors from Australia, UK and Ghana, the sisters have been able complete the first phase of the establishment of a women's skills centre (HOPWOSC – Holy Paraclete Women's Skills Centre). The Diocese provided land for this building and undertook to pay for the extension of electricity supply to site. HOPWOSC aims to (a) provide skills and training for young women who cannot further their education due financial and family difficulties, thereby making them employable, (b) assist young rural women to generate their own income and become more independent (c) offer basic training in business management (d) make available counselling services and health education when required.



Soap production skills can be mastered after 4 weekend workshops



Sewing lessons



Mercy, a single parent with 3 young children, learnt how to prepare soya bean kebab after attending 2 weekend workshops at the centre



Computer classes

Programmes include computer training and information technology, dressmaking, craft work, such as beads craft, macramé, tie/dye and batik, soap and local household detergent production. Weekend workshops are organised for the trainees and women who can only attend at such times, to learn how to prepare some 'small chop', such as soya bean kebab and doughnuts for sale. For the regular students, this enables them earn income whilst they acquire long term skills.

Generally, the actual training is free, with the condition that participants assist in selling of finished products to recoup the capital for the next group. The sisters' shop is used as an outlet.

Funds for furniture donated by  
SEC Mission Association  
refurbished laptops donated by a  
benefactor in the UK

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#### ACHIEVEMENTS AND PERFORMANCE continued

Sister Mavis has reduced her hours at the Diocesan office with the consent of the Bishop, to enable her run and teach at the centre. Sister Sabina completed her Diploma in Business Studies at Sunyani Polytechnic and would be assisting in the Centre. The House has been blessed with a young lady with computer training, who desires to join the Order.



The sisters have taken it upon themselves to provide school uniforms and sandals for some needy girls in Anglican schools within the diocese, such pupils who feel embarrassed because of the poor condition of their uniforms often become truants. This project is called 'kit the Girl child to promote female education'.

#### KIT THE GIRL CHILD TO PROMOTE EDUCATION FOR GIRLS

Here, children exchange flip flops for proper school sandals. With a donation of £10, we are able to provide two uniforms, two pairs of socks and a pair of second hand shoes/sandals for a child.

#### II 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.

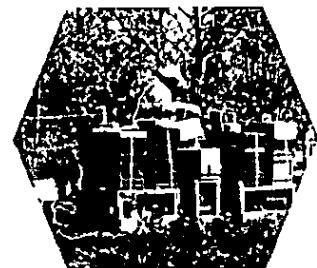
She raises funds for school fees, clothing and food and also helps the orphans with projects to help vulnerable families to support themselves.



#### 6 Sneaton Castle Farm.

The arable land, pasture and buildings continue to be leased and the land is still under the Entry Level Stewardship Scheme.

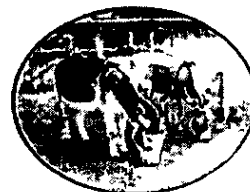
The field encircled by the Nature Trail is not leased. Part of this field is home to two Donkey Sanctuary donkeys who are a great attraction to visitors. The rest is being allowed to go to ungrazed wild flower meadow.



The rough field on the nature trail now hosts a small apiary with hives belonging to two members of the Whitby & District Beekeepers Association. The Association is very active and has over recent years been breeding colonies of the native English Black Bee.

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.



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**FINANCIAL REVIEW**

The number of life professed sisters was 38 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 £501,737 during the year, which includes £588,795 gains on investments in the year.

At the end of the year to June 2013 the total funds of the company and its subsidiary Sneaton Castle Limited were £9,137,848. Of this some £2,535,273 was in fixed assets needed for the work of the Order, £6,125,610 in investments, £202,379 in restricted funds, £132,934 in designated funds and the balance of £141,652 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 £576,201. Using a current annuity rate of around 8.306% based on the average age of the community of 75 years the free reserves required would be £6,937,165. The current figure is £6,450,620. The Order keeps the policy under review in light of the work undertaken and the number and average age of the community.

