

**THE MICHAEL AND SHIRLEY HUNT CHARITABLE TRUST**  
**TRUSTEES' REPORT AND AUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**CHARITY NO: 1063418**

# THE MICHAEL AND SHIRLEY HUNT CHARITABLE TRUST

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# **THE MICHAEL AND SHIRLEY HUNT CHARITABLE TRUST**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

**FOR THE YEAR ENDED 31 MARCH 2021**

### **Trustees**

Mrs D S Jenkins (Chair)  
Mrs W J Baker  
Mr C J Hunt  
Mrs K D Mayberry

### **Principal office**

Ansty House  
Henfield Road  
Small Dole  
West Sussex  
BN5 9XH

### **Auditors**

Sigma Partners  
Registered Auditors and  
Chartered Certified Accountants  
Gloucester House  
Church Walk  
Burgess Hill  
West Sussex  
RH15 9AS

### **Bankers**

Charities Aid Foundation  
CAFCASH Ltd  
Kings Hill  
West Malling  
Kent  
ME19 4TA



# **THE MICHAEL & SHIRLEY HUNT CHARITABLE TRUST**

## **ANNUAL REPORT OF THE TRUSTEES**

### **FOR THE YEAR ENDED 31 MARCH 2021**

The trustees present their report along with the financial statements of the charity for the year ended 31 March 2021. The financial statements have been prepared in accordance with the accounting policies set out on page 9 and comply with the charity's trust deed and applicable law.

#### **Objectives and Activities**

The charity was formed with the primary objectives of relieving the hardship faced by prisoners and the families of prisoners and relieving the suffering of animals. In addition, wider powers are conferred on the trustees to make other charitable donations at their absolute discretion.

The trustees have complied with the duty in section 4 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission, including guidance on Public Benefit.

#### **Achievements and Performance**

Grant applications are generated from a variety of sources, principally from the Charity Commission register, the Citizens' Advice Bureau and various grant giving guides. The trustees' philosophy is primarily to assist charitable bodies with emergency operational funding rather than funding capital projects. The trustees insist that all grant applications be made in writing. A quorum of trustees reviews the applications on receipt and decides immediately or requests further information. Formal meetings of all the trustees are held as and when necessary and at least annually.

The trustees have ensured that the charity has delivered public benefit in the areas of the relief of poverty suffered by prisoners and the families of prisoners, the advancement of citizenship in contributing to the rehabilitation of prisoners, and the advancement of animal welfare. The trustees have carefully considered grant applications received and ensured that they have met the objectives of the charity as set out above and are beneficial to the public.

During the current year, more funding was directed towards charities working with animals than would usually be the case. The Trustees took the decision to prioritise applications from such charities as their animal care costs remained whilst their fundraising opportunities had declined due to the Covid 19 pandemic. During the same period there were fewer applications for assistance from prisoners and their families as prison visits and resettlement visits and leaves were not permitted, again due to the Covid 19 pandemic.

#### **Financial Review**

The trust has a permanent endowment of just over £3.2 million, which generates income to be used for the objects of the charity. During the year investment income of £231,529 arose. Grants payable during the year totalled £74,069, as detailed in note 4 to the accounts, to a diverse range of both institutional and individual causes.

There are no restrictions on the charity's power to invest. The investment strategy set by the trustees is to protect the capital base and maximise the immediate income return on the permanent endowment, which is being achieved by selective quality freehold investment and deposit accounts.

#### **Financial Review - Reserves Policy**

The trustees have not yet set a monetary reserves target as the expectation has been, and remains, that the potential primary beneficiaries of the charity are significantly higher than those currently being serviced. Once they are confident that all has been done to identify and quantify the long term level of demand, the reserves will be set accordingly. In the meantime the trustees are minded to be cautious in their approach to using reserves.



# **THE MICHAEL & SHIRLEY HUNT CHARITABLE TRUST**

## **ANNUAL REPORT OF THE TRUSTEES**

### **FOR THE YEAR ENDED 31 MARCH 2021**

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The trustees are also conscious of the specific clause in the Trust Deed encouraging them to accumulate additional capital in the early years for the long term good of the charity.

#### **Structure, Governance and Management**

The Michael and Shirley Hunt Charitable Trust is constituted by Trust Deed dated 26 June 1997.

The trustees named on page 1 have served throughout the year and since the year end. Mrs S E Hunt served as a trustee throughout the year and up until the date of her death on 14<sup>th</sup> November 2021. Appointment of trustees is governed by the Trust Deed of the charity, whereby the existing trustees have the power to appoint further trustees as required. The day to day work of the charity is carried out by the trustees, assisted by voluntary administrative and bookkeeping staff as required.

