

Charity number: 1029239

# Glenfall House Trust

Registered number: 02812579

## Revised Trustees' report and financial statements

For the year ended 31 December 2012

**AMENDED**      **November 2015**

THURSDAY



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# **GLENFALL HOUSE TRUST**

**(A Company Limited by Guarantee)**

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# **GLENFALL HOUSE TRUST**

**(A Company Limited by Guarantee)**

## **REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS**

***FOR THE YEAR ENDED 31 DECEMBER 2012***

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<b>Trustees</b>	Mr C R Albert Mr S P Coombe Mr N B Coles, Chair Revd R M Franklin Mr C J Hill (appointed 25 May 2012) Rt Revd D W M Jennings (appointed 25 May 2012) Air Vice-Marshal R A Mason Mrs S I Read The Ven. R W Springett
<b>Company registered number</b>	02812579
<b>Charity registered number</b>	1029239
<b>Registered office</b>	Mill Lane Charlton Kings Cheltenham GL54 4EP
<b>Company secretary</b>	Miss R L Shorter
<b>Accountants</b>	Mazars LLP Chartered 90 Victoria Stret Bristol BS1 6DP
<b>Bankers</b>	National Westminster Bank plc 3 Westgate Gloucester GL1 2NX

# **GLENFALL HOUSE TRUST**

## **(A Company Limited by Guarantee)**

### **TRUSTEES' REPORT**

#### **FOR THE YEAR ENDED 31 DECEMBER 2012**

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The Trustees are the members of the Company and are also directors of the charity for the purposes of the Companies Act. They are the Trustees of the assets of the Company for the purposes of the Charities Act. They present their annual report together with the audited financial statements of Glenfall House Trust (the charity) for the year ended 31 December 2012. The Trustees confirm that the Annual Report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

#### **Trustees' statement relating to revised financial statements**

These revised financial statements

- replace the original financial statements for the year ended 31 December 2012 which were signed on November 2013;
- are now the statutory accounts for that financial year;
- have been prepared as at the date of the original financial statements and not as at the date of revision and accordingly do not deal with events between those dates;
- the post balance sheet events review in the Trustees' Report and the Post Balance Sheet Events note in the notes to the financial statements has been revised.

#### **Structure, governance and management**

##### **Constitution**

The charity is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 26 April 1993. The charity is constituted under a Memorandum of Association dated 26 April 1993 and is a registered charity number 1029239. The Glenfall House Trust was established by the Diocese of Gloucester to operate its Retreat and Conference Centre at Glenfall House.

##### **Method of appointment or election of Trustees**

The company's Memorandum and Articles of Association were amended in 2010 and allow for a total of up to nine Trustees, of whom one is nominated by the Bishop of Gloucester, four are appointed by the Trustees and four are appointed by the Bishop's Council of the Diocese of Gloucester. The latter appointments are dealt with through a process overseen by the Nominations Committee of the Diocese of Gloucester, whose policy is to ensure advertisement of vacancies, and, as far as possible, an appropriate distribution according to sex and clerical status, in addition to the range of expertise required for direction of operation of the charity. The Trustees apply similar considerations in seeking candidates for vacancies which are to be filled by them.

##### **Organisational structure and decision making**

The following committees were appointed by and reported directly to the Trustees:

- Business Committee
- Gardens Committee
- Spiritual Advisory Group

In addition the Friends of Glenfall supported the work of the Trustees and worked in close cooperation with them.

Routine management of the House and of the gardens were overseen by the Business Committee and the Gardens Committee respectively. All significant decisions were referred to those Committees and where appropriate were also be discussed by the Trustees.

# **GLENFALL HOUSE TRUST**

## **(A Company Limited by Guarantee)**

### **TRUSTEES' REPORT (continued)**

#### ***FOR THE YEAR ENDED 31 DECEMBER 2012***

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Detailed monthly management accounts were considered by the Business Committee, whose responsibility it was to draw to the attention of the Trustees any significant trends or variances from budget. The budget was drafted by House staff in consultation with the Business Committee, and was agreed by the Trustees.

The Gardens Committee worked within an agreed budget, and refers to the Trustees any matters involving significant expenditure.