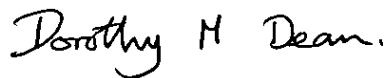
CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED  
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2013

**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



Sister D M Dean Trustee

28 December 2013

## CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED

### 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**

### **CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED**

We have audited the financial statements of The Chapter of the Order of the Holy Paraclete for the year ended 30 June 2013 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 2013 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  
CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED**

**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



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

*3 March 2014*

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

## **CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED**

### **ACCOUNTING POLICIES FOR THE YEAR ENDED 30 JUNE 2013**

#### **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.

## CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED

### ACCOUNTING POLICIES FOR THE YEAR ENDED 30 JUNE 2013

#### 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.

## **CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED**

### **ACCOUNTING POLICIES FOR THE YEAR ENDED 30 JUNE 2013**

#### **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.

CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2013

	Note	General funds £	Restricted funds £	Designated funds £	Total 2013 £	Total 2012 £
<b>INCOMING RESOURCES</b>						
Incoming resources from generated funds	1					
Voluntary income		142,793	28,886	7,715	179,394	255,004
Activities for generating funds		562,406	-	-	562,406	552,624
Investment income		245,984	1,106	114	247,204	194,834
Incoming resources from charitable activities	2	307,001	-	11,076	318,077	385,238
Discontinued activities		-	-	-	-	131,879
Gain on disposal of fixed assets		176,260	-	-	176,260	69,511
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total incoming resources</b>		<b>1,434,444</b>	<b>29,992</b>	<b>18,905</b>	<b>1,483,341</b>	<b>1,589,090</b>
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>RESOURCES EXPENDED</b>						
Cost of generating funds	3					
Cost of generating voluntary income		4,969	-	-	4,969	3,690
Fundraising trading costs		539,568	-	-	539,568	540,799
Investment management costs		600	-	-	600	600
Charitable activities	2	954,594	8,525	44,313	1,007,432	1,155,880
Discontinued activities		-	-	-	-	118,503
Governance costs	4	17,830	-	-	17,830	13,624
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total resources expended</b>		<b>1,517,561</b>	<b>8,525</b>	<b>44,313</b>	<b>1,570,399</b>	<b>1,833,096</b>
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Net outgoing resources before transfers</b>		<b>(83,117)</b>	<b>21,467</b>	<b>(25,408)</b>	<b>(87,058)</b>	<b>(244,006)</b>
Transfers between funds	11	105,079	(26,675)	(78,404)	-	-
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Net (outgoing) resources before other recognised gains and losses</b>		<b>21,962</b>	<b>(5,208)</b>	<b>(103,812)</b>	<b>(87,058)</b>	<b>(244,006)</b>
Gains on investments	14	588,795	-	-	588,795	270,158
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Net movement in funds</b>		<b>610,757</b>	<b>(5,208)</b>	<b>(103,812)</b>	<b>501,737</b>	<b>26,152</b>
<b>Reconciliation of funds</b>						
Total funds brought forward		5,839,863	207,587	2,588,661	8,636,111	8,609,959
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total funds carried forward</b>		<b>6,450,620</b>	<b>202,379</b>	<b>2,484,849</b>	<b>9,137,848</b>	<b>8,636,111</b>
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

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

**CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED**  
**CONSOLIDATED SUMMARY INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 30 JUNE 2013**

	Note	2013 £	2012 £
Gross income from continuing operations		753,313	844,336
Gross income from discontinued operations		-	131,879
Gross income from non-charitable trading activities 7		553,769	543,363
		<hr/>	<hr/>
Total income		1,307,082	1,519,578
Total expenditure of continuing operations		(1,030,831)	(1,173,785)
Total expenditure from discontinued operations		-	(118,503)
Total expenditure from non-charitable trading activities		(539,568)	(540,799)
		<hr/>	<hr/>
Net (expenditure) for the year before transfers and investment asset disposals		(263,317)	(313,509)
Profit on disposal of investments		14,874	19,032
Profit on disposal of fixed assets		176,260	69,511
		<hr/>	<hr/>
Net expenditure for the year		(72,183)	(224,966)
		<hr/>	<hr/>

CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED

BALANCE SHEET AS AT 30 JUNE 2013

	Note	Consolidated 2013 £	2012 £	Company 2013 £	2012 £
<b>FIXED ASSETS</b>					
Tangible fixed assets	13	2,535,273	2,580,774	2,351,916	2,425,704
Investments	14	6,125,610	5,530,426	6,126,610	5,531,426
		<u>8,660,883</u>	<u>8,111,200</u>	<u>8,478,526</u>	<u>7,957,130</u>
<b>CURRENT ASSETS</b>					
Stocks		22,979	24,095	-	-
Debtors	15	102,240	77,775	402,648	426,872
Cash and bank		492,422	575,207	303,326	332,351
		<u>617,641</u>	<u>677,077</u>	<u>705,974</u>	<u>759,223</u>
<b>CREDITORS: Amounts falling due within one year</b>	16	(128,539)	(139,887)	(52,024)	(57,274)
		<u>489,102</u>	<u>537,190</u>	<u>653,950</u>	<u>701,949</u>
<b>NET CURRENT ASSETS</b>					
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>9,149,985</u>	<u>8,648,390</u>	<u>9,132,476</u>	<u>8,659,079</u>
<b>CREDITORS: Amounts falling due after more than one year</b>	17	(1,192)	(3,092)	-	-
<b>PROVISIONS FOR LIABILITIES</b>					
Deferred taxation	18	(10,945)	(9,187)	-	-
		<u>9,137,848</u>	<u>8,636,111</u>	<u>9,132,476</u>	<u>8,659,079</u>
<b>NET ASSETS</b>					
<b>FUNDS</b>					
<b>Unrestricted funds</b>					
Revaluation Reserve		1,633,624	1,059,704	1,633,624	1,059,704
General funds		4,816,996	4,780,159	4,811,624	4,803,127
<b>Designated funds</b>	20	2,484,849	2,588,661	2,484,849	2,588,661
<b>Restricted funds</b>	21	202,379	207,587	202,379	207,587
	22	<u>9,137,848</u>	<u>8,636,111</u>	<u>9,132,476</u>	<u>8,659,079</u>

Company number. 1241044

Approved by the directors on 28 December 2013

*Dorothy H. Dean*  
D M DEAN

*Joseph M. Carter*  
J M CARTER



CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED

CONSOLIDATED CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2013

	Note	2013	2012
		£	£
<b>Net cash outflow from operating activities</b>	1	(447,845)	(361,453)
<b>Returns on investment and servicing of financing</b>			
Interest received		1,737	378
Investment income		212,056	192,540
		<hr/>	<hr/>
Net cash inflow from returns on investments and servicing of finance		213,793	192,918
<b>Capital expenditure</b>			
Payments to acquire tangible fixed assets		(98,204)	(54,599)
Proceeds from sale of fixed assets		201,260	84,182
Payments for investments		(180,940)	(434,181)
Proceeds from investments		229,151	497,615
		<hr/>	<hr/>
Net cash outflow on capital expenditure		151,267	93,017
		<hr/>	<hr/>
Decrease in cash	2	(82,785)	(75,518)
		<hr/>	<hr/>

CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED

NOTES TO THE CASH FLOW STATEMENT - 30 JUNE 2013

1 RECONCILIATION OF SURPLUS TO NET CASH  
OUTFLOW FROM OPERATING ACTIVITIES

	2013 £	2012 £
(Loss) on ordinary activities	(87,058)	(244,006)
Interest received	(1,737)	(378)
Investment income	(212,056)	(192,540)
Interest element of hire purchase payments	-	-
	<hr/>	<hr/>
Operating loss	(300,851)	(436,924)
Depreciation charges (less profit on disposals)	(112,155)	(16,379)
Decrease/(Increase) in stock	1,116	86,471
Decrease/(Increase) in debtors	(24,465)	15,862
(Decrease) in creditors and provisions	(11,490)	(10,483)
	<hr/>	<hr/>
Net cash outflow from operating activities	(447,845)	(361,453)
	<hr/>	<hr/>

2 RECONCILIATION OF NET CASH FLOW TO MOVEMENT  
IN NET FUNDS

Decrease in cash in the period	(82,785)	(75,518)
	<hr/>	<hr/>
Change in net funds	(82,785)	(75,518)
Net funds at 1 July 2012	575,207	650,725
	<hr/>	<hr/>
Net funds at 30 June 2013	492,422	575,207
	<hr/>	<hr/>

