



# Independent Examiner's Report on the Accounts

## Section A Independent Examiner's Report

Report to the trustees/members of

Charity Name

On accounts for the year ended

Charity no (if any)

Set out on pages

(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;
- 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.

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

Signed



Date

Name

Richard Skelton

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

ACIE - Associate (Association of Charity Independent Examiners)  
ACIB - Trustee (Associate of Chartered Institute of Bankers)

Address

26 Marlborough Rise  
Camberley  
Surrey  
GU15 2ED

Only complete if the examiner needs to highlight material problems

Give here brief details of any items that the examiner wishes to disclose



Charity Name The Patricia Routledge Charitable Trust	No (if any) 1077862
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<b>CC16a</b>
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## Receipts and payments accounts

For the period from	Period start date 01/04/2017	To	Period end date 31/03/2018
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### 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 £
<b>A1 Receipts</b>					
Income from securities	35,202	-	-	35,202	31,606
Interest on deposits	295	-	-	295	279
Addition to Trust		-		-	13,000
Gift Aid Repayment	-	-		-	3,000
F/E Rate Adjustment	-	-		-	58
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>35,497</b>	<b>-</b>	<b>-</b>	<b>35,497</b>	<b>47,943</b>
<b>A2 Asset and investment sales, etc.</b>	-	-	868,607	868,607	782,261
<b>Total receipts</b>	<b>35,497</b>	<b>-</b>	<b>868,607</b>	<b>904,104</b>	<b>830,204</b>
<b>A3 Payments</b>					
Charitable Payments	150,400	-	-	150,400	130,250
Bank's Fees	25,455	-	-	25,455	22,477
Value Added Tax	5,091	-	-	5,091	4,495
Independent Examiner Fee	400	-	-	400	400
		-	-	-	
		-	-	-	
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
<b>Sub total</b>	<b>181,346</b>	<b>-</b>	<b>-</b>	<b>181,346</b>	<b>157,622</b>
<b>A4 Asset and investment purchases, etc.</b>	-	-	801,305	801,305	473,618
<b>Total payments</b>	<b>181,346</b>	<b>-</b>	<b>801,305</b>	<b>982,651</b>	<b>631,240</b>
<b>Net of receipts/(payments)</b>	<b>- 145,849</b>	<b>-</b>	<b>67,302</b>	<b>- 78,547</b>	<b>198,964</b>
<b>A5 Transfers between funds</b>	143,804	-	- 143,804	-	-
<b>A6 Cash funds last year end</b>	7,705	-	302,944	310,649	111,685
<b>Cash funds this year end</b>	<b>5,660</b>	<b>-</b>	<b>226,442</b>	<b>232,102</b>	<b>310,649</b>

## 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 £
<b>B1 Cash funds</b>	Cash Capital	-	-	58,695
	Cash Income	5,660	-	-
	Reserve Cash Capital	-	-	167,747
	<b>Total cash funds</b>	<b>5,660</b>	<b>-</b>	<b>226,442</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	Securities	Endowment	-	1,851,611
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Una Dunford	



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	April	2017		31	March	2018

## Section A Reference and administration details

**Charity name** The Patricia Routledge Charitable Trust

**Other names charity is known by**

**Registered charity number (if any)** 1077862

**Charity's principal address** Coutts & Co, Trustee Department

440 The Strand

London

**Postcode**

WC2R 0QS

### 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	Coutts & Co			
2	Miss K P Routledge			
3	Rev Canon D Nason			
4				
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### 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
Investment Managers	Coutts & Co	440 The Strand, London, WC2R 0QS
Bankers	Coutts & Co	440 The Strand, London, WC2R 0QS
Solicitors	TLT LLP	One Redcliffe Street, Bristol BS1 6TP
Independent Examiner	Richard Skelton	26 Marlborough Rise, Camberley, Surrey, GU15 2ED

## 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)	Trust Deed dated 31 March 1999
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing Trustees

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>On agreeing to become a trustee of the charity, the trustees are thoroughly briefed by the existing co-trustees on the history of the trust, the day-to-day management, the responsibilities of the trustees, the current objectives and future plans.</p> <p>The trustees have assessed the major risks to which the charity is exposed, in particular those relating to its investments and its finances. The trustees believe that by ensuring controls exist over key financial systems incorporating Coutts &amp; Co's systems and controls, and by delegating the investment management function to investment managers, subject to regular monitoring, including periodic reviews of performance against benchmark, they have established effective systems to mitigate those risks.</p>
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## Section C Objectives and activities

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

The objects of the Trust are to further such objects or purposes which are exclusively charitable according to the law of England and Wales in any part of the world and in such manner as the Trustees may in their absolute discretion think fit.

