

3903233

Marrick Priory Trust
(A Company Limited By Guarantee)

Annual Report

and

Financial Statements

for the period ended 31 March 2001



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Marrick Priory Trust
(A Company Limited By Guarantee)

Period ended 31 March 2001

Index

Legal and Administrative Details	Page 1
Trustees' Report	Page 3
Statement of Trustees' Responsibilities	Page 4
Accountants Report	Page 5
Statement of Financial Activities	Page 6
Balance Sheet	Page 7
Notes to the Financial Statements	Page 8
The following page does not form part of the statutory accounts:	
Income and Expenditure account	Page 13

Marrick Priory Trust
(A Company Limited By Guarantee)

Legal and Administrative Details

Trustees and members of the management committee

Mr Dick Harrison Topham (Chairman)	(Appointed 7/01/2000)
Mrs Sybil Reed (Honorary Secretary)	(Appointed 7/01/2000)
Mr Alan Fielder (Treasurer)	(Appointed 7/01/2000)
The Venerable Kenneth Good, Archdeacon of Richmond	(Appointed 7/01/2000)
The Revd Tim Tunley, Vicar of Swaledale	(Appointed 7/01/2000)
Captain Nic Shepherd, Ripon Diocese Youth Officer	(Appointed 7/01/2000)
Mr Richard Thomas, Diocesan Board of Finance	(Appointed 7/01/2000)
Mr Alistair Thompson, Diocesan Board of Finance	(Appointed 7/01/2000)
Mr Keith Allen	(Appointed 7/01/2000)
	(Resigned 18/05/2000)
Mr Bill Harker	(Appointed 7/01/2000)
Mr Paul Denning	(Appointed 7/01/2000)
Mr Simon Scrope	(Appointed 7/01/2000)
Mrs Jane Metcalfe	(Appointed 7/01/2000)
Mr Nigel Wilford	(Appointed 7/01/2000)

Registered Office

Marrick Priory Outdoor Education and Residential Centre
Marrick Priory
Richmond
North Yorkshire
DL11 7LD

Bankers

Barclays Bank Plc
27/31 High Row
Darlington
Co Durham
DL3 7QS

Independent reporting accountants

King Hope & Co
Chartered Accountants
31 Victoria Road
Darlington
Co Durham
DL1 5SF

Legal advisors

Malcolm Lynch
Solicitors
19 High Court Lane
The Calls
Leeds
LS2 7EU

Marrick Priory Trust
(A Company Limited By Guarantee)

Legal and Administrative Details

Name of Charity

Marrick Priory Outdoor Education and Residential Centre
Registered Company Number 03903233

Aims and Organisation

Marrick Priory Outdoor Education and Residential Centre is an independent charitable trust linked to the Diocese of Ripon and Leeds of The Church of England.

The primary aim of the Charity is to maintain and manage Marrick Priory as a Christian residential community centre for outdoor education and training, religious worship, study and recreation.

Constitution

The centre operated as an independent charitable trust up to 31 March 2000. With effect from 1 April 2000 the operation of the centre was transferred to a company limited by guarantee. This company was incorporated on 7 January 2000

Governing Document

As an independent charitable trust, the governing document was the Trust Deed. Following 1 April 2000, the memorandum and articles of the association of the newly formed company have been adopted as the governing document.

Charitable Status

Marrick Priory Outdoor Education and Residential Centre is a charity excepted from registration with the Charities Commission. This status is conferred upon the organisation by virtue of its links with the Diocese of Ripon and Leeds of The Church of England.

Method of appointing trustees

Trustees can appoint any nominated person.

Investment Powers

Trustees may invest funds as they see fit, subject to the laws and regulations in place at the time.

Organisational structure

The trustees will consist of 14 individuals of whom :

- 5 shall be nominated by the Bishop of Ripon
- 2 shall be nominated by the Ripon and Leeds Diocesan board of Finance being the custodian trustee of Marrick Priory
- 7 shall be appointed to meet so far as possible the need for representation within the wider community

Ultimate responsibility for the operation of Marrick Priory rests with the Trustees who meet in full on a quarterly basis. A number of sub-committees have specific responsibilities for staffing, programming, development, fund raising and finance. These committees meet as and when required and liaise closely with the full-time staff at the Priory. The day to day management of Marrick Priory is the responsibility of the Warden and Deputy Warden. They are assisted by a team of instructional staff, together with a housekeeper with responsibility for kitchen and domestic staff.