3 ANALYSIS OF CHANGES IN NET FUNDS

	At 30 06 2012 £	Cash flow £	At 30 06 2013 £
Bank	575,207	(82,785)	492,422
	<hr/>	<hr/>	<hr/>
	575,207	(82,785)	492,422
	<hr/>	<hr/>	<hr/>

CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED

NOTES TO THE ACCOUNTS - 30 JUNE 2013

1 INCOMING RESOURCES FROM GENERATED FUNDS

	Note	General funds £	Restricted funds £	Designated funds £	Total 2013 £	Total 2012 £
<b>Voluntary income</b>						
St Oswald's donations received		113,716	-	-	113,716	113,955
Donations for overseas work		-	20,687	-	20,687	30,051
J Bottomley		-	-	839	839	58,608
NS & I Glasgow		-	-	-	-	8,068
E Wilde		-	-	-	-	2,000
D Montgomery		-	-	-	-	1,000
G Polson	-	-	-	1,000	1,000	-
JS & JP Mullett		-	-	-	-	1,000
JW & M Gould		-	-	-	-	1,000
N Blacker		-	1,000	-	1,000	1,000
J & A Cattle Trust		-	-	-	-	2,500
J Hick		-	-	2,000	2,000	-
Yorkshire Potash		-	2,260	-	2,260	-
RIC & SM Shaw		-	1,000	-	1,000	-
Other donations and legacies		29,077	3,939	3,876	36,892	34,822
		<u>142,793</u>	<u>28,886</u>	<u>7,715</u>	<u>179,394</u>	<u>255,004</u>
<b>Activities for Generating funds</b>						
Trading income	7	553,769	-	-	553,769	543,363
Friends of OHP membership		1,967	-	-	1,967	1,713
Newsletter including publications		1,465	-	-	1,465	4,527
St Oswald's cards & library sales		5,205	-	-	5,205	3,021
		<u>562,406</u>	<u>-</u>	<u>-</u>	<u>562,406</u>	<u>552,624</u>
<b>Investment income</b>						
Bank interest		458	1,106	114	1,678	378
Investment income		212,056	-	-	212,056	192,540
Rent receivable		33,470	-	-	33,470	-
Sisters' Trust Funds		-	-	-	-	1,916
		<u>245,984</u>	<u>1,106</u>	<u>114</u>	<u>247,204</u>	<u>194,834</u>

CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED

NOTES TO THE ACCOUNTS - 30 JUNE 2013

2 CHARITABLE ACTIVITIES

	Note	General funds £	Restricted funds £	Designated funds £	Total 2013 £	Total 2012 £
Covenanted salaries		160	-	3,536	3,696	10,355
Covenanted pensions		52,794	-	-	52,794	60,533
State pensions		132,141	-	-	132,141	149,044
Other income	6	121,906	-	7,540	129,446	165,306
		<u>307,001</u>	<u>-</u>	<u>11,076</u>	<u>318,077</u>	<u>385,238</u>

**Expenditure on projects**

Direct costs		763,677	-	20,251	783,928	899,810
Premises and equipment costs		173,664	-	17,050	190,714	175,505
Mission and charitable grants	8	17,253	8,525	7,012	32,790	80,565
		<u>954,594</u>	<u>8,525</u>	<u>44,313</u>	<u>1,007,432</u>	<u>1,155,880</u>

**Expenditure on projects comprised:**

	Direct cost of activities £	Support costs £	Total 2013 £	Total 2012 £
Direct costs	764,713	19,215	783,928	899,810
Premises and equipment costs	190,714	-	190,714	175,505
Mission and charitable grants	32,790	-	32,790	80,565
	<u>988,217</u>	<u>19,215</u>	<u>1,007,432</u>	<u>1,155,880</u>

