CHARITY COMMISSION FIRST CONTACT

- 1 JUN 2017

ACCOUNTS RECEIVED

REPORT OF THE TRUSTEES AND

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2016

FOR

WALTHAM ABBEY NON EDUCATIONAL PAROCHIAL CHARITIES

Connor Warin Limited Chartered Accountants Trinity House Sewardstone Road Waltham Abbey Essex EN9 1PH

CONTENTS OF THE FINANCIAL STATEMENTS for the Year Ended 31 December 2016

Report of the Trustees	Page 1
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Cash Flow Statement	7
Notes to the Financial Statements	8
Income and Expenditure Account	14

REFERENCE AND ADMINISTRATIVE DETAILS

Registration

By the Almshouse Association (Number 1791) By the Charity Commission (Number 213327)

Principal Office

Francis Greene House Grove Court Waltham Abbey Essex EN9 1BE

Trustees

C Brooker

B Charles

V D Copsey

L A Mitchell MBE

K Richmond

S D Riley

A Rowntree

P H Smith

P Pennell

Chairman

Managing Agents

Harrison Housing 46 St James's Gardens London W11 4RQ

K Dowlath FCCA A McLaughlin Chief Executive Finance Director

Independent Examiner

Jan Rickler FCA
Connor Warin Limited
Chartered Accountants
Trinity House
Sewardstone Road
Waltham Abbey
Essex
EN9 1PH

Bankers

HSBC Bank 36 Highbridge Street Waltham Abbey Essex EN9 1BT

REPORT OF THE TRUSTEES for the Year Ended 31 December 2016

The Trustees present their annual report along with the financial statements of the charity for the year ended 31st December 2016. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) effective 1 January 2015. The report includes an account of those activities undertaken by the charity to further its charitable purposes for the public benefit. They have also complied with the duty in the Charities Act 2011 to have regard to public benefit guidance published by the Commission.

CONSTITUTION, CHARITABLE OBJECTS AND ACTIVITIES

WALTHAM ABBEY NON EDUCATIONAL PAROCHIAL CHARITIES ("the Charity") was established in 1894 as Waltham Abbey Parochial Charities under a scheme of the Charity Commissioners. The Scheme was varied in 1912 and registered with the Charity Commission on 17 January 1963 under its present name. The Charity comprises 16 constituent charities, including Green's Almshouses, which was originally established in 1626 by Francis Greene, Purveyor to King James I.

The objects of the Charity are to provide accommodation to poor persons of good character. These activities are carried out at the almshouses known as Francis Greene House in Waltham Abbey. The almshouses were rebuilt in 1992 and comprise 11 units.

GOVERNANCE AND MANAGEMENT ARRANGEMENTS

Administration of the Charity is carried out by up to 10 trustees, appointed as follows:

- (i) One ex-officio Trustee, being the vicar for the time being of the Ecclesiastical Parish of Waltham Abbey;
- (ii) Seven Representative Trustees appointed by the Waltham Abbey Town Council, each such appointment being for a term of 4 years;
- (iii) Two Co-optative Trustees, being persons residing or carrying on business in or near the Parish of Waltham Holy Cross, appointed for a term of 5 years by a resolution of the Trustees.

Upon a vacancy arising, efforts are made to appoint a new trustee with relevant skills and background, having regard to the activities of the charity and the need to maintain a diversity of skills among the trustees. There is no formal induction or training but the existing trustees seek to ensure that all trustees are aware of their duties and are equipped with the knowledge to carry them out.

The trustees in office at 31 December 2016 and at the date of this report are shown on page 1.

The trustees meet quarterly to make decisions of policy and allocations, monitor performance, receive accounts, and approve the budget and any significant expenditure. Day-to-day management is delegated to the managing agent, Harrison Housing. Representatives of the managing agent attend meetings of trustees but have no voting rights. The use of a managing agent enables the Charity to benefit from professional management with updated and competent working practices.

ACHIEVEMENTS AND FUTURE PLANS

Details of the performance of the Charity are given in the financial statements which follow this report, and from which a summary is provided below.

