



## The Friends of Canterbury Cathedral

**Annual Report and Financial Statements**

**For the year ended 31 March 2018**

Charity Registration Number: 256575



# The Friends of Canterbury Cathedral

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### Legend of Photographs

*Cover image:* The Friends launched their 90<sup>th</sup> anniversary celebrations in Spring 2017

*Page 2* The Friends celebrated at our table at The Patron's Lunch on 12<sup>th</sup> June 2016

*Page 3* New Friends were welcomed to our community at a New Members Celebration in the Chapter Room

*Page 4* Conservators from the Zenzie Tinker Conservation Studio joined us on Friends' Day 2017 to witness the Victorian altar cloth being recommissioned during Evensong that afternoon

*Page 4* The Friends supported the installation of *Suspended* in the Nave in March 2018

*Page 5* Lady Rose Kingsdown opened the Friends' Garden on 28<sup>th</sup> May 2017 in the company of the Cathedral gardeners who created the Garden

*Page 5* Friends enjoyed an early Christmas celebration at Leeds Castle in 2017

*Page 5* On a cold but bright February morning, The Friends climbed the scaffold to see the work our stonemasons are doing for The Canterbury Journey

*Page 6* On Friends' Day, Heather Newton, Head of Conservation, and Commodore Martin Atherton, Receiver General, took Friends up to see the work being carried out on the Nave ceiling and its top level windows during The Canterbury Journey

*Page 7* Dr David Flood, Master of Cathedral Choristers, led a 200-strong amateur choir for rehearsals at *The Big FRIENDly Sing* in September 2017

*Page 7* Adrian Bawtree, Second Assistant Organist and Trustee of The Friends, set himself a Dean's Challenge to play *90 Hymns in 90 Minutes* on 2<sup>nd</sup> December 2017

*Page 8* The Nave Vault, unseen by most at such close quarters for hundreds of years, was featured on the cover of the *Chronicle 2018*

# The Friends of Canterbury Cathedral

## Council's Annual Report for the year ended 31 March 2018

### This Report

The Trustees (known as the Friends' Council) have pleasure in presenting their Annual Report. This contains details of the Charity's activities during the year, plans for 2018-19, and the audited financial statements for the year ended 31 March 2018. Council confirms that this report and the financial statements of the Charity which follow, comply with all current and relevant statutory requirements.

### Constitution

The Friends of Canterbury Cathedral was established in 1927 as an unincorporated Society '*of those who through the payment of an annual or life subscription wished to assist the Dean and Chapter in caring for the Cathedral and preserving it for posterity*'.

In June 1968, the Chapter of Canterbury established the Society as a charity. The Charity's current trust deed dated 3 December 2014, was lodged with the Charity Commission on 6 May 2015.

### Council

There may be up to 15 Trustees - comprising The Dean, The Lord Lieutenant of Kent, the Lord Mayor of Canterbury, a Residentiary Canon (all of whom are *ex-officio* Trustees), and up to five individuals nominated by the Chapter of Canterbury. Up to six further Trustees are nominated by Council in accordance with the trust deed. Other than those who hold office *ex-officio*, a Trustee's term of office is three years. That may be extended by a further three years, after which there must be a gap of at least one year.

New Trustees are provided with information and guidance published by the Charity Commission on the responsibilities and duties of a trustee.

### Management of the Charity

Council meets four times a year and agrees the broad strategy and activities of the Charity. Oversight of day-to-day operations is delegated by Council to a Management Committee, comprising four members of Council and the Treasurer, which appoints and supervises the Secretary and Administrator of the Friends. The Management Committee's principal responsibilities are to assist Council with strategic planning and to act on behalf of Council in such matters as the recruitment and care of Friends, management of the Friends' database, fundraising, organising Friends' events, publications and the website.

The Treasurer is responsible for monitoring income and expenditure and the management of assets and liabilities in accordance with the policies agreed by Council. Day-to-day accounting is administered by the Friends' Secretary and managed by the Cathedral's Finance Department.

### Principal risks and uncertainties

The Trustees have assessed the risks to which The Friends of Canterbury Cathedral are exposed and the steps which are being taken to minimise them as follows:

Maintenance of the membership roll: The success of the Friends' community and the impact it has on the Cathedral is dependent on maintaining as large a number of Friends on the roll as possible. The Charity is fortunate in that Friends are very loyal and committed to the Charity's aims and retention of Friends as members is therefore strong. In order to maintain this, there are good communications with the Friends' community by way of public opening hours of the Friends' Office; twice-yearly Newsletters; monthly Friends' fundraising events; and the annual *Chronicle*. There is an active recruitment policy to publicise Friends' membership. The new Family membership category, which aims to broaden the age span of Friends, is outlined on pages 3 and 10 of this report.

Finance and Investments: The administrative costs of running the Charity are kept to a minimum. The Honorary Treasurer maintains a close working relationship with the Charity's staff and the Cathedral's Finance

## The Friends of Canterbury Cathedral

### Council's Annual Report for the year ended 31 March 2018

Department with accounts reviewed monthly and reported to the Management Committee on a regular basis. The Treasurer also makes a report on the financial position of the Charity at each Council meeting.

The funds held by the Charity are essentially of a short- to medium-term nature. Funds not required for at least 12 months are invested by a professional investment manager. Performance is monitored against agreed benchmarks. The investment policy is reviewed by Council each year.

Grants and Donations: Trustees ensure that all requests from The Chapter of Canterbury meet the objects of The Friends.

Data Handling: The Charity is fully compliant with current data protection requirements and working towards General Data Protection Regulation (GDPR) requirements which became law in May 2018. The Charity takes Data Protection very seriously and does not share Friends' data with third parties, other than with some departments of Canterbury Cathedral, so that they may deliver services (such as preparation of accounts) to the Charity. No other sharing of data takes place except where it is required by law. The Charity adheres to the Canterbury Cathedral Privacy Notice which can be found at <https://www.canterbury-cathedral.org/about/privacy-and-legal>.

Staff: In the event of a sudden loss of Key Staff, the Trustees are in a position to maintain the Charity's objectives thanks to an agreement of goodwill amongst other Cathedral departments; these include the assistance of Finance, Information Technology, and Events departments with whom the Charity already works closely for the benefit of running the Charity and maintaining the Friends' community.

