

COMPANY REGISTRATION NUMBER 04700056

**THE CAMBRIDGE THEOLOGICAL FEDERATION  
COMPANY LIMITED BY GUARANTEE  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 AUGUST 2014**

WEDNESDAY



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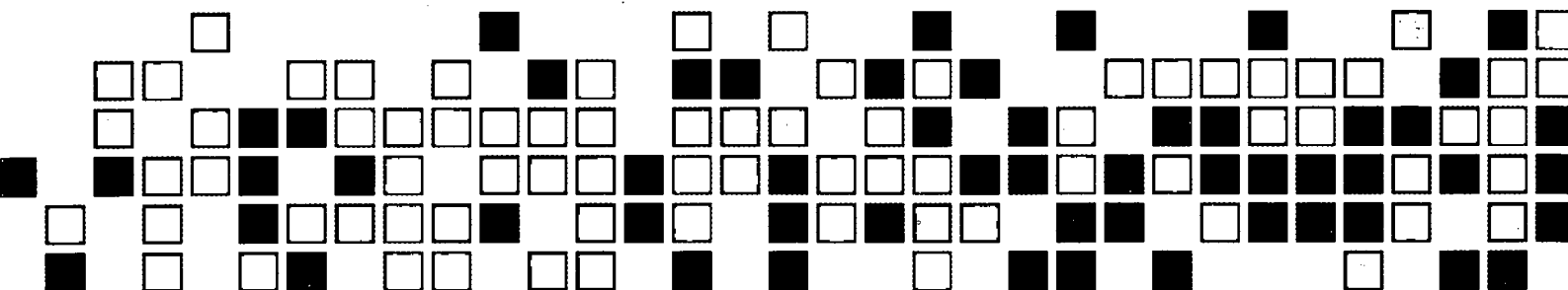
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COMPANIES HOUSE

Charity Number 1099953

**STREETS**<sup>®</sup>  
CHARTERED ACCOUNTANTS



# THE CAMBRIDGE THEOLOGICAL FEDERATION COMPANY LIMITED BY GUARANTEE

## FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2014

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# THE CAMBRIDGE THEOLOGICAL FEDERATION COMPANY LIMITED BY GUARANTEE

## MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

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**REGISTERED CHARITY NAME** The Cambridge Theological Federation

**CHARITY NUMBER** 1099953

**COMPANY REGISTRATION NUMBER** 04700056

**PRINCIPAL AND REGISTERED  
OFFICE**

The Lodge  
10-12 Grange Road  
Cambridge  
CB3 9DU

**TRUSTEES**

Prof David Frost  
Mrs Sarah Livesey  
The Ven. Hugh McCurdy  
Dr Carol Reekie  
Rev Canon Martin Seeley  
Mrs Gladys Bland  
Rev Dr Ian McIntosh  
Rev Canon Andrew Norman  
Rev Prof David Thompson  
Dame Mary Tanner  
Prof Judith Lieu  
Rt Rev Stephen Conway  
Dr Oonagh O'Brien  
Rev Dr Jane Leach  
Mr John Harrison  
The Ven. Trevor Jones  
Rev Neil Thorogood  
Rev Nigel Uden  
Rev Prof John Bell

**COMPANY SECRETARY**

Mrs Sharon Williamson

**AUDITOR**

Streets Audit LLP  
Chartered Accountants  
& Statutory Auditor  
Charter House  
62-64 Hills Road  
Cambridge  
CB2 1LA

**BANKERS**

The Co-Operative Bank  
75 Burleigh Street  
Cambridge  
CB1 1DF

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# THE CAMBRIDGE THEOLOGICAL FEDERATION COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 AUGUST 2014

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The trustees, who are also directors for the purposes of company law, present their report and the financial statements of the company for the year ended 31 August 2014.

### REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

### THE TRUSTEES

The trustees who served the company during the period were as follows:

Prof David Frost  
Mrs Sarah Livesey  
The Ven. Hugh McCurdy  
Dr Carol Reekie  
Rev Canon Martin Seeley  
Mrs Gladys Bland  
Rev Dr Ian McIntosh  
Rev Canon Andrew Norman  
Rev Prof David Thompson  
Dame Mary Tanner  
Prof Judith Lieu  
Rt Rev Stephen Conway  
Dr Oonagh O'Brien  
Rev Dr Jane Leach  
Mr John Harrison  
The Ven. Trevor Jones

Rev Neil Thorogood	(Appointed 1 January 2014)
Rev Nigel Uden	(Appointed 19 March 2014)
Rev Prof John Bell	(Appointed 30 June 2014)
Rev Dr Geoffrey Cook	(Resigned 10 March 2014)
Mr David Saunderson	(Resigned 10 March 2014)
Prof Sir Anthony Bottoms	(Resigned 18 March 2014)
Ms Catherine Lewis-Smith	(Served from 1 September 2013 to 31 August 2014)

Mrs Laura Fawcett was appointed as a trustee on 1 September 2014.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is constituted as a company limited by guarantee and is governed by its memorandum and articles of association. The registered charity number is 1099953.

# THE CAMBRIDGE THEOLOGICAL FEDERATION COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 AUGUST 2014

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The Full Members of the Cambridge Theological Federation (CTF) are:

Eastern Region Ministry Course	Ecumenical
Institute for Orthodox Christian Studies	Orthodox
Margaret Beaufort Institute of Theology	Roman Catholic
Ridley Hall	Anglican
Wesley House	Methodist
Westcott House	Anglican
Westminster College	United Reformed

The Associate Members are:

Cambridge Centre for Christianity Worldwide (formerly the Henry Martyn Centre for the Study of Mission and World Christianity)  
Woolf Institute

The charitable company is run by a group of directors, the Governing Council, who meet regularly for the purpose of maintaining its performance and making strategic decisions. They delegate management to the Federation Management Committee, comprising the Principals of the Member Bodies, in addition to the Federation's Executive Director, the Registrar and the Director of Post-graduate Programmes. The Management Committee is chaired by one of the Principals elected on a rotational basis.

The trustees determine the general policy of the charity. The day to day management was delegated for most of the year to the Registrar, Rowena Small, who make decisions with the guidance of the trustees as appropriate. Rowena Small left the charity in June 2014 and in August 2014 CTF appointed a new Registrar, Mrs Sharon Williamson.

## OBJECTIVES AND ACTIVITIES

The Federation's objectives are to advance the Christian faith, to advance religious, ecumenical education in accordance with the doctrine and principles of the Christian faith, and to prepare men and women for ordained or lay ministry and service within the Christian churches.

The Cambridge Theological Federation brings together the teaching and learning of nine institutes and courses through which people of different churches, including Anglican, Methodist, Orthodox, Reformed and Roman Catholic, train for various forms of Christian ministry and service. Its Vision Statement, adopted in March 2010, states:

"The Cambridge Theological Federation exists to serve the mission of God in the world, as that mission is expressed and worked out in the life of the Church. Our vision is centred in the transforming love of Christ, who is the Wisdom of God, and this vision is given life by the transforming power of the Holy Spirit of God. The form and content of our endeavours, therefore, are rooted in the life of God, whose self-giving activity is the joy of the Church and the hope of the world.

Our vision for today grows out of the Great Commission, out of the Vision statement held by the Federation since the early 1990s (see Appendix 5), and out of the fundamental purposes of the Federation as stated in our Memorandum and Articles of Association:

- the advancement of the Christian faith;
- the advancement of religious, ecumenical education in accordance with the doctrine and principles of the Christian faith;
- the preparation of men and women for ordained or lay ministry and service within the Christian churches.

# THE CAMBRIDGE THEOLOGICAL FEDERATION COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 AUGUST 2014

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This vision is given shape by the nature and needs of the contemporary world for Christian leadership which is theologically and pastorally wise, mission oriented, and committed to collaborative ways of discerning the truth with love. Given our particular location in Cambridge, it is natural that the Federation should seek to develop a role in thought leadership in terms of the wider church, and to share the evolution of these ideas internally and externally. The Federation intends its member institutions to grow together in effectiveness in serving God's Kingdom across four key domains:

- Innovation and creativity for mission in today's world;
- Excellence and accessibility in education and formation for Christian ministries and discipleship;
- Distinctive contribution to the Church's ecumenical endeavour;
- Engagement with the world-wide Church and higher education in learning and scholarship."

