

**Howard Watson Symington Memorial Charity**

**REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2021**

**Charity Registered Number 512708**



**Edward Thomas Peirson & Sons**

**CHARTERED ACCOUNTANTS**

**Howard Watson Symington Memorial Charity**  
**Report and Financial Statements**  
**for the year ended 31 March 2021**

**CONTENTS**

	Page
Report of the Trustees	1
Report of the Independent Examiner	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10

# Howard Watson Symington Memorial Charity

## 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 in note 1 to the financial statements and comply with the Charity's governing documents, the Charities Act 2011 and 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) issued in October 2019 ("SORP (FRS 102)").

### REFERENCE AND ADMINISTRATIVE DETAILS

**Charity Name:** The Charity's full name is the Howard Watson Symington Memorial Charity.

**Charity Number:** 512708

**Principal Address:** 86, St. Mary's Road, Market Harborough, Leicestershire, LE16 7DX

**Website Address:** [www.hwsmcharity.org.uk](http://www.hwsmcharity.org.uk)

**Independent Examiner:** Adrian A. Bentley ACA  
Edward Thomas Peirson & Sons, Chartered Accountants, 21 The Point,  
Rockingham Road, Market Harborough, Leicestershire, LE16 7NU

**Bankers:** Lloyds TSB, 40 The Square, Market Harborough, Leicestershire, LE16 7PA

**Investment Managers:** Cazenove Capital, 12 Moorgate, London, EC2R 6DA  
CCLA, Senator House, 85 Queen Victoria Street, London, EC4V 4ET

**Trustees:** The Trustees as at the date of this report and who served during the year are:

Roger Dunton MBE	Chairman
Peter Buckingham	
John Feavyour QPM	
Dr Sarah Hill	
Barbara Johnson	
Pamela Roberts	

The terms of Trustees' appointments are intended to be reviewed in rotation at their first meeting following June in any year and, in accordance with this practice, Roger Dunton, Sarah Hill and John Feavyour were reappointed in the year.

### OBJECTIVES AND ACTIVITIES

#### Objectives

The objects of the Charity are to further such charitable purposes for the general benefit of the inhabitants of the former Urban District of Market Harborough, Leicestershire, in one or more of the following ways, or in such other ways as the Trustees see fit:

- In relieving persons who are in need, hardship or distress;
- In relieving persons who are sick;
- In providing and supporting with the object of improving the conditions of life for the said inhabitants in the interest of social welfare, facilities for recreation and other leisure time occupation; and
- In providing and supporting educational facilities.

# **Howard Watson Symington Memorial Charity**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021**

### **OBJECTIVES AND ACTIVITIES (continued)**

#### **Objectives (continued)**

The Charity may apply its income in accordance with these objects either directly or by way of grants to individuals or organisations which undertake to apply the whole or part of their income for such charitable purposes.

#### **Activities**

The Charity furthers its charitable purposes for the public benefit through the payment of grants, in accordance with the grant making policy set out below.

#### **Grant Making Policy**

The aim of the Charity is to use the income that it raises to make grants to individuals and organisations that will be for the public benefit and which will improve the quality of life for all or certain sections of the population within its defined area of benefit.

The Charity has devised a standard form for applications for financial assistance, which is accessible through its website, and all applications are subjected to a validation process undertaken by the Trustees. This process, amongst other things: ensures compliance with the Charity's governing documents; confirms that all necessary and relevant supporting documentation is available; and checks the probity of the applicants and their history of previous applications. The Trustees reserve unto themselves the option to consider applications other than on the standard form, provided that an equivalent level of validation can be completed.

Valid applications are placed on the agenda for the next meeting of the Trustees who make a decision based on the resources available to the Charity and the perceived public benefit of the proposed use of the funds. The Trustees have also established a small grants policy to enable two of their number to expedite straightforward grants less than £1,000.

The progress of projects that are supported will be monitored subsequently, on an informal basis, to ensure that the level of public benefit claimed in the original application has been met.

#### **Statement on Public Benefit**

The Trustees are mindful that it is of paramount importance that the Charity's activities are carried out for the public benefit and the rigorous grant making policy and subsequent monitoring, as described above, ensures that grants are only awarded where the public benefit criteria are satisfied and delivered. The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives, in planning future activities and in setting the grant making policy for the year.

### **ACHIEVEMENTS AND PERFORMANCE**

During the year, as part of its normal grant making activity, the Charity awarded grants totalling £26,982 to eight institutions to be applied primarily for the purpose of social welfare, education, recreation and other leisure activities. A further £15,012 was awarded to twenty individuals for relief in need, sports, education, and personal development.

