

# **Stanton House Trust**

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# Stanton House Trust

## Charity Information

Trustees	P Edmonds-Seal H Elbourn A Payne C Cleverly I Dennis D Portway D Saunder
Charity Number	275205
Address	Stanton House Snows Lane Stanton St John Oxford OX33 1HF
Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ  HSBC plc 108 London Road Headington Oxford OX3 9AP
Independent Examiner	David Dixie FCA 167 Black Haynes Road Selly Oak Birmingham, B29 4RE

# **Stanton House Trust**

## **Trustees Report for the year ended 31 December 2019**

### **1 Constitution and Objects**

Stanton House Trust is established by a Deed of Trust dated 31 January 1978.

The object of the charity is " the advancement of the Christian faith and such other charitable purposes as the Trustees shall from time to time determine."

In furtherance of this object, the house provides informal retreat facilities for Christian guests in need of rest or refreshment, who come on the basis of making voluntary donations, and a relaxing venue for Christian groups to meet.

### **2 Trustees and Management**

Trustees who served during the year under review are as listed on page 2 of these financial statements.

The responsibility for the day to day management of the house is delegated to the permanent team who were during the year under review the following personnel

A Rimmer  
A Rimmer  
E Schippers  
M Schippers  
A Wileman  
J Wileman

As in past years, the House has benefitted from the many volunteers whose enthusiasm and hard work has ensured the smooth running of the House.

### **3 Development and Activities**

With a core of experienced team members, Stanton House has been able to provide facilities throughout the year, resulting in an increase in the use of the House throughout the year.

### **4 Public Benefit**

In accordance with Charity Commission strictures, the Trustees confirm that due regard has been given to the Commission's guidance on public benefit in deciding what activities should be undertaken by the Trust

5 Reflecting the objects of the Trust, the Trustees confirm that Stanton House has been used by many Day Groups, Resident Groups and Individual Retreat Guests.

### **6 Reserves Policy**

The Trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission and have designated funds for the following purposes

# Stanton House Trust

## Trustees Report for the year ended 31 December 2019

Operational Reserve - an amount (equivalent to four months operating expenditure) set aside in order to provide cover in the event of unforeseen circumstances or falls in income (£10,000).

### 7 Risk Assessment

The Trustees have ensured that sufficient insurance has been arranged to cover re-building costs and public liability. Fire and security systems are tested and maintained regularly, as is the general condition of the building. The risk of fraud is addressed by the preparation of monthly management accounts, distributed to all Trustees.

### 8 Statement of Trustees Responsibilities

The Trustees are required under current legislation to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its results for that period. In preparing those financial statements the Trustees are required to :-

- a) select suitable accounting policies and apply them consistently
- b) make judgements and estimates that are reasonable and prudent
- c) state whether applicable Accounting Standards and Statements of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements.
- d) prepare financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in business.

The Trustees are responsible for keeping proper records which disclose with reasonable accuracy at any time the financial position of the charity and enable you to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees regularly review the various aspects of Health and Safety relating to the running of Stanton House.


The Trustees have put in place a suitable policy to safeguard vulnerable beneficiaries.

The Trustees have a suitable policy on identifying and reporting serious incidents.

### 9 Approval

This report was approved by the Trustees on the 9 March 2020 and signed on their behalf by:

  
Charlie Cleverly

  
Ian Dennis



# Stanton House Trust

## Report of the Independent Examiner to the Trustees of Stanton House Trust

I have examined the accounts of the Trust for the year ended 31 December 2019 as set out on pages 6 to 12.

### Respective responsibilities of Trustee and Examiner

As the Charity's Trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of Section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of the procedures specified in the general Directions given by the Charity Commissioners under Section 43(7)(b) of the Act, whether particular matters have come to my attention.

### Basis of Independent Examiner's report

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 considerations 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.

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 Act, and

To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

..... *David Dixie* .....

