

Company no. 4096721

**The Confraternity of Saint James**  
(A company limited by guarantee)

**Report and Financial Statements**

Year ended: 30 September 2002



Charity no.1091140  
[www.csj.org.uk](http://www.csj.org.uk)

## Legal and administrative information

### Status

The Confraternity of Saint James (CSJ) is a company limited by guarantee, incorporated on 25 October 2000, registered in England & Wales as company number 4096721, and registered as a charity on 15 March 2002 with the number 1091140. The governing documents are the Memorandum and Articles of Association, both as amended on 26 January 2002. The company grew out of an unincorporated association founded on 13 January 1983 and registered as a charity on 19 August 1986 with the number 294461.

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### Directors and Trustees

Ms L D Dennett, Chairman

Dr W E O A G Griffiths, Vice-Chairman

Mr H G H Nelson, Vice-Chairman

Mr T J Wotherspoon, Treasurer (resigned 26 January 2002)

Dr M M Brykczynska

Mrs I H M Hugh-Jones

Ms A B Raju

Mr B Mooney (resigned 26 January 2002)

Mrs M C T Moseley

Miss A O'Sullivan

Revd W J Slavin

Mr E Walker

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### Secretary

Ms M F Marples

45 Dolben Street LONDON. SE1 0UQ

### Company Secretary

Mr T J Wotherspoon

The Three Horse Shoes Cottenham CAMBRIDGE. CB4 8SD

### Bankers

Lloyds TSB

364/366 Lordship Lane LONDON. SE22 8NA

### Reporting Accountant

Mr I S McLaughlin FCA

21 West Farm Avenue ASHTEAD Surrey KT21 2LG

### Rabanal Committee (appointed annually by the directors)

Paul Graham, Chairman

Alison Pinkerton, Wardens' Coordinator

Laurie Dennett

Alan Howard (appointed 16 May 2002)

Marion Marples

Alison Raju

Timothy Wotherspoon

### Membership

Membership at 30 September 2002 stood at 1,713 paying members (at 30 September 2001 it was 1,586) plus 129 honorary, honoured (aged over 70 with 10 years' paid-up membership) and exchange subscriptions with kindred organisations. The paying members were split as follows (2001 numbers are shown in brackets) :

|               | Individual    | Joint     | Institutional |
|---------------|---------------|-----------|---------------|
| UK            | 1,010 (952)   | 349 (310) | 23 (21)       |
| Europe        | 67 (68)       | 24 (20)   | 3 (2)         |
| Rest of World | 151 (141)     | 83 (70)   | 3 (2)         |
| Total         | 1,228 (1,161) | 456 (400) | 29 (25)       |

### Registered Office

1 Talbot Yard, Borough High St, LONDON. SE1 1YP (until November 2001)

27 Blackfriars Road, LONDON. SE1 8NY (from December 2001)

Telephone 020 7928 9988

Fax 020 7928 2844

Website

e-mail

<http://www.csj.org.uk>

[office@csj.org.uk](mailto:office@csj.org.uk)

## **Report of the Trustees for the year ended 30 September 2002**

The Trustees present their report and the financial statements.

|                                                                      | Page |
|----------------------------------------------------------------------|------|
| Report of the Trustees                                               |      |
| - Structure and Objects of the charity                               | 3    |
| - Review of Progress and Achievements for 2001 – 2002                | 4    |
| - Refugio Gaucelmo                                                   | 5    |
| - Risk Management                                                    | 6    |
| - Investment Powers                                                  | 6    |
| - Trustees' responsibilities in relation to the financial statements | 7    |
| Report of Reporting Accountant                                       | 8    |
| Statement of Financial Activities                                    | 9    |
| Balance Sheet                                                        | 10   |
| Audit Exemption                                                      | 10   |
| Notes forming part of the financial statements                       | 11   |

### **Structure and Objects of the charity**

The object of the Confraternity is to advance the education of the public in the pilgrimage to Saint James of Compostela in the north-western Spanish region of Galicia and the related history, art, architecture and music. Activities include promoting research, presenting educational programmes, identifying and preserving monuments, providing information on routes, establishing paths, maintaining hostels, and working in close co-operation with other bodies in furthering similar aims and objectives.

The primary purpose of a charity is the provision of benefit to its beneficiaries rather than the corporate pursuit of gain for the profit of shareholders. Our duty as a charity is to care for the public at large rather than confine our attention to those who provide the funds. In particular it is important to note that the Confraternity is a company whose funds do not belong to the subscribers.

