

**CATHEDRAL CAMPS TRUST**  
(Company limited by guarantee no. 6691504  
registered charity no. 1128518)

**REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

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# **CATHEDRAL CAMPS TRUST**

(Company limited by guarantee no. 6691504, registered charity no. 1128518)

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## **REPORT AND FINANCIAL STATEMENTS**

For the year ended 31 March 2012

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## CATHEDRAL CAMPS TRUST

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### REFERENCE AND ADMINISTRATIVE DETAILS

For the year ended 31 March 2012

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<b>Company reg. no.</b>	6691504
<b>Charity reg. no.</b>	1128518
<b>Registered office</b>	237 Pentonville Road London N1 9NJ
<b>Honorary officers</b>	Lucy de Groot - Chair Ruth Jenkins ACA - Treasurer
<b>Secretary</b>	Arnie Wickens
<b>Trustees</b>	Paul Daniels William Garland Tamara Flanagan Lesley Nicholls Very Rev Nicholas Bury (retired Feb 2011) Kelly Jagger Carole Milner Philip Orchard Annmarie Newbiggin Arnie Wickens
<b>Auditors</b>	Sayer Vincent Chartered accountants and statutory auditors 8 Angel Gate City Road London
<b>Bankers</b>	Natwest City of London Office PO Bo 12258 1 Princes Street London EC2R 8PA

## **CATHEDRAL CAMPS TRUST**

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### **TRUSTEES' REPORT**

**For the year ended 31 March 2012**

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The trustees, who are also directors of Cathedral Camps Trust for the purposes of Company Law, submit their annual report and the financial statements of Cathedral Camps Trust for the year ended 31 March 2012. The trustees confirm that the annual report and financial statements of the Company comply with current statutory requirements, the requirements of the Company's governing document and the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities (revised 2005)'.

#### **Objectives**

Cathedral Camps engages young volunteers in conservation and preservation programmes in cathedrals, churches, other related buildings of varied denominations and faiths, their grounds and in their surrounding communities. It aims to promote in people an interest in conservation and preservation for the advancement of heritage.

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

The charity is governed by its Trustees. They include former Cathedral Camp Leaders, and representatives from cathedrals, business, the voluntary sector and education. Since October 2006, UK volunteering charity CSV (Community Service Volunteers) has taken on responsibility for the day to day management of Cathedral Camps. Cathedral Camps continues to be an independent charity which uses the CSV management, support services and programme delivery facilities. All of the management procedures and systems that Cathedral Camps uses are those of CSV. Cathedral Camps undertakes its own risk management and health and safety assessments of its own project activities.

The Youth Board members were consulted about aspects of the charity's work and development and they put forward their views, ideas and proposals.

At the year end Cathedral Camps formally merged with CSV. Cathedral Camps will continue to be run as a project within CSV. The unrestricted reserves at year end have been transferred into CSV as reserves restricted for Cathedral Camps, as part of the transfer of all assets and liabilities to CSV.

#### **Review of achievements and performance for the year**

##### **Activities**

Volunteers again undertook a variety of essential maintenance, restoration, cleaning and conservation tasks on the summer camps programme at 17 historic venues. 20 venues hosted summer camps between July and September making for the most since CSV became involved with Cathedral Camps. For this 30th anniversary year, we revisited cathedrals that had played a part in Cathedral Camps past but which had not hosted camps for some years.

235 places were taken up by volunteers this year compared to 178 in 2010. Over 60% of our volunteers were 16 or 17 years of age. 10% of volunteers were of non-white ethnic origins, and 45% were of non-Christian religious affiliations. Feedback shows the volunteering experience was hugely valued. Comments included:

*"I just wanted to thank you for Cathedral Camps. I thoroughly enjoyed it all, it was an experience I shall never forget and learned a great deal from so thank you for making them possible."*

*"Cathedral Camps has given me an insight into the world of conservation and given me the experience needed to study archaeology at university."*

## CATHEDRAL CAMPS TRUST

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### TRUSTEES' REPORT

For the year ended 31 March 2012

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40 Leaders took part this summer. 10 of the Leaders attended a de-briefing weekend in London on September 10th and 11th. They reflected about their experiences this summer and produced some helpful suggestions about practical improvements for next year. We continue to be able to recruit and train leaders from the pool of volunteers.

