



**HCPT** *The Pilgrimage Trust*

**Report of the Trustees and Financial Statements**

**Year Ended 31 October 2009**

**Registered Charity Number : 281074**

**Company Limited by Guarantee Number : 1095198**

The key objective of HCPT The Pilgrimage Trust is to enable those who may need help, especially children and adults with disabilities, learning difficulties and social and emotional needs to experience a pilgrimage holiday to Lourdes in small caring groups.

**Bro. Michael Strode - Founder**



**Trustees**

<b>Founder</b>	Br. Dr. M. Strode
<b>Chair</b>	Mr J. Kerr
<b>Vice Chair</b>	Miss Y. Pettingell
<b>Chair of Finance Sub-Committee</b>	Mr P. Wright

Miss C. Bennett	Mr A Flood	Mr A.R.G. King (Retired 9 <sup>th</sup> May 09)
Rev. J. Carroll	Rev. P. Gildea (Retired 9 <sup>th</sup> May 09)	Mr R. McDowell
Miss J.C. Chapman	Mr M Holford	Dr M. McGloin (Resigned 9 <sup>th</sup> May 09)
Miss S. Clarke	Mr E Jones (Retired 9 <sup>th</sup> May 09)	Rev. R. Scriven
Miss B.D. Daly (Retired 9 <sup>th</sup> May 09)	Mr N Kehoe	Miss C. Shanks

**President**

The Right Reverend John Rawsthorne, Bishop of Hallam

**Vice Presidents**

The Countess of Ancram	Lady Eileen Ryder DSG
Mr T. Camponi	Mr M. Sauven

**Chief Medical Officer**

Dr. E. Foster

**Head Office Management**

<b>Chief Executive &amp; Company Secretary</b>	Mr R.A. Mills
Finance Director	Miss J. Prendergast FCCA
Pilgrimage Organiser	Mr P. Burns

**Bankers** NatWest, St Nicholas Centre, Sutton, Surrey, SM1 1NW  
Banque Populaire, 2 rue de la Halle, 65100 Lourdes, France  
AIB, Central Deposits, Bankcentre, Belmont Road, Uxbridge, Middlesex, UB8 1SA

**Auditors** Baker Tilly UK Audit LLP, Chartered Accountants, St. Philips Point, Temple Row, Birmingham, B2 5AF

**Solicitors** Stone King, 13 Queen Square, Bath, BA1 2HJ  
Tozers Solicitors, 2/3 Orchard Gardens, Teignmouth, TQ14 8DR

**Registered Charity Number** 281074

**Company Registration Number** 1095198

**VAT Registration Number** 853 7288 91

**Registered Office :** Oakfield Park, 32 Bilton Road, Rugby, Warwickshire, CV22 7HQ

**Constitution**

Established in 1956 as a charity, HCPT The Pilgrimage Trust is a company limited by guarantee, incorporated on 8 February 1973. It was established under a memorandum of association which establishes its objects and powers and is governed under its articles of association. The memorandum and articles of association were last updated on 23 May 1998 and amended on 21 May 2005.



## **Message from the Chairman**

Following the spiritual focus of 2008 in Lourdes on the theme of “Disability and the Church” the Trust hosted a conference at the end of that Pilgrimage year where several eminent speakers shared their views in an extremely inspiring way on the biblical statement “I have called you by your name”.

If you have been unable to hear these speakers I would urge you to visit the Trust website where you may listen to their extremely perceptive insights to this subject, we are deeply grateful to all of them for the guidance which they gave us over that weekend.

The Trustees felt that there was so much depth contained within these presentations that two elements were selected for their particular relativity to Hosanna House and Easter family groups and these were utilised as the central focus for our Trust conference in September 2009.

These themes were concerned with the concepts of us meeting each other as precious individuals and thereby creating communities of love and acceptance, which is exactly what happens within our groups during our week in Lourdes and, of course is our daily challenge in the wider world.

It is the Trustee’s intentions to continue to encourage everyone involved with the work of the Trust to reflect on the wisdom inherent in these presentations in order to help us all recognise the real value of being called by our name.

Since I became Chairman in May 2009 the Trust has benefited from the pertinent comments and suggestions made by participants in the World Café events which the Trust organised in several venues across the UK in order to obtain the opinions and ideas of all those connected with our pilgrimages throughout the year.

The complete World Café report is available on the Trust’s website and contains many excellent thoughts and proposals which have been accepted by the Trustee Board.

The Trustees do fully appreciate the difficult financial sacrifices many pilgrims make in order to visit Lourdes throughout the year and given this situation is not expected to improve dramatically in the near future, fresh stimulus will be applied to fundraising efforts to assist groups and the essential central services in order to retain opportunities for as many pilgrims to visit Lourdes as possible within HCPT / HH groups.

Encouraging and enabling pilgrims to come to Lourdes is our mission and all of our actions as Trustees, staff, group leaders and helpers are concentrated on this blessed activity, we shall continue in our endeavours throughout the future of this Trust.

**John Kerr**

## **Message from the Chief Executive**

As has been stated by the Chairman in his report one of the highlights of the 2008 – 2009 year was the conference held in Lourdes. This conference made a great impression on all those present and opened up their minds to whole new ways of thinking.

The conference was supported by the findings from the World café events that were held all over the country. One of the issues that came from that consultation was the need for the Trust to develop its web site and achieve a greater dissemination of information.



Despite the economic recession the numbers on Pilgrimage were higher than expected though we did notice that the request for grants to assist volunteers did increase. Fortunately the Trustees had agreed an increase in the amount of money available for grants. The Trustees are aware that the recession is still not over and that our numbers may be affected.

This year was the first of many years that we did not have the service of Excel Airways. Whilst the collapse of this airline did cause us some problems we were able to meet our flying commitments through other carriers. The Hosanna House flying programme was unaffected and the season went well.

**Robert Anthony Mills**

## **Trustees Report**

The Trustees, who are also directors of the charitable company, present their annual report and the audited financial statements for the year ended 31 October 2009.

Reference and administrative information is set out on page 1, and forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities 2005.

## **Review of Activities**

The aim of HCPT The Pilgrimage Trust is to offer disabled people the opportunity to experience a pilgrimage holiday to Lourdes in the South of France.

The activities currently carried out for the public benefit by HCPT The Pilgrimage Trust can be summarised as follows :

- The Easter Pilgrimage – for one week the Trust arranges travel, accommodation and assistance for children with a variety of needs to enable them to experience a pilgrimage holiday in Lourdes.
- The Hosanna House Pilgrimage – in answer to a call from adult pilgrims, the Trust arranges Pilgrimage holidays for adults between the months of April and October.
- The Bartres Villa – the Villa provides a space for family groups and small pilgrimage groups to spend time in Lourdes.