Under the Articles of the company, the members of the Committee are elected at the Annual General Meeting to serve for a period of two years, half of their number being subject to re-election each year. All Committee members serve as directors of the company. The directors of the company are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. The Chairman and Vice-Chairmen are appointed by the Committee at its first meeting after the Annual General Meeting.

## **Review of Progress and Achievements for 2001-2002**

The CSJ has settled well into its new larger premises at 27 Blackfriars Road, SE1 and welcomed visitors from all over the English-speaking world who come for advice, encouragement and to buy publications. Students have used the Library for research. The website and associated online bookshop have been expanded and generate more enquiries than ever; these are handled by the Secretary and a team of regular volunteers. During the calendar year 2001 the site received 16,275 visits compared with 6,851 the previous year, an increase of 138%, and during the calendar year 2002 the number of hits rose to 21,223, a further increase of 30%.

Over 600 Pilgrim Records have been issued by Alan Hooton and, since April, the new Pilgrim Record Secretary Eric Walker. The Membership Secretary Tim Siney has handled a record 461 new membership applications and Peter Tompkins issued two rounds of reminder letters which led to a high renewal rate. Mailing labels are printed by John Hatfield who keeps a watchful eye on the database. All involved with the administration of the CSJ have experienced pressure on their time as the numbers grow.

After the resignation of Timothy Wotherspoon as Treasurer in January 2002 the committee agreed to employ a Finance and Systems Manager. Alison Thorp started work in mid-May on a two-year contract. Her brief is to handle the financial activities of the CSJ, to review and streamline the existing procedures and to train a successor. Timothy Wotherspoon has, however, remained as Company Secretary, a post he will relinquish in January 2003; a successor will be required as a statutory requirement of Company status.

The committee has developed the annual Programme, both for 2002 and for the 20<sup>th</sup> Anniversary Year 2003. "A History of the first Twenty Years" has been commissioned from Pat Quaife; this will appear in June as Bulletin 82. Gosia Brykczynska has developed her own editorial style for the Bulletin, assisted by James Hatts in production.

International links have been maintained with a visit to the Library of the Centro de Información in Carrión de los Condes, to the El Bierzo Association at Rabanal and with the Portuguese on a project on Romanesque routes. New French links are growing with the Association Normande des Amis de Saint-Jacques through the participation of CSJ members in several of their activities and a pilgrimage along the Chemins de Mont-Saint-Michel. These links will be strengthened in July 2003 as the Normandy Association have accepted our invitation to participate in a walking pilgrimage to Walsingham.

Guest speakers have included author Ben Nimmo. Unfortunately M. Humbert Jacomet of Paris was prevented, by illness, from giving the Constance Storrs Lecture VII; it was translated by Miranda Jones and delivered by William Griffiths in his absence. CSJ members have spoken at meetings about the History of Refugio Gaucelmo and, for "At Your Own Pace: Special Pilgrims on the Camino", Tim O'Neill, Paul Darke and Andrée Norman Taylor spoke about the challenge of disability or age in making the pilgrimage. Others gave accounts of their pilgrimages at the four Practical Pilgrim days held in March.

Amongst our publications, the "Guide to the Camino Francés" is still very popular. We have published new Guides to the North Coast routes in Spain, and these, along with the Guides to the four historic routes in France, mean that we can encourage pilgrims along alternative routes as the Camino becomes more crowded through the year.

Marion Marples  
Secretary

## **Refugio Gaucelmo**

Refugio Gaucelmo is situated in the village of Rabanal, lying between Astorga and Ponferrada in the Montes de León. It is a refuge for pilgrims travelling to Santiago de Compostela and is owned by the Diocese of Astorga.

Following the Confraternity's offer of help, made via the Federation of Spanish Associations, the Diocese entered into a contract in 1989 with the Asociación de Amigos del Camino de Santiago del Bierzo ("El Bierzo") whereby, for a peppercorn rent, El Bierzo would develop what was at that time a tumble-down house and orchard, making it available for the overnight accommodation of pilgrims. Thanks to the Federation, El Bierzo had by then formed an alliance with the Confraternity for the necessary fund-raising for the rebuilding of the house and its subsequent administration.