#### Objects

The objects of the Charity are:

- *to raise funds in order to make grants to the Dean and Chapter of Canterbury for the preservation of the fabric of Canterbury Cathedral; the general maintenance of the Cathedral; its activities and services; its ornaments and furnishings; and*
- *to assist and advise the Dean and Chapter and for members to give their personal services with promoting, as far as may be charitable in law, public interest in the Cathedral, its history and its work.*

All of the Charity's activities are guided by these objects.

#### Public benefit

The Charity's principal objects are stated above which help to ensure the Cathedral's accessibility to visitors and worshippers from all over the world. The beauty and history of the building and its ornaments, the Cathedral's services, music and educational facilities are open to all who enter the Precincts and the Friends play an integral part in the ministry of welcome and hospitality.

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit in determining the activities undertaken by the Charity.

#### Recruitment



Recruitment of new Friends in 2017-18 has seen an improvement on the previous financial year. This is encouraging as, in line with other visitor attractions in the South East, the Cathedral has seen a fall in visitor numbers.

# The Friends of Canterbury Cathedral

## Council's Annual Report for the year ended 31 March 2018

New members were enrolled as follows:-

Membership type	2017-18	2016-17
Single	113	68
Joint	51	57
Family	3	0
Single Life	0	3
Joint Life	2	0
Single Life +65	3	3
Joint Life +65	2	1

Those who join as a Friend on the day of visiting the Cathedral are offered 15 months membership for the price of 12 months in their first year of membership (providing they have never been a Friend before). One of our crucial ways of engaging with visitors is via our Friends' Desk in the Cathedral. This offer is also extended to visitors coming to Cathedral Open Gardens, Cathedral Open Day, and other similar events. We also recruit via the Friends' web pages within the Cathedral website and via word-of-mouth from existing Friends who share their enthusiasm for our community and its work.

New Friends are welcomed with a New Member's Pack and within the first year of their membership they are invited to attend a New Members Celebration. These Celebrations are held over the summer months and Friends are encouraged to join us for Evensong before adjourning to the Chapter Room of Cathedral House for a reception. We are indebted to the Cathedral Guides and Virgers who, after the Cathedral has been closed to the general public, escort small groups of Friends around the Cathedral for tours. These occasions are an excellent opportunity for staff and Trustees to meet new Friends and for Friends to make friends amongst other new members of our community.



### Membership

The Dean and the entire Friends' community extends a very warm welcome to all new Friends who joined us in 2017-18. We thank new members for supporting the Charity through their membership and we thank all our members for being a Friend and a part of our community and for helping us to support the Cathedral in so many important ways.

# The Friends of Canterbury Cathedral

## Council's Annual Report for the year ended 31 March 2018

### Fundraising

Many Friends make regular donations, both large and small, over and above annual membership fees that help build up the Charity's funds. We are also fortunate to benefit from family trusts which donate to the Charity from time to time.

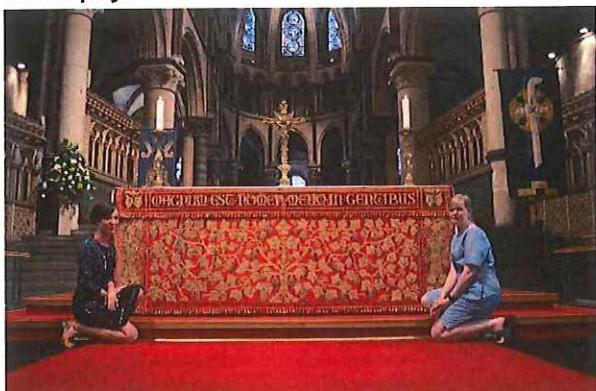
The Charity aims to achieve best practice in the way that it communicates with its members and supporters and takes care with the tone and accuracy of its communications to avoid any pressure on them and to ensure that their data is protected. The charity never sells data and never swaps data other than with other departments of Canterbury Cathedral to enable services to be delivered. The charity manages its own fundraising activities and does not employ the services of Professional Fundraisers. The Charity undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service. During 2018, the Charity received no complaints about its fundraising activities.

2017 was the 90<sup>th</sup> Anniversary year of the founding of The Friends of Canterbury Cathedral. As part of the fundraising linked with the Anniversary, the Very Rev Dr Robert Willis launched 'The Dean's Challenge'. This initiative encouraged Friends to raise £90: £1 for each of the 90 years of the Charity in imaginative and creative ways. 'The Dean's Challenge' was launched in spring 2017 and the enthusiastic response of Friends was wonderful. Hundreds of Friends took part over the rest of the year, either running events or as supporters. The sum of £25,000 was raised. Trustees decided that, as The Canterbury Cathedral Trust Fund launched The Canterbury Voice music campaign in spring 2018, the money raised will be designated for musical projects over the next few years.

### The Friends' office

The Friend's office is located at 3 The Precincts and welcomes visitors between 10am-12 noon, and 2-4pm, Monday to Friday. The Office is closed to visitors outside of these times to allow staff to attend to administrative tasks. Our staff are Caroline Plaisted, Friends' Secretary and Administrator, and Daisy Burton, Administrative Assistant. On occasions, such as in Spring and Autumn when twice-yearly mailings are despatched, the staff welcome the support of volunteers who give valuable time, assistance, and good cheer, to this important task.

### Grants payable:



During the past year, the Charity has supported a number of important projects for the Cathedral. The detail of these is listed in Note 6 of the financial statements. The largest single donation made by the Charity during the year was £335,000 to the Cathedral in support of the project to restore and extend the Cathedral's organ. The Charity's donation will be used to build the new organ loft in the north quire aisle and also to pay for the new organ console which will be installed during 2019.

### Gift Aid

Gift Aid is claimed on a monthly basis in accordance with HMRC online requirements. It is vital that all data is accurate and we are vigilant in updating our database on an on-going basis. We are grateful to all Friends who assist us in completing a new Gift Aid Declaration when informing us of updated address details.

## The Friends of Canterbury Cathedral

### Council's Annual Report for the year ended 31 March 2018

Specific "Friends of Canterbury Cathedral" Gift Aid donation envelopes are available at the Friends' Desk for any visitors who wish to make donations to the Charity when they are in the Cathedral. These can be placed in the donation box on the Friends' Desk or in any of the collection boxes housed in the Cathedral. The same Gift Aid envelopes are also made available to worshippers attending the Friends' Day Evensong and the Friends' Christmas Carol Service.

We thank all Friends and visitors who are able to support us in raising extra funds through Gift Aid.

