

THE ARCHCONFRATERNITY OF ST STEPHEN

ANNUAL REPORT

for the shortened financial year (9 months) ended

30th JUNE 2019

Charity number 803021



THE ARCHCONFRATERNITY OF ST STEPHEN

Trustees	Mr M Malone Mr M O'Leary Mr Q Tran Mr J Woodford
Address	PO Box 568 London WC1A 1YT
Bankers	Barclays Bank Plc Westminster Branch 2 Victoria Street London SW1H 0ND
Independent Examiner	Mr A Worsfold 14 Century Court, 1 Wilford Lane West Bridgford Nottingham NG2 7TU
Registered Charity Number	803021

THE ARCHCONFRATERNITY OF ST STEPHEN

ANNUAL REPORT OF THE TRUSTEES for the year ended 30 June 2019

The trustees of The Archconfraternity of St Stephen present their annual report for the year ended 30th June 2019.

OBJECTIVES

To advance the Roman Catholic religion, in particular:-

- i) to encourage positively and practically the highest standards of serving at the Church's liturgy and so contribute to the whole community's participation in a more fruitful worship of God ;
- ii) to provide Alter Servers with a greater understanding of what they are doing so that they may serve in an increasingly reverent and prayerful manner, thereby be led to a deepening response to their vocation in life;
- iii) to unite Servers of different Parishes and Dioceses for their mutual support and encouragement.

TRUSTEES DURING THE YEAR

The trustees throughout the year were

- Mr M Malone
- Mr M O'Leary
- Mr Q Tran
- Mr J Woodford

STRUCTURE, GOVERNANCE & MANAGEMENT

The charity is governed by a constitution which was adopted on 12 December 1988.

The Superior General of the Archconfraternity is the Archbishop of Westminster, who appoints the National Director who is also chaplain to the Central Council.

The affairs of the Archconfraternity shall be administered by the Central Council under the guidance of the National Director.

The Central Council shall consist of the National Director, the Officers, and Members of the Council in accordance with the Rules of Procedure pertaining at the time. The Officers of the Archconfraternity are the Honorary President; Honorary Vice-President; Honorary Treasurer and Honorary Secretary.

Membership of the Guild is open to servers who have made their First Holy Communion, without limit of age, who can serve Mass, and who have shown a wish to live up to the objectives and standards of the Guild.

Servers should be given adequate training and should serve satisfactorily for a minimum of six months before being enrolled as a member of the Guild, using the prescribed form of enrolment.

THE CENTRAL COUNCIL

The Honorary President and Honorary Vice-President shall be elected at the Annual General Meeting to serve for a period of two years and may be re-elected for a second period of two years.

Three Members of the Council shall be elected at each Annual General Meeting to serve for a period of two years and may be re-elected to serve for a second period of two years, after which they must stand down for at least one

THE ARCHCONFRATERNITY OF ST STEPHEN

ANNUAL REPORT OF THE TRUSTEES for the year ended 30 June 2019

THE CENTRAL COUNCIL CONTINUED

year, unless they are re-nominated by the National Director and/or the Officers of the Archconfraternity in order to continue with any specific task which they have undertaken. Such nomination shall be considered the beginning of a further term of four years.

The Honorary Treasurer, Honorary Secretary, Business Manager and Goods Manager shall be appointed by the National Director for terms of five years and may be re-appointed for a second term of five years.

Any member, who fails to attend three consecutive Council Meetings, or to offer an apology for absence, shall be deemed to have resigned. The Central Council may co-opt a person to replace such member for the remainder of their current term.

The National Director shall be empowered to appoint up to six Honorary Counsellors of the Archconfraternity who shall assist him in safeguarding the affairs of the Archconfraternity and who may attend and vote at meetings of the Central Council. Each National Director shall have the right to review these appointments on taking up his duties.

Powers of Voting at any meeting of the Central Council shall be vested in all elected or appointed members and all Honorary Counsellors of the Archconfraternity. The Chairman of the meeting shall have a casting vote, ex officio. A quorum shall consist of not less than eight members of the Central Council, of whom at least four must be Officers or elected members.

GENERAL MEETINGS

The Annual General Meeting of the Archconfraternity open to all members, shall be held in London in December of each year.

