

REGISTERED COMPANY NUMBER: 00155840 (England and Wales)
REGISTERED CHARITY NUMBER: 220966

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2023
FOR
LEEDS CHURCH INSTITUTE (INCORPORATED)**

**Thomas Coombs Limited
Chartered Accountants
3365 The Pentagon
Century Way
Thorpe Park
Leeds
West Yorkshire
LS15 8ZB**

LEEDS CHURCH INSTITUTE (INCORPORATED)

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FOR THE YEAR ENDED 31ST DECEMBER 2023**

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LEEDS CHURCH INSTITUTE (INCORPORATED)

**REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31ST DECEMBER 2023**

TRUSTEES	P J Sandbach Rev J D Cortis Canon A D Nicholl J Sadgrove Revd Canon P D Maybury L Groenewald A S Bland Revd S A Hancox (resigned 31/1/24)
REGISTERED OFFICE	43 The Calls Leeds West Yorkshire LS2 7EY
REGISTERED COMPANY NUMBER	00155840 (England and Wales)
REGISTERED CHARITY NUMBER	220966
INDEPENDENT EXAMINER	Thomas Coombs Limited Chartered Accountants 3365 The Pentagon Century Way Thorpe Park Leeds West Yorkshire LS15 8ZB
SOLICITORS	Wrigleys Solicitors LLP 19 Cookridge Street, Leeds, LS2 3AG
ADVISERS	Virgin Money 94-96 Briggate, Leeds, LS1 6NP CCLA Investment Management Limited Church of England Funds 80 Cheapside, London, EC2V 8DZ

LEEDS CHURCH INSTITUTE (INCORPORATED)

**INTRODUCTION BY THE CHAIR & PRESIDENT
FOR THE YEAR ENDED 31ST DECEMBER 2023**

Welcome to the Leeds Church Institute Annual Report for 2023.

On behalf of the Council (trustees) I am very pleased to invite you to read of all the good work that has happened in the name of LCI during the year. With a full team of very competent and imaginative staff we have built on the successes of previous years and taken our activity and impact to the next level. We have continued to partner with both wonderful individuals and great organisations and seen our engagements develop and deliver measurable benefit.

This year has seen both consolidation and development. In each area of the five-year plan we've progressed pretty much as anticipated and this Report is, in part, a record of that progress.

I want to record my personal thanks to my fellow trustees who bring such a wide and appropriate range of skills, experience and networks to LCI. I also want to thank Helen and the staff team for working effectively together to deliver the outcomes recorded here. 2023 had indeed been a year of success and achievement.

Revd. Canon Paul Maybury

LEEDS CHURCH INSTITUTE (INCORPORATED)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2023

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Charity's formal objects continue to be to promote, advance and maintain religion and education (both religious and secular) consistent with the Christian faith as expressed by Churches Together in England. The region in which the charity operates is within the part of the City of Leeds which is within the Anglican Diocese of Leeds.

The objects are pursued in a variety of ways including organising formal talks, seminars, training and other educational activities; resourcing the churches in their mission and ministry through consultancy, research, and the development of specific projects; and supporting the representation of churches and other faith communities in a number of public bodies.

Significant activities

Leeds Church Institute continued its work in the city, with the churches and people of different faiths through educational initiatives.

Public benefit

In accordance with their duties pursuant to section 4 of the Charities Act 2011, the trustees have considered Leeds Church Institute's objects and activities in light of the Charity Commission's general guidance on public benefit, "Charities and Public Benefit."

In relation to the first limb of the public benefit test set out in the guidance, the trustees are satisfied that these objectives are of benefit to the public through the Leeds Church Institute educational and city engagement programme, working with all Christian denominations and other faiths and secular perspectives.

In relation to the second limb of the test, the trustees ensure that the public at large benefits from the activities of Leeds Church Institute and that there is no private benefit, incidental or otherwise. The trustees regularly keep the activities under review, to ensure that they are of sufficient benefit to the public and at present consider the following educational and related activities ensure the benefits of Leeds Church Institute are widely available to the public:

- Events, media, arts and research that generates theological conversations and actions
- City engagement initiatives that support the contribution of diverse Christians in city life and nurture innovative ideas that bring about greater justice for all in Leeds
- An ethically run charity in accordance with the Memorandum and Articles, and Charity Commission Rules

Leeds Church Institute works closely with other charities which share its vision to explore issues of faith and social justice relevant to all the people of Leeds.

Trustees

Trustees met regularly throughout 2023 and held the AGM in September. Revd Canon Paul Maybury, as Rector of the City of Leeds, and in line with LCI's Memorandum and Articles, holds the position of LCI's Chair and President. LCI's Vice Chairs, Canon Ann Nicholl and Rev Joe Cortis remained, and when appropriate acted as co-Chairs.

