



# GUILDFORD CATHEDRAL

## **Annual Report and**

### *Consolidated Financial Statements*

**For the year ended 31st December 2010**

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# **GUILDFORD CATHEDRAL**

## **Annual Report for the year ended 31st December 2010**

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# **GUILDFORD CATHEDRAL**

## **Annual Report for the year ended 31st December 2010**

### **Administrative Office**

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Stag Hill  
Guildford GU2 7UP

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General Email: [reception@guildford-cathedral.org](mailto:reception@guildford-cathedral.org)  
Web site: [www.guildford-cathedral.org](http://www.guildford-cathedral.org)

### **Constitution and Statutes**

Guildford Cathedral is governed under the Cathedrals Measure 1999 and by a Constitution and Statutes which came into effect on 24th November 2002. These are currently under review.

Under these regulations, it is the duty of the Chapter to direct and oversee the administration of the affairs of the Cathedral and to order the worship and promote the mission of the Cathedral.

The Constitution and Statutes require that any person or body having functions under these instruments shall have due regard to the fact that the Cathedral is the seat of the Bishop of Guildford and a centre of worship and mission.

The Bishop is the Visitor of the Cathedral and has the powers that belong as of right to the office of Visitor as set out in the Statutes. He plays no direct role in the decision-making structure of the Cathedral.

### **Mission Statement**

The Bishop's Mission Statement for the Diocese is:

“Growing Communities of Faith: your kingdom come”

### **Chapter's Statement of Direction and Intent**

At the geographical heart of the Diocese of Guildford stands the Cathedral Church of the Holy Spirit, a building which proclaims a confidence in God and his future for the world, and a spiritual, liturgical and educational life open, welcoming, inviting and ready to learn, encouraging participation and involvement, so that all who come and go from here may be strengthened in the faith of Jesus Christ.

The first forty eight years of the Cathedral's life on Stag Hill have laid the foundations for our future together. Today our vision of the Cathedral is for a place where there is space for the spirit, as a centre of pilgrimage and welcome, where faith is explored, where worship and spirituality deepen and develop, and teaching, music and liturgy inspire. To build on the past for the sake of the future, we need to develop and complete the physical environment of the Cathedral, so that it is more clearly and attractively a centre for the Diocese.

The Chapter would like to see the Diocesan offices come up onto the Hill, better education facilities and provision for Diocesan and Cathedral meetings, so that the Cathedral can become a place of ecumenical meeting and fellowship and of service to the Diocese, its people and parishes, secured upon a sound financial basis and fully using the variety of ministries and gifts available in the congregations who use the Cathedral.

The Chapter invites participation from the widest community, asking the parishes of the Diocese, through Chapter meetings and Synods, to discern how best the Cathedral can serve the Diocese and the parishes and be supported by them.

Sir Edward Maufe's vision for Stag Hill was never completed. Now there are exciting ventures of faith in music, art and liturgy ahead of us. We invite all the people of the Diocese to build the future with us so that here, on Stag Hill, Jesus Christ may be displayed and the self-giving love of God experienced and known.

# **GUILDFORD CATHEDRAL**

## **Annual Report for the year ended 31st December 2010**

### **Role of the Cathedral within the Diocese**

Every day throughout the year prayers are offered in the Cathedral for each parish in the Diocese, its clergy, office holders and parishioners. A number of Diocesan services and other major events are held in the Cathedral: Ordinations and Confirmations, Days of Prayer, Diocesan Synod and Clergy Training Days.

Chapter members actively participate in the mission and ministry of the Diocese, serving on the Bishop's Staff and other Diocesan committees and working groups, teaching on the Guildford Diocese Ministry Course or going out to local churches to preach or to lead parish study days.

The Cathedral operates a 'Parish Link' scheme, with many parishes nominating a representative to publicise events and encourage participation in the life of the Cathedral.

### **The Organisational Structure of the Cathedral**

Under the Constitution and Statutes, the Corporate Body of the Cathedral Church of the Holy Spirit, Guildford comprises the members for the time being of the Council, the Chapter and the College of Canons. It is a body corporate with continual succession and a common seal which is known as the common seal of the Cathedral.

An Organisational Diagram is at Appendix 1

#### ***The Dean***

The Dean is the principal dignitary of the Cathedral, next after the Bishop, and is Chairman of the Chapter and President of the College of Canons. He is appointed by Her Majesty The Queen.

The Dean was instituted by the Bishop to the office of Dean of Guildford and was installed into the decanal stall in the Cathedral. At the installation, the Dean took such oaths as are prescribed by law and custom.

The Dean has the right to preach and celebrate Holy Communion in the Cathedral on occasions agreed by the Chapter. Subject to the provisions of Statutes I.4 (a) and (d), Statutes III.4 and III.6.3 and Article 7.1.1 of the Constitution, no person shall preach within the Cathedral without the approval of the Dean.

It is the duty of the Dean, as Chairman of the Chapter, to govern and direct on its behalf the life and work of the Cathedral and, in particular, to:

- Ensure that Divine Service is duly performed in the Cathedral
- Ensure that the Constitution and Statutes are faithfully observed
- Maintain good order and proper reverence in the Cathedral
- Secure the pastoral care of all members of the Cathedral community
- Take all decisions necessary to deal with any emergency affecting the Cathedral, pending consideration of the matter by the Chapter.

#### ***The Chapter***

The Cathedrals Measure 1999 requires that it shall be the duty of the Chapter to direct and oversee the administration of the affairs of the Cathedral and in particular, to:

- Order the worship and promote the mission of the Cathedral.
- Formulate, after consultation with the Bishop, proposals in connection with the general direction and mission of the Cathedral and submit them to the Council for its advice.
- Prepare an annual budget for the Cathedral.
- Submit to the Council the annual report and audited accounts and such other reports as may be requested by the Council on any matter concerning the Cathedral.
- Submit to the College of Canons the annual report and audited accounts prepared as aforesaid.
- Keep under review the Constitution and Statutes of the Cathedral and submit any proposals for their revision to the Council.
- Manage all property vested in the Cathedral and the income accruing from it and, in particular, ensure that necessary repairs and maintenance in respect of the Cathedral and its contents and other buildings and monuments are carried out, and
- Perform such other functions as may be prescribed.

# **GUILDFORD CATHEDRAL**

## **Annual Report for the year ended 31st December 2010**

The Chapter is also responsible under the requirements laid down by the Church Commissioners under the powers given them by Section 27 of the Cathedrals Measure 1999 for:

- Preparing and publishing an annual report and audited accounts which give a true and fair view of the financial activities for each financial year and of the assets, liabilities and funds at the end of each financial year of Guildford Cathedral and its connected entities;
- Stating that they have complied in all material respects with the regulations on the subject prepared by CAFA or describing which recommendations have not been complied with and giving reasons for the non-compliance;
- Selecting suitable accounting policies and then applying them consistently;
- Making judgements and estimates that are reasonable and prudent;
- Keeping proper accounting records from which the financial position of the Cathedral can be ascertained with reasonable accuracy at any time;
- Safeguarding the assets of the Cathedral and taking reasonable steps for the prevention and detection of fraud and other irregularities; and
- Preparing the accounts on an ongoing concern basis and ensuring applicable accounting standards have been followed.

A list of Chapter members is at Appendix 2 with their Portfolios at Appendix 3

### ***The Cathedral Council***

The Cathedrals Measure 1999 requires that it shall be the duty of the Council to further and support the work of the Cathedral, spiritual, pastoral, evangelistic, social and ecumenical, reviewing and advising upon the direction and oversight of that work by the Chapter and in particular, to:

- Consider proposals submitted by the Chapter in connection with the general direction and mission of the Cathedral and to give advice on them to the Chapter.
- Receive and consider the annual budget of the Cathedral.
- Receive and consider the annual report and audited accounts.
- Consider proposals submitted by the Chapter in connection with the Constitution and Statutes of the Cathedral with a view to their revision under Part II of this Measure, and
- Perform such other functions as may be prescribed.

The Chairman is a lay person, not a member of the Chapter, appointed by the Bishop after discussion with the Chapter. The Dean is a member *ex officio*, and the Chapter elects two members. Two members are each elected by the Cathedral Community and the College of Canons. Six members are appointed by the Bishop, with the agreement of the Chairman, and after consultation with the Dean, to ensure the Council reflects local, Diocesan, ecumenical and national interests.

The composition of the Council therefore represents the constituency the Cathedral is called to serve; it acts both an advisory and consultative body and there is a strong sense of partnership between the Council and the Chapter. The Bishop as Visitor is invited to attend as an advisor and non-voting member at all meetings of the Cathedral Council and the Chapter continues to be grateful for his support and advice.

A list of Council members is at Appendix 4

### ***The College of Canons***

The College of Canons is formed from the Dean, Residentiary Canons and sixteen Honorary Canons (including the Suffragan Bishop and Archdeacons) together with eight Lay Canons from across the Diocese appointed by the Bishop and the Dean. Membership ceases on retirement or removal to another Diocese. Two members are elected to the Cathedral Council.

The role of the College of Canons is to promote and support the Mission and Ministry of the Cathedral in the diocese by drawing on the experience of its members in their ministry and reflecting the views of the Diocese. In furtherance of that role it shall:

- Receive and consider the annual report and audited accounts.
- Discuss such matters concerning the Cathedral as may be raised by any of its members, and
- Perform such other functions as may be prescribed and relevant to its role.

A list of Members of the College of Canons at Appendix 5

# **GUILDFORD CATHEDRAL**

## **Annual Report for the year ended 31st December 2010**

### ***The Bishop***

The Bishop shall have the principal seat and dignity in the Cathedral.

After consultation with the Chapter and subject to any provision in the Statutes, he may officiate in the Cathedral and use it in his work of teaching and mission, for ordinations and synods and for other Diocesan occasions and purposes. Also,

- The Chapter shall from time to time consult the Bishop in respect of the general direction and mission of the Cathedral, and the Bishop may at any time seek the advice of the Chapter on any matter.
- The Constitution of the Cathedral provides that the Bishop shall be the Visitor thereof.
- The Bishop shall as Visitor hear and determine any question as to the construction of the Constitution and Statutes.
- The Bishop may hold a visitation of the Cathedral when he considers it desirable or necessary to do so or when requested by the Council or the Chapter.
- In the course of a visitation, the Bishop may give such directions to the Chapter, to the holder of any office in the Cathedral or to any person employed by the Cathedral as will, in the opinion of the Bishop, better serve the due observance of the Constitution and Statutes.
- It shall be the duty of any person or body on whom functions are conferred by or under The Cathedrals Measure 1999 to act in accordance with any determination under, and any direction under, the above paragraphs.
- The provisions above are without prejudice to the powers of the Bishop under the Care of Cathedrals (Supplementary Provisions) Measure 1994 and his powers as Visitor generally.
- The Bishop may at any time propose for consideration by the Council amendments to the Constitution.

### ***The Cathedral Finance Committee***

The Constitution requires the setting up of a Finance Committee with the function of advising the Chapter in connection with its responsibilities in the field of financial and investment management and the management of property and assets belonging to the Cathedral. Chapter receives and acts with the guidance and the advice given to it by CFC.

The Chapter appoints the six members of this Chapter sub-committee. Chapter members are the Dean, the Sub Dean and the Administrator. The Treasurer attends Chapter meetings and is a member of Finance Committee. There are two other members appointed for their expertise and experience in the field of financial and investment management. Members are appointed for a renewable period of three years.

The Members of the Cathedral Finance Committee are listed at Appendix 7

### ***The Cathedral Community Committee***

The Cathedral Community Committee, comprising the Canon Pastor (representing the Dean) and eight members of the Cathedral Community, acts as a channel of communication between the Chapter and the Cathedral Community.

The Members of the Cathedral Community Committee are listed at Appendix 8

### ***Fabric Advisory Committee***

Under the Care of Cathedrals Measure 1990, the Fabric Advisory Committee (FAC) is responsible to the Cathedrals Fabric Commission for England and considers applications from the Chapter in regard to proposed development of and changes to the Cathedral's fabric.

There are eight voting members of the Fabric Advisory Committee, four appointed by the Cathedrals Fabric Commission after consultation with the Chapter, and four by the Chapter after consultation with the Commission. The members appoint a Chairman from among their own number.

The Dean and the Administrator (as Secretary) attend meetings on behalf of the Chapter, and other Chapter members are free to attend; no members of the Chapter have a vote. The Cathedral Architect and the Cathedral Archaeological Consultant, under Section 4 of the Care of Cathedrals Measure 1990, have a duty to attend meetings, although neither has a vote.

The Members of the Fabric Advisory Committee are listed at Appendix 9

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## **Annual Report for the year ended 31st December 2010**

In addition there is one other formally constituted organisation involved in aspects of managing the Cathedral's affairs, which is **Guildford Cathedral Shops Limited**. This Company is wholly owned by the Cathedral, and manages the main commercial activities of the Cathedral. Any profits are gifted to the Chapter and are included in the consolidated statement of financial activities.

### **Method of Appointing Members to the Chapter**

In accordance with the Constitution of the Cathedral, the Chapter shall consist of

- the Dean, who shall be the chairman and shall have a second or casting vote
- all the Residentiary Canons
- the Cathedral Administrator
- one lay person appointed by the Bishop after consultation with the Dean and the Chapter
- two lay persons elected by a meeting of members of the Cathedral community from among those on the roll of such members

All Lay persons must be actual communicants and shall hold office for three years and shall be eligible for membership for further terms of office.

### **Policies and Procedures for Induction and Training of New Members of Chapter**

New members of Chapter are given a comprehensive briefing on the management organisation of the Cathedral, the role and responsibilities of the Cathedral Council, the Chapter, the College of Canons and the various supporting Committees. In addition, a full set of previous Management Accounts are made available.