Related Parties

The Friends of Marrick Priory continue to make an invaluable contribution to the work of the Priory by raising funds for the Bursary Fund, and major items of expenditure and generating interest and support for the work of the Priory. The Trustees wish to record their thanks to all the Friends of Marrick Priory.

Marrick Priory Trust
(A Company Limited By Guarantee)

Trustees' Report

The trustees present their annual report and financial statements for the year ended 31 March 2001.

General Review

The Priory operated very successfully for the greater part of the year, but then lost all the March bookings as a result of the Foot and Mouth outbreak which commenced at the end of February. This situation persisted through April, but despite the reduced scope of permitted activities, the bookings have now largely recovered. The Priory liaised very closely with the local farmers on bio-security and related matters, and one positive outcome has been a strengthened relationship with these neighbours. The Trustees wish to pay a special tribute to all staff for their co-operation and support during this difficult period which involved a temporary closure with lay-offs in order to conserve funds.

In December we were extremely sorry to lose Dr Roger Hopper who had tendered his resignation in order to take up another appointment in his home county of Devon. Dr Roger Hopper had led the Priory for five years with distinction, and had earned the respect and affection of all who came into contact with him. In his place as Head of Centre we welcome Mr Jim Gleave, who took up post in April. He comes from Nottingham, with a background in social services. The Trustees extend their best wishes to him and his wife, Sarah, and are confident that he has the qualities to lead the Priory successfully over the next few years.

One of our main concerns is to press on with the revised Building Development Programme, and it is disappointing to report that currently we still await the necessary final planning approvals, which in turn is holding up our efforts to raise the relevant funding. However, plans have been approved for Phase 2 of the Fire Precautions Work which should go ahead next winter. Refurbishment work has also been undertaken on the Head of Centre's Bungalow and the Staff Flat. Finally, the Trustees decided to sell Stang House, and the sale has gone through in the current year.

The Trustees look forward with confidence to a satisfactory outcome for the Year 2001/2002, and wish to record their thanks to all the staff who through their hard work and dedication ensure that the Priory retains its reputation as a place of excellence, bringing glory to God.

Accounts for the year ended 31 March 2001

The results for the year show a 7% increase in income derived from 'activities and services' to £180,663. Supplemented by donations of £7,711, this performance has contributed to an enhanced trading surplus for the year of £25,561.

The surplus, also attributable to continued tight control of expenditure, provided a modest yet important financial buffer in coping with the Foot and Mouth related closure of the Priory in March/April 2001.

Phase 1 of the fire precaution works were duly completed during the financial year at a cost of £40,000, utilising available monies in the Development Fund.

Independent Reporting Accountants

King Hope & Co were appointed as independent reporting accountants during the period.

Marrick Priory Trust
(A Company Limited By Guarantee)

Statement of Trustees' Responsibilities

Company and charity law requires Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity's financial activities during the period and its financial position at the end of the period.

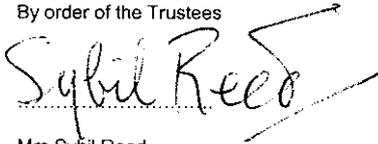
In preparing financial statements giving a true and fair view the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the organisation will continue to operate.

The trustees have overall responsibility for ensuring the charity has an appropriate system of controls, financial and otherwise.

The trustees are also responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the organisation and enable them to ensure that the financial statements comply with the appropriate legislation. They are also responsible for safeguarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the Trustees

A handwritten signature in black ink that reads "Sybil Reed". The signature is written in a cursive style and is positioned over a horizontal dotted line. There are some additional scribbles and lines extending from the signature.

Mrs Sybil Reed
Secretary to the Trustees

Marrick Priory Trust
(A Company Limited By Guarantee)

Accountants Report

We report on the accounts for the period ended 31 March 2001 set out on pages six to twelve.