#### Cathedral Open Gardens 27 and 28 May 2017: The Friends' Garden



It has become a tradition for the Cathedral to be included in the National Open Gardens programme held every summer. Five of the Precincts' private gardens are open to the public for the weekend and a number of other activities are held in and around the Cathedral. The Friends are always pleased to be included in this celebratory weekend. In 2017, the Friends were particularly delighted to open the newly-created Friends' Garden as part of the festivities of our 90<sup>th</sup> Anniversary year. On Sunday 28 May, Lady Kingsdown was invited by the Dean to 'cut the ribbon' to officially open the Garden for the use of all

Friends, visitors, and pilgrims. The Garden was designed by Philip Oostenbrink, Cathedral Head Gardener, and planted and tended by the team of gardeners at the Cathedral. The Garden is located near to the entrance of the Memorial Gardens and the Friends have the honour of sharing this space with the statue of The Buff. The Garden will provide year-round interest with shrubs, perennials, grasses, and bulbs, and will be a haven for wildlife. We are pleased to report that the Charity was awarded a grant of £2,500 from The Patron's Fund\* to help fund the costs of the Garden. We are also grateful to branches of The Queen's Own Buffs Regimental Association which have contributed £302 towards the planting of this Garden and who have also donated benches for the Garden. This was an ideal location for us to interact with many visitors and explain our work for the Cathedral. We were pleased to recruit 14 new Friends over the two days. We are grateful to the Volunteers and Trustees who assisted us in making the event such a success.

\*The Patron's Fund, a one-off charitable fund, resulted from The Patron's Lunch – a street party held on The Mall on 12 June 2016 to celebrate our monarch's 90<sup>th</sup> birthday. The Friends were honoured to be invited to attend this occasion as we have the pleasure of counting Her Majesty The Queen as the first Friend on the roll.

#### Events 2017-18



The Friends' Events Programme forms an important part of our fundraising each year. It also offers an opportunity for Friends to socialise within our community. Many events, in particular Friends' Day, offer Friends the chance to see the 'hidden' work of our Cathedral by way of talks and tours of departments which are not otherwise open to visitors.

Our events throughout the year included our annual outing to another cathedral or greater church. This year, we visited Chichester Cathedral and enjoyed general guided tours; Friends were also able to take up 'behind the scenes' tours of the cathedral's library, song school, the stained glass,



## The Friends of Canterbury Cathedral

### Council's Annual Report for the year ended 31 March 2018

and also the ecclesiastical textiles. In June, there was a trip to Bletchley Park where Friends enjoyed discovering more about our country's history and heritage. As part of the Christmas celebrations, Friends visited Leeds Castle where they took lunch and enjoyed discovering more about 'the most beautiful castle in the world'. Following the success of a similar occasion the previous year, a Christmas Coffee Morning was held in the Kentish Barn. This occasion, and another similar occasion held at Easter 2018, was a great success with Friends old and new meeting up as part of our diverse community that is united in our love of our Cathedral.

Our annual Christmas Carol Service and Dinner was one of the highlights of the year attended by just under 200 Friends. Our programme of talks is a hugely popular part of our fundraising. All are held in the Clagett Auditorium and this year included talks on: *God's Trees* (our speaker being Professor Julian Evans OBE); *Windows, Walls and Weathervanes* (our speaker being loyal Friend, Dick Bolton); *The Goose is Getting Fat* (our speaker being another loyal Friend, Imogen Corrigan); and *Wandering in Flanders Fields* (our speaker being Melanie Gibson-Barton). In celebration of our unique link with Canterbury Christ Church University, a diverse group of young musicians came to the Clagett Auditorium for our first Friends' Lunchtime Concert. This was a hugely successful occasion thoroughly enjoyed by Friends and students alike and it is hoped that we will be able to make this an annual event in our programme. Part of the benefits of being a Friend is the opportunity to enjoy 'behind the scenes' tours at our Cathedral. In January, thanks to our colleagues Dr Sarah Turner, Collections Manager, and Heather Newton, Head of Conservation, we enjoyed a morning of *Tales of the Unexpected*. Friends were taken on tours of the Cathedral to discover the 'graffiti' that hides itself on the walls in plain sight. Friends were also given an information talk on the woodwork in the Quire, accredited to Grinling Gibbons, and then offered the opportunity of visiting the Archive to see intricate carvings currently under restoration and preservation, and which are normally kept in storage.

Friends' Day: No year in the Friends' calendar would be complete without our celebratory Friends' Day which is usually held in July. This is an opportunity for about 400-500 Friends to gather in the Precincts in mass formation to celebrate our commitment to and appreciation of the Cathedral. Friends were able to enjoy tours of: the Nave Ceiling; archaeological tours of the Precincts; the gardens of Chillenden Chambers; Bell Harry Tower and the roof spaces; and the Deanery. Guided 'talks and walks' were also given on: the Baedeker Raids; The Friends' history in the Archives; folios and books in the Library donated by Friends; the history of the Cathedral; the Green Men and Pelicans in their Piety; the Perfumes of the Bible; and the Cathedral's artworks. A talk was given in the AV Theatre about the extensive restoration and repair work carried out on the Victorian altar frontal thanks to a gift from the Charity. The morning ended with a recital given by the boys and girls of the Cathedral Choir. Friends then gathered en masse in the Clagett Auditorium for lunch before attending the Annual General Meeting. This important occasion was followed by a celebratory evensong at which the aforementioned altar frontal was blessed by the Dean and re-commissioned for use in the Jesus Chapel. Evensong closed with Friends singing the new Friends' Hymn which the Dean wrote especially in celebration of the Charity's 90<sup>th</sup> Anniversary. Our festival day ended with Friends gathering in the Deanery Garden for tea and cake whilst listening to the Salvation Army Band.