### **Changes to Clergy, Senior Lay Staff appointments and Advisors**

These are contained in the appropriate Appendices.

### **Dean's Review – Annual Report 2010**

Early in the Cathedral year our brilliant theologian and poet, the Archbishop of Canterbury, visited the Diocese, and gave a lecture to a packed Cathedral; His Grace's holiness and humility evident to all. The year drew to its close with the Consecration in St Paul's Cathedral of our very own Residentiary Canon and University Chaplain, Jonathan Frost, as Bishop of Southampton in our mother Diocese of Winchester. It was wonderful to be surrounded on both occasions by the Diocesan family, proud of their Archbishop, and proud of a Bishop just beginning.

In between, the building of relationships and indeed friendships between Cathedral, Community and Diocese continued, with more SingUp bringing local schools into the Cathedral, and more Choral Evensong at Holy Trinity taking the Cathedral into the town. Although snow tried to blot us out, we survived, and the Dean can just remember judging scarecrows on the village green at Pirbright, an even more demanding exercise of priestly ministry than the fascinating and encouraging, though time-demanding, series of ministerial reviews with the Diocesan clergy. Indeed, in commending the Cathedral's annual review for your perusal, when, at the beginning of 2011, we are totally absorbed by the celebrations of our Golden Jubilee, I can say, without fear or favour, that deciding which was the best scarecrow of Pirbright was even more scary than choosing the best pet in another village, a village to which, strangely, I've not been invited to return.

One of the many pleasures of the year for the Dean was addressing the Patrons of the Woking Lightbox, that beautiful new art gallery, from which, through the generosity of Chris Ingram, we are being loaned, as part of our Jubilee celebrations, Elizabeth Frink's *Walking Madonna*.

### **The Cathedral and the Estate**

The project to provide a new wheelchair ramp outside the west entrance of the Cathedral, to meet modern DDA standards, has been placed on hold owing to the costs involved. However, the major problems with the bronze doors in St Ursula's Porch have been overcome by the removal of the doors and replacing the bottom hinges which had completely rusted into position. As part of this work, the stone slabs in the entrance to the porch were replaced by local stonemasons and the porch is now restored to full use and the doors are open on a daily basis. The replacement panel of West Front door, mindlessly smashed in December 2009, was installed on 27<sup>th</sup> October this year, thereby

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## **Annual Report for the year ended 31st December 2010**

restoring the West Front Doors to their former glory. Jennifer Conway, a protégé of John Hutton (the original artist), completed the painstaking work of replicating one panel over a six month period.

The new table for the Chapter House, made by Waywood Furniture Creation based in Chadlington in Oxfordshire, was delivered in May and has been much admired. It was dedicated following the Eucharist Service on Sunday 11<sup>th</sup> July, in the presence of the Brown family who generously donated the funds (together with The Carpenters' Company) in memory of their father John Brown, Chapter Clerk from 1961 to 2002. Waywood Furniture has also produced the new Donation Box for the Cathedral, generously paid for by Gill Saville in memory of her late husband. Following a consultation period, Chapter, with the approval of the Fabric Advisory Committee, has commissioned Charles Gurrey to produce a new Nave Altar and Font, the exciting 50<sup>th</sup> Anniversary project being funded by The Friends. Repair work on several damaged floor stones in the Nave, Crossing and Sanctuary has been commissioned and will be undertaken early in the New Year.

With regard to the proposed development of Stag Hill, negotiations with a potential developer, to establish if the new proposals are both achievable and financially viable, continue. In parallel, we are in discussion with the Diocesan Staff regarding the move of the Diocesan Offices, from their cramped offices in Quarry Street, to Stag Hill. Finally, planning permission was achieved in March to build new Staff Housing between the Close and the Cathedral Cottages.

Improvements in the Refectory continue and new furniture was installed in December which has greatly enhanced the facility. The Book Shop and Gift Shop were closed in December to allow the two Shops to be combined into the site of the existing Gift Shop. The new Cathedral Shop will be formally opened by the Dean on January. The former bookshop has now been converted into offices.

Activities at the Cathedral were seriously disrupted early in the year and again in December when heavy snow falls made access to the Cathedral and its facilities impossible or at best treacherous. A number of concerts and services were cancelled as a result. Despite many requests to the County and Borough Councils for assistance with gritting and snow clearance, neither organisation was able to assist as the Cathedral, albeit a very important public building, is sited on private land. Consequently, Chapter has purchased some suitable gritting and snow clearing equipment so as to avoid cancellations of any events in the future.

### **Cathedral Worship**

During 2010 the Cathedral maintained its pattern of daily worship consisting of Morning Prayer, Eucharist and Evensong. The Cathedral Eucharist on Sundays is well-supported, with smaller congregations attending the Book of Common Prayer Holy Communion, Choral Mattins and Choral Evensong. The 'pillar' lectionary authorised for experimental use was employed at weekday Evensongs for part of the year and was generally felt to offer more suitable readings for a service attended by occasional worshippers. The processional services at Advent, Christmas, Epiphany and Pentecost again proved popular, and the liturgies of Holy Week attracted large congregations.

The Cathedral Choir sang at around 260 services in the course of the year. Numbers of boy and girl choristers have held up well; the retirement of several senior girls in the summer of 2010 reduced the average age of the group but the younger choristers have risen to the challenge. Four Lay Clerks left for new posts in 2010; their replacements were recruited from a strong field of candidates and have settled in well.

With the encouragement of Chapter, the Cathedral musicians continue to engage in regular musical outreach, working with schools and the Surrey Songsters. The resulting termly concerts in the Cathedral, enthusiastically supported by parents and friends of the participating children (as well as the Cathedral Choir), have proved extremely popular. Like all cathedrals, Guildford is challenged by the disappearance of Government funding for musical outreach (the 'SingUp!' scheme) but Chapter has agreed that the work is an essential part of our mission and a way of serving communities beyond the Cathedral, and that ways must be found of funding it.

The Cathedral has hosted a wide variety of special services for the diocese, schools, and voluntary organisations. As well as carol services and concerts throughout December, services were held for the Queen's Royal Surrey Regiment Association, The Order of St John, the Installation of the High Sheriff, Alzheimer's Association, DSR Carers, and Surrey County Council (Cadets anniversary).

The Precentor and the Organist and Master of the Choristers both undertake professional engagements outside the Cathedral and serve on various national committees in the fields of church music and liturgy, as well as attending annual conferences with colleagues from other cathedrals.

# GUILDFORD CATHEDRAL

## Annual Report for the year ended 31st December 2010

### *Times of Services*

#### **SUNDAYS**

08.00 am	Holy Communion (BCP 1662)
09.45 am	Cathedral Eucharist
11.30 am	Choral Mattins (no Mattins on 2 <sup>nd</sup> Sunday of the month)
18.30 pm	Choral Evensong

#### **WEEKDAYS**

07.30 am	Mattins
08.00 am	Holy Communion
17.30 pm	Choral Evensong (said on Wednesday)

On Saturday Evensong is said, or sung by a visiting choir at 5.00 pm. During choir holidays most weekday Evensongs are said at 5.30 pm.

Healing Service on 1st Saturday of the month at 9.00 am in the Lady Chapel.  
Holy Communion at 1.15 pm on Fridays in the Lady Chapel.

### **Volunteers**

To assist in the overall mission, in addition to paid staff, the Cathedral is fortunate to have the services of more than 350 volunteer workers. Their help is vital to the running of all areas of the life of the Cathedral. They are drawn not only from the Cathedral Community, but from parishes throughout the Diocese.

### **Report from the Fabric Advisory Committee**

The FAC held four meetings in March, July, October and November under the chairmanship of John Melvin. During the course of the year, the FAC advised upon, inter alia, the Children's Chapel, a work of art by Jonathan Parsons, repairs to the damaged Cathedral flooring and the 50<sup>th</sup> Anniversary re-ordering proposals. Following some discussion with Chapter, the Committee approved the selection of the chosen designer for the latter project, Charles Gurrey. This work, comprising a new Nave Altar and Font, has now been commissioned.

### **Other Associated Organisations**

Further assistance is given to the Chapter by The Friends of Guildford Cathedral and The Guildford Cathedral Music Development Campaign.

#### ***The Friends of Guildford Cathedral***

The Dean chairs the Executive Committee, which is also attended by the Canon Pastor and the Administrator. The primary purpose of the Friends is to raise funds for the completion and enhancement of the fabric of the Cathedral. In addition, they also organise an annual programme of social events for their members.

During the year the Friends launched their Golden Jubilee Appeal to raise funds for their commission for the new Nave Altar and Font for the Cathedral.

#### ***Guildford Cathedral Music Development Foundation***

During 2010 the Music Development Foundation continued to raise funds towards its target of £2,250,000 to provide endowments for boy and girl choristers, and lay clerks, together with funding for cathedral music purposes generally. Some £48,900 was raised, and approximately £11,700 was received in the form of investment income.

In addition to giving grants to Chapter for chorister scholarships, the trustees agreed to assist with the costs of vocal tuition for the lay clerks, and organ lessons for the Organ Scholar.

The Foundation continues to raise funds for its agreed purposes whilst discussing with Chapter how its future activities will relate to the Cathedral's other fund-raising initiatives.

# **GUILDFORD CATHEDRAL**

## **Annual Report for the year ended 31st December 2010**

### **Relationships with Other Organisations with which we Co-operate**

#### ***Guildford Borough Council***

Regular liaison is maintained between the Cathedral Staff and officers serving on the Borough Council. The Administrator continues to be closely involved in local tourism, chairing the Guildford Business Forum Tourism Sector Group as well as attending the Guildford Business Forum Steering Group.

#### ***Surrey County Council***

The County Council maintains a liaison with the Cathedral Administrator (as a member of the Guildford Business Forum Tourism Sector Group) on matters of tourism and transport. The offices of the Dean and the Lord Lieutenant maintain a close working relationship, and the Dean has attended and addressed County Council meetings as Chaplain for the day.

#### ***University of Surrey***

A close and mutually supportive relationship with our next door neighbour has developed over the years. The University holds its Graduation Ceremonies in the Cathedral each year and the Coordinating Chaplain to the University, The Revd Jonathan Frost, was a Residentiary Canon until October 2010.

### **The Cathedral's finances**

#### ***Investment Powers***

Under the terms of the Cathedrals Measure 1999, the Chapter may invest the Cathedral's funds in any of the following:

- Land.
- Funds administered for the Central Board of Finance of the Church of England by CCLA Investment Management Ltd.
- Investments in which the trustees may invest under the general power of investment in the Trustee Act 2000.
- The improvement or development of property belonging to the Cathedral, except that endowment funds may not be used to improve or develop the Cathedral itself and its ancillary buildings.

#### ***Risk Management***

The Chapter has examined the principal areas of the Cathedral's operations and considered the major risks faced in each of these areas. In the opinion of Chapter, the Cathedral has established the resources and review systems which, under normal circumstances, should allow these risks to be mitigated to an acceptable level in its day-to-day operations.

The Chapter considers that the major risk affecting the future of the Cathedral remains funding.

#### ***The Financial Situation***

Income available for mission, which is our income after deducting trading expenditure, decreased from £1,216,406 in 2009 to £912,656 in 2010.

Our Mission and Governance costs were £1,092,958 in 2010 compared with £1,475,690 in 2009. The 2010 costs include a decrease in repairs of £79,000 and no irrecoverable costs in respect of the proposed site development (2009 £88,251).

The final result was a deficit for the year (before losses / gains on property and investments) of £16,978 compared with a surplus of £68,575 in 2009. Net of large legacies/donations and exceptional expenditure, the underlying operating deficit is £42,000 (compared with £66,000 in 2009).

On the investment side, due to continued recovery in the stock market, the value of our long term investment portfolio rose by £105,372 (compared with a rise of £147,088 in 2009).

At 31st December 2010 the Cathedrals fund's totalled £6,801,985 of which £1,131,336 was either restricted or endowed. Our unrestricted funds totalled £5,670,649 of which £3,795,866 was invested in property, plant and equipment and £188,500 in heritage assets, so free reserves at 31st December 2010 were £1,686,283.

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## **Annual Report for the year ended 31st December 2010**

The Chapter continues to consider various ways to increase the income of the Cathedral whilst keeping down costs.

### ***Fundraising Activities***

2010 saw preparations being made for the launch of a major fundraising initiative in 2011, to mark the 50<sup>th</sup> anniversary of Guildford Cathedral's consecration. The Patrons of Guildford Cathedral initiative will be an ongoing fundraising venture that will grow over the years, with a view to raising £250,000 per annum to support the areas of Mission, Fabric and Music, from individuals, trusts and foundations, businesses and community groups not already financial supporters of the Cathedral. There is £57,000 of costs in the 2010 accounts that have been deferred until the Campaign is officially launched. Including the above, the total costs of the initiative is £108,000 which will be more than covered by funds already raised.

### ***Reserves Policy***

The Cathedral aims to maintain unrestricted reserves in cash and cash equivalents of £1,000,000 plus a reserve of £100,000 for unanticipated property costs. The unrestricted net current assets figure at 31st December 2010 was £86,498 compared with £237,507 at 31st December 2009. Whilst this represents just under one month's expenditure the Cathedral holds unrestricted investments totalling £1,599,785 (2009 - £1,404,416) which could be realised if necessary. In the medium term the Dean and Chapter are working to increase the level of net current assets held.

### ***Investment Performance***

In 2010 the world stock markets continued experiencing recovery from the considerable turbulence of 2008 which resulted in another increase in the value of investments, although markets remain volatile.

