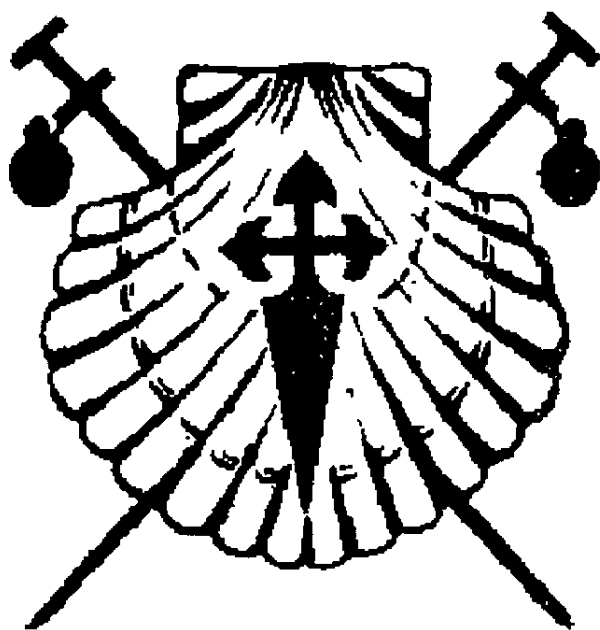




The Confraternity of Saint James

(A company limited by guarantee)

Report of the Trustees and Financial Statements

Year ended 30th September 2012

Company no 4096721
Charity no 1091140

www.csj.org.uk

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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 (Company no 4096721), and registered as a charity (no 1091140) on 15 March 2002. The governing documents are the Memorandum and Articles of Association, both as amended on 26 January 2002, 31 January 2004, 29 January 2005 and 30th January 2010. The company grew out of an unincorporated association founded on 13 January 1983 and registered as a charity (No 294461) on 19 August 1986.

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Honorary President

HE The Spanish Ambassador

Directors and Trustees

Dr M M Bryczynska	Vice-Chairman
Mrs E Creen	
Mr R Creen	
Mr P Graham	
Mr D P Garcia	Resigned 29 th June 2012
Mr R J S Jeffenes	
Revd C Jones	Chairman
Ms C Kimmel	Resigned 4 th February 2012
Mrs M C T Moseley	
Ms A Schneider	
Mrs C Taylor	
Mr G Taylor	Resigned 6 th August 2012
Mr A Ward	Appointed 4 th February 2012

Secretary

Ms M Marples

Company Secretary & Treasurer

Mr A Ward

Registered Office

27 Blackfriars Road, LONDON SE1 8NY	
Telephone	020 7928 9988
Fax	020 7928 2844
Website	http://www.csj.org.uk
E-mail	office@csj.org.uk

Bankers

CAF Bank 25, Kings Hill Avenue, WEST MALLING Kent ME19 4JQ

Reporting Accountant

Mr I S McLaughlin FCA 23, West Farm Avenue, ASHTEAD Surrey KT21 2LD

Report of the Trustees for the year ended 30 September 2012

The Trustees present their report and the financial statements for the year ended 30 September 2012. The Board of Trustees confirms that the annual report and financial statements comply with current statutory requirements including the revised SORP2005 Accounting & Reporting by Charities and the Charities (Accounts and reports) Regulations 2008.

Structure and Objects of the charity

The object of the CSJ is to advance the education of the public in and to promote the pilgrimage to Saint James of Compostela in the northwestern 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 trustees continue to pursue all these objectives with rigour although it is not possible to fully quantify how the organisation meets these other than the positive feed-back received in the comments book at each refuge and from returning pilgrims and from those with a personal interest in pilgrimage.

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. 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 other honorary officers are appointed by the Committee at its first meeting after the Annual General Meeting. An invitation is included with each annual report asking for members to act as trustees. Existing trustees also make recommendations to the committee regarding suitable candidates. As part of their induction process, new trustees are provided with copies of minutes for the previous 12 months and accounts for 2 years. They also spend time in the office to familiarise themselves with current procedures. The Corporate Governance Sub-Committee continues its work on a procedures manual which when complete will provide new trustees with detailed information as to the duties and responsibilities of the constituent parts of the company and its committees.

Financial Review & Future Developments

As the CSJ approaches its 30th anniversary in 2013, it continues to prosper in the delivery of its aims and objectives. In view of the financial situation in autumn 2010 a decision was made to increase membership subscriptions. However, the general global recession and the ongoing electronic technology revolution continue to impact on the finances of the organisation. A plethora of information is now available on the internet and the need by impending pilgrims to become members before setting out on their Caminos is much reduced. However, surprisingly, our membership increased but the amounts claimed under gift aid was less. The major expenditure items in the year were the finalisation of the building work at the refuge at Miraz (new chlorination plant and architects fees) and a payment from our funds to cover the solar panels at Rabanal. Overall, there was a deficit, much due to these expenses although the general fund deficit was eliminated and that account showed a small surplus.

