

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019  
FOR  
MUNICIPAL CHARITIES OF DOVER**

# **MUNICIPAL CHARITIES OF DOVER**

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**MUNICIPAL CHARITIES OF DOVER**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

The trustees present their report with the financial statements of the charity for the year ended 31 December 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and activities**

The Trustees continue to work toward the building of 6 new almshouses on Cowgate Hill, Dover. The site brings with it considerable issues as it is in part an Ancient Scheduled Monument. Planning permission was granted last year for the erecting of the almshouses, which are also in a conservation area of the town. The work to engineer the foundations taking into account the difficulties of the site has continued, the architect left the project due to ill health and the archaeologist was asked to leave the project when his advice came under scrutiny and was found to be lacking.

The roof at Albany House, including fascias, soffits, guttering and down pipes was repaired and replaced following leaks into the attic spaces over several years and several attempts to patch it. The roof at Gorely House also needed some attention following the removal of badly fitted solar panels, the opportunity was taken to replace the guttering and down pipes. This solved the damp issues on the lower floor saving the need for remedial works to the outer walls.

The updating of shower rooms and kitchens continues and the replacement of older water heaters with smaller more efficient models on a 'by need' basis. Replacement of the older style storage heaters in flats with more economic and easier to programme heaters has begun and will be on going over several years

Albany house suffered a major plumbing leak in July with the displacement of 3 residents for several months whilst extensive remedial works were carried out over three levels, with two flats requiring new bathrooms and kitchens. The expense was covered by the Charity's insurance policy. We were able to place two of the displaced residents on site and one in a respite situation near her family. All residents are now re-established in their homes.

There have been several games afternoons held in the community lounge. Staff have also continued to run the monthly lunch club, plus afternoon teas, pancake day and a summer barbeque. There have been interactive sessions with a project collecting memories of people who had lived in Dover as children during the war. A Christmas lunch was held on the premises and catered by an outside catering company, residents then had several rounds of mystery prize bingo and finished with a Christmas film. The residents continue to have a lively round of self-organised social activities.

The Scheme Manager and Deputy Scheme Manager remain the main point of contact between the Charity and the beneficiaries. They meet regularly with the social committee and have been working to provide a lunch club on a monthly basis in the lounge. The Executive Officer also attends these lunches and the regular coffee mornings and has an open door policy with residents.

**ACHIEVEMENT AND PERFORMANCE**

The occupancy levels of the almshouses as at 31 December 2019 were:

Albany House	36 out of 37
Battle of Britain Homes	29 out of 29
Gorely House	22 out of 22

All almshouse residents pay maintenance contributions by monthly standing order. The amount of the residents' contribution is set taking into consideration the local housing allowance paid to benefits claimants, so that almshouse accommodation is available to poor people and therefore meets the requirement for demonstrating public benefit.

During the year, a waiting list for accommodation developed and trustees visited as many applicants as was practicable so that voids could be avoided in the case of almshouses becoming vacant. Several internal transfers took place. Six new applicants were appointed as almshouse beneficiaries according to the established criteria for eligibility.

**MUNICIPAL CHARITIES OF DOVER**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**FINANCIAL REVIEW**

**Financial position**

The accountants provide a monthly statement of income and expenditure and a rolling cashflow forecast and, from time-to-time, financial forecasts for the following year and for a 5-year period. The reports and forecasts are an increasingly useful tool, appreciated by the Trustees and management.

The Charity's unrestricted fund ran at a surplus with the programme of refurbishment and modernisation of the almshouses being partially funded out of permanent endowment with the approval of the Charity Commission.

The Charity's objects mean that periodically major capital projects are undertaken. These can be in the form of new buildings, large extensions or extensive renovations to existing freehold property. In order to fund the maintenance and repair of the almshouse properties from its own resources, the Municipal Charities holds cash, cash investments and an investment property to generate revenue income and capital for planned projects. Opportunities for grants, including grants in kind and loans, from statutory authorities and other funders are investigated in order to ensure that the Charities' reserves are used to best possible advantage.

The guideline formulae figures provided by the Almshouse Association for general maintenance, cyclical maintenance and extraordinary repairs were used to develop planned programmes of works to almshouse buildings, using quinquennial condition surveys. This amount is uplifted by 25% to allow for routine maintenance contracts.

Grigg Christmas Boot Gift : the Trustees will decide year-by-year on the amount of funds to be distributed, topped up from general charitable income.