David Dixie F C A  
AIMS Accountants  
167 Black Haynes Road  
Selly Oak  
Birmingham  
B29 4RE

Date 21 FEBRUARY 2020

# Stanton House Trust

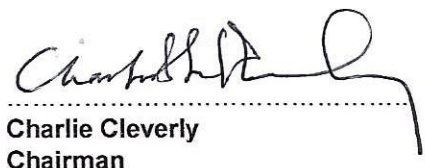
## Statement of financial activities for the year ended 31 December 2019


	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018
<b>Incoming resources</b>					
<i>Voluntary incoming resources</i>					
Income from donors		18,992	-	18,992	13,171
<i>Incoming resources from charitable activities</i>					
Receipts from retreat guests		55,621	-	55,621	43,568
Sale of assets		0	-	0	0
<i>Activities for generating income</i>					
Charges for day and resident groups		70,889	-	70,889	75,715
Bookstall		1,514	-	1,514	
<i>Income from investments</i>					
Bank interest		85	-	85	14
<b>Total incoming resources</b>		<b>147,101</b>	<b>0</b>	<b>147,101</b>	<b>132,468</b>
<b>Outgoing resources</b>					
<i>Charitable activities</i>					
Housekeeping costs	2	82,730	0	82,730	74,945
Management and administration	3	5,090	-	5,090	8,341
Staff costs	4	59,921	-	59,921	53,513
Bookstall		1,161		1,161	99
Depreciation	5	7,961	912	8,873	8,461
<b>Total outgoing resources</b>		<b>156,863</b>	<b>912</b>	<b>157,775</b>	<b>145,359</b>
<b>Net increase (-decrease) in funds</b>		<b>-9,762</b>	<b>-912</b>	<b>-10,674</b>	<b>-12,891</b>

# Stanton House Trust

## Balance Sheet as at 31 December 2019

	Note	2019 £	2018 £
<b>Tangible fixed assets</b>	5		
Buildings		37,070	43,050
Furnishings & Fittings		2,548	1,031
Plant & Machinery		3,177	5,833
		42,795	49,913
<b>Current assets</b>			
Stocks	1	566	1,014
Debtors and prepayments		633	836
Cash at Bank		55,787	57,153
Cash in Hand		104	214
		57,090	59,217
<b>Liabilities: amounts falling due within one year</b>		-8,826	-7,397
<b>Net current assets</b>		48,264	51,820
<b>Liabilities: amounts falling due after one year</b>		0	0
<b>Net assets</b>		91,059	101,733
<b>Funds</b>			
Unrestricted	6	83,236	92,998
Restricted	7	7,823	8,735
		91,059	101,733
<b>Approved by the Trustees and signed on the</b>	<b>by</b>		

  
 Charlie Cleverly  
 Chairman

  
 Ian Dennis  
 Trustee

Dated 9 March, 2020  
 The notes on pages 8 to 12 form part of these accounts

# **Stanton House Trust**

## **Notes to the financial statements for the year ended 31 December 2019**

### **1 Accounting Policies**

These accounts have been prepared in accordance with

- a) the Statement of Recommended Practice 2005 and accounting standards
- b) the Charities Act 2003
- c) the historic cost basis of accounting

### **Funds**

*Unrestricted funds* include the General Fund which represents the funds of the Trust that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Trust.(Note7)

*Restricted funds* represent funds raised through the Jubilee Appeal for capital projects identified in the access audit. All funds raised under this appeal have been expended on capital items. In addition, during 2014, various gifts were received, specifically to assist payment of charges in the case of genuine hardship, such to be determined by the team.

### **Incoming Resources**

*Income from donors* includes donations and grants, plus additional contributions made by guests above the cost of their stay.

Income tax reclaimable on Gift Aided donations is included at the date the donation is received.

Incoming resources from charitable activities are the receipts from retreat guests towards the cost of their visit.

*Charges for day and resident groups* - groups are charged for their visits, whereas retreat guests contributions are voluntary.

*Income from bookstall* - the profit on goods sold on the bookstall is shown net of costs.

*Rent receivable* on the grazing rights in the paddocks is included at the date due.

*Income from investments* is accounted for when receivable and is all paid gross.

Some voluntary help has been received from trustees, their spouses and others. No attempt has been made to quantify this.



# Stanton House Trust

## Notes to the financial statements for the year ended 31 December 2019 (continued)

### 1 Accounting Policies (Continued)

#### Resources used

*Staff costs* include team member and voluntary helper allowances and costs of training. Stanton House is an intentional community with no employees. There have been on average 4 team members living in the community during the year.

No expenses have been paid to trustees or their spouses.

#### Fixed Assets

The property, Stanton House, was originally gifted to the Trust in 1978. No value has ever been placed upon this in the balance sheet apart from subsequent additions to the building.

In 1999 the whole property was valued professionally at £2,000,000.