Subscriptions were increased for the year 2010. Books and publications continue to sell via our on-line web shop with the annual publication of the Guide to the Camino Francés remaining the best selling item. However, sales of 3rd party books in the year held up well and the expected challenge from on-line retailers such as Amazon offering keener prices and reduced postage costs did not fully happen.

Both the Refugio Gaucelmo in Rabanal and the Refugio at Miraz, refuges for pilgrims in Northern Spain continue to be supported. The Miraz project no longer is our major concern and the situation with more pilgrims arriving on a daily basis in the busy summer period than the available number of beds is being addressed by the trustees. The CSJ continues to provide a personal information service to, and answer queries from, the public whether in person, by telephone, email, through the website or by arranging speakers and visits. Interest in our website has continued.

During the financial period, the trustees continue to reinforce the principles of good practice recommended within the charity sector, having carried out a Risk Assessment Review, established a Financial Policy, and a Reserves Policy. A review of the administrative and internal control systems is ongoing, the Trustees have considered the contents of the Charities Act which received the Royal Assent on 8th November 2006, in particular the possibility of changing legal status to a "Charitable Incorporated Organisation" which may mean that accounts and reports only need to be filed with the Charity Commission. This change will be available as from January next year. The salaries paid to the Secretary, Finance Manager and Office Administrator were again reviewed during the year to reflect market salary rates, responsibilities and time spent on CSJ business.

The considerable amount of time being spent on Miraz and Rabanal business by the Secretary and Finance Manager continues to be recognised by an allocation of part of their salaries to these specific funds.

The membership rates were increased with the subscription notices sent out in 2010, the first since 2004. It should be recognised that there will always be a number of members not renewing their subscription as they complete their pilgrimage or lose interest in the aim and objectives of the Confraternity. The 3-year discount scheme continues to be popular as can be seen by the volume of membership moneys held against future subscription years. Our membership has expanded in the accounting year, the first increase for several years. The trustees are conscious that there are a number of English pilgrims on the Camino who are unaware of the existence of the CSJ. The new web-site should go some way to remedy this situation.

The membership software system (known as Maximizer) originally introduced in June 2003 continues to be a great success, especially with membership renewals procedures. The system enables the membership work to be shared between several members thereby reducing the general risk exposure. It also helps to identify members in a particular geographic area or with a particular expertise.

Both members and trustees recognise that the primary purpose and duty of the charity is to provide benefit for its beneficiaries and to care for the public at large. In order to maximize this benefit, the members of the CSJ provide a valuable source of expertise and ideas as well as income.

Risk Management

In the year, the Corporate Governance sub-committee met on a regular to assist the trustees with ensuring that the CSJ organisation acts responsibly and in accordance with Company and Charity law.

The trustees now consider the most significant risks to this charity are the financial risks related to, or arising from a reduction in membership and demand for our publications being replaced by web-based information and on-line booksellers. A significant but less important risk continues to be the loss of key personnel and the unavailability of un-paid volunteers to undertake some of the essential day to day tasks. Lesser risks are the loss of or damage to property and/or hospitaleros and financial irregularity and incompetence of trustees. The hospitaleros training days include detailed health and safety briefings.

In particular, a Strategy Working Group has been formed to address the issue of recruitment and retention of members and other related outward facing matters.

In general terms, the trustees also continue to monitor all risks and take appropriate steps. These have included cover/deputies for key personnel and increased insurance cover. The whole of this activity continues to be treated as part of an overall Financial Policy which is conceived as the core element in the development of a business continuity plan.

Public Benefit Statement

The organisation, in summary, provides a "one stop shop" for English speaking pilgrims and as such, provides the public with information and support and so complies with its duty as set out in section 17(5) of the 2011 Charities Act.

Reserves Policy

The trustees review the level of reserves annually, based on financial results for the current year, the forecast for the following year and the results of the annual review of risks. In particular, they wish to ensure that the charity can continue to fulfil its current objects and activities in the event of a significant fall in membership. The issue of retention and motivation of members of the Confraternity is being actively considered by the Strategy Working Group. The charity intends to maintain a level of unrestricted funds which consists of a) a period of 3 months of operating costs (12 months for Rabanal and Miraz due to their seasonal nature) and b) sufficient funds to cover known risks, contingencies and capital expenditure.