Staff

Following the significant changes in the staff team during 2022, 2023 saw the completion of the team in line with the Five-Year Development Plan. At the start of 2023, the staff team comprised of Helen Reid, Paul Coleman, Bronagh Daly, Dwayne Hutchinson and Joanna Klopotek. By the end of 2023, it comprised of Helen Reid, Alistair Cheetham, Paul Coleman, Bronagh Daly, Dwayne Hutchinson and Emma Temple.

LEEDS CHURCH INSTITUTE (INCORPORATED)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2023

ACHIEVEMENT AND PERFORMANCE

Charitable activities

In 2023, Leeds Church Institute ran a varied and inclusive events, publications, research and media programme. Through the course of the year, 2098 people attended events, and LCI posted 33 blogs, 11 YouTube videos, and 6 podcasts for online engagement. The work focussed on four different but complementary themes:

Faith and Theology

A suite of initiatives ran that engaged, developed and supported authentic Leeds voices for faith, learning, cooperation and justice. These included eight Cake Coffee and Conversation events, publication of four issues of CITYtheology, LCI Scholarships for two MA and one MRes students, a week's Work Experience placement for two A Level Religious Studies students, and a Theology undergraduate began an external module placement. From these initiatives and events, written and online resources were produced and shared widely.

In partnership with Growing Old Grace-fully and Leeds Faith in Elderly People, there were two events, online resources, a print publication and new poetry on the theme of faith-led dementia care with opportunities for spiritual and theological reflection.

The Hook Lecture 2023 for the churches, city and academy, run in partnership with Leeds Minster and the School of Philosophy, Religion and History of Science at the University of Leeds, was given by Revd Dr Inderjit Bhogal on 'Hospitality and Sanctuary for All'. After the event, a video of the lecture was released online and work started to initiate engagement with the Church of Sanctuary Award in Leeds. This work will continue in 2024.

Faith and Creativity

Creativity Carousel was launched to work with Childrens' Liturgists and Sunday Club Leaders, building capacity to engage with fine arts and incorporate this into faith-based work with children. This included four day-long retreats, online resources and individual mentoring. There was also direct engagement with children in schools through the development of the Advent resource Journey to the Manger and a partnership event with Leeds Development Education Centre.

In partnership with Leeds Sanctuary, LCI hosted three Sketch Walks which were open opportunities for people to observe city centre life, sketch and reflect together on city life.

LCI curated ten Meet the Artist exhibitions at 43 The Calls where local artists shared a newly created artwork on the theme of Friendship. Three further art events were developed from two of these exhibitions: the spirituality of felt making, and inter faith meals and dialogue.

Throughout the year, four art theology initiatives were begun and developed ready to be part of the programme in 2024. These were Friendship Art Commission and Theology Bursary, Staying with the Struggle, Food Faith and Unity and Chair of Sanctuary.

Faith and Racial Justice

The Leeds Lives initiative was launched to celebrate the lives and achievements of Black people in Leeds, acknowledging the significant and varied contributions to church and city. This included three well attended events, including a Windrush 75 event, which were followed by the release of YouTube videos watched by 669 individuals.

A new group was convened to bring together leaders from different denominations to find ways forward to work for racial justice. The focus was relationship building and developing a framework for wider learning and action. A movement of Churches Against Racism was established which will host events in 2024.

LCI continued to support achievement of the Schools of Sanctuary Awards in Leeds Schools; 14 schools signed the pledge and 2 received the award at the annual Schools of Sanctuary Award Ceremony. LCI produced and released the Windows of Opportunity resources for use in schools and established uplift roles in the Abbey Multi Academy Trust to promote engagement with the Award in the academic year 2023-24.

There were four Seeing Asylum exhibitions and workshops to enable learning about and reflection on Asylum Seekers' experiences of detention and community. LCI was part of the Leeds Refugee Week programme, events and shared resources online.

LEEDS CHURCH INSTITUTE (INCORPORATED)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2023

Faith at the Margins

Leeds Church Institute worked with local church leaders to establish a new initiative that brought together churches from communities across east Leeds to pray for and encourage each other, to learn from each other, and to support mission and ministry. In 2023 there were two well attended East Leeds Gathers events, and online resources and newsletters were produced and shared.

The census data for 2021 showed the prevalence of disability within Leeds communities that contrasted with the lack of visibility of disability within many church congregations. As a response, LCI facilitated a Theology and Disability Retreat, and produced and shared online resources.

In partnership with Leeds Christian Community Trust, LCI launched, promoted and supported the Leeds Lent Prayer Diary to connect local Christians and ecumenical mission projects. This included an event, online resources and relationship building initiatives.

Leeds Church Institute and Leeds Citizens worked in partnership to promote the involvement of faith communities in community organising. LCI worked to build the new Leadership Team, supported deeper reflection on action through blogs and a city-wide event.