Other General Meetings may be organised at the discretion of the Central Council.

The Honorary Secretary shall call an Extraordinary General Meeting to discuss a specific matter, if requested to do so in writing by not less than twenty voting members of the Guild. Such a meeting must be held within three months of receipt of the request.

Notice of General Meetings of the Archconfraternity shall be given at least twenty-one days prior to the date of the meeting.

Any proposition for consideration at the Annual General Meeting must be submitted to the Honorary Secretary in writing by the end of September.

The business at the Annual General Meeting shall include the presentation of the Central Councils Report for the year ending 30 September, including the Accounts and Balance Sheet.

ALTERATIONS TO CONSTITUTION AND RULES OF PROCEDURE

Alterations to the Constitution and Rules of Procedure shall receive the assent of two thirds of the members present and voting at an Annual General Meeting or a Special General Meeting. A resolution for the alteration of the Constitution and Rules of Procedure must be received by the Honorary Secretary of the Archconfraternity at least twenty-one days before the meeting at which the resolution is to be brought forward, At least fourteen days notice of such a meeting must be given by the Honorary Secretary to the membership and must include notice of the alteration proposed. Provided that no alteration made to Clause 2 of the Constitution (Objects), Rule 16 (Dissolution) or this Rule shall take effect until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained; and no alteration shall be made which would have the effect of causing the Archconfraternity to cease to be a charity in law.

Any question concerning the interpretation of these Rules shall be decided by the National Director.

THE ARCHCONFRATERNITY OF ST STEPHEN

ANNUAL REPORT OF THE TRUSTEES for the year ended 30 June 2019

DISSOLUTION

The Archconfraternity may be dissolved by a resolution passed by a two thirds majority of those present and voting at a Special General Meeting convened for the purpose, of which twenty-one days notice shall have been given to the members. Such resolution may give instructions for the disposal of any assets held by or in the name of the Archconfraternity, provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the members of the Archconfraternity but shall be given or transferred to such other charitable institutions having objects similar to some or all of the objects of the Archconfraternity as the Archconfraternity may determine and if and in so far as effect cannot be given to this provision then to some other charitable purpose.

REVIEW OF DEVELOPMENTS, ACTIVITIES, PUBLIC BENEFIT AND ACHIEVEMENTS

In considering the activities and grants made during the year, the Trustees have paid due regard to the published Charity Commission guidance on the operation of the Public Benefit requirements of the Charities Act 2006.

TRUSTEES' RESPONSIBILITIES

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 charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements which give a true and fair view, the trustees should follow best practice and

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue to exist.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the trust and which enable them to ascertain the financial position of the trust and which enable them to ensure that the financial statements comply with Charities' law and the requirements of the trust deed. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

FINANCIAL ACTIVITIES

The financial activities of the charity during the year are set out on pages 9 to 12 of the financial statements.

SIGNED ON BEHALF OF THE TRUSTEES



Mr Michael O'Leary (sgd)
President

Dated: 23 April 2021

ARCHCONFRATERNITY OF ST STEPHEN

REPORT OF THE CENTRAL COUNCIL FOR THE YEAR ENDING 30th JUNE 2019

As Chairman of the Central Council, it gives me great pleasure to present to you our Annual Report. In doing this I give thanks to all who continue to strive at Parish and Diocesan levels to uphold the ideals of the Guild and thank God for the many blessings He has bestowed on all of us over the past year.

Sadly this past year, following a long illness, Roger Burton from St Anselm's Church, Tooting died. Roger in the past had been a member of the Central Council and more recently helped with packing Guild goods and looking after the procession of servers at the National Mass.

Fr. David Pearce has been appointed Diocesan Director for Brentwood. The Diocese of Clifton and Hallam are still without Directors but it is hoped that appointments will soon be made by the respective Bishops.

It is important that the Guild avails itself of modern media to communicate its activities and promote its aims and objectives. To build on this work we are still looking for members who can offer journalistic, IT and event organising skills. Articles and photographs from Guild branches are always welcome as are details of Diocesan events.

