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Marrick Priory Trust
(A Company Limited By Guarantee)

Annual Report
and
Financial Statements
for the year ended 31 March 2002



Marrick Priory Trust
(A Company Limited By Guarantee)

Year ended 31 March 2002

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Marrick Priory Trust
(A Company Limited By Guarantee)

for the year ended 31 March 2002

Trustees and members of the management committee

Mr Dick Harrison-Topham (Chairman)	
Mrs Sybil Reed (Honorary Secretary)	
Mr Alan Fielder (Treasurer)	
The Venerable Kenneth Good, Archdeacon of Richmond	
The Revd Tim Tunley, Vicar of Swaledale	
Captain Nic Sheppard, Ripon Diocese Youth Officer	
Mr Richard Thomas, Diocesan Board of Finance	(Resigned 13/5/02)
Mr Alistair Thompson, Diocesan Board of Finance	(Resigned 13/5/02)
Mrs Peggy Purver, Diocesan Board of Finance	(Appointed 13/5/02)
The Revd Alan Glasby, Diocesan Board of Finance	(Appointed 13/5/02)
Mr Bill Harker	
Mr Paul Denning	
Mr Simon Scrope	
Mrs Jane Metcalfe	
Mr Nigel Wilford	

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

Clive Owen & Co
140 Coniscliffe Road
Darlington
Co Durham
DL3 7RT

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 Trust

Registered Company Number 03903233

Aims and Organisation

Marrick Priory Trust is an independent company limited by guarantee 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 and Governing Document

The company is a company limited by guarantee and is governed by its memorandum and articles.

Charitable Status

Marrick Priory Trust 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 13 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
- 6 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
for the year ended 31 March 2002**

The trustees present their annual report and financial statements for the year ended 31 March 2002.

General Review

The Priory has enjoyed a very successful year, freed from the problems and restrictions arising from last years' Foot and Mouth Epidemic. Much credit is due to staff, and particular mention must be made of Enid Walker who retired at the end of the year, having served as our administrator since the priory was set up as an Outdoor Education Centre twenty nine years ago. Enid has been succeeded by Rebecca Gray.

Phase 2 of the fire precautions work was successfully completed during the year without drawing any additional loan facility. The next phase of the development programme will comprise of the upgrading of the kitchen area, removal of the portakabin and the creation of a disabled toilet/washing facility. We are having some difficulties in obtaining the necessary planning approvals, but it is hoped that these will eventually be resolved.

Future bookings are excellent. The Trustees look forward with confidence to a satisfactory outcome for the year 2002/2003, and wish to record their thanks to all staff who through their hard work and dedication ensure that the Priory maintains its reputation as a centre of excellence, bringing glory to God.

Accounts for the year ended 31 March 2002

The positive comments in the General Review above are strongly supported by the financial results which record a 5% uplift in income derived from "activities and services". This performance has contributed to a trading surplus for the year of £38,959, the level of which has been enhanced by donations of £13,576.

The overall financial position, which has also benefited from the £8,676 net sale proceeds from Stang House (see Note 7), is viewed as providing a sound basis on which to consider and pursue further improvement works, in particular the kitchen extension referenced above.

Additionally a "Yorkshire Forward" grant of £15,000 (see Note 12), will be expended against an agreed expenditure schedule in the 2002/2003 financial year.

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.

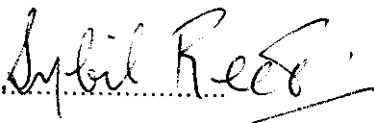
In preparing financial statements giving a true and fair view the trustees are required to:

- 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

.....

Secretary to the Trustees

Dated : 2.12.2002

**Marrick Priory Trust
(A Company Limited By Guarantee)**

Accountants Report to the shareholders on the unaudited accounts of Marrick Priory Trust

We report on the accounts for the year ended 31 March 2002 set out on pages six to thirteen.

