

Registered number: 08421913  
Charity number: 1152820

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**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**  
**(A company limited by guarantee)**

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**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

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**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**  
**(A company limited by guarantee)**

**CONTENTS**

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS	1
TRUSTEES' REPORT	2
INDEPENDENT AUDITOR'S REPORT	7
STATEMENT OF FINANCIAL ACTIVITIES	10
BALANCE SHEET	11
STATEMENT OF CASH FLOWS	12
NOTES TO THE FINANCIAL STATEMENTS	13

**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**  
**(A company limited by guarantee)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND  
ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2019**

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<b>Trustees</b>	Mrs M Goldstaub ( <i>resigned 19 September 2019</i> ) N Greef M Hope D Richardson Rev. D Paul J R H Evans ( <i>resigned 5 December 2019</i> ) J McGarry Rev P Shryane ( <i>resigned 19 September 2019</i> ) C A Greef ( <i>appointed 11 October 2019</i> ) M C Evans ( <i>appointed 30 January 2020</i> )
<b>Company registered number</b>	08421913
<b>Charity registered number</b>	1152820
<b>Registered office</b>	The White House 21 Upgate, Poringland Norwich Norfolk NR14 7SH
<b>Company Secretary</b>	M Graham ( <i>appointed 11 April 2019</i> )
<b>Independent auditors</b>	Price Bailey Anglia House, 6 Central Avenue St Andrews Business Park Thorpe St Andrew Norwich NR7 0HR
<b>Bankers</b>	National Westminster Bank Plc 45 London Street Norwich NR3 1RT

**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**  
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**TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED**  
**31 DECEMBER 2019**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2019. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom (FRS102).

The Cathedral of St John the Baptist Trust was formed to manage the operations and assets of the Cathedral of St John the Baptist Complex including the Visitors' Centre known as the Narthex. It assumed the responsibilities of the Roman Catholic Cathedral of East Anglia Preservation and Development Trust and the Cathedral Narthex Company Limited.

The company registration number, charity registration number, the trustees who served in office during the year and the registered address are all detailed on page 1 of these financial statements.

**OBJECTIVES**

The objectives of the Cathedral Trust are set out in its Memorandum and Articles of Association as:

**The objects of the Charity shall be for the benefit of the public to further the religious and charitable work of the Roman Catholic Cathedral Church of St John the Baptist in Norwich and without prejudice to the generality of those objects to provide and maintain an education facility, community and visitor centre called "The Narthex."**

**KEY AIMS AND ACTIVITIES FOR 2019**

The key aims for the year may be summarised as:

- Attracting new visitors and customers to use the Cathedral complex
- Developing the culture and heritage offer to the general public and schools
- Supporting the mission of the Roman Catholic Diocese of East Anglia
- Reducing the operational deficit through cost management and increased income

Activities undertaken to achieve these objectives include:

- Running events such as the Heritage Open Days in September 2019 and the St Nicholas Fair in December 2019
- Encouraging new one-off and regular bookings of the Narthex facilities
- Promoting tours of the Cathedral for tourists and schoolchildren
- Supporting three separate ordination Masses during the year and numerous Diocesan events
- Renegotiating supplier contracts, e.g. for printing

Success is measured by active feedback and monitoring of new bookings. Income from functions increased by 68%, reflecting new bookings. The Cultural and Heritage Officer post was vacant for half of the year and this was reflected in income from educational and heritage tours being reduced by 22%.

**Plans for the future**

The Trustees have been reviewing the scope and scale of the Trust's activities in order to secure the long-term sustainability of the Trust. Options have been developed which will determine the future of the Trust, depending on the precise option chosen and its implementation. In the longer term the aim is to ensure that the Cathedral of St John The Baptist is established as a major site of cultural, religious and historic interest alongside other such national institutions.

**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**  
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**TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED**  
**31 DECEMBER 2019**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Recruitment and Appointment of New Trustees**

The power to appoint trustees is vested in the Bishop of the Diocese. Trustees are recruited by geographic location in the Diocese of their home parishes to provide a representative cross-section of the diocesan parishes. Two Trustees are Ex Officio being the Dean of the cathedral, the Chairman of the Cathedral Parish Pastoral Council. The Chair is also a Diocesan Trustee and provides a link to the Diocese.