Furthermore, in response to the outbreak of the Covid 19 pandemic shortly before the end of the previous financial year, the Charity launched a scheme to provide immediate support to individuals who had been furloughed or otherwise placed on reduced income as a direct result of the Coronavirus restrictions. Grants of up to £100 each were awarded to thirty two such individuals amounting to £3,100, of which £3,000 was paid in the year and £100 shortly before the end of 2019/20.

# Howard Watson Symington Memorial Charity

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

### ACHIEVEMENTS AND PERFORMANCE (continued)

A designated reserve is maintained, by transfer from the general fund, for grants which have been pledged by the Trustees where payment is conditional upon the fulfilment by the applicants of certain conditions. Upon payment of these grants, or in the event of failure to satisfy the conditions, the designated reserve is released back to the general fund. During the year there was a net transfer of £15,595 from the designated reserve, such that at 31 March 2021 the balance of grants conditionally pledged was £3,430.

Details of the grants paid in the year are shown at Note 3 to the financial statements and the principal institutions to have benefited from the Charity's support included the following:

**Harborough Community Bus (HCB)** During the year a payment of £15,000 was made in response to an application received from HCB (a wholly volunteer run charitable transport service) to contribute to their sinking fund for a replacement vehicle. This followed a first instalment of £5,000 in 2019/20, making a total of £20,000, which represents 50% of the cost of a new disability equipped minibus.

HCB had completed a medium-term financial plan identifying that additional capital funds would be needed within the next four years and the original intention had been for the Charity to make four annual payments of £5,000. However, the requirement for a new vehicle became apparent early in 2020/21 and the Trustees agreed that the remaining grant should be paid in full. HCB had already saved 50% for the new bus from fundraising and operating surpluses.

Mr John Feavoyour QPM, a trustee of the Charity is also a trustee of HCB and withdrew from participation in the Trustees discussions concerning this award.

**RFM Studios CIC** is a Community Interest Company which operates from recording studios situated at Symington's Recreation Ground in Market Harborough and provides free to access community projects including a community record label project "Somewhere Records" and a community festival project "Somewhere Fest". The company works closely with other local community groups and charities, including youth clubs, schools and those offering services for isolated, vulnerable or at-risk individuals in the local area.

In response to an application from the company the Trustees were pleased to award a grant of £4,000, out of a total cost of £4,500, towards new music equipment for the recording studios so as to improve the equipment and expand the services that the company can offer. This will ensure that the equipment and services remain up to date and relevant to their local users.

**Robert Smyth Academy** Two separate grants, one of £1,832 and the other of £1,000, were awarded to Robert Smyth Academy (RSA), which is Market Harborough's only all-through secondary school where students join at eleven years old and progress through to a fully integrated Sixth Form. RSA is oversubscribed and has been rated "Good" in all areas by Ofsted.

The larger of the two grants was towards the purchase of food and nutrition equipment to equip a school kitchen area with white goods and tools. The smaller grant was applied towards the purchase of 3D printers and other I.T. equipment to establish a programming club as an extra-curricular activity.

In deciding to award the grants, the Trustees took note of the fact that 82% of the students on the school roll were from the area of benefit.

**Market Harborough Sea Cadets** is the local branch of a national charity of which Her Majesty The Queen is the Patron. The branch was officially formed in December 2014 and has approximately 50 cadets, aged between 10 and 18. The organisation is run by a group of committed local volunteers whose objectives are to teach the cadets life skills and to enable them to achieve a variety of qualifications through fun and adventure. The intention is that, through these activities, they will develop an approach to life that will launch them to independence as they move into adulthood.

# Howard Watson Symington Memorial Charity

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

The charity has a regional facility in Thrapston but, due to Covid imposed social distancing requirements, the group had been unable to transport the Cadets to this facility for their twice weekly meetings. As part of an initiative to get the Cadets on the water again the Sea Cadets applied for and were awarded a grant of £2,450 to purchase seven stand-up paddleboards for which they had been granted a licence to use on the local canal.

Further organisations to receive support from the Charity in the year included: **The Parish of the Transfiguration - Little Bowden**, towards the cost of equipment to stream services to parishioners during the pandemic; **Beacon Care and Advice CIC** for their work with previously homeless and vulnerable people in the town; and **Market Harborough ATC** for the purchase of new tents.

With so many lives affected by the pandemic, the Charity increased its support to individuals in the year and awarded a total of eight individuals grants ranging from £200 to £2,000 to assist with the cost of items such as training courses, educational I.T. equipment and higher education expenses.

A further twelve grants of between £15 and £3,423 were awarded for relief of individuals in need through hardship and distress. These grants covered the purchase of items such as: clothing; home furnishings, equipment and white goods; and adaptations to beneficiaries' homes to meet the needs of their disabilities.