In the exercise of their powers to that end the Directors have paid due regard to the published guidance from the Charity Commission on the operation of the Public Benefit requirement under the Charities Act 2006. We believe that the Federation meets the requirement in the following ways:

- by the provision of regular communal acts of worship to encourage and facilitate the practice of the Christian religion by those training for ministry and their families;
- by supporting the theological colleges which are members of the Federation in raising awareness of religious beliefs and practices;
- by providing education in accordance with the principles and practices of the Christian religion;
- by providing opportunities through Social Context Placements for members of the Federation to engage in prison, hospital and school chaplaincy work;
- by providing training for members of the Federation in pastoral and liturgical work, both within and beyond faith communities;
- by providing opportunities for continuing ministerial education for ministers across the eastern region, through both formal educational programmes and training offered for placement supervisors, academic tutors and others.

## ACHIEVEMENTS AND PERFORMANCE

In accordance with its objectives, the Federation has continued its principal activity of providing theological education and training for students of its Member Bodies and others from the East Anglia region. More than 600 students were registered with the Federation. The majority were studying for one or other of the awards listed below, but the total also includes exchange students visiting for one or more terms and others attending in-house courses run by the Federation's member institutions. Following is the total number of students engaged on programmes in 2013/14:

# THE CAMBRIDGE THEOLOGICAL FEDERATION COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 AUGUST 2014

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Through the University of Cambridge	
Certificate in Theology for Ministry (CTM)	28
Bachelor of Theology for Ministry	48
BA in Theology and Religious Studies (Tripos)	1
MSt in The Study of Jewish-Christian Relations	11
PhD	1
Through Anglia Ruskin University:	
BA (Hons) Christian Theology	59
FdA in Christian Theology	94
DipHE	-
CertHE	13
MA in Pastoral Theology	65
MA in Christian Theology	19
Professional Doctorate in Practical Theology	42
PhD	6

A new MA programme was introduced in 2012, the MA in Christian Theology. With particular emphases on mission, doctrine and biblical studies, the programme had 19 students enrolled in 2013-14.

The Federation transitioned to the Church of England's Common Awards Framework for theological education in 2014-15. The Common Awards programmes are validated by Durham University. Consequently, the Federation has closed registrations for the undergraduate programmes (FdA, BA, Cert He and Dip HE) offered in partnership with Anglia Ruskin University. Students enrolled on ARU programmes in 2013-14 were able to complete with ARU or transfer to Durham University, depending on criteria.

The Maurice & Hilda Laing Trust responded positively to the Estates Review which they had funded, encouraging the Federation to undertake some more scoping work on the eight areas it had identified as priorities for future development. This work is still on-going.

## FINANCIAL REVIEW

The Federation's income reduced slightly from £1,060,480 to £919,288. This was largely due to a slight reduction in "through-put" of funds collected from its member institutions and passed on to its partner universities. It does not relate to any significant change in activity by the Federation.

Expenditure decreased from £1,036,114 in 2012/13 to £876,049 in 2013/14.

The Federation was pleased to be granted further funding from the Maurice & Hilda Laing Trust. This funding is to sponsor the construction of new Federation teaching, learning and administrative space. The Laing Trust also funded an Executive Director for the Federation with responsibility for developing a research strategy, along with university partnerships and funding to sustain it; delivering well-integrated improvements to educational and administrative facilities; building a global advisory board; expanding the breadth of the Federation's institutional membership; upgrading the Federation's on-line profile.

There have been significant changes within the financial operation of the Federation in 2013/14. The Registrar left her post in June 2014 and the Management Committee restructured the role following her departure. Responsibility for financial processing has been outsourced to the Finance Team of one of the member institutions. Westcott House took on this role on an interim basis and from 2014/15 the role will be fulfilled by Ridley Hall. The Federation agreed a new post of Treasurer within its Governing Council. This role was created in December 2014 and has governing responsibility for financial matters.