**Organisational Structure and Control**

The Cathedral Trust is governed by the Board of Trustees assisted by the Secretary who is also the Financial Secretary of the Diocese and advised by the Diocesan Director of Schools Services on educational aspects. The Trustees meet on a quarterly basis. The daily routine management is exercised by a General Manager and lay staff as required. Educational aspects of the Cathedral Complex are managed by a Cultural and Heritage Officer who reports to the General Manager.

The Trustees exercise control over Trust operations by formulating policy as required by the factors arising from both the religious, commercial and financial aspects of the Cathedral Complex operations. Governance Protocols have been adopted to provide a framework which facilitates the implementation of policies.

All major decisions are taken by the Board of Trustees at their quarterly meetings. The practical requirements of these decisions are passed onto the Staff by the General Manager at his weekly Staff Meeting and responsibility for implementation allocated as appropriate.

The Diocese supports and assists with the charitable objectives of the Trust. The interests of the Trust are represented at the Diocesan Board of Finance Trustee meetings by the Chair of Trustees and the Secretary.

**Risk Management**

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. A Risk Assessment is presented to the Trustees each year for review and approval. This covers all perceived risks, not just financial ones.

The Trustees have assessed the major risks to which the Trust is exposed and are satisfied that systems are in place to mitigate our exposure to the major risks. The major risks are:

1. **Overspend on Unrestricted Funds.** The Trust is currently reliant on support from the Diocese to break even. Forecasts for the impact of Covid-19 on the Trust's finances have been developed. The approach to the operation of the Narthex has been reviewed and options for the future are being considered. Charitable income sources have not been accessed in the recent past and will be explored in the future.
2. **Reserves are inadequate to meet the long-term ambitions of the Trust.** Reserves need to be built up over time. Charitable income sources have not been accessed in the recent past and will be explored in the future.

**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**  
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**TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED**  
**31 DECEMBER 2019**

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3. **Inadequate HR policies and practices.** A professional firm has been engaged to update the handbook and contracts and to provide HR advice as needed.
4. **Inadequate Financial processes, systems and controls.** Delays in reporting on finances have been reduced since the start of 2019. A Financial Policy is still to be developed and a sub-group of the Trustees has been formed to assist in this.
5. **Lack of Financial Planning.** Historically, the annual budget was drawn up based on previous year's figures and an estimate of current year's income and expenditure. Planning was over only one year. Longer term projections for budgets and cashflow have now been developed as part of the assessment of the impact of Covid-19.
6. **Inadequate Insurance Cover.** New architects have been appointed and a Quinquennial Inspection is planned to be carried out in 2020, which will give updated rebuild values. The Diocesan archivist is planning to update the inventory and all plate is to be professionally valued.

Public Benefit

The Trust is now actively promoting the Cathedral Complex to a much wider constituency than had been the norm in the past. This is aimed at much wider use by the community as a whole, by the parishes of the Diocese and in making an attractive general educational offer open to all age groups. A review of the cultural and heritage offer by the Cathedral Complex will be undertaken following the recruitment of a new Cultural and Heritage Officer in late 2019. It is also available as a venue for secular entertainments such as concerts, conferences and exhibitions.

Remuneration of Key Management Personnel

Trustees are responsible for reviewing the pay of the General Manager. A bonus scheme is in operation for this post, which is calculated based on the financial performance of the Trust and awarded annually at the Trustees' discretion.

Volunteers

Volunteers play a major role in staffing the Cathedral Complex both for religious services and other activities such as tours of the building, assisting with the catering operation, maintaining the extensive garden. The number of volunteers is in the region of 200 individuals, which is high in relation to the numbers attending Mass each week.

Fundraising

The Trust understands its duty to protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate, but does not currently fundraise from the public or use any internal fundraisers or external fundraising agencies for either telephone or face-to-face campaigns and received no fundraising complaints during the year.

Financial Review

A key aim of the Trust has been to reduce the operating deficit. Income from charitable and trading activities increased by £32,148 (15%) and total expenditure increased by £20,326 (3.95%), contributing to an improved financial performance compared with 2018 and a reduction of £82,152 (31%) in the grant received from the Diocese. Nevertheless, the subsidy from the Diocese continues to be high and options for the long-term future of the operation have been developed and revised by the Trust and the Diocese.