Our Treasurer, Quoc-Anh Tran, has worked hard to ensure that our accounts are accurate and ready for independent examination, approval by the membership, and presented on time to the Charities Commission, all of which is done voluntarily – for which many thanks.

Meeting regularly each month at Poplar, the team of packing volunteers led by Gillian McLauchlan, have been kept busy dealing with an ever-increasing number of orders for Guild goods. Whilst some branches expect miracles, our aim is to process orders within six weeks of receipt. Some orders are hand delivered, not primarily to save on postage but as an outreach to parish branches, which often bears much fruit.

Munich 72 Trophies and Engraving Ltd in South London are responsible for providing all Guild Medals. Whilst there has been an increase in costs, we have been afforded the opportunity to change the design of the medal slightly. Quality and reliability have improved and being closer to our distribution centre we have a better working relationship. They also arrange for Solid Silver Medals and Medals of Merit to be gilded and engraved. It is much better having all the work done by a single supplier.

In February a good number gathered for the Annual Dinner in Holy Trinity Parish Centre, Brook Green, West London. Our guest of honour, Archbishop George Stack of Cardiff, circulated amongst the gathering and gave a very good after dinner speech. Much to his surprise and delight Michael Chute was made a Knight of St. Gregory (KSG) in recognition of his lifetime commitment as an Altar Server at Holy Trinity Brook Green and many years as a member of the Central Council. We extend our congratulations to him. A very enjoyable evening and our thanks go to Michael and to Gillian McLauchlan for arranging this event.

The National Mass for 2018 was held in Westminster Cathedral on Saturday October 6th with Bishop John Sherrington, Auxiliary Bishop in Westminster as principal celebrant. Around 290 servers attended which was rather disappointing, the bad weather may have been a factor but a bigger effort will have to be made to encourage more servers to attend with their families. The 2019 National Mass will be held in Liverpool Metropolitan Cathedral on Saturday 21st September at 2.00pm.

Anthony Ogunseitan is overseeing a long-term project "Moving the Guild Forward". This came from a meeting with H.E. Cardinal Vincent Nichols in March 2016. Various matters were discussed and some changes have already been implemented amongst them:

- Having the National Mass alternating between Westminster and other Diocese - hence the 2019 National Mass being in Liverpool Metropolitan Cathedral on 21st September and Westminster having its own Diocesan Mass on October 6th at 2.30pm
- Encouraging the formation of effective Guild Diocesan Councils with a Lay Director and a Priest Spiritual Director. So far Cardiff, Hexham and Newcastle and Leeds have Lay Directors and Brentwood has a Lay Council with Nottingham in the process of reviving theirs and the Westminster Diocesan Director endeavouring to form a Westminster Council with some younger members.

In order to involve younger members of the Guild Andrzej Wdowiak, Director of Youth Ministry in Westminster has been invited to talk to the Central Council at a future meeting to advise how young servers can get involved with wider youth ministry activities.

The Guild must also embrace new technology and modernise the workings of the Central Council in line with other organisations. Data protection also comes within the remit of Moving the Guild Forward and Mathew D'Souza, Westminster Data Protection Officer and former member of the Central Council will be invited to a meeting to advise the council on how data protection will impact on the running of the Guild. With the advent of GDPR, the Central Council is mindful that its contact lists must only be used to pass on news and information of Guild events and never shared with other individuals or organisations.

With the deaths of several Honorary Counsellors over the past few years Michael Chute KSG (Holy Trinity Brook Green), Rose Curry (Liverpool Metropolitan Cathedral) and Nicholas Tilbury (Westminster Cathedral) were appointed as Honorary Counsellors.

Members of Central Council were delighted to be able to attend Diocesan and Branch events in: Arundel and Brighton, Brentwood, Birmingham, Hexham and Newcastle, Lancaster, Northampton, Nottingham, Southwark, Westminster and Wrexham. Invitations to future events will be gratefully received.

The Council welcomes and congratulates the following newly affiliated parishes:

St Mary Magdalene	Maltby	Hallam
St Joseph the Worker	Sherburn-in-Elmet	Leeds
St Peter and St Paul	Yeadon	Leeds
St Joseph	Birkenhead	Shrewsbury
St Maximillian Kolbe	Runcorn	Shrewsbury
St Michael and all Angels	Woodchurch	Shrewsbury
St Francis De Sales	Mableton GA	Atlanta U.S.A.
St Edward	Nashville TN	Nashville U.S.A.