The portfolio as at the 1<sup>st</sup> January 2010 was £2,007,390. At the 31<sup>st</sup> December it had risen to £2,213,521 a rise of £206,131, which is an increase of 10.2%. As at 31<sup>st</sup> December 2010, the portfolio was invested mainly in UK government stock and fixed income funds (45% of total portfolio by market value) plus (indirectly via charitable and other funds) UK equities (51%) and alternative investments (4%).

To ensure appropriate professional management of the Cathedral's investments, Chapter has instructed Charles Stanley Ltd (the existing Cathedral investment advisors) to hold the portfolio as nominees and to manage the portfolio on a discretionary basis within agreed parameters. Moving to a discretionary mandate is intended to enable Charles Stanley Ltd to monitor the portfolio on an ongoing basis and to be in a position to take timely action to adjust the portfolio as considered prudent in response to market developments and opportunities, to protect capital.

### ***Forecast of maintenance costs***

The Chapter has a rolling programme of works for the maintenance of the Cathedral Estate over the next five years, as required in the Cathedrals Measure 1999. This is contained within the annual Budget.

### ***Major items of expenditure***

During 2010, there were no major items of expenditure.

### ***Sources of Finance***

As can be seen from inspection of the accounts, the main sources of funding for the Cathedral in 2010 were from the congregation, investments, legacies, donations from visitors, grants and profits from the Refectory.

### ***Plans for future period***

The Chapter wishes to develop and complete the physical environment of the Cathedral, so that it is more clearly and attractively a centre for the Diocese.

The Chapter would like to see the Diocesan offices come up onto the Hill, a better Education Centre and provision for Diocesan and Cathedral meetings, so that the Cathedral can become a place of ecumenical meeting and fellowship and of service to the Diocese, its people and parishes, secured upon a sound financial basis and fully using the variety of ministries and gifts available in the congregations who use the Cathedral.

# GUILDFORD CATHEDRAL

## Annual Report for the year ended 31st December 2010

### Five Year Summary of Key Figures and Ratios

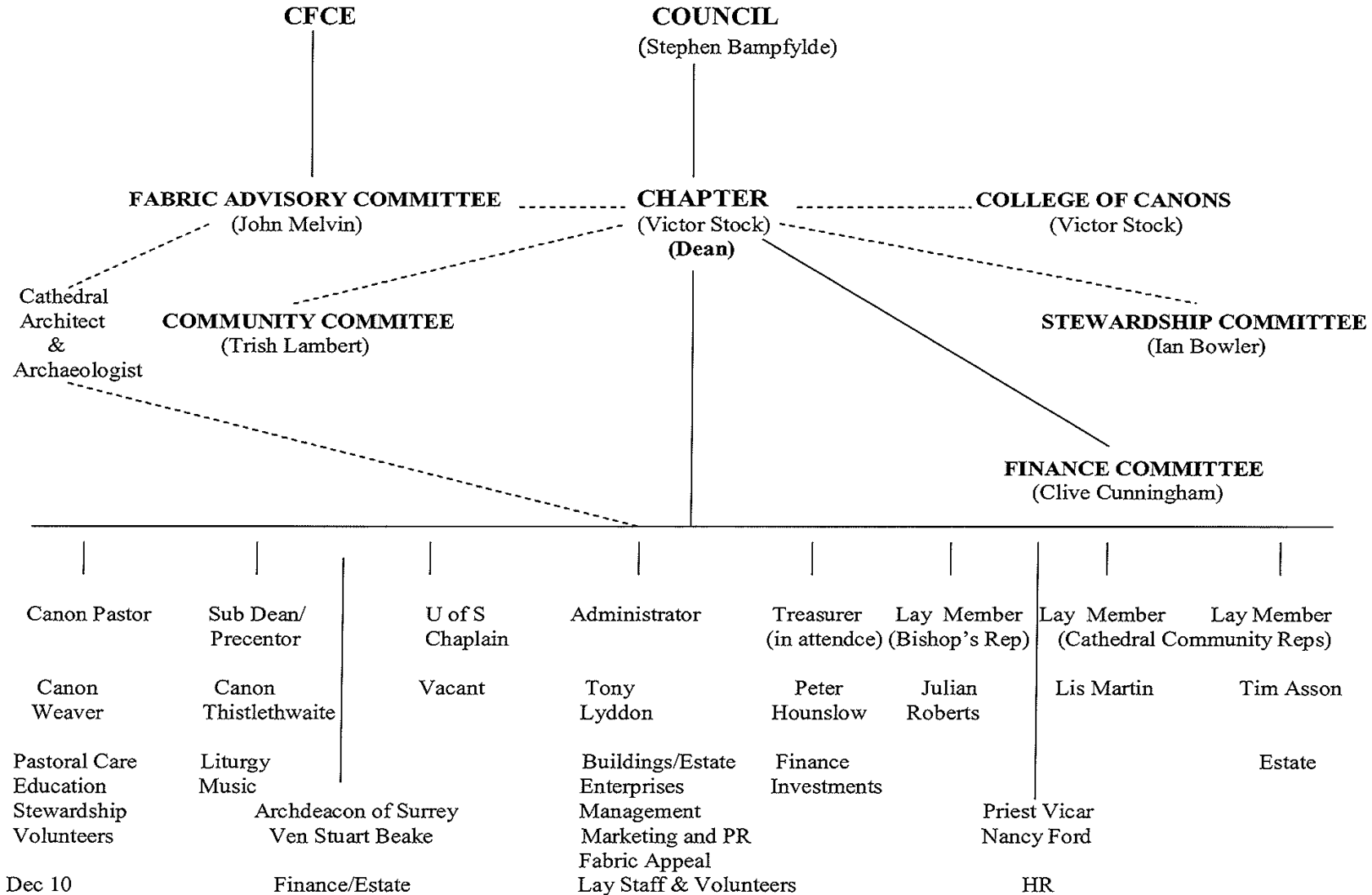
	2010	2009	2008	2007	2006
	£'000	£'000	£'000	£'000	£'000
(Deficit) before legacies and gains / (losses) on value of investments and properties (all funds)	(45)	(160)	(147)	(94)	(42)
Legacies	28	229	658	506	2
Property revaluation	-	-	315	-	-
Gains / (losses) on investments	105	147	(438)	(103)	159
Surplus / (deficit) for year including unrealised gains / (losses) on investments (all funds)	88	216	388	309	119
Unrestricted Net Current Assets	86	238	715	490	110
Unrestricted Investments	1,600	1,404	801	723	798
Unrestricted reserves available for expenditure	1,686	1,642	1,516	1,213	908

**Approved by the Chapter of Guildford Cathedral and signed on its behalf**

.....  
**The Very Reverend Victor Stock OAM – Dean**

**Dated** .....

## GUILDFORD CATHEDRAL MANAGEMENT STRUCTURE



## APPENDICES

### Appendix 1 – The Cathedral Management Organisation

### Appendix 2 – The Cathedral Chapter

The Dean	The Very Revd Victor Stock OAM
The Precentor & Sub Dean	The Revd Canon Dr Nicholas Thistlethwaite
The Residentiary Canons	The Revd Canon Jonathan Frost (to Oct 2010)
	The Revd Canon Angela Weaver
The Cathedral Administrator	Commodore Tony Lyddon
One Lay person appointed by the Bishop	Mr Julian Roberts (from Oct 2010)
Two persons elected by Cathedral Community	Mr Tim Asson
	Mrs Lis Martin
Two persons nominated by Chapter	The Revd Nancy Ford (from Apr 2010)
	The Ven Stuart Beake (from Jul 2010)
Honorary Treasurer (in attendance)	Canon Peter Hounslow

### Appendix 3 – Chapter Members' Portfolios

#### The Very Revd Victor Stock (Dean)

The Dean, after the Bishop, is the senior priest in the Diocese. He is a member of the Bishop's Senior Staff Team and Chairman of the Reference Group for the Board of Social Responsibility.

The Dean is a member of the Court of the University of Surrey and the Fabric Advisory Committee of Salisbury Cathedral.

He regularly attends Diocesan, Borough, County and national events, is an Honorary President of Guildford Choral Society, and broadcasts on BBC Southern Counties Radio.

#### The Rev Canon Dr Nicholas Thistlethwaite (Precentor)

The Precentor is responsible for the Music and Liturgy of the Cathedral.

He is a Trustee of the Music Campaign Appeal, a Member of CFCE, the Diocesan Advisory Committee, the Diocesan Worship Committee and a member of the Committee of the Guildford International Musical Festival.

#### The Rev Canon Jonathan Frost (University Chaplain)

Canon Frost was a Residentiary Canon and Anglican Chaplain to the University of Surrey until October 2010.

He is a member of the Society for the Study of Theology, the British and Irish Association for Practical Theology and attends the National Advisory Board of the Three Faiths Forum. Jonathan is also a Tutor for Christian Doctrine on the Guildford Diocesan Ministry Course.

#### The Rev Canon Angela Weaver (Canon Pastor)

Canon Weaver is a Residentiary Canon with responsibility for the Pastoral care, Spirituality and Educational programme of the Cathedral.

She works with the Pastoral Assistants, the Cathedral Guides, Chaplains, other volunteers, visitors and Parish and Deanery Links. She attends the Fabric Advisory, Community and Stewardship Committees.

She is part of the Advisory Group for the Adult Education Advisor for the Diocese and works on major projects involving both the Education Centre and the Cathedral. She is a member of the Diocesan Synod, a Spiritual Director and a Patron of Changing Attitude, a member of the DARC (Deans, Archdeacons and Residentiary Canons) group and a trustee for St Martin's Trust.

#### The Venerable Stuart Beake (Archdeacon of Surrey)

The Venerable Stuart Beake is the Archdeacon of Surrey and a Residentiary Canon (non-stipendiary).

He is a member of the Bishop's Senior Staff; Diocesan Boards and Committees including: Bishop's Council (which is also the Diocesan Board of Finance Executive and the Diocesan Mission and Pastoral Committee); the Diocesan Board of Education; the Diocesan Advisory Committee and the Housing Advisory Committee.

His main responsibilities as archdeacon include the pastoral and professional support of the clergy; managing the appointments process for clergy with his fellow archdeacon; relating to parishes and churchwardens; supporting hospital and army chaplains; and dealing with a variety of legal, disciplinary and troubleshooting issues.

Amongst other responsibilities, he is the Warden (and therefore a trustee) of the St Peters Community (which, amongst other things is responsible for St Columba's House in Woking); he is a member of the Independent Advisory Body for Pirbright Barracks; the King Edward's School, Witley, Educational Trustees and is also a Canon Emeritus of Coventry Cathedral.

### **The Rev Nancy Ford (Priest Vicar)**

The Revd Nancy Ford is Priest Vicar at Guildford Cathedral and is responsible for leading and assisting with worship at the Cathedral. In addition, she is a member of Cathedral Chapter and advises on Human Resource issues in the Cathedral office.

### **Commodore Tony Lyddon (Cathedral Administrator)**

Tony Lyddon is the Cathedral Administrator with responsibilities which includes Finance, the day-to-day Management of the Estate (repair and maintenance of the Cathedral, ancillary buildings, the Cathedral properties and the grounds), Security, Lay Staff Administration, Marketing & PR and oversight of the Shops and Refectory.

He is a member of the Cathedrals Administration and Finance Association (CAFA) Executive and the Association of English Cathedrals (AEC) Executive. In addition, He is a member of the Guildford Business Forum (GBF) and Chairman of the GBF Tourism Sector Group and maintains a liaison with Guildford Borough Council, Surrey County Council, the University of Surrey and the local Emergency Services.

### **Mr Timothy P O Asson BSc MRICS**

Tim Asson is a Director of Colliers International – a global property consultancy with 480 offices in 61 countries.

Tim is based in the London office of Colliers and specializes in providing property advice to corporate occupiers throughout Europe. His clients have included UK public sector bodies and national/international corporate occupiers.

### **Mrs Lis Martin**

Lis Martin is a lay member of Chapter. She has belonged to the Cathedral congregation for 18 years and is a Cathedral Guide, Sunday School teacher and member of the Guildford Cathedral Singers.

### **Mr Julian Roberts**

Julian Roberts is Chief Executive of Old Mutual plc, an international Financial Services Group, and has been a member of the congregation for the last 12 years.

