



**THE ASSOCIATION OF ENGLISH CATHEDRALS**

**REPORT OF THE EXECUTIVE COMMITTEE  
AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 MARCH 2011**

**Company No. 06726262  
Charity Registration: 1128254**

**Registered Office:  
8 Kingswood Drive  
London SE19 1UR**

# THE ASSOCIATION OF ENGLISH CATHEDRALS

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## **THE ASSOCIATION OF ENGLISH CATHEDRALS**

The members of the Executive Committee have pleasure in presenting their report and the financial statements of the Association for the year ended 31 March 2011 which have been prepared in accordance with the Companies Act 2006, the Charities Act 1993 and the Statement of Recommended Practice "Accounting and Reporting by Charities" (revised 2005).

### **Reference and administrative information**

#### ***Principal address***

The principal address of the Association is:

8 Kingswood Drive  
London  
SE19 1UR

#### ***Executive***

The names of the persons who were members of the Executive Committee at any time during the year ended 31 March 2011 were as follows:

The Very Rev'd Vivienne Faull, Dean of Leicester, Chairman

The Very Rev'd Christopher Armstrong, Dean of Blackburn

The Rev'd Canon Simon Cowling, Canon, Sheffield Cathedral (from September 2010)

The Very Rev'd Adrian Dorber, Dean of Lichfield (from March 2011)

The Very Rev'd Peter Judd, Dean of Chelmsford

The Rev'd Canon Dr David Kennedy, Canon, Durham Cathedral

Mr Anthony Lyddon, Administrator, Guildford Cathedral (to March 2011)

The Very Rev'd Jonathan Meyrick, Dean of Exeter

Mr John Morris, Chapter Steward, York Minster

Mrs Caroline Robinson, Treasurer, Chelmsford Cathedral (from March 2011)

The Rev'd Canon Bruce Ruddock, Canon, Peterborough Cathedral (to June 2010)

Mrs Sara Stonor, Chapter member, Chichester Cathedral (from June 2010)

The Very Rev'd Colin Slee, Dean of Southwark (to November 2010)

The Rev'd Canon Dr Frances Ward, Canon, Bradford Cathedral (to August 2010)

The Very Rev'd Justin Welby, Dean of Liverpool

The Very Rev'd Robert Willis, Dean of Canterbury

#### ***Principal advisers***

##### *Bankers*

Royal Bank of Scotland  
Bury St Edmunds Branch  
90 Guildhall Street  
Bury St Edmund's  
Suffolk IP33 1PH

## THE ASSOCIATION OF ENGLISH CATHEDRALS

*Independent Examiner*  
Stuart Bailey  
Chartered Accountant  
4A Little Cloister  
Westminster  
London SW1P 3PL

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

#### ***Incorporation, etc.***

The Association of English Cathedrals was established as an unincorporated association in 1990. The company limited by guarantee number 06726262 was incorporated on 16 October 2008 and became a registered charity on 25 February 2009.

The trustees of the Association of English Cathedrals are known as Executive Committee members and are also the company directors. The Executive Committee manages the Association and exercises all the powers of the charity in accordance with the Memorandum and Articles of Association.

The members of the Association are the administrative bodies of the 42 English Anglican Cathedrals. Westminster Abbey and St George's Chapel Windsor are associate members. The members elect the Executive Committee.

#### ***Risk management***

The members of the Executive have considered the risks which the Association may face and are satisfied that adequate contingency plans appropriate to the size of the Association are in place to lessen the effect of such risks.

### **Objectives and activities**

The object of the Association of English Cathedrals is to advance the Christian religion for the benefit of the public in accordance with the doctrines of the Church of England and to further the mission of the Anglican religion by:

- (1) Supporting the English Anglican cathedrals (the members of the Charity) and Westminster Abbey and St George's Chapel Windsor in their work of advancing the Christian religion by representing the common interests of cathedrals both in national and ecclesiastical contexts.
- (2) Working with the National Church Institutions and other parts of the Church of England in furthering the mission and work of cathedrals;
- (3) To work with the Churches' Legislation Advisory Service and other appropriate ecumenical bodies in furthering the mission and work of cathedrals;
- (4) Working with the Government and its agencies to represent the interests of cathedrals and achieve an environment where cathedrals are enabled to fulfil their mission and work;

## **THE ASSOCIATION OF ENGLISH CATHEDRALS**

- (5) Debating and proposing policies and other matters affecting cathedrals, including their role in advancing education; community development; arts, culture and heritage; and environmental protection and improvement. Also assisting in developing their role in promoting religious and racial harmony and equality and diversity; and
- (6) Encouraging the development and sharing of best practice between cathedrals.

