Registered number: 12221896

THE FACULTY OFFICE OF THE ARCHBISHOP OF CANTERBURY

(A company limited by guarantee)

AUDITED

DIRECTORS' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

THE FACULTY OFFICE OF THE ARCHBISHOP OF CANTERBURY

(A company limited by guarantee)

COMPANY INFORMATION

Directors	Ian Blaney Howard John Dellar Rosalind Morag Ellis QC, Master of the Faculties Neil Dudley Turpin
Registered number	12221896
Registered office	1 The Sanctuary London SW1P 3JT
Auditors	Haysmacintyre LLP 10 Queen Street Place London EC4R 1AG

THE FACULTY OFFICE OF THE ARCHBISHOP OF CANTERBURY

(A company limited by guarantee)

CONTENTS

The directors present their report and the audited financial statements for the year ended 31 March 2022. The financial statements for the year ended 31 March 2021 were not audited.

Directors' responsibilities statement

The directors are responsible for preparing the Directors' report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 ‘The Financial Reporting Standard applicable in the UK and Republic of Ireland'. Under company law the directors 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 of the profit or loss of the Company for that period.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies for the Company's financial statements and then apply them consistently.
- make judgments and accounting estimates that are reasonable and prudent.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The directors 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 to 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.

Directors

The directors who served during the year were:

Ian Blaney
Howard John Dellar
Rosalind Morag Ellis QC, Master of the Faculties
Neil Dudley Turpin

Statement of disclosure to the auditor

So far as each person who was a director at the date of approving this report is aware, there is no relevant audit information of which the company’s auditor is unaware. Additionally, the directors individually have taken all the necessary steps that they ought to have taken as directors in order to make themselves aware of all relevant audit information and to establish that the company’s auditor is aware of that information.

Small companies note

In preparing this report, the directors have taken advantage of the small companies’ exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the board and signed on its behalf by:

....
Rosalind Morag Ellis QC
Director
Date: 26th July 2022

INDEPENDENT AUDITOR’S REPORT TO THE MEMBERS OF THE FACULTY OFFICE OF THE ARCHBISHOP OF CANTERBURY FOR THE YEAR ENDED 31 MARCH 2022

Opinion

We have audited the financial statements of The Faculty Office of The Archbishop of Canterbury (the ‘company’) for the year ended 31 March 2022 which comprise the Profit and Loss account, Balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the company’s affairs as at 31 March 2022 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor’s responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC’s Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the director's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor’s report thereon. The directors are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Other matter

Corresponding amounts for the year ended 31 March 2021 are unaudited.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:
- the information given in the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.
We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of directors

As explained more fully in the directors' responsibilities statement set out on page 1, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Explanation as to what extent the audit was considered capable of detecting irregularities, including fraud

Based on our understanding of the company and industry, we identified that the principal risks of non-compliance with laws and regulations related to regulatory requirements for the company and trade regulations such as Company Law, and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006, payroll tax.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls) and determined that the principal risks were related to posting inappropriate journal entries to revenue and management bias in accounting estimates. Audit procedures performed by the engagement team included:

- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- Evaluating management's controls designed to prevent and detect irregularities;
- Identifying and testing accounting journal entries, in particular those journal entries which exhibited the characteristics we had identified as possible indicators of irregularities; and
- Challenging assumptions and judgements made by management in their critical accounting estimates

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

George Crowther (Senior Statutory Auditor)
For and on behalf of Haysmacintyre LLP
Statutory Auditors
10 Queen Street Place
London EC4R 1AG

Date: 29 July 2022

STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 MARCH 2022

	Note	**2022** **£**	Unaudited *2021* £
Revenue		**857,644**	*709,404*
Other Income	3	**18,677**	*163*
Administrative expenses		**(692,085)**	*(665,336)*
Profit before tax		**184,236**	*44,231*
Taxation		**-**	-
Profit after tax		**£184,236**	*£44,231*

There was no other comprehensive income for 2022 (2021: Nil).

