



**At Burton Bradstock, Dorset  
and Bradwell on Sea, Essex**

**Annual Report  
and  
Financial Statements  
for the year ended  
31<sup>st</sup> March 2013**

**Registered Charity  
no. 277843**

**THE OTHONA COMMUNITY  
REGISTERED OFFICE**

Charity No. 277843

Othona Community House, Coast Road,  
Burton Bradstock, Bridport,  
Dorset DT6 4RN

**TRUST DEED**

The Community is governed by a Trust Deed dated 23<sup>rd</sup> June 2008

<b>TRUSTEES</b>	<b>Position</b>	<b>Date appointed</b>	<b>Date resigned</b>	<b>Management Committee membership</b>
Revd Colin Hodgetts	Chair	Jun 12		Central
Roger Neville	Treasurer	Sep 12		Central
Alison Tebbs	Secretary	Mar 10		Othona West Dorset
Patricia Price-Tomes		May 06		Othona West Dorset
Frances Jones		Jan 11		Othona Bradwell
Ruth Bull		Jun 12		Othona Bradwell
Alan Hounsham		Mar 12		Central
Elizabeth Sayers		Jun 12		Othona West Dorset
Alison Garnham		May 13		Othona Bradwell
Rupert Bragg		Jan 09	Jan 13	Othona Bradwell
Louise Heatley		Jan 08	Jan 13	Central
Dr Janet Marshall		Feb 96	Sep 12	Othona Bradwell
Revd Sheila Maxey		Nov 03	Sep 12	Central
John Watters		Jan 09	Sep 12	Central
Revd Robert Whorton		Apr 08	Nov 12	Othona West Dorset

At the AGM in September 2012 the Othona Community concluded a two year process of examining its aims and objectives and has put in place a new structure designed to help both centres to flourish in the future. As this marked an end to a major piece of work, four Trustees who had served their five year term of office left. In addition, Sheila Maxey and Janet Marshall did not seek re-election because of age: Robert Whorton and Louise Heatley because their family and work circumstances had changed: John Watters resigned for personal reasons: Rupert Bragg resigned for personal reasons and to enable him to focus on Othona Bradwell.

**PATRONS**

Revd Professor Frances Young, OBE  
Revd Sheila Maxey  
Rt Revd Stephen Cottrell

The Rt Revd Thomas McMahon  
Dr Janet Marshall

**REFERENCE & ADMINISTRATIVE DETAILS**

<b>CENTRE WARDENS</b>	Gail Dell, Bradwell Tony Jaques Othona West Dorset	Othona Community, East Hall Farm, East End Road, Bradwell-on-Sea, Southminster, Essex CM0 7PN Othona Community, Coast Road, Burton Bradstock, Bridport, Dorset, DT6 4RN
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**AUDITORS**

Tiffin Green, Chartered Certified Accountants 11 Queens Road, Brentwood, Essex CM14 4HE

**BANKERS**

Barclays Bank plc. Dacorum Group, 11 Bank Court, Hemel Hempstead HP1 1BX

**SOLICITORS**

Hunt and Hunt Solicitors 22-26 Eastern Road, Romford, Essex RM1 3LT

**INVESTMENT MANAGERS**

Epworth Investment Management Limited 9, Bonhill Street, London EC2A 4PE

**The Annual Report of the Othona Community**  
**for the year ended 31<sup>st</sup> March 2013**

The Trustees present their report together with the financial statements of the charity for the year ended 31st March 2013. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and the Statement of Recommended Practice: "Accounting and Reporting by Charities" published in 2005.

**Statement of Trustees' responsibilities**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgements and accounting estimates that are reasonable and prudent;
- d) state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity 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 charity's auditor is 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 auditor is aware of that information.

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

## Objectives and activities

Othona began as an experiment in a Christian community in 1946. Our founder, Norman Motley, was a Church of England priest. He served as a chaplain in the RAF during World War II. His style was very unusual for that time. He made no distinction between officers and others. He welcomed completely open discussion of 'life, the universe and everything'.

Norman Motley and his friends had found a comradeship in wartime that lowered many social and religious barriers. They wanted to preserve something of that spirit in peacetime. As a result they began to gather together as a community each summer.

The Group found a place with exciting Christian roots going back almost 13 centuries, the Chapel of St Peter's near Bradwell-on-Sea in Essex. It's a hauntingly simple little barn of a church on the edge of the Essex marshes, where Othona still has a centre in the next field.

