

The Woodclyffe Almshouses Trust

Charity Commission No: 204467

Annual Report of the Trustees for the Year ended 31st December 2018

Trustees/Constitution/Organisation

1. At 31st December 2019, the Trustees were as follows:

Rev'd John Cook – Chairman
Neill Pitcher – Property/Survey
Dr Mark Puddy – Medical Adviser
Maryam Akhtar - Hon. Treasurer
Gavin Dunbar – Building Maintenance
Jane Batting - Social/Welfare
Lis Butler – Hon. Secretary

Gavin Dunbar stepped down as Treasurer on 31st December 2018.
Maryam Akhtar agreed to take over as Treasurer as from 1st January 2019

2. Graham Adlington continues as Warden of the Almshouses.

Meetings

- 3 The trustees' meetings were held on 13th March, 29th May, 28th August and 4th December.
- 4 The 21st Trustees/Residents liaison meeting was held on 4th December. The meeting continues to provide a valuable opportunity for exchanges of views and information. The meeting was followed by a Christmas buffet lunch.

Residency Matters

5. Weekly maintenance and heating charges were increased on 1st April 2019 to £107 for Flat 6 (single occupancy), £113 for double occupancy and £101 for single occupancy for the other five flats.

Health, Safety and Fire

6. Fire precautions. Fire instructions are well displayed in the Almshouses.

Building Works and Maintenance

7. The trustees continue to invest in a programme of upgrading both the individual flats and the common parts and exterior of the building. The quinquennial survey continues to guide work that is undertaken to maintain the building.

Finance

9. Income for the year was £44,237 and expenditure £35,753

10. Paul Worthington was re-appointed as Independent Examiner to the Trust

Lis Butler
Honorary Secretary

4th April 2020

Charity number 204467

The Woodclyffe Almshouses
Trustees' Report and Unaudited Accounts
31 December 2018

PAW Consulting Ltd
Chartered Accountants
Unit 2, City Limits
Reading
Berkshire RG6 4UP

The Woodclyffe Almshouses
Trustees' Report and Unaudited Accounts
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**Independent Examiner's Report to the Trustees of the Woodclyffe Almhouse Trust, Wargrave.
Charity No: 204467.**

I report on the accounts of the Trust for the year ended 31 December 2018, which are attached

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 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state 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 Commission. 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

Signed



Name: Paul Andrew Worthington ACA ACMA ATT CTA

Relevant professional qualification or body: Institute of Chartered Accountants of England and Wales (ICAEW)

Address: PAW Consulting Ltd, Unit 2 City Limits, Danehill, Reading, Berkshire RG6 4UP

Date: 28 February 2019

WOODCLYFFE ALMSHOUSES TRUST, WARGRAVE
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st DECEMBER 2018

Comparison 2017			2018
	RECEIPTS		
	1,872 Central Board of finance	1,913	
	39,960 Weekly Maintenance Charge and Heating	39,820	
	70 Interest on COIF Deposit	202	
	- Donations Received	50	
41,902		<u>41,985</u>	41,985
	PAYMENTS		
	1,608 Water Rates	1,649	
	1,356 Insurance	1,399	
	368 Misc Purchases	28	
	- Refurbishment of Flat 8	10,011	
	5,806 Repairs - CMF items	1,068	
	4,622 Routine Maintenance	4,280	
	- Garden Maintenance	620	
	14,800 Transfer to Fund (CMF)	4,000	
28,560		23,055	
	56 Fire Prevention	936	
	771 Electricity	900	
	4,411 Gas	4,337	
	434 Telephone - Forestcare	727	
	2,030 Honorariums - Warden	1,700	
	485 Subscription & Fees NAA	491	
	- Professional Fees	1,050	
	299 Miscellaneous Expenses	565	
37,046		10,706	
	7,680 Contribution to Shares in NAA CIF (ERF)	2,500	
	70 Interest receipted to COIF Deposit	202	
44,796		<u>36,463</u>	36,463
<u>- 2,894</u>	Receipts in excess of payments		<u>5,522</u>
	 Balances at Bank - 1st Jan 2018:-		
	8,796 Current Account	5,902	
8,796			5,902
<u>- 2,894</u>	Add Payments in excess of Receipts		<u>5,522</u>
5902			11,424
	 Balances at Bank - 31st December 2018:-		
<u>5902</u>	Current Account		<u>11,424</u>