Respective responsibilities of directors and reporting accountant

As described on page seven, the trustees 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 year end, 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)



Clive Owen & Co
140 Coniscliffe Road
Darlington
Co Durham
DL3 7RT

Date: 2 December 2002

Marrick Priory Trust
(A Company Limited By Guarantee)

Statement of Financial Activities
(including income and expenditure account)
for the year ended 31 March 2002

		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total Funds</u>	<u>Total Funds</u>
		<u>Funds</u>	<u>Funds</u>	<u>2002</u>	<u>2001</u>
	<u>Note</u>	£	£	£	£
<u>Incoming Resources</u>					
Donations, legacies and similar incoming resources	2	13,576	5,353	18,929	16,718
Grants	3	-	-	-	1,989
<u>Activities in furtherance of the charity's objectives</u>					
Gross income from activities and services	4	190,127	-	190,127	180,663
<u>Investment Income</u>					
Interest receivable		1,058	371	1,429	2,361
Total Incoming Resources		<u>204,761</u>	<u>5,724</u>	<u>210,485</u>	<u>201,731</u>
<u>Resources Expended</u>					
<u>Charitable Expenditure</u>					
Costs in furtherance of charities objectives	5	(158,792)	-	(158,792)	(158,418)
Costs associated with the Development Fund	6	-	-	-	(975)
Depreciation		(7,010)	(8,914)	(15,924)	(15,005)
Interest payable		-	(2,127)	(2,127)	(1,068)
Bursary awards		-	(2,009)	(2,009)	(6,921)
Total resources expended		<u>(165,802)</u>	<u>(13,050)</u>	<u>(178,852)</u>	<u>(182,387)</u>
<u>Net incoming / (outgoing) resources before exceptional item and transfers</u>		38,959	(7,326)	31,633	19,344
<u>Exceptional item</u>	7	-	539	539	(35,014)
<u>Transfers between funds</u>		-	-	-	-
<u>Movement in total funds for the year -</u>					
<u>Net income / (expenditure) for the year</u>		38,959	(6,787)	32,172	(15,670)
<u>Funds Balance Brought Forward</u>		171,349	280,516	451,865	467,535
<u>Funds Balance Carried Forward</u>		<u>210,308</u>	<u>273,729</u>	<u>484,037</u>	<u>451,865</u>

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 13 form part of the financial statements.

Marrick Priory Trust
(A Company Limited By Guarantee)

Balance Sheet
As at 31 March 2002

		31 March 2002	31 March 2001
		£	£
	Note		
Fixed Assets			
Tangible assets	9	468,042	443,739
Current Assets			
Stock	10	1,537	4,442
Debtors and prepayments	11	12,558	4,959
Cash on deposit		30,007	36,372
Cash at bank and in hand		19,696	3,315
		<u>63,798</u>	<u>49,088</u>
Creditors: Amounts falling due within one year	12	<u>39,238</u>	<u>23,124</u>
Net Current Assets		<u>24,560</u>	<u>25,964</u>
Total Assets less Current Liabilities		492,602	469,703
Creditors: Amounts falling due after more than one year	13	8,565	17,838
Net Assets		<u><u>484,037</u></u>	<u><u>451,865</u></u>
Funds			
Unrestricted		210,308	171,349
Restricted	14	273,729	280,516
		<u><u>484,037</u></u>	<u><u>451,865</u></u>

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The company is entitled to exemption from audit S249A(1) of the Companies Act 1985 for the year ended 31 March 2002. The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2002 in accordance with S249B(2) of the companies Act 1985.

Approved on behalf of the Trustees on 2nd DECEMBER 2002 and signed on their behalf by:

R. C. Harrison Topham
Trustee

a. g. Fielder
Trustee

The notes on pages 8 to 13 form part of the financial statements.

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

for the year ended 31 March 2002

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 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. Grants are included in the accounts on an accruals basis.

Donations are allocated to the relevant funds on donors instructions and recorded in the accounts on an accruals basis.

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. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of resources.

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.