The cost of administering the refuge on a day-to-day basis during the pilgrim season (April to October) and maintaining the fabric of the building is largely met from the voluntary donations of pilgrims staying there overnight. Ten percent of these donations are given to El Bierzo to help fund their other activities. El Bierzo is responsible for organising the insurance of the property, accounting for the income and expenditure of the refuge and for compliance with all statutory and local regulations.

During the pilgrim season, postcards, pilgrim passports and Pilgrim Guides are sold at the refuge and the proceeds are retained by the Confraternity.

Since its opening in 1991, Refugio Gaucelmo has been run by the CSJ with the object of providing simple overnight accommodation for pilgrims on their way to Santiago de Compostela. So far (by October 2002) 67,000 pilgrims have stayed there.

Between April and October each year, a relay of wardens welcome and care for any pilgrim who wishes to stay there overnight – provided there is sufficient accommodation. There are about forty-five beds and floorspace is utilised when necessary. Wardens work in pairs (sometimes threes) and usually stay for a period of two or four weeks. Apart from providing a bed for the night, the wardens also provide a simple free breakfast and are responsible for maintaining the property in a clean and tidy condition.

Each Spring, before opening the refuge for the season, a group of about eight volunteers forms a working party for a period of a week, during which they re-paint and thoroughly clean the place and replace any equipment as necessary. More extensive building or maintenance work is usually done in the autumn or early spring. In the autumn of 2000 the drainage system was replaced and extra showers and lavatories constructed. This Spring, the orchard was levelled and sown with grass with a view to making it a place of peaceful enjoyment for pilgrims in the Summer. Also, twenty-four of the old bunk beds were replaced by new ones and a new large boiler was installed to replace the water heaters that are used to serve the showers. This Winter, we are hoping to improve the ventilation in the shower area and install push-button timer switches on all the showers as a way of preserving water.

The Confraternity's objects include the maintenance of buildings on the Camino de Santiago and the provision of pilgrim accommodation. The Rabanal Committee fulfils both these functions, attempting always to enhance the service that it provides to pilgrims. In the less-busy months of April, May and October there is a greater opportunity for the wardens to assist with other chores such as supervising the use of the spin dryer or cutting wood, and to provide a particularly 'homely' atmosphere with freshly-picked flowers on the table, home-made jam for breakfast and cups of tea on a pilgrim's arrival. We are often told that it is appreciated.

Paul Graham  
Chairman of Rabanal Committee

## **Risk Management**

Early in 2003, the trustees conducted a thorough analysis of the Confraternity's activities, in the light of the Charity Commission's "Practical Risk Management Guidance", in order to identify areas where action might still be needed to safeguard the charity's assets and to ensure its continuity.

The trustees consider the most significant risks to this charity are loss of key personnel and those risks related to, or arising from, loss or damage to property. Lesser risks were financial irregularity and incompetence of trustees. Risk Assessment Tables were drawn up and each eventuality weighted according to the guidelines.

Finally, a three-stage action plan, covering each individual or function perceived to be at risk, and prioritised according to the "score" accorded to each eventuality, was drawn up and approved by the trustees early in 2003. The first stage of the action plan is due for completion by mid-summer 2003, when the Risk Assessment Tables will be reviewed, and the second stage put into effect. Thereafter, the Risk Assessment Tables will be reviewed in mid-summer each year.

Key activities which are included in the action plan are cover / deputies for key personnel, increased insurance cover, improved documentation of systems and back-ups of data.

The whole of this activity is being treated as part of an overall Financial Policy, presented in first draft form to the trustees at the same time as the Risk Assessment Tables, and which is conceived as the core element in an eventual business continuity plan.

## **Reserves Policy**

The trustees review the level of reserves annually, based on financial results for the current year and the forecast for the following year. They also take into account the annual review of risks which the charity may face and the steps required to mitigate those risks. In particular, they wish to ensure that the charity can continue to fulfill its current objects and activities in the event of a significant fall in membership. The charity maintains a level of unrestricted funds which consists of a) a period of 6 months of operating costs (12 months for Rabanal due to its seasonal nature) and b) sufficient funds to cover known risks, contingencies and capital expenditure. Further reviews may occur during the year as and when urgent requests for funding are identified

### **General – Unrestricted funds**

The free unrestricted reserves at the year end are £25,000, after deducting £2,000 for known contingencies and a designated fund of £15,000. The trustees consider the most appropriate level of free reserves at 30 September 2002 would be £28,000 to cover 6 months of operating costs. This means there is a small shortfall of £3,000 at the year end. However, the designated fund covers a 2 year project, due to end in May 2004, which is reviewing all our information and management systems which will improve our level of service and efficiency and also reduce vulnerability from the risks identified above. The level of operating costs should reduce after completion of this project.