The almshouses at Francis Greene House, generated income from residents' contributions of £94,916. There cost of voids in the year was £1,004. Operating costs, relating primarily to the almshouses and the provision of benefits for their residents, totaled £59,884 which included £17,524 spent on routine, cyclical and extraordinary repairs and maintenance. Investment income totaled £10,341. There was a net surplus for the year of 21,656, before transfers to and from reserves, compared with a surplus of £15,642 in the previous year.

The Trustees have decided to fully refurbish properties when they become empty, in addition to the normal redecoration. It is anticipated that, over the next few years, all the flats will be modernised.

REPORT OF THE TRUSTEES for the Year Ended 31 December 2016

RELATED PARTY TRANSACTIONS

There were no transactions with related parties during the period.

RESERVES POLICY

Designated reserves are maintained based on guidance issued by the Almshouse Association for expenditure on cyclical maintenance and extraordinary repairs of the Charity's properties.

The trustees have chosen to respond to the Charities SORP 2015 directive to move grant liability out of Net Assets by creating a Restricted Asset Reserve which incorporates the previous Fixed Asset reserve. This reserve reflects the net book value of fixed assets, less other restricted funds specifically related to fixed assets.

The Trustees have reviewed the reserves policy and consider it prudent to keep sufficient reserves, not invested in tangible assets and unrestricted, to enable the payment of running costs for a minimum of 12 months. On the basis of the budget set for 2017, the Charity has sufficient reserves to meet this requirement.

PUBLIC BENEFIT

The Trustees have considered the Charity Commission guidance on public benefit and consider that the activities of the charity meet its charitable objects and provide a benefit to the public.

RISK POLICY AND RISK MANAGEMENT

The Trustees have reviewed the potential risks which could arise and adopted policies to mitigate those risks.

The Trustees have assessed the major risks to which the Charity is exposed, in particular those relating to the operations and finances of the Charity, and are satisfied that systems are in place to mitigate exposure to such risks. Procedures are in place to ensure compliance with health and safety of residents, staff, and volunteers. These procedures are reviewed periodically to ensure that they continue to meet the needs of the Charity.

STATEMENT OF TRUSTEES RESPONSIBILITIES

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

The law applicable to charities in England & Wales 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 of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The trustees are responsible for keeping sufficient accounting records that 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, 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.

15/5/17

ON BEHALF OF THE BOARD:

TRUSTEE:

Dated:

INDEPENDENT EXAMINER'S UNQUALIFIED REPORT WALTHAM ABBEY NON EDUCATIONAL PAROCHIAL CHARITIES

I report on the financial statements of the Charitable Organisation for the year ended 31 December 2016 as set out on pages 5 to 13.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of financial statements. The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 ('the 2011 Act') and that an independent examination is needed.

It is my responsibility to:

- > examine the financial statements under section 145 of the 2011 Act;
- > to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b)^ of the 2011 Act; and
- > to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- a) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare financial statements which accord with the accounting requirements of the 2011 Act;

have not been met; or

to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Jan Rickler FCA

Connor Warin Limited

Chartered Accountants

Trinity House

Sewardstone Road

Waltham Abbey

Essex

EN9 1PH

STATEMENT OF FINANCIAL ACTIVITIES for the Year Ended 31 December 2016

N	ote	Lines	estricted		Total	Total
INCOMING & ENDOWMENTS FROM		General	Designated	Restricted	2016	2015
Investment income	4	£ 2,820	£	£	£ 2,820	£ 2,781
Charitable activities	17	93,912	-		93,912	92,597
TOTAL INCOMING RESOURCES		96,732	-		96,732	95,378
RESOURCES EXPENDED						
Charitable activities	3	82,597	-	-	82,597	78,402
TOTAL RESOURCES EXPENDED		82,597			82,597	78,402
NET INCOMING RESOURCES BEFORE TRANSFERS		14,135	-		14,135	16,976
Transfers Between Funds		9,187		(9,187)		
NET INCOMING RESOURCES BEFORE OTHER						
RECOGNISED GAINS AND LOSSES		23,322	-	(9,187)	14,135	16,976
Gain /(Losses) on investment assets		-	-	7,521	7,521	(1,334)
NET MOVEMENT IN FUNDS		23,322		(1,666)	21,656	15,642
FUNDS BROUGHT FORWARD		61,513	98,863	487,436	647,812	632,170
FUNDS CARRIED FORWARD		84,835	98,863	485,770	669,468	647,812

