

**St Luke & St John Ecclesiastical Charity
(St Luke’s Church Hall)**

Annual Report by the Trustees for 2023

Legal and Administrative Information

This report is produced in accordance with the Charity Commission guidelines on the Charities Act 2011.

Name of Charity: The St Luke & St John Ecclesiastical Charity
Registered No: 1078441
Registration Date: 2 December 1999
Governing Document: Charity Commission Scheme CD(T1)101,673 sealed 29 March 1994 – as amended on 10 Dec 2021 as amended on 1 Dec 2023.
HMRC ref (Gift Aid): ZD10194 charitable company
HMRC ref (UTR): 88777 27575

Charitable Trading Subsidiary: PLC 12897513, registered address: St Luke's Church Hall St. Lukes Place Cheltenham GL53 7HP, was purchased in December 2022

Charitable Objects: The Managing Trustees shall apply the income of the Charity to further the religious and other charitable work of the Church of England in the Ecclesiastical Parish, including the provision and maintenance of a Parish Hall.

Classification of Charity on the Register of Charities:

- Topic (What does your charity set out to do?)
 - General Charitable Purposes
 - Religious Activities
- Beneficiaries (Who does your charity help?)
 - Children/Young people
 - Elderly/Old people
 - Other charities/voluntary bodies
- Method of operation (How does your charity operate?)
 - Makes grants to organisations (schools, charities, etc)
 - Provides buildings/facilities/open space

Property: The property of the Charity is vested in the Gloucester Diocesan Trust Ltd, being the Custodian Trustee of the Charity.

Managing Trustees:

Ex-officio	The Revd Patrick Wheaton
Ex-officio	Ben Harris, Terry Howard (until May 2023) and Robert Bolton (from May 2023) Churchwardens
Nominated	Margaret Bristol (2019), Simon Barton (2021) and Lisa Campbell (2022) - appointed by the St Luke & St John Parochial Church Council (PCC) for a 4 year term.

Secretary: Mary Chatterley (until September 2023)

Hall Coordinators: Sylvia Lauder, Bookings Manager, 07792 567189
 Lesley Thomas, Facilities Manager, 07942 965981

e-mail: info@stlukes-hall.org.uk

Website: www.stlukes-hall.org.uk

Trustees' Report

The Managing Trustees main policies to achieve the charity's aims are:

- To maintain St Luke's Church Hall and take action to improve its facilities
- To make the Hall available for the purpose of furthering the religious and charitable work of the Church of England in the Parish
- To apply a proportion of the income towards the religious and charitable work of the Church of England in the Parish
- To let the Hall for other secular and social purposes
- To let parking spaces in the car park during the working day to produce additional income

Trustee Business:

The Trustees met four times in the year; Lisa Campbell continued as chairman. Robert Bolton returned as an ex-officio trustee, replacing Terry Howard.

On 1 December 2023 the Charity Commissioners formalised an amendment to the governing document made in December 2021 to increase the number of nominated trustees to three.

Grants were made to St Luke's PCC to continue an arrangement with Youth for Christ Gloucestershire for a youth worker to develop ministry amongst children, youth and families. Grants were made to Saint John's School to fund their use of The Rock facility, their participation in the Archbishops' Young Leader Award and to support music in the school in various ways.

A grant was received from the Diocese LIFE Development Fund to complete the purchase of the FireTruck Espresso which was operated as a Charitable Trading Subsidiary until September, when its operations were suspended. The suspension will be reviewed in 2024. Mr Simon Costa resigned as a director in November. The subsidiary reported a loss of £4K on the year.

The persistent problems with the drains that had cost £3,451 in 2022 were eventually put right in January 2023 at a cost of a further £7,010. The contractor gave a discount in respect of the earlier payments.

The trustees continued to explore options for reducing the carbon footprint of the hall building. Thanks to a significant donation from Margaret Bristol, a project was launched for January 2024 to install 10 kWh batteries to complement the solar panels.

In response to a request from the Cheltenham Local History Society, the trustees committed to install a defibrillator accessible to Hall users and the local community. This project was adopted by the Public Hearts Cheltenham Defibrillator Campaign who installed one in November at minimal cost to the trustees.

Parking charges were increased in May. Hire charges were increased from September. The increase reflected to some extent the rise in inflation over the period 2021-2022.

Financial Report and Notes to the Accounts

A formal statement of accounts prepared by Mr Simon Sheldon FCA of Harper Sheldon Limited is attached.

Income from lettings includes: Morea Performing Arts: £24,105; AA Groups: £3,080; Royal Scottish Country Dance Society: £2,286; Oficina da Capoeira, England: £1,749; Parkinson's Table Tennis: £1,492; Diabetic Courses: £1,456; Performance Workshop: £1,361; AT Soccercamps: £1,272; Cheltenham Senior Citizens Welfare Committee: £1,232; Trish Tenn Fitness: £1,146.

Reserves Policy: Unrestricted funds are needed: (a) to provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice and (b) to cover the maintenance and running costs of the Church Hall, and other administration and support costs without which the charity could not function. The Trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission and consider it prudent that unrestricted reserves should be sufficient to cover 6 months maintenance and running costs and administration and support costs. Unrestricted reserves at end 2023 were **£35,586**. This approximates to **10** months running costs. The level of reserves is monitored and reviewed by the trustees annually.