*"I wanted to enquire into leading a camp next year. Laurie and Gar, who lead the camp last week seemed to really enjoy it and without them, our camp could not have run so smoothly. As you mentioned on your visit last week, you were always looking for new leaders, I would like to apply as I hope that I could make somebody's experience at Cathedral Camps just as enjoyable as Laurie and Gar made mine."*

129 pieces of print coverage in national, regional and web media were secured from late April to mid September. Estimate of the print and online coverage is a reach to 3,400,000 people.

With v funds having ended on 31st March, so have our one-day projects, for the moment at least. Until other funds are raised from a new source, we do not have the resources for these projects. ReFresh was very successful in diversifying our volunteers and involving young people from backgrounds who may not otherwise take part in summer camps, so it is important to find means of continuing it.

In June, Cathedral Camps acquired Duke of Edinburgh's Award Approved Activity Provider status. Cathedral Camps registered with Just Text Giving, which allows donors to give via their mobiles.

### Achievements

Our key targets in 2011-12 were

- To hold summer camps at 20 venues (we met this target with 20 venues)
- To increase the number of volunteers on the summer programme to 200 (We exceeded this target with 248 volunteers in 2011, compared to 178 in 2010 – a 39% increase)
- To put 15 young people through the leadership training programme (We met this target, and involved 40 camp leaders)

## **CATHEDRAL CAMPS TRUST**

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### **TRUSTEES' REPORT**

**For the year ended 31 March 2012**

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#### **Financial review**

Income for the year was £91,173 compared to £142,744 in the previous year, a decrease of £51,571. This decrease was mainly the result of the Russell Commission grant finishing in the year.

There was a decrease in expenditure for the year to £94,642 compared to £107,936 in the previous year. This was mainly because of a decrease in staff costs of £8,765.

#### **Reserves policy**

The Charity's policy is to build up a general reserve equivalent to three months' expenditure on normal activities. The general reserve will provide some protection to the charity programmes against sudden and significant changes in the external environment. At 31 March 2012, the general reserve was £37,140, which is above 3 months' expenditure.

#### **Plans for future periods**

Our key tasks in the coming year will focus on the following:

- To increase the number and range of Camps and Camp activities over the next 2 to 3 years
- To integrate the delivery and development of Cathedral Camps into CSV's longstanding Full Time Volunteering Programme
- To explore funding opportunities to enable the creation of a bursary fund for CC volunteers who could otherwise not afford to be involved
- To explore funding opportunities for the future development of Cathedral Camps e.g. Heritage Lottery
- To make links and relationships with students of heritage and conservation to recruit them as camp leaders

#### **Responsibilities of Trustees**

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

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP
- make judgments and accounting estimates that are reasonable and prudent,

## CATHEDRAL CAMPS TRUST

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### TRUSTEES' REPORT

For the year ended 31 March 2012

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- state whether applicable UK Accounting Standards (United Kingdom Generally Accepted Accounting Practice) have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the group and 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 charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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 trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the Trust guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31 March 2012 was 9 (2011-10). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the Trust.

### Auditors

The auditors, Sayer Vincent, have indicated their willingness to accept re-appointment under Section 485 of the Companies Act 2006.

This report was approved and authorised for issue by the Trustees on 5 September 2012 and signed on its behalf by

  
LUCY DE GROOT  
Chair

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CATHEDRAL CAMPS TRUST (REGISTERED COMPANY NO. 06691504)**

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We have audited the financial statements of Cathedral Camps Trust for the year ended 31 March 2012 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the 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 Company's members those matters we are required to state to them in an auditors' 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 its Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of Trustees and auditors**

As explained more fully in the Trustees' Responsibilities Statement set out in the report of the trustees, 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.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

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

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements.