#### **Risk management**

The Trustees regularly monitored those areas of activity which pose risks to the stability and prospects of the House. Risks from factors outside the control of Trustees were covered as far as possible by insurance. In order to reduce risks from competitive factors, a long-term maintenance programme was in place to maintain the quality of accommodation and facilities at Glenfall, and this programme was kept under constant re-evaluation.

Prices charged were reviewed annually so as to minimise risk from competitive factors. On issues of Health and Safety, the Business Committee had appointed a Risk Assessment Consultant who had completed a safety audit. This aimed to seek to ensure that the most appropriate internal control procedures were in place together with information on new legislation. Financial control procedures guarded against possible misappropriation.

#### **Objectives and Activities**

##### **Policies and objectives**

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the charity commission relating to public benefit.

##### **Objects**

The charity was established for the purposes of promoting religious and charitable purposes in connection with the Church of England by the acquisition and maintenance of Glenfall House, Harp Hill, Charlton Kings, Cheltenham as a centre for the promotion of Christian education and training and as a place for individuals and groups to visit to renew their Christian spirituality by means of retreats and conferences.

#### **Achievements and performance**

##### **Financial Review**

Continuing difficult trading conditions were a challenge which meant that the House made a deficit of £13,723.

##### **Post balance sheet events**

On 22 March 2013 the Board of Trustees of Glenfall House resolved to cease trading on 31 July 2013. The decision was reached against the background of a number of years of successive trading at a deficit and the consequential reduction in reserves. On top of that a structural survey carried out by the Diocese of Gloucester concluded that over £300,000 should be spent on maintenance of the main fabric and refurbishment of the accommodation.

On 15 May 2013 the Board of Trustees (as directors of the Company) resolved to take appropriate steps to take advice in anticipation of a proposal that the Trustees (as members of the Company) resolve to place the Company into Voluntary Liquidation. No formal resolution was passed to place the company into voluntary liquidation on the advice of insolvency practitioners and solicitors pending a proposed restructuring of the Company's liabilities under its Pension Scheme.

Under the terms of the mortgage dated 29 October 1993 between the Board of Trustees and the Gloucester Diocesan Board of Finance (DBF) in the event that Glenfall ceased to operate as a Retreat House the mortgage

# **GLENFALL HOUSE TRUST**

**(A Company Limited by Guarantee)**

## **TRUSTEES' REPORT (continued)**

**FOR THE YEAR ENDED 31 DECEMBER 2012**

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would foreclose and the property, together with the related loan, would revert to the mortgagee.

In May 2013, a grant of £50,000 was received from the Board of Finance which enabled the Trust to meet its debts including redundancy payments. Upon ceasing to trade on 31 July 2013 the Trustees have paid outstanding debtors and have executed the transfer documents to enable the property to be transferred to the DBF. Once the transfer had been completed the Trustees, as directors, intended to seek further advice with a view to liquidators being appointed and to proceed with a proposed members' voluntary liquidation. However, upon taking further advice the Trustees have advanced a proposed restructuring of its pension obligations by a Flexible Apportionment Arrangement.

### **Trustees' responsibilities statement**

The Trustees (who are also directors of Glenfall House Trust 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. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. 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 judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

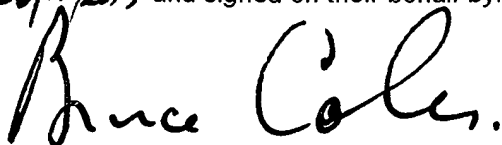
The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements 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.

### **Provision of information to auditor**

Each of the persons who are Trustees at the time when this Trustees' Report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charity's auditors in connection with preparing their report and to establish that the charity's auditors are aware of that information.

This report was approved by the Trustees on 24 November 2013 and amended and re-approved by the Trustees on *26/11/2015* and signed on their behalf by:



Mr N B Coles, Chair

# **GLENFALL HOUSE TRUST**

**(A Company Limited by Guarantee)**

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF GLENFALL HOUSE TRUST**

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### **Independent auditor's report to the members of Glenfall House Trust**

We have audited the revised financial statements of Glenfall House Trust for the year ended 31 December 2012 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. These revised financial statements have been prepared under the accounting policies set out therein and replace the original financial statements approved by the Trustees on 24 November 2013.

The financial statements framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The revised financial statements have been prepared under The Companies (Revision of Defective Accounts and Reports) Regulations 2008 and accordingly do not take account of events which have taken place after the date on which the original financial statements were approved.