During the year the Council approved the award of the Archconfraternity's Gold Medal to the following for completion of 50 years of serving as enrolled members of the Guild:

James Cullen	Our Lady and St Edward, Chiswick	Westminster
Glenn Sexton	Immaculate Conception and St Joseph, Hertford	Westminster
John Prowse	St Benedict, Atherstone	Birmingham
Bill Allcock	Holy Trinity, Bilston	Birmingham
Brian Fitzsimons	St Osburg, Coventry	Birmingham
Mark Parton	St Michael and St James, Haunton	Birmingham
Michael Sollis	St Mary, Studley	Birmingham
Michael Etheridge	St Joseph, Warndon	Birmingham
Francis Shaw	St Catherine Laboure, Preston	Lancaster
John Walsh	St Maria Goretti, Ribbleton	Lancaster
Nicholas Bull	Sacred Heart and Our Lady, Aston Le Walls, Daventry	Northampton
David Lowe	St Barnabas Cathedral, Nottingham	Nottingham
Julian Round	St Swithun, Yateley	Portsmouth
Terence Henry	Our Lady of All Nations, Camborne	Plymouth
Patrick Taylor	St George's Cathedral, Southwark	Southwark

The Council extends its congratulations to them all.

The Gold Medal of Merit was awarded to the following for completion of 50 years of serving but not necessarily all that time as members of the Guild:

Michael Gaffney	Holy Trinity, Sutton Coldfield	Birmingham
Robert Dwen	Holy Spirit and St Edward, Swanage	Plymouth
David Tilley	St John the Evangelist, Mongeham	Southwark

The Council extends its congratulations to them

The Central Council continues to be greatly appreciative and supportive of the many servers, priests and parishes throughout the country. Their tireless dedication in upholding the ideals of the Archconfraternity are to be applauded. These high standards of serving, which are a primary objective of the Guild, can only be achieved through daily prayer, encouragement and ongoing training.

Michael O'Leary
Chairman of the Central Council
30th June 2019

Some events organised for 2020:

Friday 21st February Annual Guild Dinner at Brook Green.

Saturday 3rd October 2.30pm – National Mass for Altar Servers in Westminster Cathedral.

Archconfraternity of St. Stephen, P.O. Box 568, London WC1A 1YT

Emails: archconfraternitysecretary@hotmail.com, archconfraternitygoodsmanager@hotmail.com
Website: www.guildofststephen.org Facebook Page: www.facebook.com/GuildofSaintStephen
Registered Charity No. 803021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

THE ARCHCONFRATERNITY OF ST STEPHEN

I report on the accounts of the Charity for the year ended 30th June 2019, which are set out on pages 9 to 12.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

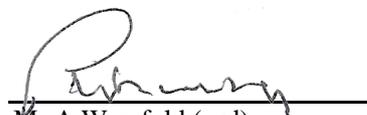
My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINER'S STATEMENT

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

- 1 which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

14 Century Court, 1 Wilford Lane
West Bridgford
Nottingham
NG2 7TU


Mr A Worsfold (sgd)

23 April 2021

THE ARCHCONFRATERNITY OF ST STEPHEN
STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 30 June 2019