Norman's fledgling community took the name of an even older settlement on that site – the Roman fort of Othona. With permission to worship in St Peter's, the group spent each summer in tents and old huts there.

Facilities were very basic – the nearest water source was a standpipe two fields away! But such basic conditions seemed to help people explore fundamental issues together. Such as how to avoid yet more terrible wars and how Christians and other 'people who care' (as Norman put it) could contribute to a better world.

From these humble first steps the Othona journey began. For thousands of people over the years it has become a precious part of their own personal journey. The Othona Community is now a network of people stretching over the UK and beyond. It's a bit like a big extended family in many ways – good and sometimes not so good, as families often are!

The original Othona site in Essex now boasts a permanent centre; and from there pioneers came to open the West Dorset centre near Burton Bradstock in 1965

As part of a long process of discernment entitled Othona 2010: '*taking stock and moving forward*' the following **mission statement** was agreed:

Othona is an open and inclusive Community rooted in the Christian tradition and drawing on a wealth of other inspirations. We welcome people of all ages, abilities, backgrounds and beliefs to our two centres on the quiet coasts of Essex and Dorset.

Through sharing in a daily rhythm of work, learning, worship and play, we seek personal renewal and glimpses of the sacred. In community we explore the relationship between faith and life and encourage one another in caring for the world and its people.

## Achievement and performance

### About Othona Bradwell

From its beginning in 1946 as a summer camp in tents on the Essex marshes, Othona has been a meeting place for people from different countries and backgrounds. They came then and they come now – all the year round and not only in tents - to be refreshed, to take stock, to make friends over the shared chores, perhaps to learn something new, and to go across the field together to the ancient St Peter's chapel looking out over the Blackwater estuary.

The community attracts anything between 15 and 50 people, depending on the theme and the season. At any given time there will be some who have been coming for years and others there for the first time. Especially in the summer the dining room echoes to the sound of many languages and children's voices.

Othona has a special concern for living in harmony with nature – with wind-turbine, solar panels, and eco building and much else. The beauty of the natural world is all around – from a green woodpecker to an unpolluted starlit night sky.

**About Othona Bradwell (continued)**

Volunteers are vital to the life of Othona Bradwell and many come from overseas supported through our resources. No-one is prevented from staying on the grounds of financial hardship; bursaries help us to make Bradwell as inclusive as possible for people from all walks of life.

In 2012 Othona Bradwell increased its bed nights to over 3700 and together with increased fees managed to increase income by 3.8% to £97,652 and achieve an operating deficit of £4,370 (2011 £9,031 deficit).

It was also agreed that now Othona was wholly responsible for the long track down to the Bradwell Centre (as a consequence of the sale of the farm) it should be significantly upgraded. As a one-off that upgrading would be paid out of central funds but its upkeep would be a Bradwell cost. Strutt and Parker (and the bird watchers) would be asked to contribute to this upgrading. The Bradwell track was repaired at a cost of £65,500 with a generous donation of £19,800 being received from Strutt & Parker UK (Farms) Ltd. The balance of £45,700 was met from Central Funds.

Collections from services in the Chapel enabled the following charitable donations to be made: Dialogue Centre UK £85; Trustlinks £215; Kiya Survivors £130.

**About Othona West Dorset**

This year saw some significant changes for Othona West Dorset. First was the implementation as from 1<sup>st</sup> April 2012 of the greater autonomy of both Othona centres within the single charity. This necessitated a strengthening of our Committee, now led by three trustee members, and of its management processes. The committee and the warden now have more delegated authority for financial and other management, within a framework of accountability to the Othona trustees as a whole. These changes are not a moment too soon and are already contributing to a renewed sense of dynamic potential for this centre.

In May and June 2012 we took part for the first time in Dorset Art Weeks, a biennial event which is the UK's largest open studios art festival. During sixteen days our exhibition "The Contemplative Eye", featuring work by five Othona member artists, was visited by just short of a thousand people. In association with this event we held residential arts-workshop events for adults and for families, as well as a concert and two talks on art and spirituality by a visiting artist lecturer.

Public accessibility for this and other events was improved by the extension and re-surfacing of our car park and repair of our driveway. As well as space for all our visitors, we also provide a parking bay for a Dorset Community Transport minibus.

The year was marked by an increase in our hosting of 'outside' groups for events not advertised through our own programme. The range of such groups and activities can be wide; these included a course for trainee herbalists, a staff conference for London's leading alternative spirituality organisation and a weekend for 'natural voice' singing teachers. But all bookings are taken after careful discussion to ensure that they appreciate and actively want to join in with an open Christian community of our sort, sharing in and contributing to our spiritual ethos.