### **Respective responsibilities of trustees and auditors**

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

Our responsibility is to audit and express an opinion on the revised 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 (APB's) Ethical Standards for Auditors. This report is made solely to the charity's members as a body in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity'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 charity and the charity's members as a body for our audit work, for this report, or for the opinions we have formed.

### **Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's web-site at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate).

### **Opinion on the financial statements**

In our opinion the revised financial statements:

- give a true and fair view, seen at the date the original financial statements were approved, of the state of the charitable company's affairs as at 31 December 2012 and of its 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 seen at the date the original financial statements were approved; have been prepared in accordance with the requirements of the Companies Act 2006 as they affect the Companies (Revision of Defective Accounts and Reports) Regulations 2008;

## **GLENFALL HOUSE TRUST**

**(A Company Limited by Guarantee)**

### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF GLENFALL HOUSE TRUST**

- the original financial statements for the year ended 31 December 2012 failed to comply with the requirements of the Companies Act 2006 in the respects identified by the directors in the statement contained in the Trustees' Report ; and
- the information given in the revised Trustees' Report is consistent with the revised financial statements.

#### **Opinion on the other matter prescribed by the Companies Act 2006**

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

#### **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 revised 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.

#### **Emphasis of matter – revision of Trustees Report and Financial statements**

In forming our opinion on the revised financial statements, which is not qualified, we have considered the adequacy of the disclosures made in the Trustees' Report concerning the need to revise the Post Balance Sheet Events review in the Trustees' Report and in the notes to the financial statements. The original financial statements were approved on 24 November 2013 and our previous report was signed on 5 December 2013. We have not performed a subsequent events review for the period from the date of our previous report to the date of this report.



Richard Bott (Senior Statutory Auditor)  
for and on behalf of Mazars LLP

Chartered Accountants and Statutory Auditor

90 Victoria Street  
Bristol  
BS1 6DP

Date 1/12/15



# GLENFALL HOUSE TRUST

(A Company Limited by Guarantee)

## STATEMENT OF FINANCIAL ACTIVITIES

*(Incorporating Income and Expenditure Account)*

**FOR THE YEAR ENDED 31 DECEMBER 2012**

	Note	Restricted funds 2012 £	Unrestricted funds 2012 £	Total funds 2012 £	Total funds 2011 £
<b>Incoming resources</b>					
Incoming resources from generated funds:					
Voluntary income	3	4,282	2,915	7,197	4,593
Investment income	4	-	845	845	461
Incoming resources from charitable activities	5	-	315,221	315,221	322,459
<b>Total incoming resources</b>		<b>4,282</b>	<b>318,981</b>	<b>323,263</b>	<b>327,513</b>
<b>Resources expended</b>					
Charitable activities	6,7	2,629	332,142	334,771	324,650
Governance costs	8	-	2,215	2,215	2,150
<b>Total resources expended</b>	<b>9</b>	<b>2,629</b>	<b>334,357</b>	<b>336,986</b>	<b>326,800</b>
<b>Movement in total funds for the year - Net income/(expenditure) for the year</b>		<b>1,653</b>	<b>(15,376)</b>	<b>(13,723)</b>	<b>713</b>
<b>Total funds at 1 January 2012</b>		<b>8,020</b>	<b>48,497</b>	<b>56,517</b>	<b>55,804</b>
<b>Total funds at 31 December 2012</b>	<b>18</b>	<b>9,673</b>	<b>33,121</b>	<b>42,794</b>	<b>56,517</b>

All activities relate to continuing operations.

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

The notes on pages 9 to 19 form part of these financial statements

# GLENFALL HOUSE TRUST

(A Company Limited by Guarantee)

## GLENFALL HOUSE TRUST

Registered number: 02812579

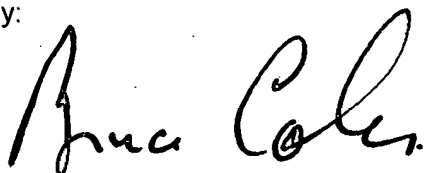
(A Company Limited by Guarantee)