# THE CAMBRIDGE THEOLOGICAL FEDERATION COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 AUGUST 2014

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## PLANS FOR FUTURE PERIODS

The Federation was successful in acquiring approval to offer the Common Awards programmes, validated by Durham University. Students who met the required criteria were transferred onto the new programmes from September 2014; a total of 132 students are currently enrolled. The Ministry Division of the Church of England granted exemption for the University of Cambridge's BA (Tripos), Bachelor of Theology for Ministry (BTh) and Certificate in Theology for Ministry (CTM), which will continue to be recognised as appropriate vehicles for ministerial training. The Federation has applied to offer the Common Awards MA in Theology, Ministry and Mission from September 2015; if the application is successful, students currently studying on the MA programmes validated by ARU will complete with ARU or transfer to Durham. The MA programmes offered with ARU will no longer accept new students after 2014-15.

Recent changes in national legislation mean that the Federation will be taking on a number of roles in relation to its students which were formerly undertaken by its partner universities. These relate to both financial matters - particularly in relation to student loans - and to immigration policy. The Federation will therefore be the focus of a series of inspections and reviews from external bodies during 2013/14, including the Quality Assurance Agency, the Higher Education Funding Council for England and the UK Border Agency.

During the summer of 2014 the Federation's offices temporarily relocated to within another of the member institutions, the Margaret Beaufort Institute of Theology. Plans are advanced for a new hub site at the newly refurbished Westminster College.

## TRUSTEES' RESPONSIBILITIES STATEMENT

The trustees (who are also the directors of the Cambridge Theological Federation for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and the income and expenditure of the company 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 judgements and accounting estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



**THE CAMBRIDGE THEOLOGICAL FEDERATION  
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 AUGUST 2014

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**AUDITOR**

Streets Audit LLP are deemed to be re-appointed under section 144 of the Charities Act 2011.

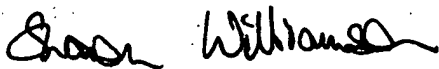
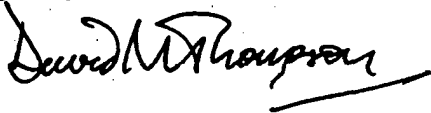
Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as each trustee is aware, there is no relevant audit information of which the company's auditor is unaware; and
- each trustee has taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the company's auditor is aware of that information.

**SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Signed by order of the trustees



Mrs Sharon Williamson  
Company Secretary

22-6-15

# **THE CAMBRIDGE THEOLOGICAL FEDERATION COMPANY LIMITED BY GUARANTEE**

## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE CAMBRIDGE THEOLOGICAL FEDERATION**

**YEAR ENDED 31 AUGUST 2014**

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We have audited the financial statements of the Cambridge Theological Federation for the year ended 31 August 2014 on pages 10 to 18. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's trustees, as a body, in accordance with the Charities Act 2011. Our audit work has been undertaken so that we might state to the company's trustees 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 company and the company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITOR**

As explained more fully in the Trustees Annual Report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of financial statements and for being satisfied that they give a true and fair view.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **OPINION ON FINANCIAL STATEMENTS**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**THE CAMBRIDGE THEOLOGICAL FEDERATION  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE CAMBRIDGE THEOLOGICAL  
FEDERATION** *(continued)*

**YEAR ENDED 31 AUGUST 2014**

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**MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees Annual Report is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees Annual Report.

*Streets Audit LLP*

STREETS AUDIT LLP  
Chartered Accountants & Statutory Auditor

Charter House  
62-64 Hills Road  
Cambridge  
CB2 1LA

*30/4/15*  
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Streets Audit LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

**THE CAMBRIDGE THEOLOGICAL FEDERATION  
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND  
EXPENDITURE ACCOUNT)**