The Trustees are satisfied that the grants that they have awarded have proved to be of benefit to the local community and are pleased to report that since the end of the financial year they have received applications from numerous other good causes, which the Charity has been in a position to support.

### FINANCIAL REVIEW

Total incoming resources for the year were £74,342 (2020: £86,670) of which £74,242 (2020: £86,670) was generated from the investment portfolio. A single donation of £100 was received from a former Trustee.

The grants awarded in the year, as detailed above, were £44,994 (2020: £57,005) and a further £2,622 (2020: £2,300) was incurred in operational expenses comprising: Website design and maintenance; promotional costs and Independent Examiner's fees.

As a result, the net incoming resources of the general fund for the year were £26,726 (2020: £27,365). Following the transfer of £15,595 from the designated reserve, as referred to above, there was a net increase of £42,321 in the General Fund reserves during the year.

The outbreak of the coronavirus pandemic shortly before the end of the previous financial year caused in a sharp fall in stock markets around the World. Fortunately, the markets recovered during the course of 2020/21, with the result that there was an unrealised gain of £449,384 in the investment portfolio for the year. In addition, there were realised gains of £10,175 on the disposal of investments in the year compared with their opening values. At 31 March 2021 the value of the investment portfolio was £2,607,571, which was £367,707 above the original cost of the investments. Investment management charges of £5,291 (2020: £5,554) were incurred, with the result that the closing balance of the Endowment Fund was £2,604,767 (2020: £2,150,499).

### Reserves Policy

There was a brought forward balance of £68,675 on unrestricted general reserves and the effect of the transactions described above has been to increase the balance carried forward on the General Fund at 31 March 2021 to £110,996.

The Trustees aim to find projects worthy of support, in accordance with the Charity's objects, such that the grants that they award are approximately equal to the Charity's income net of operational expenses.

# **Howard Watson Symington Memorial Charity**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021**

### **FINANCIAL REVIEW (continued)**

#### **Reserves Policy (continued)**

However, reserves are required:

- to allow for unforeseen reductions in annual income such as may arise as a consequence of the Coronavirus pandemic; and
- to enable the Charity to provide funds for specific projects so that these projects can be undertaken at short notice.

During the year the Trustees agreed a reserves policy, to be reviewed annually to ensure it remains relevant and appropriate. The Trustees believe that the current level of reserves are sufficient for the Charity's immediate needs.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing Document**

On 4 June 1946 Market Harborough Urban District Council ("the UDC") resolved to accept the offer of a gift, from W. Symington and Company Limited, of a freehold property known as Brooklands, Northampton Road, Market Harborough in commemoration and to perpetuate the memory of Mr Howard Watson Symington. The conveyance of the property was duly completed on 2 July 1946 and the UDC occupied the property as its offices.

The deed contained a declaration on the part of the UDC that it would hold the property "on trust for the perpetual use and benefit of the inhabitants of Market Harborough". Although it was not appreciated at the time, the form of words used created a charitable trust.

This became apparent when HDC, as successor to the UDC following the local government reorganisation of 1974, wanted to move to larger premises and the position was regularised by a Scheme ("The Scheme") executed by the Charity Commission dated 29 September 1981. The Scheme was altered by an Order of the Charity Commission dated 22 December 2009 which had the effect of updating the Objects of the Charity and giving the Trustee a limited power to amend the charitable trust if it is in the interests of the Charity to do so.

The Charity and the property thereof is administered and managed in conformity with the provisions contained in the Conveyance and the Scheme, as amended. With the retirement of the former Trustee and the appointment of the new Trustees, as above, on 16 October 2017; the new Trustees have resolved that any references in the trust documents to "the Trustee" shall be taken as references to "the Trustees" to give effect to the proper administration of the Charity by the new Trustees and any future Trustees.

#### **Recruitment, appointment and training of Trustees**

When any future vacancy arises, the Trustees intend to follow a recruitment process to identify persons who have, by virtue of their residence, occupation, employment, or otherwise, knowledge of the area of benefit and/or have the necessary skills relevant to the management of the Charity's business. The process will include consideration of a candidate's CV, background enquiries, interview by an existing Trustee and formal appointment by the Board.

New trustees will be briefed on their legal obligations under charity law; the content of the governing documents; the committee and decision making processes; and the future plans and recent financial performance of the Charity. They will be encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

# Howard Watson Symington Memorial Charity

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

### STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

#### Organisation

The Trustees will meet on a regular basis throughout the year. Matters concerning the management of the Charity will be included in the agenda of those meetings, as necessary. Decisions will be taken on the basis of a majority vote.

At each meeting a Trustee will declare if they have any conflict of interest in any of the matters on the agenda and, if so, will absent themselves from taking part in the discussions and decision-making process concerning that matter.