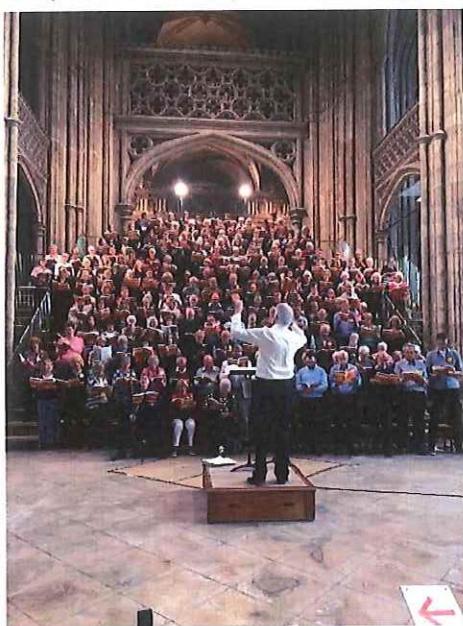


## The Friends of Canterbury Cathedral

### Council's Annual Report for the year ended 31 March 2018

90<sup>th</sup> Anniversary Events: A number of significant events linked to our year of celebration were spread throughout 2017. These included the opening of the Friends' Garden (see page 5) in May 2017. On Friends' Day, we launched *The Friends' Trail* which is given to Friends and visitors to the Cathedral and forms a tour of the Cathedral encompassing a brief history of the Cathedral, The Friends, and 13 of the very many gifts the Charity has given to the Cathedral in the last 90 years. *The Big FRIENDly Sing* took place in September 2017 at which a scratch choir of 200 enthusiastic amateurs rehearsed Handel's *Messiah* under the directorship of Dr David Flood, the Master of Cathedral Choristers. After a friendly and challenging morning of rehearsals, an early evening concert was given with assistance from a group of professional singers and musicians who all gave their time and talents gratis to the Charity. The performance was warmly received by an audience of over 200. The following month, Friends gathered for a Wine and Wisdom evening which proved to be a battle of the brains under the quiz mastering of our Trustee, and Chair of our Management Committee, David Knight. In November, the Clagett Auditorium was filled to capacity when Friends were invited to a special evening with the Dean entitled *Morning by Morning He Wakens My Ear (Isaiah 50, verse 4)*. The Dean reflected, in words and music, his 25 years as a Dean during his time at Hereford as well as Canterbury. On 2 December, one of the largest and most ambitious of the Dean's Challenges took place in the Quire when Adrian Bawtree, Trustee of The Friends and the Cathedral's Second Assistant Organist attempted to play *90 Hymns in 90 Minutes*. Friends and visitors to the Cathedral had been encouraged to vote for their 10 favourite hymns during the months leading up to the event; a 'Hymn-ometer' had been displayed at the Friends' Desk in the Cathedral to encourage voting which was also done on social media. Thanks to the use of multi-media, and with a clock ticking backwards from 90 minutes, Mr Bawtree revealed the hymns, which were sung lustily by the congregation, in reverse order. Almost to the final second, Mr Bawtree revealed the favourite hymn to be *Jerusalem*. News of the event was broadcast on local television news that weekend.

The Friends are grateful to the staff throughout the Cathedral and Precincts whose time and talents make so many of our events possible throughout the year.



#### Events planned for 2018-19

We have an exciting programme planned for the coming year which will include a trip to Windsor Castle and St George's Chapel, a visit to Knole Park, a Kentish food and drink tasting, a trip to the RHS gardens and flower show at Wisley, a wine tasting evening hosted by the local vineyard, and talks on a variety of topics including royalty and the commemorations of the end of the First World War. Of course, no year for the Charity would be complete without our Friends' Day and Christmas Carol Service and Dinner.

# The Friends of Canterbury Cathedral

## Council's Annual Report for the year ended 31 March 2018

### **Legacies**

We are enormously grateful to those Friends and their families who left legacies to the Charity during the year. In 2017-18 we remember Mrs Jacqueline Durnin, the Trust of Arthur F G Edgelow, Mrs Dorothy Megan Lowe, Mrs Mary Pauline Patterson, Mrs M E Smith, and Mr Peter Searby.

### **Website**

We update the Friends' pages on the Cathedral website on a regular basis. A number of Friends enrol via the downloadable membership form on the site.

### **Friends' Desk**

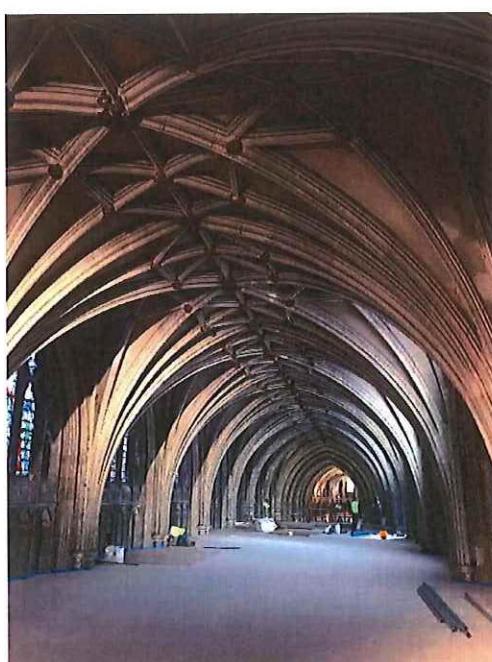
The Friends' Desk in the Cathedral is our opportunity to tell visitors what The Friends do and how people can join our community. This is situated in the South East Transept close to the tomb of the Black Prince. As this is a key point for visitors as they come to the end of their tour of the Cathedral, it is an ideal location for reaching out to pilgrims and tourists with news of the work of the Friends. Existing Friends and our volunteers who are in attendance at the Friends' Desk six days of the week continue to play a key role in recruiting thanks to their enthusiasm for the community we enjoy and the work that we do. The Friends' Desk is also an information point for forthcoming Friends' events.

### **Volunteers**

We are indebted to our volunteers who offer their time, talents, experience, and enthusiasm to promote the Charity in so many ways both within and outside of the Precincts. Our team of 26 volunteers are the best advertisement for the Charity and their support and enthusiasm is infectious.

### **Newsletter and Chronicle**

We publish two *Newsletters* each year (in Spring and Autumn) in order to update Friends on our community's activities, and events in and around the Cathedral. The *Chronicle* is published annually and is, in effect, the Cathedral's year book. The *Chronicle* is sent to all Friends with our Spring mailing and also to all national collection libraries in the UK. The *Chronicle* and the latest *Newsletter* and relevant Programme of Events are included in all New Member's Packs. The *Chronicle* is also displayed in the bedrooms of the Cathedral Lodge and circulated to all departments of the Cathedral.



# The Friends of Canterbury Cathedral

## Council's Annual Report for the year ended 31 March 2018

### Financial performance

**Donations and legacies including membership income** came to £195,160 (2017: £745,307). Included in this figure were legacies receivable of £30,356 (2017: £577,500). Historically, legacy income has funded a significant proportion of the grants made by the Charity to the Cathedral. We are extremely grateful to Friends who make a point of including a legacy to the Charity in their Wills.

