

Registered charity number 276803

Guildford St Nicolas Dorothy Grover Trust

Report and Accounts

31 December 2016

Julian Ansell FCCA
Chartered Certified Accountant
Reading
RG4 8SR

Guildford St Nicolas Dorothy Grover Trust
Report and accounts

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Guildford St Nicolas Dorothy Grover Trust
Charity Information

Trustees

D Coom
I Ferguson
A Norman
P Oldroyd

Principal Contact

D Coom

Principal Address

15 The Crossways
Onslow Village
Guildford
Surrey
GU2 7QQ

Independent Examiner

J M Ansell FCCA
19 Brooklyn Drive
Emmer Green
Reading
RG4 8SR

Bankers

NatWest Bank plc
151 High Street
Guildford
GU1 3AH

CCLA Investment Management Limited
COIF Charity Funds
Senator House
86 Queen Victoria Street
London
EC4V 4ET

Registered Charity Number

276803

Guildford St Nicolas Dorothy Grover Trust

The report of the Trustees

The Trustees present their report and accounts for the 12 months ended 31 December 2016

Structure, Governance and Management

The Dorothy Grover Trust's governing document is Dorothy Grover's will which directs that a Trust should be created and managed for the 'welfare of St Nicolas Church'. The Trust is a registered charity number 276803.

The Trust was established by an initial gift from the Estate of Dorothy Grover, as a permanent endowment fund. The gift was made to the Trust on condition that it is held as permanent endowment, the income from which is freely available to fund the activities of the Trust.

The charity is managed by four Trustees. The governing document of the Trust requires there to be four Trustees including the Rector.

New Trustees can only be appointed with the full agreement of the remaining Trustees, which shall exclude the retiring Trustee, at a properly convened Dorothy Grover Trust meeting.

Where possible persons independent of the PCC should be sought on any vacancies. The newly appointed Trustee should be of relevant ability for the Trustee position required.

The Trust works closely with the PCC so that its decisions reflect the PCC's strategy.

Apart from the St Nicolas PCC there are no relationships with other parties or with other charities or organisations.

Objectives and Activities

The Dorothy Grover Trust is used to fund activities that contribute to the 'welfare of St Nicolas Church' and could not be funded from day-to-day financing. Four Trustees manage the Dorothy Grover Trust working closely with the PCC. The PCC is responsible for the future direction of the parish as well as the management of its day-to-day affairs.

A key objective is to confine spending to the income generated from the invested capital. This is considered prudent against the likely future need for the parish to fund activities that hitherto have been covered by central (Church Commissioners) funds.

Grant Making Policy

The Trustees consider requests for funding received from the PCC and, if approved, notify the PCC accordingly. The Trustees do not seek applications from any other sources.

Achievements and Performance for the Public Benefit

The Trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding what activities the charity should undertake.

During the financial period the Dorothy Grover Trust spent 73% of its income, of which 23% was spent on projects deigned to maintain and improve the church fabric and help to cover expenses. Expenditure during the year was for the welfare of St Nicolas Church.

The Dorothy Grover Trust has capital assets of £2,825,111 (2015 £2,215,754) split between property and equity investments. These are held to generate income against the likely increased future need for funding for the parish.

Guildford St Nicolas Dorothy Grover Trust
The report of the Trustees (continued)

Financial Review

Investment Policy

The investment policy is to hold a mixed portfolio of property and equities with equity funds invested in COIF Charity Funds set up under the Charities Act 1960 and CBF investments. These were chosen because they have a good record of delivering income even when capital values are depressed.

Reserves Policy

The aim of the Dorothy Grover Trust is for the welfare of St Nicolas church and that the funds of the Dorothy Grover Trust should be used for the good of St Nicolas Church which include capital projects, maintenance and staff costs should this be necessary. As costs are long term, reserves will rise and fall according to the needs of St Nicolas Church.

Financial Review

Total income for the period consisting of rents, dividends and interest received was £78,579 (2015 £82,186). The resources expended amounted to £57,019 (2015 £61,651), resulting in net incoming resources for the period of £21,560 which has been transferred to the unrestricted funds account. Net total assets at the period end are £2,825,111 (2015 £2,215,754).

Investments increased by 10% (£90,366) during the period.

All properties were revalued at the end of 2016.

Major Risks

The Trustees consider that the major risks are declining equity values of the investments held and a reversal in the property market leading to a reduction in annual income. These risks are managed by the Trustees through regular reviews of the investments held.

Plans for the Future for the Public Benefit

The Trustees always seek to manage the Trust so that its spending complements the wishes and resources of the PCC.

The PCC sets out a Development and Capital Project Plan which lays out the long term spending plan on projects of maintenance and capital purchases. This is used in co-ordination with Dorothy Grover Trust to agree funding of these projects.

The Church continues to receive £3,000 per month to aid the general expenses of the Church in addition to the specific items in the Development and Capital Projects Plan.