#### Risk Management

During the year the Trustees adopted a Risk Management Strategy having due regard to the Charity Commission's guidance on charities and risk management (CC26). The strategy identified four key areas of risk:

- Disaster Recovery & Planning (operational risk);
- Potential short-term fall in income (external risk);
- Inability to respond to urgent needs/crisis (financial risk); and
- Low public awareness of the Charity (external risk)

After appropriate consideration the risks were assessed, using a Red Amber and Green ("RAG") analysis and a plan was agreed to mitigate the risks that are within the Trustees' control. The strategy will be reviewed on an annual basis, or more frequently if circumstances warrant it.

Additionally, the Trustees have taken steps to protect the value of the Charity's endowment to enable it continue to operate in perpetuity. To this end the Trustees have appointed two separate firms of Investment Managers to manage the investment portfolio. Investments are spread over a portfolio of equities, bonds and cash to reduce the impact of volatility in the equity market and Trustees meet with investment managers on a regular basis to review the portfolio and consider their recommendations. The Trustees have also reviewed and reaffirmed their investment strategy during the year.

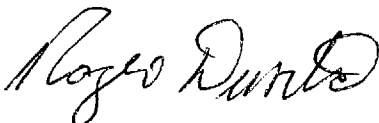
#### FUND-RAISING STANDARDS INFORMATION

The Charity does not carry out any significant fundraising activities involving the general public.

#### DECLARATION

I declare, in my capacity of Charity Trustee, that:

- The Trustees have approved the report above; and
- Have authorised me to sign it on their behalf



Roger Dunton - Chairman  
19 January 2022



## **Independent Examiner's Report to the Trustees of Howard Watson Symington Memorial Charity**

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2021 which are set out on pages 8 to 17.

### **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 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.

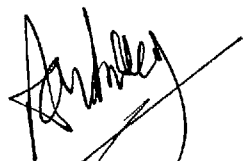
### **Independent examiner's statement**

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with 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) issued in October 2019 in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in extant regulations but has since been withdrawn. I understand that this has been done in order for the accounts to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for accounting periods beginning on or after 1 January 2015.

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 in order to enable a proper understanding of the accounts to be reached.



Adrian A Bentley ACA  
Edward Thomas Peirson & Sons  
Chartered Accountants  
21 The Point  
Market Harborough  
Leicestershire LE16 7NU

19 January 2022

# Howard Watson Symington Memorial Charity

## Statement of Financial Activities for the year ended 31 March 2021

	Note	General Fund £	Designated Fund £	Endowment Fund £	Total 2021 £	Total 2020 £
<b>INCOME AND ENDOWMENTS FROM:</b>						
Donations and legacies		100			100	-
<b>Investments:</b>						
Investment portfolio	2	74,242	-	-	74,242	86,670
<b>Total income and endowments</b>		<u>74,342</u>	<u>-</u>	<u>-</u>	<u>74,342</u>	<u>86,670</u>
<b>EXPENDITURE ON:</b>						
<b>Raising funds:</b>						
Investment management charges		-	-	5,291	5,291	5,554
<b>Charitable activities:</b>						
Costs in furtherance of charitable activities	3	47,616	-	-	47,616	59,305
<b>Total expenditure</b>		<u>47,616</u>	<u>-</u>	<u>5,291</u>	<u>52,907</u>	<u>64,859</u>
<b>Net income/(expenditure) before gains/(losses) on investments</b>		26,726	-	(5,291)	21,435	21,811
<b>GAINS/(LOSSES):</b>						
On investment portfolio:						
Realised		-	-	10,175	10,175	1,060
Unrealised		-	-	449,384	449,384	(175,087)
<b>Net income/(expenditure) before transfers</b>		<u>26,726</u>	<u>-</u>	<u>454,268</u>	<u>480,994</u>	<u>(152,216)</u>
<b>Net transfers between funds</b>		15,595	(15,595)	-	-	-
<b>Net income and net movement in funds</b>		<u>42,321</u>	<u>(15,595)</u>	<u>454,268</u>	<u>480,994</u>	<u>(152,216)</u>
<b>Total funds brought forward</b>		68,675	19,025	2,150,499	2,238,199	2,390,415
<b>Total funds carried forward</b>		<u>110,996</u>	<u>3,430</u>	<u>2,604,767</u>	<u>2,719,193</u>	<u>2,238,199</u>