Friends may wish to be reminded that bequests to charitable organisations totalling 10% or more of the net value of an Estate result in a 10% reduction in the rate of Inheritance Tax payable. It is therefore often possible for even quite modest bequests to result in a significant tax saving.

Also included within donations and legacies are donated services and facilities of £51,876 (2017: £49,816) representing staff and premises costs paid by the Cathedral. The Charity is very grateful to the Chapter for this generous support.

**Fundraising activities** (principally Friends' events) after costs raised a net £10,288 (2017: £7,255).

**Investment income** from funds managed on our behalf by Sarasin & Partners LLP generated an income yield of £25,831 (2017: £23,343) – approximately 3.3% (2017: 3.2%). The value of investments under management decreased by approximately £3,851 during the year, having taken account of net additional units purchased and the revaluation gains. The income from the fund is reinvested as it is received. Other shareholdings increased by £2,247 (2017: £3,837).

Bank interest of £2,366 was received in the year compared with £5,731 in 2017. This reflects the lower cash balance after paying significant donations to the Cathedral in the year.

**Grants payable:** during the year, the Charity agreed to commit net total funding of £490,510, (2017: £28) towards projects being undertaken by the Chapter of Canterbury. The detail is set out in note 6 to the financial statements.

**Support costs** (staff, premises and administrative expenses) plus governance costs have increased from £77,438 in 2017 to £80,492 in 2018.

### Reserves policy

Council has determined that reserves of between £250,000 and £400,000 should be maintained. When reserves reach the upper level, Council enters into discussions with the Cathedral to identify projects which will enhance or restore the Cathedral fabric, or support the worship or music, for which funding is required. At the end of the financial year, reserves totalled £1,440,951. Of this £575,000 is due to a legacy which was notified to trustees in 2017. The estate had still not been distributed at the year end. Whilst the level of reserves is significantly above the normal range, the Charity is discussing priorities for funding with the Cathedral.

### Investment policy and performance

Funds raised by the Charity and awaiting donation to the Cathedral are invested to produce optimum returns, whilst ensuring sufficient liquid funds are available to fulfil agreed commitments to the Cathedral. Around 13% of the Charity's assets were held in cash at the year end (2017: 50%). Funds are invested in accordance with the mandate approved by the Council, which *inter alia* requires the investment manager to follow the guidelines on the Ethical Investment Policy of the Church Commissioners.

The benchmark for the performance of the equity portfolio is the FTSE 100 Share Index or such other indices as may be agreed with the investment manager.

The rolling year total investment performance (income and increase in value of investments) to 31 March 2018 was 3.0% (2017: 15.8%) against the benchmark agreed with investment managers of 3.0% (2017: 19.4%).

# The Friends of Canterbury Cathedral

## Council's Annual Report for the year ended 31 March 2018

### Plans for future periods

In addition to the Friends' events mentioned earlier, our aims remain to:

- Increase the number of Friends
- Encourage Family Membership\*: an exciting and varied programme of events aimed at families is planned for 2018
- Invite more volunteers to become involved in helping the Friends to grow
- Continue to raise funds in furtherance of the Charity's objectives
- Encourage as many Friends as possible to consider leaving a legacy to the Charity; in the 2018-19 financial year, The 1927 Club for those intending to leave a gift to the Cathedral in their Will, is to be launched.

\*Family Friends: Two new membership categories have recently been added to the memberships offered. For £55, two adults and up to three children can enrol; for £40 one adult and up to two children can enrol.

### Acknowledgements

The Friends' Council is indebted to Julie Wood (Director of Finance) and Gary Hovery (Assistant Accountant) of the Cathedral's Finance Department for their invaluable assistance in maintaining the Friends' financial records, to Caroline Plaisted and Daisy Burton who staff the Friends' Office and to the many Friends' volunteers who help run the Friends' Desk in the Cathedral so efficiently.

### Statement of Trustees' responsibilities in relation to the financial statements

The Trustees are responsible for preparing the Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice applicable to smaller charities.

Law applicable to charities in England and Wales 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 Charity and of the income and expenditure of the Charity for that period. In preparing these financial statements the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the principles and methods of the Charities Statement of Recommended Practice;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity 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 Charity and enable them to ensure that the financial statements comply with applicable law and the Charity's trust deed. They are also responsible for safeguarding the assets of the Charity and hence for the prevention and detection of fraud and other irregularities.

This report was approved by the Council of The Friends of Canterbury Cathedral on 28 June 2018 and signed on its behalf.

Chairman:



The Very Revd Dr Robert Willis  
Dean of Canterbury

**The Friends of Canterbury Cathedral**  
**Council's Annual Report for the year ended 31 March 2018**

**Charity Registration Number:** 256575

**Trustees:**

The Trustees of the Charity are the members of Council, listed on page 12.

**Principal Officer:**

Friends' Secretary & Administrator: Ms Caroline Plaisted

**Address of the Principal Office:**

3 The Precincts  
Canterbury  
Kent  
CT1 2EE

**Bankers:**

Lloyds Bank plc  
49 High Street  
Canterbury  
Kent  
CT1 2SE

**Investment Manager:**

Sarasin & Partners LLP  
Juxon House  
100 St Paul's Churchyard  
London  
EC4M 8BU

**Auditor:**

Buzzacott LLP  
130 Wood Street  
London, EC2V 6DL

## The Friends of Canterbury Cathedral

### Council's Annual Report for the year ended 31 March 2018

**First Friend on the Roll:** Her Majesty the Queen

**President:** The Lord Archbishop of Canterbury

**Patron:** His Royal Highness The Prince of Wales

**Chairman of the Council:** The Dean of Canterbury, The Very Revd. Dr. Robert Willis

#### **Members of the Council:**

The members of the Council who have acted at any time during the course of the financial year and up to the date of this report were:

#### **Appointed under the Charity's Trust Deed (ex-officio)**

The Dean of Canterbury, the Very Reverend Dr Robert Willis DL DCL DD – *Chairman*  
Councillor George Metcalfe - The Lord Mayor of Canterbury (retired May 2017)  
Councillor Rosemary Doyle – The Lord Mayor of Canterbury (from May 2017)  
The Viscount De L'Isle MBE - Lord Lieutenant of Kent