**YEAR ENDED 31 AUGUST 2014**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Voluntary income	2	2,568	–	2,568	1,137
Investment income	3	627	105	732	666
Incoming resources from charitable activities	4	<u>821,683</u>	<u>94,305</u>	<u>915,988</u>	<u>1,058,480</u>
<b>TOTAL INCOMING RESOURCES</b>		<u>824,878</u>	<u>94,410</u>	<u>919,288</u>	<u>1,060,283</u>
<b>RESOURCES EXPENDED</b>					
Charitable activities	5/6	(773,776)	(73,965)	(847,741)	(1,004,485)
Governance costs	7	<u>(21,078)</u>	<u>(7,230)</u>	<u>(28,308)</u>	<u>(31,629)</u>
<b>TOTAL RESOURCES EXPENDED</b>		<u>(794,854)</u>	<u>(81,195)</u>	<u>(876,049)</u>	<u>(1,036,114)</u>
<b>NET INCOMING RESOURCES FOR THE YEAR/NET INCOME FOR THE YEAR</b>	9	30,024	13,215	43,239	24,169
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>132,291</u>	<u>68,554</u>	<u>200,845</u>	<u>176,676</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>162,315</u>	<u>81,769</u>	<u>244,084</u>	<u>200,845</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 12 to 18 form part of these financial statements.

**THE CAMBRIDGE THEOLOGICAL FEDERATION  
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET**

**31 AUGUST 2014**

	Note	£	2014 £	2013 £
<b>FIXED ASSETS</b>				
Tangible assets	11		1,173	1,565
<b>CURRENT ASSETS</b>				
Stocks	12	412		457
Debtors	13	32,303		110,712
Cash at bank and in hand		326,475		164,126
		359,190		275,295
<b>CREDITORS: Amounts falling due within one year</b>	14	<b>(116,279)</b>		<b>(76,015)</b>
<b>NET CURRENT ASSETS</b>			<b>242,911</b>	<b>199,280</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<b>244,084</b>	<b>200,845</b>
<b>NET ASSETS</b>			<b>244,084</b>	<b>200,845</b>
<b>FUNDS</b>				
Restricted income funds	16		81,769	68,554
Unrestricted income funds	17		162,315	132,291
<b>TOTAL FUNDS</b>			<b>244,084</b>	<b>200,845</b>

For the year ended 31 August 2014 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies but as this company is a charity, it is subject to audit under the Charities Act 2011.

Trustees' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the members of the committee and authorised for issue on the 22-8-15 and are signed on their behalf by:



Rev Prof David Thompson

Company Registration Number: 04700056

The notes on pages 12 to 18 form part of these financial statements.

# THE CAMBRIDGE THEOLOGICAL FEDERATION COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2014

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### 1. ACCOUNTING POLICIES

#### Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

#### 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.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The aim and use of restricted funds are set out in the notes to the accounts.

#### Incoming resources

Incoming resources are accounted for on a receivable basis.

#### Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred.

Charitable expenditure comprises those costs incurred by the charity in furtherance of the charity's objectives and represents the cost of goods and services and ancillary trading costs that have been incurred in charitable activities. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirement of the charity and include accountancy fees and costs linked to the strategic management of the charity.

#### Fixed assets

All fixed assets are initially recorded at cost. Assets costing over £500 and having an expected life greater than one year are capitalised.

#### Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Office equipment	- 25% reducing balance
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#### Stocks

Stocks are valued at the lower of cost and net realisable value, after making allowance for obsolete and slow moving items. Cost is based on purchase price.

# THE CAMBRIDGE THEOLOGICAL FEDERATION COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2014

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### 1. ACCOUNTING POLICIES *(continued)*

#### Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

#### Pension costs

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the statement of financial activities.

#### Value added tax

As the Federation's activities are classified as exempt or non-business activities for the purposes of value added tax, the Federation is unable to reclaim the value added tax which it incurs on its purchases. Expenditure in these financial statements is therefore shown inclusive of value added tax.