General – Unrestricted funds

The free unrestricted reserves at the year-end were £19,717. At present all of these are needed to cover the deficit on the Miraz Fund. The support is shown on the balance sheet. However, the trustees have decided to keep the Miraz Fund separate. The trustees consider the most appropriate level of free reserves at 30 September 2012 would be about 15,000 to pay 3 months of operating costs plus £1,000 for known contingencies. The trustees are budgeting for a small profit in the year to 30th September 2013 to increase the general fund reserve and the deficit on the Miraz fund should be repaid within approximately 5 years from operational surpluses.

Rabanal – Restricted Income Fund

The level of reserves required to cover 12 months operating costs is £3,000 which leaves a very small surplus as at 30 September 2012. This is retained for use on future repairs and improvements to the property and to the 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 CAF Bank, although interest is also paid on the CAF Bank current account.

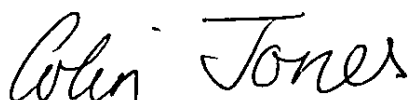
Trustees' responsibilities in relation to the financial statements

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 2006. 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 to place the same reliance on them.

Approved by the trustees on 11th December 2012 and signed on their behalf by



C. Jones
Chairman

Independent Examiner's Report to the Trustees of the Confraternity of St. James Charitable Company

I report on the accounts of the company for the year ended 30th September 2012 as set out on pages 8 to 14

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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

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

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

which gives me reasonable cause to believe that, in any material respect, the requirements

- (a) to keep accounting records in accordance with Section 386 of the Companies Act 2006, and
- (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities (revised 2005) have not been met, or

to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



J. S. McLaughlin FCA
Reporting Accountant

23 West Farm Avenue
Ashted, Surrey, KT21 2LD

Statement of Financial Activities for Year to 30 September 2012

		Unrestricted	Designated and Restricted Funds				Total	2011
	General	Fund	Miraz	Rabanal	Bursary	Other		
INCOMING RESOURCES	Notes	£	£	£	£	£	£	£
from generated funds								
Voluntary Income								
Donations	3	3,630	20,391	2,089	-	91	26,201	53,735
Subscriptions	4	55,705	-	-	-	-	55,705	51,075
Books and Publications – Sales	5	42,451	-	-	-	-	42,451	34,087
Other Items – Sales	6	2,455	-	-	-	-	2,455	2,229
Visit Income	7	1,883	-	-	-	-	1,883	5,578
		106,124	20,391	2,089	-	91	128,695	146,704
Investment Income	8	45	-	41	31	46	163	149
TOTAL INCOMING RESOURCES		106,169	20,391	2,130	31	137	128,858	146,853
RESOURCES EXPENDED								
Representative Conferences		-	-	-	-	-	-	239
Bursary Grants	9	-	-	-	-	-	-	(600)
Refugio Gaucelmo	10	-	-	8,527	-	-	8,527	2,299
Miraz	11	-	23,254	-	-	-	23,254	73,659
Bulletin	12	11,598	-	-	-	-	11,598	9,862
Library	13	2,686	-	-	-	-	2,686	3,149
Speaker Meetings	14	(111)	-	-	-	-	(111)	(328)
Books and Publications – Costs	5	26,441	-	-	-	-	26,441	20,532
Other Items – Costs	6	2,083	-	-	-	-	2,083	1,455
Visit Expenditure	7	1,849	-	-	-	-	1,849	5,024
Donations – Amigos Service	23	850	-	-	-	-	850	1,959
Direct Charitable Activities		45,396	23,254	8,527	-	-	77,177	117,250
Other Charitable Costs	15	31,312	2,784	2,764	-	-	36,880	36,318
Administration Costs	16	28,118	-	-	-	-	28,118	27,971
TOTAL RESOURCES EXPENDED		104,826	26,038	11,311	-	-	142,175	181,539
NET MOVEMENT IN FUNDS	24	1,343	(5,647)	(9,181)	31	137	(13,317)	(34,686)
TOTAL FUNDS BROUGHT FORWARD		18,374	(15,594)	12,926	10,181	6,093	31,980	66,000
TOTAL FUNDS CARRIED FORWARD		19,717	(21,241)	3,745	10,212	6,230	18,663	31,980