#### **Nominated by the Chapter of Canterbury**

The Revd Canon Clare Edwards - *Vice Chairman*  
Mr Iain Morris FCA – *Treasurer* (from July 2017)  
Mr Nicholas Lewis FCA ACIB -- *Treasurer* (retired from June 2017)  
Mr Adrian Bawtree  
Mrs Amanda Cottrell ODE JP DL  
Ms Sarah Frankland (from May 2017)  
Mrs Janice Reid

#### **Nominated by the Friends' Council**

Mr Raymond Bissill (retired June 2017)  
Mrs Sheila Castle  
Mrs Margaret Davis OBE (retired June 2017)  
Mr David Knight – *Chairman, Management Committee*  
Mrs Katharine Lewis BA ARCM (retired June 2017)  
Miss Janet Saunders (from September 2017)  
Mrs Tricia Shephard MBE DL (retired June 2017)  
Dr John Williams (from September 2017)

# The Friends of Canterbury Cathedral

for the year ended 31 March 2018

## Independent auditor's report to the Trustees of The Friends of Canterbury Cathedral

### Opinion

We have audited the financial statements of The Friends of Canterbury Cathedral (the 'Charity') for the year ended 31 March 2018 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, and the notes to the financial statements including the principal accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Charity's Trustees, as a body, in accordance with section 144 of the Charities Act 2011 and with regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the Charity's Trustees 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 Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion, the financial statements:

- ♦ give a true and fair view of the state of the Charity's affairs as at 31 March 2018 and of 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 Charities Act 2011.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- ♦ the Trustees use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- ♦ the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

# The Friends of Canterbury Cathedral

for the year ended 31 March 2018

Independent auditor's report to the Trustees of The Friends of Canterbury Cathedral (continued)

## Other information

The Trustees are responsible for the other information. The other information comprises the information included in the annual report and financial statements other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- ◆ the information given in the Trustees' report (i.e. Council's Annual Report) is inconsistent in any material respect with the financial statements; or
- ◆ sufficient accounting records have not been kept; or
- ◆ the financial statements are not in agreement with the accounting records and returns; or
- ◆ we have not received all the information and explanations we require for our audit.

## Responsibilities of Trustees

As explained more fully in the Statement of Trustees' responsibilities, the Trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

# The Friends of Canterbury Cathedral

for the year ended 31 March 2018

## Independent auditor's report to the Trustees of The Friends of Canterbury Cathedral (continued)

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

Buzzacott LLP

Buzzacott LLP  
Statutory Auditor  
130 Wood Street  
London  
EC2V 6DL

6 July 2018

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

**The Friends of Canterbury Cathedral**

**Statement of financial activities  
for the year ended 31 March 2018**

	Note	2018 £	2017 £
<b>Income from:</b>			
Donations and legacies	2	195,160	745,307
Fundraising activities	3	32,963	33,526
Investments and interest receivable	4	28,197	29,074
<b>Total</b>		<b>256,320</b>	<b>807,907</b>
<b>Expenditure on:</b>			
Raising funds	5	22,675	26,271
<i>Charitable Activities</i>			
Grants payable	6	490,510	28
Support and governance costs	7	80,492	77,438
		<b>593,677</b>	<b>103,737</b>
Net (expenditure)/income before (losses)/gains on investments		(337,357)	704,170
Net (losses)/gains on investments	9	(1,604)	80,742
<b>Net (expenditure)/income and net movement in funds</b>		<b>(338,961)</b>	<b>784,912</b>
<i>Reconciliation of funds:</i>			
Balance brought forward at 1 April		1,779,912	995,000
Balance carried forward at 31 March		<b>1,440,951</b>	<b>1,779,912</b>

The above results reflect the total gains and losses of the Charity and arise wholly from continuing activities. All income and expenditure is unrestricted and can be applied for any of the purposes for which the Charity was established other than as referred to in note 14.

The notes on pages 19 to 27 form part of these accounts.

## The Friends of Canterbury Cathedral

### Balance sheet at 31 March 2018

	Note	2018 £	2017 £
<b>Fixed assets</b>			
Investments	9	775,289	751,476
<b>Current assets</b>			
Stock	10	4,325	4,692
Debtors	11	593,912	587,331
Cash at bank and in hand		189,466	694,953
		787,703	1,286,976
<b>Liabilities</b>			
Creditors: amounts falling due within one year	12	(122,041)	(90,540)
<b>Net current assets</b>		665,662	1,196,436
		1,440,951	1,947,912
Creditors: amounts falling due after one year	13	-	(168,000)
<b>Net assets</b>		<u>1,440,951</u>	<u>1,779,912</u>
<b>Charity funds</b>			
Restricted income fund	14	-	2,802
<b>Unrestricted income funds</b>			
General income fund	14	1,415,951	1,777,110
Designated income fund	14	25,000	-
		1,440,951	1,777,110
		<u>1,440,951</u>	<u>1,779,912</u>

The financial statements were approved and authorised for issue by the Council of The Friends of Canterbury Cathedral on 28 June 2018 and signed on its behalf by:-

The notes on pages 19 to 27 form part of these accounts.

## The Friends of Canterbury Cathedral

**Statement of Cash Flows  
for the year ended 31 March 2018**

	Note	2018	2017
		£	£

**Cash flows from operating activities**

Net cash (used in)/provided by operating activities	A	(508,267)	97,585
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**Cash flows from investing activities**

Investment income and interest received		28,197	25,472
Purchase of investments		(24,103)	(22,174)
<b>Net cash provided by investing activities</b>	<b>A</b>	<b>4,094</b>	<b>3,298</b>

Change in cash and cash equivalents in the year		(504,173)	100,883
Cash and cash equivalent as the start of the year		697,633	596,750
<b>Cash and cash equivalents at the end of the year</b>	<b>B</b>	<b>193,460</b>	<b>697,633</b>

**A Reconciliation of net movement in funds to net cash (used in)/provided by operating activities**

Net (expenditure)/income for the year (as per the Statement of Financial Activities)		(338,961)	784,912
<b>Adjustments for:</b>			
Losses/(gains) on investments		1,604	(80,742)
Investment income and interest receivable		(28,197)	(29,074)
Decrease/(Increase) in stocks		367	(4,692)
Increase in debtors		(6,581)	(535,432)
Decrease in creditors		(136,499)	(37,387)
<b>Net cash (used in)/provided by operating activities</b>	<b>A</b>	<b>(508,267)</b>	<b>97,585</b>

**B Cash and cash equivalents**

Cash at bank and in hand		189,466	694,953
Cash held by investment managers		3,994	2,680
		<b>193,460</b>	<b>697,633</b>

## **The Friends of Canterbury Cathedral**

### **Notes to the financial statement for the year ended 31 March 2018**

#### **1 Principal accounting policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are laid out below.

##### **Basis of accounting**

These financial statements have been prepared for the year ended 31 March 2018 with comparative information given in respect to the year to 31 March 2017.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies or other notes to these financial statements.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (Charities SORP (FRS 102)) and with the Charities Act 2011.

The Charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are presented in sterling and rounded to the nearest pound.

##### **Critical accounting estimates and areas of judgement**

Preparation of the financial statements requires the Trustees and management to make significant judgements and estimates:

The items in the financial statements where these judgements and estimates have been made relate only to assessing the probability of receipt of legacy income.

##### **Assessment of going concern**

The Trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The Trustees have made this assessment in respect to a period of one year from the date of approval of these financial statements.

The Trustees have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees are of the opinion that the Charity will have sufficient resources to meet its liabilities as they fall due.

## **The Friends of Canterbury Cathedral**

### **Notes to the financial statement for the year ended 31 March 2018**

#### **Income recognition**

Income is recognised in the period in which the Charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received. Income comprises donations and legacies, investment income and interest receivable and income from fundraising activities.

Income from donations are included as income when the Charity is entitled to the income and the amount can be measured. Services donated to the Charity are included within the financial statements as both income and expenditure at their estimated fair value.

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due. Interest on funds held on deposit is included when it is receivable; this is normally upon notification from the bank of the interest payable or paid.

Income from fundraising activities comprising mainly income from events is recognised when the event takes place.

#### **Legacies**

Legacies are recognised in the statement of financial activities when the Trustees are satisfied that:

- the Charity is entitled to the legacy,
- the value of the legacy can be reliably estimated,
- the executors have established that there are sufficient surplus assets in the estate to pay the legacy and that receipt of the legacy is probable, and
- fulfilment of any conditions attached to the legacy is wholly in the control of the Trustees.

#### **Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis and is stated inclusive of irrecoverable VAT.

Expenditure comprises direct costs and support costs. All expenditure is allocated to the relevant expenditure heading. The classification between activities is as follows:

- Expenditure on raising funds comprises fundraising expenditure ie the costs incurred in relation to events, goods sold and publishing the Chronicle.
- Expenditure on charitable activities includes all costs of grant making including support costs.

## **The Friends of Canterbury Cathedral**

### **Notes to the financial statement for the year ended 31 March 2018**

#### **Grants payable**

Grants payable are included in the statement of financial activities in the year when approval is granted and when the recipient has either received the funds or been informed of the decision to make the grant and has satisfied all performance conditions. Grants approved but not paid at the end of the financial year are accrued. Grants where the beneficiary has not been informed or has to fulfil performance conditions before the grant is released are not accrued but are disclosed as financial commitments in the financial statements.

#### **Support costs and governance costs**

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the Charity, it is necessary to provide support in the form of personnel development, financial procedures and controls, provision of general office services and equipment and a suitable working environment.

Governance costs comprise the costs relating to the public accountability of the Charity (including audit costs) and costs incurred in respect of its compliance with regulation and good practice.

All support costs and governance costs are included within the expenditure of the one principal charitable activity of the Charity.

#### **Fixed asset investments**

Listed investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price.

Realised gains (or losses) on investment assets are calculated as the difference between disposal proceeds and either their opening carrying value, or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value and the carrying value at year end. Realised and unrealised investment gains (or losses) are combined in the statement of financial activities and are credited (or debited) in the year in which they arise.

#### **Stocks**

Stocks of miscellaneous items are valued at the lower of cost and net realisable value.

#### **Debtors**

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid.

#### **Cash at bank and in hand**

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

## The Friends of Canterbury Cathedral

### Notes to the financial statement for the year ended 31 March 2018

#### Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the Charity anticipates it will pay to settle the debt.

#### Fund structure

Restricted funds comprise monies raised for, or their use restricted to, a specified purpose or amounts subject to donor imposed conditions as to use.

Designated funds comprise monies set aside out of unrestricted general funds for specific future purposes or projects.

General funds represent those monies which are freely available for application towards achieving any charitable purpose that falls within the Charity's charitable objects.

#### Pensions

Employees of the Charity are entitled to join a defined contribution 'money purchase' scheme. The pension charge represents the amounts payable by the Charity to the scheme in respect of the year.

#### 2. Donations and legacies

	2018 £	2017 £
Annual subscriptions	55,098	57,380
Life Members subscriptions	3,525	6,200
Donations	54,305	54,411
Donated services (note 8)	51,876	49,816
Legacies	30,356	577,500
	<hr/> <b>195,160</b>	<hr/> <b>745,307</b>

#### 3. Income from fundraising activities

	2018 £	2017 £
Income from events	31,819	31,216
Income from sale of goods	1,144	2,310
	<hr/> <b>32,963</b>	<hr/> <b>33,526</b>

**The Friends of Canterbury Cathedral**

**Notes to the financial statement for the year ended 31 March 2018**

**4. Income from investments and interest receivable**

	2018 £	2017 £
Investment income	25,831	23,343
Bank and other interest	2,366	5,731
	<hr/> <b>28,197</b>	<hr/> <b>29,074</b>

**5. Expenditure on raising funds**

	2018 £	2017 £
Cost of events	19,237	22,930
Cost of goods purchased	348	575
Publishing costs	<hr/> 3,090	<hr/> 2,766
	<hr/> <b>22,675</b>	<hr/> <b>26,271</b>