Respective responsibilities of directors and reporting accountant

As described on page seven, the company's directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our work was conducted in accordance with the statement for Reporting Accountants, and so our procedures consisted of comparing the accounts with accounting records kept by the company and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- a) the financial statements are in agreement with the accounting records kept by the company under s221 of the Companies Act 1985;
- b) having regard only to, and on the basis of, the information contained in those accounting records:
 - (I) the financial statements have been drawn up in a manner consistent with the accounting requirements specified in s249C(6) of the Act; and
 - (II) the company satisfied the conditions for exemption from an audit of the financial statements for the period, specified in s249A(4) of the Act and did not, at any time within that year, fall within any of the categories not entitled to the exemption specified in s49B(1)

Date: 14th December 2001

King Hope & Co
KING HOPE & CO

Reporting Accountants and Chartered Accountants
31/33 Victoria road
Darlington
Co Durham

Marrick Priory Trust
(A Company Limited By Guarantee)

Statement of Financial Activities
for the period ended 31 March 2001

	<u>Note</u>	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total Funds 2001</u>
		£	£	£
<u>Incoming Resources</u>				
Donated income	2	7,711	9,007	16,718
<u>Activities in furtherance of the charity's objectives</u>				
Gross income from activities and services	3	180,663	0	180,663
Grants	4	1,989	0	1,989
<u>Activities for generating funds</u>				
Interest receivable		1,057	1,304	2,361
Total Incoming Resources		<u>191,420</u>	<u>10,311</u>	<u>201,731</u>
<u>Resources Expended</u>				
Costs associated with activities and services	5	-158,418	0	-158,418
<u>Charitable Expenditure</u>				
Costs associated with the Development Fund	6	0	-975	-975
Depreciation		-7,441	-7,564	-15,005
Interest payable		0	-1,068	-1,068
Bursary awards		0	-6,921	-6,921
Total charitable expenditure		-7,441	-16,528	-23,969
Total Resources Expended before transfers.		<u>-165,859</u>	<u>-16,528</u>	<u>-182,387</u>
<u>Net incoming / (outgoing) resources before exceptional item</u>		25,561	-6,217	19,344
<u>Exceptional item</u>	7		-35,014	-35,014
<u>Transfers between funds</u>				
<u>Net incoming/(outgoing) resources after exceptional item</u>		25,561	-41,231	-15,670
<u>Transfer from Trust</u>		145,788	321,747	467,535
<u>Funds Balance Carried Forward</u>		£ <u>171,349</u>	<u>280,516</u>	<u>451,865</u>

In the opinion of the directors, the information which would be disclosed in an Income and Expenditure account would be a reproduction of the information disclosed above, therefore it has been decided that a separate Income and Expenditure Account is not required.

All of the above results are derived from continuing activities. All gains and losses recognised in the period are included above.

The notes on pages 8 to 12 form part of the financial statements.

Marrick Priory Trust
(A Company Limited By Guarantee)

Balance Sheet

As at 31 March 2001

		<u>31 March 2001</u>	
		£	£
<u>Fixed Assets</u>	<u>Note</u>		
Tangible assets	9		443,739
<u>Current Assets</u>			
Stock	10	4,442	
Debtors and prepayments	11	4,959	
Cash on deposit		36,372	
Cash at bank and in hand		3,315	
		49,088	
<u>Liabilities: Amounts falling due within one year</u>	12	23,124	
<u>Net Current Assets</u>			25,964
<u>Total Assets less Current Liabilities</u>			469,703
<u>Liabilities: Amounts falling due after more than one year</u>	13		17,838
<u>Net Assets</u>		£ 451,865	
<u>Funds</u>			
Unrestricted			171,349
Restricted	14		280,516
			£ 451,865

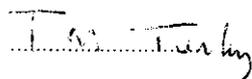
The Company is entitled to exemption from audit s249A(2) of the Companies Act 1985 for the period ended 31 March 2001. No notice has been deposited under s249B(2) of the Companies Act 1985 in relation to its accounts for the period ended 31 March 2001.