### BALANCE SHEET

AS AT 31 DECEMBER 2012

	Note	£	2012 £	£	2011 £
<b>Fixed assets</b>					
Intangible assets	12		1,200,000		1,200,000
Tangible assets	13		9,785		11,074
			<u>1,209,785</u>		<u>1,211,074</u>
<b>Current assets</b>					
Stocks	14	9,965		7,875	
Debtors	15	15,296		21,305	
Cash at bank		75,805		74,020	
		<u>101,066</u>		<u>103,200</u>	
<b>Creditors: amounts falling due within one year</b>	16	(68,057)		(57,757)	
<b>Net current assets</b>			<u>33,009</u>		<u>45,443</u>
<b>Total assets less current liabilities</b>			<u>1,242,794</u>		<u>1,256,517</u>
<b>Creditors: amounts falling due after more than one year</b>	17		(1,200,000)		(1,200,000)
<b>Net assets</b>			<u>42,794</u>		<u>56,517</u>
<b>Charity Funds</b>					
Restricted funds	18		9,673		8,020
Unrestricted funds	18		33,121		48,497
<b>Total funds</b>			<u>42,794</u>		<u>56,517</u>

The financial statements were approved by the Trustees on 24 November 2013 and signed on their behalf, by:



Mr N B Coles, Chair

26 November 2015

The notes on pages 9 to 19 form part of these financial statements.

# **GLENFALL HOUSE TRUST**

**(A Company Limited by Guarantee)**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012**

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### **1. Accounting Policies**

#### **1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included 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.

#### **1.2 Going concern**

The charity's activities, together with the factors likely to affect its future development, performance and position are set out in the Trustees' Report on pages 2 to 4. The current economic conditions created uncertainty particularly over the level of demand for Glenfall House as a conference and events venue and on 22 March 2013 the Board of Trustees resolved to cease trading on 31 July 2013. The Trustees of Gloucester Diocesan Board of Finance have agreed to support the Trustees of Glenfall House Trust with professional assistance to ensure that it is able to close in a managed and solvent manner.

#### **1.3 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

#### **1.4 Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

#### **1.5 Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

# **GLENFALL HOUSE TRUST**

## **(A Company Limited by Guarantee)**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012**

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#### **1. Accounting Policies (continued)**

##### **1.6 Glenfall House**

The Glenfall House Trust owns the freehold interest in Glenfall House. The Gloucester Diocesan Board of Finance has advanced a loan to Glenfall House Trust which is secured on Glenfall House. The terms of the loan are set out in note 17. The directors are of the opinion that the commercial reality of this transaction is that the Glenfall House Trust has acquired a right to use Glenfall House only, as the benefits and liabilities of ownership attach to the Gloucester Diocesan Board of Finance.

The right to use Glenfall House is included as an intangible fixed asset at the directors' valuation, which was arrived at having due regard for appropriate professional advice. Due to the nature of the property and the related loan, all improvements to the property are written off in the year they are incurred. No depreciation is provided on the property as the asset is maintained in a continual state of sound repair. Accordingly, the directors consider that the life of this asset and residual value are such that depreciation is insignificant.

##### **1.7 Tangible fixed assets and depreciation**

All assets costing more than £500 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures, fittings & equipment	-	10%, 20% and 33% straight-line
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##### **1.8 Operating leases**

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

##### **1.9 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks.

##### **1.10 Pensions**

Contributions payable to the company's pension scheme are charged to the Statement of Financial Activities so as to spread the cost of pensions over the service lives of employees in the scheme. The pension charge is calculated on the basis of actuarial advice.

#### **2. Taxation**

The Charity is registered for VAT but no VAT is chargeable on charitable sales. VAT can only therefore be partially recovered to the extent that its outputs are regarded as non-charitable and therefore liable to VAT. The amount of unrecoverable VAT is treated as an expense and disclosed separately in note 7.

The charity is not liable to income tax as its non-charitable trading falls within the threshold for the small scale-exemption.