### **Rabanal – Restricted Income Fund**

The level of reserves required to cover 12 months operating costs are £2,500 and there is a designated fund of £1,000. This leaves a surplus of £5,500 at 30 September 2002 which is retained for use on future repairs and improvements to the property and facilities for pilgrims.

## **Investment Powers**

Under the Memorandum and Articles of Association, the charity has the power to make any investment which the trustees see fit. The tangible investments currently held are interest-bearing deposits with the Charities Official Investment Fund and one interest-bearing account with Lloyds TSB.

## **Trustees' responsibilities in relation to the financial statements**

Company law requires the trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. Mid-year accounts are prepared on the same basis as the annual accounts and are available to any member who wishes to inspect them. These are not subject to the same external scrutiny as the annual accounts and therefore readers ought not place the same reliance on them.

Approved by the trustees and signed on their behalf by



Ms L D Dennett, Chairman  
7 November 2002

## Report of Reporting Accountant

As described above, the company's directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is my responsibility to carry out procedures designed to enable me to report my opinion.

### Basis of Opinion

My work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so my procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries as I considered necessary for the purposes of this report. These procedures provide only the assurance expressed in my opinion.

### Opinion

- (a) The accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records;
  - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C (6) of the Act; and
  - (ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act, as modified by section 249A(5), and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1)

Signed



I S McLaughlin FCA  
Reporting Accountant  
25 November 2002

21 West Farm Avenue  
Ashted, Surrey, KT21 2LG

# Statement of Financial Activities for the year to 30 September 2002

|                                    | Notes | Unrestricted  | Restricted Funds (Note 2) |               |              | Total         | 2001          |
|------------------------------------|-------|---------------|---------------------------|---------------|--------------|---------------|---------------|
|                                    |       | General Fund  | Rabanal                   | Bursary       | Dickinson    |               |               |
|                                    |       | £             | £                         | £             | £            | £             | £             |
| <b>INCOMING RESOURCES</b>          |       |               |                           |               |              |               |               |
| <b>Donations, Legacies etc</b>     |       |               |                           |               |              |               |               |
| Donations                          | 3     | 8,341         | 2,808                     | -             | -            | 11,149        | 6,128         |
| Subscriptions                      | 4     | 41,581        | -                         | -             | -            | 41,581        | 38,068        |
|                                    |       | 49,922        | 2,808                     | -             | -            | 52,730        | 44,19         |
| <b>Operating Activities</b>        |       |               |                           |               |              |               |               |
| Books and Publications - Sales     | 5     | 22,297        | -                         | -             | -            | 22,297        | 19,244        |
| Other Items - Sales                | 6     | 1,586         | -                         | -             | -            | 1,586         | 1,561         |
| Conference Income                  |       | -             | -                         | -             | -            | -             | 17,000        |
| Visit Income                       | 7     | 14,042        | -                         | -             | -            | 14,042        | -             |
|                                    |       | 37,925        | -                         | -             | -            | 37,925        | 37,805        |
| <b>Investment Income</b>           | 8     | 1,104         | 402                       | 408           | 85           | 1,999         | 2,212         |
| <b>TOTAL INCOMING RESOURCES</b>    |       | <b>88,951</b> | <b>3,210</b>              | <b>408</b>    | <b>85</b>    | <b>92,654</b> | <b>84,213</b> |
| <b>RESOURCES EXPENDED</b>          |       |               |                           |               |              |               |               |
| <b>Grants</b>                      | 9     | -             | -                         | 750           | -            | 750           | 1,500         |
| <b>Charitable Activities</b>       |       |               |                           |               |              |               |               |
| Refugio Gaucelmo                   | 10    | -             | 5,184                     | -             | -            | 5,184         | 1,518         |
| Bulletin                           | 11    | 10,302        | -                         | -             | -            | 10,302        | 11,342        |
| Libraries                          | 12    | 2,800         | -                         | -             | -            | 2,800         | 2,860         |
| Speaker Meetings                   | 13    | 715           | -                         | -             | -            | 715           | 738           |
| Books and Publications - Costs     |       | 12,655        | -                         | -             | -            | 12,655        | 10,231        |
| Other Items - Costs                |       | 1,216         | -                         | -             | -            | 1,216         | 1,159         |
| Conference Expenditure             |       | -             | -                         | -             | -            | -             | 24,700        |
| Visit Expenditure                  |       | 12,224        | -                         | -             | -            | 12,224        | -             |
|                                    |       | 39,912        | 5,184                     | -             | -            | 45,096        | 52,548        |
| <b>Support Costs</b>               | 14    | 20,114        | -                         | -             | -            | 20,114        | 9,407         |
| <b>Administration</b>              | 15    | 15,910        | 500                       | -             | -            | 16,410        | 10,139        |
| <b>TOTAL RESOURCES EXPENDED</b>    |       | <b>75,936</b> | <b>5,684</b>              | <b>750</b>    | <b>-</b>     | <b>82,370</b> | <b>73,594</b> |
| <b>NET MOVEMENT IN FUNDS</b>       | 16    | <b>13,015</b> | <b>(2,474)</b>            | <b>(342)</b>  | <b>85</b>    | <b>10,284</b> | <b>10,619</b> |
| <b>TOTAL FUNDS BROUGHT FORWARD</b> |       | <b>29,263</b> | <b>11,571</b>             | <b>10,167</b> | <b>2,223</b> | <b>53,224</b> | <b>42,605</b> |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <b>42,278</b> | <b>9,097</b>              | <b>9,825</b>  | <b>2,308</b> | <b>63,508</b> | <b>53,224</b> |