If any further trustees were appointed, they would be introduced to their new role and given copies of the trust deed and a guide to the policies and procedures adopted by the charity. A number of publications from the Charity Commission would also be provided to ensure that new trustees would be aware of the scope of their responsibilities under the Charities Act.

#### **Reference and Administrative Details**

The Michael and Shirley Hunt Charitable Trust is a registered charity, number 1063418. See page 1 for the address of the principal office and the details of the individuals who served as Trustees during the year.

#### **Exemptions from Disclosure**

None.

#### **Funds held as Custodian Trustee on behalf of others**

None.

#### **Trustees Responsibilities in relation to the Financial Statements**

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. 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 departures disclosed and explained in the financial statements;
- (d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

**THE MICHAEL & SHIRLEY HUNT CHARITABLE TRUST**

**ANNUAL REPORT OF THE TRUSTEES**

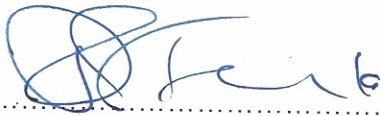
**FOR THE YEAR ENDED 31 MARCH 2021**

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The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. 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.

**Approval**

This report was approved by the trustees on *19th January* 2022 and signed on their behalf.

A handwritten signature in blue ink, appearing to be 'S. Hunt', is written over a dotted line.

Trustee



# **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE MICHAEL AND SHIRLEY HUNT CHARITABLE TRUST**

## **Opinion**

We have audited the financial statements of the Charitable Trust for the year ended 31 March 2021 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, 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 charity's affairs as at 31 March 2021 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Charities Act 2011.

## **Basis For Opinion**

The audit was conducted in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further set out in the Respective responsibilities of trustees and auditors section of our report. We are independent of the trust in accordance with the ethical requirements relating to the audit, including the FRC's Ethical Standard, and we have fulfilled our 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 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 contained in the Trustees Report.

Our opinion 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 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**

In the light of the knowledge and understanding of the trust and environment contained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.



# INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE MICHAEL AND SHIRLEY HUNT CHARITABLE TRUST

cont'd ...

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations necessary for the purposes of our audit.

## Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out on pages 3 and 4, the trustees 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 they 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 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.

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 auditor's report.

## 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 the 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 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 Charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Date: 21/1/22

**Sigma Partners**  
**Statutory Auditors and**  
**Chartered Certified Accountants**  
**Gloucester House**  
**Church Walk**  
**Burgess Hill**  
**West Sussex RH15 9AS**

Sigma Partners is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

# MICHAEL AND SHIRLEY HUNT CHARITABLE TRUST

## STATEMENT OF FINANCIAL ACTIVITIES

Including Summary Income and Expenditure Account

For the year ended 31 March 2021

	Note	Unrestricted Funds	Endowment Funds	Total 2021	Total 2020
		£	£	£	£
<b>Incoming Resources</b>					
Donations		0	0	0	0
Investment income	3	<u>231,529</u>	<u>0</u>	<u>231,529</u>	<u>242,612</u>
<b>Total Incoming Resources</b>		<u>231,529</u>	<u>0</u>	<u>231,529</u>	<u>242,612</u>
<b>Resources Expended</b>					
Charitable expenditure					
Grants payable	4	74,069	0	74,069	68,643
Management and administration	5	<u>3,706</u>	<u>0</u>	<u>3,706</u>	<u>3,688</u>
<b>Total Resources Expended</b>		<u>77,775</u>	<u>0</u>	<u>77,775</u>	<u>72,331</u>
<b>Net movement in Funds for the year</b>		153,754	0	153,754	170,281
Total Funds brought forward		4,183,044	3,214,438	7,397,482	7,227,201
Revaluation of freehold property		<u>87,978</u>	<u>0</u>	<u>87,978</u>	<u>0</u>
<b>Total Funds carried forward</b>		<u>4,424,776</u>	<u>3,214,438</u>	<u>7,639,214</u>	<u>7,397,482</u>

The Statement of Financial Activities above includes summary income and expenditure accounts and a break-down analysis can be found in the notes.

There were no recognised gains or losses for 2020 or 2021 other than those included in the Statement of Financial Activities.