# GLENFALL HOUSE TRUST

(A Company Limited by Guarantee)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012

### 3. Voluntary income

	Restricted funds 2012 £	Unrestricted funds 2012 £	Total funds 2012 £	Total funds 2011 £
Donations	20	2,915	2,935	992
Friends' income	4,262	-	4,262	3,601
Voluntary income	4,282	2,915	7,197	4,593

### 4. Investment income

	Restricted funds 2012 £	Unrestricted funds 2012 £	Total funds 2012 £	Total funds 2011 £
Bank interest	-	845	845	461

### 5. Incoming resources from charitable activities

	Restricted funds 2012 £	Unrestricted funds 2012 £	Total funds 2012 £	Total funds 2011 £
Conference and retreat facilities	-	315,221	315,221	322,459

### 6. Charitable Activities

	Conference and retreat facilities £	Total 2012 £	Total 2011 £
Food and provisions	36,116	36,116	34,980
Housekeeping	5,343	5,343	6,120
Laundry	4,863	4,863	4,636
Bar purchases	5,225	5,225	4,468
Shop purchases	3,324	3,324	3,153
Programme events	2,790	2,790	4,077
SPCK expenditure	1,426	1,426	1,866
Maintenance	2,700	2,700	2,640
Staff insurance	279	279	225
Staff training	195	195	196
Staff meals	410	410	480
Wages and salaries	183,087	183,087	174,579
	245,758	245,758	237,420

# GLENFALL HOUSE TRUST

(A Company Limited by Guarantee)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012

### 6. Charitable Activities (continued)

### 7. Support costs

	Conference and retreat facilities £	Total 2012 £	Total 2011 £
Rates and water	8,992	8,992	6,554
Repairs and maintenance	8,987	8,987	13,665
Oil, fuel and electricity	28,093	28,093	23,070
Gardens Committee expenditure	849	849	384
Refuse collection and pest control	1,733	1,733	1,846
Flowers and tubs	-	-	180
Publicity and advertising	2,496	2,496	2,531
Insurance	5,185	5,185	4,991
Printing, postage and stationery	3,574	3,574	3,283
Telephone and fax	2,559	2,559	2,208
Computer costs	1,151	1,151	744
Bank charges	810	810	717
Legal and professional charges	421	421	186
Travelling	136	136	101
Unrecoverable VAT	6,889	6,889	6,322
Rental agreements	1,620	1,620	1,620
Garden Contractor	8,588	8,588	12,088
Friends' expenditure	2,629	2,629	1,050
Sundries	1,392	1,392	684
Wages and salaries	-	-	3,204
Depreciation	2,909	2,909	1,783
	<u>89,013</u>	<u>89,013</u>	<u>87,211</u>

### 8. Governance costs

	Restricted funds 2012 £	Unrestricted funds 2012 £	Total funds 2012 £	Total funds 2011 £
Auditors' remuneration	-	2,215	2,215	2,150
	<u>-</u>	<u>2,215</u>	<u>2,215</u>	<u>2,150</u>

# GLENFALL HOUSE TRUST

(A Company Limited by Guarantee)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012

### 9. Analysis of resources expended by expenditure type

	Staff costs 2012 £	Depreciation 2012 £	Other costs 2012 £	Total 2012 £	Total 2011 £
Conference and retreat facilities	183,087	2,909	148,775	334,771	324,650
Governance	-	-	2,215	2,215	2,150
	<u>183,087</u>	<u>2,909</u>	<u>150,990</u>	<u>336,986</u>	<u>326,800</u>

### 10. Net income / (expenditure)

This is stated after charging:

	2012 £	2011 £
Depreciation of tangible fixed assets:		
- owned by the charity	2,909	1,784
Auditors' remuneration	2,215	2,150
	<u>2,909</u>	<u>2,150</u>

No Trustee received any remuneration or reimbursement of expenses during the year (2011 - £NIL).

### 11. Staff costs

Staff costs were as follows:

	2012 £	2011 £
Wages and salaries	147,635	148,366
Social security costs	7,392	9,485
Other pension costs	28,060	19,932
	<u>183,087</u>	<u>177,783</u>

The average monthly number of employees during the year was as follows:

	2012 No.	2011 No.
Management	2	2
Other	9	9
	<u>11</u>	<u>11</u>

No employee received remuneration amounting to more than £60,000 in either year.