### 2. VOLUNTARY INCOME

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
<b>Donations</b>			
Donations & other income	<u>2,568</u>	<u>2,568</u>	<u>1,137</u>

### 3. INVESTMENT INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Bank interest receivable	<u>627</u>	<u>105</u>	<u>732</u>	<u>666</u>

**THE CAMBRIDGE THEOLOGICAL FEDERATION  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 AUGUST 2014**

**4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	Unrestricted Funds	Restricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£	£
Library fees and fines	577	–	577	876
Per capita levy	147,509	–	147,509	171,074
BTh fees	28,800	–	28,800	31,680
CTM fees	10,850	–	10,850	17,382
MA fees	72,978	–	72,978	67,578
BA funding from Anglia Ruskin	17,149	–	17,149	179,895
BTh funding from University of Cambridge	270,108	–	270,108	286,789
Professional Doctorate Fees	104,355	–	104,355	85,826
Validation fee for FdA/BA students	56,014	–	56,014	37,538
Estates review	–	86,805	86,805	45,000
Summer Schools	22,629	–	22,629	11,848
Study Skills Tuition	560	–	560	3,204
Membership fees	5,760	–	5,760	6,160
ERTP Income	–	7,500	7,500	8,789
BA fees	69,084	–	69,084	87,501
Social context placement fees	5,830	–	5,830	6,930
January intensives fees	9,480	–	9,480	10,410
	<u>821,683</u>	<u>94,305</u>	<u>915,988</u>	<u>1,058,480</u>

**5. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE**

	Unrestricted Funds	Restricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£	£
Theological education and training	644,762	54,377	699,139	837,247
Support costs	129,014	19,588	148,602	167,238
	<u>773,776</u>	<u>73,965</u>	<u>847,741</u>	<u>1,004,485</u>

**6. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE**

	Activities undertaken directly	Support costs	Total Funds 2014	Total Funds 2013
	£	£	£	£
Theological education and training	<u>699,139</u>	<u>148,602</u>	<u>847,741</u>	<u>1,004,485</u>

**7. GOVERNANCE COSTS**

	Unrestricted Funds	Restricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£	£
Audit fees	5,280	–	5,280	5,280
Legal and professional fees	15,798	7,230	23,028	26,349
	<u>21,078</u>	<u>7,230</u>	<u>28,308</u>	<u>31,629</u>



**THE CAMBRIDGE THEOLOGICAL FEDERATION  
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**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 AUGUST 2014**

**8. ANALYSIS OF SUPPORT COSTS**

	Total 2014	Total 2013
	£	£
Staff costs	99,382	95,377
Premises	24,241	16,720
Other costs	24,979	55,141
	<u>148,602</u>	<u>167,238</u>

**9. NET INCOMING RESOURCES FOR THE YEAR**

This is stated after charging:

	2014	2013
	£	£
Staff pension contributions	15,549	19,624
Depreciation	392	895
Auditors' remuneration:		
- audit of the financial statements	5,280	5,280
- other fees (see below)	6,317	-
	<u>27,538</u>	<u>25,800</u>

**Auditor's fees**

The fees charged by the auditor can be further analysed under the following headings for services rendered:

	2014	2013
	£	£
Audit	5,280	5,280
Computer consultancy	6,317	-
	<u>11,597</u>	<u>5,280</u>

**10. STAFF COSTS AND EMOLUMENTS**

Total staff costs were as follows:

	2014	2013
	£	£
Wages and salaries	235,203	229,106
Social security costs	16,105	20,055
Other pension costs	15,549	19,624
	<u>266,857</u>	<u>268,785</u>

**Particulars of employees:**

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2014	2013
	No	No
Number of staff	<u>9</u>	<u>9</u>

No employee received remuneration of more than £60,000 during the year (2013 - Nil).

**THE CAMBRIDGE THEOLOGICAL FEDERATION  
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**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 AUGUST 2014**

**11. TANGIBLE FIXED ASSETS**

	Plant and machinery etc. £
<b>COST</b>	
At 1 September 2013 and 31 August 2014	<u>22,367</u>
<b>DEPRECIATION</b>	
At 1 September 2013	20,802
Charge for the year	<u>392</u>
At 31 August 2014	<u>21,194</u>
<b>NET BOOK VALUE</b>	
At 31 August 2014	<u>1,173</u>
At 31 August 2013	<u>1,565</u>