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

for the year ended 31 March 2002

	Unrestricted Funds £	Restricted Funds £	2002 £	Period 2001 £
<u>2. Donations, legacies and similar incoming resources</u>				
In respect of activities and services	13,576	-	13,576	7,711
In respect of the Development Fund	-	1,703	1,703	1,227
In respect of the Bursary Fund	-	3,650	3,650	7,780
	<u>13,576</u>	<u>5,353</u>	<u>18,929</u>	<u>16,718</u>
<u>3. Grants</u>				
Diocesan Board of Finance for salaries	-	-	-	1,989
	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,989</u>
<u>4. Gross Income From Activities and Services</u>				
Fees and activities	175,661	-	175,661	166,094
Group insurance	3,154	-	3,154	5,076
Minibus	2,070	-	2,070	2,243
Shop and drinks machine	4,513	-	4,513	5,070
Telephone	836	-	836	1,170
Miscellaneous income	3,893	-	3,893	1,010
	<u>190,127</u>	<u>-</u>	<u>190,127</u>	<u>180,663</u>
<u>5. Costs in furtherance of the charity's objectives</u>				
Direct costs	30,204	-	30,204	25,767
Salaries and wages	78,691	-	78,691	76,643
Rates	1,133	-	1,133	1,238
Heat and light	8,280	-	8,280	11,688
Insurance	6,446	-	6,446	6,480
Telephone	2,310	-	2,310	2,503
Motor and travel expenses	4,825	-	4,825	4,498
Postage, stationery and advertising	3,757	-	3,757	1,866
Computer consumables	1,547	-	1,547	2,406
Repairs and maintenance	7,914	-	7,914	10,545
Equipment repairs and renewals	6,393	-	6,393	5,217
Staff training	2,558	-	2,558	1,866
Accountancy	602	-	602	2,761
Independent examination fees	881	-	881	764
Bank charges	154	-	154	100
Photocopier lease	-	-	-	1
Cleaning and laundry	1,762	-	1,762	1,983
Sundries	1,335	-	1,335	2,592
Profit on sale of fixed assets	-	-	-	-500
	<u>158,792</u>	<u>-</u>	<u>158,792</u>	<u>158,418</u>

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

for the year ended 31 March 2002

	Unrestricted Funds £	Restricted Funds £	2002 £	Period 2001 £
6. Costs associated with the Development Fund				
Hire of equipment	-	-	-	857
Professional fees	-	-	-	118
	-	-	-	<u>975</u>

7. Exceptional Item

The trustees made a provision of £35,014 against the purchase price of Stang House within the accounts for the period ended 31 March 2001 reducing the net book value to £8,137. During the year to 31 March 2002 this property was sold for £8,676 giving rise to a small surplus of £539.

8. Trustees and employees

Staff costs include the following:

	2002 £	2001 £
Wages and salaries	75,005	73,116
Social security costs	3,686	3,527
	<u>78,691</u>	<u>76,643</u>

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

	2002 £	2001 £
Warden and instructional	5	5
Household, kitchen and domestic	8	8
Administration	1	1
	<u>14</u>	<u>14</u>

None of the trustees received any emoluments during the year.

No employees were paid in excess of £50,000 per annum.

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

Insurance to indemnify the trustees or other officers against the consequences of any neglect or default on their part was purchased at a cost of £443.

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

for the year ended 31 March 2002

9. Tangible fixed assets

	Priory Improvements £	Stang House £	Motor vehicles £	Fixtures & fittings £	Equipment £	Total £
<u>Cost</u>						
At 1 April 2001	461,524	46,900	35,482	17,995	8,609	570,510
Additions	47,973	-	-	-	-	47,973
Disposals	-	(46,900)	-	-	-	(46,900)
At 31 March 2002	509,497	-	35,482	17,995	8,609	571,583
<u>Depreciation</u>						
At 1 April 2001	39,503	38,764	25,470	16,328	6,706	126,771
Charge in year	8,523	391	5,122	936	952	15,924
Disposals	-	(39,154)	-	-	-	(39,154)
At 31 March 2002	48,026	-	30,592	17,264	7,658	103,541
<u>Net Book Value</u>						
At 31 March 2002	461,471	-	4,890	731	951	468,042
At 31 March 2001	422,021	8,136	10,012	1,667	1,903	443,739

All of the above are used for direct charitable purposes.