# MICHAEL AND SHIRLEY HUNT CHARITABLE TRUST

## BALANCE SHEET

As at 31 March 2021

	Note	Unrestricted Funds £	Endowment Funds	Total 2021 £	Total 2020 £
<b>Investments</b>					
Freehold Property	7	<u>0</u>	<u>2,949,500</u>	<u>2,949,500</u>	<u>2,861,522</u>
<b>Current Assets</b>					
Accrued income and debtors	8	65,758	0	<b>65,758</b>	73,741
Prepayments		659	0	<b>659</b>	137
Secured loans		0	0	<b>0</b>	0
Cash at Bank - Deposit accounts		4,247,808	264,938	<b>4,512,746</b>	4,477,635
Cash at Bank - Current account		<u>163,924</u>	<u>0</u>	<u><b>163,924</b></u>	<u>33,202</u>
		4,478,149	264,938	<b>4,743,087</b>	4,584,715
<b>Current Liabilities</b>					
Creditors and accruals	9	<u>-53,373</u>	<u>0</u>	<u><b>-53,373</b></u>	<u>-48,755</u>
<b>Net Current Assets</b>		<u>4,424,776</u>	<u>264,938</u>	<u><b>4,689,714</b></u>	<u>4,535,960</u>
<b>Total Net Assets</b>		<u>4,424,776</u>	<u>3,214,438</u>	<u><b>7,639,214</b></u>	<u>7,397,482</u>
<b>Funds</b>	10	<u>4,424,776</u>	<u>3,214,438</u>	<u><b>7,639,214</b></u>	<u>7,397,482</u>

Approved by the Trustees on

19 January

2022 and signed on their behalf.



Mrs D S Jenkiins - Trustee



# MICHAEL AND SHIRLEY HUNT CHARITABLE TRUST

## Notes to the accounts

for the year ended 31 March 2021

### 1 Public Benefit Entity

The Michael and Shirley Hunt Charitable Trust is constituted as a charitable trust and registered in the United Kingdom. It is a Public Benefit Entity.

### 2 Accounting policies

#### 2.1 Basis of preparation of accounts

The financial statements are prepared under the historical cost convention as modified by the inclusion of investments at market value and in accordance with Charities' Statement of Recommended Practice for Financial Reporting Standard (FRS) 102.

#### 2.2 Going concern

The trustees consider that the charity will be a going concern for a period of at least twelve months following the date of the audit report.

#### 2.3 Income

Investment income is accounted for in the period in which the charity is entitled to receipt. Donations are accounted for as received by the charity.

#### 2.4 Resources expended

Expenditure is included on an accruals basis.

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled.

Management and administration comprises costs for the running of the charity itself as an organisation.

#### 2.5 Fund accounting

Details of the nature and purpose of each fund is set out in Note 10.

#### 2.6 Investment Property

Investment property is measured at Fair Value with gains or losses in Fair Value recognised in the Statement of Financial Activities.

### 3 Investment income

	2021	2020
	£	£
Net rents receivable	217,013	213,369
Interest on cash deposits	<u>14,516</u>	<u>29,243</u>
	<u>231,529</u>	<u>242,612</u>

#### 4 Grants payable

The amount payable in the year comprises:

##### **Relief of hardship of prisoners and prisoners' families**

*Institutional grants:-*

		Institutional grants
PMNW	1,500	
New Bridge - publication of Inside Time	1,500	
Chelsea Anderson - help with rent arrears while husband in prison	1,000	
Modern Art Oxford - project for children whose parents are prisoners	1,000	
Prison Fellowship - Grant towards 'Angel Tree' project	2,000	
Forward Trust - supporting vulnerable prisoners with substance abuse issues	3,000	
SOFA Project - to assist with shortfall in offenders' programme	2,000	
Prisoners Penfriends - help with stationery and admin costs of volunteers	1,000	
RAW Workshop - grant re training programme at HMP Spring Hill	2,000	
Other institutional grants under £1,000 each (0 in total)	0	
	15,000	15,000
Grants to individuals (5 in total)	970	
	<u>15,970</u>	