**12. STOCKS**

	2014 £	2013 £
Goods for resale	<u>412</u>	<u>457</u>

**13. DEBTORS**

	2014 £	2013 £
Trade debtors	18,189	95,533
Other debtors	2,982	1,276
Prepayments	<u>11,132</u>	<u>13,903</u>
	<u>32,303</u>	<u>110,712</u>

**14. CREDITORS: Amounts falling due within one year**

	2014 £	2013 £
Trade creditors	34,649	39,624
PAYE and social security	3,589	5,408
Other creditors	<u>78,041</u>	<u>30,983</u>
	<u>116,279</u>	<u>76,015</u>

**THE CAMBRIDGE THEOLOGICAL FEDERATION  
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**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 AUGUST 2014**

**15. COMMITMENTS UNDER OPERATING LEASES**

At 31 August 2014 the company had annual commitments under non-cancellable operating leases as set out below.

	2014		2013	
	Land and buildings £	Other items £	Land and buildings £	Other items £
<b>Operating leases which expire:</b>				
Within 1 year	31,152	-	-	-
Within 2 to 5 years	-	1,656	-	1,656
	<u>31,152</u>	<u>1,656</u>	<u>-</u>	<u>1,656</u>

**16. RESTRICTED INCOME FUNDS**

	Balance at 1 Sep 2013 £	Incoming resources £	Outgoing resources £	Balance at 31 Aug 2014 £
Estates review	-	86,805	(69,868)	16,937
Eastern Region Training Partnership (ERTP)	68,554	7,605	(11,327)	64,832
	<u>68,554</u>	<u>94,410</u>	<u>(81,195)</u>	<u>81,769</u>

Estates Review Grant: An initial grant from the Maurice and Hilda Laing Charitable Trust was given to fund an internal review of the Federation's activities. Following on from this review a further grant was made available towards building development projects which benefit the Federation as a whole. The grant monies are paid by the Trust to reimburse specific expenditure by the Federation.

ERTP: As part of its commitment to the Eastern Region Training Partnership, the Federation holds the Partnership's funds within its bank account. Income is derived in part from annual subscriptions by signatories to the Covenant which established the ERTP in 2008 and in part from a substantial grant to fund a Project Officer investigating lay training provision within the Eastern Region. This is a three-year project for which the bulk of the money was received in advance.

**17. UNRESTRICTED INCOME FUNDS**

	Balance at 1 Sep 2013 £	Incoming resources £	Outgoing resources £	Balance at 31 Aug 2014 £
Major projects	2,918	-	-	2,918
E-Learning project	122	-	-	122
Sinking fund to replace servers	913	-	-	913
General Funds	128,338	824,878	(794,854)	158,362
	<u>132,291</u>	<u>824,878</u>	<u>(794,854)</u>	<u>162,315</u>

# THE CAMBRIDGE THEOLOGICAL FEDERATION COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2014

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### 17. UNRESTRICTED INCOME FUNDS *(continued)*

#### Major projects

This fund was established by the Federation Management Committee in April 2008 to cover projects benefiting students across two or more Federation Houses.

#### E-Learning project

This fund was established in April 2008 to develop e-learning within the Federation and, in particular, to prepare a new module in Study Skills for the BA in Christian Theology. During 2010-11 it was used to meet the costs of a consultant appointed to work with Federation academic staff and others to adapt existing modules in the Anglia Ruskin University awards for delivery by distance learning.

#### Sinking fund

This fund was established by the Federation Management Committee in April 2011 to fund the replacement of the servers which run its computer network. The servers are shared with some of the member institutions, so the Federation's contribution forms only part of the total costs. Three servers were replaced in 2011/12 and it is expected that the remaining five will be replaced in a rolling programme over the next five years.

### 18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets £	Total £
<b>Restricted Income Funds:</b>			
Estates review	–	16,937	16,937
Eastern Region Training Partnership (ERTP)	–	64,832	64,832
	–	81,769	81,769
<b>Unrestricted Income Funds</b>	1,173	161,142	162,315
<b>Total Funds</b>	1,173	242,911	244,084

### 19. COMPANY LIMITED BY GUARANTEE

The Cambridge Theological Federation is a company limited by guarantee and the liability of the members is limited to £10 each.