**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**  
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**TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED**  
**31 DECEMBER 2019**

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The Trust showed a loss on overall income and expenditure in 2019, reflecting the reduction in donations from the Diocese of East Anglia. The Diocese is committed to providing financial support for the Trust both to provide sound management of the cathedral as a place of worship and a national asset. The long-term aim is to continue to support the reduction of the operating deficit and to see the Trust break even. Currently, the Trust relies on the Diocese to provide the financial support in lieu of reserves until such time as reserves can be built up.

Response to Covid-19

In view of the developing Covid-19 situation, the Trustees decided to shut the Narthex in March 2020, and the government later instructed all places of worship to shut completely. Most employees were placed on furlough leave. Projections for future budgets and cashflow were made, reflecting 3 possible scenarios, and were reviewed by Trustees, who then requested options to be developed to address the long-term sustainability of the Trust. These options have been presented to the Trustees of the Diocese of East Anglia who agree the level of financial support appropriate to the Cathedral Trust.

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The Trustees (who are also the directors of The Cathedral of St John the Baptist Trust for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP FRS 102;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**  
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**TRUSTEES' REPORT INCORPORATING DIRECTOR'S REPORT FOR THE YEAR ENDED  
31 DECEMBER 2019**


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**AUDITORS**

The auditors are Price Bailey LLP.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the Board of Trustees on 26 October 2020 and signed on its behalf  
by:

  
.....

Rev Nick Greef, Chair of Trustees



**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**  
**(A company limited by guarantee)**

**INDEPENDENT AUDITOR'S REPORT TO THE**  
**MEMBERS OF THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**

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**Opinion**

We have audited the financial statements of The Cathedral of St John the Baptist Trust Limited (the 'charitable company') for the year ended 31 December 2019 which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows and notes to the financial statements, including a summary of significant 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).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2019, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**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 charitable company 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.

**Material uncertainty relating to Going Concern:**

We draw attention to note 1.3 in the financial statements as the Trustees have received a letter of support from the Roman Catholic Diocese of East Anglia and also a £70,0000 unrestricted grant for the year ended 31 December 2021 to enable the charity to meet its day to day obligations as they fall due up to 31 December 2021. The Trustees therefore consider that there are no material uncertainties about the charity's ability to continue as a going concern. As a letter of support is not a legally binding document there remains a potential uncertainty over the support from the Roman Catholic Diocese of East Anglia. This, along with the continued future effects of COVID-19 indicate the existence of material uncertainty which may cast significant doubt about the charity's ability to continue as a going concern. The financial statements do not include the adjustments that would result if the charity was unable to continue as a going concern. Our opinion is not modified in respect of this matter.

**Other information**

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

**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**

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**INDEPENDENT AUDITOR'S REPORT (continued)  
TO THE MEMBERS OF THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**

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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.

**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees report has been prepared in accordance with applicable legal requirements.

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

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

**Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 5, the trustees (who are also the directors of the charitable company for the purposes of company law) 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 charitable company'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 charitable company or to cease operations, or have no realistic alternative but to do so.

**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**

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**INDEPENDENT AUDITOR'S REPORT (continued)  
TO THE MEMBERS OF THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**

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**Auditor's responsibilities for the audit of the financial statements**

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.

**Use of Report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Helena Wilkinson FCA DChA (Senior Statutory Auditor)**

For and on behalf of

**Price Bailey LLP**

Chartered Accountants  
Statutory Auditors  
Anglia House  
6 Central Avenue  
St Andrews Business Park  
Thorpe St Andrew  
Norwich  
NR7 0HR

Date: 30 October 2020

**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**  
(including income and expenditure account)  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

	Notes	Total Unrestricted Funds 2019 £	Total Unrestricted Funds 2018 £
<b><u>INCOME</u></b>			
Donations and legacies	2	238,010	330,500
Income from charitable activities	3	210,276	190,628
Income from other trading activities	4	31,871	19,371
Total income		<u>480,157</u>	<u>540,499</u>
<b><u>EXPENDITURE</u></b>			
Expenditure on charitable activities	5	538,614	514,846
Total expenditure		<u>538,614</u>	<u>514,846</u>
NET (EXPENDITURE) / INCOME BEING NET MOVEMENT IN FUNDS FOR THE YEAR		(58,457)	25,653
Total funds brought forward		<u>159,463</u>	<u>133,810</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>101,006</u></u>	<u><u>159,463</u></u>

All income and expenditure derives from continuing activities.

