

**THE ASSOCIATION FOR PROMOTING RETREATS**  
**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2025**

**Reference and administrative details of the charity, its trustees and advisers**

**The Association for Promoting Retreats** will throughout this report and accounts be referred to as **(the) APR**. The charity registration number is **222458**.

**Principal address:** c/o 5 Glebe Park  
Balderton  
Newark  
NG24 3GN

**Telephone number:** 01636 555085

**Email and internet addresses:** Email: [promoting.retreats@gmail.com](mailto:promoting.retreats@gmail.com)  
Website: [www.promotingretreats.org](http://www.promotingretreats.org)

**The Trustees at the date of this report are:**

|  |   |
|--|---|
| Revd Alison Christian (elected Jan 2018) | Mr Stewart McCredie (elected Sept 2017) |
| Ms Susan Parker (co-opted annually)      | Revd Cameron Butland (elected Apr 2021) |
| Revd Ian Spencer (elected Nov 2023)      | Revd Dawn Harrison (elected Nov 2023)   |
| Urs Mattmann (elected Nov 2023)          |   |

No Trustee receives any remuneration from the charity.

**The Officers who served during the year are:**

|                             |                          |
|-----------------------------|--------------------------|
| President                   | Rt Reverend John Stroyan |
| Chair                       | Revd Cameron Butland     |
| Vice Chair                  | Revd Alison Christian    |
| Treasurer                   | Ms Susan Parker          |
| Secretary and Administrator | Ms Demelza Henderson     |

|                  |                      |  |
|------------------|----------------------|--|
| <b>Advisers:</b> | Bankers              | Lloyds Bank PLC<br>98 Victoria Street<br>London SW1E 5JL   |
|                  | Independent Examiner | Rachel Rudkin FCCA<br>Duncan & Toplis<br>14 London Road<br>Newark<br>Nottinghamshire<br>NG24 1TW |

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

The Association for Promoting Retreats (APR) is a charity registered with the Charity Commission for England and Wales, number 222458. The charity is not required to be registered with the Office of the Scottish Charity Regulator or the Charity Commission for Northern Ireland. The APR is an unincorporated association established under a trust deed in 1913. After various prior amendments a replacement Constitution was adopted in November 2012, followed by amendment by resolution of one minor administrative detail in October 2013.

The policy and general management of the affairs of the APR is directed by a committee of Trustees, which meets four times a year. Trustees are elected by members and serve up to three years, being eligible for re-election for two further three-year terms. The Trustees delegate the day to day running of the charity to the Administrator. During the absence of an Administrator roles were delegated to the Trustees.

The APR is a Founder Member of the Retreat Association, a company limited by guarantee and not having a share capital and registered with the Charity Commission for England and Wales with the number 1150792. The Retreat Association also retains its previous registration as an unincorporated association under the Charity Commission registration number 328746, which continues for the purpose only of receiving future legacies.

The Retreat Association brings together the APR with other member groups working with a joint purpose to promote and encourage retreats and Christian spirituality across the denominations.

In compliance with their legal obligation, the Trustees confirm that there have been no serious incidents in connection with APR which required a report to be made to the Charity Commission.

### **Objectives and activities:**

The APR was established and still operates for the advancement of religion by promoting the development of the Christian life through retreats, through the promoting of retreats within the Anglican Churches in the United Kingdom.

The Trustees have taken into consideration the guidance on public benefit issued by the Charity Commission, and particularly the specific guidance on charities for the advancement of religion. The Trustees consider that the work carried out by the APR, both through the Retreat Association and as an independent charity, continues to be of great public benefit in terms of religion and education. To this end, the APR works to maintain and strengthen its promotion and support for going on retreat, throughout the Church and wider society. In addition to its support of the Retreat Association, the main activities of the APR have included:

- Promoting the use of Anglican retreat houses within the Anglican Church.
- Organising conferences and meetings for Leaders and Spirituality Advisers to the Anglican Church.
- Informing members through distribution of a twice-yearly newsletter, and the annual handbook *Retreats* published by the Retreat Association.
- Supporting individuals to go on retreat who might otherwise not be able to afford it through a designated bursary fund.
- Organising retreats and other events for members and other events, using subscribers' retreat premises wherever possible.
- Providing complimentary membership of APR to those recently ordained to the diaconate and priesthood.

Further information about the APR can be found at its website, [www.promotingretreats.org](http://www.promotingretreats.org)

### **Chairman Annual Report:**

During the last year the APR Board of Trustees having been planning for the future in seeking to address the realities for retreats post Covid. The financial difficulties facing many individuals and organisations has put pressures upon our retreat houses and leaders at a time when many people are needing more space and silence in their lives. In particular we have offered a special bursary to teachers and all leaders in education recognising the current challenges to those in these roles.