### **Executive Committee**

There were several changes in the membership of the Executive Committee during the year. It was with great sadness that the Executive learned of the death of the Very Rev'd Colin Slee in November 2010; he had been a member of the Executive for many years and had made notable contributions to its work. The Very Rev'd Adrian Dorber was co-opted in March 2011 to fill the vacancy arising. After many years on the Executive in the role of first Canons and then Chapter training co-ordinator, the Rev'd Canon Bruce Ruddock retired at the Annual General Meeting in June 2010 and Mrs Sara Stonor, a member of the Chapter at Chichester Cathedral, was elected to the vacant position. On her appointment as Dean of St Edmundsbury, Frances Ward stepped down from the Executive and the Rev'd Canon Simon Cowling was co-opted. Responsibility for organising Chapter training has been taken by Mr Cowling. One of the members of the Executive nominated by the Cathedrals Administration and Finance Association, Mr Anthony Lyddon, resigned from the Executive in March 2011 as he was shortly to retire as Administrator at Guildford Cathedral. In his place, CAFA nominated Mrs Caroline Robinson, a member of its Executive Committee and Treasurer at Chelmsford Cathedral.

### **Achievements and performance**

The Executive Committee met on six occasions during the year. At these meetings, the Committee discussed matters of interest to the members, agreed actions and reviewed progress. In addition, an Annual General Meeting attended by representatives of the Association's Members was held in June.

In the year under review, the activities undertaken for the public benefit included providing training for cathedral staff in the implementation of Common Tenure arising from the Ecclesiastical Offices (Terms of Service) Measure 2009. Work has started on developing a new website which will provide more information to the public about cathedrals and the AEC as well as assist cathedrals. The Executive is exploring research to demonstrate the contribution cathedrals make to society and to the Church.

Two training courses have been run for new Chapter members, one at Southwark Cathedral and the other at Sheffield Cathedral. These have proved an invaluable opportunity for those attending to understand more about the role and ways of working of cathedrals and to develop a bigger picture of cathedral life, enabling them to discharge their responsibilities with greater knowledge and skill.

Executive members and the AEC Co-ordinator also worked with Government Departments and other national bodies on issues relating to cathedrals, such as the new Ecclesiastical Exemption Order. The AEC was active in the campaign for the continuance of the Listed Places of Worship Grant Scheme; the Government announced that the Scheme will continue although in a reduced form and with a cap on the amounts paid out each year. Action has been taken to represent the

## THE ASSOCIATION OF ENGLISH CATHEDRALS

interests of cathedrals by commenting on forthcoming legislation, both church and state. The AEC has continued its membership of the Churches Legislation Advisory Service so that it can work with the wider church and also to provide better information to cathedrals on relevant legislative changes. During the year, the AEC joined the Heritage Alliance, the biggest alliance of heritage interests in England, which works to further the interests of heritage organisations.

The Executive has continued to liaise with the Church Commissioners on behalf of cathedrals, agreeing a new structure for the payment of grants in the 2011-13 triennium and supporting a review of the impact of Church Commissioners' grants on the work of cathedrals. It has monitored the implementation of the new systems for Crown appointments in cathedrals and for deans' appointments where the bishop appoints to a vacancy. The Executive is considering the report of the Dioceses Commission on Yorkshire, especially the proposals related to the cathedrals of the dioceses affected.

The AEC Co-ordinator provided support to cathedrals in a number of areas and also produced best practice papers and guidance notes, assisting cathedrals in their work.

The Cathedrals' Liturgy and Music Group, a sub-group of the Association, met on three occasions. The Group works on issues relating to liturgy and music in cathedrals and produces papers which are disseminated to cathedrals, but are also available to the wider church. The Group's work enables cathedrals to advance the Christian religion in the Anglican tradition by facilitating the best in worship.