3 COST OF GENERATING FUNDS

	Note	General funds £	Restricted funds £	Designated funds £	Total 2013 £	Total 2012 £
<b>Cost of generating voluntary income</b>						
Fundraising and publicity		4,969	-	-	4,969	3,690
		<u>4,969</u>	<u>-</u>	<u>-</u>	<u>4,969</u>	<u>3,690</u>
<b>Fundraising trading costs</b>						
Trading costs	7	539,568	-	-	539,568	540,799
		<u>539,568</u>	<u>-</u>	<u>-</u>	<u>539,568</u>	<u>540,799</u>
<b>Investment management costs</b>						
Investment managers fees		600	-	-	600	600
		<u>600</u>	<u>-</u>	<u>-</u>	<u>600</u>	<u>600</u>

CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED

NOTES TO THE ACCOUNTS - 30 JUNE 2013

4 GOVERNANCE COSTS

	General funds £	Restricted funds £	Designated funds £	Total 2013 £	Total 2012 £
Auditors remuneration	17,830	-	-	17,830	13,624

5 FINANCIAL ACTIVITIES OF THE CHARITY

The consolidated statement of financial activities for the year ended 30 June 2013 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

	2013 £	2012 £
Gross incoming resources	990,010	1,127,290
Resources expended	(1,105,407)	(1,381,762)
Net (outgoing) resources before investment gains and losses	(115,397)	(254,472)
Gains on investments	588,794	270,158
Net movement in funds	473,397	15,686
Total funds brought forward	8,659,079	8,643,393
Total funds carried forward	9,132,476	8,659,079
Represented by		
Unrestricted funds	4,811,624	4,803,127
General funds revaluation reserve	1,633,624	1,059,704
Designated funds	2,484,849	2,588,661
Restricted funds	202,379	207,587
	9,132,476	8,659,079

6 OTHER INCOME

	2013 £	2012 £
DSS allowance	84,970	98,585
Rent receivable	-	4,970
Royalties received	1,846	141
York House	13,515	13,251
Bishopthorpe House	6,000	7,106
Chapel	8,877	5,397
Other income	14,238	22,997
Bursary Award income	-	6,859
Bulembu contents sale	-	6,000
	129,446	165,306

# CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED

## NOTES TO THE ACCOUNTS - 30 JUNE 2013

### 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

	2013	2012
	£	£
Profit and Loss Account		
Turnover	556,345	554,826
Cost of sales	104,716	99,816
	<hr/>	<hr/>
Gross profit	451,629	455,010
Administrative expenses	465,552	476,744
Other operating income	(25,214)	(35,364)
	<hr/>	<hr/>
	11,291	13,630
Interest receivable	488	471
Gift aid	-	(24,259)
	<hr/>	<hr/>
Profit/(loss) before tax	11,779	(10,158)
Taxation	(1,758)	2,857
	<hr/>	<hr/>
Profit/(loss) for the year	10,021	(7,301)
<b>Consolidated adjustments</b>		
Depreciation of alterations to leasehold property	24,124	24,124
Amortisation of Rose Li grants	(4,861)	(5,403)
<b>Inter company transactions</b>		
Laundry	14,140	13,937
Shop purchases	-	246
Shop sales	(67)	(1,541)
Use of Centre by the Order of the Holy Paraclete	(1,536)	(1,238)
Rose Li award	(26,675)	(44,519)
Gift aid payable	-	24,259
	<hr/>	<hr/>
	(14,138)	(8,856)
	<hr/>	<hr/>
Net Profit from trading activity	15,146	2,564
	<hr/>	<hr/>

CHAPTER OF THE ORDER OF THE HOLY PARACLETE (THE) UNLIMITED

NOTES TO THE ACCOUNTS - 30 JUNE 2013

7 NET INCOME FROM TRADING SUBSIDIARY continued

The assets and liabilities of the subsidiary were

	2013 £	2012 £
Fixed assets	224,737	219,467
Current assets	265,545	299,845
Creditors Amounts falling due within one year	(110,567)	(144,968)
Creditors Amounts falling due after more than one year	(330,755)	(337,163)
Provision for deferred tax	(10,945)	(9,187)
	<hr/>	<hr/>
Total net assets	38,015	27,994
	<hr/>	<hr/>
Aggregate share capital and reserves	38,015	27,994
	<hr/>	<hr/>