### **Opinion on financial statements**

In our opinion the financial statements

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

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

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

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**INDEPENDENT AUDITORS' REPORT TO  
CATHEDRAL CAMPS TRUST  
(Continued)**

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

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit

Judith Miller (Senior Statutory Auditor)  
For and on behalf of Sayer Vincent  
Chartered Accountants and Statutory Auditors  
8 Angel Gate  
City Road  
London EC1V 2SJ

Date 11 September 2012

# CATHEDRAL CAMPS TRUST

## STATEMENT OF FINANCIAL ACTIVITIES (incorporating Income and Expenditure Account) For the year ended 31 March 2012

	Note	Unrestricted Funds 2012 £	Restricted Funds 2012 £	Total Funds 2012 £	Total Funds 2011 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds					
Voluntary income		31,687	3,550	35,237	98,937
Donated services - accommodation		19,740	-	19,740	17,000
Incoming resources from charitable activities					
Subscriptions		36,196	-	36,196	26,807
<b>TOTAL INCOMING RESOURCES</b>		<b>87,623</b>	<b>3,550</b>	<b>91,173</b>	<b>142,744</b>
<b>RESOURCES EXPENDED</b>					
Charitable activities		88,342	3,550	91,892	104,336
Governance costs	3	2,750	-	2,750	3,600
<b>TOTAL RESOURCES EXPENDED</b>		<b>91,092</b>	<b>3,550</b>	<b>94,642</b>	<b>107,936</b>
Net (outgoing)/incoming resources before transfers		(3,469)	-	(3,469)	34,808
Net (expenditure)/income for the year		(3,469)	-	(3,469)	34,808
<b>RECONCILIATION OF FUNDS</b>					
TOTAL FUNDS AT 1 APRIL 2011		40,609	-	40,609	5,801
<b>TOTAL FUNDS AT 31 MARCH 2012</b>		<b>£ 37,140</b>	<b>£ Nil</b>	<b>£ 37,140</b>	<b>£ 40,609</b>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 9 to the financial statements.

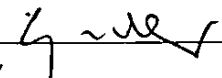
The annexed notes form part of these financial statements

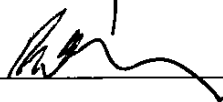
**CATHEDRAL CAMPS TRUST (company limited by guarantee)**

**BALANCE SHEET**  
As at 31 March 2012

	Notes	£	2012 £	£	2011 £
<b>CURRENT ASSETS</b>					
Debtors	7	-		6,673	
Cash at bank and in hand		61,428		57,678	
		<u>61,428</u>		<u>64,351</u>	
<b>CREDITORS. amounts falling due within one year</b>	8	(24,288)		(23,742)	
<b>NET CURRENT ASSETS</b>			<b>37,140</b>		<b>40,609</b>
<b>NET ASSETS</b>			<u><b>£ 37,140</b></u>		<u><b>£ 40,609</b></u>
<b>FUNDS</b>					
Restricted funds	9	-	-	-	-
Unrestricted funds					
General fund	9	<u>37,140</u>	<u>37,140</u>	<u>40,609</u>	<u>40,609</u>
			<u><b>£ 37,140</b></u>		<u><b>£ 40,609</b></u>

The financial statements were approved, and authorised for issue, by the directors on 5 September 2012 and signed on their behalf by -

  
 \_\_\_\_\_ LUCY DE GROOT, Director

  
 \_\_\_\_\_ RUTH JENKINS, Treasurer

The annexed notes form part of these financial statements

## CATHEDRAL CAMPS TRUST

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### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2012

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#### 1. ACCOUNTING POLICIES

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

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Companies Act 2006. They follow the recommendations in the Statement of Recommended Practice, Accounting and Reporting by Charities (issued in March 2005).