Balance Sheet as at 30 September 2012

		Unrestricted	Designated & Restricted Funds				Total	2011
	Notes	General Fund	Miraz	Rabanal	Bursary	Other		
FIXED ASSETS	17	£	£	£	£	£	£	£
Computers etc		1,218	-	-	-	-	1,218	1,827
Works of Art		3,900	-	890	-	-	4,790	4,790
		5,118	-	890	-	-	6,008	6,617
CURRENT ASSETS								
Stocks and Work-in-progress								
Books and Publications for Sale	22	5,837	-	-	-	-	5,837	6,924
Other Items for Sale	22	1,374	-	-	-	-	1,374	1,512
Postage Paid Envelopes		285	-	-	-	-	285	475
		7,496	-	-	-	-	7,496	8,911
Debtors	18	6986	-	-	-	-	6,986	6,221
Cash at Bank and In Hand		16,718	-	2,855	10,212	6,230	36,015	49,137
NET CURRENT ASSETS		31,200	-	2,855	10,212	6,230	50,497	64,269
CURRENT LIABILITIES								
Creditors: amounts falling due within one year	19/20	(37,842)	-	-	-	-	(37,842)	(38,906)
NET ASSETS		(6,642)	-	2,855	10,212	6,230	12,655	25,363
TOTAL ASSETS LESS CURRENT LIABILITIES		(1524)		3,745	10,212	6,230	18,663	31,980
ADJUSMENT – MIRAZ ACCOUNT		21,241	(21,241)					
TOTAL FUNDS		19,717	(21,241)	3,745	10,212	6,230	18,663	31,980

Audit Exemption

- (a) For the year ended 30 September 2012 the company was entitled to exemption under section 477 of the Companies Act 2006 ("the Act")
- (b) Members have not required the company to obtain an audit in accordance with section 476 of the Act
- (c) The directors acknowledge their responsibility for
- ensuring the company keeps accounting records which comply with sections 386 and 387 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 sections 394 and 395 of the Act, and which otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company,
- (c) The accounts have been prepared in accordance with the special provisions of Part 15 of the Act relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

Approved by the trustees on 11th December 2012 and signed on their behalf by **Rev.C. Jones** Chairman

Colin Jones

Notes forming part of the financial statements for the year ended 30 September 2012

1. Accounting policies

(a) Basis of accounting

The trustees have assessed going concern and although there was a deficit in the year, there is a reasonable level of reserves. The charity also enjoys the continued support of the trustees and members and as a result, the financial statements have been prepared under the going concern basis of accounting.

The financial statements have been prepared under the historic cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities. 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 4 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 within the Statement of Financial Activities (SOFA) when the funds are received and a claim can be made. Subscriptions paid in advance under the discounted membership scheme are recognised in the membership year 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 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

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. All expenditure on the refugio at Miraz is written off as spent including any improvements on the building, on the basis that any expenditure is of a purely charitable nature and of no future major financial value to the Confraternity. All assets costing more than £500 are capitalised. Depreciation of computers, related software and other office equipment is charged over four years.

(f) Exchange Rates

Moneys received and paid in Euros are converted at the actual exchange rate on the transaction date with the exception of moneys received and paid at Miraz on a daily basis where the seasonal mid point exchange rate is used. The exchange rate used at the accounting date was 1.25 Euros to the £. Net exchange losses in the year were £730.

2. Restricted Funds

	At 1 Oct 2011	Incoming Resources	Outgoing Resources	At 30 Sep 2012
	£	£	£	£
Rabanal	12,926	2,130	11,311	3,745
Miraz	(15,594)	20,391	26,038	(21,241)
Bursary	10,181	31	-	10,212
Ted Dickinson Fund	3,269	45	-	3,314
St Christopher Fund	2,824	92	-	2,916
	13,606	22,689	37,349	(1,054)

The Miraz Fund is a designated fund, the Rabanal Fund is a restricted income fund, the remaining funds are expendable endowments. All funds have accumulated through donations, interest and allocations by the trustees, and have therefore already been recognised as income rather than capital receipts.

Rabanal Fund – for capital projects, upkeep of the fabric and miscellaneous expenses at Refugio Gaucelmo

Miraz – Funds are held on behalf of the Refuge at Miraz. A bank account is held at Banco Pastor in Frial but operated from Blackfriars Road to pay expenses such as electricity, telephone and insurance. This account also receives cash locally via donativos from pilgrims. This account is in deficit and is supported by the general funds of the organisation. It is expected that this deficit will be recovered over a period of about 5 years now that all capital works are completed.

Bursary Fund - for educational scholarships for young people. It was established by the committee in 1995-1996 and allocated an endowment of £10,000. The Bursary Fund now stands around the just over the £10,000 mark and awards may be paid out each year dependent upon applications being received.

Ted 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.

St Christopher Fund – founded in 2002 to enable frail or elderly pilgrims to take a companion with them to Santiago.

3. Donations

General donations have reduced a little during the year. These are funded occasionally from legacies but mostly from the many generous voluntary contributions made by members in addition to their subscriptions.

4. Subscriptions & Gift Aid

Subscription income had increased appreciably in the year, due to many new members. However Tax reclaimed on subscriptions decreased to £8,486 (2011 £9,720). Gift Aid tax claims are recognised when a claim can be made, hence when members are paying a 3 years subscription, only a claim is made in the first year.