8 GRANTS

The amount payable in the period comprises

	2013		2012	
Institutional grants & donations	Number	£	Number	£
Jachie Project	-	-	1	1,611
Jachie Eye Clinic	1	2,750	1	8,000
Southern African project	-	-	2	51,161
Sunyani Project	1	2,143	-	-
DEC East Africa Crisis Appeal	-	-	1	2,000
Community of the Resurrection of Christ	-	-	1	1,000
UNICEF (Syria refugees)	1	1,000	-	-
Bursary Award grants under £1,000	23	3,812	-	-
Various other grants and donations under £1,000	82	23,085	66	16,793
	<hr/>	<hr/>	<hr/>	<hr/>
	108	32,790	72	80,565
	<hr/>	<hr/>	<hr/>	<hr/>

9 STAFF COSTS

	2013 £	2012 £
Wages and salaries	697,192	731,766
Social security costs	34,222	40,814
Pension costs	-	3,991
	<hr/>	<hr/>
	731,414	776,571
	<hr/>	<hr/>
	Number	Number
The average number of employees during the period was	71	72
	<hr/>	<hr/>

No employee earned £60,000 per annum or more

**CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED**

**NOTES TO THE ACCOUNTS - 30 JUNE 2013**

**10 NET OUTGOING RESOURCES BEFORE TRANSFERS**

The net outgoing resources before transfers is stated after charging	£	£
Auditors' remuneration		
- audit services for charity	8,400	8,400
- audit services for trading subsidiary	4,500	4,500
- accountancy	4,940	3,900
Depreciation of owned assets	64,105	53,132
	<u>        </u>	<u>        </u>

**11 TRANSFERS TO/(FROM) GENERAL FUNDS**

Transfer to/(from)	£
Designated funds	
Fixed Assets Fund	(79,065)
Ghana project Fund	(748)
Jachie Project Fund	8,000
Sunyani Project Fund	12,000
Development Fund	(24,591)
Bursary Award Fund	6,000
	<u>        </u>
	(78,404)
	<u>        </u>
Transfer to/(from)	
Restricted funds	
Rose Li Fund	(26,675)
	<u>        </u>
	(26,675)
	<u>        </u>

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 2013.

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

The transfers to the Jachie 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.

The transfer to the designated Bursary Award fund from general is amounts allocated to the Bursary award by the trustees.

**12 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.



CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED

NOTES TO THE ACCOUNTS - 30 JUNE 2013

13 TANGIBLE FIXED ASSETS

CONSOLIDATED

	Freehold property £	Furniture, fittings and equipment £	Motor vehicles £	Total £
<b>COST OR VALUATION</b>				
As at 1 July 2012	2,767,861	529,040	108,056	3,404,957
Additions	23,595	66,124	8,485	98,204
Disposals	(50,000)	-	(28,444)	(78,444)
Transfer to investments	(70,000)	-	-	(70,000)
	<hr/>	<hr/>	<hr/>	<hr/>
As at 30 June 2013	2,671,456	595,164	88,097	3,354,717
	<hr/>	<hr/>	<hr/>	<hr/>
<b>DEPRECIATION</b>				
As at 1 July 2012	295,145	426,626	102,412	824,183
Charge for year	27,140	32,836	4,129	64,105
On disposals	(25,000)	-	(28,444)	(53,444)
Transfer to investments	(15,400)	-	-	(15,400)
	<hr/>	<hr/>	<hr/>	<hr/>
As at 30 June 2013	281,885	459,462	78,097	819,444
	<hr/>	<hr/>	<hr/>	<hr/>
<b>NET BOOK VALUE</b>				
As at 30 June 2013	2,389,571	135,702	10,000	2,535,273
	<hr/>	<hr/>	<hr/>	<hr/>
As at 30 June 2012	2,472,716	102,414	5,644	2,580,774
	<hr/>	<hr/>	<hr/>	<hr/>