In arranging our pilgrimages we have regard for the Charity Commission's general guidance on public benefit.

### **The Easter Pilgrimage**

HCPT The Pilgrimage Trust has been travelling to Lourdes since 1956 when Dr. Michael Strode took a group of four children on a pilgrimage holiday to Lourdes. Dr. Michael felt it was hugely important that all children should be treated equally and he revolutionised the way sick and disabled pilgrims travelled to Lourdes by insisting that they stay in hotels rather than hospitals.

The Trust has grown over the years such that over Easter 2009 1,083 children from England, Scotland, Wales, Romania, Slovakia and the West Indies travelled to Lourdes with 2,507 adults to assist them. They were joined in Lourdes by 1,197 children and adults from our sister organisations in Ireland (IHCPT - The Irish Pilgrimage Trust), USA (ASCPG – American Special Children's Pilgrimage Group) and Croatia (DUH).



The children come from diverse social and religious backgrounds, and have a variety of abilities and needs. Groups actively seek children to bring to Lourdes by contacting local schools, day centres, parishes, and support groups as well as encouraging direct approaches from parents and teachers. Once a child has been put forward to travel, medical and essential care information is sought to ensure that the Group and the Trust have the resources to care for the child. Careful preparation then takes place to ensure that the child and their parents or guardians are confident with those who will be caring for the child during the week away.

Helpers also come from a variety of religious and social backgrounds. They are often recruited by friends or family already involved in the work of the Trust, but anybody interested in travelling as a helper can contact their local group or the head office to apply to travel as a helper. In order to ensure the safety of the children and vulnerable adults in our care, all helpers taking part in the Easter Pilgrimage must have a valid CRB enhanced disclosure, have undertaken an interview with the Group Leader and another member of the group and provide two referees for the Group Leader to contact to ensure suitability.

The volunteer group members fundraise tirelessly throughout the year to cover the pilgrimage costs of the children so that parents do not have to pay or contribute. We are truly grateful to our volunteer carers who not only give up a week of their time, but also contribute towards their own fares.

The close contact and care given during the pilgrimage week helps many children to develop their communication and social skills as well as giving them confidence and assurance.

The impact of a week with HCPT in Lourdes benefits not only the children and adults who travel, but also their families. Providing a form of respite and enabling parents to spend time with other siblings or to simply catch up with themselves.

#### **Letter from a Parent**

Dear HCPT Chief Executive

We are writing to you to let you know about the amazing HCPT work which is happening with Group 72.

We have four children, the youngest of which is called Vincent and he is severely disabled. This Easter, Vincent has had the privilege of visiting Lourdes with HCPT.

We have had a difficult time since Vincent was born. We have been in constant conflict with service providers, challenging them to meet Vincent's needs. This has had a negative effect on our family and we had become cynical and dejected.

However a gradual healing process began when we had the privilege to meet everyone from Group 72. We continue to be moved and sustained by the people and the work.

It was truly the work of God that opened our eyes to the positive, caring nature that lies within people. The volunteers, old and young, all show immense dedication, selflessness, kindness and sensitivity. With each well-planned meeting, the healing and miracles had already occurred amongst our family even before the trip to Lourdes.

Vincent was looked after by two volunteer helpers. We felt that he was in the best possible hands and yet we were thanked for allowing the Group to look after our child. The privilege is all ours! All of the volunteers are well trained, communication is outstanding and the trip appears to run like clockwork thanks to the organisational skills of those involved.



As you are aware there is an enormous amount of work throughout the year involved in organising the trip to Lourdes. The fund-raising and paperwork is phenomenal. All the volunteers give their time, energy, finances and love freely and we fully appreciate this. It is amazing. We as a family have gained strength, comfort, hope and light from such dedication. We are truly thankful.

We are privileged to be part of the HCPT Lourdes experience and long may it continue!

**Family of a child who travelled Easter 2009**

### **The Hosanna House Pilgrimages**

In 1975, the Trust purchased Hosanna House in response to a demand from young adults who had previously travelled to Lourdes with HCPT on the Easter Pilgrimage. The request was for suitable facilities to ensure that adult pilgrims could also enjoy the Pilgrimage experience of Lourdes. The Trust has developed the property over the years to make it accessible to people of all abilities and needs and to ensure that it is a home from home for all those who visit, enhancing the family aspects of the group.

Each week between April and October, two groups of approximately 40 people travel out to Lourdes and stay in Hosanna House. During the 2009 season, 1,881 guests enjoyed the peace and tranquillity of the House. The individuals who use Hosanna House come from all walks of life and from all over the British Isles. Many need assistance and would not be able to go on holiday without the care and attention given by our volunteers. Other pilgrims have illness which require the proximity and services of the volunteer nurses and doctors who accompany our groups to ensure that all have a safe holiday experience.

As with the Easter Pilgrimage, groups actively seek people who would like to experience a pilgrimage holiday and anyone interested in travelling can apply either to their local group or to the head office. In advance of the Pilgrimage, Group Leaders meet with individuals who are likely to need assistance during the week to ensure that the helpers travelling with the group are able to provide the level of support required and have applied for CRB enhanced disclosures.

The Pilgrimage week offers friendship and fun in a safe environment, and provides a much needed holiday for many people.

Our volunteers work tirelessly throughout the year to raise money to pay for those who are not in a position to pay for themselves. The Trust also offers financial assistance to groups who struggle with their fundraising to enable them to offer the experience of a pilgrimage to Lourdes to as many people as possible.

### **The Bartrès Villa**

The Bartrès Villa was purchased by the Trust in 2001 to provide self catering accommodation to smaller groups wishing to travel to Lourdes. In the past year 'The Villa' has accommodated families, youth and parish groups, and hosted adults on retreat. The Villa, by its smaller size, has facilitated the family-like group experience common to all HCPT activities and is extending the mission of the Trust to a new audience.

The Villa can be booked by any individual and for any amount of time, making it is suitable for a variety of budgets.

The continued success and activity of the Trust is due to the generous commitment of our volunteers who freely give their time and energy throughout the year. Sincere and grateful thanks are also extended to our donors and benefactors whose generosity enables our program of activities and the maintenance and development of our facilities.



## **Reflecting on the Year Gone By**

The aims for the year 1<sup>st</sup> November 2008 to 31<sup>st</sup> October 2009 as set out in the Annual Accounts to 31<sup>st</sup> October 2008 were :

### **1. The Trustees aim to undertake a review of the spiritual life of the Trust and how we might develop this further**

The Conference which the Trust hosted in Lourdes in November 2008 revealed the great depth of spirituality which motivates our pilgrims, this was further developed at the September 2009 Conference held at Keele University when just two aspects from the previous conference were reflected on and the feedback from the delegates inspired a report for further consideration by the wider Trust.