##### ***Going concern***

Cathedral Camps Trust generated a net deficit on unrestricted funds of £3,469 in the year, resulting in unrestricted funds of £37,140 at the year end, after transfers. The parent charity, CSV, has indicated that it will provide financial support to the Trust should the need arise. The trustees are therefore confident that the Trust will be able to settle liabilities as they fall due and consider it appropriate to prepare the financial statements on a going concern basis.

##### ***Incoming resources***

Voluntary income is received by way of donations and gifts and is included in full in the statement of financial activities when receivable.

Revenue grants are credited to the statement of financial activities when received or receivable whichever is earlier.

Where unconditional entitlement to grants receivable is dependent upon fulfilment of conditions within the charity's control, the incoming resources are recognised when there is sufficient evidence that the conditions will be met. Where there is uncertainty as to whether the charity can meet such conditions the incoming resource is deferred.

Subscriptions are credited to the statement of financial activities when the participants complete the camp.

##### ***Resources expended***

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Resources expended are allocated to the particular activity where the cost relates directly to that activity. As the charitable company only carried out one activity during the year, support costs have not been separately analysed.

Governance costs are the costs associated with the governance arrangements of the charity. These costs are associated with constitutional and statutory requirements and include any costs associated with the strategic management of the charity's activities.

Costs of generating voluntary income is in respect of fund raising costs.

Support costs are wholly related to the charitable activity of running the camps.

##### ***Fund accounting***

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

## CATHEDRAL CAMPS TRUST

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2012

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes

#### *Pensions*

The Trust, together with its parent company (CSV) and its fellow subsidiary companies, are admitted employers in the London Borough of Islington Superannuation Fund (Scheme), a defined benefit scheme. However, under FRS 17, because the charitable company's assets and liabilities cannot be separately identified, the charitable company accounts for its contributions as if it were a defined contribution scheme, and these are shown as a charge in the Statement of Financial Activities. The contributions made to the Scheme represent pension costs and other post-retirement benefits, and are based on actuarial valuation of the Scheme, which is updated each year.

### 2. RESOURCES EXPENDED - CHARITABLE ACTIVITIES

	Unrestricted Funds 2012 £	Restricted Funds 2012 £	Total Funds 2012 £	Total Funds 2011 £
Salary costs (Note 5)	19,896	3,500	23,396	32,161
Grants payable	5,000	-	5,000	-
Other staff costs	9,899	-	9,899	11,908
Premises and office costs	21,990	-	21,990	32,401
Donated services - accommodation	19,740	-	19,740	17,000
Volunteers' expenses	11,867	-	11,867	10,866
	<u>£ 88,392</u>	<u>£ 3,500</u>	<u>£ 91,892</u>	<u>£ 104,336</u>

### 3. GOVERNANCE COSTS

	Unrestricted Funds 2012 £	Restricted Funds 2012 £	Total Funds 2012 £	Total Funds 2011 £
Audit fees payable to auditors	2,750	-	2,750	2,600
CSV management recharge	-	-	-	1,000
	<u>£ 2,750</u>	<u>£ Nil</u>	<u>£ 2,750</u>	<u>£ 3,600</u>

## CATHEDRAL CAMPS TRUST

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2012

#### 4 NET INCOMING/(OUTGOING) RESOURCES

Net incoming/(outgoing) resources are stated after

	2012 £	2011 £
Auditors' remuneration		
Audit fee (excluding VAT)	2,750	2,600
Underaccrual in the previous year	-	455
	<u>£ 2,750</u>	<u>£ 3,055</u>

#### 5 STAFF NUMBERS AND COSTS

	2012 £	2011 £
Wages and salaries	21,532	28,405
Social security costs	1,451	2,904
Pension costs	413	852
	<u>£ 23,396</u>	<u>£ 32,161</u>

No employee earned more than £60,000 during the year

The average weekly number of employees (full time equivalents) during the period was one (2011 two), working on the sole charitable activity of administration for the camps

