

THE ARCHCONFRATERNITY OF ST STEPHEN

ANNUAL REPORT

for the year ended

30th JUNE 2021

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 2021

The trustees of The Archconfraternity of St Stephen present their annual report for the year ended 30th June 2021.

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 2021

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 June, 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 2021

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:

ARCHCONFRATERNITY OF ST STEPHEN

REPORT OF THE CENTRAL COUNCIL FOR THE YEAR ENDING 30th JUNE 2021

It is with great pleasure, as Chairman of the Central Council, to present our Annual Report for 2021. I would like to thank all who continue to strive at Parish and Diocesan levels to uphold the ideals of the Guild and to thank God for the many blessings He has bestowed on all of us especially during the pandemic.

This year has been extremely difficult with lockdowns and social distancing in place during a large part of the year. Churches were open for Mass from July 2020 with very restricted numbers and for a long time no Altar Servers were permitted and later in the year a few servers were allowed with very limited roles.

The Central Council did not meet until December 2020 when most members by then had downloaded Zoom. This proved very successful and monthly meetings resumed. Later in the year meetings started to be held using Microsoft Teams and the aim is to resume face to face meetings when conditions permit and also continue using Teams.

Following several years without a Diocesan Director Brentwood appointed Fr. David Pearce to be its new director. The Central Council wish him well in his new role.

It is important that the Guild avails itself of modern media to communicate its activities and promote its aims and objectives. Paul Woodhouse from Lancaster Diocese was co-opted as Communications Officer and since his appointment regular postings have been published on the Guild's Facebook Page and Guild Twitter and Instagram accounts have been opened as they have more appeal to younger members.

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.

Vincent Shalvey was appointed Goods Manager in succession to Gillian McLaughlan who sadly died in November 2019. Vince has an extensive knowledge of the workings of the Guild and Central Council as he was the Honorary Treasurer for many years. Vince has ideas regarding payment and ordering goods on line which will be explored more fully when more 'normality' returns as the effects of Covid will hopefully diminish.

Goods orders and the income of the Guild have been badly affected by the lockdowns during the past year. Very few servers were allowed to carry out their duties and this resulted in only around 52 goods orders being received instead of nearly 300 pre pandemic. Most of the orders were silver medal applications and only a handful were for enrolment packs as very few servers were enrolled in 2020/2021. It will take some time and effort to see orders return to the numbers of several years ago.

The lockdowns had a profound effect on the number of Gold Medals awarded during the year. In both 2018 and 2019 15 Gold Medals were awarded and this year only one. Once some form of 'normality' returns there should be an increase in Gold Medal and Medal of Merit applications.

Fr. Keith Stoakes has ensured that any orders received have been processed and posted during the lockdowns for the which the Central Council extends their thanks, and he has worked closely with Munich 72 Trophies and Engraving Ltd to make sure Gold Medals that were awarded during the year were engraved and posted in time for their presentations.

Supplies of Bronze, Silver Plated and Solid Silver Medals that were held up due to the lockdowns have resumed but it will take some time for all deliveries to be received.

With servers slowly returning to their duties as social distancing restrictions are eased 500 washable face masks have been purchased with the Guild logo printed on them so that servers can all wear the same type of masks. A lot of interest has been shown in them with a few purchases each month.

Another new addition to the items that can be purchased are red medal pouches that can be used for any Guild medal.

Tie Slides and Cuff Links have been discontinued. There were only a small number in stock and they were not replaced as there was little interest in the items.

The National Mass that was due to take place at Westminster Cathedral on Saturday October 3rd 2020 had to be cancelled due to the pandemic. The 2021 National Mass will be hosted by Birmingham Archdiocese and will take place at SS Mary and John Church in Wolverhampton on Saturday 25th September at 12pm with Archbishop Bernard Longley as Principal Celebrant.

The Westminster Diocesan Mass will be on Saturday 2nd October 2021 in Westminster Cathedral at 2.30pm with Bishop Nicholas Hudson as Principal Celebrant.

Anthony Ogunseitan is overseeing the long-term project "Moving the Guild Forward". A working/communications group meet regularly and are working on several initiatives including the setting up of social media platforms as noted earlier in the report. One of the first projects they achieved was putting together Holy Week and Easter 2021 Guidance Notes for Servers based on the Bishops Conference of England and Wales Social Distancing Guidelines. This was very well received with a lot of positive feedback and it showed the numbers that can be reached by using social media. They will be organising another meeting of the Central Council with Cardinal Vincent Nichols later in 2022 and other projects will be revamping the website and looking at how the workings of the secretariat can be improved.

Organising the 2020 Annual General Meeting using Microsoft Teams was undertaken by members of the Communications Group along with the voting system for the elections at that Annual Gener Meeting. It was decided that future Annual General Meetings will be held face to face and also on Microsoft Teams.

Thanks are extended to Anthony and all the Communications and Working Group for their very productive work.

All Central Council email addresses have changed from Gmail to Microsoft 365

The Hon. President has had to take on his former role of Secretary during the past year and a new Hon. Secretary will be sought.

