

ST JOHN'S ALMSHOUSE CHARITIES
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

Charity Number: 230417



ST JOHN'S ALMSHOUSE CHARITIES

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ST JOHN'S ALMSHOUSE CHARITIES

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mr M G Baker MBE	Co-opted Trustee - Chairman
Revd J Randall	Ex-officio Trustee – Rector of All Saints & St Mary's Churches, Huntingdon
Cllr A Blackwell	Trustee nominated by Huntingdon Town Council
Cllr S Gifford	Trustee nominated by Huntingdon Town Council
Mr A Butler	Co-opted Trustee
Mr L Button	Co-opted Trustee
Mrs E Irving	Co-opted Trustee (from 28 January 2019)
Mr T P Johnson FCA	Co-opted Trustee & Treasurer
Mrs D Peacock	Co-opted Trustee
Mr C Saunders	Co-opted Trustee

Charitable Status

St John's AlmsHouse Charities is an unincorporated charity registered in England, number 230417

Principle Address

The principle address of the charity is 27 Hartford Road, Huntingdon, Cambridgeshire, PE29 3RE

Bankers

National Westminster Bank plc, 92 High Street, Huntingdon, Cambridgeshire, PE29 3DT

Independent Examiner

Mr D G Croker
Retired Chartered Accountant
5 Willow Close, Brampton, Huntingdon, Cambridgeshire, PE28 4RJ

Solicitors

Hewitsons, 7 Spencer Parade, Northampton, NN1 5AB

Clerk to the Trustees

Mrs B Howells

ST JOHN'S ALMSHOUSE CHARITIES

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2019

Objectives and activities for the public benefit

The principal object of the charity is the provision of almshouse accommodation for single women who by force of circumstances and resources, are in need. Priority is given to women who reside in Huntingdon, and it is this group of people which forms the basis of the public benefit provided by the charity.

The charity carries out its objectives by:

- maintaining the external and internal features of the eight residential houses in George Street, Huntingdon, in a secure and habitable state, and
- advertising empty accommodation to the general public, and
- reviewing the condition of the properties, and carry out capital works after securing appropriate funding.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives, and in planning future activities.

Structure Governance and Management

The charity is an unincorporated association governed by our constitution which is dated 12 November 2012.

The trustees comprise 1 ex-officio trustee who is the current incumbent of All Saints and also St Mary's Churches in Huntingdon, 2 nominee trustees from Huntingdon Town Council and a maximum of 9 other trustees, and any new trustees are appointed by the existing Trustees.

Where there is a co-opted trustee vacancy, the remaining trustees endeavour to recruit a new trustee with relevant experience, skills and an empathy with the objects of the charity.

As part of their induction, new trustees are provided with a copy of the Constitution, the Trustees Handbook, the Residents Handbook, and various other relevant documents to enable them to gain a full appreciation of their duties and obligations as a trustee. The Trustees Handbook contains the charity's policies for trustee induction, risk management, investment policy and management of surplus funds.

The trustees meet on a quarterly basis to review the position and a standard agenda is adopted to ensure that all matters are covered.

The day to day administration of property management and residents issues is delegated to the relevant sub-committee, in conjunction with the Clerk to the Trustees, but all major decisions are either approved or ratified at a full trustees meeting. The sub-committees are:

- Residents' sub-committee;
- Buildings sub-committee;
- Finance sub-committee.

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ST JOHN'S ALMSHOUSE CHARITIES

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2018 (continued)

Structure Governance and management (continued)

The charity is a member of the Almshouses Association which offers assistance, advice, guidance and encouragement to the numerous almshouse trustee bodies to enable them to provide suitable accommodation for people in need. The Association also represents these charities with the Charity Commission, Homes England, and the Regulator of Social Housing, the Land Registry and other Government departments.

Achievements and performance

Residents – our residents continue to thrive and have been supporting one another as usual and especially since March 2020 in regard to the Coronavirus pandemic.