Guildford St Nicolas Dorothy Grover Trust
The report of the Trustees (continued)

The Trustees during the period ended 31 December 2016 were:-

D Coom
I Ferguson
A Norman
P Oldroyd

Statement of Trustees' Responsibilities

Charity Law 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 as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Trustees are required to :-

- select suitable accounting policies and then apply them;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence; and
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The Trustees are also responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with generally accepted accounting practice. 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.

This report was approved by the Board of Trustees on 3 September 2017.

D Coom
Trustee

Independent Examiner's Report

Independent Examiner's Report to the Trustees of Guildford St Nicolas Dorothy Grover Trust

I report on the accounts of the trust for the 12 months ended 31 December 2016, which are set out on pages 6 to 10.

Respective responsibilities of the trustees and examiner

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

The charity's gross income exceeded £25,000 and I am qualified to undertake examination by being a qualified member of The Association of Chartered Certified Accountants.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 accounts 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:

(1) 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 Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Julian Ansell
Chartered Certified Accountant
19 Brooklyn Drive
Emmer Green
Reading
RG4 8SR

3 September 2017

Guildford St Nicolas Dorothy Grover Trust

Statement of Financial Activities for the 12 months ended 31 December 2016

	Note	2016 Unrestricted Funds	2016 Endowment Funds	2016 Total Funds	2015 Total Funds
		£	£	£	£
<i>Incoming Resources</i>					
Incoming resources from generating funds - Investment income	5	78,579	-	78,579	82,186
Total Incoming Resources		78,579	-	78,579	82,186
<i>Resources Expended</i>					
Cost of generating funds					
- Investment management costs	7	16,119	-	16,119	24,751
- Charitable activities	8	40,000	-	40,000	36,000
- Governance costs	9	900	-	900	900
Total Resources Expended		57,019	-	57,019	61,651
Net Incoming Resources for the Year		21,560	-	21,560	20,535
Gains/(losses) on Investments		29,928	557,869	587,797	12,600
Funds as at 1 January 2016		346,534	1,869,220	2,215,754	2,182,619
Funds as at 31 December 2016		398,022	2,427,089	2,825,111	2,215,754

All amounts relate to continuing activities and there has been no change in the nature of the Charity's activities in the 12 months and the prior period.

The notes on pages 8 to 10 form part of these financial statements.

Guildford St Nicolas Dorothy Grover Trust

Balance Sheet at 31 December 2016

	Note	2016 £	2015 £
Fixed Assets			
Freehold Investment Properties			
- 5 Upperton Road		416,323	365,000
- 47 Badminton Road		690,000	431,250
- 8 Printing House Square		355,000	252,042
- 20 Grosvenor House		<u>325,000</u>	<u>240,600</u>
	2	<u>1,786,323</u>	<u>1,288,892</u>
Investments			
- COIF unrestricted		220,433	201,169
- COIF investment		173,668	158,490
- COIF sinking		35,146	30,892
- CBF investment		431,953	390,945
- CBF unrestricted		78,645	71,179
- CBF investment		<u>33,673</u>	<u>30,477</u>
	3	<u>973,518</u>	<u>883,152</u>
Total Fixed Assets		<u>2,759,841</u>	<u>2,172,044</u>
Current Assets			
Cash at Bank			
- Current account		<u>65,270</u>	<u>43,710</u>
		65,270	43,710
Less Current Liabilities			
Sundry Creditors		-	-
Net Current Assets		<u>65,270</u>	<u>43,710</u>
TOTAL ASSETS Less Current Liabilities		<u>2,825,111</u>	<u>2,215,754</u>
Reserves			
General Fund	4	398,022	346,534
Endowment Fund	4	2,427,089	1,869,220
TOTAL RESERVES		<u>2,825,111</u>	<u>2,215,754</u>

Approved on 3 September 2017 and signed on behalf of the Trustees by:

D Coom

P Oldroyd

A Norman

The notes on pages 8 to 10 form part of these financial statements

Guildford St Nicolas Dorothy Grover Trust
Notes to the Accounts
for the 12 months ended 31 December 2016

1 Accounting Policies

Accounting Convention

These accounts have been prepared under the historical cost convention (as modified by the revaluation of investments) and on a receipts and payments basis, the charities SORP 2005 (Accounting and Reporting by Charities) and comply with the Charities (Accounts and Reports) Regulations 2005 issued under the Charities Act 2011.

Incoming Resources

Dividends on quoted investments, bank interest and rental income are accounted for on a received basis.

Resources Expended

Investment management costs are accounted for on a paid basis.

Charitable activities are grant payments for the welfare of St Nicolas Church.

Governance costs comprise all costs involving the public accountability of the Trust and its compliance with regulation and good practice. The costs are accounted for on a paid basis.

Funds

The purpose and use of the Permanent Endowment Fund is imposed by the donor.