The directors acknowledge their responsibilities for :

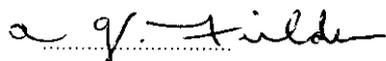
- 1) ensuring that the company keeps accounting records complying with s221 of the Companies Act 1985 and
- 2) preparing accounts which give a true and fair view of the state of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with s226, and which otherwise comply with the requirements of the Companies Act 1985.

Approved on behalf of the Trustees on

and signed on their behalf by:



Trustee



Trustee

The notes on pages 8 to 12 form part of the financial statements.

Marrick Priory Trust
(A Company Limited By Guarantee)
Notes to the Financial Statements

for the period ended 31 March 2001

1. Accounting policies

Basis of Accounting

The financial statements are 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 October 2000 and applicable accounting standards.

The charity has availed itself of Paragraph 3(3) of Schedule 4 of the Companies Act and adapted the Companies Act formats to reflect the special nature of the charity's activities.

Incoming Resources

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Administration costs are borne by the general fund.

Tangible Fixed Assets

Depreciation is calculated so as to write off the cost of the tangible fixed assets by equal instalments over their estimated useful lives as follows:

Motor vehicles	25%
Fixtures and fittings	25%
Equipment	25%

Depreciation is provided on the freehold property and property improvements at the rate of 2% per annum. Depreciation relating to property and property improvements financed from the Development Fund is charged against the reserves of that fund.

Stocks

Stocks are valued at the lower of cost or net realisable value.

Donations

Donations to assist the day to day operation of the centre are credited to unrestricted funds as received.

Donations to the Development Fund and to the Bursary Fund are credited to their respective restricted funds as received.

Cashflow Statement

The company has taken advantage of the exemption contained within Financial Reporting Standard No.1 in not preparing a cash flow statement.

	Unrestricted Funds	Restricted Funds	Total 2001
	£	£	£
2. Donated Income			
In respect of activities and services	7,711	0	7,711
In respect of the Development Fund	0	1,227	1,227
In respect of the Bursary Fund	0	7,780	7,780
	<u>7,711</u>	<u>9,007</u>	<u>16,718</u>

3. Gross Income From Activities and Services

Fees and activities	166,094	0	166,094
Group insurance	5,076	0	5,076
Minibus	2,243	0	2,243
Shop and drinks machine	5,070	0	5,070
Telephone	1,170	0	1,170
Miscellaneous income	1,010	0	1,010
	<u>180,663</u>	<u>0</u>	<u>180,663</u>

4. Grants

Diocesan Board of Finance for salaries	<u>1,989</u>	<u>0</u>	<u>1,989</u>
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5. Costs associated with activities and services

	Unrestricted Funds	Restricted Funds	Total 2001
	£	£	£
Direct costs	25,767	0	25,767
Salaries and wages	76,643	0	76,643
Rates	1,238	0	1,238
Heat and light	11,688	0	11,688
Insurance	6,480	0	6,480
Telephone	2,503	0	2,503
Motor and travel expenses	4,498	0	4,498
Postage, stationery and advertising	1,866	0	1,866
Computer consumables	2,406	0	2,406
Repairs and maintenance	10,545	0	10,545
Equipment repairs and renewals	5,217	0	5,217
Staff training	1,866	0	1,866
Accountancy	2,761	0	2,761
Independent examination fees	764	0	764
Bank charges	100	0	100
Photocopier lease	1	0	1
Cleaning and laundry	1,983	0	1,983
Sundries	2,592	0	2,592
Profit on sale of fixed assets	-500	0	-500
	<u>158,418</u>	<u>0</u>	<u>158,418</u>

6. Costs associated with the Development Fund

	Unrestricted Funds	Restricted Funds	Total 2001
	£	£	£
Hire of equipment	0	857	857
Professional fees	0	118	118
	<u>0</u>	<u>975</u>	<u>975</u>

7. Exceptional Item

Since the period end Stang House has been sold. The net proceeds were £8,136. The exceptional item relates to the additional depreciation arising from this impairment.

8. Trustees and employees

Staff costs include the following:

31 March 2001

Wages and salaries	73,116
Social security costs	3,527
	<u>£ 76,643</u>

The average number of persons employed by Marrick Priory Outdoor Education and Residential Centre during the period was as follows:

31 March 2001

Warden and instructional	5
Household, kitchen and domestic	8
Administration	1
	<u>14</u>

None of the trustees received any emoluments during the period.