In addition to these aspects of the educational programme, LCI focussed on being an ethical, effective, efficient charitable organisation.

Communications and Marketing

For all marketing and communications, a set of new brand guidelines were developed to convey a cohesive brand identity that reflected the vibrancy of our work.

Social media was used both to promote the work of LCI and to support people's ongoing learning. Levels of engagement and growth were monitored with encouraging results. LCI gained 123 new followers on Facebook taking the total to 549, and there was a 7.5% engagement rate (average industry rates are around 1.34%). There were 40 new followers on Instagram taking the total to 317, and there was an engagement rate of 8% (average industry rates are around 2.55%).

We launched the LCI Noticeboard as a new style of email communication with members and our wider networks. By the end of 2023, the Noticeboard had 1049 subscribers, on average 47% of emails were opened (compared to the industry average of 21%), and there was an average 5% rate of clicks on links for further information (compared to the industry average of 2%).

During 2023, LCI distributed 1800 print publications with theological content and 2000 printed leaflets publicising events and initiatives.

Governance

The LCI Annual General Meeting was held in September and was well attended and quorate. At the same time, the Impact Report for 2022 was emailed to members and contacts, as well as posted on the website.

Property and Premises

Leeds Church Institute continued to be based at 43 The Calls, premises that it shares with partners Leeds Sanctuary and Leeds Citizens. This is run as a place of work, meeting and partnerships, and there was an average of 100 visits per month, in addition to staff and partners.

Improvements for fuller access were implemented which included the acoustic refurbishment of the meeting room. An additional benefit of this work is that it works well as a location for recording podcasts and audio blogs. A full Health & Safety audit, as well as an initial 'Green' audit of the building was undertaken, and recommendations were implemented. These included new procedures for visitors to sign in.

The anticipated sale of the New Market Street building was agreed and completed in June 2023.

LEEDS CHURCH INSTITUTE (INCORPORATED)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2023

FINANCIAL REVIEW

Financial position

The financial position for 2023 is as follows:

- Income

Income for 2023 decreased by £39,397 to £190,553 (2022: £229,950).

- Expenditure

Total resources expended increased during 2023 by £60,110 to £445,667 (2022: £385,557).

The net level of expenditure over income (before gains and losses) has created a deficit of £255,114 (2022: deficit of £155,607).

Income from investments continued at broadly the expected level, however net rents received decreased as the New Market Street building was sold in June 2023.

Expenditure has increased as investment in LCI's 5 year development plan continues, including completing the expansion of the staff team to deliver the plan's objectives. There were also costs relating to maintaining the New Market Street building prior to sale, and ensuring that LCI's new office at 43 The Calls is a comfortable and welcoming environment for both staff and visitors. These costs were lower in 2023 than in 2022, and will fall further now the New Market Street building has been sold.

Principal funding sources

LCI continues to derive the majority of its funding from its investment activities, and a minority is lease income from the New Market Street building (this has now ceased).

Investment policy and objectives

In order to guide the Investment Policy, LCI's Council has adopted the following objectives:

- To protect a steady annual real income which will allow the support of at least an equivalent level of activity of LCI year on year over the longer term;
- To follow an investment policy designed to provide for a level of income that matches inflation and protects the real value of capital over the long term;
- To follow a policy which provides high security, with the highest achievable total return commensurate with the ethical guidelines of the Church of England.

The strategy adopted is to invest the assets in a mix of direct property and marketable investments. The investments are held and managed by investment managers who have full discretion over the day to day management of the assets. LCI has adopted the same ethical guidelines as the Church of England.

Investment performance

While slightly improved, 2023 continued to be a turbulent year in the investment markets. However the value of LCI's investments increased. Realised and unrealised net gains of £394,024 were recorded for the year (2022: a loss of £620,839). As a result, LCI's investments had a market value of £5,887,396 as at 31 December 2023 (2022: £5,877,192). After the sale, the proceeds from the sale of 20 New Market Street of £1,525,000 have been moved to a Designated fund, as these funds will be used to invest in the ongoing 5 year development plan.

Given the importance of the market value of investments to the reserves of LCI the Council continues to closely monitor the performance of the portfolio. The investment policy is to hold a balance of direct property and marketable investments with a medium risk profile. The investments are held mainly in The CBF Church of England Investment Fund. This has performed reasonably well against the benchmark:

	Fund performance	Benchmark performance
The CBF Church of England Investment Fund	12.57%	13.28%
The CBF Church of England Property Fund	-1.19%	-2.38%
The CBF Church of England Global Equity Income Fund	17.97%	16.80%
The CBF Church of England Deposit Fund	4.49%	4.69%

LEEDS CHURCH INSTITUTE (INCORPORATED)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2023

FINANCIAL REVIEW

Reserves policy

At the end of 2023 LCI holds substantial assets in investments which provide income. It is the aim that the income generated is fully spent each year on the work of LCI. There is no intention to accumulate any of this income to create further reserves, and value accruing to investments above maintenance level can be assigned to expenditure on charitable activities.