# GLENFALL HOUSE TRUST

(A Company Limited by Guarantee)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012

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### 12. Intangible fixed assets

	Develop- ment £
<b>Cost</b>	
At 1 January 2012 and 31 December 2012	1,200,000
<b>Net book value</b>	
At 31 December 2012	1,200,000
At 31 December 2011	1,200,000

### 13. Tangible fixed assets

	Fixtures & fittings £
<b>Cost</b>	
At 1 January 2012	196,616
Additions	1,620
Disposals	(2,226)
At 31 December 2012	196,010
<b>Depreciation</b>	
At 1 January 2012	185,542
Charge for the year	2,909
On disposals	(2,226)
At 31 December 2012	186,225
<b>Net book value</b>	
At 31 December 2012	9,785
At 31 December 2011	11,074

### 14. Stocks

	2012 £	2011 £
Raw materials	9,965	7,875



# GLENFALL HOUSE TRUST

(A Company Limited by Guarantee)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012

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### 15. Debtors

	2012 £	2011 £
Trade debtors	10,039	14,479
Prepayments and accrued income	5,257	6,826
	<u>15,296</u>	<u>21,305</u>

### 16. Creditors: Amounts falling due within one year

	2012 £	2011 £
Payments received on account	46,676	39,774
Trade creditors	11,378	8,530
Social security and other taxes	5,504	6,992
Accruals and deferred income	4,499	2,461
	<u>68,057</u>	<u>57,757</u>

### 17. Creditors: Amounts falling due after more than one year

	2012 £	2011 £
Other loans	<u>1,200,000</u>	<u>1,200,000</u>

# GLENFALL HOUSE TRUST

(A Company Limited by Guarantee)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012

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**17. Creditors:**

Amounts falling due after more than one year (continued)

Creditors include amounts not wholly repayable within 5 years as follows:

	2012 £	2011 £
Repayable other than by instalments	<u>1,200,000</u>	<u>1,200,000</u>

The loan with the Gloucester Diocesan Board of Finance is secured on Glenfall House. The terms of repayment are conditional on the company retaining the asset as a Christian Conference Centre and Retreat House. The Trustees have no present intention to vary the use of the asset in the foreseeable future and therefore consider this loan to be of a long term nature.

The original principal of the loan was £600,000. Interest on the principal and interest due but unpaid after three months from the due date of payment accrues at a rate of 5%.

The terms of repayment are that the company shall on redemption pay, in addition to the principal money and interest unpaid, a sum equal to the amount (if any) by which the open market value of Glenfall House exceeds the total of the principal and unpaid interest. If the principal money and interest exceed the market value of Glenfall House then the sum payable on redemption will be restricted to the market value of Glenfall House. The loan amount was therefore written up in 1994 by £200,000 to reflect the directors' value of Glenfall House of £800,000.

In November 1997 the property was revalued by Bayley Donaldsons, Chartered Surveyors, at £850,000. The loan account was therefore written up to reflect this revalued amount.

A further loan of £155,000 has been provided towards the construction of the staff accommodation.

A valuation was carried out during 2000 by a qualified chartered surveyor and subsequently the Trustees have included a valuation of £1,200,000. The loan was written up to reflect this revalued amount.

# GLENFALL HOUSE TRUST

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012

### 18. Statement of funds

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
<b>Designated funds</b>				
Long Term Maintenance Fund	36,000	-	-	36,000
<b>General funds</b>				
General Funds - all funds	12,497	318,981	(334,357)	(2,879)
<b>Total Unrestricted funds</b>	<b>48,497</b>	<b>318,981</b>	<b>(334,357)</b>	<b>33,121</b>
<b>Restricted funds</b>				
Friends' Bursary Fund	846	20	-	866
Friends' Fund	7,174	4,262	(2,629)	8,807
	8,020	4,282	(2,629)	9,673
<b>Total of funds</b>	<b>56,517</b>	<b>323,263</b>	<b>(336,986)</b>	<b>42,794</b>

All of the assets and liabilities relating to Glenfall House and its activity as a Retreat and Conference Centre were transferred to the Company from the Gloucester Diocesan Trust by a deed of gift. The transfer took place with effect from 1 July 1994 and was for nil consideration.

The Long Term Maintenance Fund represented funds designated for the repair costs of Glenfall House.

The Friends Fund represents the funds raised by the Friends of Glenfall House.

The Bursary Fund represents money allocated by the Friends to subsidise the costs of going on retreat for those on low income.