The notes on pages 13 to 20 form part of these financial statements.

**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**  
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Registered Number: 08421913

**BALANCE SHEET**  
**AS AT 31 DECEMBER 2019**

	Notes	£	2019 £	£	2018 £
<b>FIXED ASSETS</b>					
Tangible assets	9		37,586		42,474
<b>CURRENT ASSETS</b>					
Stocks	10	20,936		24,845	
Debtors	11	66,122		94,165	
Cash at bank and in hand		50,824		69,338	
		137,882		188,348	
<b>CREDITORS:</b> amounts falling due within one year	12	(74,462)		(71,359)	
<b>NET CURRENT ASSETS</b>			63,420		116,989
<b>NET ASSETS</b>			101,006		159,463
<b>CHARITY FUNDS</b>					
Unrestricted funds			101,006		159,463
<b>TOTAL FUNDS</b>			101,006		159,463

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime within Part 15 of the Companies Act 2006.

The financial statements were approved by the Trustees on 26 October 2020 and signed on their behalf, by:



**Rev N Greef – Trustee**

The notes on pages 13 to 20 form part of these financial statements.

**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**  
(A company limited by guarantee)

**STATEMENT OF CASH FLOWS AS AT 31 DECEMBER 2019**

	2019 £	2018 £
<b>Cash flows from operating activities:</b>		
Net cash (used in) / provided by operating activities:	(58,457)	25,653
Adjustments for:		
Depreciation charges	11,529	13,800
Decrease / (Increase) in stocks	3,909	(546)
Decrease in debtors	28,043	3,842
Increase in creditors	3,103	858
<b>Net cash (used in) / provided by operating activities</b>	<b>(11,873)</b>	<b>43,607</b>
<b>Cash flows from investing activities:</b>		
Purchase of tangible fixed assets	(6,641)	(1,946)
<b>Net cash used in investing activities</b>	<b>(6,641)</b>	<b>(1,946)</b>
<b>Change in cash and cash equivalents in the reporting period</b>	<b>(18,514)</b>	<b>41,661</b>
Cash and cash equivalents at the beginning of the year	69,338	27,677
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>50,824</b>	<b>69,338</b>

The notes on pages 13 to 20 form part of these financial statements.

**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

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**1.0 ACCOUNTING POLICIES**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

**1.1 Basis of preparation of 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 (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Cathedral of St John the Baptist Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes. The financial statements are presented in pounds sterling and are rounded to the nearest pound.

**1.2 Legal status of the Charity**

The charity is a company limited by guarantee, incorporated in England and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. There are currently 9 members (2018: 9 members). The registered address of the charity is The White House, 21 Ugate, Poringland, Norwich, Norfolk NR14 7SH. The place of business is Cathedral House, Unthank Road, Norwich, NR2 2PA.

**1.3 Going concern**

The Trustees have received confirmation of a £70,000 unrestricted grant from the Roman Catholic Diocese of East Anglia for the year ended 31 December 2021. In addition the Roman Catholic Diocese of East Anglia has also confirmed that it will provide support to enable the charity to meet its day to day obligations as they fall due up to 31 December 2021. The café and shop have been closed since March 2020 and have just reopened in October 2020. The charity has made redundancies, reduced its staff and other costs and produced budgets, cash flows and forecasts and assumed various levels of income from the café and shop which may require further support from the Diocese in certain situations and depend on the future effects of COVID-19. In order to assess the appropriateness of the going concern assumption basis, the Trustees have considered the charity's financial position, reserves, cash flows and support from the Roman Catholic Diocese of East Anglia and revised forecasts to 31 December 2021. The Trustees have considered the assumptions underlying these forecasts and the impact of the potential risks affecting them, including COVID-19 as highlighted above. Having made those enquiries, the Trustees have a reasonable expectation that the charity will be able to continue in operation and meet its liabilities as they fall due for at least 12 months from the date of signing this report.