WOODCLYFFE ALMSHOUSES TRUST, WARGRAVE

Balance Sheet - Year Ended 31st December 2018

Comparison 2017		2018
	CYCLICAL MAINTENANCE FUND (CMF) (Invested in COIF Charities Deposit Fund)	
27,509	Balance at beginning of year	42,379
14,870	Amount added during year	4,202
-	LESS repairs charged against fund	-
<u>42,379</u>	Balance at end of year	<u>46,581</u>
	EMERGENCY REPAIR FUND (ERF) (Invested in accumulation shares in NAA CIF)	
7,680	Amount added during year	2,500

ASSETS OF THE TRUST at 31st December 2018:-

	Land and Buildings (consisting of 8 dwellings) vested in the name of the Oxford Board of Finance. Fixtures and Fittings	
1,381,508	Present Value for insurance purposes	1,436,768
	Investments:-	Market Value
	Investment Fund of the Central Board of Finance of the Church of England	
57,692	3519 shares @ 1610.96 pence	56,689
	Emergency Repair Fund - National Association of Almshouses Common Investment Fund	
132,675	1,553.03 accumulation shares @ 8,081.71 pence	125,511
	Cyclical Maintenance Fund - invested in	
<u>42,379</u>	COIF Charities Dep. A/c	<u>46,581</u>
232,746		228,781
	Balances at bank as per attached receipts and payments account	
5,902		11,424

Charity number 204467

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Basis of independent examiner's report

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Signed



Name: Paul Andrew Worthington ACA ACMA ATT CTA

Relevant professional qualification or body: Institute of Chartered Accountants of England and Wales (ICAEW)

Address: PAW Consulting Ltd, Unit 2 City Limits, Danehill, Reading, Berkshire RG6 4UP

Date: 16 March 2020

WOODCLYFFE ALMSHOUSES TRUST, WARGRAVE

RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD ENDED 31st December 2019

Comparison 2018

2019

RECEIPTS

1,913	Central Board of Finance
39,820	Weekly Maintenance Charge and Heating
50	Donation

1,961
42,276

41,783

PAYMENTS

1,649	Water Rates
1,399	Insurance
10,011	Refurb Flat 8
1,068	Repairs - CMF items
4,280	Routine Maintenance
620	Garden Maintenance
28	Misc Purchases
4,000	Transfer to Fund (CMF)
-	LESS Withdrawal from Fund (CMF)

1,728
1,440
5,482
7,468
8,246
1,342

23,055

25,706

936	Fire extinguisher maintenance & Smoke alarms
900	Electricity
4,337	Gas
727	Telephone (Forestcare)
1,700	Honorarium - Warden
491	Subscription NAA
1,050	L&P Fees
-	Window Cleaning
565	Miscellaneous Expenses

539
1,508
4,136
954
1,100
810
-
790
477

10,706

10,314

2,500	Contribution to Shares in NAA CIF (ERF)
202	Interest receipted to COIF Deposit

266

36,059

35,753

5,724

Surplus (deficiency) of Receipts over Payments

8,483

Balance at Bank - 1st January 2019:-

5,902	Santander Current Account
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11,424

5,902

11,424

5,724

Add Surplus of Receipts over Payments

8,483

202

Less:- Interest receipted to COIF Deposit

266

11,424

19,641

Balance at Bank - 31st December 2019:-

Santander Current Account

19,641

11,424

WOODCLYFFE ALMSHOUSES TRUST, WARGRAVE

Year Ended 31st December 2019

Comparison 2018

		2019
	CYCLICAL MAINTENANCE FUND (CMF)	
	(Invested in COIF Charities Deposit Fund)	
42,379	Balance at beginning of year	46,581
4,202	Amount added during year	266
-	LESS repairs charged against fund	
<u>46,581</u>	Balance at end of year	<u>46,847</u>
	EMERGENCY REPAIR FUND (ERF)	
	(Invested in accumulation shares in NAA CIF)	
2,500	Amount added during year	-

ASSETS OF THE TRUST at 31st December 2019:-

	Land and Buildings (consisting of 8 dwellings) vested in the name of the Oxford Board of Finance.	
	Fixtures and Fittings	
1,436,768	Present Value for insurance purposes	1,488,492
	Investments:-	
	Market Value	
	Investment Fund of the Central Board of Finance of the Church of England	
56,689	3519 shares @ 1916.91	67,456
	Emergency Repair Fund - National Association of Almshouses Common Investment Fund	
125,511	1553.03 accumulation shares @ 9555.66	148,402
	Cyclical Maintenance Fund - invested in COIF Charities Dep. A/c	
228,781	<u>46,581</u>	<u>46,847</u>
		<u>262,705</u>
11,424	Balances at bank as per attached receipts and payments account	20,437