Recognising the financial implications of the current 5 year plan the funds of the charity within the balance sheet are now categorised between a designated fund - "5 year development plan" and a general fund. The current five-year plan is being funded through the proceeds arising from the sale of the New Market Street building (£1,525,000) and is reported as a designated fund. As of 31st December 2023, after year 1 of the five-year plan, the designated fund balance is £1,269,886. These have been invested mainly in the CBF Church of England Deposit Fund in recognition that they will be used in the medium-term.

To cover short term needs a minimum balance of £40,000 is held in cash. This is maintained as necessary by the CBF assets which are readily marketable and which essentially represent the general fund.

Going concern and future plans

Despite a turbulent year and a significant operating deficit, LCI is considered a going concern due to its high level of reserves.

During 2024 LCI intends to continue its important work by:

- Continuing the implementation of the five-year Development Plan (running until 2027), particularly making work plans for 2025;
- To work to fulfil the LCI Theory of Change;
- Running a varied and inclusive events, publications, research and media programme;
- Sustaining effective relationships with churches and denominations, and being actively engaged in wider city life;
- Maintaining 43 The Calls as a place of work, meeting and partnership;
- Running the organisation ethically and in accordance with its Memorandum and Articles, and Charity Commission rules.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Charity constitution

The charity aims to promote education in order to interpret contemporary aspects of the gospel for the City, and is committed to partnership working with other organisations. The Institute was founded by the then Vicar of Leeds in 1857 to advance education - both religious and secular. It became a charitable company, limited by guarantee, in 1919. Its work is governed by a memorandum and articles of association which were substantially altered in 1984 with various minor subsequent amendments.

Leeds Church Institute Council met regularly in 2023, received reports from the staff team, and approved the 2022 Annual Report. The AGM was held in September. In person and hybrid meetings continued throughout 2023, with an emphasis on in person meetings, but with the support of those unable to attend a particular meeting for personal reasons. The ability to meet virtually was enshrined in March 2020, when the Council agreed "for the purposes of Article 49 of the Memorandum and Articles of Association of the Leeds Church Institute (Incorporated) and for all business and matters conducted during the holding of these meetings approves meeting by means of online conferencing as a suitable means through which all participants may communicate with all the other participants".

In 2023 LCI's membership increased by 19 to 280 on 31 December 2023 (2022: 261).

Recruitment and appointment of new trustees

Details of the trustees who have served during the year are listed on page 1.

None of the trustees had any personal beneficial interests requiring disclosure. New trustees are appointed by the members and given an induction by the Director on the background of the Leeds Church Institute and their responsibilities.

LEEDS CHURCH INSTITUTE (INCORPORATED)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure and Decision making

The Council of Leeds Church Institute meets at least five times a year as a full Council. Leeds Church Institute staff have delegated authority to carry out the day-to-day work within policies agreed by Council. The Council approves all organisational policies in accordance with an agreed schedule. In 2023 the following policies were reviewed and updated: Financial Procedures & Controls Policy, Pay Policy, Environmental Policy, Health & Safety Policy and a Data Protection & Information Security Policy (including a new Privacy Policy.)

Historically, Leeds Church Institute has been closely associated with the Anglican Diocese of Leeds. It is now connected with all the major Christian denominations and ecumenical bodies regionally and locally. It also has connections with local and regional interfaith networks and relevant statutory and voluntary bodies.

Key management remuneration

The total paid to the Director (the only key management personnel) was £57,636 (2022: £52,014) and includes pension contributions. This remuneration level is benchmarked against other similarly responsible public sector positions and data relevant to this taken into account in reviews.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.


The trustees examine the major risks that the charity faces each financial year when preparing and updating the strategic plan, in particular those related to the operations and finances of the charity. The charity is satisfied that the systems are in place to mitigate its exposure to the major risks.

The assets of the Institute will be exposed to various financial and other risks. Council has considered the following risks when agreeing their strategy which is monitored annually:

- The risk that investments will not deliver the increases in real capital or income values expected.
- The risk that properties or investment managers will not achieve the returns projected.
- The risk that key management personnel may leave and not easily be replaced.

Other areas of risk reviewed and addressed on a regular basis include those related to the occupation of the property. These risks are now effectively and formally managed on a day-to-day basis by the building agents and include health and safety risk management. Risks arising under Employment Law, Food Regulations and other regulatory requirements have been identified, monitored and controlled.