Current subscription rates are -

1 year

Individual Members	UK and Europe	£25 00	Overseas	£30 00
Joint or Institutional Members	UK and Europe	£30 00	Overseas	£35 00

3 years

Individual Members	UK and Europe	£67 50	Overseas	£81 00
Joint or Institutional Members	UK and Europe	£81 00	Overseas	£94 50

5. Books and Publications

Turnover increased due to the popularity of the Guide to the Camino Frances and the expected reduction in business through our secure on-line bookshop due to competition from on-line book shops did not materialise. This gave rise to a trading surplus of £16,010. This compares with an overall trading surplus of £13,555 in 2011.

6. Other Items

Sales of other items (principally badges, sweatshirts, caps and DVDs) produced a surplus of £372 compared to £774 in the previous year.

7. Visits

The visits for the year were to Ampleforth and Scotland.

8. Investment Income

Investments which generate income consist of interest-bearing deposits with the Charities Official Investment Fund and one interest-bearing account with CAF bank. As can be seen, income continues at a minimal amount in the year.

9 Grants

In the past, bursary application forms were issued to universities and colleges of further education at the start of the academic year. Students between 18 and 25 were asked to submit proposals for their research and to indicate how it would be facilitated by financial assistance from the Confraternity. Short-listed applicants were invited to interview before a panel consisting of Mark Hassall, Lecturer in Archaeology at UCL, 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 per applicant. They were 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 were published in the Bulletin. No bursaries have been awarded in the five years to 30th September 2012. An on-going review of the purpose and possible recipients of this award is continuing.

10. Refugio Gaucelmo, Rabanal del Camino

Expenditure of £8,527 this year includes -

	£
- Solar Panels	6,996
- Travel & subsistence	422
- Hospitaleros emergency travel	585
- Sundry	524

Pilgrim donations and related expenditure on food, hospitality, cleaning etc in Spain are for the benefit of the refugio at Rabanal and do not form part of the Confraternity funds or its accounts. Any surplus is put towards overheads such as electricity, bank charges, repairs etc.

11. Refugio Miraz de Peregrinos de Miraz

Income of £20,391 relating to the refuge was as follows -

	£
- Donativos and goods sold – Spain	16,341
- Donations (UK)	3,487
- Gift Aid	563

All income received from pilgrims is treated as CSJ income due to our sole tenancy of the building.

Expenditure of £23,254 relating to the refuge was as follows -

	£
- Construction cost – Casa Rectoral	9,644
- Household, repairs, food, heat and light etc	9,517
- Working Party costs	2,320
- Goods for resale	143
- Travel – Hospitaleros	573
- Exchange losses	697
- Sundries	340

12. Bulletin

The Bulletin is published quarterly and the costs include printing, distribution and a new software programme to enable more origination work to be undertaken by volunteers

13. Library

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

14. Speaker Meetings

Speaker Meetings are those held to further the charitable objects of the Confraternity

15. Other Charitable Costs

The costs directly attributable to charitable activities are		£
Personnel		35,171
Other Direct Costs		<u>1,709</u>
	Total	<u>£36,880</u>
Allocated -		
General	31,312	
Rabanal	2,784	
Miraz	2,784	

16 Administration Costs

	£
Personnel	10,454
Accommodation	7,186
Office Running Costs	8,006
Finance charges	644
Member Meetings & Sundry	<u>1,828</u>
	Total <u>£ 28,118</u>

Personnel costs include a total of £1,146 paid to 7 trustees for reimbursed personal travel expenses

The only governance costs are £35 Data Protection licence and £14 Companies House filing fee. Due to their minimal amount, they have not been shown under a separate heading on the Statement of Financial Activities on page 8

17. Fixed Assets

	Works of Art	Office Equipment	Total
Costs	£	£	£
At 1 Oct 2011	4,790	10,616	15,406
Additions	-	-	-
At 30 Sep 2011	<u>4,790</u>	<u>10,616</u>	<u>15,406</u>
Depreciation			
At 1 Oct 2011	-	8,789	8,789
Charge for year	-	<u>609</u>	<u>609</u>
At 30 Sep 2012	-	<u>9,398</u>	<u>9,398</u>
Net Book Value			
At 1 Oct 2011	<u>4,790</u>	<u>1,827</u>	<u>6,617</u>
At 30 Sep 2012	<u>4,790</u>	<u>1,218</u>	<u>6,008</u>

Works of Art comprise a mediaeval oak carving of Saint James (valued at £3,400) and an embroidered banner (valued at £500), both 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