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities

COMPARATIVE FIGURES ARE SHOWN IN NOTE 18 (PAGE 13)

BALANCE SHEET for the Year Ended 31 December 2016

		31.12.1		31.12.15	
FIXED ASSETS	Notes	£	£	£	£
TANGIBLE FIXED ASSETS: Housing and other property	7		546,195		508,573
Investments	5		81,427	•	71,969
			627,622		580,542
CURRENT ASSETS:					
Debtors and prepayments	8	1,710		3,340	
Cash at bank and in hand	9	68,363		81,916	
		70,073		85,256	
CREDITORS: Amounts falling					
due within one year	10	(28,227)		(17,986)	
NET CURRENT ASSETS:			41,846		67,270
TOTAL ASSETS LESS LIABILIT	IES:		669,468		647,812
RESERVES: Unrestricted:-	11				
Income and expenditure account (Ger	eral fund)		84,835		61,513
Designated reserves	iciai iuilu)		98,863		98,863
_			70,003		70,003
Restricted:- Endowment fund			205.002		205.002
Social Housing Grant fund			205,993 257,235		205,993
Revaluation reserve			237,233		266,422
Nevaluation reserve		•			15,021
			669,468		647,812

The financial statements were approved by the Board of Trustees on 18 May 2017 and were signed on its behalf by:

TDI ICTEE.

CASH FLOW STATEMENT for the Year Ended 31 December 2016

RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.12.16 £	31.12.15 £
Net income for the reporting period (as per the statement of financial activities) Adjustments for:	21,656	15,642
Depreciation charges Interest received Dividends received	22,713 (80) (2,740)	20,444 (93) (2,688)
Loss / (gain) on investments Additions Decrease/(increase) in debtors	(7,521) (60,335) 1,630	1,334 (24,753) 597
Increase (decrease) in creditors Net Cash (used in)provided by operation activities	10,241	536
	(14,436)	11,019 ———
CASH FLOW STATEMENT For the Year Ended 31 December 2016		
	31.12.16 £	31.12.15 £
Cash flows from operating activities: Cash generated from operations (See above)	(14,436)	11,019
Cash flows from investing activities: Interest received	33	45
Dividends received	850 ———	873
Net cash provided by investing activities	883	918
Change in cash and cash equivalents in the Reporting period	(13,553)	11,937
Cash and cash equivalents at the beginning of the reporting period	81,916	69,979
Cash and cash equivalents at the end of the Reporting period	68,363	81,916

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 2016

1. 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 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

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

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 costs 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.

Housing Properties and Component Accounting

The original Francis Greene Almshouses were constructed in 1626. Since there is no precise record of the original cost, no value is attributed thereto. The cost of the Housing Properties relates to improvements carried out since 1992 which have been funded by Social Housing Grant, a mortgage loan secured by a charge on the Almshouse properties, and from the Charities own resources.

Housing Properties are stated at cost less accumulated depreciation. Waltham Abbey Non Educational Parochial Charities calculates depreciation by implementing component accounting. Estimated figures have been used where due to the elapse of time or the disproportionate cost of ascertaining the figures, it has not been possible to get actual information. This means that depreciation is charged based on the useful life of each component within the housing properties as follows:

Freehold Property	20 years
Building	50 years
Warden Call system	20 years
Mains water conversion	20 years
Kitchen	20 years
Communal lounge furniture	10 years
Fire Alarm system	20 years
Communal areas radiators	20 years
Electric heating (all flats)	20 years
Kitchen Flat 10	15 years

Accommodation

The number of almshouses during 2016 was eleven (2015: eleven).