**Investment policy and performance**

The investment policy of the Charity is to maintain a substantial investment in the Charities Official Investment Fund.

When managed efficiently the maintenance contributions generated from the charity's almshouse beneficiaries provide a modest surplus over the normal running costs of the almshouses. Good financial planning and budget controls have meant that this surplus is a normal occurrence.

The performance of the Charities Official Investment Fund units has been satisfactory after taking into account current market conditions.

**Reserves policy**

Income reserves at 31 December 2019 amounted to £2,100,047 (2018 - £1,753,038). In addition to this there is a permanent endowment fund of £6,556,041 (2018 - £6,485,006) of which £1,230,936 (2018 - £1,526,638) is available for expenditure following the approval of a special resolution by the Charity Commission. Sufficient income reserves are held.

**FUTURE PLANS**

The Trustees will review the Charity's vision, mission statement and strategic plan annually. The Summary Information Return of Aims, Objectives and Achievements will be updated with the intention of seeking assurance of compliance with the Charities Act 2011 and associated secondary legislation. Trustees will continue to add to the rolling strategic plan and will review the internal controls and finance risk assessments to make sure they are fit for purpose. Risk management will continue to be addressed.

There is the intention to continue with the improvement of the almshouses through a phased refurbishment over the next few years. The construction of the flats on Cowgate Hill may also commence in the coming year funded by funds available for expenditure as referred to above.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is governed by Schemes dated 22 October 1984 and 10 February 1997.

**MUNICIPAL CHARITIES OF DOVER**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational and decision making structure**

The Municipal Charities of Dover is a charity registered in England, number 236140, whose principal objects are to support the poor in Dover by means of the provision of almshouse accommodation.

The Board comprises six Trustees who are co-opted and five who are nominated by the local authority. On 16 December 2010 the board of trustees was incorporated under the name of "The Incorporated Trustees of the Municipal Charities of Dover". The Trustees do not draw any remuneration from the Charity but are entitled to be reimbursed for expenses incurred.

As at 31 December 2019 there was one vacancy for a co-optative Trustee.

A skills audit had previously identified shortages of knowledge and experience of Human Resources, Estate Management and Health and Safety amongst the Trustees and these shortfalls are taken into consideration when co-opting a new trustee. Trustees have also sought knowledge with the appointment of professionals in these fields to advise the board when appropriate. Induction programmes and documents for new trustees are prepared by the Executive Officer. Away days incorporating training and strategic planning are available to trustees annually as a minimum. A Code of Conduct for trustees has been adopted.

The Board of Trustees has overall responsibility for achieving the aims and objectives of the organisation. The Trustees meet quarterly, with the Clerk, the Executive Officer and the Accountants being in attendance, to review the strategy and performance of the charity and to set objectives, operating plans and budgets. Three Trustee committees: Audit and Finance, Human Resources, and Almshouse, exist to provide specific support and guidance. Each committee provides a report to the Board of Trustees at its next quarterly meeting. The frequency of committee meetings and the topics discussed depend on the needs of the organisation.

The Officers, comprising the Clerk, the Executive Officer and the Scheme Manager, are paid employees of the Charity and have four main delegated functions:

- 1 to implement the policies adopted by the Trustees for the fulfilment of the Charity's objects
- 2 to advise the Trustees in matters relevant to their expertise
- 3 to manage the Charity's activities in accordance with the Trustees' wishes
- 4 to ensure compliance with statutory requirements and best practice

The strategic and operational management of the Charity's business is delegated to the Executive Officer. The operational management of the almshouses and their residents is assumed by the Scheme Manager. The Scheme Manager attends meetings of the Board of Trustees and its committees by invitation.

**Relationships with other bodies**

The Municipal Charities of Dover has a contract with Shepway LifeLine for the provision of an out-of-hours emergency call response system. The Scheme Manager has contact, as required, with Social Services, Age UK and care agencies.

The Municipal Charities of Dover have, occasionally, held discussions with Dover District Council on new developments. The Executive Officer attends meetings with other almshouse charities across Kent for the benefit of sharing knowledge. The Municipal Charities is a member of the Almshouse Association and the Larger Almshouse group.

The Scheme Manager is invited, from time-to-time, to participate in consultations with health and social services about care of the elderly in the community, in particular those suffering from dementia.