## **Appendix 4 – The Cathedral Council**

The Chairman	Mr Stephen Bampfylde
The Dean	The Very Revd Victor Stock
Two Members of the Chapter	The Revd Canon Angela Weaver Mr Julian Roberts (from Oct 2010)
Two Members of College of Canons	The Revd Canon Dr Andrew Norman Canon Peter Bruinvels
Two Lay persons from Cathedral Community	Mr Paul Baumann Mr David Tribe
One person from the Cathedral Staff	Mrs Shirley-Margaret Lloyd
Two persons appointed by Bishop's Council	Mr Stephen Marriott Vacancy
One person appointed by the Bishop	Mrs Nicola Sidwell
One person appointed by the Bishop/Mayor	Mrs Sheila Kirkland
One person appointed by the Bishop/Lord Lt	Sir Stephen Lamport (until Oct 2010)
One person appointed by the Bishop/Uof S	Professor David Airey
One person appointed by the Friends	Mr Rodney Shires deceased (until May 2010)

## **Appendix 5 – The College of Canons**

The Dean	The Very Revd Victor Stock OAM
Commissioners' Canons	The Revd Canon Dr Nicholas Thistlethwaite The Revd Canon Angela Weaver The Revd Canon Jonathan Frost (until Oct 2010) The Rt Revd Ian Brackley, Bishop of Dorking The Ven Julian Henderson, Archdeacon of Dorking The Ven Stuart Beake, Archdeacon of Surrey The Revd Canon Nick Aiken (from Nov 2010) The Revd Canon John Bundock The Revd Canon David Bracewell (to Jan 2010) The Revd Canon Richard Cook (from Nov 2010) The Revd Canon Robert Cotton (from Nov 2010) The Revd Canon Jeremy Cresswell (from Nov 2010) The Revd Canon Paul Jenkins The Revd Canon Margaret Marsh (from Nov 2010) The Revd Canon Colin Matthews The Revd Canon Barbara Messham (from Nov 2010) The Revd Canon Nigel Nicholson The Revd Canon Andrew Norman The Revd Canon Andrew Tuck The Revd Canon Chris Vallins The Revd Canon Hazel Whitehead The Revd Canon Mavis Wilson
Diocesan Canons	
Honorary Canons	
Lay Canons	Baroness Bottomley of Nettlestone Canon Peter Bruinvels Canon Chris Drew Canon Derek Holbird Canon Peter Hounslow Canon Jonathan Neil-Smith Canon Michael Young Canon David Watts (from Mar 2010)
Canon Theologian	Dr Paula Gooder (from Mar 2010)

## **Appendix 6 – Honorary Assistants**

The Revd Sir John Alleyne  
The Revd John Gordon Clark (until Sept 2010)  
The Revd Canon Martyn Farrant  
The Revd Professor David Martin  
The Revd Canon Chris Vallins

## **Appendix 7 – The Cathedral Finance Committee**

Mr Clive Cunningham - Chairman  
Canon Michael Young  
The Very Revd Victor Stock  
The Revd Canon Nicholas Thistlethwaite  
Canon Peter Hounslow  
Commodore Tony Lyddon

## **Appendix 8 – The Cathedral Community Committee**

Chairman and Committee  
Mrs Trish Lambert (Chairman)  
Mrs Caroline Austin  
Mr John Austin  
Mrs Vicky Barlow  
Mrs Ann Doré  
Mrs Jackie Drake-Smith  
Mr Paul Savage  
Miss Anne Smith

## **Appendix 9 – The Fabric Advisory Committee**

Chairman	Mr John Melvin (Chairman) Mrs Heather Blackett Canon Paul Jenkins Mr Colin Kerr Mr Kenneth Powell Mrs Mary Sleigh Mrs Ann Wickham
Secretary	Commodore Tony Lyddon
In attendance	Dr David Bird – Cathedral Archaeologist Mr Henry Freeland – Cathedral Architect (to July 2010) Mr John Bailey – Cathedral Architect (from August 2010) The Dean, the Sub Dean and the Canon Pastor

## **Appendix 10 – Guildford Cathedral Shops Ltd – Board Members**

Chairman	The Very Revd Victor Stock
Company Secretary	Commodore Tony Lyddon The Revd Canon Nicholas Thistlethwaite The Revd Canon Jonathan Frost (to July 2010) The Revd Canon Angela Weaver Mr Bill Melly Mrs Carolyn Day (to July 2010) Mrs Janice Cruse

## **Appendix 11 – Cathedral Lay Staff**

The Chapter is supported by a small number of Lay Staff and a large number of Volunteers. The operations are led by the following personnel:

Administrator	Commodore Tony Lyddon
Dean's Personal Assistant	Mrs Cathy Mansell
Organist & Master of the Choristers	Mrs Katherine Dienes-Williams
Sub Organist	Mr Paul Provost
Dean's Virger	Mr Paul Williamson
Accounts Manager	Mrs Mandy Blackmore
Visits & Arts Officer	Mrs Alexandra Cresswell
Secretary/ Receptionist	Mrs Gill Thorpe
Music Secretary	Mrs Penny Peters
Schools Officer	Mrs Catherine Warrington
Book Shop Manager	Mrs Janice Cruse
Gift Shop Manager	Mrs Carolyn Day
Secretary to the Friends	Mrs Shirley-Margaret Lloyd

In addition we were assisted by the following:

Refectory Director	Mr Tim Brennan, Caper & Berry
Refectory Manager	Mr Andy Fitzgerald (to April 2010) Mr Terry Lyszyk (from July 2010)

The Volunteers work in a number of roles including Book and Gift Shop assistants, Guides, Office Support, Stewards and Honorary Virgers. In the shops alone, the team of volunteers work 5075 hours a year.

## Appendix 12 – Senior Volunteers

Chief Steward	Mr Rodney Gritten
Chief Guide	Mrs Janet Mathews
Captain of Bell Tower	Mr Richard Burton
Cathedral Archivists	Mrs Liz North and Mrs Janet Stubbings
Friends' Vice Chairman	Mr Rodney Shires deceased (to June 2010)
	Mr Bob Doré (from July 2010)
Head Server	Mr Chris Nott
Librarian	Mrs Janice Cruse
Treasury Curator	Mrs Ann Wickham
Flower Arrangers	Mrs Sue Howland

## Appendix 13 – Cathedral Officers and Advisers

The work of the Chapter would not be possible without support from experts in various professional fields and the following table details the Chapter's advisers:

Architect and Surveyor	Henry Freeland BA BArch RIBA (until July 2010) Freeland Rees Roberts Architects 25 City Road Cambridge CB1 1DP
	John Bailey BA B.Arch. RIBA, AABC (from August) Thomas Ford & Partners 177 Kirkdale Sydenham London SE26 4QH
Archaeological Consultant	Dr David Bird 14 Kings Road Guildford GU1 4JW
Auditors	Brewers Bourne House Queen Street Gomshall GU5 9LY
Bankers	National Westminster Bank PO Box 1 1 Stoke Road Guildford GU1 3ZR
Cathedral Solicitor	Duncan Elson Charles Russell Solicitors Buryfields House, Bury Fields, Guildford, Surrey GU2 4AZ
Investment Adviser	James Stewart Smith Charles Stanley & Co Ltd Fairacre House 70-72 Chertsey Street Guildford, Surrey GU1 4HL

## **The Cathedral Church of The Holy Spirit Guildford**

### **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CHAPTER OF THE CATHEDRAL CHURCH OF THE HOLY SPIRIT - GUILDFORD**

We have audited the accounts of The Cathedral Church of The Holy Spirit - Guildford for the year ended 31 December 2010 on pages 19 to 38. 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 Chapter's members as a body. Our audit work has been undertaken so that we might state to the Chapter's members 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 Chapter and the Chapter's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of chapter members and auditors**

The Chapter's responsibility is for preparing the accounts in accordance with the Cathedrals measure 1999 and United Kingdom (Generally Accepted Accounting Practices). Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

Our responsibility is to audit 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 Cathedral's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements.

#### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of The Cathedral Church of the Holy Spirit – Guildford's affairs as at 31 December 2010 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 Cathedral Measure 1999 and the Guidelines for Accounting and Reporting by English Anglican Cathedrals (Revised November 2006).

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

We have nothing to report to you in respect of the following matters if, in our opinion:

- the information given in the Chapter members' Annual Report is not consistent with the financial statements; or
- the Cathedral has not kept sufficient accounting records; 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.

Brewers  
Statutory Auditor

Bourne House  
Queen Street  
Gomshall  
Surrey  
GU5 9LY

Date

**The Cathedral Church of The Holy Spirit Guildford**

**Consolidated Statement of Financial Activities**

**For the year ended 31st December 2010**

		2010				2009			
	Notes	Unrestricted	Restricted	Endowment	Total	Unrestricted	Restricted	Endowment	Total
		Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds
		£	£	£	£	£	£	£	£
<b>Incoming Resources</b>	<b>1</b>								
Voluntary income	(i)	292,629	33,626	-	326,255	484,616	186,320	-	670,936
Grants receivable	(ii)	-	216,430	-	216,430	-	231,334	-	231,334
Charges and fees in the course of mission	(iii)	50,802	12,625	-	63,427	48,797	18,774	-	67,571
Income from activities generating funds	(iv)	279,541	10,424	-	289,965	404,269	18,576	-	422,845
Income from property and investments	(v)	139,633	7,394	25,710	172,737	112,191	6,858	25,304	144,353
Other income	(vi)	7,166	-	-	7,166	7,226	-	-	7,226
<b>Total incoming resources</b>		<b>769,771</b>	<b>280,499</b>	<b>25,710</b>	<b>1,075,980</b>	<b>1,057,099</b>	<b>461,862</b>	<b>25,304</b>	<b>1,544,265</b>
<b>Costs of generating funds</b>	<b>2</b>	(157,543)	(5,781)	-	(163,324)	(307,875)	(19,984)	-	(327,859)
<b>Net incoming resources available for mission</b>		<b>612,228</b>	<b>274,718</b>	<b>25,710</b>	<b>912,656</b>	<b>749,224</b>	<b>441,878</b>	<b>25,304</b>	<b>1,216,406</b>
<b>Resources expended on Mission</b>	<b>3</b>								
Ministry	(i)	(134,920)	(376,174)	-	(511,094)	(147,064)	(398,384)	-	(545,448)
Cathedral and precincts upkeep	(ii)	(257,652)	(117,423)	-	(375,075)	(377,639)	(175,325)	-	(552,964)
Education and outreach	(iii)	(22,607)	(2,801)	-	(25,408)	(23,507)	(2,911)	-	(26,418)
<b>Total resources expended on mission</b>		<b>(415,179)</b>	<b>(496,398)</b>	<b>-</b>	<b>(911,577)</b>	<b>(548,210)</b>	<b>(576,620)</b>	<b>-</b>	<b>(1,124,830)</b>
<b>Governance costs</b>	<b>4</b>	(18,057)	-	-	(18,057)	(21,545)	(1,456)	-	(23,001)
<b>Total expenditure on generating funds, mission and governance</b>		<b>(590,779)</b>	<b>(502,179)</b>	<b>-</b>	<b>(1,092,958)</b>	<b>(877,630)</b>	<b>(598,060)</b>	<b>-</b>	<b>(1,475,690)</b>
<b>Net incoming/(outgoing) resources</b>		<b>178,992</b>	<b>(221,680)</b>	<b>25,710</b>	<b>(16,978)</b>	<b>179,469</b>	<b>(136,198)</b>	<b>25,304</b>	<b>68,575</b>
<b>Other recognised gains/(losses)</b>									
Properties revaluation		-	-	-	-	-	-	-	-
Investments		68,580	3,436	33,356	105,372	109,434	8,447	29,207	147,088
		247,572	(218,244)	59,066	88,394	288,903	(127,751)	54,511	215,663
<b>Gross transfers between funds</b>	<b>15</b>	(195,970)	221,680	(25,710)	-	(110,894)	136,198	(25,304)	-
<b>Net increase/(decrease) in funds</b>		<b>51,602</b>	<b>3,436</b>	<b>33,356</b>	<b>88,394</b>	<b>178,009</b>	<b>8,447</b>	<b>29,207</b>	<b>215,663</b>
Funds brought forward		5,540,547	106,762	987,782	6,635,091	5,362,538	98,315	958,575	6,419,428
Recognition of Heritage Assets		188,500	-	-	188,500	-	-	-	-
Prior Year adjustment	<b>8</b>	(110,000)	-	-	(110,000)	-	-	-	-
<b>Funds carried forward</b>		<b>5,670,649</b>	<b>110,198</b>	<b>1,021,138</b>	<b>6,801,985</b>	<b>5,540,547</b>	<b>106,762</b>	<b>987,782</b>	<b>6,635,091</b>

**The Cathedral Church of The Holy Spirit Guildford**

**Consolidated balance sheet at 31st December 2010**

	Notes	2010				Restated 2009			
		Unrestricted	Restricted	Endowment	Total	Unrestricted	Restricted	Endowment	Total
		Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds
<b>Fixed Assets</b>		£	£	£	£	£	£	£	£
<b>Heritage Assets</b>	<b>9</b>	188,500	-	-	188,500	-	-	-	-
<b>Investment assets</b>									
Investments	<b>10</b>	1,599,785	49,462	564,274	2,213,521	1,404,416	46,026	556,948	2,007,390
<b>Non investment assets</b>									
Property	<b>11</b>	3,657,593	-	311,199	3,968,792	3,657,593	-	311,199	3,968,792
Equipment and plant	<b>12</b>	138,273	-	-	138,273	131,031	-	-	131,031
		3,795,866	-	311,199	4,107,065	3,788,624	-	311,199	4,099,823
<b>Total fixed assets</b>		<b>5,584,151</b>	<b>49,462</b>	<b>875,473</b>	<b>6,509,086</b>	<b>5,193,040</b>	<b>46,026</b>	<b>868,147</b>	<b>6,107,213</b>
<b>Current assets</b>									
Stocks – goods for resale		30,777	-	-	30,777	51,157	-	-	51,157
Debtors	<b>13</b>	134,538	-	-	134,538	56,669	-	-	56,669
Short term deposits		27,959	60,736	145,665	234,360	197,708	60,736	119,635	378,079
Cash at bank and in hand		41,186	-	-	41,186	33,860	-	-	33,860
		234,460	60,736	145,665	440,861	339,394	60,736	119,635	519,765
<b>Liabilities due within one year</b>									
Creditors	<b>14</b>	147,962	-	-	147,962	101,887	-	-	101,887
		147,962	-	-	147,962	101,887	-	-	101,887
<b>Net current assets</b>		<b>86,498</b>	<b>60,736</b>	<b>145,665</b>	<b>292,899</b>	<b>237,507</b>	<b>60,736</b>	<b>119,635</b>	<b>417,878</b>
<b>Total assets less current liabilities</b>		<b>5,670,649</b>	<b>110,198</b>	<b>1,021,138</b>	<b>6,801,985</b>	<b>5,430,547</b>	<b>106,762</b>	<b>987,782</b>	<b>6,525,091</b>
<b>Net assets</b>		<b>5,670,649</b>	<b>110,198</b>	<b>1,021,138</b>	<b>6,801,985</b>	<b>5,430,547</b>	<b>106,762</b>	<b>987,782</b>	<b>6,525,091</b>
<b>Funds</b>	<b>15</b>								
General fund		5,670,649	-	-	5,670,649	5,430,547	-	-	5,430,547
Fabric fund		-	110,198	245,230	355,428	-	106,762	233,642	340,404
Choir & music fund		-	-	390,623	390,623	-	-	369,638	369,638
Property endowment fund		-	-	385,285	385,285	-	-	384,502	384,502
		<b>5,670,649</b>	<b>110,198</b>	<b>1,021,138</b>	<b>6,801,985</b>	<b>5,430,547</b>	<b>106,762</b>	<b>987,782</b>	<b>6,525,091</b>

Approved by the Chapter of Guildford Cathedral and signed on its behalf

.....  
The Very Reverend Victor Stock OAM - Dean

.....  
Commodore A C Lyddon

Dated .....