The notes on pages 7 to 9 form part of these financial statements.

THE FACULTY OFFICE OF THE ARCHBISHOP OF CANTERBURY

(A company limited by guarantee)
REGISTERED NUMBER: 12221896

BALANCE SHEET
AS AT 31 MARCH 2022

	Note		**2022** **£**		Unaudited *2021* *£*
Current assets					
Debtors: amounts falling due within one year	5	**11,370**		*6,922*	
Cash at bank and in hand		**667,467**		*490,463*	
		678,837		*497,385*	
Creditors: amounts falling due within one year	6	**(304,885)**		*(307,669)*	
Net current assets			**373,952**		*189,716*
Total assets less current liabilities			**373,952**		*189,716*
Other reserves			**373,952**		*189,716*
			£373,952		*£189,716*

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The Company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the board and were signed on its behalf by:

....
Rosalind Morag Ellis QC
Director

Date: 26th July 2022

The notes on pages 7 to 9 form part of these financial statements.

Notes to the Accounts

1. General information

The company is limited by guarantee and is registered in England and Wales. The address of the registered office is 1 The Sanctuary, London SW1P 3JT.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and the Companies Act 2006.

The accounts have been prepared in GBP and have been rounded to the nearest £1.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgment in applying the Company's accounting policies. The Directors are not aware of any critical judgements that have a significant effect on amounts recognised in these financial statements.

The following principal accounting policies have been applied:

2.2 Going concern

The Directors are satisfied that the company has sufficient reserves to maintain budgeted spending levels and that the company is a going concern and will remain so for the foreseeable future.

2.3 Revenue

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Company and the revenue can be reliably measured. Revenue is measured as the fair value of the consideration received or receivable, and is derived primarily from Notarial Practising Certificate fees, Notarial Admission fees and Special Marriage Licence fees.

Notarial Practicing Certificate fees cover the period November – October. The income is recognised evenly throughout the duration of the certificate. Income which has been received relating to periods after the balance sheet date is deferred.

Notarial Admission fees are recognised when received.

Special Marriage Licence fees are recognised evenly throughout the duration of the Licence. Income which has been received relating to periods after the balance sheet date is deferred.

Other income (including furlough grant) is recognised as income of the year to which they relate.

In order to reduce the historic deficit and to build a reserve, a levy, based on turnover, was charged to the Notaries in the year.

2.4 Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

2.5 Creditors

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

2.6 Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

2.7 Taxation

The company is taxable only on investment income receivable. The Company does not conduct trading activities in respect of any of its activities, and accordingly any surpluses are not subject to Corporation Tax.

2.8 Financial instruments

The Company only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors.

3 Government Grants (Furlough)

Included in other income there is an amount of £6,433 (2021: £nil) in relation to furlough income.

4. Employees

The average number of persons employed by the company during the year was 5 (2021: 6)

The Faculty Office jointly employs a number of staff with Lee Bolton Monier Williams LLP. This includes staff working directly on Faculty Office matters, amounting to a Full Time Equivalent in 2022 of 5 staff members. Further staff providing support services are also jointly employed and a proportion of their employment cost is allocated to the Faculty Office. All jointly employed staff are paid through the PAYE Scheme of Lee Bolton Monier Williams LLP.

5. Debtors

	2022 **£**	*2021* *£*
Trade debtors	**7,987**	*3,539*
Prepayments and accrued income	**3,383**	*3,383*
	£11,370	*£6,922*

6. Creditors: Amounts falling due within one year

	2022	*2021*
	£	*£*
Accruals	**14,685**	*22,287*
Deferred Income	**290,200**	*285,382*
	£304,885	*£307,669*

7. Company status

The company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1, towards the assets of the company in the event of liquidation.