Investments

Investments are shown at market value.

NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 December 2016

Social Housing Grant

Social Housing Grant (SHG) was paid by the Housing Corporation to reduce the cost of development. Grants are recognised over the life of the asset and are reflected in the Social Housing Grant fund. SHG is repayable under certain circumstances, primarily following the sale of a property but will normally be restricted to net proceeds of sale

Cash at bank and in hand

Cash at bank and in hand includes; bank current accounts and bank deposit accounts with no withdrawal limitations.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are recognised at their settlement amount.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund

Value Added Tax

Waltham Abbey Non Educational Parochial Charities is not registered for VAT and in these financial statements, where applicable, expenditure shown is inclusive of VAT.

2. STAFF COSTS

Wages and salaries	31.12.16 £ 6,949	31.12.15 £ 5,201
	6,949	5,201
The average monthly number of employees during the year was as follows:	31.12.16	31.12.15
Caretaker and cleaner (part time)	_1_	_1

No employee earned over £60,000 per annum

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 2016

3. OPERATING SURPLUS

The operating surplus is stated after charging:

	Depreciation - owned assets	31.12.16 £ 22,713	31.12.15 £ 20,444
	Independent Examiner's fee	2,020	2,000
	Trustees' emoluments, other benefits and expenses etc	<u>-</u>	<u>-</u>
4.	INTEREST RECEIVABLE AND SIMILAR INCOME	31.12.16 £	31.12.15 £
	Dividends	2,740	2,688
	Deposit interest	80	93
		2,820	2,781

5. FIXED ASSET INVESTMENTS

31.12	2.16	31.	12.15
Market		Market	
Value	Cost	Value	Cost
£	£	£	£
46,689	11,113	39,611	11,113
16,907	5,737	15,344	5,737
6,880	2,843	6,110	2,843
10,951		10,904	
			
81,427	19,693	71,969	19,693
			2015 £
			_
	3	39,611	39,116
		1,338	1,815
		5,740	(1,320)
	4	16,689	39,611
	Market Value £ 46,689 16,907 6,880 10,951	Value £ £ 46,689 11,113 16,907 5,737 6,880 2,843 10,951 81,427 19,693	Market Value £ 46,689 11,113 39,611 16,907 5,737 15,344 6,880 2,843 6,110 10,951 10,904

The original cost of investments cannot be ascertained, so they have been stated at their values on 1 April 1988. Additional investments since that date are valued at cost.

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 2016

6.	INVESTMENT REVALUATION RESERVE Balance brought forward Movement in market value of investments Balance carried forward	Æ		31.12.16 £ 15,021 7,521 	31.12.15 £ 16,355 (1,334) ———————————————————————————————————
7.	TANGIBLE FIXED ASSETS	·			
		Housing Property	New Build Property	Plant & Machinery	Total
		£	£	£	£
	COST OR VALUATION: At 1 January 2016 Additions Disposals	807,882	40,487	49,360 60,335	897,729 60,335
	At 31 December 2016	807,882	40,487	109,695	958,064
	DEPRECIATION: At 1 January 2016 Charge for year Disposals At 31 December 2016 NET BOOK VALUE: At 31 December 2016	359,369 16,158 	26,602 2,024 28,626 	3,185 4,531 	389,156 22,713
	At 31 December 2015	448,513	13,885	46,175	<u>508,573</u>
8.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR Weekly maintenance contributions in arrears Prepayments Other debtors			31.12.16 £ - 1,710	31.12.15 £ 1,401 1,939

