



Trustees' Annual Report for the period

Period start date		Period end date	
From	1 st Jan 2016	To	31 st Dec 2016

Section A Reference and administration details

Charity name

COTTENHAM CHARITIES

Other names charity is known by

Cottenham United Charity & John Moreton Almshouse Charity

Registered charity number (if any)

200586

Charity's principal address

62, Lyles Road

Cottenham

Cambridge

Postcode

CB24 8QR

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Robert Clarke	Chairman		Parish Council
2	David Mudd	Assistant Treasurer		Parish Council
3	Lynda Harford			Parish Council
4	Malcolm Dee	Secretary		Trustee Resolution
5	Sue Hooks	Treasurer		Trustee Resolution
6	Jennifer Macbeth			Trustee Resolution
7	Robert Turner			Trustee Resolution
8	David Munns			Trustee Resolution
9	Rector	Ex-Officio	Vacant	Charity Scheme appointee
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Charity Scheme dated February 1970
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	The Rector of the Parish is ex-officio by order of the Scheme 3 Trustees appointed by the Parish Council 5 Trustees appointed by resolution of existing Trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To provide Alms house accommodation for elderly poor of the Parish of Cottenham and to give relief in need to inhabitants of the Parish as well as assisting apprentices with fees and grants.

Provision of Alms house accommodation in seven properties.

Grants to inhabitants of the village on low income by means of Christmas Vouchers. Other grants as needed for relief in need and Apprentices

Benefit from the Charity is available to anyone in the Parish, or connected with the Parish, who can demonstrate they are necessitous according to the Charity scheme approved by the Charity Commission

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

A total of £4,237 was gifted or loaned to those in need who live in the Parish by the Charities.

John Moreton Almshouse Charity

Small charitable gifts were given to the residents as needed.

The WMC was increased this year. The income to the Charity allowed all the scheduled debts to be repaid. £3,100 was added to the emergency repair fund invested in a COIF accumulation fund. The debt to the Charity Bank has been paid down to £18,026 from the £160,000 borrowed for renovations in 2007. Two repayments of £3,000 were made towards the interest free loan from the Almshouse Association that now stands at £18,000

A capital repayment of £2,000 was made towards the £130,000 outstanding loan from the John Moreton Endowment fund, as per the schedule agreed with the Charity Commissioners.

Cottenham United Charity

Cash grants were made to 50 parishioners on low income at Christmas. This was in conjunction with the Fitzwilliam Charity who contributed to the awards and in liaison with other charities in the Parish who contributed in kind with hampers and presents for children.

Section E

Financial review

Brief statement of the charity's policy on reserves

The cash reserves will be held at a level to cover debt repayments and necessary repairs and expenses for one year should there be no income from weekly maintenance contributions. A sum of money, as advised by the Almshouse Association, is transferred annually into an emergency repair fund invested with CCLA COIF Charities Investment Fund.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Charities income are derived from the investments of the endowment funds, weekly maintenance contributions from the Almshouses and rental income from the allotments.

Section F

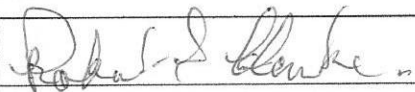
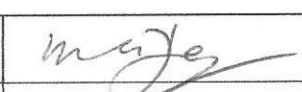
Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Robert Clarke	Malcolm Dee
Position (eg Secretary, Chair, etc)	Chairman	Hon Secretary

Date 9/06/2017



CHARITY COMMISSION
FOR ENGLAND AND WALES

Cottenham Charities

200586

Receipts and payments accounts

CC16a

For the period
from

01/01/2016

To

31/12/2016

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Allotment Rents	937	-	-	937	944
Weekly Maintenance Charge	36,593	-	-	36,593	35,687
Investment Income	2,153	-	-	2,153	2,165
Bank Interest	82	-	-	82	35
Donations	183	-	-	183	1,000
Other Income	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	39,947	-	-	39,947	39,832
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	39,947	-	-	39,947	39,832
A3 Payments					
Expenses and Fees	1,694	-	-	1,694	1,458
Renovations	-	-	-	-	1,604
Repair and Maintenance	6,122	-	-	6,122	4,221
Bank Charges and Interest	2,610	-	-	2,610	3,305
Charitable Gifts	4,237	-	-	4,237	1,889
Utilities	619	-	-	619	617
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	15,282	-	-	15,282	13,093
A4 Asset and investment purchases. (see table)					
Capital Loan Repayments	21,140	-	-	21,140	20,385
Investment into ER Fund	3,100	-	-	3,100	3,000
Sub total	24,240	-	-	24,240	23,385
Total payments	39,522	-	-	39,522	36,478
Net of receipts/(payments)	425	-	-	425	3,353
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	27,298	-	-	27,298	23,944
Cash funds this year end	27,722	-	-	27,722	27,298

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	John Moreton Current	7,680	-	-
	John Moreton CCLA Deposit	19,391	-	-
	United Charity Current	651	-	-
	Total cash funds	27,722	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

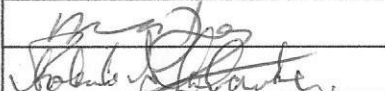
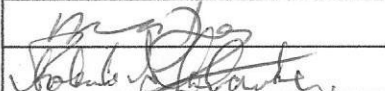
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	CCLA COIF Income Fund	JM Endowment	-	25,619
	CCLA COIF Income Fund	UC Endowment	-	39,481
	CCLA COIF Accumulation Fund	ER Fund	-	54,481
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	JM Almshouses & Land	John Moreton	-	-
	UC 4 acres allotment land	United Charity	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	JM Endowment	JM Endowment	130,000	
	Almshouse Association	JM Unrestricted	18,000	
	Charity Bank	JM Unrestricted	18,026	
	J & M Arbon	JM Current a/c	698	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Malcolm Dee	29/9/17
	Robert Clarke	29/9/17



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Cottenham Charities

On accounts for the year
ended

31/012/2016

Charity no
(if any) 200586

Set out on pages

Numbered one only

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's 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. 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 statement

My examination was carried out in accordance with 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 the 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 (other than that disclosed below *)

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 Acthave 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

25/9/17

Name:

Peter Carter

Relevant professional
qualification(s) or body
(if any):

CIMA

Address:

244 HIGH ST

COTTENHAM

CAMBS CB24 8RZ