COMPANY

COST OR VALUATION

As at 1 July 2012	2,673,361	293,291	94,547	3,061,199
Additions	23,595	11,418	8,485	43,498
Disposals	(50,000)	-	(28,444)	(78,444)
Transfer to Investments	(70,000)	-	-	(70,000)
	<hr/>	<hr/>	<hr/>	<hr/>
As at 30 June 2013	2,576,956	304,709	74,588	2,956,253
	<hr/>	<hr/>	<hr/>	<hr/>
<b>DEPRECIATION</b>				
As at 1 July 2012	283,016	263,576	88,903	635,495
Charge for year	26,032	7,525	4,129	37,686
On disposals	(25,000)	-	(28,444)	(53,444)
Transfer to Investments	(15,400)	-	-	(15,400)
	<hr/>	<hr/>	<hr/>	<hr/>
As at 30 June 2013	268,648	271,101	64,588	604,337
	<hr/>	<hr/>	<hr/>	<hr/>

CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED

NOTES TO THE ACCOUNTS - 30 JUNE 2013

13 TANGIBLE FIXED ASSETS continued

COMPANY	Freehold property £	Furniture, fittings and equipment £	Motor vehicles £	Total £
<b>NET BOOK VALUE</b>				
As at 30 June 2013	2,308,308	33,608	10,000	2,351,916
As at 30 June 2012	2,390,345	29,715	5,644	2,425,704

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.

14 INVESTMENTS

CONSOLIDATED	2013 £	2012 £
At 1 July 2012	5,530,426	5,127,856
Additions	180,940	434,180
Disposals	(229,151)	(497,615)
Revaluations	588,795	270,158
Transfer from Tangible Fixed Assets	54,600	195,847
At 30 June 2013	6,125,610	5,530,426
<b>Valuation</b>		
UK quoted securities	5,255,713	4,742,691
Cash	29,897	72,735
Freehold property	840,000	715,000
	6,125,610	5,530,426
<b>Historical cost</b>	2013 £	2012 £
UK Quoted securities	4,171,639	4,162,140
Cash	29,900	72,735
Freehold property	290,447	235,847
	4,491,986	4,470,722

CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED

NOTES TO THE ACCOUNTS - 30 JUNE 2013

14 INVESTMENTS continued

	2013 £	2012 £
<b>COMPANY</b>		
At 1 July 2012	5,531,426	5,128,856
Additions	180,940	434,180
Disposals	(229,151)	(497,615)
Revaluations	588,795	270,158
Transfer from Tangible Fixed Assets	54,600	195,847
	<hr/>	<hr/>
At 30 June 2013	6,126,610	5,531,426
	<hr/>	<hr/>
<b>Valuation</b>		
UK quoted securities	5,255,713	4,742,691
Cash	29,897	72,735
Freehold property	840,000	715,000
Subsidiary undertaking	1,000	1,000
	<hr/>	<hr/>
	6,126,610	5,531,426
	<hr/>	<hr/>
<b>HISTORICAL COST</b>	2013 £	2012 £
UK Quoted securities	4,171,639	4,162,140
Cash	29,900	72,735
Freehold property	290,447	235,847
Subsidiary undertaking	1,000	1,000
	<hr/>	<hr/>
	4,492,986	4,471,722
	<hr/>	<hr/>

The residential investment properties were valued at £300,000 by James E J Smith MRICS FNAEA of Richardson and Smith chartered surveyors as at 4 December 2012

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

CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED

NOTES TO THE ACCOUNTS - 30 JUNE 2013

15 DEBTORS

	Consolidated		Company	
	2013	2012	2013	2012
	£	£	£	£
Trade	45,561	26,118	-	-
Other	35,871	32,142	35,842	33,692
Prepayments	20,808	19,515	12,895	12,740
Due from trading subsidiary	-	-	353,911	380,440
	<u>102,240</u>	<u>77,775</u>	<u>402,648</u>	<u>426,872</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 September 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 £25,103 (12 £51,632) is a current account balance representing normal activities between the entities

16 CREDITORS: Amounts falling due within one year

	Consolidated		Company	
	2013	2012	2013	2012
	£	£	£	£
Trade creditors	41,437	44,876	26,582	27,558
Other	-	3,523	121	4,486
Taxation and social security	29,848	29,147	10,381	10,930
Accruals	19,615	19,122	14,940	14,300
Deferred income	37,639	43,219	-	-
	<u>128,539</u>	<u>139,887</u>	<u>52,024</u>	<u>57,274</u>