1,710

3,340

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 2016

9.	CASH AT BANK AND IN HAND		
		31.12.16	31.12.15
		£	£
	HSBC	68,313	81,866
	Petty cash	50	50
		68,363	81,916
10.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
	DOL WITHIN ONE PERIN	31.12.16	31.12.15
		£	£
	Weekly maintenance contributions in advance	1,435	3,531
	Trade creditors	5,838	2,438
	Sundry creditors	6,981	6,980
	Accruals	13,973	5,037
		<u>28,227</u>	17,986
11.	RESERVES		
		31.12.16	31.12.15
		£	£
	Unrestricted:-	04.025	61.613
	General fund	84,835	61,513
	Designated fund	98,863	98,863
	Restricted:-		
	Endowment	205,993	205,993
	Social Housing Grant fund	257,235	266,422
	Revaluation reserve	22,542	15,021
			
		669,468	647,812

The Designated reserve consists of funds set aside to meet maintenance costs in excess of annual budgeted expenditure.

The Endowment fund was set up in a declaration of trust dated 24 April 1890. Income arising from investments of the endowment fund shall be applied for the general purposes of the charity.

12. TAXATION

Waltham Abbey Non Educational Parochial Charities is a registered Charity and is, therefore, exempt from liability to taxation on its Income and Capital Gains.

13. CAPITAL COMMITMENTS

At 31 December 2016 and 2015 there were no capital commitments

14. CONTINGENT LIABILITIES

At 31 December 2016 and 2015, there were no known contingent liabilities

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 2016

15. HOUSING STOCK

There were 11 units under management at 31 December 2016 (2015: 11 units)

16. RELATED PARTY TRANSACTIONS

There we no related party transactions either this year or last year.

17. WEEKLY MAINTENANCE CONTRIBUTIONS

WEEKET MINITERVINEE CONTRIBUTIONS	2016 £	2015 £
Gross amounts receivable Less voids	94,916 (1,004)	92,597
	93,912	92,597

18. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

INCOMING & ENDOWMENTS FROM		Unro General £	estricted Designated £	Restricted £	Total 2015 £
Investment income	4	2,781	-	-	2,781
Charitable activities	17	92,597	-	-	92,597
TOTAL INCOMING RESOURCES		95,378	-	-	95,378
RESOURCES EXPENDED Charitable activities	3	69,215	-	9,187	78,402
TOTAL RESOURCES EXPENDED		69,215	-	9,187	78,402
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS		26,163	-	(9,187)	16,976
Transfers Between Funds		(66,907)	66,907		
NET INCOMING RESOURCES BEFORE OTHER RECOGNISED GAINS AND LOSSES		(40,744)	66,907	(9,187)	16,976
Gain /(Losses) on investment assets		-	-	(1,334)	(1,334)
NET MOVEMENT IN FUNDS		(40,744)	66,907	(10,521)	15,642
FUNDS BROUGHT FORWARD		102,257	31,956	497,957	632,170
FUNDS CARRIED FORWARD		£61,513	£98,863	£487,436	£647,812

INCOME AND EXPENDITURE ACCOUNT for the Year Ended 31 December 2016

	31.12.16		31.12.15	
	£	£	£	£
Income Weekly maintenance contributions receivable Supporting People	92,430 1,482		90,183 2,414	
		93,912		92,597
Other income:	90		02	
Interest Dividends	80 2,740		93 2,688	
(Loss)/Gain in market value of investments	7,521		(1,334)	
(LOSS)/Gail ill market value of investments		<u>10,341</u> 104,253	(1,554)	1,447 94,044
Expenditure:		·		
Wages	6,949		5,201	
Management fees	16,646		16,394	
Telephone	695 239		611 150	
Subscriptions Repairs and maintenance	17,524		17,461	
Other operating expenses (including gardening)	238		827	
Alarm Call service	1,680		1,492	
Sundry expenses	1,360		3,986	
Water rates	1,137		1,690	
Insurance	2,245		2,149	
Light & heat	5,973		5,997	
Legal fees	3,178		-	
Independent Examiners fee	_2,020	50.004		57.050
		59,884		57,958
		44,369		36,086
Depreciation:				
Housing Property	16,158		16,158	
New build property	2,024		2,024	
Plant & Machinery	4,531			
		22,713		20,444
NET SURPLUS		21,656		<u>15,642</u>