Spirituality cannot be audited, it is a process of growth, a journey in which we all participate at our own particular levels and understanding, therefore in a very real sense we enjoy a continuous review when we contribute and learn from our Lourdes experiences.

The depths of the original presentations made in 2008 will be sought out by all pilgrims in the Trust for a long time to come and will become a source of greater knowledge and understanding which will strengthen our work on both practical and spiritual levels.

### **2. To continue the development of 'retreat' weekends**

Through the Jubilee conference the Trust was able to extend the invitation for reflection in Lourdes to a wider audience, with 394 delegates from a wide range of International organisations attending. It is anticipated that some retreat weekends will be made available to pilgrims within the UK to encourage participation by those unable to travel to Lourdes.

### **3. To study and build on the material delivered at the Jubilee Conference, November 2008**

Following the incredibly successful Conference held in Lourdes in November 2008, the Trust made all of the material from the event available on the website so that it would be accessible to a wider range of individuals. Topics thoughtfully shared at the Lourdes conference also formed the basis for further discussion at the Trust conference held in Keele in September 2009, thus giving further opportunity for deeper consideration and discussion.

### **4. To develop the Trusts links with similar organisations**

The Jubilee conference enabled the Trust to share thoughts and ideas with a wide range of organisations. In addition the Trust has developed links with similar organisations in France, some of whom have used Hosanna House and the Villa for their own particular pilgrimage holidays in Lourdes.

### **5. To develop the facilities at Hosanna House**

After consultation with user groups for the most practical advice possible the Trust has drawn up development plans for the Ste Bernadette wing of Hosanna House. The works are due to start in November and will see the installation of more fully accessible bathrooms and bedrooms and the upgrading of infrastructure to reflect the most advanced regulatory requirements in France.

### **6. We aim to review the role of communications within the Trust**

The Trust undertook four World Café events this year. All stakeholders in the Trust were invited to attend in order to ensure that all those interested in the work of the Trust were given a voice. The same two questions were posed to each of the four events, and in small groups the delegates discussed their thoughts and ideas, the events were facilitated in such a way that all thoughts and ideas were captured and shared. Thanks must be given to Janet Orgill who ably facilitated the events



and produced the report available on the Trust's website, the Trustees are now looking in detail at the report and the suggestions and issues raised by our stakeholders and all feedback and updates will be made public on the Trust website.

#### **7. We aim to establish a policy regarding the regionalisation of the Trust**

Opinions have been sought from regional officers and a variety of group leaders with regards to the regionalisation of the Trust. Further consultation is required to find a policy which suits the requirements of all our supporters and this will be part of the process undertaken by the Trust's Development Advisory Group.

#### **8. To develop and further consolidate links with groups leaders and volunteers within the Trust**

The World Café events provided a great opportunity for the Trustees to hear the thoughts and ideas of our volunteers and to show that their input is not only sought after, but truly valuable to the Trust and its future direction. During the Trust conference in September, Trustees were able to give an initial report to Group Leaders regarding the outcomes from the World Café events, and this will now be built into actions by Advisory Groups of Trustees and suitably experienced advisers, the progress of this initiative will be available on the website.

#### **9. To improve the service provided to group leaders**

The Trust has continued to offer group leader induction days and group leader refresher days to support group leaders and offer them a forum to share ideas. The Trust is currently evaluating the support offered to groups regarding Risk Assessments and plans are in place to provide greater local support especially in the areas of personal training specific to meet the requirements of our pilgrims.

## **Looking Forward to the Year Ahead**

### **1. Board Restructure**

A Board restructure has commenced which will enable Trustees to focus their efforts on strategic development areas which will be complimented by the implementation of many of the suggestions from the World Café project over the next few years.

The Board structure will also be available on the Trust website along with the priorities established by each Advisory Group within the next couple of months. A regular report from each Group will be recorded on the website which will enable all pilgrims to review progress over time and these activities are designed to work in conjunction with providing support and guidance for all our staff at Rugby HQ.

### **2. Actively seeking contributions from outside the board**

In order to effectively work through the challenges and opportunities identified by the Board, Trustees will actively seek contributions from the many talents of existing helpers and group leaders, as well as to recruit new Trustees to strengthen the Board's breadth of skills.

This process will create greater opportunities for enhancing the Board's competencies and will also identify potential candidates for future succession planning to ensure that fresh ideas are available to stimulate the overall direction and mission of the Trust as it serves all the pilgrims who accompany us to Lourdes.



### **3. Review of Website**

The internet has for some time been the primary source of information for many people looking to learn more about the Trust. As such it is essential that it is accessible and provides information in a clear format. The Trust is committed to reviewing the current website and will put in place plans to enhance the layout, content and accessibility within the next year in order to improve the functionality for all users.

### **4. Installation of new Database**

The Trust has for some time been utilising different systems for different functions. Extensive research has been undertaken to select a database which can provide not only the essential contact relationship management necessary, but also facilitate the management of information in relation to the Pilgrimages, this will be implemented by December 2009.

### **5. Ste Bernadette Wing renovation**

Following consultation with Hosanna House Group leaders regarding the facilities at Hosanna House, the Trust will undertake to renovate the Ste Bernadette Wing of the House. The renovations will ensure more spacious bathrooms and bedrooms are available for our pilgrims and will also ensure that the Trust continues to comply with French safety regulations.

## **Finance**

The Statement of Financial Activities (SOFA) shows that overall our total funds decreased by £239,043 (2008 surplus of £343,219) to £4,136,777, and of this £1,196,749 is available as undesignated and unrestricted reserves, which is just below the £1.2m agreed by Trustees as necessary to see the Trust through a period of unforeseen difficulty.

Income from voluntary sources such as donations and bequests rose by £87,060 to £1,229,712. Bequest income rose by £19,682 to £414,895 and child sponsorship donations increased by £124,559. All other donations and sources of voluntary income decreased by £57,181.

A total of £81,923 was received as restricted funds, £34,907 of which was funds left specifically to Groups in bequests.

Groups and Regions worked tirelessly to raise income of £660,480 (2008 : £918,110) and expenditure totalling £629,907 (2008 : £588,178).

Income from Charitable Activities such as the Easter Pilgrimage, Hosanna House Pilgrimage, and the Bartres Villa increased by £191,933 to £2,511,151. The corresponding expenditure increased by £424,148 to £4,009,377, primarily due to the fall in the euro rate.