At the Trustees residential meeting in July at Holy Rood House, Thirsk we conducted our annual review, recognising the need to plan for growth in our individual membership and to develop a business plan to ensure the best use of the resources available to us. Everyone is aware of the difficulties facing us due to sharply increasing costs, none more so than our retreat houses. APR needs to be in good shape going forward to target the areas of greatest need. The Trustees have agreed to conduct an audit and consultation asking our membership what would be most helpful in prompting retreats. This will enable us to plan carefully for our future development.

The promotion of retreats, retreat houses and the support of retreat leaders is of central importance to APR. Two retreats one in the Spring and Autumn were offered by APR. At a new APR retreat in March 2025 Demelza Henderson and Helen Evans led a poetry and prayer retreat at the Sheldon Retreat Centre in Devon, entitled 'Dark earth, bright field'. The theme explored metaphors of light and darkness as expressed in Biblical and secular poetry. In October 2024 we held our usual retreat associated with our AGM at St Katharine's Parmoor led by Andrew Mayes based on his book, 'Beyond the Edge'. Andrew used the geography of the Holy Land, transitional journeys and encounters that Jesus made in the Gospels as metaphors for our own spiritual encounters in different phases of life.

At the AGM we thanked Carol Smith for her time over six years as a trustee and for her time as Chair, we said farewell also to Nicholas Buxton. Nicholas was instrumental in designing and building the new APR website. We are grateful to them both for their contributions. During the last year our Patron Bishop John Stroyan took on the presidency again in November due to an unforeseen vacancy, he will be leading our October retreat at St Columba's Woking and staying in this role for our conference next April at Launde Abbey. We are grateful to him for his ongoing support. Over the coming year the APR trustees are looking to invite a new President.

During the year we have begun to plan for our next conference. The Conference is entitled, 'Come, all you who are thirsty: Resourcing Spiritual Wellbeing', and will incorporate a mixture of talks and workshops, held together in a framework of prayer, and with plenty of time for delegates to network, meet together, and to share ideas. Our keynote speakers will be Professor Chris Cook (from the University of Durham) and the Revd Ben Cahill-Nicholls (Director of the Clergy Support Trust). It will be held at Launde Abbey 27-29 April 2026 and we hope to have all the Church of England dioceses represented.

Thank you to all my fellow trustees for their continuing commitment to the important work of supporting retreats, especially to Susan Parker for her stewarding our own precious financial resources. The Trustees remain very grateful to Demelza Henderson for her diligent and faithful work as the APR administrator. Thank you also to all our members and for your ongoing support.

Cameron Butland, Chair of APR Trustees

**Financial Review:**

The accounts, which have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) are set out on pages 6-11.

Total income of £25,159 has decreased this year compared with last year of £31,794. Total expenditure has increased to £50,166 compared with last year of £37,624. This decrease in income has occurred due to the biannual spiritual adviser conferences (SAC) not taking place this year, which incurs the majority of income and expenditure.

The investments show an unrealised loss of £ -4,799 for the year compared with PY profit of £11,369. This has resulted in an overall net loss for the year of £-29,806 (2024: £5,539 deficit). See notes 3 & 6 for further details.

**Approved by the Committee of Trustees and signed on its behalf by:**

The Reverend Cameron Butland, Chair of the Committee of Trustees

**Dated:**

## **Independent Examiner's Report to the Trustees**

I report on the accounts of the APR for the year ended 31 March 2025 which are set out on pages 6 to 11.

### **Respective responsibilities of Trustees and 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 of the Act);
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and
- state whether particular matters have come to my attention.

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

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes the review of the accounting records kept by the charity and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements 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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the requirements of the 2011 Act have been met.
- (2) to which, in my opinion, attention should be drawn in order to enable the proper understanding of the accounts to be reached.

Signed:

Rachel Rudkin FCCA  
Duncan & Toplis Limited  
Chartered Accountants  
14 London Road  
Newark  
Nottinghamshire  
NG24 1TW

Dated:

**STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31ST MARCH 2025**

| <u>Income and Expenditure</u>                          | Note | Unrestricted<br>Funds<br>2025<br>£ | Restricted<br>Funds<br>2025<br>£ | Total<br>Funds<br>2025<br>£ | Total<br>Funds<br>2024<br>£ |
|--|------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <u>Income from:</u>                                    |      |                                    |                                  |                             |                             |
| <i>Charitable activities</i>                           |      |                                    |                                  |                             |                             |
| -Membership subscriptions                              |      | 12,246                             |                                  | 12,246                      | 10,890                      |
| -Spirituality Advisers' conference                     |      | -                                  |                                  | -                           | 7,383                       |
| -Events/Sundries                                       |      | 7,721                              |                                  | 7,721                       | 4,989                       |
| -Donations and legacies                                |      | 1,776                              |                                  | 1,776                       | 2,636                       |
| -Investment income                                     |      | 3,401                              |                                  | 3,401                       | 3,740                       |
| -NHS bursary fund                                      |      | -                                  |                                  | -                           | 123                         |
| -Spiritual Directors                                   |      | 15                                 |                                  | 15                          | 75                          |
| -Gift Aid  |      | -                                  |                                  | -                           | 1,941                       |
| -Ordinands   |      | -                                  |                                  | -                           | 16                          |
| <br>   |      |                                    |                                  |                             |                             |
| Total income   |      | <b>25,159</b>                      |                                  | <b>25,159</b>               | <b>31,794</b>               |
| <u>Expenditure on:</u>                                 |      |                                    |                                  |                             |                             |
| <i>Expenditure on charitable activities</i>            |      |                                    |                                  |                             |                             |
| Direct charitable expenditure                          | 2    | 43,118                             |                                  | 43,118                      | 27,808                      |
| Bursary expenditure                                    |      | 7,048                              |                                  | 7,048                       | 9,816                       |
| Total expenditure                                      |      | <b>50,166</b>                      |                                  | <b>50,166</b>               | <b>37,624</b>               |
| <br>   |      |                                    |                                  |                             |                             |
| Net outgoing resources for the year                    |      | (25,007)                           |                                  | (25,007)                    | (5,830)                     |
| (Losses)/profits on investments:                       |      |                                    |                                  |                             |                             |
| Unrealised   | 3    | (4,799)                            |                                  | (4,799)                     | 11,369                      |
| Realised   |      | -                                  |                                  | -                           | -                           |
| Net movement in funds                                  |      | (29,806)                           |                                  | (29,806)                    | 5,539                       |
| <br>   |      |                                    |                                  |                             |                             |
| Total fund balance brought forward<br>at 1 April 2024  |      | 143,024                            |                                  | 143,024                     | 137,485                     |
| <br>   |      |                                    |                                  |                             |                             |
| Total fund balance carried forward<br>at 31 March 2025 |      | <b>113,218</b>                     |                                  | <b>113,218</b>              | <b>143,024</b>              |

*The attached notes on pages 7-11 form part of these accounts*

**BALANCE SHEET  
FOR THE YEAR ENDED 31 MARCH 2025**

|   | <b>Note</b> | <b>2025</b> |                | <b>2024</b>    |         |
|---|-------------|-------------|----------------|----------------|---------|
|   |             | <b>£</b>    |                | <b>£</b>       |         |
| Fixed Assets  |             |             | 375            |                | -       |
| Investments   | 3           |             | 110,732        |                | 135,531 |
| Debtors   | 4           | -           | -              |                |         |
| <b>Current Assets</b>                                   |             |             |                |                |         |
| General fund  |             |             | 1,149          | 8,642          |         |
| Bursary fund  |             |             | 2,862          | 1,210          |         |
| Cash at bank  |             |             | 4,011          | 9,852          |         |
| <b>Total Current Assets</b>                             |             |             | <b>4,011</b>   | <b>9,852</b>   |         |
| <br>  |             |             |                |                |         |
| Creditors: amounts falling due within one year          | 5           |             | 1,900          | 2,360          |         |
| <br>  |             |             |                |                |         |
| Net current assets                                      |             |             | 2,111          | 7,492          |         |
| <br>  |             |             |                |                |         |
| Creditors: amounts falling due after more than one year | 5           | -           | -              |                |         |
| <br>  |             |             |                |                |         |
| Net Assets  |             |             | 113,218        | 143,023        |         |
| <br>  |             |             |                |                |         |
| <u>Funds</u>  |             |             |                |                |         |
| General fund  |             |             | 112,069        | 134,381        |         |
| Bursary fund (designated)                               | 6           |             | 1,149          | 8,642          |         |
|   |             |             | <b>112,218</b> | <b>143,023</b> |         |

**Approved by the Committee of Trustees on .....**  
**and signed on its behalf by:**

The Reverend Cameron Butland, Chair of the Committee of Trustees

## **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2025**

### **1. Accounting policies**

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

a) Subscriptions, donations, etc.