All activities relate to continuing operations

The notes on pages 10 to 17 form part of these financial statements


# Howard Watson Symington Memorial Charity

## Balance Sheet

As at 31 March 2021

	Note	2021		2020	
		£	£	£	£
<b>Fixed Assets</b>					
Investments	7		2,607,571		2,153,229
<b>Current Assets</b>					
Cash at bank and in hand:					
Current accounts		119,404		89,792	
Petty cash		-		125	
		<u>119,404</u>		<u>89,917</u>	
<b>Creditors: Falling due within one year</b>	8		7,782		4,947
<b>Net Current Assets</b>			<u>111,622</u>		<u>84,970</u>
<b>Net Assets</b>			<u><u>2,719,193</u></u>		<u><u>2,238,199</u></u>
<b>Funds</b>					
9					
<b>Unrestricted funds</b>					
General fund			110,996		68,675
Designated fund			3,430		19,025
			<u>114,426</u>		<u>87,700</u>
<b>Restricted funds</b>					
Endowment Fund			2,604,767		2,150,499
<b>Total Funds</b>			<u><u>2,719,193</u></u>		<u><u>2,238,199</u></u>

The financial statements were approved by the trustees on 19 January 2022 and signed on their behalf by:



Roger Dunton MBE  
Chairman

The notes on pages 10 to 17 form part of these financial statements

# Howard Watson Symington Memorial Charity

## Notes forming part of the Financial Statements For the year ended 31 March 2021

### 1 Principal Accounting Policies

#### (a) Basis of preparation and assessment of going concern

The financial statements have been prepared in accordance with:

- 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) issued in October 2019 (“SORP (FRS 102)”).
- The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) (“FRS 102”);
- The Charities Act 2011; and
- UK Generally Accepted Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements have been prepared to give a ‘true and fair’ view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a ‘true and fair view’. This departure has involved following SORP (FRS 102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The going concern basis and historical cost convention have been used in preparing the financial statements. The Trustees consider that there are no material uncertainties about the Charity’s ability to continue as a going concern.

The most significant area of uncertainty, which affects the continuing income of the Charity, are the levels of investment return and performance of investment markets. Note 7 to the financial statements provides detail of the action taken by the Trustees to mitigate the risks involved.

The Covid-19 outbreak was widely detected in the UK from February 2020 and soon after was declared a global pandemic by the World Health Organisation. Initially, the pandemic created turmoil in the financial markets with the result that the investment portfolio, which forms the basis of the Endowment Fund, fell in value significantly. Fortunately, the markets largely recovered over the remainder of the year and the value of the investments in the Endowment portfolio ended the year at approximately their pre-pandemic level.

Investment income fell in the year by over £12,000 compared with 2019/20 as companies sought to preserve cash during the pandemic and reduced or postponed dividends payments. The Charity maintains reserves to allow for such unforeseen reductions in income and has continued to award grants which have made a meaningful difference to the recipients. In response to the pandemic the Trustees gave greater emphasis to awarding grants to individuals whose income was affected during this period

#### (b) Income recognition

Income is accounted for on an accruals basis and is reported gross of any related expenditure. It is recognised when the Charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

# Howard Watson Symington Memorial Charity

## Notes forming part of the Financial Statements For the year ended 31 March 2021

### 1 Principal Accounting Policies (continued)

#### (b) Income recognition (continued)

**Investment income** represents interest and dividends on stocks, shares and bank deposits held on the endowment and unrestricted funds. Such income is recognised on a receivable basis and where appropriate, this includes the income tax recoverable. Incoming resources from investments held as part of the endowment fund are unrestricted.

Wherever possible, income is reported gross of any related expenditure. However, in the case of investment management costs within managed funds it is not always practicable to identify such costs with reasonable accuracy and, therefore, the investment income is reported net of these costs.

In accordance with SORP (FRS 102) no amount is included in the financial statements for volunteer time.

#### (c) Expenditure recognition

All expenditure is included on an accruals basis and is recognised where there is a legal or constructive obligation to make payment to third parties, it is probable that settlement will be required and the amount of the obligation can be measured reliably. As the Charity is not registered for VAT, all expenditure is shown gross of irrecoverable VAT.

Expenditure is, as appropriate, classified under the following activity headings:

- Raising funds;
- Charitable activities; and
- Other expenditure

Charitable activity expenses comprise grants paid to individuals and organisations as approved by the Trustees in accordance with the Charity's governing documents and associated costs. Where unconditional grants are offered the expenditure is accrued as soon as the recipient is notified of the grant and there is a reasonable expectation that it will be paid. Where grants are pledged, but payment is conditional on the performance of the recipient, the amount is not recognised as an expense until the conditions have been fulfilled. However, an amount equivalent to that pledged is transferred to a designated reserve.

#### (d) Allocation of costs

Costs which are directly attributable to a single activity are allocated directly to that activity. Shared costs which contribute directly to more than one activity are apportioned between those activities on the basis of usage by each activity. Support costs represent the remaining costs that are not capable of direct attribution. They include Governance costs, which represent the expenses of Trustees' meetings and legal and professional fees related to the running and management of the Charity (including external examiner's fees). They are allocated to activities on the basis of the utilisation of the support costs by each activity. This allocation process involves a significant element of judgement as the charity has to consider the cost of detailed calculations and record keeping with the resultant benefit.