The fall in the euro rate against the pound has had a significant impact on the expenditure of the Trust. Given the uncertainty surrounding the issue, the Trust has looked for ways to minimise the risk and Trustees subsequently decided to spread the risk by purchasing Euros on a monthly basis.

The subsidiary company of the Trust – HCPT (1980) Limited, continued to trade successfully selling Christmas cards and other merchandise, and in order to build up capital for future development, the Trading company did not make a donation to the Charity during the year.



## **Risk Management**

The Trustees regularly review the risks HCPT faces in five key areas : Financial, Reputation, Strategic Direction, Legal, and Risk of accident or personal injury. Group Leaders are expected to risk assess the individual activities of their group, as well as prepare risk assessments for vulnerable individuals travelling within the group. All identified risks are assessed for both likelihood of occurrence and potential impact. This information from Trustees and Group Leaders is then used to develop a risk management strategy for the whole organisation. The strategy includes monitoring and reviewing existing controls and introducing new controls where the Trustees consider it to be necessary.

The risk assessments undertaken by Group Leaders are reviewed by a Health and Safety expert who reports back to the Trustees, and also via spot checking the groups whilst they are on Pilgrimage.

In respect of financial risks, the Trustees believe that maintaining the readily realisable reserves at the levels stated, combined with the annual review of the controls over key systems, will provide sufficient resources in the event of unforeseen adverse conditions. A sub committee of Trustees also meet and review management accounts on a monthly basis.

## **Investment Policy**

The investment policy of the Trustees is to preserve the Trust's assets and make suitable investment of the funds that are not immediately required to meet the Trust's objectives. Cash to meet short, medium and long term needs is kept on interest bearing deposits.

## **Reserves Policy**

The Trustees have set a reserves policy which requires that reserves be maintained at a level allowing our core activities to continue in the event of a period of unforeseen difficulty and that a proportion be maintained in a readily realisable form such as cash held on deposit. The calculation of the required level of reserves is an integral part of our planning, budget and forecast cycle. It takes into account the risks associated with the income and expenditure of each stream of our charitable activities being different from that budgeted, the planned activity level and our forward commitments.

The reserves policy is assessed on an annual basis bearing in mind our main commitments and highlighting the main risks to our income and expenditure and the possible financial consequences of any adverse movements. It is currently estimated that the minimum amount to be held in reserves for contingency purposes is in the order of £950,000 plus £250,000 to cover our working capital requirements.

Unrestricted reserves comprise both designated and general funds. Free reserves are those general and designated funds not held as freehold property. Restricted reserves must be spent as specified by the donor. The reason for and purpose of our Restricted and Designated Funds are set out in note (1i) Accounting Policies.

Detailed analyses of the level of our reserves are set out in notes (10) and (11). As at 31 October 2009 our total reserves amounted to £4,136,779 of which £1,196,750 is considered undesignated and unrestricted reserves. The Trust will be looking to increase general fundraising in order to ensure that the level of reserves held matches the level desired to meet the needs of the Trust in the event of a period of unforeseen difficulty.



## **Board of Trustees**

Trustees have a responsibility for the management of HCPT's affairs and are elected by the members at an AGM to serve a term of three years before needing to seek re-election. Normally a Trustee may only serve a maximum of 15 years.

The members of the Board of Trustees of HCPT are chosen on personal recommendation, knowledge and experience of the Trust, together with the individual skills that they can bring to the Board to enable it to function as an effective body and to reflect the geographical spread of the Trust by ensuring that a variety of regions of the Trust are reflected in the membership.

On appointment, new Trustees are given key documents such as a copy of the constitution, latest accounts, and previous minutes, and are required to sign a consent form agreeing to their appointment.

The members of the Trustee Board who are also directors under the terms of the Companies Act, are set out on page 1. The members of the Board have no beneficial interest in the group or charity. Trustees are unpaid and details of Trustee expenses and any related party transactions are disclosed in note 13 to the accounts.

### **Appointments to the Board**

There were no appointments to the Board during the year.

### **Re-election to the Board**

The following Trustees were re-elected to the Board on 9 May 2009 to serve a further three year term :

Miss C. Bennett  
Rev. J. Carroll  
M. Holford  
N. Kehoe  
Rev. R. Scriven

### **Retirement from the Board**

The following Trustees retired or resigned from the Board on 9 May 2009

Miss D. Daly  
Rev. P. Gildea  
E. Jones  
A.R.G. King  
Dr M. McGloin

The members of the Board are extremely grateful to those who retired or resigned from the Board this year. Their commitment and contribution to the Trust over a number of years has been outstanding and greatly appreciated.

The Board of Trustees currently meet six times per annum and focus on strategic matters. They are supported by an operational management team consisting of the Chief Executive and 10 employees in the UK and 16 employees in France, 11 of whom are seasonal members of staff.

### **Liability of Members**

The company is limited by guarantee and has no share capital. Clause 7 of the Memorandum of Association provides that every member, as defined by Clause 2 of the Articles of Association, is liable to contribute a sum not exceeding £5 in the event of the company being wound up whilst he/she is a member or within one year of ceasing to be a member. At the year end there were 14 members (2008 : 19).



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

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to :

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 keeping proper accounting records that 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 Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the charity and the financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the Trustee Board and signed on their behalf :

John Kerr  
Chair of the Trustee Board

Date 13<sup>th</sup> March 2010



## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF HCPT – THE PILGRIMAGE TRUST**

We have audited the group and parent charity financial statements of HCPT The Pilgrimage Trust ("the financial statements") for the year ended 31 October 2009 on pages 14 to 25.

This report is made solely to the charitable company's members, as a body, in accordance with sections 495 and 496 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

The trustees' (who are also the directors of the company for the purposes of company law) responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Trustees' Responsibilities.

We have been appointed auditors under the Companies Act 2006 and section 43 of the Charities Act 1993 and report to you in accordance with those Acts. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and have been prepared in accordance with the Companies Act 2006 and the Charities Act 1993. We also report to you whether in our opinion the information given in the Trustees' Report is consistent with those financial statements.

In addition we report to you if, in our opinion, the charitable company has not kept adequate accounting records, if the charitable company's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the groups and charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.



## Opinion

### In our opinion

- the financial statements give a true and fair view of the state of the group's and the parent charitable company's affairs as at 31 October 2009 and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice
- the financial statements have been prepared in accordance with the Companies Act 2006 and the Charities Act 1993; and
- the information given in the Trustees' Report is consistent with the financial statements.