# Balance Sheet as at 30 September 2002

|                                                       | Notes | Unrestricted<br>General<br>Fund | Restricted Funds (Note 2)<br>Rabanal Bursary Dickinson |              |              | Total           | 2001            |
|-------------------------------------------------------|-------|---------------------------------|--------------------------------------------------------|--------------|--------------|-----------------|-----------------|
|                                                       |       | £                               | £                                                      | £            | £            | £               | £               |
| <b>FIXED ASSETS</b>                                   | 17    |                                 |                                                        |              |              |                 |                 |
| Computer                                              |       | 75                              | -                                                      | -            | -            | 75              | 699             |
| Works of Art                                          |       | 3,900                           | 890                                                    | -            | -            | 4,790           | 4,790           |
|                                                       |       | <b>3,975</b>                    | <b>890</b>                                             | <b>-</b>     | <b>-</b>     | <b>4,865</b>    | <b>5,489</b>    |
| <b>CURRENT ASSETS</b>                                 |       |                                 |                                                        |              |              |                 |                 |
| <b>Stocks and Work-in-progress</b>                    |       |                                 |                                                        |              |              |                 |                 |
| Books and Publications for Sale                       |       | 5,311                           | -                                                      | -            | -            | 5,311           | 4,465           |
| Other Items for Sale                                  |       | 835                             | -                                                      | -            | -            | 835             | 1,167           |
| Postage Paid Envelopes                                |       | 4,766                           | -                                                      | -            | -            | 4,766           | 133             |
|                                                       |       | <b>10,912</b>                   | <b>-</b>                                               | <b>-</b>     | <b>-</b>     | <b>10,912</b>   | <b>5,765</b>    |
| <b>Debtors</b>                                        | 18    | <b>2,330</b>                    | <b>-</b>                                               | <b>-</b>     | <b>-</b>     | <b>2,330</b>    | <b>4,304</b>    |
| <b>Cash at Bank and In Hand</b>                       |       | <b>35,774</b>                   | <b>8,207</b>                                           | <b>9,825</b> | <b>2,308</b> | <b>56,114</b>   | <b>54,803</b>   |
|                                                       |       | <b>49,016</b>                   | <b>8,207</b>                                           | <b>9,825</b> | <b>2,308</b> | <b>69,356</b>   | <b>64,872</b>   |
| <b>CURRENT LIABILITIES</b>                            |       |                                 |                                                        |              |              |                 |                 |
| <b>Creditors: Amounts falling due within one year</b> | 19,20 | <b>(10,713)</b>                 | <b>-</b>                                               | <b>-</b>     | <b>-</b>     | <b>(10,713)</b> | <b>(17,137)</b> |
| <b>NET CURRENT ASSETS</b>                             |       | <b>38,303</b>                   | <b>8,207</b>                                           | <b>9,825</b> | <b>2,308</b> | <b>58,643</b>   | <b>47,735</b>   |
| <b>TOTAL ASSETS</b>                                   |       | <b>42,278</b>                   | <b>9,097</b>                                           | <b>9,825</b> | <b>2,308</b> | <b>63,508</b>   | <b>53,224</b>   |