**1.4 Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity.

**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019 (continued)**

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**1. ACCOUNTING POLICIES (continued)**

**1.5 Income**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations and gifts are recognised when receivable.

Trading income is recognised on point of sale for both donated and purchased goods.

Commission income is recognised at the point the sales invoice is received from the agent.

Events income is recognised when the event takes place. Any deposit or income received before the event is included on the balance sheet as deferred income.

**1.6 Expenditure and irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis and relates to the charitable activities. VAT is charged as a cost against the activity for which the expenditure was incurred

Support costs comprise those costs which are incurred directly in support of expenditure on the objects of the charity and include governance, finance, management and HR costs. Governance costs are those costs incurred in connection with the compliance with constitutional and statutory requirements of the charity. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Support costs are allocated to each of the activities based on direct costs incurred.

**1.7 Volunteers**

The value of the services provided by volunteers is not incorporated into these financial statements. Further details of their contribution are provided in the Trustees report.

**1.8 Fixed assets**

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

All categories of tangible fixed assets	25% reducing balance
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**1.9 Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

**1.10 Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.



**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019 (continued)**

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**1. ACCOUNTING POLICIES (continued)**

**1.11 Pensions**

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

**1.12 Operating leases**

Operating leases are recognised over the period of which the lease falls due.

**1.13 Taxation**

The company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**1.14 Financial Instruments**

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their fair value as at the balance sheet date. All financial instruments of the charity are measured at cost with the exception of fixed assets which are measured at depreciated cost.

Financial assets include the bank balances, trade debtors, accrued income and other debtors but exclude prepayments and taxation.

Financial liabilities include trade creditors, other creditors, accruals and deferred income but exclude social security and other taxes due.

**1.15 Stocks**

Stocks are valued at the lower of cost and net realisable value, on a first in first out basis.

**1.16 Judgements and Key Source of Estimation Uncertainty**

No judgements (apart from those involving estimates) have been made in the process of applying the above accounting policies.

There are no key assumptions concerning the future, nor key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019 (continued)**

**2. INCOME FROM DONATIONS AND LEGACIES**

	<b>Total Funds 2019 £</b>	<b>Total Funds 2018 £</b>
Donations	760	10,092
Parish Contribution	59,367	59,220
The Roman Catholic Diocese of East Anglia grants	177,883	261,188
	<u>238,010</u>	<u>330,500</u>

**3. INCOME FROM CHARITABLE ACTIVITIES**

	<b>Total Funds 2019 £</b>	<b>Total Funds 2018 £</b>
Sales, hire and fees	210,276	190,628
	<u>210,276</u>	<u>190,628</u>

**4. INCOME FROM OTHER TRADING ACTIVITIES**

	<b>Total Funds 2019 £</b>	<b>Total Funds 2018 £</b>
Columbarium	12,750	7,250
Aerial rents	19,121	12,121
	<u>31,871</u>	<u>19,371</u>

**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019 (continued)**

**5. EXPENDITURE ON CHARITABLE ACTIVITIES**

	Notes	Total Funds 2019 £	Total Funds 2018 £
Direct Costs		164,235	161,596
Support Costs	6	374,379	353,250
		<hr/> 538,614	<hr/> 514,846

**6. SUPPORT COSTS**

	Total Funds 2019 £	Total Funds 2018 £
Staff costs	138,225	130,810
Premises costs	170,520	161,998
Finance costs	4,037	2,472
Governance costs – audit fees	6,650	6,300
Governance costs – other auditor remuneration	5,325	-
Governance costs – other governance costs	1,449	-
IT costs	15,266	16,915
Other costs	32,907	34,755
	<hr/> 374,379	<hr/> 353,250

Support costs are allocated to charitable expenditure based upon time spent on each activity.

**7. NET (EXPENDITURE) / INCOME**

This is stated after charging/(crediting):

	Total Funds 2019 £	Total Funds 2018 £
<b>Auditors' remuneration:</b>		
Fees in relation to Statutory Audit	6,650	6,300
Fees in relation to other financial services	5,325	-
Depreciation – owned assets	11,529	13,800
Hire of plant and machinery	11,815	11,704

**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019 (continued)**

**8. STAFF COSTS**

	2019 £	2018 £
Wages and salaries	218,268	210,460
Social security costs	11,131	8,966
Other pension costs	3,397	1,703
	<u>232,796</u>	<u>221,129</u>

During the year, the Trustees were not paid and did not receive any other benefits from employment with the charity in the year (2018: £Nil).