# Howard Watson Symington Memorial Charity

## Notes forming part of the Financial Statements For the year ended 31 March 2021

### 1 Principal Accounting Policies (continued)

#### (e) Investments

Investments are initially recorded at their transaction price (including costs). Investments within the portfolio are revalued annually at their market value on the last day of the financial year. All investments are a form of basic financial instrument which are traded in quoted public markets. The Charity does not acquire put options, derivatives or other complex financial instruments.

Realised gains and losses on investments are calculated as the difference between the sale proceeds and their market value at the start of the year, or subsequent cost. Unrealised gains and losses represent the movement in market values between valuations. Both types of gains and losses are credited or charged to the Statement of Financial Activities in the year of gain or loss.

#### (f) Debtors and creditors receivable/payable within one year

Debtors and creditors receivable and payable within one year are recorded at transaction price. Any losses arising from impairment are included within expenditure.

#### (g) Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

#### (h) Fund Accounting

**Unrestricted funds** comprise those funds which the Trustees are free to use in accordance with the Charity's objectives.

**Designated funds** are unrestricted funds which the Trustees have earmarked for the specific purpose of the payment of grants which the Charity has pledged to make but where no binding commitment exists at the balance sheet date. Transfers are made to this fund from the General Fund for amounts pledged in the year which have not been paid by the year end. A transfer is also made from this fund to the General Fund for amounts pledged in previous years which have either been paid in the year or where the pledge has been withdrawn.

**Endowment Funds** are capital funds which the Trustees cannot spend. The income arising from the endowment funds is unrestricted.

Details regarding these funds, including the assets and liabilities by which the fund balances are represented, are included at Note 9 to these financial statements.

# Howard Watson Symington Memorial Charity

## Notes forming part of the Financial Statements for the year ended 31 March 2021

<b>2 Income from Investments: Investment portfolio</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Dividends &amp; interest receivable from COIF Collective Investments:</b>		
Charities Fixed Interest	3,670	3,670
Charities Investment Fund	16,333	16,012
Global Equity Fund	17,783	17,437
Charities Property Fund	4,974	6,122
<b>Dividends &amp; interest receivable from other Collective Investments:</b>		
Bond funds	4,885	4,953
UK Equity Funds	9,191	17,801
International Equity Funds	11,977	12,548
Multi-Asset Funds	1,193	2,478
Alternatives	4,236	5,633
<b>Interest on cash awaiting investment</b>	<b>-</b>	<b>16</b>
	<u>74,242</u>	<u>86,670</u>

Incoming resources from investments held as part of the endowment fund are unrestricted.

### 3 Costs in furtherance of charitable activities

<b>Funded from the General Fund</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Grants payable:</b>		
To institutions	26,982	52,397
To individuals	18,012	4,608
	<u>44,994</u>	<u>57,005</u>
<b>Other direct costs of charitable activities:</b>		
Website design and maintenance costs	516	500
Other Promotional Costs	252	-
<b>Governance costs (Note 4)</b>	<b>1,854</b>	<b>1,800</b>
	<u>47,616</u>	<u>59,305</u>

Grants payable are analysed as follows:

<b>Grants to institutions for the purpose of social welfare, recreation and other leisure time activities.</b>		<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
<b>Institution</b>	<b>Purpose of Grant</b>		
Harborough Community Bus	Replace disability equipped minibus	15,000	
RFM Studios CIC	Cost of music equipment for music studios	4,000	
Robert Smyth Academy	Food, nutrition and IT equipment	2,832	
Market Harborough Sea Cadets	Purchase of 7 stand-up paddleboards	2,450	
		<u>24,282</u>	<u>48,074</u>
Others each £2,000 or less	Various - 4 in total (2020: 8)	2,700	7,018
		<u>26,982</u>	<u>55,092</u>

# Howard Watson Symington Memorial Charity

## Notes forming part of the Financial Statements for the year ended 31 March 2021

3 Costs in furtherance of charitable activities (continued)		2021	2020
<b>Grants to individuals for the purpose of:</b>		<b>£</b>	<b>£</b>
Coronavirus pandemic support	31 Individuals (2020: 1)	3,000	100
Relief of persons in need, hardship or distress	12 Individuals (2020: 1)	8,741	200
Supporting educational and sporting needs	8 Individuals (2020: 8)	6,271	4,308
		<u>18,012</u>	<u>4,608</u>

### 4 Analysis and allocation of supports costs

Governance costs represent the only support costs incurred by the charity and are allocated entirely to the Cost of Charitable Activities on the basis on time spent. They comprise the following:

	2021	2020
	£	£
Fees payable for Independent Examination	1,854	1,800
	<u>1,854</u>	<u>1,800</u>

### 5 Trustee's remuneration and reimbursement of expenses

None of the Trustees received remuneration for their services as Trustee of the Charity in either of the years ended 31 March 2020 or 2021.