	2012	2011
	£	£
Prepayments	1,771	2,155
Accrued Income and Other Debtors	<u>5,215</u>	<u>4,066</u>
	<u>6,986</u>	<u>6,221</u>

19. Creditors: Amounts falling due within one year

	2012	2011
	£	£
Trade Creditors	12,188	11,466
Deposits and payments held for CSJ Visits after accounting date	-	925
Deferred Income - Subscriptions in advance	<u>25,654</u>	<u>26,515</u>
	<u>37,842</u>	<u>38,906</u>

20 Deferred Income

Subscriptions paid in advance total £25,654, £17,677 related to the year 2013, £7,392 to the year 2014 and £585 for later years. These have been shown as falling due within 1 year as the actual subscription has been received.

21. Related Parties

During the year, Mona Lowen Consultants Limited, a company in which the treasurer and company secretary Tony Ward has a material interest has carried out the bookkeeping function of the CSJ. He was not appointed a trustee of the organisation and a director of the company until 4th February 2012. The amount provided for this service within the accounts prior to his appointment is £375. This arrangement ceased on 31st December 2011.

22. Stocks

Stocks have been valued at the lower of cost or net realisable value. Dated stock has been assumed to be of negligible value.

23. Donations

The major donation in the year was a grant of €1,000 (£850) towards the cost of providing the Pilgrim Welcome in Santiago.

24. Net Movement in Funds

The levels of primary purpose trading income, subscriptions and donations mean that there are reasonable funds carried forward.

25. Capital Commitments

The work undertaken at the Miraz refuge has now been completed and all invoices received in connection with the extension and related expenditure have been paid, these included a new chlorination plant as legally required but not included in the original specification. No further capital costs are expected in the near future.

Supplementary Report for Members & Supporters

The main report gives information required by the Charity Commission and by the Companies Acts. This supplementary report is intended for all those supporters, past, present and future, who are interested in more detailed information on the CSJ's activities.

Refugio Gaucelmo

Refugio Gaucelmo is situated in the village of Rabanal del Camino, 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.

In 1989 the CSJ entered into an agreement with the Diocese of Astorga and the Asociación de Amigos del Camino de Santiago de El Bierzo, whereby for a peppercorn rent, we would together develop the tumble-down priest's house and orchard, to make it available for the overnight accommodation of pilgrims. Pilgrims are welcomed by a relay of hospitalero/as, recruited and supported by Julie Davis, while an autumn working party looks after the maintenance and refurbishment of the building.

The partnership between the two associations and the Diocese has continued strongly. In 2006 a new contract was signed between all three parties, which sets out the terms of the co-operation between us and in which the Diocese grants a further 25-year lease. We will be handing over a cheque for 2917 Euros as their share of the Donativos at our meeting with the Amigos del Bierzo in March 2013.

Prospective hospitaleros are invited to a training day in January, during which they are given some historical background to Refugio Gaucelmo as well as instruction in the administration of the refuge during their two-week stay. On completion of their 'tour of duty' they are invited to a meeting and lunch so that the CSJ can both thank them for their work and also learn how we can improve for the following year.

Various improvements were carried out during 2011 the most significant of which was the installation on the roof facing the huerta of four solar panels which are linked to a new 500 litre water tank, these are working well and saving money. The huerta and herb garden are in great shape despite the strange weather, very wet followed by very dry. Our collaborative relationship with the monastery goes from strength to strength with the monks visiting frequently.

The busiest month was July with 924 pilgrims but even this represents an average of 30 pilgrims per night. This has been the case for 3 years running and raises some questions about the number of hospitaleros needed and whether or not we could use the facilities at Rabanal better. For instance the Biblioteca was used only very occasionally but is kept as a spare dormitory.

Highlights of the 2012 season -

- Pilgrim numbers up by 308 to 4930
- Donativos up by 5151 Euros
- Pilgrims - Spain 603 down 5%, - USA 594 up 265% - Germany 650 down 10% - Italy 468 down 6% and UK 307 up 31%

We are most grateful to the members of the Gaucelmo sub-committee for giving their time so generously and to all those who support Gaucelmo's work in any way. Particular thanks are due to various people including Paul Spink (treasurer), Julie Davies (hospitalero co-ordinator), Dave Arthur (Premises manager), Alison Raju (expert on all Rabanal matters!) and Marion (for sound advice and speedy responses).

Dick Crean

Miraz -8th Annual Report

The challenge of maintaining a refugio on the Camino del Norte that is welcoming to pilgrims lies ahead through sustaining our facilities and refreshing our hospitality. These demands may be underestimated while the enthusiasm in modern premises sometimes blurs our vision.