Approved by order of the board of trustees on 15th May 2024 and signed on its behalf by:



L. Groenewald - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
LEEDS CHURCH INSTITUTE (INCORPORATED)**

Independent examiner's report to the trustees of Leeds Church Institute (Incorporated) ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st December 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Christopher Darwin
Chartered Accountant

Christopher Darwin FCA

Thomas Coombs Limited
Chartered Accountants
3365 The Pentagon
Century Way
Thorpe Park
Leeds
West Yorkshire
LS15 8ZB

15th May 2024

LEEDS CHURCH INSTITUTE (INCORPORATED)

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST DECEMBER 2023**

	Notes	Unrestricted funds £	Restricted fund £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		459	-	459	10
Other trading activities	2	7,728	-	7,728	9,044
Investment income	3	182,366	-	182,366	220,896
Total		190,553	-	190,553	229,950
EXPENDITURE ON					
Raising funds	4	32,062	-	32,062	77,104
Charitable activities	5	413,605	-	413,605	308,453
Education, research, events, publications & grants					
Total		445,667	-	445,667	385,557
Net gains/(losses) on investments		394,024	-	394,024	(620,839)
NET INCOME/(EXPENDITURE)		138,910	-	138,910	(776,446)
RECONCILIATION OF FUNDS					
Total funds brought forward		6,101,557	-	6,101,557	6,878,003
TOTAL FUNDS CARRIED FORWARD		6,240,467	-	6,240,467	6,101,557

The notes form part of these financial statements

LEEDS CHURCH INSTITUTE (INCORPORATED)

**BALANCE SHEET
31ST DECEMBER 2023**

	Notes	Unrestricted funds £	Restricted fund £	2023 Total funds £	2022 Total funds £
FIXED ASSETS					
Tangible assets	11	56,017	-	56,017	37,266
Investments					
Investments	12	5,887,396	-	5,887,396	4,442,086
Investment property	13	-	-	-	1,435,106
		<u>5,943,413</u>	<u>-</u>	<u>5,943,413</u>	<u>5,914,458</u>
CURRENT ASSETS					
Debtors	14	64,367	-	64,367	93,278
Cash at bank		238,971	-	238,971	119,867
		<u>303,338</u>	<u>-</u>	<u>303,338</u>	<u>213,145</u>
CREDITORS					
Amounts falling due within one year	15	(6,284)	-	(6,284)	(26,046)
NET CURRENT ASSETS					
		<u>297,054</u>	<u>-</u>	<u>297,054</u>	<u>187,099</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>6,240,467</u>	<u>-</u>	<u>6,240,467</u>	<u>6,101,557</u>
NET ASSETS					
		<u>6,240,467</u>	<u>-</u>	<u>6,240,467</u>	<u>6,101,557</u>
FUNDS					
Unrestricted funds:	16				
General fund				4,970,581	187,099
Designated- fixed asset				-	5,914,458
Designated- 5 year development plan				1,269,886	-
				<u>6,240,467</u>	<u>6,101,557</u>
TOTAL FUNDS					
				<u>6,240,467</u>	<u>6,101,557</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

LEEDS CHURCH INSTITUTE (INCORPORATED)

BALANCE SHEET - continued
31ST DECEMBER 2023

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 15th May 2024 and were signed on its behalf by:



L Groenewald - Trustee

The notes form part of these financial statements

LEEDS CHURCH INSTITUTE (INCORPORATED)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2023**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £. The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Rental income and interest/investment income are recorded on a receivable basis.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Raising funds

The costs of raising funds consist of investment management fee, rental property expenses and those costs incurred in attracting voluntary income.

Tangible fixed assets

Tangible fixed assets are stated at cost or valuation less depreciation. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of the assets over their expected useful lives, as follows:-

Plant & Equipment	10% - 25% reducing balance basis
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A regular annual review of the likelihood of asset impairment is undertaken. The basis of this review is to examine the assets in their current use and ensure that the current value is not materially different from the value reported in the annual financial statements.

Investment property

Investment properties for which fair value can be measured reliably without undue cost or effort are measured at fair value at each reporting date with changes in fair value recognised in 'net gains / (losses) on investments' in the SOFA.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Monies earmarked by donors or by the terms of an appeal for particular projects are accounted for separately, in Restricted Funds. The notes to the accounts show the movements and balances on any such restricted funds. Unrestricted funds may be spent on any legitimate charitable aim as laid down in the Charity's memorandum of association.

Unrestricted funds are held in the general reserve except to the extent that the trustees consider it appropriate to make transfers to designated funds.

LEEDS CHURCH INSTITUTE (INCORPORATED)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST DECEMBER 2023

1. ACCOUNTING POLICIES - continued

Fund accounting

The charity's accounting systems allocate all income, expenditure, assets, liabilities and reserves between these funds. The statement of financial activities shows separately the income, expenditure and any transfers relating to restricted funds, designated funds and general reserves. Assets and liabilities attributed to each fund are disclosed in the notes to the financial statements

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Investments

Investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Subsequently, they are measured at fair value with changes recognised in 'net gains / (losses) on investments' in the SoFA if the shares are publicly traded or their fair value can otherwise be measured reliably. Other investments are measured at cost less impairment.