## Audit Exemption

- For the year ended 30 September 2002 the company was entitled to exemption under section 249A(2) of the Companies Act 1985 ("the Act").
- Members have not required the company to obtain an audit in accordance with section 249B(2) of the Act.
- The directors acknowledge their responsibility for:
  - ensuring the company keeps accounting records which comply with section 221 of the Act; and
  - preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of section 226 of the Act, and which otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company;
- The accounts have been prepared in accordance with the special provisions in Part VII of the Act relating to small companies.

Approved by the trustees and signed on their behalf by

*L. D. Dennett*

Ms L D Dennett, Chairman, 7 November 2002

## Notes forming part of the financial statements for the year ended 30 September 2002

### 1. Accounting policies

#### (a) Basis of accounting

The accounts have been prepared under the historic cost convention and in accordance with the Statement Of Recommended Practice on Accounting and Reporting by Charities (SORP) issued in October 2000, applicable accounting standards and the Companies Act 1985. The length of the current and previous accounting periods was one full calendar year.

#### (b) Donations and similar incoming resources

Except as specified in Notes 7 and 20, these are included in the year in which they are receivable, (which is when the charity becomes entitled to the resource), and any conditions for receipt are met; the trustees are reasonably certain that they will receive it; and the trustees are reasonably certain that the value can be reliably measured. Incoming resources from tax claims are included in the Statement of Financial Activities (SOFA) at the same time as the gift to which they relate.

#### (c) Investment income

Income from investments is included in the SOFA in the year in which it is receivable.

#### (d) Resources Expended

All expenditure is included on an accruals basis and, except as specified in Notes 7 and 18, is recognised when there is a legal or constructive obligation to pay for it. All costs have been directly attributed to one of the functional categories of resources expended in the SOFA. The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

#### (e) Tangible Fixed Assets & Depreciation

All assets costing more than £500 are capitalised.

Fixed assets currently include Works of Art both historic and contemporary. Depreciation is not charged on these as their residual value is considered to be higher than their carrying value. The Library is held in the unincorporated association for the time being for the benefit of the public and does not form part of the assets of the company.

Depreciation of computer equipment is charged over two years.

### 2. Restricted Funds

The Rabanal Fund is a restricted income fund. The Bursary Fund and the Dickinson Fund consist of expendable endowment. All three funds have accumulated through donations, interest and allocations by the trustees, and have therefore already been recognised as income rather than capital receipts.

(a) Rabanal Fund - for capital projects and upkeep of the fabric at Refugio Gaucelmo.

(b) Bursary Fund - for educational scholarships for young people. It was established by the committee in 1995-1996 and allocated an endowment of £10,000. It is intended that the Bursary Fund be maintained around the £10,000 mark and awards from time to time be paid out of interest.

(c) Dickinson Fund - raised by special subscription in memory of a member who died in 1994. It is for helping pilgrims in financial hardship and associated purposes.

### 3. Donations

The donations for this year are significantly higher than the previous year as a result of the many generous voluntary contributions made by members in addition to their subscriptions. These are to be encouraged, especially because they help postpone the need for increases in subscription rates.

### 4. Subscriptions

Net subscription income rose by 6% to £33,915 (2001 £31,969). The drive to collect Gift Aid declarations from UK taxpayers continued. As a result, income tax was recovered on 99% of applicable donations, a truly impressive achievement. Tax reclaimed rose to £7,384 (2001 £6,099). Subscription rates for both financial years 2001-2002 and 2000-2001 were as follows:

|                           |               |     |          |     |
|---------------------------|---------------|-----|----------|-----|
| Individual Members        | UK and Europe | £15 | Overseas | £20 |
| Joint or Group Membership | UK and Europe | £20 | Overseas | £25 |

### 5. Books and Publications

Turnover rose by 16% to £22,297, owing to the continuing popularity of our secure, on-line bookshop. Income from postage has been split between books and publications on a pro-rata basis. This gave rise to a trading surplus of £630 for books and £9,012 for publications, £9,642 in total. This compares with an overall trading surplus of £9,013 in 2001.