This year over 3,500 pilgrims have stayed with us in Miraz. On a comparable basis numbers are up by 17% on 2011 while our income per pilgrim has remained static at just over 5 Euros. Our costs of running day to day operations are met from pilgrim donations with a small surplus available to deal with minor works and unforeseen events.

32 hospitaleros served pilgrims at Miraz this year. On behalf of the CSJ and the grateful pilgrims, we thank them all for what they have given in 2012. Alan Cutbush deserves a special mention for his co-ordination in a difficult year. We are always looking for new blood especially for the peak periods of July, August and September.

The building now functions well with 26 beds that at times are full. This creates pressure both on our facilities and the well-being of our volunteer hospitaleros. The heating system continues to cause concern and a full review has been undertaken by Keith Young. The garden has suffered from the ravages of the builder and is being reassessed by Keith and Joan Davies this autumn. We are particularly grateful to Judith Edwards-Burroughs who as a Galician resident has jumped into the breach on several occasions.

Pilar, Anna, Luis and Rafa have helped us in many ways this year. Panics, emergencies, and illness can all be coped with in this remote situation so long as we can call upon these friends in the parroquia. The herbs, roses and apples in the huerta have enhanced pilgrim stays.

We closed at the end of November until Holy Week next year. Already the Miraz Committee is planning a Spring Clean next March. The preparation of the facilities and domestic systems will be re-examined. It requires hard work, resources and fundraising to keep Miraz fit for purpose.

Now a challenging future lies ahead for our Refugio de Peregrinos. It appears from the accounts that we will have to return to fund raising again in 2013. Stocking the garden, kitchen facilities and pilgrim amenities are priorities. The Miraz Committee is active in its hospitality and looks forward to maintaining a modern refuge for pilgrims.

Number of pilgrims from 4th April to 18th November 2012 **3,553**

Average per day **17**

Cumulative from opening in 2005 **19,807**

Nationalities: Spanish 41%, German 18%, French 7%, Italian 6%, and numerous other nations

Richard Jefferies

Secretary's Review of 2011 -2012

The development of two regional groups suggested by the Strategy Group has continued in the NE members have met on very a local basis with interest in their own Practical Pilgrim type day, in Bristol a very successful meeting in January combined local historical interest with pilgrim information of all kinds. The regular activities have continued. Practical Pilgrim days in London and Glasgow were well attended, as were three Saturday Office Open days. A visit to Edinburgh in the steps of St Margaret brought interest from Scottish members and St James Day in Portsmouth encouraged a few new local visitors too. Interest in the Camino Portugués has grown, with several members walking together from Lisbon and Porto in the autumn. This year's pilgrims gathered together in Bristol for a moment of reflection on the pilgrim experience. The Refugio teams have offered preparatory training and arranged a thank you day in November and there were three fundraising social events to support Miraz. For the first time some 16 CSJ members participated in a Spanish for Hospitaleros course run by the University of Santiago.

Other results of the Strategy Group proposals include an increase in membership, work towards a new website, three editions of an e-newsletter for members, the publication of a new Guide to the St James Way Reading to Southampton and discussions with the Pilgrim Office in Santiago about promotion of this alongside the Camino Inglés in Galicia. The Amigos Welcome Project in conjunction with the Irish Society of Friends of the Way of St James has begun strongly and representatives of both were present at the inaugural Blessing in Santiago in May. Trustees continue to work on other promotional material and activities to help CSJ grow.

Inevitably, as some people have retired, new people have stepped forward to take on various roles. Tony Morwood Leyland has become Membership Secretary after Alison Thorp and now will also have some book keeping responsibilities. Howard Nelson has stepped down as webmaster and we welcome Colin Goodier to the job. Liz Keay has taken over Bulletin production from James Hatts. David Garcia and Graeme Taylor have both resigned as Trustees during the year. The CSJ is grateful to them both for the time and interest they have given to the Confraternity.

Marion Marples

Membership Statistics

Membership at 30 September 2012 stood at 1,664 paying members (1,588 at 30 September 2011) plus 287 (264) honorary and honoured (aged over 70 with 10 years' paid-up membership) and 41 exchange subscriptions with kindred organisations. The paying members were split as follows (2011 numbers are shown in brackets) -

	Individual	Joint	Institutional
UK	872 (829)	466 (433)	20 (18)
Europe	63 (62)	25 (23)	4 (4)
Rest of World	<u>139</u> (147)	<u>74</u> (71)	<u>1</u> (1)
Total	<u>1,074</u> (1,038)	<u>565</u> (527)	<u>25</u> (23)

See page 19 for details

Analysis of Other Charitable & Support costs

Administration costs are those covering an irreducible minimum of administrative costs that cannot be assigned to any directly charitable purpose, e.g. the costs of the Annual General Meeting, processing subscriptions, balancing the books, and just keeping the organisation ticking over