Investments in subsidiaries are measured at cost less impairment.

2. OTHER TRADING ACTIVITIES

	Unrestricted funds	Restricted funds	2023 Total funds	2022 Total funds
	£	£	£	£
Sundry income	<u>7,728</u>	-	<u>7,728</u>	<u>9,044</u>

3. INVESTMENT INCOME

	Unrestricted funds	Restricted funds	2023 Total funds	2022 Total funds
	£	£	£	£
Net rents received	44,251	-	44,251	73,648
Unlisted investments	<u>138,115</u>	-	<u>138,115</u>	<u>147,248</u>
	<u>182,366</u>	-	<u>182,366</u>	<u>220,896</u>

LEEDS CHURCH INSTITUTE (INCORPORATED)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST DECEMBER 2023

4. RAISING FUNDS

Raising donations and legacies

	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
Property management and related fees	4,500	-	4,500	6,750
Apportionment of costs relating to investment property	27,562	-	27,562	70,354
	<u>32,062</u>	<u>-</u>	<u>32,062</u>	<u>77,104</u>

The unlisted investments are received net of an implicit investment management fee of approximately £24,840 (2022: £30,670).

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 6) £
Education, research, events, publications & grants	413,605

6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2023 £	2022 £
Insurance	10,054	18,045
Light and heat	8,110	28,456
Telephone	2,540	2,087
Sundries	3,997	785
Independent examination	4,076	195
Postage and stationary	2,727	4,235
Equipment expenses	7,846	7,528
Accountancy	3,684	2,957
Depreciation	7,298	5,331
Bank charges	81	32
Auditors remuneration	-	5,436
Repairs	5,029	7,269
Rates	9,775	31,228
Rent	23,220	20,766
Cleaning and Refuse	10,306	8,692
Security	-	1,767
Property costs transferred to costs of raising funds	(27,562)	(70,354)
Legal and professional	1,842	7,120
Staff salaries	200,590	106,668
Employers NI	15,087	6,611
Pensions for charitable staff	23,487	10,841
Travel and subsistence	-	528
Training and welfare	4,377	996
Charity insurance and governance costs	5,286	597
Reading materials	-	286
Events and seminars	19,398	42,035
Resource costs	56,506	40,226
Carried forward	<u>397,754</u>	<u>290,363</u>

LEEDS CHURCH INSTITUTE (INCORPORATED)

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST DECEMBER 2023**

6. DIRECT COSTS OF CHARITABLE ACTIVITIES - continued

	2023 £	2022 £
Brought forward	397,754	290,363
Marketing services	6,818	18,090
Gain/loss on disposal of tangible assets	9,033	-
	<u>413,605</u>	<u>308,453</u>

7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2023 £	2022 £
Depreciation - owned assets	<u>7,298</u>	<u>5,332</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

Trustees' expenses

The trustees received no remuneration. Trustees' meeting expenses were £nil (2022: £nil). Travel expenses of £nil (2022: £nil) were reimbursed during the year.

Reimbursed expenses, which are all subject to the charity's processes of internal controls, do not form part of remuneration.

9. STAFF COSTS

	2023 £	2022 £
Wages and salaries	200,591	106,668
Social security	15,087	6,611
Other pension costs	23,487	10,841
	<u>239,165</u>	<u>124,120</u>

The remuneration (including pension contributions) of the key management personnel during the year was £57,636 (2022: £52,014).

Reimbursed expenses, which are all subject to the charity's processes of internal controls, do not form part of remuneration and are not included above.

All the trustees give their time freely and as reported in note 10 no trustee remuneration was paid in the year. During the year monetary donations in the form of membership fees contributed by the trustees to the charity totalled £nil (2022: £10).

Total redundancy / termination payments amount to £nil (2022: £nil).

LEEDS CHURCH INSTITUTE (INCORPORATED)

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST DECEMBER 2023**

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	10	-	10
Other trading activities	9,044	-	9,044
Investment income	220,896	-	220,896
Total	<u>229,950</u>	<u>-</u>	<u>229,950</u>
EXPENDITURE ON			
Raising funds	77,104	-	77,104
Charitable activities			
Education, research, events, publications & grants	308,453	-	308,453
Total	<u>385,557</u>	<u>-</u>	<u>385,557</u>
Net gains/(losses) on investments	(620,839)	-	(620,839)
NET INCOME/(EXPENDITURE)	<u>(776,446)</u>	<u>-</u>	<u>(776,446)</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	6,878,003	-	6,878,003
TOTAL FUNDS CARRIED FORWARD	<u>6,101,557</u>	<u>-</u>	<u>6,101,557</u>

11. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1st January 2023	
Additions	125,106
Disposals	(89,467)
At 31st December 2023	<u>70,721</u>
DEPRECIATION	
At 1st January 2023	
Charge for year	87,840
Eliminated on disposal	(80,434)
At 31st December 2023	<u>14,704</u>
NET BOOK VALUE	
At 31st December 2023	<u>56,017</u>
At 31st December 2022	<u>37,266</u>

LEEDS CHURCH INSTITUTE (INCORPORATED)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST DECEMBER 2023

12. FIXED ASSET INVESTMENTS

	Shares in group undertakings £	Unlisted investments £	Totals £
MARKET VALUE			
At 1st January 2023	1	4,442,085	4,442,086
Additions	-	1,300,000	1,300,000
Disposals	-	(195,272)	(195,272)
Revaluations	-	340,582	340,582
At 31st December 2023	1	5,887,395	5,887,396
NET BOOK VALUE			
At 31st December 2023	1	5,887,395	5,887,396
At 31st December 2022	1	4,442,085	4,442,086

There were no investment assets outside the UK.

Unlisted Investments

The unlisted investments comprise:

	2023 £	2022 £
CCLA Investment Management Limited		
The CBF Church of England Investment Fund 168,613.37 (2022: 177,850.45) Income Shares	3,811,556	3,674,639
The CBF Church of England Global Equity Income Fund 85,025.56 (2022: 85,025.56) Income Shares	257,287	223,914
The CBF Church of England Property Fund 416,436.67 (2022: 543,532) Income Shares	510,175	543,532
The CBF Church of England Deposit Fund 1,308,376.99 (2022: Nil) Income Shares	1,308,377	-

The above common investment funds were established under the Church Funds Investment Measure 1958 (as amended from time to time). The funds hold a wide spread of individual equities and investments. Further details of the CBF Church of England Funds can be obtained from www.ccla.co.uk

Cost or valuation at 31st December 2023 is represented by:

	Shares in group undertakings £	Unlisted investments £	Totals £
Valuation in 2023	1	5,887,395	5,887,396

The company's investments at the balance sheet date in the share capital of companies include the following:

LEEDS CHURCH INSTITUTE (INCORPORATED)

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST DECEMBER 2023**

12. FIXED ASSET INVESTMENTS - continued

LCI Trading Limited

Registered office:

Nature of business: Conference provision

Class of share:

Ordinary

%
holding
100

	2023	2022
	£	£
Aggregate capital and reserves	1	1

The articles of association of LCI Trading Limited require the profits of the company to be paid to the parent charity. Accordingly, £nil (2022 : £nil) is recorded as a gift aid contribution to the Leeds Church Institute (Incorporated).

Gross income of the group does not exceed the threshold set for the requirement of group accounts. As a result the Charity has taken advantage of exemptions from preparing group accounts.

13. INVESTMENT PROPERTY

FAIR VALUE

£

At 1st January 2023

1,435,106

Disposals

(1,435,106)

At 31st December 2023

-

NET BOOK VALUE

At 31st December 2023

-

At 31st December 2022

1,435,106

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Rental debtors	-	9,950
Amounts owed by group undertakings	-	154
Other debtors	-	2,756
Prepayments and accrued income	64,367	80,418
	<u>64,367</u>	<u>93,278</u>

LEEDS CHURCH INSTITUTE (INCORPORATED)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST DECEMBER 2023

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Rental creditors		5,095
Amounts owed to group undertakings	491	-
Other creditors	2,547	1,333
Accruals and deferred income	3,246	19,618
	<u>6,284</u>	<u>26,046</u>

16. MOVEMENT IN FUNDS

	At 1/1/23	Net movement in funds	Transfers between funds	At 31/12/23
	£	£	£	£
Unrestricted funds				
General fund	187,099	394,024	4,389,458	4,970,581
Designated- fixed asset	5,914,458	-	(5,914,458)	-
Designated- 5 year development plan	-	(255,114)	1,525,000	1,269,886
	<u>6,101,557</u>	<u>138,910</u>	<u>-</u>	<u>6,240,467</u>
TOTAL FUNDS	<u>6,101,557</u>	<u>138,910</u>	<u>-</u>	<u>6,240,467</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Gains and losses	Movement in funds
	£	£	£	£
Unrestricted funds				
General fund	190,553	(190,553)	394,024	394,024
Designated- 5 year development plan	-	(255,114)	-	(255,114)
	<u>190,553</u>	<u>(445,667)</u>	<u>394,024</u>	<u>138,910</u>
TOTAL FUNDS	<u>190,553</u>	<u>(445,667)</u>	<u>394,024</u>	<u>138,910</u>