### 6. Other Items

Sales of other items (principally badges and sweatshirts) produced a surplus of £370 compared to £403 the previous year.

### 7. Visits

Advance receipts and payments have been made in the year 2001-2002 in respect of visits to Aylesford, Walsingham and Poitiers in France in 2002-03. These transactions have therefore been carried forward as Creditors (Deferred Income) and Debtors (Prepayments) in the Balance Sheet as at 30 September 2002 and will be included as income and expenditure in next year's accounts. This policy has been applied consistently over the lifetime of the Confraternity.

### 8. Investment Income

Investments which generate income consist of interest-bearing deposits with the Charities Official Investment Fund and one interest-bearing account with Lloyds TSB.

### 9. Grants

Bursary application forms are issued to all universities and colleges of further education at the start of the academic year. Students between 18 and 25 are asked to submit proposals for the research they wish to undertake and to indicate how it would be facilitated by financial assistance from the Confraternity. Short-listed applicants are invited to interview before a panel consisting of Janet Nelson, Professor of Mediaeval History at Kings College, London, and James Maple, Hon. Vice President of the CSJ, and awards may be made for one outstanding project, or shared between several, up to a maximum of £1,000. They are generally paid in two tranches, part in advance of the research and the balance when the resulting dissertation has been commended after being academically reviewed. The best of these are published in the Bulletin. Two grants were made this year, one of £250 to Jennifer Constantine for her study "The role of women in the pilgrimage, particularly Dona Isabel, Holy Queen of Portugal" and the other of £500 to Hannah-Louise Clarke for "Royal resting places on the way to Compostela".

### 10. Refugio Gaucelmo, Rabanal del Camino

|                                                   |       |
|---------------------------------------------------|-------|
| Expenditure for this year includes                | £     |
| - Annual Working Party                            | 1,221 |
| - Wardens Workshop and first-aid courses          | 495   |
| - 24 new bunk beds                                | 901   |
| - New boiler and plumbing repairs                 | 1,695 |
| - Other eg insurance, printing, translations, etc | 872   |

NB: Pilgrim donations for the period April to September 2002 amounted to €19,219 (£12,399 @ exchange rate of €1.55 to £1), and related expenditure on food, hospitality, cleaning etc was €11,062 (£7,137). 10% of donations are paid to El Bierzo and any surplus is put towards overheads such as electricity, bank charges, repairs etc. These sums are for the benefit of the refugio and do not form part of the Confraternity funds, nor do these figures form part of the Confraternity's accounts.

#### **11. Bulletin**

The Bulletin is published quarterly and the costs include printing and distribution.

#### **12. Library**

This item represents a grant to the unincorporated association, registered charity number 294461, for managing the Library.

#### **13. Speaker Meetings**

Speaker Meetings are those held to further the charitable objectives of the Confraternity.

#### **14. Support Costs**

The trustees allocate the costs of the following activities to directly charitable expenditure:

- promoting the Camino de Santiago
- lobbying for protection of the path and against adverse developments
- fostering European networking
- making foreign-language Jacobean scholarship available in English
- being a source of practical advice and specialist information
- operating a website
- selling books and publications
- issuing the quarterly Bulletin
- maintaining text and slide libraries as educational resources
- holding meetings and presenting lectures
- sponsoring research and offering Bursaries
- supporting pilgrims
- running Refugio Gaucelmo.

Those costs not specifically attributable to any one of these activities are included as Administration costs (see Note 15 below).

- Salaries & National Insurance £ 16,254

The company employs two part-time staff, a Secretary and a Finance & Systems Manager. The latter is contracted from May 2002 for a period of up to two years, to review the administration and accounting systems of the company, to recommend improvements and implement agreed changes.

80% of all salary costs have been assigned to the support of the Confraternity's charitable activities. The total salary & NI costs this year include:

|                                                                  |         |
|------------------------------------------------------------------|---------|
| Secretary - Marion Marples - 12 months plus backpay wef 1/1/2001 | £11,820 |
| Finance & Systems Manager - Alison Thorp - 4.5 months            | £ 4,623 |
| Bulletin Production & Graphics - James Hatts - occasional        | £ 250   |
| Company Secretary - *Timothy Wotherspoon - 3.6 months            | £ 3,625 |

Apart from the above, the Confraternity has been wholly dependent on the goodwill of its volunteers. No trustee or any connected person received remuneration of any kind for any service.