The vast majority of our residential visitors, however, attend events on Othona's own programme – 165 nights of the year as compared with 16 allotted to outside groups. For 40% of that time the event has an *obvious* spiritual focus. But in our own experience and from visitors' feedback it is clear that community life – with its daily worship, thanksgiving at meals, and commitment to honesty and acceptance – offers palpable spiritual benefit at all times.

Towards the end of the year we reconfigured job roles within the core community, making redundant the post of Deputy Warden and adding a new full time post for a Core Member with Office Responsibilities. The Maintenance post which had been held on a part-time basis for the previous two years was also reconfirmed as a full-time post in future.

In November we equipped the Lodge, which houses resident core community members, photovoltaic panels. This built on the positive experience of the PV arrays fitted on our chapel roof two years earlier. Our energy sustainability is increased both by the electricity generated on-site and by extra income thanks to the Feed-In Tariff.

**About Othona West Dorset (continued)**

In 2012 Othona West Dorset increased its bed nights to nearly 2700 and together with increased fees managed to increase total income by 9.5% to £130,055. An operating deficit of £12,917 (2011 £1,471 deficit) was evident but this included £20,213 being spent on maintenance and significant repairs projects.

Collections from services in the Chapel enabled charitable donations of £236 each to be made to Longmead Community Farm and to ICAHD, the Israeli Committee Against House Demolitions

**Public Benefit Statement**

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit.

The purpose of the charity is enshrined in its objects as described and the Trustees ensure this purpose is carried out for the public benefit of all persons that we serve by delivering a range of services at Bradwell Community Centre and Othona West Dorset Community Centre to those in need

**Investment policy**

A mixed portfolio of ethical based funds structured to provide income at around 4% and capital growth of around 2.5%.

Specifically the policy aims to:

- support the religious and other charitable works carried on by the members of the Community
- establish and maintain a sound financial base for the organisation for today and in future years
- maximise income and to maintain and increase the value of assets

**Reserves policy**

The reserves policy is set at a level to provide operational contingency funds - the current level of reserves is set at c£40k. At the year end the policy is being fully achieved.

**Financial review**

Although both Centres are in very good heart neither has been able to keep within budget nor operate with a surplus.

As the Centres begin their life of greater financial independence it was agreed that, in addition to the £30,000 already transferred from the old reserves fund, another £10,000 would be available to each Centre as working capital.

Additionally, Trustees approved that any surplus in the Central Funds received from Investment income and other donations after meeting Governance costs would be allocated equally to each centre. In 2012 a surplus of £30,414 was achieved and therefore each centre was allocated £15,207.

The structure, governance and management of the Othona Community continued to be in accordance with the Trust Deed, as revised in 2008.

The Trustees met three times during the year and continued to provide leadership and ensured that the following principles were applied: follow the law and the rules in the charity's governing document; act responsibly and only in the interests of the charity; use reasonable care and skill to make well-informed decisions, seeking and taking advice when they need to.

The Treasurer ensured that Othona was maintaining proper accounts by receiving management accounts from both Bradwell and Othona West Dorset together with updating details of Investment Income and Governance costs. The Treasurer provides reports to the Trustees relating to policies on finances and investments.

Two Trustees are assigned to each Centre and they attend both the Centre's committee meetings and Trustees' meetings to provide an overview of activities. The Wardens at each centre are invited to attend Trustees meetings.

The Wardens continue to lead and manage their Centres and their core teams, consisting of both long and short term paid and unpaid individuals. Monthly financial and statistical information is submitted to a recently appointed Finance Manager who works to support the Treasurer.

Trustees are reimbursed for out-of-pocket payments to carry out their duties e.g. travel to and from trustee meetings; postage, telephone calls and broadband time for charity work.

The Trustees are aware of their duty of care and take the necessary steps to safeguard and take responsibility for its beneficiaries. Safeguards are in place to protect and prevent vulnerable people from abuse. The Wardens apply internal procedures and policies to ensure that staff and volunteers are aware of what comprises abuse and how to identify it. A clear system exists of reporting concerns as soon as abuse is identified or suspected. Wardens are aware of the need to respond to abuse rapidly and to carry out investigations confidentially preventing harm and abuse. Rigorous recruitment and interview processes are in place. Each centres Management Committee and the Trustees review the relevant procedures on a frequent basis.