*Baker Tilly UK Audit LLP*

MICHAEL HUGGINS (Senior Statutory Auditor)  
For and on behalf of BAKER TILLY UK AUDIT LLP, Statutory Auditor  
Chartered Accountants  
St Philips Point  
Temple Row  
Birmingham  
B2 5AF

13 March 2010

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 OCTOBER 2009**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2009 £	2008 £
<b>Incoming Resources</b>						
Incoming Resources from Generated Funds						
Voluntary Income	2a	1,299,712	-	81,923	1,381,635	1,236,665
Activities for Generating Funds	2b	200,423	660,480	-	860,903	1,166,430
Investment Income		53,536	-	-	53,536	148,195
Charitable Activities	2c	2,511,151	-	-	2,511,151	2,319,218
Incoming Resources		43,278	-	-	43,278	38,223
<b>Total Incoming Resources</b>		<b>4,108,100</b>	<b>660,480</b>	<b>81,923</b>	<b>4,850,503</b>	<b>4,908,731</b>
<b>Resources Expended</b>						
Costs of Generated Funds 3a						
Costs of generating Voluntary Income		223,353	-	-	223,353	252,728
Activities for Generating Funds		3,323	629,907	-	633,230	589,378
Fundraising trading: costs of goods etc.		118,529	-	-	118,529	52,451
Charitable Activities		4,007,958	-	1,419	4,009,377	3,585,229
Governance costs		105,056	-	-	105,056	85,725
<b>Total Resources Expended</b>		<b>4,458,219</b>	<b>629,907</b>	<b>1,419</b>	<b>5,089,545</b>	<b>4,565,511</b>
<b>Net (Outgoing)/Incoming Resources</b>		<b>(350,119)</b>	<b>30,573</b>	<b>80,504</b>	<b>(239,042)</b>	<b>343,220</b>
Gross Transfers between Funds	10	153,036	(127,269)	(25,767)	-	-
<b>Net Movement in Funds for Year</b>		<b>(197,083)</b>	<b>(96,696)</b>	<b>54,737</b>	<b>(239,042)</b>	<b>343,220</b>
<b>Funds brought forward</b>		<b>1,393,832</b>	<b>2,798,110</b>	<b>183,879</b>	<b>4,375,821</b>	<b>4,032,600</b>
<b>Funds carried forward</b>		<b>1,196,749</b>	<b>2,701,414</b>	<b>238,616</b>	<b>4,136,779</b>	<b>4,375,820</b>

The notes on pages 16 to 25 form part of these financial statements.

**CONSOLIDATED INCOME AND EXPENDITURE ACCOUNT YEAR ENDED 31 OCTOBER 2009**

	2009 £	2008 £
Gross Income of continuing operations	4,660,954	4,832,907
Non Charitable trading activities : Gross Income	142,533	51,811
<b>TOTAL INCOME OF CONTINUING OPERATIONS</b>	<b>4,803,487</b>	<b>4,884,718</b>
Total expenditure of continuing operations	(5,089,545)	(4,565,511)
<b>NET DEFICIT FOR YEAR</b>	<b>(286,058)</b>	<b>319,207</b>

In accordance with the Companies Act the consolidated Income and Expenditure account excludes income in respect of capital items amounting to £47,016 (2008 : £24,012).

There have been no changes in operations during the year and all operations are continuing.

The notes on pages 16 to 25 form part of these financial statements.

**BALANCE SHEET AT 31 OCTOBER 2009**

	Note	The Group		The Trust	
		2009 £	2008 £	2009 £	2008 £
<b>FIXED ASSETS</b>					
Tangible assets	4	1,467,553	1,484,550	1,467,553	1,484,550
Investments	5	-	-	20,000	20,000
		<u>1,467,553</u>	<u>1,484,550</u>	<u>1,487,553</u>	<u>1,504,550</u>
<b>CURRENT ASSETS</b>					
Stock	6	46,584	45,600	-	18,223
Debtors and prepayments	7	71,489	127,227	113,737	139,901
Cash at bank and on deposit		2,773,399	3,038,395	2,703,985	2,982,534
		<u>2,891,472</u>	<u>3,211,222</u>	<u>2,817,722</u>	<u>3,140,658</u>
CREDITORS : amounts falling due within one year	8	(222,246)	(319,952)	(192,962)	(269,698)
<b>NET CURRENT ASSETS</b>		<u>2,669,226</u>	<u>2,891,270</u>	<u>2,624,760</u>	<u>2,870,960</u>
		<b>4,136,779</b>	<b>4,375,820</b>	<b>4,112,313</b>	<b>4,375,510</b>
<b>UNRESTRICTED FUNDS</b>					
General accumulated	10	1,196,749	1,393,832	1,172,283	1,393,522
Trustees designated	10	2,701,414	2,798,109	2,701,414	2,798,109
<b>RESTRICTED FUNDS :</b>	10	238,616	183,879	238,616	183,879
		<u>4,136,779</u>	<u>4,375,820</u>	<u>4,112,313</u>	<u>4,375,510</u>

The notes on pages 16 to 25 form part of these financial statements.

Approved by the Board and authorised for issue on 13<sup>th</sup> March 2010

John Kerr  
Chair of the Trustee Board



## NOTES TO THE FINANCIAL STATEMENTS YEAR END 31 OCTOBER 2009

### 1. ACCOUNTING POLICIES

#### a. Basis of preparation

The financial statements on pages 14 and 15 have been prepared under the historical cost convention, as modified by the revaluation of investments, and on a going concern basis.

The financial statements are also prepared in accordance with the Companies Acts 1985 & 2006 applicable Accounting Standards and with recommendations of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in 2005.

The principal accounting policies of the group have remained unchanged from the previous year.

#### b. Investments

Cash held on short term deposit in furtherance of the charity's activities is shown as Current Assets. The Trust currently has no long term investments other than the investment in its wholly owned trading subsidiary HCPT (1980) Limited (see note 5) which is included at market value.

#### c. Depreciation of tangible fixed assets

Fixed assets are included in the accounts at cost and are being depreciated on a straight line basis so as to write them off over their anticipated useful lives at the following annual rates :

Freehold buildings excluding land	2%
Computer equipment hardware	20%
Laptops	3yrs
Furniture and equipment	10%
Motor vehicles	25% and 7 years
Wheelchairs	20%

Computer software is written off within 12 months of being brought into use.

#### d. Foreign currency – Euro

Euros are purchased whenever funds are available to buy at an advantageous spot rate. The rate obtained for Easter 2009 was an average of €1.164 to the £1 (2008 : 1.30).

For all other expenditure in France, an average exchange rate is calculated at the end of the year and all transactions, including capital expenditure are translated at this rate. The rate used during the year being €1.15 to the £1 (2008 : 1.4042). The average rate calculated was €1.1193 to the £1.