8. Controlling party

The sole member of the Faculty Office of the Archbishop of Canterbury is the Master of the Faculties, Rosalind Morag Ellis QC, who is also an ex officio Director of said Company for as long as the Master's post is filled. By virtue of being the sole member of the Company, the Master of the Faculties is the ultimate controlling party of the Faculty Office of the Archbishop of Canterbury.

9. Related party transaction

The Faculty Office jointly employs a number of staff with Lee Bolton Monier Williams LLP (see note 4).

Lee Bolton Monier Williams LLP charged the Company a management charge for the use of premises, insurance, and other overheads for a total of £195,279 (2021: £188,314). These costs are covered by a service agreement between both entities.

Two of the directors (Ian Blaney and Howard John Dellar) are also partners in the Lee Bolton Monier Williams.

Registered number:
12221896

THE FACULTY OFFICE OF THE ARCHBISHOP OF CANTERBURY

(A company limited by guarantee)

DETAILED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

THE FACULTY OFFICE OF THE ARCHBISHOP OF CANTERBURY

(A company limited by guarantee)

SCHEDULE TO THE DETAILED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

DETAILED PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022

	2022 £	2021 £
Revenue	**857,644**	*709,404*
Other Income	**18,677**	*163*
	(692,085)	*(665,336)*
Profit for the financial year	**£184,236**	*£44,231*

	2022 £	2021 £
Revenue		
Notarial Practising Certificates	**476,190**	*470,777*
Notarial Levy	**75,640**	-
Notarial Admission fees	**51,208**	*39,342*
Notarial Registration Fees (Channel Islands)	**14,781**	*13,450*
Special Marriage Licence fees	**239,825**	*185,835*
	£857,644	*£709,404*
Other Income		
Staff costs recovered on Complaints	**11,700**	-
Marriage Guides	**544**	*163*
Government Grants (Furlough Payments)	**6,433**	-
	£876,321	*£709,567*

SCHEDULE TO THE DETAILED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

	2022 £	2021 £
Administration expenses		
Management Charge	**195, 279**	*188,314*
Irrecoverable VAT on Management Charge	**39,056**	*37,662*
Salaries (jointly employed staff)	**271,167**	*279,191*
Master of the Faculties Honorarium	**24,637**	*26,329*
Interns	**3,196**	-
Staff Recruitment	**-**	*1,116*
Money Laundering Training	**963**	*948*
Regulatory Expenses	***2,826***	*1,150*
Code of Practice Expenses	**-**	*4,064*
Inspections	**12.247**	*6,398*
Qualifying & Advisory Board members' expenses	**3,208**	*1,080*
IT Project	**22,854**	*25,144*
Website	**16,354**	*12,690*
Legal Services Board/Legal Ombudsman Levies	**21,151**	*21,276*
OPBAS Levy	**7,400**	*5,000*
Audit & Accountancy	**24,214**	*13,718*
Insurance (Legal & Professional Fees Indemnity)	**17,340**	*17,000*
Exam Expenses	**-**	*1,410*
Entertaining	**209**	-
Travel	**1,836**	-
Printing & Stationery	**10,161**	*4,691*
Paypal/Worldpay Commission	**16,676**	*17,268*
Subscriptions	**588**	*588*
Sundries	**723**	*299*
	£692,085	*£665,336*

SCHEDULE TO THE DETAILED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

NOTARIAL FEES AND EXPENSES	2022 £	*2021 £*
Revenue		
Notarial Practising Certificate Fees:		
England & Wales & Overseas	**476,190**	*470,777*
Notarial Levy	**75,640**	*-*
Notarial Registration Fees; Channel Islands	**14,781**	*13,450*
Notarial Admission Fees:		
England & Wales admissions	**27,640**	*16,875*
Overseas admissions	**12,618**	*6,985*
Channel Islands admissions	**-**	*400*
Exam Income	**2,400**	*1,500*
Notarial Packs	**-**	*2,762*
Certificates of Exemption	**8,550**	*10,820*
Staff Costs Recovered on Complaints	**11,700**	*-*
Government Grants (Furlough Payments)	**3,731**	*-*
	£633,250	*£523,569*