None of the trustees received any reimbursement for their expenses in the period.

Insurance to indemnify the trustees or other offices against the consequences of any neglect or default on their part was purchased at a cost of £421

9. Tangible fixed assets

<u>Cost</u>	Priory Improvements £	Stang House £	Motor vehicles £	Fixtures & fittings £	Equipment £	Total £
Transferred from Trust	386,945	43,150	7,496	2,935	2,953	443,479
Additions	42,640	0	7,638	0	0	50,278
Disposals	0	0	0	0	0	0
At 31 March 2001 £	<u>429,585</u>	<u>43,150</u>	<u>15,134</u>	<u>2,935</u>	<u>2,953</u>	<u>493,757</u>
<u>Depreciation</u>						
Charge in period	7,564	35,014	5,122	1,268	1,050	50,018
Disposals						0
At 31 March 2001 £	<u>7,564</u>	<u>35,014</u>	<u>5,122</u>	<u>1,268</u>	<u>1,050</u>	<u>50,018</u>
<u>Net Book Value</u>						
At 31 March 2001 £	<u>422,021</u>	<u>8,136</u>	<u>10,012</u>	<u>1,667</u>	<u>1,903</u>	<u>443,739</u>

All of the above are used for direct charitable purposes.

10. Stocks

31 March 2001

£

Goods for resale £ 4,442

11. Debtors

31 March 2001

£

Trade debtors 1,989
Other debtors and prepayments 2,970
£ 4,959

12. Liabilities: Amounts falling due within one year

31 March 2001

£

Deposits received in advance 4,455
Loans 11,400
Accruals and deferred income 7,269
£ 23,124

13. Liabilities: Amounts falling due after more than one year

31 March 2001

£

Loans £ 17,838

The above liability is payable as follows:

31 March 2001

£

Within one to two years 11,400
Within two to five years 6,438
£ 17,838

14. Restricted Funds

	Development Fund	Bursary Fund	Total 2001
	£	£	£
Transferred from Trust	313,871	7,877	321,748
Movement in resources:			
Incoming	2,291	8,019	10,310
Outgoing	-44,621	-6,921	-51,542
At 31 March 2001	<u>£ 271,541</u>	<u>8,975</u>	<u>280,516</u>

The Development Fund was established to fund the acquisition and refurbishment of The Prioress' House, Stang House and the existing Priory together with the construction of new facilities and accommodation.

A loan was taken out in order to finance works to The Prioress' House. Capital and interest repayments on this loan are paid from the Development Fund. Other costs associated with the development which are not of a capital nature are charged against the Development Fund.

Depreciation is provided at the rate of 2% per annum on the property acquired and refurbished as a result of the development. This depreciation is charged against the development fund.

Work on the construction of new facilities continues following the launch of the Appeal during September 1997 to fund the final phase of the development. Relevant income and expenditure is allocated to the development fund.

The Bursary Fund was established some years ago to provide financial assistance to those unable to meet the full cost of a visit to the centre. The Fund is represented by money held in current and deposit accounts.

15. Analysis of Net Assets Between Funds

	Unrestricted Fund	Restricted Funds Development Fund	Bursary Fund	Total
	£	£	£	£
Tangible Fixed Assets	90,252	353,487	0	443,739
Net Current Assets	81,097	-64,108	8,975	25,964
Liabilities: Amounts falling due after more than one year	0	-17,838	0	-17,838
Total	<u>171,349</u>	<u>271,541</u>	<u>8,975</u>	<u>451,865</u>

Included within net current assets of the Development Fund is an amount due to the Unrestricted Fund of £59,040 which represents development costs paid from the income derived from operations. There are no fixed terms for repayment of these monies and no interest is charged on the amount outstanding. A corresponding amount is included within the net current assets of the Unrestricted Fund. Also included in the net current assets of the Development Fund are bank deposits of £5,455.

16. Commitments and Contingent Liabilities

There were no commitments or contingent liabilities at 31 March 2001.

17. Members

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of guarantee is limited to £1 per member of the charity.