St Luke & St John Ecclesiastical Charity

Accounts for the Year Ended 31st December 2023

Registered Charity Number 1078441

St Luke & St John Ecclesiastical Charity

Statement of Financial Activities

For the Year Ended 31st December 2023

	General Fund	Property Fund	Endowment Fund	Total 2023	Total 2022
	£	£	£	£	£
Income and Expenditure					
Incoming Resources					
Regular Lettings	55,248	0	0	55,248	55,380
Parking Rents	14,525	0	0	14,525	14,096
CBF Interest & Dividend	1,135	0	0	1,135	894
Miscellaneous	10		0	10	0
Solar Export	1,007			1,007	0
Donations	16,603	0	0	16,603	1,039
Total Incoming Resources	88,528	0	0	88,528	71,409
Resources Expended					
Charitable grants	17,644	0	0	17,644	11,360
Water, Heating & Lighting	11,310	0	0	11,310	5,806
Telephone & Internet	446	0	0	446	447
Insurance	1,715	0	0	1,715	1,643
Cleaner	7,606	0	0	7,606	8,429
Projects & Improvements	10,058	0	0	10,058	10,937
Furniture & Equipment	0	0	0	0	0
Maintenance	5,278	0	0	5,278	5,193
Coordinator Pay	13,498			13,498	12,686
Administration	2,326	0	0	2,326	1,671
Provision for Doubtful Debt	0	0	0	0	0
Total Resources Expended	69,881	0	0	69,881	58,172
Net Incoming Resources	18,647	0	0	18,647	13,237
<i>Gains on Investment Assets</i>					
Realised	0	0	0	0	0
Unrealised	0	0	1,347	1,347	-1,911
Net Movement in Funds	18,647	0	1,347	19,994	11,326
Fund Balances Brought Forward at the Start of the Year	101,889	155,050	14,321	271,260	259,934
Fund Balances Carried Forward at the End of the Year	120,536	155,050	15,668	291,254	271,260

The notes on page 3 form part of these accounts.

St Luke & St John Ecclesiastical Charity

Balance Sheet as at 31st December 2023

	General Fund £	Property Fund £	Endowment Fund £	Total 2023 £	Total 2022 £
Fixed Assets					
Freehold Property (note 2)	54,950	155,050	0	210,000	210,000
Current Assets					
CBF Deposit Fund	27,532	0	0	27,532	21,397
CBF Investment Fund		0	15,668	15,668	14,321
Cash at Bank	8,072	0	0	8,072	4,363
Cash & Stamps in Hand	91	0	0	91	94
Debtors and Prepayments	1	0	0	1	1,458
Investment in Trading Subsidiary	30,000			30,000	30,000
	65,696	0	15,668	81,364	71,633
Liabilities Due Within One Year					
Creditors & Accruals	110	0	0	110	373
Security Deposits	0			0	0
Promissory Note re Trading Subsidiary	0			0	10,000
	110	0	0	110	10,373
Net Current Assets	65,586	0	15,668	81,254	61,260
Total Assets Less Current Liabilities	120,536	155,050	15,668	291,254	271,260
Net Assets	120,536	155,050	15,668	291,254	271,260
Funds					
General Fund	120,536			120,536	101,889
Property Fund (note 2)		155,050		155,050	155,050
Endowment Fund			15,668	15,668	14,321
	120,536	155,050	15,668	291,254	271,260

The notes on page 3 form part of these accounts.

Approved by the Board of Trustees and signed on its behalf by: -

Trustee: *Alta Bolton*

Date: *07/04/24.*

Trustee: *[Signature]*

Date: *7/4/2024*

St Luke & St John Ecclesiastical Charity

Notes to the Accounts.

1. Accounting Policies

These accounts have been prepared under the historical cost convention as modified by the inclusion of the freehold property at valuation and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities.

The Trustees consider all expenses constitute direct charitable expenditure.

2. Freehold Property

The property, St Luke's Church Hall, was substantially refurbished during 2000 at a cost of £54,950. As the property is owned by the charity, the trustees decided to introduce it into the accounts at a valuation to reflect the refurbishment. It has been included in the accounts at a site value of £210,000 as provided by Kirkham Pryer, Chartered Surveyors, Estate Agents & Valuers on 11th January 2001.

The valuation has been used for an impairment review under the transitional provisions of FRS11 "Impairment of Fixed Assets and Goodwill" and a Property Fund established to reflect the difference between the valuation and the refurbishment costs of £155,050.

As the site value is essentially the value of the land no depreciation will be provided.

St Luke & St John Ecclesiastical Charity

Independent Examiner's Report to the Trustees of St Luke & St John Ecclesiastical Charity

I report on the accounts of St Luke & St John Ecclesiastical Charity for the year ended 31st December 2023, which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes as set out on pages 1 to 4, respectively.

Respective Responsibilities of the Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

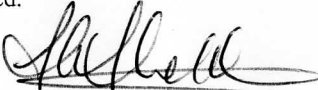
Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting record in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act.

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Simon Sheldon FCA
Director of Harper Sheldon Limited
Chartered Accountants
Midway House
Staverton Technology Park
Herrick Way
Cheltenham
GL50 1UA

Date: 9 April 2024