#### 6 TRUSTEES

During the year, no Trustees received any remuneration (2011 - £NIL) No trustees received any reimbursed expenses (2011 - £NIL)

#### 7. DEBTORS

	2012 £	2011 £
Accrued income	-	4,291
Due from the parent undertakings	-	2,382
	<u>£ Nil</u>	<u>£ 6,673</u>

## CATHEDRAL CAMPS TRUST

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2012

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2012 £	2011 £
Deferred income	-	21,142
Due to the parent undertakings	21,538	-
Accruals	2,750	2,600
	<u>£ 24,288</u>	<u>£ 23,742</u>

The Trust has provided for dilapidations in the financial statements on the basis of management's estimate of the future outflows that will be required to bring to each of its leased properties into the condition required by the lease at the end of its tenancy

### 9 STATEMENT OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers £	Carried Forward £
The Lawton Trust	-	1,000	(1,000)	-	-
Penny Cress Trust	-	300	(300)	-	-
Paul Bassham Trust	-	1,000	(1,000)	-	-
Rotary Club Canterbury	-	250	(250)	-	-
Thomas Farr Charitable Trust	-	1,000	(1,000)	-	-
	<u>£ Nil</u>	<u>£ 3,550</u>	<u>£ (3,550)</u>	<u>£ Nil</u>	<u>£ Nil</u>

### SUMMARY OF FUNDS

General Funds	40,609	87,623	(91,092)	-	37,140
	<u>£ 40,609</u>	<u>£ 91,173</u>	<u>£ (94,642)</u>	<u>£ Nil</u>	<u>£ 37,140</u>

### 10. PENSION COMMITMENTS

The Trust accounts for its contributions as if it were a defined contribution scheme in accordance with FRS17 See note 1 for further details

The contributions made to the Scheme represent pension costs and other post-retirement benefits, and are based on an actuarial valuation of the Scheme, which is updated each year For 2012, the employer's contribution rate was 12.6% (2011 12.6%) of pensionable earnings A contribution is also made by the charitable company to deficit on the scheme

Further details of the Scheme, as required by FRS17, are shown below The detailed financial information given below is in respect of CSV Group (CSV and its subsidiary undertakings), it is not possible to identify the Trust's proportion of the assets and liabilities separately More detailed information is contained in the financial statements of CSV

## CATHEDRAL CAMPS TRUST

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2012

- The actuarial valuation of the Scheme, the part relating to CSV Group, was updated at 31 March 2012 by a qualified actuary using assumptions that are consistent with the requirements of FRS17, 'Retirement benefits'
- Investments have been valued for this purpose of the actuarial valuation at market value. The major assumptions used for the valuation were

	%	2012	2011	2010	2009
Discount rate		4.9	5.5	5.7	7.1
Inflation		3.4	3.4	3.5	3.3
Salary increases		4.3	4.7	5.3	5.1
Increases to pension in payment		<u>2.5</u>	<u>2.9</u>	<u>3.5</u>	<u>3.3</u>

The Group's Scheme value of assets, the present value of liabilities and the expected rate of return at

	Long rate of return 2012 %	Value of assets £'000	Long rate of return 2011 %	Value of assets £'000
Equities	7.5	17,652	7.5	17,367
Government bonds	n/a	-	n/a	-
Other bonds	5.1	5,532	5.1	5,108
Other bonds	50 - 7.5	<u>3,161</u>	50 - 7.5	<u>3,064</u>
Total fair value of assets		26,345		25,539
Present fair value of funded benefit obligations		<u>36,143</u>		<u>33,136</u>
Deficit		<u>(9,798)</u>		<u>(7,597)</u>

#### 11. ULTIMATE PARENT COMPANY AND CONTROLLING PARTY

CSV, a company incorporated in England, is the ultimate parent company and the controlling party. CSV prepares the Group financial statements, copies of which are available from CSV Finance team, 237 Pentonville Road, London, N1 9NK.

#### 12. TAXATION

The Charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.