There were no changes to our residents throughout the year so the level of occupancy was therefore at 100%

The Chairman and Clerk have made many visits of a social nature to ensure the residents well-being and two other trustees, likewise, have visited when required for practical/building and maintenance concerns as well as to ensure the peace of mind and contentedness of the residents. This has been in the form of texting and telephone calls since the middle of March 2020.

Residents receive cards and flowers on their birthdays and cards at major festivals, including a small grocery voucher at Christmas.

Trustees -Mrs Elizabeth Irving joined us on the Board at the beginning of 2019 and has visited the residents.

The Treasurer attended a charities training course in connection with the Governance of Charities in 2019

The trustees invited the residents plus a guest as well as some local dignitaries to afternoon tea at the George Hotel in Huntingdon in January 2020. This was well attended and most enjoyable.

At the end of 2019 there were 10 ex-officio, nominated and co-opted trustees, leaving 2 vacancies for new trustees, and the trustees are committed to having a Board of Trustees with varied but complimentary skills to benefit the charity. It was noted that there is still a potential vacancy for someone with a legal background in property and human resources.

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ST JOHN'S ALMSHOUSE CHARITIES

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2018 (continued)

Achievements and performance (continued)

The trustees maintained their awareness of their own performance framework established in 2015 as follows:

- To maintain a high level of attendance at trustee meetings, and this was noted at 88% for 2019, (2018 – 84%).
- To ensure a minimum of 4 quarterly meetings and this was achieved in 2019.
- To make available relevant courses for trustees and the Clerk.
- To confirm trustees' compliance with its own Trustees' Handbook, any requirements of the Almshouse Association, and regulators, the Charity Commission. This was brought up to date and also through the normal process of management there was no evidence of any non-compliance.
- To review the risk register annually or more frequently as required and this was carried in 2019.

Financial review and reserves

The charity had a successful year achieving a surplus before transfers of £26,135 (2018 – surplus of £22,402) and the outstanding loans were reduced by £19,237 (2018 - £18,461).

The trustees prepare an annual budget and the results were in line with the expected results and the budget for 2020 shows the surplus being maintained and gives assurance to the trustees that the charity continues to be a going concern for the next 12 months.

The charity's policy with respect to reserves is to retain 12 months expenditure (excluding depreciation) in a separate account and 2019 confirmed that revenue expenditure and capital repayments amounted to approximately £40,000. At the end of the 2019 the charity had £41,100 in a separate deposit account to represent this reserve.

Trustees' responsibilities in relation to the financial statements:

The trustees declare that they have approved the trustees' report above

Signed on behalf of the Trustees:.....

Mr M G Baker MBE

Chairman

Date: 22 April 2020

ST JOHN'S ALMSHOUSE CHARITIES

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE ST JOHN'S ALMSHOUSE CHARITIES FOR THE YEAR ENDED 31 DECEMBER 2019

I report to the trustees on my examination of the charity's accounts of the charity for the year ended 31 December 2019 which are set out on pages 6 to 13.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination, giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.



D G Croker
Retired Chartered Accountant
5 Willow Close
Brampton
Huntingdon
PE28 4RJ

Date: 21 July 2020

ST JOHN'S ALMSHOUSE CHARITIES

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2019

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2019 Total Funds £	2018 Total Funds £
Incoming resources (Note 3)					
Income and endowments from:					
Donations & legacies	5,000	-	-	5,000	5,000
Charitable activities	44,291	-	-	44,291	41,744
Bank interest receivable	610	-	-	610	488
Total	44,901	-	-	49,901	47,232
Resources expended (Note 4)					
Expenditure on:					
Charitable activities	(23,766)	-	-	(23,766)	(24,830)
Total	(23,766)	-	-	(24,830)	(24,830)
Net income (expenditure)	26,135	-	-	26,135	22,402
Transfer between funds	(680)	680	-	-	-
Net movement in funds	25,455	680	-	26,135	22,402
Reconciliation of funds:					
Total funds brought forward	815,126	4,760	2,084	821,970	799,568
Total funds carried forward	840,581	5,440	2,084	848,105	821,970