The Council welcomes and congratulates the following newly affiliated parishes during 2020 and 2021:

St Thomas More Academy and 6 th Form College	Nuneaton	Birmingham
Our Lady of the Assumption	Swynnerton	Birmingham
Sacred Heart	St Ives	East Anglia
St Edmund Arrowsmith	Leigh	Liverpool
St Paul's Choir School	Cambridge MA	Boston U.S.A.
St John Henry Newman	Victoria BC	Ordinariate of the Chair of St Peter, Canada

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 member of the Guild:

Peter Cuerden	St Mary, Leyland	Liverpool
---------------	------------------	-----------

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

Alan Burke	Assumption of Our Lady, Maldon	Brentwood
------------	--------------------------------	-----------

The Council extends its congratulations to Peter and Alan.

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, especially during the time of lockdown restrictions. 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 2021

Some events organised for 2022:

Saturday 1st October 2.30pm – National Mass for Altar Servers in Westminster Cathedral

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

Emails: secretary@guildofststephen.org
goodsmanager@guildofststephen.org

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 2021, 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)

THE ARCHCONFRATERNITY OF ST STEPHEN
STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 30 June 2021

	Note	Unrestricted funds General 2021 £	Restricted Funds Mosaic 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations and Legacies	2				
Donations, gifts & bequests		0	0	0	0
Annual Dinner		0	0	0	1,490
Charitable Activities					
Sale of goods		3,640	0	3,640	19,871
Other Trading Activities			0	0	0
Investments		12	143	155	503
Other			0	0	0
Total income		3,653	143	3,795	21,864
Expenditure from:					
Raising Funds	4				
Cost of Goods Sold		2,377	0	2,377	16,207
Bad debts		438	0	438	320
Charitable Activities	5				
Altar Service Mass		375	0	375	1,218
Annual Dinner		0	0	0	2,080
National Conference		0	0	0	0
Mosaic related expenditure		0	0	0	0
Entertainment		0	0	0	0
Travel and Meeting costs		0	0	0	469
Paypal fees		0	0	0	0
Website		147	0	147	0
Newsletter		0	0	0	0
Interest and charges		0	0	0	15
Postage, printing & Stationery		484	0	484	921
Pilgrimage to Rome		0	0	0	0
Other		0	0	0	0
Total expenditure		3,821	0	3,821	21,230
Net income / (expenditure) for the year		-168	143	-25	634
Transfers between funds		0	0	0	0
Net movement in funds		-168	143	-25	634
Reconciliation of funds:					
Total funds brought forward		42,040	63,032	105,072	104,437
Total funds carried forward		41,872	63,174	105,046	105,072

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

**THE ARCHCONFRATERNITY OF ST STEPHEN
BALANCE SHEET**

As at 30 June 2021

	<u>Notes</u>	2021		2020
		£	£	£
Fixed assets:				
Tangible assets			0	0
			0	0
Current assets:				
Stock		10,691		9,694
Debtors	6	2,115		2,553
Cash at bank:				
Current Account		4,010		9,620
Deposit Accounts		24,751		24,738
Mosaic Appeal		63,174		63,032
Pilgrimage Accounts		104		104
Paypal		401		401
		105,246		110,142
Liabilities:				
Creditors: amounts falling due within one year		0		300
Net current assets / (liabilities)			105,246	109,842
Total assets less current liabilities			105,246	109,842
Creditors: amounts falling due after one year			0	4,770
Total net assets / (liabilities)			105,246	105,072
The funds of the charity:				
Restricted income funds			63,174	63,032
Unrestricted income funds:				
General funds			41,872	42,040
Total charity funds			105,046	105,072

These financial statements were approved by the trustees on

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 2021

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 2021.

THE ARCHCONFRATERNITY OF ST STEPHEN

NOTES TO THE FINANCIAL STATEMENTS for the year ended 30 June 2021

4. GROSS TRADING PROFIT	<u>2021</u>	<u>2020</u>
	£	£
Sales	3,640	19,871
Opening Stock	9,694	9,694
Purchases	3,374	16,207
Closing Stock	<u>-10,691</u>	<u>-9,694</u>
	-2,377	-16,207
	<u>1,263</u>	<u>3,664</u>
	<u>1,263</u>	<u>3,664</u>
5. PRINTING POSTAGE & STATIONERY	<u>2021</u>	<u>2020</u>
	£	£
Postage		
- Goods	200	651
- PO Box Annual Fee	284	270
	<u>484</u>	<u>921</u>
Printing & Stationery		
- Envelopes	0	0
- Printing & Toner	0	0
	<u>0</u>	<u>0</u>
	<u>484</u>	<u>921</u>
	<u>484</u>	<u>921</u>
6 DEBTORS	<u>2021</u>	<u>2020</u>
	£	£
Goods Sales More than 1 Year	2,115	2,553
Goods Sales Current Year	0	0
Prepayments	0	0
	<u>2,115</u>	<u>2,553</u>
	<u>2,115</u>	<u>2,553</u>