**Risk management**

The Trustees routinely assess the risks facing the Charity with the assistance of the Officers. These risks are both financial and operational. The operational risks are mitigated by a careful staff selection and monitoring policy, while the constant review of the investment portfolios will protect against the risk that the Charity would not generate enough income to provide accommodation.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

236140

**MUNICIPAL CHARITIES OF DOVER**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**Principal address**

Mogul House  
5-6 Chapel Place  
DOVER  
Kent  
CT17 9AS

**Trustees**

Mrs B M Scott  
Mrs S R Nicholas  
R S Walkden  
Mrs M C Cox  
Mrs P M Brivio  
Mrs P M Beresford  
Mrs M L Gordon  
J M Smith  
J Heron (resigned 31.1.19)  
Mrs A Jenner (appointed 25.4.19)

The board of trustees is incorporated under the name of "The Incorporated Trustees of the Municipal Charities of Dover".

**Auditors**

Batchelor Coop Limited  
Statutory Auditor  
The New Barn  
Mill Lane  
Eastry  
SANDWICH  
Kent  
CT13 0JW

**Bankers**

National Westminster Bank plc  
25 Market Square  
DOVER  
Kent  
CT17 9AS

**MUNICIPAL CHARITIES OF DOVER**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Bankers**

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
WEST MALLING  
Kent  
ME19 4JQ

**Solicitors**

Mowll & Mowll Solicitors  
Trafalgar House  
Whitfield  
DOVER  
Kent  
CT16 3PN

**Accountants**

McCabe Ford Williams  
Chartered Accountants  
Charlton House  
Dour Street  
DOVER  
Kent  
CT16 1BL

**Investment Managers**

CCLA Investment Management Limited  
Senator House  
85 Queen Victoria Street  
London  
EC4V 4ET

**Property Managers**

Smith-Woolley & Perry  
43 Castle Hill Avenue  
FOLKESTONE  
Kent  
CT20 2RB

**Officers**

Executive officer	S Manning, Mogul House, Chapel Place, Dover. CT17 9AS
Clerk	M Diomedes, Trafalgar House, Whitfield, Dover. CT16 3PN
Scheme manager	C J McKay, Mogul House, Chapel Place, Dover. CT17 9AS

**CUSTODIAN TRUSTEE**

The Municipal Charities of Dover are the custodians of the Grigg Christmas Boot Gift which provides footwear for school age children.

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

**MUNICIPAL CHARITIES OF DOVER**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued**

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees 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 the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
Mrs S R Nicholas – Chairman of the Trustees



## **REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF MUNICIPAL CHARITIES OF DOVER**

### **Opinion**

We have audited the financial statements of Municipal Charities of Dover (the 'charity') for the year ended 31 December 2019 which comprise the Statement of Financial Activities, the 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 (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2019 and of its incoming resources and application of resources, 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 Charities Act 2011.

### **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 Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity 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**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

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.

### **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 Report of the Trustees is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; 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.

## **REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF MUNICIPAL CHARITIES OF DOVER**

### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the trustees 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 trustees are responsible for assessing the charity'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 trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

### **Our 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 a Report of the Independent Auditors 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.

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](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

### **Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Batchelor Coop Limited  
Statutory Auditor  
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006  
The New Barn  
Mill Lane  
Eastry  
SANDWICH  
Kent  
CT13 0JW

Date: .....

**MUNICIPAL CHARITIES OF DOVER**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

	Notes	Unrestricted funds £	Restricted funds £	Endowment funds £	2019 Total funds £	2018 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>						
<b>Charitable activities</b>						
Relating to almshouses		371,294	-	-	371,294	363,148
Investment income	3	<u>12,600</u>	<u>-</u>	<u>-</u>	<u>12,600</u>	<u>10,158</u>
<b>Total</b>		383,894	-	-	383,894	373,306
<b>EXPENDITURE ON</b>						
Raising funds	4	2,106	-	-	2,106	1,651
<b>Charitable activities</b>						
Relating to almshouses	5	290,407	-	292,627	583,034	526,315
Miscellaneous charities		862	-	-	862	436
Other		<u>17,321</u>	<u>-</u>	<u>-</u>	<u>17,321</u>	<u>16,563</u>
<b>Total</b>		310,696	-	292,627	603,323	544,965
Net gains on investments		<u>301,237</u>	<u>-</u>	<u>364,309</u>	<u>665,546</u>	<u>19,872</u>
<b>NET INCOME/(EXPENDITURE)</b>		374,435	-	71,682	446,117	(151,787)
<b>Transfers between funds</b>	15	<u>647</u>	<u>-</u>	<u>(647)</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		375,082	-	71,035	446,117	(151,787)
<b>RECONCILIATION OF FUNDS</b>						
<b>Total funds brought forward</b>		<u>1,753,038</u>	<u>-</u>	<u>6,485,006</u>	<u>8,238,044</u>	<u>8,389,831</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>2,128,120</u></u>	<u><u>-</u></u>	<u><u>6,556,041</u></u>	<u><u>8,684,161</u></u>	<u><u>8,238,044</u></u>