## **Future plans**

As part of the formal move from the current Trust Deed to becoming a Company Limited by Guarantee (Not for Profit) the Trustees are working on a revision of the Objects of the Othona Community to more closely reflect our current mission and purpose.

A new contact management database is currently under development which will facilitate a more effective way of ensuring compliance with data protection requirements and a cost effective way of communicating with the Community's many members and supporters.

**INDEPENDENT AUDITOR'S REPORT  
TO THE TRUSTEES OF THE OTHONA COMMUNITY**

We have audited the financial statements of The Othona Community for the year ended 31<sup>st</sup> March 2013 pages 9 to 17. 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 charity's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and with regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees' Responsibilities set out on Page 3, the trustees are responsible for the preparation of financial statements which give a true and fair view.

We have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. 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 (APB'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 charity'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. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31<sup>st</sup> March 2013 and of its incoming resources and application of resources for the year then ended.
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011

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

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

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

.....  
Tiffin Green  
Statutory Auditor  
11 Queens Road, Brentwood, Essex CM14 4HE

Date 2<sup>nd</sup> August 2013.

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



# THE OTHONA COMMUNITY

Charity No. 277843

## STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDED 31<sup>ST</sup> MARCH 2013

	NOTES	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS y/e 31.3.13	TOTAL FUNDS y/e 31.3.12
		£	£	£	£
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
<b>1. Voluntary income:</b>					
<b>Subscriptions &amp; donations</b>					
<i>a. for daily operations</i>					
Central Fund	10	2,808	19,800	22,608	8,885
Bradwell Centre	11	10,018	430	10,448	9,622
Othona West Dorset Centre	12	<u>12,007</u>	<u>472</u>	<u>12,479</u>	<u>15,592</u>
		24,833	20,702	45,535	34,099
<i>b. for appeal funds</i>					
Grants and donations	5/10	<u>5,584</u>	<u>9,566</u>	<u>15,150</u>	<u>10,561</u>
<b>Total voluntary income</b>		30,417	30,268	60,685	44,660
<b>2. Investment income:</b>					
a. for daily operations	10	4,983	38,137	43,120	25,768
b. Designated & Restricted funds	4/5	<u>109</u>	<u>193</u>	<u>302</u>	<u>363</u>
<b>Total investment income</b>		5,092	38,330	43,422	26,131
<b>3. Income from charitable activities</b>					
Bradwell Centre	11	87,205	0	87,205	84,432
Othona West Dorset Centre	12	<u>117,576</u>	<u>0</u>	<u>117,576</u>	<u>103,164</u>
<b>Total income from charitable activities</b>		<u>204,781</u>	<u>0</u>	<u>204,781</u>	<u>187,596</u>
<b>TOTAL INCOMING RESOURCES</b>		<b><u>240,290</u></b>	<b><u>68,598</u></b>	<b><u>308,888</u></b>	<b><u>258,387</u></b>
<b>EXPENDITURE</b>					
<b>1. Centre Running costs</b>					
a. Bradwell Centre	11	101,593	0	101,593	102,915
b. Othona West Dorset Centre	12	142,500	0	142,500	119,389
<b>1a. Charitable donations</b>					
a. Bradwell Centre	11	0	430	430	170
b. Othona West Dorset Centre	12	<u>0</u>	<u>472</u>	<u>472</u>	<u>838</u>
		244,093	902	244,995	223,312
<b>2. Appeal funds</b>					
a. Designated & Restricted Funds	4/5	1,250	2,658	3,908	2,969
b. Central Fund	10	<u>0</u>	<u>65,500</u>	<u>65,500</u>	<u>377</u>
<b>Total expenditure at Centres &amp; within Central Fund</b>		245,343	69,060	314,403	226,658
<b>Governance costs</b>	10	<u>20,998</u>	<u>0</u>	<u>20,998</u>	<u>21,972</u>
<b>TOTAL RESOURCES EXPENDED</b>		<b><u>266,341</u></b>	<b><u>69,060</u></b>	<b><u>335,401</u></b>	<b><u>248,630</u></b>
<b>NET INCOMING/ OUTGOING RESOURCES</b>					
Fixed Assets disposals/ movements	2	65,625	(65,625)	0	0
Gains/ (Losses) on revaluation of investments	2	<u>0</u>	<u>59,907</u>	<u>59,907</u>	<u>(3,918)</u>
<b>NET MOVEMENT IN FUNDS</b>		<b>39,574</b>	<b>(6,180)</b>	<b>33,394</b>	<b>5,839</b>
<b>Reconciliation of funds</b>					
Total funds brought forward 1 <sup>st</sup> April 2012		<u>1,096,915</u>	<u>2,226,953</u>	<u>3,323,868</u>	<u>3,318,029</u>
Total funds as at 31 <sup>st</sup> March 2013		<b><u>1,136,489</u></b>	<b><u>2,220,773</u></b>	<b><u>3,357,262</u></b>	<b><u>3,323,868</u></b>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above.