17 CREDITORS: Amounts falling due after more than one year

	Consolidated		Company	
	2013	2012	2013	2012
	£	£	£	£
Deferred income	1,192	3,092	-	-
	<u>1,192</u>	<u>3,092</u>	<u>-</u>	<u>-</u>

CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED

NOTES TO THE ACCOUNTS - 30 JUNE 2013

18 DEFERRED TAXATION

The movement in the deferred taxation provision during the year was

	Consolidated	
	2013	2012
	£	£
Provision brought forward	9,187	12,044
Profit and loss account movement arising during the year	1,758	(2,857)
	<u>          </u>	<u>          </u>
Provision carried forward	10,945	9,187
	<u>          </u>	<u>          </u>

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

	2013	2012
	£	£
Excess of taxation allowances over depreciation on fixed assets	10,945	9,187
	<u>          </u>	<u>          </u>

19 DEFERRED INCOME

	Consolidated		Company	
	2013	2012	2013	2012
	£	£	£	£
Balance as at 1 July 2012	46,311	61,508	-	-
Amount released to incoming resources	(43,218)	(56,685)	-	-
Amount deferred in the year	35,738	41,488	-	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Balance as at 30 June 2013	38,831	46,311	-	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

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

20 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 St Oswald's Pastoral Centre

**Southern Africa, Ghana, Jackie and Sunyani**

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

**Development Fund**

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

# CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED

## NOTES TO THE ACCOUNTS - 30 JUNE 2013

### DESIGNATED FUNDS continued

#### Bursary Award Fund

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

#### (b) Analysis of Movements

	Balance 01 07 2012 £	Income £	Expenditure £	Transfers £	Balance 30 6 2013 £
Fixed assets fund	2,425,704	-	-	(79,065)	2,346,639
St Oswald's fund	96,024	-	-	-	96 024
Southern Africa Project fund	3,758	-	69	-	3,689
Ghana Project fund	2,744	-	111	(748)	1,885
Jachie Project fund	2,364	9,272	12,487	8,000	7,149
Sunyani Project fund	10,331	5,719	20,316	12,000	7,734
Development fund	47,736	3,914	11,330	(24,591)	15,729
Bursary Award	-	-	-	6,000	6,000
	<u>2,588,661</u>	<u>18,905</u>	<u>44,313</u>	<u>(78,404)</u>	<u>2,484,849</u>

#### 21 RESTRICTED FUNDS

	Balance 01 07 2012 £	Income £	Expenditure £	Transfers £	Balance 30 6 2013 £
Southern Africa fund	9,930	4,809	-	-	14,739
Ghana fund	220	15,878	4,713	-	11,385
Rose Li fund	139,338	1,106	-	(26,675)	113,769
Development fund	51,240	8,199	-	-	59,439
Bursary Award Fund	6,859	-	3,812	-	3,047
	<u>207,587</u>	<u>29,992</u>	<u>8,525</u>	<u>(26,675)</u>	<u>202,379</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 Development fund represents donations received specifically 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

CHAPTER OF THE ORDER OF THE HOLY PARACLETE(THE) UNLIMITED

NOTES TO THE ACCOUNTS - 30 JUNE 2013

22 ANALYSIS OF NET ASSETS BY FUND

	General Funds £	Restricted funds £	Designated funds £	Total £
Tangible fixed assets	183,358	-	2,351,915	2,535,273
Investments	6,125,610	-	-	6,125,610
Current assets	282,328	202,379	132,934	617,641
Current liabilities	(128,539)	-	-	(128,539)
Creditors due after more than one year	(1,192)	-	-	(1,192)
Deferred taxation	(10,945)	-	-	(10,945)
	<u>6,450,620</u>	<u>202,379</u>	<u>2,484,849</u>	<u>9,137,848</u>

23 COMMITMENTS

At 30 June 2013 the company had annual commitments under non-cancellable operating leases as set out below

	2013 £	2012 £
Operating leases which expire Within two to five years	3,363	3,363

24 CAPITAL COMMITMENTS

	2013 £	2012 £
Contracted but not provided for in the financial statements	-	6,140

25 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.