During the year, the AEC gave a grant of £2,000 to Cathedrals as Places of Adult Learning (CPAL), an organisation which promotes education in cathedrals. CPAL has an executive committee which meets regularly to further the organisation's work.

The Executive members consider that all activities undertaken have been for the public benefit, and that they have paid due regard to guidance from the Charity Commission in determining what work is done.

### **Financial review**

#### *Results of the year*

Expenditure exceeded income by £1,962 (2010, excess of income over expenditure £8,653). The excess of unrestricted expenditure over income was £1,534, and of restricted expenditure over income (further money expended on the National Visitor and Non-Visitor Survey undertaken in 2009) was £428 (2010, surplus of restricted income over expenditure £1,867).

#### *Reserve Policy*

The Executive Committee members aim to maintain a reserve equivalent to four months expenditure for cash flow purposes. Given the nature of the Association's activities, the members do not consider a larger reserve is required.

## THE ASSOCIATION OF ENGLISH CATHEDRALS

### Trustees' responsibilities

The members of the Executive Committee are responsible for preparing the Annual Report and Financial Statements in accordance with applicable law and regulations.

In preparing those financial statements, the members of the Executive Committee are required to:

- select suitable accounting policies and apply them consistently;
- 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 activities of the Association will continue.

The members of the Executive Committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association and which enable them to ensure that the Financial Statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

For and on behalf of the members of the Executive Committee



**Vivienne Faull**  
Chairman

10 May 2011

## THE ASSOCIATION OF ENGLISH CATHEDRALS

### REPORT OF THE INDEPENDENT EXAMINER TO THE MEMBERS OF THE EXECUTIVE COMMITTEE OF THE ASSOCIATION OF ENGLISH CATHEDRALS

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I report on the accounts of the Association for the year ended 31 March 2011, which are set out on pages 9 to 12.

#### **Respective responsibilities of members of the Executive Committee and examiner**

The members of the Executive Committee as trustees (and who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

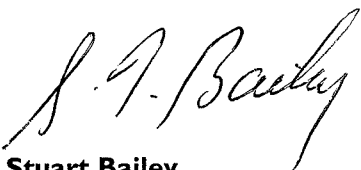
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 records in accordance with section 386 of the Companies Act 2006; and to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities 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.



**Stuart Bailey**

**Chartered Accountant**

10 May 2011



# THE ASSOCIATION OF ENGLISH CATHEDRALS

## BALANCE SHEET AS AT 31 MARCH 2011

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	2011	2010
	£	£
<b>Current assets</b>		
Debtors and prepayments	300	280
Cash at bank	17,127	19,057
	<u>17,427</u>	<u>19,337</u>
<b>Current liabilities</b>		
Creditors	(2,501)	(2,449)
<b>Net current assets</b>	<u>£14,926</u>	<u>£16,888</u>
<b>Funds</b>		
Unrestricted funds	13,487	15,021
Restricted funds	1,439	1,867
<b>Total funds</b>	<u>£14,926</u>	<u>£16,888</u>

The company is entitled to exemption from audit under Section 477(2) of the Companies Act 2006 for the year ended 31 March 2011.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2011 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibility for:

- ensuring the company keeps accounting records which comply with Section 386 of the Companies Act 2006 and;
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 393 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Approved by the Executive Committee on 10 May 2011 and signed on their behalf by:



**Vivienne Faulk**  
Chairman

## THE ASSOCIATION OF ENGLISH CATHEDRALS

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2011

	Note	Unrestricted funds £	Restricted funds £	Total 2011 £	Total 2010 £
<b>Incoming resources from generated funds</b>					
Subscriptions		11,000	-	11,000	11,000
Bank deposit interest		37	-	37	61
		<i>11,037</i>	-	<i>11,037</i>	<i>11,061</i>
<b>Incoming resources from charitable activities</b>					
Contributions to costs of Co-ordinator		-	15,202	15,202	14,843
Grants and contributions to Survey costs		-	-	-	96,400
Chapter training courses fees		1,350	-	1,350	1,380
		<i>1,350</i>	<i>15,202</i>	<i>16,552</i>	<i>16,774</i>
<b>Total incoming resources</b>		<b>12,387</b>	<b>15,202</b>	<b>27,589</b>	<b>123,684</b>
<b>Resources expended</b>					
<b>Charitable activities</b>					
AEC Co-ordinator	2	496	15,202	15,698	15,195
National visitor and non-visitor survey		-	428	428	88,879
Conferences		504	-	504	30
Chapter training courses		1,479	-	1,479	1,716
Common Tenure training day		639	-	639	-
English cathedrals website		234	-	234	172
Cathedrals' Liturgy and Music Group		3,257	-	3,257	2,605
Cathedrals as Places of Adult Learning		2,000	-	2,000	2,000
Subscriptions		410	-	410	433
		<i>9,019</i>	<i>15,630</i>	<i>24,649</i>	<i>111,030</i>
<b>Governance costs</b>	3	3,495	-	3,495	3,509
<b>Other resources expended</b>					
Insurance		230	-	230	226
Bank charges		-	-	-	140
Other		1,177	-	1,177	126
		<i>1,407</i>	-	<i>1,407</i>	<i>492</i>
<b>Total resources expended</b>		<b>13,921</b>	<b>15,630</b>	<b>29,551</b>	<b>115,031</b>
<b>Net (outgoing) incoming resources for the year</b>					
		(1,534)	(428)	(1,962)	8,653
Fund balances brought forward		15,021	1,867	16,888	8,235
Transfers between funds		-	-	-	-
<b>Fund balances carried forward at 31 March 2011</b>		<b><u>13,487</u></b>	<b><u>1,439</u></b>	<b><u>14,926</u></b>	<b><u>16,888</u></b>

## THE ASSOCIATION OF ENGLISH CATHEDRALS

### INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2011

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	2011	2010
	£	£
<b>Income</b>		
Subscriptions	11,000	11,000
Contributions to Co-ordinator's costs	15,202	14,843
Contributions to National Survey costs	-	96,400
Chapter training courses fees	1,350	1,380
Bank interest	37	61
	<b>27,589</b>	<b>123,684</b>
<b>Expenditure</b>		
AEC Co-ordinator	15,698	15,195
Surveys	428	88,879
Conferences	504	30
Chapter training courses	1,479	1,716
Common Tenure training day	639	-
English cathedrals website	234	172
Cathedrals' Liturgy and Music Group	3,257	2,605
Cathedrals as Places of Adult Learning	2,000	2,000
Subscriptions	410	433
Governance costs	3,495	3,509
Insurance	230	226
Bank charges	-	140
Other	1,177	126
	<b>29,551</b>	<b>115,031</b>
Operating (deficit)/ surplus for the year	<b><u>£(1,962)</u></b>	<b><u>£8,653</u></b>

This Income and Expenditure Account is included in the Financial Statements in compliance with the Companies Act 1985.

# THE ASSOCIATION OF ENGLISH CATHEDRALS

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

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### 1 ACCOUNTING POLICIES

#### Accounting convention

The Financial Statements are prepared under the historical cost convention. The format of the Financial Statement accords with the Statement of Recommended Practice, Accounting and Reporting by Charities (Revised 2005), the Charities Act 1993 and with applicable accounting standards.

#### Incoming resources

Incoming resources are recognised when they are invoiced (for example subscriptions) or when received (including donations and bank interest). Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the Statement of Financial Activities.

#### Expenditure and liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the Association to pay out resources.

### 2 PAID EMPLOYEES

The Association employs one part-time member of staff (0.4 FTE) and reimburses her expenses. The total employment cost was £14,927 (2010 £14,583). No pension contributions are payable.

### 3 GOVERNANCE COSTS

Governance costs comprise the expenses of members of the Executive Committee and of Executive Committee meetings and the Annual General Meeting as well as the annual charge for company registration.

Members of the Executive Committee had their travel expenses reimbursed but no other payments were made to Executive Committee members.

	2011	2010
No. of members who were paid expenses	11	11
Travel expenses	£2,201	£2,598

### 4 RELATED PARTY TRANSACTIONS

There were no related party transactions.