The notes form part of these financial statements

# MUNICIPAL CHARITIES OF DOVER

## BALANCE SHEET 31 DECEMBER 2019

	Notes	2019 £	2018 £
<b>FIXED ASSETS</b>			
Tangible assets	9	3,712,748	3,693,253
<b>Investments</b>			
Investments	10	3,609,478	3,393,932
Investment property	11	<u>145,000</u>	<u>145,000</u>
		7,467,226	7,232,185
<b>CURRENT ASSETS</b>			
Debtors	12	8,323	2,676
Cash at bank and in hand		<u>1,224,993</u>	<u>1,027,428</u>
		1,233,316	1,030,104
<b>CREDITORS</b>			
Amounts falling due within one year	13	(16,381)	(24,245)
		<u>1,216,935</u>	<u>1,005,859</u>
<b>NET CURRENT ASSETS</b>			
		<u>1,216,935</u>	<u>1,005,859</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		8,684,161	8,238,044
<b>NET ASSETS</b>		<u>8,684,161</u>	<u>8,238,044</u>
<b>FUNDS</b>	15		
Unrestricted funds		2,128,120	1,753,038
Endowment funds		<u>6,556,041</u>	<u>6,485,006</u>
<b>TOTAL FUNDS</b>		<u>8,684,161</u>	<u>8,238,044</u>

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:

.....  
S R Nicholas – Chairman of the Trustees

**MUNICIPAL CHARITIES OF DOVER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**1. STATUTORY INFORMATION**

The Municipal Charities of Dover is an unincorporated charity registered in England. The charity's registered number, principal address and nature of operations can be found in the Report of the Trustees.

**2. ACCOUNTING POLICIES**

**Basis of preparing the financial statements and assessment of going concern**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

These financial statements combine the accounts of all funds which are governed by the terms of the trust deeds dated 22 October 1984 and 10 February 1997 including all charities using the name of Municipal Charities of Dover. They are all separately constituted and the financial statements have been presented in this form in order to give financial information about the activities which have been carried on in the name of Municipal Charities of Dover.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

**Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

The freehold properties, comprising the almshouses, are included at an existing use value. Adjustments to freehold properties in between valuations are included at cost. Details of the original costs of many of the properties has been lost and due to the length of time the Charity has held the properties the original costs would be meaningless.

Furniture and equipment has been included in the accounts at a brought forward cost based on an insurance valuation established in 1989. From 1993 the additional costs have been capitalised and the balance will be written off over its expected useful life at 15% on a reducing balance basis.

Depreciation is charged to the Fund in which the assets are held.

Impaired assets are written down to their recoverable amount being the higher of the net realisable value and the value in use. Impairment losses are treated as additional depreciation and included in the Statement of Financial Activities. The revised carrying amount of the asset is depreciated over its remaining useful economic life.

## MUNICIPAL CHARITIES OF DOVER

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2019

#### 2. ACCOUNTING POLICIES - continued

##### Investment property

The freehold investment properties are included at an open market value. They are subject to an external professional valuation every five years. In the intervening years internal consideration is given as to whether there have been material movements in the values.

Other investments are included at their mid market value as at the year end. Gains and losses arising on revaluation are recognised in the Statement of Financial Activities.

##### Taxation

The charity is exempt from tax on its charitable activities.

##### Fund accounting

The Charity's unrestricted general fund can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Transfers are made from general funds to designated and restricted funds when appropriate and available in order to achieve the objects of the Charity. Transfers are made from the Permanent Endowment "Almshouse" Fund only to appropriate Almshouse replacement funds.

##### Pensions

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund.