10. Stocks

	2002 £	2001 £
Goods for resale	1,537	4,442

11. Debtors

	2002 £	2001 £
Trade debtors	11,082	1,989
Other debtors and prepayments	1,476	2,970
	12,558	4,959

12. Creditors: Amounts falling due within one year

	2002 £	2001 £
Trade creditors	220	-
Deposits received in advance	6,860	4,455
Loans	11,400	11,400
Accruals and deferred income	5,758	7,269
Yorkshire Forward Grant	15,000	-
	39,238	23,124

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

for the year ended 31 March 2002

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

	2002 £	2001 £
Loans	<u>8,565</u>	<u>17,838</u>

The above liability is payable as follows:

	2002 £	2001 £
Within one to two years	8,565	11,400
Within two to five years	-	6,438
	<u>8,565</u>	<u>17,838</u>

14. Restricted Funds

	Development Fund £	Bursary Fund £	Total 2002 £
At 1 April 2001	271,541	8,975	280,516
Movement in resources:			
Incoming	1,898	3,826	5,724
Outgoing	(10,502)	(2,009)	(12,511)
At 31 March 2002	<u>262,937</u>	<u>10,792</u>	<u>273,729</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.

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

for the year ended 31 March 2002

15. Analysis of Net Assets Between Funds

	Unrestricted Fund £	Restricted Funds Development Fund £	Bursary Fund £	Total 2002 £	Total 2001 £
Tangible Fixed Assets	83,243	384,799	-	468,042	443,739
Net Current Assets	127,065	(113,297)	10,792	24,560	25,964
Liabilities: Amounts falling due after more than one year	-	(8,565)	-	(8,565)	(17,838)
Total	<u>210,308</u>	<u>262,937</u>	<u>10,792</u>	<u>484,037</u>	<u>451,865</u>

Included within net current assets of the Development Fund is an amount due to the Unrestricted Fund of £48,964 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 £4,348.

16. Commitments and Contingent Liabilities

There were no commitments or contingent liabilities at 31 March 2002.

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.

Marrick Priory Trust
(A Company Limited By Guarantee)

Income and Expenditure Account
for the year ended 31 March 2002

	<u>31 March 2002</u>		<u>17 January 2000 to</u> <u>31 March 2001</u>	
	£	£	£	£
<u>Income</u>				
Fees		141,783		134,323
Activities		33,878		31,771
Group insurance		3,154		5,076
Minibus		2,070		2,243
Shop		4,513		5,070
Stang House		-		-
		<hr/>		<hr/>
		185,398		178,483
<u>Direct costs</u>				
Provisions	19,659		18,219	
Group insurance	2,272		4,324	
Shop	3,372		3,224	
Drinks machine	-		-	
Free Leader places	4,901		-	
		<hr/>		<hr/>
		30,204		25,767
		<hr/>		<hr/>
		155,194		152,716
<u>Other income</u>				
Telephone	836		1,170	
Donations	13,576		7,711	
Miscellaneous income	3,893		1,010	
Grant for Wardens salary	-		1,989	
Interest receivable	1,058		1,057	
		<hr/>		<hr/>
		19,363		12,937
		<hr/>		<hr/>
		174,557		165,653
<u>Expenses</u>				
Wages and salaries	78,691		76,643	
Rates	1,133		1,238	
Heat and light	8,280		11,688	
Insurance	6,446		6,480	
Telephone	2,310		2,503	
Motor and travel expenses	4,825		4,498	
Postage, stationery and advertising	3,757		1,866	
Computer consumables	1,547		2,406	
Repairs and maintenance	7,914		10,545	
Equipment repairs and renewals	6,393		5,217	
Staff training	2,558		1,866	
Accountancy	602		2,761	
Independent examination fees	881		764	
Loan interest	-		-	
Bank charges	154		100	
Photocopier lease	-		1	
Cleaning and laundry	1,762		1,983	
Sundry expenses, land access, and licensing costs	1,335		2,592	
Depreciation	7,010		7,441	
Profit on sale of fixed assets	-		(500)	
		<hr/>		<hr/>
		(135,598)		(140,092)
		<hr/>		<hr/>
<u>Net surplus</u>	£	38,959	£	25,561
		<hr/>		<hr/>