Investments

The properties were revalued at 31 December 2016. The value of two properties were based upon figures taken from Zoopla. One was valued by a local estate agent and the fourth is included at its sale proceeds less costs on 2 February 2017. Where appropriate the valuation of these freehold investment properties has taken into account the fact that there are sitting tenants.

Securities held have been revalued and are shown at their market value as at the balance sheet date.

Movements in the investment value are taken to the Statement of Financial Activities and shown as gains/losses on investment assets.

Cashflow statement

The Trust has taken advantage of the exemption in Financial Reporting Standard No.1 from producing a cashflow statement on the grounds that it is a small charity.

2 Freehold Investment Properties

	2016	2015
	£	£
Value 1 January 2016	1,288,892	1,288,892
Increase on revaluation	497,431	-
Value at 31 December 2016	<u>1,786,323</u>	<u>1,288,892</u>

Guildford St Nicolas Dorothy Grover Trust
Notes to the Accounts
for the 12 months ended 31 December 2016

3 Investments

	2016		2015
	£		£
Market value at 1 January 2016	883,152		840,552
Net unrealised investment gains/(losses)	90,366		12,600
Additional investments	-		30,000
Market value at 31 December 2016	<u>973,518</u>		<u>883,152</u>
	Units Held	Unit Price (p)	Market Value
COIF unrestricted	16,309.16	1,351.59	220,433
COIF investment	12,849.14	1,351.59	173,668
COIF sinking	258.45	13,598.67	35,146
CBF investment	28,884.88	1,495.43	431,953
CBF unrestricted	5,259.05	1,495.43	78,645
CBF investment	2,251.75	1,495.43	33,673
			<u>973,518</u>

The COIF sinking fund refers to the Charity Commission 20 year sinking fund order of 27 November 1984 which has now reached completion. These funds are of a restricted nature.

4 Movement in Funds

	2016		2015
	£		£
Unrestricted Fund			
Balance at 1 January 2016	346,534		322,790
Surplus/(Deficit) for the year	51,488		23,744
Balance at 31 December 2016	<u>398,022</u>		<u>346,534</u>
Endowment Fund			
Balance at 1 January 2016	1,869,220		1,859,829
Surplus/(Deficit) for the year	557,869		9,391
Balance at 31 December 2016	<u>2,427,089</u>		<u>1,869,220</u>

The endowment fund was established to be used for the welfare of St Nicolas Church as stated in the will of Dorothy May Grover.

5 Investment Income

	2016		2015
	£		£
Ground Rent Received - 48 Badminton Road	-		132
CBF Dividends	15,941		18,824
COIF Dividends	13,183		13,737
Rents received	49,455		49,493
	<u>78,579</u>		<u>82,186</u>

6 Employees

There were no employees during the year (2015 Nil)

Guildford St Nicolas Dorothy Grover Trust
Notes to the Accounts
for the 12 months ended 31 December 2016

7 Investment Management Costs

	2016 £	2015 £
Agents fees	7,366	7,409
Repairs	8,050	16,695
Insurance	703	647
	<u>16,119</u>	<u>24,751</u>

8 Charitable Activities

	2016 £	2015 £
Grants to PCC		
- Church expenses	36,000	36,000
- Church sound system	4,000	-
	<u>40,000</u>	<u>36,000</u>

9 Governance Costs

	2016 £	2015 £
Independent examination	<u>900</u>	<u>900</u>

10 Analysis of Net Assets Between Funds

	Tangible fixed assets £	Investments £	Net current assets £	Total £
Endowment Fund				
- Dorothy Grover bequest	1,786,323	640,766	-	2,427,089
Unrestricted Funds	-	332,752	65,270	398,022
	<u>1,786,323</u>	<u>973,518</u>	<u>65,270</u>	<u>2,825,111</u>

11 Transfer Between Funds

Investment income arising on the endowment capital is being included in the unrestricted fund. The original capital amount of the legacy remains in the endowment fund, enhanced by subsequent capital gains.

12 Trustees Remuneration and Expenses

The Trustees received no remuneration (2015 £Nil) nor were reimbursed any expenses (2015 £Nil) during the year.

Guildford St Nicolas Dorothy Grover Trust
Income and Expenditure Account
for the 12 months ended 31 December 2016

	2016	2016	2015	2015
	£	£	£	£
Income				
Ground rent received		-		132
Rents received		49,455		49,493
CBF dividends		15,941		18,824
COIF dividends		13,183		13,737
Total Income		<u>78,579</u>		<u>82,186</u>
Expenditure				
Agents' fees	7,366		7,409	
Repairs	8,050		16,695	
Insurance	703		647	
Other PCC expenses				
Church expenses	36,000		36,000	
Church sound system	4,000		-	
Independent examination	900		900	
Total expenditure		<u>57,019</u>		<u>61,651</u>
Surplus / (Deficit) for the period		<u>21,560</u>		<u>20,535</u>