#### 3. INVESTMENT INCOME

	2019	2018
	£	£
Rents receivable	5,891	5,806
Deposit account interest	<u>6,709</u>	<u>4,352</u>
	<u>12,600</u>	<u>10,158</u>

#### 4. RAISING FUNDS

##### Investment management costs

	2019	2018
	£	£
Rates and insurance	390	360
Bank charges and other fees	748	712
Repairs (net of contributions)	504	73
Managing agent's fees	<u>464</u>	<u>506</u>
	<u>2,106</u>	<u>1,651</u>

# MUNICIPAL CHARITIES OF DOVER

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2019

### 5. CHARITABLE ACTIVITIES COSTS

	Direct Costs £
Relating to almshouses	583,034
Miscellaneous charities	<u>862</u>
	<u>583,896</u>

### 6. SUPPORT COSTS

	Governance costs £
Other resources expended	<u>17,321</u>

Support costs, included in the above, are as follows:

	2019 Other resources expended £	2018 Total activities £
Auditors' remuneration	2,220	2,160
Clerk's salary	5,417	5,259
Accountancy	<u>9,684</u>	<u>9,144</u>
	<u>17,321</u>	<u>16,563</u>

### 7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2019 nor for the year ended 31 December 2018.

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2019 nor for the year ended 31 December 2018.

### 8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>				
<b>Charitable activities</b>				
Relating to almshouses	363,148	-	-	363,148
Investment income	<u>10,158</u>	<u>-</u>	<u>-</u>	<u>10,158</u>
<b>Total</b>	373,306	-	-	373,306
<b>EXPENDITURE ON</b>				
Raising funds	1,651	-	-	1,651
<b>Charitable activities</b>				
Relating to almshouses	302,566	-	223,749	526,315
Miscellaneous charities	436	-	-	436

**MUNICIPAL CHARITIES OF DOVER**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Other	<u>16,563</u>	<u>-</u>	<u>-</u>	<u>16,563</u>
<b>Total</b>	321,216	-	223,749	544,965
Net gains on investments	<u>13,411</u>	<u>-</u>	<u>6,461</u>	<u>19,872</u>
<b>NET INCOME/(EXPENDITURE)</b>	65,501	-	(217,288)	(151,787)
<b>Transfers between funds</b>	<u>6,006</u>	<u>-</u>	<u>(6,006)</u>	<u>-</u>
<b>Net movement in funds</b>	71,507	-	(223,294)	(151,787)
<b>RECONCILIATION OF FUNDS</b>				
<b>Total funds brought forward</b>	<u>1,681,531</u>	<u>-</u>	<u>6,708,300</u>	<u>8,389,831</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>1,753,038</u></u>	<u><u>-</u></u>	<u><u>6,485,006</u></u>	<u><u>8,238,044</u></u>

**9. TANGIBLE FIXED ASSETS**

	Freehold property £	Furniture and equipment £	Totals £
<b>COST</b>			
At 1 January 2019	3,655,338	181,515	3,836,853
Additions	<u>6,465</u>	<u>22,021</u>	<u>28,486</u>
At 31 December 2019	<u>3,661,803</u>	<u>203,536</u>	<u>3,865,339</u>
<b>DEPRECIATION</b>			
At 1 January 2019	-	143,600	143,600
Charge for year	<u>-</u>	<u>8,991</u>	<u>8,991</u>
At 31 December 2019	<u>-</u>	<u>152,591</u>	<u>152,591</u>
<b>NET BOOK VALUE</b>			
At 31 December 2019	<u><u>3,661,803</u></u>	<u><u>50,945</u></u>	<u><u>3,712,748</u></u>
At 31 December 2018	<u><u>3,655,338</u></u>	<u><u>37,915</u></u>	<u><u>3,693,253</u></u>

The freehold properties were valued by N Marston MRICS of Smith-Woolley & Perry in May 2015 on the basis of current use and occupation. The Trustees consider this valuation to be indicative of the fair value of the properties at 31 December 2019.



# MUNICIPAL CHARITIES OF DOVER

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2019

### 10. FIXED ASSET INVESTMENTS

	COIF charity funds £
<b>MARKET VALUE</b>	
At 1 January 2019	3,393,932
Disposals	(450,000)
Unrealised gains and losses	<u>665,546</u>
At 31 December 2019	<u>3,609,478</u>
<b>NET BOOK VALUE</b>	
At 31 December 2019	<u>3,609,478</u>
At 31 December 2018	<u>3,393,932</u>

There were no investment assets outside the UK.

The majority of the investment portfolio is held in Charities Official Investment Fund accumulation units with the remainder being Charities Official Investment Fund fixed interest income units.