**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)**

The Trust achieves this object by the provision of grants. In determining the means by which the Trust shall achieve its object, the trustees have had regard to the guidance on public benefit issued by the Charity Commission.

During the year under review the Trust awarded 84 Grants ranging in value from £100.00 to £6,000.00 to a range of charitable organisations. In the opinion of the trustees the Trust, by making grants only to charitable organisations which are themselves for the benefit of the public, is fulfilling its own obligation to deliver public benefit in the furtherance of its object.

The sum of £143,804.00 has been expended from the endowment funds and for Charity Commission accounting purposes is now classed as income.

**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.

Regular meetings are held by the Trustees where they discuss any applications received and consider which grants they wish to award.

In pursuance of its objectives, the charity's income is applied in making grants to a number of charitable organisations and bodies involved in activities which further the charity's objectives.

Applicants for grants must be in writing.

Recipients of grants are required to sign a formal receipt. Where relevant, the trustees also ask to be provided with copies of receipts for expenditure and the grant may be subject to an ongoing monitoring programme and further instalments of grants only released subject to timescales being reached.

**Summary of the main achievements of the charity during the year**

Grants totalling £150,400.00 were made to the following charities:

Sistema England	Full Circle
Different Strokes	The Watermill Theatre
Thumbs Up Club	The Rainbow Centre
Iris Theatre	Denville Hall 2012
Claire House Children's Hospice	Royal Theatrical Support
Samaritans	Marie Curie Cancer Care
Kidney Research UK	Actors Benevolent Fund
Chichester Symphony Orchestra	Variety Club Children's Charity
Victim Support	Asthma Relief
British Legion	RNLI
Winston's Wish	Deafblind Sussex
North West Air Ambulance	St Wilfrid's Hospice
University of Liverpool	Headway
ZANE	Stonepillow, Chichester
The Connection at St Martin-in-the-Fields	
Sussex Community Foundation	Become
QEF For Disabled People	Age UK Wirral
The ExtraCare Charitable Trust	Child Bereavement UK
Bristol Old Vic Theatre School	CLIC Sargent Cancer Care
The Edward James Foundation	Tobacco Factory Theatres
Children on the Edge	Epilepsy Action
The English Music Festival	Ruskin Mill Trust Ltd
Polka Theatre	British Wireless for the Blind
Marylebone Project	Contact 88 Chichester
Macular Society	St Barnabas
The Sussex Snowdrop Trust	Red Balloon Learner Centres
Shannon Trust	Action for ME
Chestnut Tree	Carers UK
Treloar's	North Bristol NHS Trust
Kent Surrey & Sussex Air Ambulance	
Guide Dogs for the Blind Association	
Cheltenham Festivals	Birmingham Royal Ballet
AESS	Chichester Cathedral
The Amber Trust	Sussex Community Foundation
The Stroke Association	UBS
Alzheimer's Society	Operation Smile
Beanstalk	Aldingbourne Trust
Osteoporosis Society	Friends of Chichester Hospital
Sightsavers	St Richard's Hospice Worcester
Beatrix Potter Society	Birkenhead School
Chichester Festival Theatre	Woodland Trust
Age UK	National Literacy Trust
Medical Foundation for Victims of Torture	
Missing People	



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The trust is operated as a grant giving charity and the trustees' policy is to seek to distribute or commit the income arising in each financial year.

Given the availability of the expendable endowment fund the trustees do not consider that the charity needs to maintain any significant free reserves although they recognise that such reserves will arise from time to time.

### 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.

There are no restrictions on the charity's power to invest. The investment strategy is agreed between the trustees and the investment managers and is regularly reviewed. This is the subject of a policy statement which has been completed by the trustees and forms an integral part of the agreement with the investment manager to provide investment management services.

## 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)	Una Dunford	
Position (eg Secretary, Chair, etc)	For Trustee Bank	
Date		