Monetary assets and liabilities held in foreign currencies at the balance sheet date are translated at the rate of exchange ruling on that date. The rate used at 31 October 2009 was €1.1163 to the £1 (2008 : 1.2643).

Any resulting difference on translation is taken through the Statement of Financial Activities, this fully comprises the Other Incoming Resources.



#### e. Incoming Resources

All income is recognised in the statement of financial activities when the conditions for receipt have been met and there is reasonable assurance of receipt. The following accounting policies are applied to income :

##### i. Voluntary Income

###### Easter Child Sponsorship

Income from the regions is brought into account in the period in which it is received by the Trust except that Child Sponsorship received after 30 April is treated as relating to the following years' pilgrimage. In order to comply with SORP 2005, the income is credited to a designated fund as received and transferred to general income in the following financial year.

###### Donations, Gifts and Legacies

Donations, gifts and legacies are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Donations and all other similar receipts are reported gross and the related fundraising costs are reported in costs of voluntary income.

##### ii. Activities for generating funds

###### Fundraising Activities

Activities for generating income, including any trading activity carried out by HCPT (1980) Limited, are accounted for when the income is received or there is reasonable assurance of the receipt.

###### Investment Income

Investment income is accounted for in the period to which it relates and primarily consists of income from bank deposits.

##### iii. Income from charitable activities

Income from charitable activities includes all other income directly related to the charitable objects of the company.

#### f. Resources Expended

##### i. Costs of Generated Funds

Included under costs of generating voluntary income is the fundraising expenditure in relation to staff members directly engaged in fundraising together with all associated support costs and other direct expenditure. The cost of fundraising and promotional activities incurred by the Groups and Regions is charged to the designated funds.

The costs of goods sold by HCPT (1980) Limited are included under cost of generated funds.



ii. Charitable Activities

This expenditure includes all direct costs associated with the objects of the charity, together with all support costs which are directly connected with such charitable activities.

Indirect support costs are allocated on an appropriate, reasonable, justifiable and consistent basis using various methods such as time spent, staff numbers involved, floor space used.

iii. Governance costs

Governance costs includes all direct and support costs incurred in the general governance of the charity, including all costs associated with constitutional and statutory requirements.

iv. VAT

Any irrecoverable VAT is written off in the period in which it is incurred and within the relevant expenditure heading.

g. Group Accounts

The group financial statements are the result of the consolidation of the financial statements of the charitable company and its subsidiary HCPT (1980) Limited on a line by line basis. The financial statements of both companies are made up to 31 October 2009. No separate Statement of Financial Activities for the parent charity is presented as the exemption under section 408 of the Companies Act 2006 has been taken, the results of HCPT (1980) Limited are set out in Note 5.

h. Stock

Stock is valued at the lower of cost and net realisable value and consists wholly of goods for resale.

i. Funds

Unrestricted Funds

i. General accumulated

The general accumulated fund arises from donations, bequests and other income received or generated for charitable purposes and represents the net surplus made by the Trust during its operations to date.

Designated Funds

The following funds have been designated by the Trustees for specific purposes :

ii. Property

This represents the net book value of Freehold Land and Buildings held by the Trust in France and recognises that such reserves are held on a long term basis.

iii. HCPT Groups

Income received and expenditure incurred by individual HCPT Groups is credited or charged to this fund. This represents accumulated funds available for use by these groups in future years for charitable activities.



- iv. Future Easter Sponsorship (as per note 1.e.i.)  
Income received for Child Sponsorship after 30<sup>th</sup> April which is treated as income available for the following year.

#### Restricted Funds

- v. Wheelchairs  
Specific donations which are received by the Trust for the purchase of wheelchairs are credited to this fund and any expenditure on wheelchairs is charged to this fund.
- vi. K. Roberts Memorial  
This fund was established by the family and friends of a former helper and the income is used for the support of pilgrims from the South West Region visiting Lourdes with the Trust.
- vii. Bartres Villa  
An appeal has been established to raise funds for upgrading and maintaining the facilities of the freehold property owned in Bartres. Specific donations which are received by the Trust are credited to this fund. Expenditure incurred during the year on maintenance and upgrading the Villa has been charged to this fund.
- viii. Hosanna House Bus  
Donations received towards the cost of replacement vehicles are credited to this fund.
- ix. Bequests to HCPT Groups  
This represents bequests received in the current and earlier years where the bequest has been left to a specific group for its charitable activity in accordance with the terms of the will.
- x. Hosanna House Appeal Fund  
An appeal has been established to raise funds for upgrading the facilities in the St Bernadette Wing of Hosanna House. Specific donations which are received by the Trust are credited to this fund.

#### j. Operating leases

Costs in respect of operating leases are charged to the Income and Expenditure Account on a straight line basis over the terms of the lease.

#### k. Staff costs and overhead expenses

Staff costs are allocated to activities on the basis of staff time spent. Overhead expenses are allocated to activities as they are incurred.

#### l. Pension scheme

The charity operates a defined contribution pension scheme. Payments are made to an insurance company which is financially separate from the charity. The payments are charged to the Statement of Financial Activities in the year in which they become payable. Differences between contributions payable in the year and contributions actually paid are shown as either accruals or prepayments in the balance sheet.



## 2. INCOMING RESOURCES

<b>a) Donations, Legacies and Pilgrimage</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Bequests and Legacies	414,895	395,213
Donations and similar	884,817	817,439
	<u>1,299,712</u>	<u>1,212,652</u>
Bartres Villa Appeal	-	-
Hosanna House Bus Fund	3,313	15,003
Hosanna House Appeal Fund	39,183	-
Wheelchair fund income	4,520	9,009
Group Bequests	34,907	-
	<u>1,381,635</u>	<u>1,236,664</u>
<b>b) Activities for Generating Funds</b>		
Groups and Regional Activities	660,480	918,110
Sales of HCPT (1980) Limited	142,533	51,810
Fundraising Income	57,890	196,510
	<u>860,903</u>	<u>1,166,430</u>
<b>c) Charitable Activities</b>		
Easter Helper Fares	1,311,260	1,156,689
Hosanna House Income	1,135,720	1,150,817
Bartres Villa Income	5,243	11,712
Jubilee Conference Income	58,928	-
	<u>2,511,151</u>	<u>2,319,218</u>

## 3. RESOURCES EXPENDED

Direct costs are allocated specifically to the relevant charitable activity as they are incurred.

UK staff costs for both charitable and fundraising activities have been allocated on the basis of staff time involved. This has been estimated as a percentage of the total payroll costs as follows :

	%
Easter Pilgrimage	28
Hosanna House	28
Fundraising	27
Governance	<u>17</u>
	<u>100</u>

French staff costs are charged 100% to support costs of charitable activities in France.