	Note	Unrestricted funds General 2019 £	Restricted Funds Mosaic 2019 £	Total funds 2019 £	Total funds 2018 £
Income from:					
Donations and Legacies	2				
Donations, gifts & bequests		0	0	0	0
Annual Dinner		1,560	0	1,560	1,177
Charitable Activities					
Sale of goods		15,046	0	15,046	24,973
Other Trading Activities		0	0	0	0
Investments		40	486	526	373
Other		0	0	0	0
Total income		16,646	486	17,132	26,524
Expenditure from:					
Raising Funds	4				
Cost of Goods Sold		26,413	0	26,413	38,185
Bad debts		231	0	231	132
Charitable Activities	5				
Altar Service Mass		790	0	790	754
Annual Dinner		1,944	0	1,944	1,682
National Conference		0	0	0	0
Mosaic related expenditure		0	140	140	3,630
Entertainment		0	0	0	0
Travel and Meeting costs		0	0	0	226
Paypal fees		0	0	0	0
Website		129	0	129	129
Newsletter		0	0	0	0
Interest and charges		0	0	0	10
Postage, printing & Stationery		1,006	0	1,006	1,373
Pilgrimage to Rome		0	0	0	2,727
Other		200	0	200	0
Total expenditure		30,714	140	30,854	48,849
Net income / (expenditure) for the year		-14,068	346	-13,722	-22,326
Transfers between funds		0	0	0	0
Net movement in funds		-14,068	346	-13,722	-22,326
Reconciliation of funds:					
Total funds brought forward		55,951	62,208	118,159	140,485
Total funds carried forward		41,884	62,554	104,437	118,159

The notes on pages 9 to 12 form part of these financial statements.

**THE ARCHCONFRATERNITY OF ST STEPHEN
BALANCE SHEET**

As at 30 June 2019

	Notes	2019		2018
		£	£	£
Fixed assets:				
Tangible assets			0	0
			0	0
Current assets:				
Stock		9,694		
Debtors	6	2,873		
Cash at bank:				
Current Account		14,065		
Deposit Accounts		24,713		
Mosaic Appeal		62,554		
Pilgrimage Accounts		104		
Paypal		401		
		114,404		
Liabilities:				
Creditors: amounts falling due within one year		9,967		
Net current assets / (liabilities)			104,437	118,159
Total assets less current liabilities			104,437	118,159
Creditors: amounts falling due after one year			0	0
Total net assets / (liabilities)			104,437	118,159
The funds of the charity:				
Restricted income funds			62,554	62,208
Unrestricted income funds:				
General funds			41,884	55,951
Total charity funds			104,437	118,159

These financial statements were approved by the trustees on 23 April 2021



Mr M O'Leary
President



Mr Q Tran
Treasurer

The notes on pages 9 to 12 form part of these financial statements.

THE ARCHCONFRATERNITY OF ST STEPHEN

NOTES TO THE FINANCIAL STATEMENTS for the year ended 30 June 2019

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16/07/14, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of the designated fund is set out in the notes to the financial statements.

Income

All income are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Charitable expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities, they have been allocated on a basis consistent with the use of the resources.

Stock

Stock is valued at the lower of cost and net realisable value. Cost is based on the cost of purchase on the first in first out basis.

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

2. DONATIONS AND LEGACIES

Donations received under Gift Aid have been grossed up by the amount of income tax recoverable.

3. EMPLOYEES AND TRUSTEES

The charity has no paid employees. None of the trustees received any remuneration from this charity for their services for the year ended 30th June 2019.

THE ARCHCONFRATERNITY OF ST STEPHEN

NOTES TO THE FINANCIAL STATEMENTS for the year ended 30 June 2019

4. GROSS TRADING PROFIT	<u>2019</u>	<u>2018</u>
	£	£
Sales	15,046	24,973
Opening Stock	9,162	15,664
Purchases	26,945	31,684
Closing Stock	<u>-9,694</u>	<u>-9,162</u>
	-26,413	-38,185
	<u>-11,367</u>	<u>-13,212</u>
	<u>-11,367</u>	<u>-13,212</u>
5. PRINTING POSTAGE & STATIONERY	<u>2019</u>	<u>2018</u>
	£	£
Postage		
- Goods	584	737
- PO Box Annual Fee	<u>267</u>	<u>258</u>
	<u>851</u>	<u>995</u>
Printing & Stationery		
- Envelopes	156	0
- Printing & Toner	<u>0</u>	<u>378</u>
	<u>156</u>	<u>378</u>
	<u>1,006</u>	<u>1,373</u>
	<u>1,006</u>	<u>1,373</u>
6 DEBTORS	<u>2019</u>	<u>2018</u>
	£	£
Goods Sales More than 1 Year	2,873	2,857
Goods Sales Current Year	0	1,222
Prepayments	<u>0</u>	<u>0</u>
	<u>2,873</u>	<u>4,079</u>
	<u>2,873</u>	<u>4,079</u>