The notes on pages 11-17 form part of this Statement of Financial Activities

BALANCE SHEET AS AT 31<sup>ST</sup> MARCH 2013

	<i>Notes</i>	<b>31<sup>st</sup> March 2013</b> £	<b>31<sup>st</sup> March 2012</b> £
<b>Fixed Assets</b>			
Tangible Fixed Assets	<i>2</i>	2,175,311	2,175,311
Investment portfolio	<i>2</i>	<u>1,013,861</u>	<u>1,002,746</u>
		<b><u>3,189,172</u></b>	<b><u>3,178,057</u></b>
<b>Current Assets</b>			
Cash at bank and in hand	<i>3</i>	97,580	53,175
Short term deposits	<i>3</i>	113,178	125,773
Stock		3,135	5,149
Debtors	<i>6</i>	<u>436</u>	<u>2,056</u>
		214,329	186,153
<b>Liabilities</b>			
Amounts falling due within one year	<i>7</i>	36,239	30,342
<b>Net Current Assets</b>		<b><u>178,090</u></b>	<b><u>155,811</u></b>
<b>Total Assets less Current Liabilities</b>		<b>3,367,262</b>	<b>3,333,868</b>
<b>Long Term Liabilities</b>			
Loans falling due after one year	<i>8</i>	<u>10,000</u>	<u>10,000</u>
<b>Net Assets</b>		<b><u>3,357,262</u></b>	<b><u>3,323,868</u></b>
<b>Funds</b>			
Restricted Net Current Assets	<i>4</i>	45,462	38,361
Restricted Tangible Fixed Assets	<i>2</i>	2,175,311	2,188,592
Designated Funds	<i>5</i>	20,640	21,681
Unrestricted Funds		<u>1,115,849</u>	<u>1,075,234</u>
		<b><u>3,357,262</u></b>	<b><u>3,323,868</u></b>

The notes on Pages 11 to 17 form part of this Balance Sheet

Approved by the Trustees on 28<sup>th</sup> September 2013 and signed on its behalf by:

Revd C Hodgetts, Chair of Trustees

R D Neville, Treasurer

**1. ACCOUNTING POLICIES**

- a) *BASIS OF PREPARATION* The financial statements have been prepared under the historical cost convention, modified to include the revaluation of certain fixed assets and in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities, applicable UK accounting standards and the Charities Act 2011.
- b) *FUND ACCOUNTING* General funds comprise the accumulated surplus or deficit on the Statement of Financial Activities. They are available for use at the discretion of the trustees in furtherance of the general objectives of the Community. Restricted funds are subject to specific restrictive conditions imposed by donors or by the purpose of the appeal. The purpose and use of the restricted funds is set out in the notes to the financial statements. Designated funds are unrestricted funds which have been earmarked by the trustees for particular purposes.
- c) *INCOMING RESOURCES* All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability. Where income is received in advance of a stay, it is deferred until the charity is entitled to that income. No amounts are included in the accounts for the value of services provided by volunteers.
- d) *RESOURCES EXPENDED.* Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and service for its beneficiaries. It includes those costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity. Where costs cannot be directly attributed they have been allocated to activities on a basis consistent with use of resources.
- e) *TANGIBLE FIXED ASSETS AND DEPRECIATION.* The freehold functional properties were in 1997 represented within the balance sheet at insurance reinstatement cost, in consultation with SBJ Stephenson Ltd, insurance brokers to which historic costs incurred since then have been added. Trustees will be reviewing which appropriate basis of valuation to use for these properties during the future. These properties are not depreciated as, in the opinion of the Trustees, they have a useful life as buildings greater than fifty years and any depreciation charge is considered immaterial. Other tangible fixed assets are stated at cost including any incidental expenses of acquisition. Depreciation is provided on other tangible assets calculated to write off the cost on a straight-line basis over the expected useful economic lives as follows:
- |                         |         |
|-------------------------|---------|
| Furniture and equipment | 25%     |
| Motor vehicles          | 20%     |
| Computers               | 33 1/3% |
- f) *FIXED ASSET INVESTMENT.*
- Investments are stated at market value as at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on the revaluation and disposals throughout the year.
  - All gains and losses are taken to the Statement of Financial Activities as they arise. Unrealised gains and losses are calculated as the difference between the market value at the year end and opening market value (or date of purchase if later)
- g) *STOCKS.* Stocks are valued at the lower of cost or net realisable value
- h) *VALUE ADDED TAX.* The Community is registered for Value Added Tax. Appropriate receipts and expenditure are therefore shown net

i) PENSION SCHEMES. Contributions are made to an employee’s personal pension plan if specified in their contract of employment