Comparatives for movement in funds

	At 1/1/22	Net movement in funds	At 31/12/22
	£	£	£
Unrestricted funds			
General fund	142,022	45,077	187,099
Designated- fixed asset	6,735,981	(821,523)	5,914,458
	<u>6,878,003</u>	<u>(776,446)</u>	<u>6,101,557</u>
TOTAL FUNDS	<u>6,878,003</u>	<u>(776,446)</u>	<u>6,101,557</u>

LEEDS CHURCH INSTITUTE (INCORPORATED)

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST DECEMBER 2023**

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	229,950	(385,557)	200,684	45,077
Designated- fixed asset	-	-	(821,523)	(821,523)
	<u>229,950</u>	<u>(385,557)</u>	<u>(620,839)</u>	<u>(776,446)</u>
TOTAL FUNDS	<u>229,950</u>	<u>(385,557)</u>	<u>(620,839)</u>	<u>(776,446)</u>

17. EMPLOYEE BENEFIT OBLIGATIONS

Leeds Church Institute (Incorporated) participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of the Employer and other participating employers.

CWPF has two sections:

1. the Defined Benefits Scheme
2. the Pension Builder Scheme, which has two subsections;
 - a. a deferred annuity section known as Pension Builder Classic, and,
 - b. a cash balance section known as Pension Builder 2014.

Pension Builder Scheme

Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

Pension Builder Classic provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable (2023: £23,487, 2022: £10,841).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2022.

For the Pension Builder Classic section, the 2022 valuation revealed a surplus of £34.8m on the ongoing assumptions used. At the most recent annual review effective 1 January 2024, the Board chose to grant a discretionary bonus of 6.7% to both pensions not yet in payment and pensions in payment in respect of service prior to April 1997; and a bonus on pensions in payment in respect of post April 2006 service so that the pension increase was 5% (where usually it would be calculated based on inflation up to 2.5%). This followed improvements in the funding position over 2023. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the 2022 valuation revealed a surplus of £8.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

LEEDS CHURCH INSTITUTE (INCORPORATED)

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST DECEMBER 2023**

17. EMPLOYEE BENEFIT OBLIGATIONS - continued

The next valuation is due as at 31 December 2025.

The legal structure of the scheme is such that if another employer fails, Leeds Church Institute (Incorporated) could become responsible for paying a share of the failed employer's pension liabilities.

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st December 2023.

19. CAPITAL

Leeds Church Institute (Incorporated) is a charitable company, limited by guarantee and has no share capital. The members have agreed to contribute £1 each to the Charity's assets in the event of it winding up, if its assets should prove insufficient to cover its liabilities. There are 280 members of the company (2022: 261 members).

LEEDS CHURCH INSTITUTE (INCORPORATED)

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2023**

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Subscriptions	459	10
Other trading activities		
Sundry income	7,728	9,044
Investment income		
Net rents received	44,251	73,648
Unlisted investments	138,115	147,248
	<u>182,366</u>	<u>220,896</u>
Total incoming resources	190,553	229,950
EXPENDITURE		
Raising donations and legacies		
Property management and related fees	4,500	6,750
Apportionment of costs relating to investment property	27,562	70,354
	<u>32,062</u>	<u>77,104</u>
Charitable activities		
Insurance	10,054	18,045
Light and heat	8,110	28,456
Telephone	2,540	2,087
Sundries	3,997	785
Independent examination	4,076	195
Postage and stationary	2,727	4,235
Equipment expenses	7,846	7,528
Accountancy	3,684	2,957
Depreciation	7,298	5,331
Bank charges	81	32
Auditors remuneration	-	5,436
Repairs	5,029	7,269
Rates	9,775	31,228
Rent	23,220	20,766
Cleaning and Refuse	10,306	8,692
Security	-	1,767
Property costs transferred to costs of raising funds	(27,562)	(70,354)
Legal and professional	1,842	7,120
Staff salaries	200,590	106,668
Employers NI	15,087	6,611
Pensions for charitable staff	23,487	10,841
Travel and subsistence	-	528
Training and welfare	4,377	996
Charity insurance and governance costs	5,286	597
Carried forward	321,850	207,816

This page does not form part of the statutory financial statements

LEEDS CHURCH INSTITUTE (INCORPORATED)

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2023**

	2023	2022
	£	£
Charitable activities		
Brought forward	321,850	207,816
Reading materials	-	286
Events and seminars	19,398	42,035
Resource costs	56,506	40,226
Marketing services	6,818	18,090
Gain/loss on disposal of tangible assets	9,033	-
	<u>413,605</u>	<u>308,453</u>
Total resources expended	445,667	385,557
Net expenditure before gains and losses	(255,114)	(155,607)
Realised recognised gains and losses		
Unrealised gains/losses inv	340,582	(620,839)
Realised gains/(losses) on investment property	48,714	-
Realised gains/(losses) on investments	4,728	-
	<u>394,024</u>	<u>(620,839)</u>
Net income/(expenditure)	138,910	(776,446)

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