### 11. INVESTMENT PROPERTY

	£
<b>FAIR VALUE</b>	
At 1 January 2019 and 31 December 2019	<u>145,000</u>
<b>NET BOOK VALUE</b>	
At 31 December 2019	<u>145,000</u>
At 31 December 2018	<u>145,000</u>

The freehold investment properties were subject to a five year revaluation in December 2014 / February 2015. The properties were valued by D J Thackray MRICS of Caxtons Chartered Surveyors on a open market basis. The Trustees consider this valuation to be indicative of the fair value of the remaining property at 31 December 2019.

### 12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Rents due	477	227
Due from residents	5,546	1,949
Other debtors	<u>2,300</u>	<u>500</u>
	<u>8,323</u>	<u>2,676</u>

**MUNICIPAL CHARITIES OF DOVER**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2019	2018
	£	£
Owed to suppliers	7,267	17,694
Other creditors and accruals	<u>9,114</u>	<u>6,551</u>
	<u>16,381</u>	<u>24,245</u>

**14. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds £	Restricted funds £	Endowment funds £	2019 Total funds £	2018 Total funds £
Fixed assets	28,073	-	3,684,675	3,712,748	3,693,253
Investments	1,562,116	-	2,192,362	3,754,478	3,538,932
Current assets	553,532	-	679,784	1,233,316	1,030,104
Current liabilities	<u>(15,601)</u>	<u>-</u>	<u>(780)</u>	<u>(16,381)</u>	<u>(24,245)</u>
	<u>2,128,120</u>	<u>-</u>	<u>6,556,041</u>	<u>8,684,161</u>	<u>8,238,044</u>

**15. MOVEMENT IN FUNDS**

	At 1.1.19 £	Net movement in funds £	Transfers between funds £	At 31.12.19 £
<b>Unrestricted funds</b>				
General fund	1,492,869	320,229	59	1,813,157
Extraordinary Repair Fund	251,940	54,533	-	306,473
Grigg shoe	<u>8,229</u>	<u>(327)</u>	<u>588</u>	<u>8,490</u>
	1,753,038	374,435	647	2,128,120
<b>Endowment funds</b>				
Almshouses fund (permanent)	4,958,368	360,272	6,465	5,325,105
Almshouses fund (available for expenditure per resolution)	<u>1,526,638</u>	<u>(288,590)</u>	<u>(7,112)</u>	<u>1,230,936</u>
	<u>6,485,006</u>	<u>71,682</u>	<u>(647)</u>	<u>6,556,041</u>
<b>TOTAL FUNDS</b>	<u>8,238,044</u>	<u>446,117</u>	<u>-</u>	<u>8,684,161</u>

# MUNICIPAL CHARITIES OF DOVER

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2019

### 15. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	383,620	(309,834)	246,443	320,229
Extraordinary Repair Fund	-	-	54,533	54,533
Grigg shoe	<u>274</u>	<u>(862)</u>	<u>261</u>	<u>(327)</u>
	383,894	(310,696)	301,237	374,435
<b>Endowment funds</b>				
Almshouses fund (permanent)	-	(4,037)	364,309	360,272
Almshouses fund (available for expenditure per resolution)	<u>-</u>	<u>(288,590)</u>	<u>-</u>	<u>(288,590)</u>
	-	(292,627)	364,309	71,682
<b>TOTAL FUNDS</b>	<u>383,894</u>	<u>(603,323)</u>	<u>665,546</u>	<u>446,117</u>

### Comparatives for movement in funds

	At 1.1.18 £	Net movement in funds £	Transfers between funds £	At 31.12.18 £
<b>Unrestricted funds</b>				
General fund	1,422,891	64,481	5,497	1,492,869
Extraordinary Repair Fund	250,437	1,503	-	251,940
Grigg shoe	<u>8,203</u>	<u>(483)</u>	<u>509</u>	<u>8,229</u>
	1,681,531	65,501	6,006	1,753,038
<b>Endowment funds</b>				
Almshouses fund (permanent)	4,939,740	1,712	16,916	4,958,368
Almshouses fund (available for expenditure per resolution)	<u>1,768,560</u>	<u>(219,000)</u>	<u>(22,922)</u>	<u>1,526,638</u>
	<u>6,708,300</u>	<u>(217,288)</u>	<u>(6,006)</u>	<u>6,485,006</u>
<b>TOTAL FUNDS</b>	<u>8,389,831</u>	<u>(151,787)</u>	<u>-</u>	<u>8,238,044</u>