**The Cathedral Church of The Holy Spirit Guildford**

**Chapter Statement of Financial Activities**

**For the year ended 31st December 2010**

		2010			2009				
	Notes	Unrestricted	Restricted	Endowment	Total	Unrestricted	Restricted	Endowment	Total
		Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds
		£	£	£	£	£	£	£	£
<b>Incoming Resources</b>	<b>1</b>								
Voluntary income	(i)	292,629	33,626	-	<b>326,255</b>	484,616	186,320	-	<b>670,936</b>
Grants receivable	(ii)	-	216,430	-	<b>216,430</b>		231,334	-	<b>231,334</b>
Charges and fees in the course of mission	(iii)	50,802	12,625	-	<b>63,427</b>	48,797	18,774	-	<b>67,571</b>
Income from activities generating funds	(iv)	135,150	10,424	-	<b>145,574</b>	228,508	18,576	-	<b>247,084</b>
Income from property and investments	(v)	144,733	7,394	25,710	<b>177,837</b>	136,071	6,858	25,304	<b>168,233</b>
Other income	(vi)	7,166	-	-	<b>7,166</b>	7,226	-	-	<b>7,226</b>
<b>Total incoming resources</b>		<b>630,480</b>	<b>280,499</b>	<b>25,710</b>	<b>936,689</b>	<b>905,218</b>	<b>461,862</b>	<b>25,304</b>	<b>1,392,384</b>
<b>Costs of generating funds</b>	<b>2</b>	(14,079)	(5,781)	-	<b>(19,860)</b>	(151,611)	(19,984)	-	<b>(171,595)</b>
<b>Net incoming resources available for mission</b>		<b>616,401</b>	<b>274,718</b>	<b>25,710</b>	<b>916,829</b>	<b>753,608</b>	<b>441,878</b>	<b>25,304</b>	<b>1,220,790</b>
<b>Resources expended on Mission</b>	<b>3</b>								
Ministry	(i)	(134,920)	(376,174)	-	<b>(511,094)</b>	(147,064)	(398,384)	-	<b>(545,448)</b>
Cathedral and precincts upkeep	(ii)	(257,652)	(117,423)	-	<b>(375,075)</b>	(377,639)	(175,325)	-	<b>(552,964)</b>
Education and outreach	(iii)	(22,607)	(2,801)	-	<b>(25,408)</b>	(23,507)	(2,911)	-	<b>(26,418)</b>
<b>Total resources expended on mission</b>		<b>(415,179)</b>	<b>(496,398)</b>	<b>-</b>	<b>(911,577)</b>	<b>(548,210)</b>	<b>(576,620)</b>	<b>-</b>	<b>(1,124,830)</b>
<b>Governance costs</b>	<b>4</b>	(18,057)	-	-	<b>(18,057)</b>	(21,545)	(1,456)	-	<b>(23,001)</b>
<b>Total expenditure on generating funds, mission and governance</b>		<b>(447,315)</b>	<b>(502,179)</b>	<b>-</b>	<b>(949,494)</b>	<b>(721,366)</b>	<b>(598,060)</b>	<b>-</b>	<b>(1,319,426)</b>
<b>Net incoming/(outgoing) resources</b>		<b>183,165</b>	<b>(221,680)</b>	<b>25,710</b>	<b>(12,805)</b>	<b>183,852</b>	<b>(136,198)</b>	<b>25,304</b>	<b>72,958</b>
<b>Other recognised gains/(losses)</b>									
Properties revaluation		-	-	-	-	-	-	-	-
Investments		<b>68,580</b>	<b>3,436</b>	<b>33,356</b>	<b>105,372</b>	<b>109,434</b>	<b>8,447</b>	<b>29,207</b>	<b>147,088</b>
		<b>251,745</b>	<b>(218,244)</b>	<b>59,066</b>	<b>92,567</b>	<b>293,286</b>	<b>(127,751)</b>	<b>54,511</b>	<b>220,046</b>
<b>Gross transfers between funds</b>	<b>15</b>	(195,970)	221,680	(25,710)	-	(110,894)	136,198	(25,304)	-
<b>Net increase/(decrease) in funds</b>		<b>55,775</b>	<b>3,436</b>	<b>33,356</b>	<b>92,567</b>	<b>182,392</b>	<b>8,447</b>	<b>29,207</b>	<b>220,046</b>
Funds brought forward		5,534,132	106,762	987,782	6,628,676	5,351,741	98,314	958,575	6,408,630
Recognition of Heritage Assets		188,500	-	-	188,500	-	-	-	-
Prior Year adjustment	<b>8</b>	(110,000)	-	-	(110,000)	-	-	-	-
<b>Funds carried forward</b>		<b>5,668,407</b>	<b>110,198</b>	<b>1,021,138</b>	<b>6,799,743</b>	<b>5,534,133</b>	<b>106,761</b>	<b>987,782</b>	<b>6,628,676</b>

**The Cathedral Church of The Holy Spirit Guildford**

**Chapter Balance Sheet at 31st December 2010**

	Notes	2010							Restated
		Unrestricted	Restricted	Endowment	Total	Unrestricted	Restricted	Endowment	2009
		Funds	Funds	Funds	Funds	Funds	Funds	Funds	Total
		£	£	£	£	£	£	£	£
<b>Fixed Assets</b>									
<b>Heritage Assets</b>									
Treasury	9	188,500	-	-	188,500	-	-	-	-
<b>Investment assets</b>									
Investments	10	1,599,785	49,462	564,274	2,213,521	1,404,416	46,026	556,948	2,007,390
<b>Non investment assets</b>									
Property	11	3,657,593	-	311,199	3,968,792	3,657,593	-	311,199	3,968,792
Equipment and plant	12	138,273	-	-	138,273	131,031	-	-	131,031
		3,795,866	-	311,199	4,107,065	3,788,624	-	311,199	4,099,823
<b>Total fixed assets</b>		<b>5,584,151</b>	<b>49,462</b>	<b>875,473</b>	<b>6,509,086</b>	<b>5,193,040</b>	<b>46,026</b>	<b>868,147</b>	<b>6,107,213</b>
<b>Current assets</b>									
Debtors	13	168,634	-	-	168,634	109,695	-	-	109,695
Short term deposits		27,949	60,736	145,665	234,350	197,709	60,735	119,635	378,079
Cash at bank and in hand		31,050	-	-	31,050	23,161	-	-	23,161
		<b>227,633</b>	<b>60,736</b>	<b>145,665</b>	<b>434,034</b>	<b>330,565</b>	<b>60,735</b>	<b>119,635</b>	<b>510,935</b>
<b>Liabilities due within one year</b>									
Creditors	14	143,377	-	-	143,377	99,472	-	-	99,472
		143,377	-	-	143,377	99,472	-	-	99,472
<b>Net current assets</b>		<b>84,256</b>	<b>60,736</b>	<b>145,665</b>	<b>290,657</b>	<b>231,093</b>	<b>60,735</b>	<b>119,635</b>	<b>411,463</b>
<b>Total assets less current liabilities</b>						<b>5,424,133</b>	<b>106,761</b>	<b>987,782</b>	<b>6,518,676</b>
<b>Net assets</b>		<b>5,668,407</b>	<b>110,198</b>	<b>1,021,138</b>	<b>6,799,743</b>	<b>5,424,133</b>	<b>106,761</b>	<b>987,782</b>	<b>6,518,676</b>
<b>Funds</b>									
General fund	15	5,668,407	-	-	5,668,407	5,424,133	-	-	5,424,133
Fabric fund		-	110,198	245,230	355,428	-	106,761	233,642	340,403
Choir & music fund		-	-	390,623	390,623	-	-	369,638	369,638
Property endowment fund		-	-	385,285	385,285	-	-	384,502	384,502
		<b>5,668,407</b>	<b>110,198</b>	<b>1,021,138</b>	<b>6,799,743</b>	<b>5,424,133</b>	<b>106,761</b>	<b>987,782</b>	<b>6,518,676</b>

Approved by the Chapter of Guildford Cathedral and signed on its behalf

.....  
The Very Reverend Victor Stock OAM - Dean

.....  
Commodore A C Lyddon

Dated .....

**The Cathedral Church of the Holy Spirit Guildford**  
**Notes to the Consolidated Financial Statements**  
**For the year ended 31st December 2010**

**Accounting policies**

**Basis of Accounts Preparation**

The financial statements and report are prepared in accordance with the regulations for Accounting and Reporting by English Anglican Cathedrals prepared for the Cathedral's Administration and Finance Association in conjunction with the Association of English Cathedrals and specified by the Church Commissioners under section 27 of the Cathedrals Measure 1999. These regulations were substantially revised in December 2006 and apply to all financial years commencing on or after 1st December 2006.

The accounts consolidate the results of a subsidiary company Guildford Cathedral Shops Limited.

Under FRS1 the Cathedral is exempt from producing a cash flow as it qualifies as a small entity.

**Income**

Grants, donations, gift aid reclaimable, fees charged, hire charges, trading income and investment income are recorded when receivable.

Grants and donations receivable for the general purposes of the Charity are credited to Unrestricted Funds. Grants and donations for purposes restricted by the wishes of the donor are taken to Restricted Funds. Where any amounts are required to be retained as capital in accordance with the donor's wishes these are accounted for as Endowments.

Legacies are recorded when the amount receivable can be determined with reasonable certainty.

Any income subject to VAT is recorded net of VAT chargeable.

Gifts in kind are recorded at their estimated value. No value is attributed to voluntary help.

**Charging policy**

The Cathedral does not charge for entry to the Cathedral. To achieve this objective, every effort is made to develop earnings from commercial sources, and to attract voluntary donations from supporters and visitors. It is felt that pursuance of this policy will help many thousands of people each year to enjoy the beauty of the Cathedral, and come to know Christ better through that experience. The Cathedral is open to everyone, regardless of background or means, and it is our aim to ensure that each person receives a personal warm welcome.

**Donated assets**

Offers of gifts in kind are considered by the Chapter, and where appropriate by the Cathedral's Fabric Advisory Committee.

The disposal of donated assets which are deemed to have outlived their usefulness is carefully discussed in Chapter and by the Fabric Advisory Committee, and where necessary proposals are submitted to the Cathedrals Fabric Commission for England. No items are disposed of without the agreement of the FAC, and decisions of the CFCE are always complied with. In the case of such items once donated by individuals or families, surviving relatives are always informed when a decision is made in favour of disposal.

**Expenditure**

Expenditure is accounted for on an accruals basis. Overhead and other costs not directly attributable to particular financial activity categories are apportioned over the relevant categories on the basis of staff numbers working in each department.

The Chapter is eligible to partially recover VAT. Non-recoverable VAT is attributed to the relevant expense.

Governance costs comprise the costs of running the Cathedral, including strategic planning for its future development, external audit, legal advice and all costs of complying with constitutional and statutory requirements.

Intra-group sales and associated costs with the Cathedral's subsidiary company, Guildford Cathedral Shops Limited, are excluded from the consolidated income and expenditure.

**The Cathedral Church of the Holy Spirit Guildford**  
**Notes to the Consolidated Financial Statements**  
**For the year ended 31st December 2010**

**Accounting policies continued**

**Heritage Assets**

Heritage assets have been capitalised at a valuation carried out by a professional valuer in 2006. No depreciation is charged on these assets as they are well maintained and are not believed to have a finite useful economic life.

**Land, Buildings, Inventory and Equipment**

The Cathedral land, Cathedral building and ancillary buildings form part of the Cathedral's Endowment and in accordance with the SORP are not included in these accounts.

Similarly, no value is attributed to items included in the inventory prepared under S13(1) of the Care of Cathedrals Measure 1990.

Fixed assets costing over £500 are capitalised in the year of purchase.

All other property is included in the balance sheet at market valuation in accordance with the regulations for Accounting and Reporting by English Anglican Cathedrals (revised December 2006). The properties were valued on 23rd April 2009 by Clarke Gammon Wellers, Chartered Surveyors.

Freehold buildings are not amortised on the basis of immateriality due to long unexpired lives and high residual values. The Cathedral has a policy and practice of regular maintenance and properties are also unlikely to suffer obsolescence. The Cathedral undertakes annual impairment reviews of all properties stated in the accounts.

Depreciation of other assets is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Furniture and fittings	10% straight line basis
Office and catering equipment	over 3 – 4 years

**Operating Lease Agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged on a straight line basis over the period of the lease.

**Stocks**

Stocks held by Guildford Cathedral Shops Limited are valued at the lower of cost or net realisable value, after making allowance for obsolete and slow moving items.

**Investments**

Investments are valued at the balance sheet date at their market value. Any unrealised gain/loss in the year is shown in the Statement of Financial Activities under the heading 'Other recognised gains (losses)'.

**Pensions**

It is the policy of the Chapter that all members of lay staff are eligible to join the Cathedral's Defined Contribution Pension Scheme that is part of the Church of England Pensions Board Church Workers Scheme.