One Trustee (2020: One) was reimbursed £30 (2020: £26) for website related expenses incurred on behalf of the charity.

### 6 Staff numbers and costs

The Charity had no employees in the year or the preceding year

### 7 Fixed Asset Investments

Movements in the listed investment portfolio are as follows:	31-Mar-21	31-Mar-20
	£	£
Market value at the beginning of the year	2,153,229	2,327,762
Acquisitions at cost	235,976	40,688
Sales proceeds from disposals	(245,900)	(41,194)
Realised gains/(losses) on disposals	10,175	1,060
Unrealised gains/(losses) on revaluation	449,384	(175,087)
	<u>2,602,864</u>	<u>2,153,229</u>
Cash at bank on deposit/awaiting investment	4,707	-
Market value at the end of the year	<u>2,607,571</u>	<u>2,153,229</u>
Historical cost at the end of the year	<u>2,239,864</u>	<u>2,285,237</u>



# Howard Watson Symington Memorial Charity

## Notes forming part of the Financial Statements for the year ended 31 March 2021

### 7 Fixed Asset Investments (continued)

All investments are UK listed and are represented by:

	31-Mar-21		31-Mar-20	
	£	%	£	%
<b>Managed by CCLA Investment Management</b>				
COIF UK Fixed interest fund	111,386	4.27%	112,923	5.24%
COIF Investment fund	559,186	21.44%	463,422	21.52%
COIF Global equity fund	653,267	25.05%	498,988	23.17%
COIF Charities property fund	107,963	4.14%	110,402	5.13%
<b>Managed by Cazenove Capital Management</b>				
<b>UK Bond funds:</b>				
Schroder Sterling Corporate Bond Fund	68,104	2.61%	57,834	2.69%
Schroder Strategic Credit Fund	58,675	2.25%	51,336	2.38%
<b>UK Equity funds:</b>				
Charity Equity Income Fund	115,835	4.44%	95,641	4.44%
JO Hambro UK Equity Income Fund	122,070	4.68%	84,427	3.92%
Majadie Asset UK Income Fund	-	0.00%	57,419	2.67%
<b>International Equity funds:</b>				
Atlas Global Infrastructure Fund	16,461	0.63%	-	0.00%
BlackRock Euro Dynamic Fund GBP Inc	20,926	0.80%	-	0.00%
Fidelity Global Dividend Fund	117,371	4.50%	70,950	3.30%
Hermes Asian Ex-Japan Equity Fund	-	0.00%	33,492	1.56%
HSBC FTSE All-World Index	66,232	2.54%	-	0.00%
M&G Global Dividend Inc. Fund	130,471	5.00%	91,875	4.27%
Polar Global Insurance Fund	17,338	0.66%	-	0.00%
Robeco BP Global Premium Equities Fund	38,054	1.46%	-	0.00%
Schroder Asian Income Fund	85,060	3.26%	59,402	2.76%
Schroder European Alpha Inc. Fund	-	0.00%	35,080	1.63%
Vanguard S&P 500 UCITS ETF	84,327	3.23%	61,943	2.88%
Wellington Global Healthcare Fund	33,156	1.27%	-	0.00%
<b>Multi-Asset funds:</b>				
BMO Pyrford Global Total Return Sterling Fund	-	0.00%	57,316	2.66%
Capita Financial Managers Trojan Fund	97,781	3.75%	109,640	5.09%
<b>Alternative funds:</b>				
Property Income Trust for Charities	76,426	2.93%	81,099	3.77%
Schroder Diversified Alternative Fund	22,775	0.87%	20,040	0.92%
<b>Cash on deposit/awaiting investment</b>				
	4,707	0.22%	-	0.00%
	<u>2,607,571</u>	100.00%	<u>2,153,229</u>	100.00%

The investments in the portfolio are carried at their fair value which is the quoted market value in respect of equities and fixed interest securities and the bid price for units in common investment funds, unit trusts and open-ended investment companies. Investment sales and purchases are recognised at the date of trade at their transaction value, net of costs in the respect of sales and inclusive of costs in respect of purchases.

All investments are basic financial instruments traded on quoted public markets, primarily the London Stock Exchange. The Charity does not make use of derivatives and similar complex financial instruments as the Trustees take the view that investments are held for their longer term yield and total return and that any short-term volatility in the markets will normally be corrected in any five year period.