Details of Employment and Staff Costs are shown in Note 13.

Support costs are allocated either directly to the charitable activity to which they relate or on a reasonable basis taking into account usage, time cost, floor space occupied or number of people employed.

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Resources expended include :		
Depreciation of tangible fixed assets	57,936	64,720
Auditors' remuneration	9,309	10,300
Operating lease: Land & Buildings	30,211	31,638
Office equipment rental	11,392	11,665



a. Analysis of Total Resources Expended

	Staff Costs	Support Costs	Other Direct Costs	Total 2009	Total 2008
	£	£	£	£	£
<b>Unrestricted funds</b>					
Cost of Generated funds	93,766	30,159	221,280	345,205	306,379
Charitable Activities					
Easter Pilgrimage	97,238	83,835	2,245,966	2,427,039	2,123,761
Hosanna House Pilgrimage	472,624	83,835	921,686	1,478,145	1,414,293
150th Anniversary	-	-	96,992	96,992	32,145
Bartres Villa	-	-	5,782	5,782	12,825
Governance	59,036	46,020	-	105,056	85,725
<b>Total Unrestricted Resources Expended</b>	<b>722,664</b>	<b>243,849</b>	<b>3,491,706</b>	<b>4,458,219</b>	<b>3,975,128</b>
<b>Designated Funds</b>					
Cost of Generated funds	-	-	629,907	629,907	588,178
<b>Total Designated Resources Expended</b>	<b>-</b>	<b>-</b>	<b>629,907</b>	<b>629,907</b>	<b>588,178</b>
<b>Restricted Funds</b>					
Charitable Activities					
Bartres Villa	-	-	-	-	-
Wheelchairs	-	-	1,419	1,419	2,205
<b>Total Restricted Resources Expended</b>	<b>-</b>	<b>-</b>	<b>1,419</b>	<b>1,419</b>	<b>2,205</b>
<b>Total Resources Expended</b>	<b>722,664</b>	<b>243,849</b>	<b>4,123,032</b>	<b>5,089,545</b>	<b>4,565,511</b>
Total Resources Expended 2008	686,674	192,156	3,686,681	4,565,511	

b. Analysis of support costs

	Generating Funds	Easter Pilgrimage	Hosanna House	Governance	Total 2009	Total 2008
	£	£	£	£	£	£
Premises	8,399	22,399	22,399	2,800	55,997	54,019
Audit & Legal	-	-	-	27,100	27,100	17,110
Communication & IT	8,013	21,367	21,367	2,671	53,418	35,742
General Administration	9,771	26,058	26,058	10,011	71,898	50,613
Financial Costs	1,722	7,749	7,749	-	17,220	17,794
Unrecovered VAT	2,254	6,262	6,262	3,438	18,216	16,878
	<b>30,159</b>	<b>83,835</b>	<b>83,835</b>	<b>46,020</b>	<b>243,849</b>	<b>192,156</b>

4. TANGIBLE FIXED ASSETS

	Note	2009	2008
		£	£
<b>In France</b>	<b>4a</b>		
Freehold Land and Buildings		1,343,717	1,370,703
Furniture and Equipment		57,620	68,949
Wheelchairs		3,237	4,854
Motor vehicles		-	-
		<b>1,404,574</b>	<b>1,444,506</b>
<b>In the UK</b>	<b>4b</b>		
Computer Equipment		29,655	4,919
Furniture and Equipment		33,324	35,125
		<b>1,467,553</b>	<b>1,484,550</b>

The Trustees consider there is no material difference between the carrying value and market value of Land and Buildings shown above.



a. Tangible Fixed Assets in France

Cost	Freehold	Computer	Furniture &	Wheelchairs	Motor	Total
	land & buildings	Equipment	Equipment		Vehicles	
	£	£	£	£	£	£
At 31st October 2008	1,762,929	2,874	111,539	61,926	210,101	2,149,369
Additions	-	-	-	-	-	-
At 31st October 2009	<b>1,762,929</b>	<b>2,874</b>	<b>111,539</b>	<b>61,926</b>	<b>210,101</b>	<b>2,149,369</b>
<b>Depreciation</b>						
At 31st October 2008	392,227	2,354	43,110	57,071	210,101	704,863
Charge for the year	26,985	175	11,154	1,618	-	39,932
At 31st October 2009	<b>419,212</b>	<b>2,529</b>	<b>54,264</b>	<b>58,689</b>	<b>210,101</b>	<b>744,795</b>
<b>At 31st October 2008</b>	<b>1,370,703</b>	<b>520</b>	<b>68,429</b>	<b>4,854</b>	<b>-</b>	<b>1,444,506</b>
<b>At 31st October 2009</b>	<b>1,343,717</b>	<b>345</b>	<b>57,275</b>	<b>3,237</b>	<b>-</b>	<b>1,404,574</b>

b. Tangible Fixed Assets in the UK

Cost	Computer	Furniture &	Total
	Equipment	Equipment	
	£	£	£
At 31st October 2008	51,310	92,965	144,275
Additions	33,261	7,677	40,938
At 31st October 2009	<b>84,571</b>	<b>100,642</b>	<b>185,213</b>
<b>Depreciation</b>			
At 31st October 2008	46,391	57,840	104,231
Charge for the year	8,525	9,478	18,003
At 31st October 2009	<b>54,916</b>	<b>67,318</b>	<b>122,234</b>
<b>Net Book Amount :</b>			
<b>At 31st October 2008</b>	<b>4,919</b>	<b>35,125</b>	<b>40,044</b>
<b>At 31st October 2009</b>	<b>29,655</b>	<b>33,324</b>	<b>62,979</b>

5. INVESTMENTS (TRUST ONLY)

Unlisted investment at market value	2009	2008
	£	£
At 31 October 2008	20,000	20,000
At 31 October 2009	<b>20,000</b>	<b>20,000</b>

The Trust holds 100% of the issued share capital of HCPT (1980) Limited, a company incorporated in England.

The Trustees have valued the investment at an open market value of £20,000 (£20,000 : 2008).

**Relevant financial information regarding HCPT (1980) Limited is as follows :**

<b>PROFIT &amp; LOSS ACCOUNT</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
<b>TURNOVER</b>	142,533	51,811
Cost of Sales	(71,295)	(31,494)
<b>GROSS PROFIT</b>	<u>71,238</u>	<u>20,317</u>
Bank Interest	151	641
	<u>71,389</u>	<u>20,958</u>
Administration Expenses	(40,812)	(20,958)
<b>PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>	<u>30,577</u>	<u>-</u>
Taxation	(6,421)	-
<b>PROFIT ON ORDINARY ACTIVITIES AFTER TAXATION</b>	<u>24,156</u>	<u>-</u>
Balance brought forward at 31st October 2008	<u>310</u>	<u>310</u>
<b>Balance carried forward at 31st October 2009</b>	<u>24,466</u>	<u>310</u>

The results of HCPT (1980) Limited have been consolidated on the basis of the net profit after transfers to HCPT The Pilgrimage Trust.