##### **Relief of suffering of Animals**

*Institutional grants:-*

Greatwood - Grant towards veterinary and farrier costs	1,000	
Bentham & District Pet Rescue - relieve suffering of cats and dogs	1,000	
Remus Memorial Horse Sanctuary - help with running costs of sanctuary	1,000	
Support Dogs - help with training costs for dogs that help with autism & epilepsy	1,000	
Forever Hounds Trust - help with rehoming & rehab of greyhounds & lurchers	1,000	
Wild Futures - Monkey sanctuary	1,000	
Bristol DAWG - grant towards purchase of a new animal transporter	1,000	
Dogs Friends - grant for veterinary bills	1,000	
Bulldog Rescue & Rehoming - help with feeding, care needs and medical treatment	1,000	
Hope Rescue Centre - grant for new CCTV system	1,000	
South of Scotland Wildlife Hospital - help with rehabilitation of injured birds & animals	1,000	
Moorland Mousie Trust - help for protecting and promoting Exmoor ponies	1,000	
Brent Lodge Bird & Wildlife Trust - grant towards running costs	1,000	
West Mercia Animal Refuge - assisting with foster care for pets	1,000	
Greyhound Rescue - help towards costs of re-homing ex racing greyhounds	1,500	
Holly Hedge Animal Sanctuary - assistance towards vet bills	1,000	
Animal Antics - help with costs of animal activity equipment	1,000	
Big Cat Sanctuary - supporting global cat conservation	1,000	
West Yorkshire Dog Rescue - help with running costs for re-homing dogs	1,000	
Dean Farm Trust - help with costs for animal sanctuary	1,000	
RSPCA Coventry & District - grant for replacing flooring in kennel blocks	1,000	
Guide dogs for the blind - training costs for guide dogs	3,350	
Harper Asprey Wildlife Rescue - grant for veterinary unit equipment	1,485	
Pet Food Bank Service - grant for purchase of storage unit	1,764	
Nibbles Rodent & Rabbit Rescue - help towards running costs	1,000	
Dogs for Good - grant to refurbish kennel shower	2,000	
CRRU - grant towards boat repairs and other costs	1,450	
Hugs Foundation - help with horse wellbeing care home project	1,000	
Endangered Species Protection Agency - helping protect peregrine falcons	2,000	
Thornberry Animal Sanctuary - assisting animal rescue centre in Shropshire	1,000	
Alberts Horse Sanctuary - assistance with running costs	1,000	
Other institutional grants under £1,000 each (1 in total)	500	
	<u>38,049</u>	38,049



**Other deserving causes***Institutional grants:-*

Rockinghorse - therapeutic activities at Chalkhill child mental health unit	1,300	
St Barnabas Hospice - support for local hospice	7,000	
Reengage - supporting telephone befriending of the elderly in Sussex	1,000	
Kinship Care N Ireland - Christmas appeal for children unable to live with their parents	2,000	
Off The Fence - supporting the homeless in Brighton & Hove	1,000	
Martlets Hospice - support for local hospice	7,000	
Other institutional grant under £1,000 each (1 in total)	<u>750</u>	
	20,050	<u>20,050</u>
<b>Total grants to institutions</b>		<u>73,099</u>
<b>TOTAL GRANTS PAYABLE IN YEAR</b>	<u>74,069</u>	

**5 Management and administration**

	2021	2020
Audit fee	3,600	3,600
Legal and professional fees	0	0
Stationery and postage	0	0
Bank charges	<u>106</u>	<u>88</u>
	<u>3,706</u>	<u>3,688</u>

**6 Staff costs and trustees remuneration**

No remuneration was paid to the trustees in the year, nor were any trustees' expenses reimbursed.

All duties were performed by the trustees themselves, with occasional voluntary administrative assistance. Hence there are no staff costs to disclose and therefore no employee received remuneration in excess of £50,000.



## 7 Investments

	2021	2020
Market value at 1 April 2020	2,861,522	2,861,522
Addition in year	0	0
Revaluation in year	87,978	0
Market value at 31 March 2021	<u>2,949,500</u>	<u>2,861,522</u>

Investments at market value comprised UK freehold property.

Historical cost as at 31 March 2021	<u>2,466,005</u>	<u>2,466,005</u>
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Both commercial properties, which account for £1,967,000 of the value of properties, were revalued on a market basis in 2018 by R H Newman FRICS who is independent and external to the charity.

The residential properties, which account for £982,500 of the value of properties, were valued by the trustees on a rental yield basis.

## 8 Accrued income and debtors

	2021	2020
Other debtors	60,750	48,125
Accrued income	<u>5,008</u>	<u>25,616</u>
	<u>65,758</u>	<u>73,741</u>

## 9 Creditors and accruals

Accruals	4,843	3,600
Deferred income	<u>48,530</u>	<u>45,155</u>
	<u>53,373</u>	<u>48,755</u>

## 10 Funds

Unrestricted funds comprise those funds which the trustees are free to use in accordance with the charitable objectives.

The Endowment Fund represents those assets which must be held permanently by the charity. Income arising on the endowment fund can be used in accordance with the objects of the charity and is included as unrestricted income. Any capital gains or losses arising on the endowment fund investments form part of the fund.

## 11 Related Party Transactions

The Trust receives rental income from a related party, Birchwood Garages Limited, which is related due to one of the trustees being a director of the company.

The amount of rental income receivable from the related party in the year was £142,000 (2020 - £142,000). £35,500 (2020 - £35,500) was owing from Birchwood Garages Ltd at the balance sheet date.

## 12 Subsequent Events

After the balance sheet date, the charity has acquired another residential property costing £316,831 including legal fees. This has been purchased in order to increase the charity's investment income.