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2013 (CONTINUED)

**2. TANGIBLE FIXED ASSETS**

	<b>Freehold Land &amp; Buildings</b>	<b>Investment portfolio</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Book value 1/4/12</b>	2,175,311	1,002,746	3,178,057
Additions in year	0	58,000	58,000
Disposals in year	0	(111,000)	(111,000)
Loss on realisation	0	(1,693)	(1,693)
Gain on revaluation	0	61,600	61,600
Increase cash held	0	4,208	4,208
<b>Book value 31/3/13</b>	<b>2,175,311</b>	<b>1,013,861</b>	<b>3,189,172</b>
<b>NET BOOK VALUES</b>			
<b>As at 31/3/13</b>	<b>2,175,311</b>	<b>1,013,861</b>	<b>3,189,172</b>
<b>As at 31/3/12</b>	<b>2,175,311</b>	<b>1,002,746</b>	<b>3,178,057</b>

**Investment portfolio at market value comprised**

	<b>31/3/13</b>	<b>31/3/12</b>
	<b>£</b>	<b>£</b>
Affirmative Equity Fund	545,114	537,470
Property Income Trust for Charities	244,017	239,954
Affirmative Fixed Interest Fund	132,642	115,667
Affirmative Corporate Bond Fund	81,522	103,297
Cash held by Investment Manager	10,566	6,358
	<b>1,013,861</b>	<b>1,002,746</b>

All investments are held in the United Kingdom

**3. CASH AT BANK AND IN HAND**

	<b>CASH</b>	<b>BANK</b>	<b>COIF</b>	<b>ADF</b>	<b>TOTAL 2013</b>	<b>TOTAL 2012</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Central Fund	0	69,058	199	112,665	181,922	164,737
Bradwell Community Centre	312	10,002	0	0	10,314	2,885
Othona West Dorset Centre	835	10,027	0	0	10,862	6,244
Bradwell Development Fund	0	4,310	104	0	4,414	2,848
Othona West Dorset Development	0	3,036	104	0	3,140	2,129
Geoffrey de Pury	0	0	106	0	106	105
	<b>1,147</b>	<b>96,433</b>	<b>513</b>	<b>112,665</b>	<b>210,758</b>	<b>178,948</b>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2013 (CONTINUED)**4. RESTRICTED FUNDS**

	Balance 31/3/12	Movement in resources			Balance 31/3/13
		Incoming Donations	Interest & Dividends	Outgoing	
1 Bradwell Development Fund	2,511	2,237	13	0	4,761
2 Bradwell Garden of Peace	0	4,785	0	0	4,785
3 OWD – Building Fund	6,251	1,288	32	2,091	5,480
4 OWD – Chapel Windows	5,031	0	25	0	5,056
5 OWD – PV project	3,880	0	19	0	3,899
6 OWD – Four Seasons Studio	16,354	1,256	82	567	17,125
7 Andrew Hardy Memorial Fund	554	0	3	0	557
8 Geoffrey de Pury Magnificat	3,780	0	19	0	3,799
	<b>38,361</b>	<b>9,566</b>	<b>193</b>	<b>2,658</b>	<b>45,462</b>

*Restriction detail:*

1. Development Fund for major works at Bradwell
2. Development of Peace Garden at Bradwell
3. Development Fund for major works at Othona West Dorset
4. To replace dilapidated Windows in Othona West Dorset Chapel
5. Chapel Photovoltaic Fund at Othona West Dorset
6. Replacement at Othona West Dorset of art & craft building
7. Provision of bursaries at either centres for foreign students from Eastern Europe
8. Professional Development of Wardens

**5. DESIGNATED FUNDS**

	Balance 31/3/12	Movement in resources			Balance 31/3/13
		Incoming Donations	Interest & Dividends	Outgoing	
1 OWD People Fund	10,955	0	55	1,250	9,760
2 OWD Warden Special Projects	10,726	100	54	0	10,880
	<b>21,681</b>	<b>100</b>	<b>109</b>	<b>1,250</b>	<b>20,640</b>