<b>BALANCE SHEET AT 31 OCTOBER</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Current Assets	124,275	90,211
Creditors falling due within one year	(79,809)	(69,901)
	<u>44,466</u>	<u>20,310</u>
Represented by :		
Paid up share capital	20,000	20,000
Profit & Loss account	24,466	310
	<u>44,466</u>	<u>20,310</u>

**6. STOCK**

	<b>The Group</b>		<b>The Trust</b>	
	<b>2009</b>	<b>2008</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Goods for re-sale	<u>46,584</u>	<u>45,600</u>	<u>-</u>	<u>18,223</u>

**7. DEBTORS AND PREPAYMENTS**

	<b>The Group</b>		<b>The Trust</b>	
	<b>2009</b>	<b>2008</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Trade debtors	8,277	7,637	-	-
Sundry debtors	40,582	59,648	40,582	59,648
Amounts owed by subsidiary undertaking	(0)	-	50,525	20,311
Prepayments	22,630	59,942	22,630	59,942
	<u>71,489</u>	<u>127,227</u>	<u>113,737</u>	<u>139,901</u>



## 8. CREDITORS falling due within one year

	The Group		The Trust	
	2009	2008	2009	2008
	£	£	£	£
Trade creditors	47,864	35,525	30,124	4,490
Payments received in advance	79,067	157,689	79,067	157,689
Accruals	58,192	92,914	53,997	74,109
Deposits against covenants	-	1,000	-	1,000
Taxation & Social Security	15,071	8,687	7,722	8,273
Loan	9,000	9,700	9,000	9,700
Other creditors	13,052	14,437	13,052	14,437
	<u>222,246</u>	<u>319,952</u>	<u>192,962</u>	<u>269,698</u>

The loan is interest free and repayable upon demand.

Accruals include £13,452 (2008 :nil) in respect of unpaid pension contributions.

## 9. DEFERRED INCOME

	Group and Trust
	£
Balance as at 1 November 2008	157,689
Amount released to incoming resources	(157,689)
Amount deferred in the period	<u>79,067</u>
Balance as at 31 October 2009	<u>79,067</u>

Deferred income is made up of payments received in advance for pilgrimages to take place during the next financial year.

## 10. STATEMENT OF FUNDS

	Balance 31/10/08	Incoming Resources	Outgoing Resources	Transfers	Balance 31/10/09
	£	£	£	£	£
<b>General Accumulated Fund</b>	<u>1,393,832</u>	<u>4,108,100</u>	<u>(4,458,219)</u>	<u>153,036</u>	<u>1,196,749</u>
<b>Designated Funds</b>					
Future Easter Sponsorship	121,197	96,469	-	(121,197)	96,469
Freehold Property	1,370,703	-	-	(26,985)	1,343,718
HCPT Groups	1,306,210	564,011	(629,907)	20,913	1,261,227
<b>Total Designated Funds</b>	<u>2,798,110</u>	<u>660,480</u>	<u>(629,907)</u>	<u>(127,269)</u>	<u>2,701,414</u>
<b>Restricted Funds</b>					
Wheelchairs	19,569	4,520	(1,419)	(4,854)	17,816
Kath Roberts Memorial	20,352	-	-	-	20,352
Bartres Villa	56,427	-	-	-	56,427
Hosanna House Bus	17,631	3,313	-	-	20,944
Hosanna House Appeal Fund	-	39,183	-	-	39,183
<b>Specific Bequests</b>					
Preston Area	4,403	-	-	(2,447)	1,956
Groups 105	10,000	-	-	(2,500)	7,500
Group 179	15,500	-	-	(2,500)	13,000
Group 178	17,500	-	-	(2,500)	15,000
Group 50	21,531	-	-	(2,500)	19,031
Group 518/548	966	-	-	(966)	-
Group 72	-	8,000	-	(2,500)	5,500
Group 198	-	5,000	-	(2,500)	2,500
Group 40	-	21,907	-	(2,500)	19,407
<b>Total Restricted Funds</b>	<u>183,879</u>	<u>81,923</u>	<u>(1,419)</u>	<u>(25,767)</u>	<u>238,616</u>
<b>TOTAL FUNDS</b>	<u>4,375,820</u>	<u>4,850,503</u>	<u>(5,089,545)</u>	<u>-</u>	<u>4,136,779</u>



The transfers between designated and restricted funds to the general accumulated fund represents as follows :

Funds used for charitable activities	£100,285
Freehold property fund no longer required	£26,985

### 11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted £	Designated £	Restricted £	Total £
Tangible assets	120,599	1,343,717	3,237	1,467,553
Current assets	1,298,397	1,357,696	235,379	2,891,472
Current liabilities	(222,246)	-	-	(222,246)
	<u>1,196,750</u>	<u>2,701,413</u>	<u>238,616</u>	<u>4,136,779</u>

### 12. FORWARD COMMITMENTS

	2009 £	2008 £
Annual Commitments under non-cancelable operating leases		
Land and Buildings : Expiry in two to five years	35,250	35,250

### 13. EMPLOYMENT

	2009 No.	2008 No.
The average number of full time equivalents employed in the United Kingdom during the year was 11 (2008 : 11) and by function :		
Charitable	5	6
Fundraising	2	1
Administration	4	4
Staff costs in the UK include :	£	£
Salaries	301,852	274,414
Social Security costs	30,063	27,477
Other pension costs	16,795	3,288
	<u>348,710</u>	<u>305,179</u>

In addition there were 5 full time and 11 seasonal employees in France (2008 : 5 & 11) incurring a total payroll expenditure in the year of £375,387 (2008 : £362,341).

	£	£
Salaries	259,176	256,399
Social Security costs	116,211	105,942
	<u>375,387</u>	<u>362,341</u>

No employees paid by the trust had emoluments exceeding £60,000.

There were no transactions of a material nature with any Trustee or connected persons.

None of the Trustees received any remuneration for their services. 6 Trustees (2008 : 8) claimed for expenses incurred on company matters.

	£	£
Travelling expenses	6,754	3,971

### 14. SIGNIFICANT BEQUESTS RECEIVED AFTER 31<sup>st</sup> OCTOBER 2009

Since the 31<sup>st</sup> October 2009 one significant bequest for a total of £50,000 has been received.