### 19. Analysis of net assets between funds

	Restricted funds 2012 £	Unrestricted funds 2012 £	Total funds 2012 £	Total funds 2011 £
Tangible fixed assets	-	9,786	9,786	11,073
Intangible fixed assets	-	1,200,000	1,200,000	1,200,000
Current assets	9,673	91,394	101,067	103,200
Creditors due within one year	-	(68,059)	(68,059)	(57,757)
Creditors due in more than one year	-	(1,200,000)	(1,200,000)	(1,200,000)
	<b>9,673</b>	<b>33,121</b>	<b>42,794</b>	<b>56,517</b>

# GLENFALL HOUSE TRUST

(A Company Limited by Guarantee)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012

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### 20. Pension commitments

Glenfall House Trust participates in the Church of England Defined Benefits Scheme (DBS), part of the Church Workers Pension Fund.

At 31 December 2012 the Glenfall House Trust had three active members and two deferred pensioner members in the fund.

The Glenfall House Trust is unable to identify its share of the underlying assets and liabilities as each employer is exposed to the actuarial risks associated with the current and former employees of other entities participating in the DBS. The Board therefore accounts for contributions as if it were a defined contribution scheme.

A triennial valuation of the Fund was carried out as at 31 December 2010. The Pensions Board advised the Trustees that deficit contributions of £7,442 per annum are payable for the next five years from 1 April 2012. The Trustees have not recognised a liability for this deficit. Payments will be charged to the Statement of Financial Activities in line with the policy above.

The pension cost charge represents contributions payable by the charity to the fund and amounted to £28,060 (2011: £19,932). At 31 December 2012 there were outstanding contributions payable of £2,550 (2011: £1,661) included within trade creditors.

Following the cessation of trading after 31 July 2013 and the termination of all employee's contracts of employment the Company ceased to be an employer under the DBS and a liability under s.75 Pensions Act arose. The Trustees, as directors of the Company, have during 2015, agreed the terms of a Flexible Apportionment Arrangement and thereby secured a discharge of any such liability under the DBS.

### 21. Operating lease commitments

At 31 December 2012 the charity had annual commitments under non-cancellable operating leases as follows:

	2012 £	2011 £
<b>Expiry date:</b>		
Between 2 and 5 years	1,620	1,620

### 22. Related party transactions

Throughout 2012 the company was controlled by eight members who were also the directors of the company. The Chairman of Gloucester Diocesan Board of Finance ("the DBF") is a director of the company and the DBF has the right to nominate two other directors of the company.

During the year the company made sales of £20,849 (2011: £15,289) to the DBF. At 31 December 2012 £nil (2011: £1,769) was due from the DBF. At 31 December 2012 the company held deposits for future events for the DBF of £5,940 (2011: £1,959).

The Flexible Apportionment Arrangement noted at Note 20 was agreed with the Diocese and under which it has assumed any liability of the Company under the DBS.

# **GLENFALL HOUSE TRUST**

**(A Company Limited by Guarantee)**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012**

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### **23. Post balance sheet events**

On 22 March 2013 the Board of Trustees of Glenfall House resolved to cease trading on 31 July 2013. The decision was reached against the background of a number of years of successive trading at a deficit and the consequential reduction in reserves. On top of that a structural survey carried out by the Diocese of Gloucester concluded that over £300,000 should be spent on maintenance of the main fabric and refurbishment of the accommodation.

On 15 May 2013 the Board of Trustees (as directors of the Company) resolved to take appropriate steps to take advice in anticipation of a proposal that the Trustees (as members of the Company) resolve to place the Company into Voluntary Liquidation. No formal resolution was passed to place the company into voluntary liquidation on the advice of insolvency practitioners and solicitors pending a proposed restructuring of the Company's liabilities under its Pension Scheme.

Under the terms of the mortgage dated 29 October 1993 between the Board of Trustees and the Gloucester Diocesan Board of Finance (DBF) in the event that Glenfall ceased to operate as a Retreat House the mortgage would foreclose and the property, together with the related loan, would revert to the mortgagee.

In May 2013, a grant of £50,000 was received from the Board of Finance which enabled the Trust to meet its debts including redundancy payments. Upon ceasing to trade on 31 July 2013 the Trustees have paid outstanding debtors and have executed the transfer documents to enable the property to be transferred to the DBF. Once the transfer had been completed the Trustees, as directors, intended to seek further advice with a view to liquidators being appointed and to proceed with a proposed members' voluntary liquidation. However, upon taking further advice the Trustees have advanced a proposed restructuring of its pension obligations by a Flexible Apportionment Arrangement.