*Designated Fund purpose*

1. Grants made at discretion of a sub-committee in response to personal needs & requests of individuals
2. Warden's discretionary fund

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2013 (CONTINUED)**6. DEBTORS**

	Year Ended 31/3/13 £	Year Ended 31/3/12 £
Income Tax Recoverable	0	1,858
Other	436	198
	<u>436</u>	<u>2,056</u>

**7. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	Year Ended 31/3/13 £	Year Ended 31/3/12 £
HMRC re VAT	2,065	3,377
HMRC re Payroll	2,604	2,493
Deposits held at Centres	23,711	18,387
Creditors & accruals	7,859	6,085
	<u>36,239</u>	<u>30,342</u>

**8. LIABILITIES: AMOUNTS FALLING DUE AFTER ONE YEAR**

	Year Ended 31/3/13 £	Year Ended 31/3/12 £
Bradwell Building Loan	10,000	10,000
	<u>10,000</u>	<u>10,000</u>

Interest Free Loan provided on 7<sup>th</sup> June 2008 for a period of 7 years secured against charity's assets

**9. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	£	Tangible Fixed Assets £	Net Current Assets £	Total 2013 £	Total 2012 £
Bradwell Building Funds			9,546	9,546	2,511
Corte Buildings	110,385				
New Buildings	480,273				
Other Buildings	404,866				
		<u>995,524</u>		995,524	1,019,660
Othona West Dorset (OWD) Funds			5,480	5,480	6,251
House & Chapel	133,467				
Other Buildings	1,046,320				
		<u>1,179,787</u>		1,179,787	1,168,932
Andrew Hardy Memorial Fund			557	557	554
OWD Four Seasons			17,125	17,125	16,354
OWD Chapel Windows			5,056	5,056	5,031
OWD PV Project			3,899	3,899	3,880
Geoffrey de Pury			3,799	3,799	3,780
			<u>45,462</u>	2,220,773	2,226,953
<b>RESTRICTED FUNDS</b>		<b>2,175,311</b>	<b>45,462</b>	<b>2,220,773</b>	<b>2,226,953</b>
<b>DESIGNATED FUNDS</b>		<b>0</b>	<b>20,640</b>	<b>20,640</b>	<b>21,681</b>
<b>UNRESTRICTED FUNDS</b>		<b>1,013,861</b>	<b>101,988</b>	<b>1,115,849</b>	<b>1,075,234</b>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2013 (CONTINUED)**10. CENTRAL FUND OPERATION INCOME AND EXPENDITURE**

	UNRESTRICTED	RESTRICTED	Total year end 31/3/13	Total year end 31/3/12
	£	£	£	£
<b>INCOME</b>				
Interest & Dividends received	4,983	38,137	43,120	22,236
Rent: East Hall Farm	0	0	0	2,317
Investment portfolio interest	0	0	0	1,215
Donations	4514	0	4514	4,503
Gift Aid reclaimed	970	0	970	1,201
Membership subscriptions	2,808	0	2,808	3,181
Strutt & Parker UK (Farms) Ltd	0	19,800	19,800	0
	<b>13,275</b>	<b>57,937</b>	<b>71,212</b>	<b>34,653</b>
<b>MANAGEMENT &amp; ADMINISTRATION OF CHARITY</b>				
Community Treasurer	7,724	0	7,724	6,758
Membership Secretary	2,899	0	2,899	1,661
Auditors remuneration	2,100	0	2,100	2,100
Accountancy & professional	2,465	0	2,465	1,247
Insurance	226	0	226	224
Stationery, postages, phone	1,531	0	1,531	1,448
Other expenditure	251	0	251	386
Publications	645	0	645	509
Travel costs	1,873	0	1,873	3,301
Trustee meeting costs	1,284	0	1,284	4,338
Bradwell Track repairs	0	65,500	65,500	0
	<b>20,998</b>	<b>65,500</b>	<b>86,498</b>	<b>21,972</b>
<b>NET (OUTGOING) INCOMING RESOURCES IN THE YEAR</b>			<b>(15,286)</b>	12,681
Distribution of surplus funds (excluding major repairs)				
Bradwell Community Centre			<b>(15,207)</b>	0
Othona West Dorset Community Centre			<b>(15,207)</b>	0
<b>NET OVERALL (DEFICIT) SURPLUS FOR THE YEAR</b>			<b>(45,700)</b>	12,681

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2013 (CONTINUED)