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

ST JOHN'S ALMSHOUSE CHARITIES

BALANCE SHEET AT 31 DECEMBER 2019

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2019 Total Funds £	2018 Total Funds £
Fixed assets (Note 5)					
Tangible assets	894,240	-	-	894,240	898,680
Current assets					
Debtors (Note 6)	995	-	-	995	788
Cash at bank (Note 7)	91,323	5,440	2,084	98,847	88,359
	92,318	5,440	2,084	99,842	89,147
Creditors: amounts falling due within one year (Note 8)	(23,464)	-	-	(23,464)	(20,385)
Net current assets	68,854	5,440	2,084	76,378	68,762
Total assets less current liabilities	963,094	5,440	2,084	970,618	967,442
Creditors: amounts falling due after one year (Note 8)	(122,513)	-	-	(122,513)	(145,742)
Total net assets	840,581	5,440	2,084	848,105	821,970
The funds of the charity:					
Endowment funds (Note12)	-	-	2,084	2,084	2,084
Restricted funds (Note13)	-	5,440	-	5,440	4,760
Unrestricted funds	840,581	-	-	840,581	815,126
Total charity funds	840,581	5,440	2,084	848,105	821,970

The notes on pages 8 to 13 form part of these accounts

Approved by the Trustees on 22 April 2020 and signed on their behalf by:

M G Baker

M G Baker
Chairman of Trustees

T P Johnson
T P Johnson
Trustee / Treasurer

ST JOHN'S ALMSHOUSE CHARITIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

1 Basis of preparation

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value, unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and with the Charities Act 2011.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update bulletin 1 not to prepare a Statement of Cash Flows.

1.2 Going concern

The accounts have been prepared on a going concern basis as the trustees believe that no material uncertainty exists. The trustees have considered the level of funds held, and the expected levels of income and expenditure for 12 months from approving these accounts. The budgeted income and expenditure is sufficient, together with the level of reserves held for the charity to be able to continue as a going concern.

1.3 Accounting estimates

No changes to accounting estimates have occurred in the reporting period.

2 Accounting policies

2.1 Income

Recognition of income

These are included in the Statement of Financial Activities when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS102 SORP or FRS102.

Grants and donations

Grants and donations are only included in the SOFA when the general income recognition criteria are met.

ST JOHN'S ALMSHOUSE CHARITIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

2.2 Expenditure and liabilities

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Governance and support costs

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and practice. There are no material support costs incurred by the charity.

Deferred income

No material item of deferred income has been included in the accounts.

3 Analysis of income

	Unrestricted Funds £	Restricted Income Funds £	Endowment Funds £	2019 Total Funds £	2018 Total Funds £
Donations & Legacies					
Donations	-	-	-	-	-
Grants	5,000	-	-	5,000	5,000
Total	5,000	-	-	5,000	5,000
Charitable activities					
Weekly maintenance contributions	44,291	-	-	44,291	41,744
Total	44,291	-	-	44,291	41,744
Bank interest receivable					
Interest	610	-	-	610	488
Total	610	-	-	610	488