	2022 £	*2021 £*
Administration Expenses (Indirect)		
Registrar's Fees	**31,863**	*33,837*
Rent & Rates	**32,494**	*36,359*
Light & Heat	**1,599**	*1,990*
IT & Equipment	**17,937**	*11,520*
Repairs & Maintenance Premises	**16,427**	*10,461*
Insurance (Premises & Contents)	**5,183**	*3,650*
Cleaning	**1,377**	*1,092*
Stationery & Copying	**2,302**	*2,111*
Postage	**1,070**	*1,010*
Telephone	**2,922**	*3,251*
Catering	**88**	*175*
Irrecoverable VAT on Management Charge	**22,652**	*21,091*
Administration Expenses (direct)		
Salaries (jointly employed staff)	**157,277**	*156,347*
Master of the Faculties Honorarium	**12,319**	*13,164*
Interns	**1,598**	*-*
Money Laundering Training	**963**	*948*
Regulatory Expenses	***2,826***	*1,150*
Code of Practice Expenses	**-**	*4,064*

SCHEDULE TO THE DETAILED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

NOTARIAL FEES AND EXPENSES (Continued)	2022 £	*2021* *£*
Administration Expenses (direct)		
Inspections	**12,247**	*6,398*
Qualifying & Advisory Board members' expenses	**3,208**	*1,080*
IT Project	**14,976**	*14,081*
Website	**10,225**	*9,798*
Legal Services Board/Legal Ombudsman Levies	**21,151**	*21,276*
Opbas Levy	**7,400**	*5,000*
Audit & Accountancy	**14,044**	*7,682*
Insurance (Legal & Professional Fees Indemnity)	**10,057**	*9,520*
Exam Expenses	**-**	*1,410*
Entertaining	**138**	*-*
Travel	**1,065**	*-*
Worldpay/Paypal Commission	**9,418**	*12.734*
Staff Recruitment	**-**	*1,116*
Printing & Stationery	**10,161**	*4,691*
Subscriptions	**588**	*588*
Sundries	**396**	*185*
	£425,971	*£397,779*
Notaries' surplus for the year	**£207,279**	*£125,790*

SCHEDULE TO THE DETAILED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

LICENCES FEES AND EXPENSES	**2022** **£**	*2021* *£*
Revenue		
Special Licence fees	**239,825**	*185,835*
Other Income:		
Marriage Guides	**544**	*163*
Government Grants (Furlough Payments)	**2,702**	-
	£243,071	*£185,998*

	2022 **£**	*2021* *£*
Administration expenses (Indirect)		
Registrar's Fees	**23,073**	*26,586*
Rent & Rates	**23,531**	*28,568*
Light & Heat	**1,158**	*1,563*
IT & Equipment	**12,988**	*9,052*
Repairs & Maintenance (Premises)	**11,896**	*8,219*
Insurance (Premises & Contents)	**3,753**	*2,867*
Cleaning	**997**	*858*
Stationery & Copying	**1,667**	*1,659*
Postage	**775**	*793*
Telephone	**2,116**	*2,555*
Catering	**63**	*138*
Irrecoverable VAT on Management Charge	**16,404**	*16,571*
Administration Expenses (Direct)		
Salaries (jointly employed staff)	**113,890**	*122,844*
Master of The Faculties Honorarium	**12,318**	*13,165*
Interns	**1,598**	-
IT Project	**7,878**	*11,063*
Website	**6,129**	*2,892*
Audit & Accountancy	**10,170**	*6,036*
Insurance (Legal & Professional Fees Indemnity)	**7,283**	*7,480*
Travel & Accommodation	**771**	-
Entertaining	**71**	-
Paypal Commission	**7,258**	*4,534*
Sundries	**327**	*114*
	£266,114	*£267,557*
Licences shortfall for the year	**(£23,043)**	*(£81,559)*