During the year the Trustees received no reimbursement of expenses (2018: £nil).

	2019 £	2018 £
The average number of staff during the year was	<u>18</u>	<u>23</u>

There were no employees whose benefits were more than £60,000.

The total employee benefits of the key management personnel of the Charity were £46,245 (2018: £37,194). Included in the above are employer pension contributions of £896 (2018: £443) and Employer National Insurance contributions of £4,459 (2018: £3,176).

**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019 (continued)**

**9. TANGIBLE FIXED ASSETS**

	Plant and Machinery £	Fixtures and Fittings £	Computer Equipment £	Total £
<b>Cost</b>				
At 1 January 2019	23,182	74,453	22,424	120,059
Additions	-	4,229	2,412	6,641
	<u>23,182</u>	<u>78,682</u>	<u>24,836</u>	<u>126,700</u>
As at 31 December 2019	<u>23,182</u>	<u>78,682</u>	<u>24,836</u>	<u>126,700</u>
<b>Depreciation</b>				
At 1 January 2019	14,089	47,073	16,423	77,585
Charge for the year	2,241	7,554	1,734	11,529
	<u>16,330</u>	<u>54,627</u>	<u>18,157</u>	<u>89,114</u>
As at 31 December 2019	<u>16,330</u>	<u>54,627</u>	<u>18,157</u>	<u>89,114</u>
<b>Net book value</b>				
As at 31 December 2019	<u>6,852</u>	<u>24,055</u>	<u>6,679</u>	<u>37,586</u>
At 1 January 2019	<u>9,093</u>	<u>27,380</u>	<u>6,001</u>	<u>42,474</u>

**10. STOCKS**

	2019 £	2018 £
Stocks	20,936	24,845
	<u>20,936</u>	<u>24,845</u>

**11. DEBTORS (amounts falling due within one year)**

	2019 £	2018 £
Trade debtors	23,855	15,141
Other debtors	25,436	63,669
Prepayments and accrued income	16,831	15,355
	<u>66,122</u>	<u>94,165</u>

**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019 (continued)**

**12. CREDITORS (amounts falling due within one year)**

	2019 £	2018 £
Trade creditors	56,932	35,637
Other taxation and social security	3,771	3,792
VAT	-	1,610
Other creditors	333	783
Accruals and deferred income	13,426	29,537
	<u>74,462</u>	<u>71,359</u>

**13. OPERATING LEASE COMMITMENTS**

As at 31 December 2019 the Trust had future minimum lease payments under non-cancellable operating leases as follows:

Plant and Machinery	2019 £	As restated 2018 £
<b>Expiry date:</b>		
Under 1 year	15,064	7,595
Between 2 and 5 years	10,030	13,350
	<u>          </u>	<u>          </u>

**14. ANALYSIS OF NET DEBT**

	At 01.01.2019 £	Cash-flows £	At 31.12.2019 £
Cash	69,338	(18,514)	50,824

**15. PENSION COMMITMENTS**

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension costs charge represents contributions payable by the Charity to the fund and amounted to £3,397 (2018: £1,703). Contributions totalling £Nil (2018: £Nil) were payable to the fund at the balance sheet date and are included in creditors.

**THE CATHEDRAL OF ST JOHN THE BAPTIST TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019 (continued)**

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**16. RELATED PARTY TRANSACTIONS**

Net expenses of £177,883 (2018: £261,188) have been paid by The Roman Catholic Diocese of East Anglia, a Charity with Trustees in common, on behalf of the Trust. This has been treated as a donation within the Trust's accounts.

The Parish of St John the Baptist, which is part of The Roman Catholic Diocese of East Anglia has made purchases of £NIL (2018: £1,146) from the Trust. They also received monies of £19,121 (2018: £12,121) on behalf of the Trust for aerial rent. The Parish has agreed to contribute £59,367 (2018: £59,220) towards the running costs of the Trust, this has been treated as a donation within the Trust's accounts.

As at the 31 December 2019 the Parish owed the Trust £22,032 (2018: £63,559).

There are no other related party transactions.