ST JOHN'S ALMSHOUSE CHARITIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

4 Analysis of expenditure

	Unrestricted Funds £	Restricted Income Funds £	Endowment Funds £	2019 Total Funds £	2018 Total Funds £
Expenditure on charitable activities					
Property expenses:					
Repairs and maintenance	1,792	-	-	1,792	3,063
Gas boiler maintenance	3,279	-	-	3,279	3,265
Insurance	1,245	-	-	1,245	1,200
Depreciation	4,440	-	-	4,440	4,440
Legal & professional costs	-	-	-	-	-
Interest and finance costs:					
Charity Bank	8,112	-	-	8,112	8,725
Hinchingbrooke Foundation	666	-	-	666	826
Residents costs:					
Television licences	30	-	-	30	45
Residents support	513	-	-	513	-
	<u>20,077</u>	<u>-</u>	<u>-</u>	<u>20,077</u>	<u>21,564</u>
Governance costs					
Meeting expenses	40	-	-	40	40
Subscriptions	205	-	-	205	25
Postage and stationery	103	-	-	103	128
Training & travel expenses	45	-	-	45	-
Miscellaneous expenses	176	-	-	176	213
Clerk's fees	3,120	-	-	3,120	2,860
	<u>3,689</u>	<u>-</u>	<u>-</u>	<u>3,689</u>	<u>3,266</u>
Total charitable activities	23,766	-	-	23,766	24,830

ST JOHN'S ALMSHOUSE CHARITIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

5 Tangible fixed assets

	Land and Buildings £	Equipment £	Total £
5.1 Cost			
At 1 January 2019	912,000	4,960	916,960
Additions	-	-	-
Disposals	-	-	-
At 31 December 2019	912,000	4,960	916,960
5.2 Depreciation and impairments			
	Basis	Straight line	Straight line
	Rate	0.75% pa	25% pa
At 1 January 2019	13,320	4,960	18,280
Charge for the year	4,440	-	4,440
At 31 December 2019	17,760	4,960	22,720
5.3 Net book value			
31 December 2019	894,240	-	894,240
31 December 2018	898,680	-	898,680

The freehold land and buildings were valued at £912,000 on 11 January 2011 by Westley & Huff, Chartered Surveyors. This value has been adopted as the deemed cost of the assets concerned on transition to FRS102. There was no comparable cost or depreciation or net book value prior to the capital development costs incurred in 2010 and 2011. Land and buildings includes land valued in 2011 at £320,000 on which no depreciation charge is made.

6 Analysis of debtors

	2019 £	2018 £
Weekly maintenance contributions due	-	-
Prepayments	995	788
	995	788

7 Cash at bank

	2019 £	2018 £
Short term deposits	41,100	40,493
Cash at bank	57,747	47,866
	98,847	88,359

ST JOHN'S ALMSHOUSE CHARITIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

8 Analysis of creditors

	Amounts falling due within one year		Amounts falling after more than one year	
	2019	2018	2019	2018
	£	£	£	£
Accruals	505	1,148	-	-
Bank loan	13,409	9,776	106,049	119,457
Other loans	9,550	9,461	16,464	26,015
	23,464	20,385	122,513	145,472

The bank loan is secured on the freehold property.

9 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Endowment funds	Total 2019
	£	£	£	£
Fixed assets	894,240	-	-	894,240
Current assets	92,318	5,440	2,084	99,842
Current liabilities	(23,464)	-	-	(23,464)
Creditors due in more than one year	(122,513)	-	-	(122,513)
	840,581	5,440	2,084	848,105

10 Taxation

The charity is exempt from tax on income and gains and so no tax charges have arisen in the charity.

11 Related party transactions

All trustees give of their time freely and no trustee remuneration is paid. In the year 2019 a total of £596 was reimbursed to 6 trustees (2018 - £265 reimbursed to 2 trustees).

ST JOHN'S ALMSHOUSE CHARITIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

12 Endowment funds

These relate to the remainder of funds when a number of charities were consolidated into this charity many years ago and comprise the following:

	2019 £	2018 £
• The charity consisting of part applicable for purposes not educational of the St John's Hospital and Grammar School Foundation	750	750
• Richard Fishbourne's Charity	130	130
• John Bardolph's Charity	544	544
• Robert Cook's Charity	180	180
• Thomas King's Charity	300	300
• George Raitt's Charity	180	180
	<u>2,084</u>	<u>2,084</u>

13 Restricted fund

This extraordinary maintenance fund increases each year by £680 in accordance with the constitution of the charity, to provide a fund for major capital expenditure which may become payable in the future.