All equipment, furniture and fittings purchased or donated before 1999 has not been valued or written into the accounts.

#### Stocks

Stocks been valued at the lower of cost or market value as at the date of the balance sheet.

#### Reserves Policy

Unrestricted funds are needed to:

(a) ensure that the principal activity of the Trust can be maintained during periods of fluctuating income;

(b) enable capital projects that are planned for the near future to be completed.

The trustees have agreed that it is prudent to retain net current assets equivalent to three months running costs, plus contingent repairs to the property.

Current assets less all liabilities at 31st December 2019 stand at £48,264 (2018 £51280).

The level of reserves is monitored on a regular basis, and the reserves policy reviewed by the trustees once a year.

# Stanton House Trust

## Notes to the financial statements for the year ended 31 December 2019 (continued)

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018
<b>2 Housekeeping costs</b>				
Provisions	36,870	-	36,870	32,788
Insurance	4,135	-	4,135	4,042
Council tax and water rates	6,435	-	6,435	5,506
Light and heat	18,288	-	18,288	14,030
Building maintenance	9,059	-	9,059	7,206
Grounds and garden	2,697	-	2,697	11,372
Housekeeping other	5,246	-	5,246	0
	82,730	0	82,730	74,944
<b>3 Management and administration</b>				
Motor and travel	1,271	-	1,271	1,871
Computer consumables	1,238	-	1,238	901
Office supplies and stationery	1,712	-	1,712	4,594
General administration expenses	80	-	80	0
Bank charges	646	-	646	105
Professional fees	143	-	143	870
	5,090	-	5,090	8,341
<b>4 Staff costs</b>				
Team costs	59,921	-	59,921	53,513
	59,921	-	59,921	53,513

# Stanton House Trust

## Notes to the financial statements for the year ended 31 December 2019 (continued)

### 5 Fixed Assets

	Land & Buildings £	Furnishings and Fittings £	Equipment £	Total £
<b>Gross book value</b>				
Balance at 1 January 2019	149,481	59,514	41,689	250,684
Additions	0	1,754	0	1,754
Disposals	0	0	0	0
Balance at 31 December 2019	149,481	61,268	41,689	252,438
<b>Depreciation</b>				
Balance at 1 January 2019	106,431	58,483	35,856	200,770
Charge for year	5,980	237	2,656	8,873
Released on disposals	0	0	0	0
Balance at 31 December 2019	112,411	58,720	38,512	209,643
<b>Net book value</b>				
At 1 January 2019	43,050	1,031	5,833	49,914
At 31 December 2019	37,070	2,548	3,177	42,795

### By Fund Analysis of:

	Land & Buildings £	Furnishings and Fittings £	Equipment £	Total £
<b>Depreciation charge for year</b>				
Restricted Funds	912		0	912
Unrestricted Funds	5,068	237	2,656	7,961
TOTAL	5,980	237	2,656	8,873

### Note:

(1) From 1999 Fixed Assets were depreciated using the following method

Buildings	4% on reducing balance
Furnishings and Equipment	20% straight line

From 2002 new rates of depreciation were adopted with Furnishing and Equipment separated

Buildings	4% straight line on additions after 2002
Furnishings & Fittings	10% straight line
Equipment	25% straight line

All items costing less than under £500 are written off in the revenue accounts.

# Stanton House Trust

## Notes to the financial statements for the year ended 31 December 2019 (continued)

### 6 Unrestricted Funds

	Balance 1.1.2019	Net incoming resources	Transfers	Balance 31.12.2019
General Fund	72,998	-9,762	0	63,236
Operational reserve	10,000	0	0	10,000
Buildings reserve	10,000	0	0	10,000
	<u>92,998</u>	<u>-9,762</u>	<u>0</u>	<u>83,236</u>

### 7 Restricted Funds

	Balance 1.1.2019	Net incoming resources	Transfers	Balance 31.12.2019
Jubilee Fund	8,560	-912	0	7,648
Bursary Fund	175	0	0	175
	<u>8,735</u>	<u>-912</u>	<u>0</u>	<u>7,823</u>

### 8 Allocation of funds

	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
	£	£	£	£
Fixed assets	35,147	7,648	42,795	49,913
Current assets	56,915	175	57,090	59,217
Liabilities	-8,826	0	-8,826	-7,397
	<u>83,236</u>	<u>7,823</u>	<u>91,059</u>	<u>101,733</u>