# The Friends of Canterbury Cathedral

## Notes to the accounts for the year ended 31 March 2018

### 6. Expenditure on charitable activities: Grants payable

	Grants payable at 1 April 2017 (notes 12 and 13)	Paid in year £	Grants approved/ (released) during the year £	Grants payable at 31 March 2018 (note 12)
Chapter House Light & PA System	27,868	-	-	27,868
Crypt Display	3,360	-	(3,360)	-
Mini Cathedral Garden (Schools)	78	(78)	-	-
Soloist Concert Nov 17	1,750	(1,750)	-	-
Altar Frontals	29,000	(27,880)	(1,120)	-
Anniversary Garden	4,000	(3,594)	(406)	-
Automatic Defibrillator	1,200	(1,113)	(87)	-
Storage Boxes Crib Figures	-	(2,291)	2,291	-
Tapestry of Light Installation	-	(3,970)	3,970	-
Purchase Hymn Books	-	(1,023)	1,023	-
Reference Books for Student CWF Foundation Degree	-	(500)	500	-
Reducing Green Waste Disposal	-	(4,761)	4,761	-
Conservation & Repairs of the Victorian Altar Frontal	-	(8,480)	8,480	-
Tickell Organ adaptation & Accommodation	-	(8,339)	8,339	-
Storage Solution and Waste Management at Broad Oak	-	(21,795)	34,560	12,765
Purchase of Pine Magna Carta Engraving	-	(1,700)	1,700	-
New Quire Organ Loft and Console	-	(335,000)	335,000	-
The Catalogue for the 'A Pilgrimage in Canterbury Cathedral' glass art installation	-	-	6,000	6,000
Nave Vault Cleaning	-	(11,481)	35,000	23,519
Discovering Becket's Pilgrims: 'A New Assessment of the First Miracle Window'	-	-	24,859	24,859
Instrumental Ensembles to play at Evensong with the Girls and Men of Canterbury Choir	-	-	6,000	6,000
Suspended exhibition	-	(23,000)	23,000	-
	67,256	(456,755)	490,510	101,011
Canterbury Journey	168,000	(168,000)	-	-
	235,256	(624,755)	490,510	101,011

Other than the amounts accrued as grants payable, there were no grant commitments at 31 March 2018.  
(2017: £nil)

### 7. Expenditure on charitable activities

	2018 £	2017 £
<b>Support costs</b>		
Staff costs (see note 8)	51,876	49,816
Postage, printing and stationery	14,277	11,289
Office rent	5,000	5,000
Other office costs	6,759	8,753
	77,912	74,858
<b>Governance costs</b>		
Audit fees	2,580	2,580
	80,492	77,438

## The Friends of Canterbury Cathedral

### Notes to the accounts for the year ended 31 March 2018

#### 8. Analysis of staff costs

	2018 £	2017 £
Wages and salaries	44,257	43,060
Social security costs	3,622	2,815
Pension costs	3,997	3,941
	<hr/>	<hr/>
	51,876	49,816
	<hr/>	<hr/>

The average number of full-time-equivalent employees during the year was 1.6 (2017: 1.6), with all employee time involved in providing support services.

No member of staff had emoluments exceeding £60,000 (2017: none).

Staff employed in the support of The Friends of Canterbury Cathedral have employment contracts with The Chapter of Canterbury. The full costs of employment are included in note 7 and The Chapter of Canterbury met these costs directly (See notes 2 and 16).

The key management personnel of the charity are deemed to be its Trustees. No trustee received any remuneration in respect to their role as members of key management during the year (2017: £nil).

#### 9. Fixed Asset Investments

	2018 £	2017 £
<i>UK quoted investments:-</i>		
Market value 1 April	748,796	645,880
Additions	24,103	22,174
Unrealised investment (loss)/gain	(1,604)	80,742
<b>Market value 31 March</b>	<b>771,295</b>	748,796
 Cash held within the investment portfolio	 3,994	 2,680
Total fixed asset investments	775,289	751,476
 The historical cost of the investments at 31 March was as follows:-	 <b>564,083</b>	 539,980
	<hr/>	<hr/>

All the principal investments are in units in a Common Authorised Investment Fund, which provides a spread of risk.

# The Friends of Canterbury Cathedral

## Notes to the accounts for year ended 31 March 2018

### 10. Stock

	2018 £	2017 £
Goods for resale	<u>4,325</u>	<u>4,692</u>

### 11. Debtors

	2018 £	2017 £
Income tax recoverable	816	1,270
Prepayments	4,622	5,080
Payments made in respect of future events	210	1,547
Legacies receivable	585,000	575,000
Other debtors	<u>3,264</u>	<u>4,434</u>
	<u>593,912</u>	<u>587,331</u>

### 12. Creditors: amounts falling due within one year

	2018 £	2017 £
Accruals	2,580	9,215
Amounts received for future events	5,383	3,544
Grants payable (see note 6)	101,011	67,256
Amounts owed to related entities	12,754	10,464
Other creditors	<u>313</u>	<u>61</u>
	<u>122,041</u>	<u>90,540</u>

### 13. Creditors: amounts falling due after one year

	2018 £	2017 £
Grants payable (see note 6)	<u>-</u>	<u>168,000</u>

The grant shown as payable in more than one year in 2017, related to the Canterbury Journey project and was paid in full during 2018 which was earlier than originally anticipated.

### 14. Funds of the Charity

The funds are considered unrestricted and can be applied for any of the purposes for which the charity was established, except for income received in 2017 of £2,802 which was restricted to the Friends' Garden. This arose as a result of a grant from The Patron's Fund and was spent in full during 2018 towards the Anniversary Garden (Page 5). Income of £25,000 from the Dean's 90<sup>th</sup> Anniversary Challenge has been designated at 31 March 2018 for future music projects.

## **The Friends of Canterbury Cathedral**

### **Notes to the accounts for the year ended 31 March 2018**

#### **15. Pensions**

As part of the donated services made during the year by The Chapter, contributions were made to a money purchase scheme which was operated by The Chapter of Canterbury. The assets of the pension fund are held separately from those of The Chapter.

The contributions to the scheme paid by The Chapter of Canterbury were £3,997 (2017: £3,941). There were no outstanding contributions payable to the scheme at the year end (2017: £nil).

#### **16. Related party transactions and Trustees' remuneration**

No remuneration was paid to the Trustees in the year (2017: £nil). Travel expenses of £200 (2017: £nil) were reimbursed to one Trustee.

Donations by Trustees' to the Charity during the year were £801 (2017: £1,033).

The Chapter of Canterbury is the sole beneficiary of the Charity but the Charity is not controlled by the Chapter of Canterbury.

Grants payable to the Chapter during the year are as set out in note 6. During the year the Chapter met staff costs of £51,876 (2017: £49,816). The Charity occupies premises owned by the Chapter for which a full rent is paid of £5,000 (2017: £5,000) together with all property related charges. The total value of services (£51,876) paid by the Chapter is included as donated services in the financial statements (2017: £49,816).

#### **17. Taxation**

The Friends of Canterbury Cathedral is a registered charity and therefore is not liable to income tax, corporation tax or capital gains tax on income or gains derived from its charitable activities, as they fall within the various exemptions available to registered charities.