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\* Timothy Wotherspoon resigned as a trustee on 26 January 2002 and received no remuneration whilst still a trustee, or relating to the period when he was a trustee.

- Travel Costs – for volunteers & staff £ 309
- Bank Charges £ 838  
Bank charges are split between support and administration on the basis of the level of turnover relating to respective activities.
- Telephone & Postage £ 1,696
- Printing and Stationery £ 1,017

## 15. Administration

Apart from fundraising there is an irreducible minimum of administrative costs that cannot be assigned to any directly charitable purpose, eg the costs of the Annual General Meeting, processing subscriptions, balancing the books, and just keeping the organisation ticking over.

- Salaries & National Insurance £4,064  
20% of salary costs have been assigned to administration.
- Travel Costs £ 813  
This represents attendance at Committee meetings by four trustees, ordinarily resident outside London.
- Bank Charges £1,163
- Office expenses £2,340  
This includes office equipment and maintenance (£596), computer software and consumables (£905), depreciation (£774) and fees for Companies House and the Office of the Information Commissioner (£65).
- Postage and Telephone £ 595
- Printing and Stationery £2,851
- Office Rent, Rates and Insurance £4,612  
These costs are split between administration and the Library on the basis of the space occupied (see Note 12 above). The insurance covers contents of our premises, employer's and public liabilities. We have no trustee indemnity insurance.
- Member Meetings -£28  
Receipts totalled £794 and payments amounted to £766. The Annual General Meeting is classified as a Member meeting. When the AGM includes an educational lecture, half the cost of the hire of the hall is allocated to Speaker Meetings. Social gatherings in themselves do not count as charitable activity.
- Administrative Services for the Rabanal Fund £500  
Provided for the Refugio Gaucelmo by the office in London, at a current rate of £500 a year.

## 16. Net Movement in Funds

The strong levels of primary purpose trading income, subscriptions and donations mean that there is a healthy surplus and therefore the trustees have decided to retain subscription rates at their current level for the time being, whilst continuing to keep the situation under review.

## 17. Fixed Assets

|                 | Works of Art | Computers    | Total        |
|-----------------|--------------|--------------|--------------|
| Costs           | £            | £            | £            |
| At 1 Oct 2001   | 4,790        | 3,859        | 8,649        |
| Additions       | -            | 150          | 150          |
| At 30 Sep 2002  | <u>4,790</u> | <u>4,009</u> | <u>8,799</u> |
| Depreciation    |              |              |              |
| At 1 Oct 2001   | -            | 3,160        | 3,160        |
| Charge for year | -            | 774          | 774          |
| At 30 Sep 2002  | -            | <u>3,934</u> | <u>3,934</u> |
| Net Book Value  |              |              |              |
| At 1 Oct 2001   | <u>4,790</u> | <u>699</u>   | <u>5,489</u> |
| At 30 Sep 2002  | <u>4,790</u> | <u>75</u>    | <u>4,865</u> |

Works of Art comprise a mediaeval oak carving of Saint James (valued at £3,400) and an embroidered banner (valued at £500) in the assets of the General Fund and an icon of Saint James (valued at its cost of £890, covered by donations in memory of Stephen Badger) in the Rabanal Fund.

## 18. Debtors

|                                                      | 2002          | 2001          |
|------------------------------------------------------|---------------|---------------|
| Trade Debtors                                        | -             | -             |
| Other Debtors                                        | -             | £188          |
| Prepayments & Accrued Income (see also Note 7 above) | <u>£2,330</u> | <u>£4,116</u> |
|                                                      | <u>£2,330</u> | <u>£4,304</u> |

## 19. Creditors: Amounts falling due within one year

|                               | 2002           | 2001           |
|-------------------------------|----------------|----------------|
| Grants Payable                | -              | £800           |
| Trade Creditors               | £2,696         | £6,160         |
| Tax and Social Security       | £1,476         | -              |
| Deferred Income (see Note 20) | £4,498         | £10,177        |
| Accruals                      | £1,729         | -              |
| Sundry Creditors              | <u>£314</u>    | -              |
|                               | <u>£10,713</u> | <u>£17,137</u> |

## 20. Deferred Income

£4,263 was received during the year for the visit to Poitiers in October 2002. This will be included as income in the financial year 2002-2003 (see also Note 7 above).

Subscriptions paid in advance total £235. The trustees are not offering this facility generally in future.