Other charitable costs are directly attributable to supporting the charitable activities of the Confraternity e.g. providing information about the Camino de Santiago, supporting pilgrims and refugees, lobbying for protection of the routes, selling relevant books and publications and fostering European networking

Salaries & NI - The company employs a secretary, a finance manager and an office administrator, all on a part-time basis. The small increase in salaries from £43,301 to £43,856 is due to the annual salary review

Travel & Subsistence - trustees are generally required to attend 6 meetings per annum. The majority of trustees now live out of London resulting in travel and subsistence expenses. The costs for all committee members of £1,146

Member Meetings - This represents the net cost of various members' meetings including the AGM. Income this year was £2,069 and expenditure £3,658 compared to £1,267 & £3,892 respectively for 2011

Other Charitable and Governance Costs

		Other Charitable Costs	Administration Costs	2012 Total	2011 Total
		£	£	£	£
Personnel Costs					
	Salaries & NI	35,083	8,773	43,856	43,301
	Travel & Subsistence	88	1,681	1,769	2,293
		<u>35,171</u>	<u>10,454</u>	<u>45,625</u>	<u>45,594</u>
Accommodation					
	Rent	-	7,764	7,764	7,672
	Insurance	-	974	974	926
	Depreciation	-	609	609	609
	Office Maintenance	-	391	391	101
	Office Equipment < £500	-	-	-	275
	Less Library Recharge	-	-2,552	-2,552	-2,461
		<u>-</u>	<u>7,186</u>	<u>7,186</u>	<u>7,122</u>
Office					
	Telephone	-	1,005	1,005	954
	Post	-	18	18	75
	Printing & Stationery	-	2,761	2,761	2,119
	Computer Support & Consumables	-	3,347	3,347	1,933
	Book-keeping	-	875	875	1,500
		<u>-</u>	<u>8,006</u>	<u>8,006</u>	<u>6,581</u>
Other					
	Legal & Professional	-	49	49	50
	Bank Charges	-	76	76	74
	Credit Card Charges	1,709	568	2,277	1,934
	Member Meetings	-	1,589	1,589	2,625
	Sundry	-	190	190	309
		<u>1,709</u>	<u>2,472</u>	<u>4,181</u>	<u>4,992</u>
TOTALS		<u>36,880</u>	<u>28,118</u>	<u>64,998</u>	<u>64,289</u>



Membership Statistics

	Honorary	Honoured	Individual	Joint	Group	Exchange	Total
UK							
E Anglia	1	17	48	29	2	1	98
Home Counties - N	1	32	88	38	-	1	160
Home Counties - S	1	28	118	72	4	1	224
London	3	17	139	68	5	3	235
Midlands E	-	13	31	34	1	-	79
Midlands W	1	24	64	29	1	-	119
N Ireland	-	3	11	5	-	-	19
NE	-	14	58	35	2	1	110
NW	-	10	65	20	1	-	96
Scotland	-	7	90	38	-	-	135
Southern	-	29	61	39	2	-	131
SW	2	25	72	45	1	1	146
Wales	-	3	23	11	1	-	38
Channel Islands	-	-	4	3	-	-	7
	9	222	872	466	20	8	1,597
EUROPE							
Belgium	-	6	1	-	-	1	8
Czech Republic	-	-	-	1	-	-	1
Denmark	-	-	-	2	-	-	2
Finland	-	-	6	2	-	-	8
France	1	4	7	2	-	4	18
Germany	-	5	5	2	1	1	14
Gibraltar	-	-	1	-	-	-	1
Italy	-	-	2	1	-	2	5
Luxembourg	-	-	-	-	1	-	1
Malta	-	-	2	-	-	-	2
Netherlands	-	-	3	1	-	1	5
Norway	-	-	1	1	-	1	3
Poland	-	-	1	-	-	-	1
Portugal	-	1	1	-	-	-	2
Rep. of Ireland	1	5	14	4	2	1	27
Spain	5	4	14	4	-	19	46
Sweden	-	1	4	3	-	-	8
Switzerland	-	-	1	2	-	1	4
	7	26	63	25	4	31	156
REST OF THE WORLD							
Africa	-	1	-	1	-	1	3
Asia	-	-	3	1	-	-	4
Australia	-	8	74	44	-	-	126
Canada	-	2	15	6	-	1	24
N America	-	-	-	1	-	-	1
New Zealand	-	1	8	9	-	-	18
S America	-	1	1	-	-	-	2
U S A	-	10	38	12	1	-	61
	0	23	139	74	1	2	239
Total	16	271	1,074	565	25	41	1,992