**Unrestricted Funds**

Unrestricted funds are donations and incoming resources receivable or generated for the objects of the Cathedral without further specified purpose and are available as general funds.

**Designated Funds**

These are reserves set aside by the Dean and Chapter out of unrestricted funds for specific future purposes and projects.

**The Cathedral Church of the Holy Spirit Guildford**  
**Notes to the Consolidated Financial Statements**  
**For the year ended 31st December 2010**

**Accounting policies continued**

**Restricted Funds**

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

**Endowment Funds**

- a) Property Endowment Fund – The Cathedral can use these funds for the improvement or development of any property in which it has an interest (other than the Cathedral and its ancillary buildings) except for £20,000 which could be used for the choir and music.
- b) Other Endowment Capital – only the income can be spent on these funds.

**Policy for transfer between funds**

Expenditure on Choir and Music and Cathedral Fabric in excess of income generated is offset by a transfer from the General Fund.

**The Cathedral Church of The Holy Spirit Guildford**

**Notes to the Consolidated Financial Statements**

**For the year ended 31st December 2010**

1. Incoming resources	2010			2009				
	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	
(i) Voluntary income	£	£	£	£	£	£	£	
Congregational collections and giving	160,487	-	-	<b>160,487</b>	157,710	-	-	157,710
Link scheme	1,820	-	-	<b>1,820</b>	1,330	-	-	1,330
Votive candles	7,970	-	-	<b>7,970</b>	7,474	-	-	7,474
Donations	50,516	32,595	-	<b>83,111</b>	35,499	163,009	-	198,508
Tax recoverable under gift aid on voluntary donations	42,984	1,031	-	<b>44,015</b>	53,391	6,443	-	59,834
Income from Friends and local trusts	20	-	-	<b>20</b>	-	16,868	-	16,868
Legacies	28,832	-	-	<b>28,832</b>	229,212	-	-	229,212
	<b>292,629</b>	<b>33,626</b>	-	<b>326,255</b>	<b>484,616</b>	<b>186,320</b>	-	<b>670,936</b>
(ii) Grants receivable								
Church Commissioners for clergy stipends (3)	-	108,883	-	<b>108,883</b>	-	112,903	-	112,903
Church Commissioners for lay staff salaries	-	70,813	-	<b>70,813</b>	-	83,257	-	83,257
Diocesan grants for University Chaplain stipend	-	36,734	-	<b>36,734</b>	-	35,174	-	35,174
Friends of Cathedral Music	-	-	-	-	-	-	-	-
	-	<b>216,430</b>	-	<b>216,430</b>	-	<b>231,334</b>	-	<b>231,334</b>
(iii) Charges and fees in the course of mission								
Education workshops	5,182	-	-	<b>5,182</b>	7,220	-	-	7,220
Special services	45,620	12,625	-	<b>58,245</b>	41,577	18,774	-	60,351
	<b>50,802</b>	<b>12,625</b>	-	<b>63,427</b>	<b>48,797</b>	<b>18,774</b>	-	<b>67,571</b>
(iv) Income from activities generating funds								
Gross income of shop	144,391	-	-	<b>144,391</b>	175,760	-	-	175,760
Gross income of refectory	52,255	-	-	<b>52,255</b>	57,740	-	-	57,740
Hiring to businesses	77,905	5,190	-	<b>83,095</b>	69,600	3,853	-	73,453
Cathedral events – Flower Gala	10	-	-	<b>10</b>	85,555	-	-	85,555
Art Exhibitions	3,100	-	-	<b>3,100</b>	3,410	-	-	3,410
Concerts, recitals and CDs	1,880	5,234	-	<b>7,114</b>	12,204	14,723	-	26,927
	<b>279,541</b>	<b>10,424</b>	-	<b>289,965</b>	<b>404,269</b>	<b>18,576</b>	-	<b>422,845</b>
(v) Income from property and investments								
Rents and utility charges	53,736	5,259	-	<b>58,995</b>	40,834	4,952	-	45,786
Investment income	85,220	2,135	25,710	<b>113,065</b>	61,500	1,906	25,304	88,710
Interest receivable on short term deposits	677	-	-	<b>677</b>	9,857	-	-	9,857
	<b>139,633</b>	<b>7,394</b>	<b>25,710</b>	<b>172,737</b>	<b>112,191</b>	<b>6,858</b>	<b>25,304</b>	<b>144,353</b>
(vi) Other income								
Music Development Fund – repayment of fund raising costs incurred in earlier years	7,166	-	-	<b>7,166</b>	7,226	-	-	7,226
	<b>7,166</b>	-	-	<b>7,166</b>	<b>7,226</b>	-	-	<b>7,226</b>
	<b>769,771</b>	<b>280,499</b>	<b>25,710</b>	<b>1,075,980</b>	<b>1,057,099</b>	<b>461,862</b>	<b>25,304</b>	<b>1,544,265</b>

\*\*The Cathedral Flower Gala was income relating to 2009.

**The Cathedral Church of The Holy Spirit Guildford**

**Notes to the Consolidated Financial Statements**

**For the year ended 31st December 2010**

**2. Costs of generating funds**

	2010				2009			
	Unrestricted	Restricted	Endowment	Total	Unrestricted	Restricted	Endowment	Total
	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds
	£	£	£	£	£	£	£	£
Costs of facilities for visitors	8,591	229	-	<b>8,820</b>	12,016	447	-	12,463
Gross costs of shop	143,464	-	-	<b>143,464</b>	156,264	-	-	156,264
Costs of appeals and fund raising	1,251	173	-	<b>1,424</b>	37,117	10,995	-	48,112
Flower Gala and other festival costs	-	-	-	-	85,570	-	-	85,570
Art Exhibitions	41	-	-	<b>41</b>	2,915	-	-	2,915
General marketing costs	2,021	359	-	<b>2,380</b>	5,662	1,033	-	6,695
Performing rights and CD costs and fees	-	5,020	-	<b>5,020</b>	-	2,851	-	2,851
Support costs	-	-	-	-	5,901	4,658	-	10,559
First Aid	2,175	-	-	<b>2,175</b>	2,430	-	-	2,430
	<b>157,543</b>	<b>5,781</b>	-	<b>163,324</b>	<b>307,875</b>	<b>19,984</b>	-	<b>327,859</b>

**3. Expenditure on mission**

	2010				2009			
	Unrestricted	Restricted	Endowment	Total	Unrestricted	Restricted	Endowment	Total
	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds
	£	£	£	£	£	£	£	£
<b>(i) Ministry</b>								
Clergy stipends and working expenses	5,298	145,617	-	<b>150,915</b>	5,983	148,077	-	154,060
Clergy housing costs	23,346	-	-	<b>23,346</b>	23,753	-	-	23,753
Clergy support costs	41,564	-	-	<b>41,564</b>	41,354	-	-	41,354
Services and music	121	172,958	-	<b>173,079</b>	148	190,450	-	190,598
Support costs	64,591	57,599	-	<b>122,190</b>	75,826	59,857	-	135,683
	<b>134,920</b>	<b>376,174</b>	-	<b>511,094</b>	<b>147,064</b>	<b>398,384</b>	-	<b>545,448</b>

**(ii) Cathedral and precincts upkeep**

Maintenance and interior upkeep	135,717	80,224	-	<b>215,941</b>	157,722	65,751	-	223,473
Major Cathedral repairs and restoration	-	-	-	-	-	71,487	-	71,487
Costs re proposed development	-	-	-	-	88,251	-	-	88,251
Cathedral insurance	2,660	22,463	-	<b>25,123</b>	1,520	22,773	-	24,293
Cathedral light and heat	48,355	-	-	<b>48,355</b>	47,554	-	-	47,554
Cathedral water rates	7,139	-	-	<b>7,139</b>	12,274	-	-	12,274
Precinct security and gardens upkeep	25,254	-	-	<b>25,254</b>	30,978	-	-	30,978
Depreciation	22,002	-	-	<b>22,002</b>	19,941	-	-	19,941
Support costs	16,525	14,736	-	<b>31,261</b>	19,399	15,314	-	34,713
	<b>257,652</b>	<b>117,423</b>	-	<b>375,075</b>	<b>377,639</b>	<b>175,325</b>	-	<b>552,964</b>

**The Cathedral Church of The Holy Spirit Guildford**

**Notes to the Consolidated Financial Statements**

**For the year ended 31st December 2010**

3. Expenditure on mission (continued)	2010							2009
	Unrestricted	Restricted	Endowment	Total	Unrestricted	Restricted	Endowment	Total
	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds
(iii) Education and outreach	£	£	£	£	£	£	£	£
Educational activities	11,460	-	-	<b>11,460</b>	10,855	-	-	10,855
Charitable and other giving	8,005	-	-	<b>8,005</b>	8,964	-	-	8,964
Support costs	3,142	2,801	-	<b>5,943</b>	3,688	2,911	-	6,599
	<b>22,607</b>	<b>2,801</b>	-	<b>25,408</b>	<b>23,507</b>	<b>2,911</b>	-	<b>26,418</b>
<b>Total expenditure on mission</b>	<b>415,179</b>	<b>496,398</b>	-	<b>911,577</b>	<b>548,210</b>	<b>576,620</b>	-	<b>1,124,830</b>
<b>4. Governance costs</b>								
Audit and accountancy	6,210	-	-	<b>6,210</b>	10,880	-	-	10,880
Professional fees	-	-	-	-	-	-	-	-
Personnel costs	8,876	-	-	<b>8,876</b>	8,821	-	-	8,821
Support costs	2,971	-	-	<b>2,971</b>	1,844	1,456	-	3,300
	<b>18,057</b>	-	-	<b>18,057</b>	<b>21,545</b>	<b>1,456</b>	-	<b>23,001</b>
<b>5. Support costs</b>								
Administration expenses	47,384	-	-	47,384	49,736	-	-	49,736
Bank charges	1,907	-	-	1,907	1,801	-	-	1,801
Personnel and training	22,517	70,813	-	93,330	33,677	83,257	-	116,934
Sundry including information technology	14,020	5,724	-	19,744	21,444	939	-	22,383
	<b>85,828</b>	<b>76,537</b>	-	<b>162,365</b>	<b>106,658</b>	<b>84,196</b>	-	<b>190,854</b>

The support costs have been allocated between departments according to the number of people employed in that department.

**Annual Commitments under non cancellable leases**

	2010	2009
	£	£
Under 1 year	-	-
2-5 years	7,501	7,716
Greater than 5 years	-	-
	<b><u>7,501</u></b>	<b><u>7,716</u></b>

**The Cathedral Church of The Holy Spirit Guildford**

**Notes to the Chapter Financial Statements**

**For the year ended 31st December 2010**

**1. Incoming resources**

	2010			2009				
	Unrestricted	Restricted	Endowment	Total	Unrestricted	Restricted	Endowment	Total
	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds
<b>(i) Voluntary income</b>	£	£	£	£	£	£	£	£
Congregational collections and giving	160,487	-	-	<b>160,487</b>	157,710	-	-	157,710
Link scheme	1,820	-	-	<b>1,820</b>	1,330	-	-	1,330
Votive candles	7,970	-	-	<b>7,970</b>	7,474	-	-	7,474
Donations	50,516	32,595	-	<b>83,111</b>	35,499	163,009	-	198,508
Tax recoverable under gift aid on voluntary donations	42,984	1,031	-	<b>44,015</b>	53,391	6,443	-	59,834
Income from Friends and local trusts	20	-	-	<b>20</b>	-	16,868	-	16,868
Legacies	28,832	-	-	<b>28,832</b>	229,212	-	-	229,212
	<b>292,629</b>	<b>33,626</b>	-	<b>326,255</b>	<b>484,616</b>	<b>186,320</b>	-	<b>670,936</b>
<b>(ii) Grants receivable</b>								
Church Commissioners for clergy stipends (3)	-	108,883	-	<b>108,883</b>	-	112,903	-	112,903
Church Commissioners for lay staff salaries	-	70,813	-	<b>70,813</b>	-	83,257	-	83,257
Diocesan grants for University Chaplain stipend	-	36,734	-	<b>36,734</b>	-	35,174	-	35,174
Friends of Cathedral Music	-	-	-	-	-	-	-	-
	-	<b>216,430</b>	-	<b>216,430</b>	-	<b>231,334</b>	-	<b>231,334</b>
<b>(iii) Charges and fees in the course of mission</b>								
Education workshops	5,182	-	-	<b>5,182</b>	7,220	-	-	7,220
Special services	45,620	12,625	-	<b>58,245</b>	41,577	18,774	-	60,351
	<b>50,802</b>	<b>12,625</b>	-	<b>63,427</b>	<b>48,797</b>	<b>18,774</b>	-	<b>67,571</b>
<b>(iv) Income from activities generating funds</b>								
Gross income of refectory	52,255	-	-	<b>52,255</b>	57,740	-	-	57,740
Hiring to businesses	77,905	5,190	-	<b>83,095</b>	69,600	3,853	-	73,453
Cathedral events – Flower Gala	10	-	-	<b>10</b>	85,555	-	-	85,555
Art Exhibitions	3,100	-	-	<b>3,100</b>	3,410	-	-	3,410
Concerts, recitals and CDs	1,880	5,234	-	<b>7,114</b>	12,204	14,723	-	26,927
	<b>135,150</b>	<b>10,424</b>	-	<b>145,574</b>	<b>228,509</b>	<b>18,576</b>	-	<b>247,085</b>
<b>(v) Income from property and investments</b>								
Rents and utility charges	58,836	5,259	-	<b>64,095</b>	64,714	4,952	-	69,666
Investment income	85,220	2,135	25,710	<b>113,065</b>	61,500	1,906	25,304	88,710
Interest receivable on short term deposits	677	-	-	<b>677</b>	9,857	-	-	9,857
	<b>144,733</b>	<b>7,394</b>	<b>25,710</b>	<b>177,837</b>	<b>136,071</b>	<b>6,858</b>	<b>25,304</b>	<b>168,233</b>
<b>(vi) Other income</b>								
Music Development Fund – repayment of fund raising costs incurred in earlier years	7,166	-	-	<b>7,166</b>	7,226	-	-	7,226
	<b>7,166</b>	-	-	<b>7,166</b>	<b>7,226</b>	-	-	<b>7,226</b>
	<b>630,480</b>	<b>280,499</b>	<b>25,710</b>	<b>936,689</b>	<b>905,219</b>	<b>461,862</b>	<b>25,304</b>	<b>1,392,385</b>