Subscriptions, donations, and tax recoverable on payments under gift aid are accounted for when received by the APR. During the year to 31st March 2025 there were 306 full members and 122 concessionary members.

b) Investment income

Investment income is included in the accounts when received.

c) Investments

Investments are included in the accounts at market value.

d) VAT

The APR is not registered for VAT and the irrecoverable VAT is written off in the accounts.

e) Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer Equipment – 25% on cost.

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2025**

| <b><u>2. Direct charitable expenditure</u></b> | <b>2025</b>          | <b>2024</b>          |
|--|----------------------|----------------------|
| <u>Charitable expenditure</u>                  | <b>£</b>             | <b>£</b>             |
| Contributions paid to the Retreat Association  | 3,460                | 3,750                |
| APR administrator                              | 9,870                | 9,705                |
| Publicity & website                            | 1,856                | 341                  |
| Newsletters/postage                            | 1,515                | 1,698                |
| RA journal and cost of events                  | 14,126               | 7,797                |
| NHS bursary                                    | -                    | -                    |
| IT software and consumables                    | -                    | -                    |
| Travelling and meetings                        | 761                  | 778                  |
| Independent examination fee                    | 1,983                | 2,804                |
| SAC Expenses                                   | 8,645                | -                    |
| SAC refunds                                    | -                    | -                    |
| Stationery and office expenses                 | 877                  | 935                  |
| Depreciation                                   | 25                   | -                    |
| <b>Total direct charitable expenditure</b>     | <b><u>43,118</u></b> | <b><u>27,808</u></b> |

| <b><u>3. Investments</u></b>   | <b>2025</b>           | <b>2024</b>           |
|--|-----------------------|-----------------------|
| Assets are held with The Central Board of Finance of the Church of England as follows: | <b>£</b>              | <b>£</b>              |
| Investment fund shares   |                       |                       |
| Market value at 1 April 2024   | 135,531               | 134,162               |
| Value of shares sold in year   | (20,000)              | (10,000)              |
| Unrealised investment profit/(loss)  | (4,799)               | 11,369                |
| Market Value at 31 March 2025  | <b><u>110,732</u></b> | <b><u>135,531</u></b> |

| <b><u>4. Debtors</u></b> | <b>2025</b>     | <b>2024</b>     |
|--------------------------|-----------------|-----------------|
|                          | <b>£</b>        | <b>£</b>        |
| Prepayments              | -               | -               |
|                          | <b><u>-</u></b> | <b><u>-</u></b> |

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2025**

| <b><u>5. Creditors</u></b>           | <b>2025</b>         | <b>2024</b>         |
|--------------------------------------|---------------------|---------------------|
|                                      | <b>£</b>            | <b>£</b>            |
| Amounts falling due within one year: |                     |                     |
| Accruals                             | 1,900               | 2,360               |
| Donations payable                    | -                   | -                   |
|                                      | <b><u>1,900</u></b> | <b><u>2,360</u></b> |

**6. Reserves**

**Assets from balance Sheet**

|                              | <b>£</b> | <b>£</b>       |
|------------------------------|----------|----------------|
| General fund at 1 April 2025 |          | 112,068        |
| Bursary fund at 1 April 2025 |          | 1,149          |
|                              |          | <b>113,217</b> |

**Planned expenditure**

|                               |        |
|-------------------------------|--------|
| Yearly cost of administration | 15,000 |
| Running costs                 | 50,000 |
| Project allocation            | 10,000 |

**Surplus**

At present the Trustees consider that a surplus of around £60,000 should be maintained, and is justified because:

- It is important to maintain a year's expenditure.
- Membership income is expected to increase in future years.
- The Trustees need to underwrite the costs of major events such as the biennial diocesan Spirituality Advisers' Conference, next taking place in April 2026.

The Association of Promoting Retreats (APR) remains committed to maintaining robust cashflow management to ensure long-term operational sustainability. While investment income has provided a necessary buffer, the charity is actively reviewing both income sources and expenses to optimize financial performance.

This includes broadening our fundraising efforts through individual donations and partnerships, aiming to reduce dependency on investment withdrawals over time. We regularly assess expenses to identify opportunities for cost efficiency without compromising the quality of our services. Our investments are closely monitored to balance short-term liquidity needs with long-term growth potential, ensuring sustainable returns while supporting the charity's objectives.

The Trustees have also implemented a plan to conduct a comprehensive review when the investment fund reaches £100K. At that point, APR will evaluate its achievements and determine the best course of action for continuing its mission with reduced funds.

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2025**

**7. Trustee expenses**

Trustee travel expenses totalled £761 (2024: £778) during the year. All trustee expenses are reimbursed when incurred.

**8. Exceptional items**

During the year, an unrealised loss was made on investments of £ -4,799 (2024: 11,369).