# MUNICIPAL CHARITIES OF DOVER

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2019

### 15. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	373,031	(320,780)	12,230	64,481
Extraordinary Repair Fund	-	-	1,503	1,503
Grigg shoe	<u>275</u>	<u>(436)</u>	<u>(322)</u>	<u>(483)</u>
	373,306	(321,216)	13,411	65,501
<b>Endowment funds</b>				
Almshouses fund (permanent)	-	(4,749)	6,461	1,712
Almshouses fund (available for expenditure per resolution)	<u>-</u>	<u>(219,000)</u>	<u>-</u>	<u>(219,000)</u>
	<u>-</u>	<u>(223,749)</u>	<u>6,461</u>	<u>(217,288)</u>
<b>TOTAL FUNDS</b>	<u>373,306</u>	<u>(544,965)</u>	<u>19,872</u>	<u>(151,787)</u>

Unrestricted funds comprise those funds that the trustees are free to use in accordance with the Charity's objects.

The Extraordinary Repair Fund represents funds set aside by the trustees for the purpose of extending the provision of and modernising the existing provision of almshouses.

The Grigg Shoe Fund provides free footwear to selected primary schools in the Dover area for children in need. Any deficit of income over expenditure in the year is funded by a transfer from the general fund.

The Permanent Endowment Fund relates to the original legacies given to the Charity as revalued and are not available for distribution by the trustees. This was set up to protect income from original bequests and allow expansion of the provision of almshouse accommodation to more people rather than subsidising the rents of a fortunate minority of existing almspeople. During the prior year the Trustees passed a resolution, which was subsequently approved by the Charity Commission, to spend up to the sum of £1,965,000 of the permanent endowment towards and in connection with the construction of new almshouses at Cowgate Hill, Dover, Kent and any remedial works or works of improvement to the Charity's existing almshouses.

### 16. CONTINGENT LIABILITIES

During a prior year a derelict freehold property owned by the charity was demolished. It is the intention of the board of trustees to build an almshouse on the land. This will incur a substantial cost to the charity which is not currently quantifiable. As a result of a change in the plans for the building and the need to reapply for planning permission the previous estimate of the costs involved is no longer considered accurate.

## **MUNICIPAL CHARITIES OF DOVER**

### **NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2019**

#### **17. OTHER FINANCIAL COMMITMENTS**

At the year end the charity had financial commitments of £9,154 which had been contracted for but which are not provided for in these financial statements.

#### **18. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2019.

#### **19. PENSION CONTRIBUTIONS**

The pension cost in the year amounted to £7,378 (2018 - £6,247) inclusive of employee contributions. Five (2018 - five) members of staff are accruing benefits under this scheme.

# MUNICIPAL CHARITIES OF DOVER

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2019

	2019 £	2018 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Investment income</b>		
Rents receivable	5,891	5,806
Deposit account interest	<u>6,709</u>	<u>4,352</u>
	12,600	10,158
<b>Charitable activities</b>		
Residents contributions	<u>371,294</u>	<u>363,148</u>
<b>Total incoming resources</b>	383,894	373,306
<b>EXPENDITURE</b>		
<b>Investment management costs</b>		
Rates and insurance	390	360
Bank charges and other fees	748	712
Repairs (net of contributions)	504	73
Managing agent's fees	<u>464</u>	<u>506</u>
	2,106	1,651
<b>Charitable activities</b>		
Salaries, etc	108,290	119,413
Repairs and maintenance	422,588	356,894
Rates and insurance	15,296	15,667
Light and heat	8,593	7,555
Office costs	15,305	15,577
TV rentals, licenses, etc	447	421
Payments to beneficiaries	3,937	3,166
Training and subscriptions	449	1,367
Furniture and equipment depreciation	<u>8,991</u>	<u>6,691</u>
	583,896	526,751
<b>Support costs</b>		
<b>Governance costs</b>		
Auditors' remuneration	2,220	2,160
Clerk's salary	5,417	5,259
Accountancy	<u>9,684</u>	<u>9,144</u>
	<u>17,321</u>	<u>16,563</u>
Total resources expended	<u>603,323</u>	<u>544,965</u>
<b>Net expenditure</b>	<u>(219,429)</u>	<u>(171,659)</u>

This page does not form part of the statutory financial statements