**The Cathedral Church of The Holy Spirit Guildford**

**Notes to the Chapter Financial Statements**

**For the year ended 31st December 2010**

**2. Costs of generating funds**

	2010				2009			
	Unrestricted	Restricted	Endowment	Total	Unrestricted	Restricted	Endowment	Total
	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds
	£	£	£	£	£	£	£	£
Costs of facilities for visitors	8,591	229	-	<b>8,820</b>	12,016	447	-	12,463
Costs of appeals and fund raising	1,251	173	-	<b>1,424</b>	37,117	10,995	-	48,112
Flower Gala and other festival costs	-	-	-	-	85,570	-	-	85,570
Art Exhibitions	41	-	-	<b>41</b>	2,915	-	-	2,915
General marketing costs	2,021	359	-	<b>2,380</b>	5,662	1,033	-	6,695
Performing rights and CD costs and fees	-	5,020	-	<b>5,020</b>	-	2,851	-	2,851
Support costs	-	-	-	-	5,901	4,658	-	10,559
First Aid	2,175	-	-	<b>2,175</b>	2,430	-	-	2,430
	<b>14,079</b>	<b>5,781</b>	-	<b>19,860</b>	<b>151,611</b>	<b>19,984</b>	-	<b>171,595</b>

**3. Expenditure on mission**

	2010				2009			
	Unrestricted	Restricted	Endowment	Total	Unrestricted	Restricted	Endowment	Total
	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds
	£	£	£	£	£	£	£	£
<b>(i) Ministry</b>								
Clergy stipends and working expenses	5,298	145,617	-	<b>150,915</b>	5,983	148,077	-	154,060
Clergy housing costs	23,346	-	-	<b>23,346</b>	23,753	-	-	23,753
Clergy support costs	41,564	-	-	<b>41,564</b>	41,354	-	-	41,354
Services and music	121	172,958	-	<b>173,079</b>	148	190,450	-	190,598
Support costs	64,591	57,599	-	<b>122,190</b>	75,826	59,857	-	135,683
	<b>134,920</b>	<b>376,174</b>	-	<b>511,094</b>	<b>147,064</b>	<b>398,384</b>	-	<b>545,448</b>

**(ii) Cathedral and precincts upkeep**

Maintenance and interior upkeep	135,717	80,224	-	<b>215,941</b>	157,722	65,751	-	223,473
Major Cathedral repairs and restoration	-	-	-	-	-	71,487	-	71,487
Costs re proposed development	-	-	-	-	88,251	-	-	88,251
Cathedral insurance	2,660	22,463	-	<b>25,123</b>	1,520	22,773	-	24,293
Cathedral light and heat	48,355	-	-	<b>48,355</b>	47,554	-	-	47,554
Cathedral water rates	7,139	-	-	<b>7,139</b>	12,274	-	-	12,274
Precinct security and gardens upkeep	25,254	-	-	<b>25,254</b>	30,978	-	-	30,978
Depreciation	22,002	-	-	<b>22,002</b>	19,941	-	-	19,941
Support costs	16,525	14,736	-	<b>31,261</b>	19,399	15,314	-	34,713
	<b>257,652</b>	<b>117,423</b>	-	<b>375,075</b>	<b>377,639</b>	<b>175,325</b>	-	<b>552,964</b>

## The Cathedral Church of The Holy Spirit Guildford

### Notes to the Chapter Financial Statements

#### For the year ended 31st December 2010

3. Expenditure on mission (continued)	2010				2009			
	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
(iii) Education and outreach	£	£	£	£	£	£	£	£
Educational activities	11,460	-	-	<b>11,460</b>	10,855	-	-	10,855
Charitable and other giving **	8,005	-	-	<b>8,005</b>	8,964	-	-	8,964
Support costs	3,142	2,801	-	<b>5,943</b>	3,688	2,911	-	6,599
	<b>22,607</b>	<b>2,801</b>	-	<b>25,408</b>	<b>23,507</b>	<b>2,911</b>	-	<b>26,418</b>
<b>Total expenditure on mission</b>	<b>415,179</b>	<b>496,398</b>	-	<b>911,577</b>	<b>548,210</b>	<b>576,620</b>	-	<b>1,124,830</b>
4. Governance costs								
Audit and accountancy	6,210	-	-	<b>6,210</b>	10,880	-	-	10,880
Professional fees	-	-	-	-	-	-	-	-
Personnel costs	8,876	-	-	<b>8,876</b>	8,821	-	-	8,821
Support costs	2,971	-	-	<b>2,971</b>	1,844	1,456	-	3,300
	<b>18,057</b>	-	-	<b>18,057</b>	<b>21,545</b>	<b>1,456</b>	-	<b>23,001</b>
5. Support costs								
Administration expenses	47,384	-	-	47,384	49,736	-	-	49,736
Bank charges	1,907	-	-	1,907	1,801	-	-	1,801
Personnel and training	22,517	70,813	-	93,330	33,677	83,257	-	116,934
Sundry including information technology	14,020	5,724	-	19,744	21,444	939	-	22,383
	<b>85,828</b>	<b>76,537</b>	-	<b>162,365</b>	<b>106,658</b>	<b>84,196</b>	-	<b>190,854</b>

\*\*The Cathedral gives 5% of congregational giving and donations received each year to outside charitable organisations, nominated by the Outward Giving Committee.

The support costs have been allocated between departments according to the number of people employed in that department.

#### **Annual Commitments under non cancellable leases**

	2010	2009
	£	£
Under 1 year	-	-
2-5 years	7,501	7,716
Greater than 5 years	-	-
	<u>7,501</u>	<u>7,716</u>

**The Cathedral Church of The Holy Spirit Guildford**

**Notes to the Consolidated Financial Statements**

**For the year ended 31st December 2010**

**6. Staff Costs**

	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
i. Salaries and stipends	423,905	464,611
Employers National Insurance costs	33,565	38,968
Employers pension costs	38,638	41,655
	<b>496,108</b>	<b>545,234</b>

(No employee received more than £60,000 per annum.)

	<b>2010</b>	<b>2009</b>
ii. The average weekly number of employees of all entities included in the Consolidated Financial Statements:		
Ministry and music	8.4	8.4
Clergy support	1.9	1.9
Education	0.5	0.5
Cathedral and precincts upkeep	2.6	2.6
Fundraising	0.0	0.8
Shops	2.0	2.0
Governance	0.3	0.3
Administrative support	3.3	3.5
	<b>19.0</b>	<b>20.0</b>

	<b>Remuneration</b>	<b>Pension Contributions</b>
iii. Remuneration included in these Financial Statements of Members of Chapter in 2010:		
The Very Revd Victor Stock OAM	34,789	1,811
The Revd Canon Dr Nicholas Thistlethwaite	27,697	9,037
The Revd Canon Jonathan Frost *	27,697	9,037
The Revd Canon Angela Weaver	26,512	9,037
Commodore Tony Lyddon	39,524	2,498
	<b>156,219</b>	<b>31,420</b>

The clergy pension contributions are paid by the diocese to the Church of England Funded Pensions Scheme. This is a defined benefit scheme but the Cathedral is not able to identify its share of the underlying assets and liabilities. Each employer in the Scheme pays the same contribution rate, calculated on the basis of an actuarial valuation of the Scheme. The current rate is 25%.

\* The Revd Canon Jonathan Frost was the Residentiary Canon and Anglican Chaplain to the University of Surrey. The remuneration included in these accounts reflects his duties on both Cathedral and University business.

iv. The remuneration of, and pension provision for, Clerical Members of the Chapter are paid in accordance with scales laid down annually by the Church Commissioners, the Archbishops' Council and the Church of England Pensions Board. The stipends are paid directly by the diocese to the clergy, but for the purposes of these accounts, are shown grossed up.

v. Accommodation is provided to The Very Revd Victor Stock OAM, The Revd Canon Dr Nicholas Thistlethwaite, The Revd Canon Jonathan Frost and The Revd Canon Angela Weaver, in properties owned by the Cathedral. The chapter members pay a contribution towards the utility bills.

**The Cathedral Church of The Holy Spirit Guildford**  
**Notes to the Consolidated and Chapter Financial Statements**  
**For the year ended 31st December 2010**

vi. Expenses paid to Members of the Chapter.

	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Travel	920	993
Hospitality	693	317
Other	-	59
	<b>1,613</b>	<b>1,369</b>

Expenses were reimbursed to three members of the Chapter.

vii. During the year the Cathedral paid fees of £1,475 plus VAT to Moore Stephens LLP, an organisation in which Canon Peter Hounslow the Honorary Treasurer used to be a partner.

**7. Auditors remuneration**

	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
As auditors (inclusive of irrecoverable VAT)	6,420	6,400

**8. Prior year adjustment**

	<b>Consolidated</b>	<b>Chapter</b>
Funds brought forward	6,635,091	6,628,676
Prior year adjustment	(110,000)	(110,000)
Funds brought forward restated	<u>6,525,091</u>	<u>6,518,676</u>
Retained surplus for year	88,394	92,567
Recognition of heritage assets	<u>188,500</u>	<u>188,500</u>
Funds carried forward	<u><u>6,801,985</u></u>	<u><u>6,799,743</u></u>

One of the properties on the balance sheet, No. 6 Cathedral Close, should not have been included in the Cathedral's assets. The land on which the house was built was leased by the Cathedral to the Diocese on a long lease until 28<sup>th</sup> September 2028. The Diocese subsequently built No. 6 Cathedral Close on the plot. The property has been included in the accounts at a Valuation of £320,000. The land with planning consent has been valued on 14<sup>th</sup> March 2011 by Clarke Gammon Wellers at £200,000. As this amounts to a fundamental error, the write down of £110,000 has been treated as a prior year adjustment.

The lease also contains a put option to purchase the house which may be exercised by the Diocese on termination of the Lease, should the role of University Chaplain no longer be in existence. Clarke Gammon Weller valued the land and property with vacant possession at £500,000 on 25<sup>th</sup> February 2011 which would value the property alone at £300,000.

**9. Heritage Assets - Consolidated and Chapter**

	<b>2010</b>			<b>2009</b>				
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Endowment</b>	<b>Total</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Endowment</b>	<b>Total</b>
	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Heritage Assets at market value 1 January 2010	-	-	-	-	-	-	-	-
Additions/disposals	188,500	-	-	188,500	-	-	-	-
Transfer to unrestricted funds	-	-	-	-	-	-	-	-
Net (decrease) / increase on disposals and revaluation	-	-	-	-	-	-	-	-
Heritage Assets at market value 31 December 2010	<b>188,500</b>	-	-	<b>188,500</b>	-	-	-	-

The heritage assets were last valued in February 2006 by Keith Baker, a 19 & 20 Century decorative Arts consultant and are to be re-valued every 5 years. The basis of the valuation was replacement cost. The assets have all been donated to the Cathedral over many years but were not previously required to be included in the Cathedral accounts. These assets are all liturgical vessels such as chalices, crosses and candlesticks etc. The Cathedral keeps a register of the assets which are held in the Treasury or the safe and these are used for special services. They are regularly polished and maintained and are not considered to have a finite useful economic use and therefore no depreciation has been charged.

**The Cathedral Church of The Holy Spirit Guildford**  
**Notes to the Consolidated and Chapter Financial Statements**  
**For the year ended 31st December 2010**

**10. Investments – Consolidated and Chapter**

	2010							2009
	Unrestricted	Restricted	Endowment	Total	Unrestricted	Restricted	Endowment	Total
	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds
Investments at market value 1 January 2010	1,404,416	46,026	556,948	<b>2,007,390</b>	800,919	37,579	527,742	1,366,240
Additions	381,763	-	-	<b>381,763</b>	494,062	-	-	494,062
Disposals	(281,004)	-	-	<b>(281,004)</b>	-	-	-	-
Transfer to unrestricted funds	-	-	-	-	-	-	-	-
Net (decrease) / increase on disposals and revaluation	94,610	3,436	7,326	<b>105,372</b>	109,435	8,447	29,206	147,088
Investments at market value 31 December 2010	<b>1,599,785</b>	<b>49,462</b>	<b>564,274</b>	<b>2,213,521</b>	1,404,416	46,026	556,948	<b>2,007,390</b>

Of the investments held on 31<sup>st</sup> December 2010, 28.2% is invested in CAF Equity Growth, 16.8% in CCLA, 15.7% in CAF Bond Income, 11% in M&G Charibond, 13.7% in UK Gilts, 3.2% in M&G Charifund, 4.5% in Scottish Widows Bond, 3.6% in UK Real Estate and 3.3% in UK Equity Investments.