# Howard Watson Symington Memorial Charity

## Notes forming part of the Financial Statements for the year ended 31 March 2021

### 7 Fixed Asset Investments (continued)

The significance of investments to the ongoing financial stability of the Charity is further discussed in the sections of the Report of the Trustees dealing with Investment Policy and Financial Review. The Charity relies on income from its investments to cover costs used in its operating activities and also on capital growth to ensure that the long-term value of the Endowment Fund keeps pace with inflation.

Investment returns are exposed to various risks which include credit, liquidity and market risks. Both credit and liquidity risks are assessed as low as the Charity invests predominantly in blue-chip securities in which the failure rate is historically low and all investments are traded on markets in which central banks and other regulators have an interest in ensuring continuation of orderly trading.

Market risk is the principal risk faced by the Charity due to a combination of uncertainty in investment markets and volatility in yields. This was highlighted in the year by the effect of the global Covid-19 pandemic on the financial markets which resulted in sharp reductions in both prices and dividends, as further discussed in Note 1(a). In addition interest rates remain at an all time low and, whilst there has recently been some upward movement, it is expected that they will remain at a low level for the foreseeable future. These factors are of particular relevance to the Charity as it is reliant on investment returns to finance its grant making activities. As many of its collective investment funds include significant holdings in international equities and bonds which are denominated in foreign currencies, the Charity also has exposure to exchange rate risk.

The Trustees manage these risks by retaining the expert services of two separate fund managers, as shown in the above analysis of the portfolio, and in operating an investment policy which provides for a high degree of diversification of holdings within investment asset classes providing for a balance of income and long-term capital growth.

### 8 Creditors: Amounts falling due within one year

	31-Mar-21	31-Mar-20
	£	£
Grants Payable	2,752	-
Accrued Expenses	5,030	4,947
	<u>7,782</u>	<u>4,947</u>

### 9 Funds

The Charity's funds are as follows:

**Endowment Fund:** This represents the permanent capital of the Charity. Although the individual assets held within the fund may be sold any proceeds received must be reinvested and be held indefinitely. The Trustee has no power to convert the capital into income.

**General Fund:** These are unrestricted funds that the Trustee can freely apply in accordance with the Charity's objects.

**Designated Fund:** This is an unrestricted fund that has been earmarked for the specific purpose of the payment of grants which the Charity has pledged to make but where no binding commitment exists at the balance sheet date.

Transfers are made to this fund from the General Fund for amounts pledged in the year which have not been paid by the year end. A transfer is also made from this fund to the General Fund for amounts pledged in previous years which have either been paid in the year or where the pledge has been withdrawn.

# Howard Watson Symington Memorial Charity

## Notes forming part of the Financial Statements for the year ended 31 March 2021

### 9 Funds (continued)

Movements in the fund balances are summarised as follows:

	General Fund £	Designated Fund £	Endowment Fund £	Total Funds £
<b>As at 31 March 2019</b>	40,535	19,800	2,330,080	2,390,415
Income	86,670	-	-	86,670
Expenditure	(59,305)	-	(5,554)	(64,859)
Gains/(losses) on investments	-	-	(174,027)	(174,027)
Transfers	775	(775)	-	-
<b>As at 31 March 2020</b>	<b>68,675</b>	<b>19,025</b>	<b>2,150,499</b>	<b>2,238,199</b>

	General Fund £	Designated Fund £	Endowment Fund £	Total Funds £
<b>As at 31 March 2020</b>	68,675	19,025	2,150,499	2,238,199
Income	74,342	-	-	74,342
Expenditure	(47,616)	-	(5,291)	(52,907)
Gains/(losses) on investments	-	-	459,559	459,559
Transfers	15,595	(15,595)	-	-
<b>As at 31 March 2021</b>	<b>110,996</b>	<b>3,430</b>	<b>2,604,767</b>	<b>2,719,193</b>

The assets and liabilities of the Charity at 31 March 2021 are allocated between the funds as follows:

	General Fund £	Designated Fund £	Endowment Fund £	Total £
Investments	-	-	2,607,571	2,607,571
Cash at bank and in hand	115,974	3,430	-	119,404
Creditors	(6,406)	-	(1,376)	(7,782)
Loan Between Funds	1,428	-	(1,428)	-
	<b>110,996</b>	<b>3,430</b>	<b>2,604,767</b>	<b>2,719,193</b>

The allocation at the end of the previous financial year was as follows:

	General Fund £	Designated Fund £	Endowment Fund £	Total £
Investments	-	-	2,153,229	2,153,229
Cash at bank and in hand	70,892	19,025	-	89,917
Creditors	(3,601)	-	(1,346)	(4,947)
Loan Between Funds	1,384	-	(1,384)	-
	<b>68,675</b>	<b>19,025</b>	<b>2,150,499</b>	<b>2,238,199</b>