11. BRADWELL CENTRE – OPERATION INCOME & EXPENDITURE

	Unrestricted	Restricted	Total Tear End 31/3/13	Total Year End 31/3/12
	£	£	£	£
<b>Income</b>				
Visitors fees	84,690	0	84,690	83,016
Donations	9,090	0	9,090	7,261
Gift aid reclaimed	928	0	928	1,096
Other income	2,515	0	2,515	2,511
Charity collections	0	430	430	170
<b>Total income</b>	<b>97,223</b>	<b>430</b>	<b>97,653</b>	<b>94,054</b>
<b>Expenditure</b>				
Food & household	25,140		25,140	22,184
Repairs & renewals	5,846		5,846	14,164
Motor vehicle & travel	1,840		1,840	3,014
Light & heat	12,301		12,301	10,042
Rates & Council tax	2,605		2,605	2,889
Insurance	3,789		3,789	3,551
Stationery, post & phone	3,262		3,262	3,601
Core Community wages	41,440		41,440	35,492
Speakers & course fees	1,136		1,136	1,848
Advertising & publicity	2,399		2,399	1,595
Miscellaneous	1,513		1,513	3,187
Bursaries	322		322	270
Charitable donations	0	430	430	170
Depreciation	0		0	1,078
<b>Total expenditure</b>	<b>101,593</b>	<b>430</b>	<b>102,023</b>	<b>103,085</b>
<b>OPERATIONAL LOSS FOR YEAR</b>			<b>(4,370)</b>	<b>(9,031)</b>
Share of Central Fund surplus			15,207	-
<b>NET SURPLUS (OUTGING) RESOURCES FOR THE YEAR</b>			<b>10,837</b>	<b>(9,031)</b>



NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2013 (CONTINUED)

12. OTHONA WEST DORSET – OPERATION INCOME & EXPENDITURE

	Unrestricted	Restricted	Total Year End 31/3/13	Total Year End 31/3/12
	£	£	£	£
<b>Income</b>				
Visitors fees	109,625	0	109,625	99,090
Donations	10,823	0	10,823	11,836
Gift Aid reclaimed	1,184	0	1,184	1,459
Other income	7,951	0	7,951	5,533
Charity collections	0	472	472	838
<b>Total income</b>	<b>129,583</b>	<b>472</b>	<b>130,055</b>	<b>118,756</b>
<b>Expenditure</b>				
Food & household	22,067	0	22,067	21,286
Repairs & renewals	20,213	0	20,213	5,735
Motor vehicle & travel	1,449	0	1,449	2,358
Light & heat	11,257	0	11,257	7,714
Rates & Council tax	5,598	0	5,598	5,713
Insurance	4,899	0	4,899	4,621
Stationery, post & phone	2,012	0	2,012	4,077
Core Community wages	47,973	0	47,973	47,766
Speakers & course fees	20,930	0	20,930	11,095
Advertising & publicity	2,230	0	2,230	3,029
Miscellaneous	2,527	0	2,527	3,557
Bursaries	647	0	647	928
Charitable donations	0	472	472	838
Training	698	0	698	193
Depreciation	0	0	0	1,317
<b>Total expenditure</b>	<b>142,500</b>	<b>472</b>	<b>142,972</b>	<b>120,227</b>
<b>OPERATIONAL LOSS FOR YEAR</b>			<b>(12,917)</b>	<b>(1,471)</b>
Share of Central Fund surplus			15,207	0
<b>NET SURPLUS (OUTGING) RESOURCES FOR THE YEAR</b>			<b>2,290</b>	<b>(1,471)</b>

13. TOTAL COMMUNITY RESOURCES EXPENDED

	Staff costs	Other costs	Total year end 31/3/13	Total year end 31/3/12
	£	£	£	£
Othona West Dorset Centre	47,973	96,493	144,466	119,389
Bradwell Community Centre	41,440	62,880	104,320	102,915
Management & Administration of Charity	10,623	75,875	86,498	21,972
	<b>100,036</b>	<b>235,248</b>	<b>335,284</b>	<b>244,276</b>

14. TOTAL COMMUNITY STAFF COSTS

	Year end 31/3/13	Year End 31/3/12
	£	£
Warden & Core Community payments	82,161	76,488
Employers National Insurance	2,038	1,783
Pension provision	5,214	4,987
Salaries & Fees – Central costs	10,623	8,419
	<b>100,036</b>	<b>91,677</b>
Average number of ‘full time’ equivalent employees Charitable activities	10	11.1