**11. Non investment freehold property – Consolidated and Chapter**

	2010							Restated 2009
	Unrestricted	Restricted	Endowment	Total	Unrestricted	Restricted	Endowment	Total
	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds
	£	£	£	£	£	£	£	£
Value at 1 January 2010	3,657,593	-	311,199	<b>3,968,792</b>	3,657,593	-	311,199	3,968,792
Additions	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-
Value at 31 December 2010	<b>3,657,593</b>	-	<b>311,199</b>	<b>3,968,792</b>	3,657,593	-	311,199	<b>3,968,792</b>
Depreciation at 1 January 2010	-	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-
Depreciation at 31 December 2010	-	-	-	-	-	-	-	-
At net book value 31 December 2010	<b>3,657,593</b>	-	<b>311,199</b>	<b>3,968,792</b>	3,657,593	-	311,199	<b>3,968,792</b>

The non-investment properties are all held for use as Cathedral clergy and staff housing.

The properties were re-valued on 25 February 2011 and 14 March 2011 by Clarke Gammon Wellers, Chartered Surveyors, based on the current market values. In total, the valuation of the properties was £3,737,593. The £40,000 increase has not been adjusted for in the accounts. This valuation did not include 4 Lynwood which was bought for £311,199 out of endowment funds. It does reflect the £110,000 reduction in the carrying value for owning the land only at No. 6 Cathedral Close. Also included in the property is £22,593 for Shops fittings.

The consolidated accounts of the Cathedral include the results of its 100% subsidiary Guildford Cathedral Shops Limited. At the 31 December 2010 Guildford Cathedral Shops Limited retained reserves were £2,132 (2009 - £6,306) and a loss of £4174 was made in the year (2009 loss of £4,735).

**The Cathedral Church of The Holy Spirit Guildford**  
**Notes to the Consolidated & Chapter Financial Statements**

**For the year ended 31st December 2010**

**12. Equipment and plant - Consolidated**

				2010			2009		
	Unrestricted	Restricted	Endowment	Total	Unrestricted	Restricted	Endowment	Total	
	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	
	£	£	£	£	£	£	£	£	
Cost	451,519	-	-	451,519	379,444	-	-	379,444	
Depreciation	320,488	-	-	320,488	300,389	-	-	300,389	
Net book value at 1 January 2010	131,031	-	-	<b>131,031</b>	79,055	-	-	79,055	
Additions	30,369	-	-	30,369	72,075	-	-	72,075	
Disposals	(73,924)	-	-	(73,924)	-	-	-	-	
Depreciation for year	(23,127)	-	-	(23,127)	(20,099)	-	-	(20,099)	
Depreciation on disposals	73,924	-	-	73,924	-	-	-	-	
Net book value at 31 December 2010	<b>138,273</b>	-	-	<b>138,273</b>	131,031	-	-	<b>131,031</b>	
Cost	407,964	-	-	407,964	451,519	-	-	451,519	
Depreciation	269,691	-	-	269,691	320,488	-	-	320,488	
Net book value at 31 December 2010	<b>138,273</b>	-	-	<b>138,273</b>	131,031	-	-	<b>131,031</b>	

**12. Equipment and plant - Chapter**

				2010			2009		
	Unrestricted	Restricted	Endowment	Total	Unrestricted	Restricted	Endowment	Total	
	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	
	£	£	£	£	£	£	£	£	
Cost	381,581	-	-	381,581	309,506	-	-	309,506	
Depreciation	250,550	-	-	250,550	230,451	-	-	230,451	
Net book value at 1 January 2010	131,031	-	-	<b>131,031</b>	79,055	-	-	79,055	
Additions	30,369	-	-	30,369	72,075	-	-	72,075	
Disposals	(46,324)	-	-	(46,324)	-	-	-	-	
Depreciation for year	(23,127)	-	-	(23,127)	(20,099)	-	-	(20,099)	
Depreciation on disposals	46,324	-	-	46,324	-	-	-	-	
Net book value at 31 December 2010	<b>138,273</b>	-	-	<b>138,273</b>	131,031	-	-	<b>131,031</b>	
Cost	365,626	-	-	365,626	381,581	-	-	381,581	
Depreciation	227,353	-	-	227,353	250,550	-	-	250,550	
Net book value at 31 December 2010	<b>138,273</b>	-	-	<b>138,273</b>	131,031	-	-	<b>131,031</b>	

**13. Debtors**

	Consolidated		Chapter	
	2010	2009	2010	2009
	£	£	£	£
VAT	1,565	-	1,565	-
Trade debtors	10,099	34,876	8,468	33,321
Other debtors	1,423	608	1,423	608
Prepayments and accrued income	121,451	21,185	120,538	20,347
Guildford Cathedral Shops	-	-	36,640	55,419
	<b>134,538</b>	56,669	<b>168,634</b>	109,695

**The Cathedral Church of The Holy Spirit Guildford**  
**Notes to the Consolidated & Chapter Financial Statements**

**For the year ended 31st December 2010**

14. Creditors falling due within one year	Consolidated		Chapter	
	2010 £	2009 £	2010 £	2009 £
Trade creditors	47,231	32,329	43,771	30,964
VAT	-	1,330	-	1,330
Other creditors	13,538	11,060	13,538	11,060
PAYE/NIC	8,677	-	8,677	-
Accruals and deferred income	78,516	57,168	77,391	56,118
	<b>147,962</b>	<b>101,887</b>	<b>143,377</b>	<b>99,472</b>

Costs incurred in 2010 by Comptons re Fundraising, have been deferred until the official launch of the campaign in 2011. There is a total commitment of £108,00 which will be easily covered by funds raised.

**15 a). Reconciliation of movement in Funds**

	Consolidated				
	General	Choir & Music (restricted)	Fabric Fund (restricted)	Endowment	Total
	£	£	£	£	£
Balance at 1 January 2010	5,540,547	-	106,762	987,782	<b>6,635,091</b>
Recognition of Heritage Assets	188,500	-	-	-	<b>188,500</b>
Net incoming/(outgoing resources)	304,170	(125,178)	(221,680)	25,710	<b>(16,978)</b>
Unrealised (loss)/gain on investments and property	68,580	-	3,436	33,356	<b>105,372</b>
Prior Year adjustment	(110,000)	-	-	-	<b>(110,000)</b>
Transfer between funds	(321,148)	125,178	221,680	(25,710)	-
Balance at 31 December 2010	5,670,649	-	110,198	1,021,138	<b>6,801,985</b>

	Chapter				
	General	Choir & Music (restricted)	Fabric Fund (restricted)	Endowment	Total
	£	£	£	£	£
Balance at 1 January 2010	5,534,132	-	106,762	987,782	<b>6,628,676</b>
Recognition of Heritage Assets	188,500	-	-	-	<b>188,500</b>
Net incoming/(outgoing resources)	308,343	(125,178)	(221,680)	25,710	<b>(12,805)</b>
Unrealised (loss)/gain on investments and property	68,580	-	3,436	33,356	<b>105,372</b>
Prior Year adjustment	(110,000)	-	-	-	<b>(110,000)</b>
Transfer between funds	(321,148)	125,178	221,680	(25,710)	-
Balance at 31 December 2010	5,668,407	-	110,198	1,021,138	<b>6,799,743</b>

The transfers between funds represent transfers from the General Fund to the Choir and Music Fund to reimburse the shortfall of income over expenditure on this fund and a transfer from the Fabric and Endowment Funds to the General Fund to transfer surpluses on these funds.

**The Cathedral Church of The Holy Spirit Guildford**

**Notes to the Consolidated Financial Statements**

**For the year ended 31st December 2010**

**Consolidated**

**15 b). Split of funds by type of asset**

	<b>General Fund</b>	<b>Choir &amp; Music (restricted)</b>	<b>Fabric Fund (restricted)</b>	<b>Endowment</b>	<b>Total</b>
	£	£	£	£	£
Heritage assets	188,500	-	-	-	<b>188,500</b>
Fixed assets	3,795,866	-	-	311,199	<b>4,107,065</b>
Investments	1,599,785	-	49,462	564,274	<b>2,213,521</b>
Cash at bank and short term deposits	69,145	-	60,736	145,665	<b>275,546</b>
Stocks	30,777	-	-	-	<b>30,777</b>
Debtors and prepayments	134,538	-	-	-	<b>134,538</b>
Creditors and accruals	(147,962)	-	-	-	<b>(147,962)</b>
Balance at 31 December 2010	<b>5,670,649</b>	-	<b>110,198</b>	<b>1,021,138</b>	<b>6,801,985</b>

**Chapter**

**15 b). Split of funds by type of asset**

	<b>General Fund</b>	<b>Choir &amp; Music (restricted)</b>	<b>Fabric Fund (restricted)</b>	<b>Endowment</b>	<b>Total</b>
Heritage assets	188,500	-	-	-	<b>188,500</b>
Fixed assets	3,795,866	-	-	311,199	<b>4,107,065</b>
Investments	1,599,785	-	49,462	564,274	<b>2,213,521</b>
Cash at bank and short term deposits	58,999	-	60,736	145,665	<b>265,400</b>
Stocks	-	-	-	-	-
Debtors and prepayments	168,634	-	-	-	<b>168,634</b>
Creditors and accruals	(143,377)	-	-	-	<b>(143,377)</b>
Balance at 31 December 2010	<b>5,668,407</b>	-	<b>110,198</b>	<b>1,021,138</b>	<b>6,799,743</b>

**Consolidated**

**15c) Split of funds by type of reserve**

	<b>General Fund</b>	<b>Choir &amp; Music Fund</b>	<b>Fabric Fund</b>	<b>Property Endowment Fund</b>	<b>Total 2010</b>	<b>General Fund</b>	<b>Choir &amp; Music Fund</b>	<b>Fabric Fund</b>	<b>Property Endowment Fund</b>	<b>Restated Total 2009</b>
	£	£	£	£	£	£	£	£	£	£
Endowment capital	-	390,623	245,230	385,285	<b>1,021,138</b>	-	369,638	233,642	384,502	<b>987,782</b>
Unrestricted funds	2,561,426	-	-	-	<b>2,561,426</b>	2,321,324	-	-	-	<b>2,321,324</b>
Restricted funds	-	-	110,198	-	<b>110,198</b>	-	-	106,762	-	<b>106,762</b>
Revaluation reserve	3,109,223	-	-	-	<b>3,109,223</b>	3,109,223	-	-	-	<b>3,109,223</b>
Total	5,670,649	390,623	355,428	385,285	<b>6,801,985</b>	5,430,547	369,638	340,404	384,502	<b>6,525,091</b>

## **The Cathedral Church of The Holy Spirit Guildford**

### **Notes to the Consolidated Financial Statements**

#### **For the year ended 31st December 2010**

#### **Chapter**

##### **15c) Split of funds by type of reserve**

	<b>General</b>	<b>Choir &amp; Music</b>	<b>Fabric</b>	<b>Property Endowment</b>	<b>Total</b>	<b>General</b>	<b>Choir &amp; Music</b>	<b>Fabric</b>	<b>Property Endowment</b>	<b>Restated Total</b>
	<b>Fund</b>	<b>Fund</b>	<b>Fund</b>	<b>Fund</b>	<b>2010</b>	<b>Fund</b>	<b>Fund</b>		<b>Fund</b>	<b>2009</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Endowment capital	-	390,623	245,230	385,285	<b>1,021,138</b>	-	369,638	233,642	384,502	<b>987,782</b>
Unrestricted funds	2,559,184	-	-	-	<b>2,559,184</b>	2,314,910	-	-	-	<b>2,314,910</b>
Restricted funds	-	-	110,198	-	<b>110,198</b>	-	-	106,761	-	<b>106,761</b>
Revaluation reserve	3,109,223				<b>3,109,223</b>	3,109,223	-	-	-	<b>3,109,223</b>
<b>Total</b>	<b>5,668,407</b>	<b>390,623</b>	<b>355,428</b>	<b>385,285</b>	<b>6,799,743</b>	<b>5,424,133</b>	<b>369,638</b>	<b>340,403</b>	<b>384,502</b>	<b>6,518,676</b>

(a) Property Endowment Fund – This primarily comprises funds remaining following the original building of the cathedral. The Cathedral can use these funds for the improvement or development of any property in which it has an interest (other than the Cathedral and its ancillary buildings) except for £20,000 which could be used for the choir and music.

(b) Other Endowment Capital – only the income can be spent on these funds.

(c) Restricted funds – these comprise many specific donations given over the years, details of which are too numerous to mention.

#### **16. Guildford Cathedral Shops Limited**

The Cathedral owns 100% of Guildford Cathedral Shops Limited, the results of which are consolidated in these financial statements. This entity contributed £5,100 to the Cathedral finances during the year (2009 - £23,880).

The company made a loss for the year of £4,174 (2009 – loss of £4,735).

At 31st December 2010 the Cathedral Shops Limited balance sheet showed retained profits of £2,132 compared with retained profits of £6,306 at 31st December 2009 and the company owed the Chapter £36,640 (2009 - £55,419).

#### **17. The Friends of Guildford Cathedral**

The Friends accounts for the year ended 31st December 2010 show a deficit for the year before revaluation of investments of £29,876 (2009 – surplus of £6,778) and a deficit of £22,940 after the revaluation of investments (2009 – surplus of £25,023). Grants paid out totalled £50,036 (2009 - £12,068). Reserves at 31st December 2010 totalled £130,980 (2009 - £153,920) of which £121,109 was unrestricted (2009 - £144,272). These results are not included in the consolidated accounts.

#### **18. Guildford Cathedral Music Development Foundation**

The accounts for the year to 31st December 2010 show that the organisation incurred a surplus of £45,752 compared with a surplus of £64,997 for the year ended 31st December 2009. Reserves at 31st December 2010 totalled £532,969 of which £417,233 were restricted and £10,000 were designated funds. There was a £19,684 gain on the revaluation of assets. At 31st December 2010 the Guildford Cathedral Music Development Foundation owed the Chapter £7,167 (2009 - £8,000). These results are not included in the consolidated accounts.

#### **19. Ultimate Controlling Party**

There is no ultimate controlling party.