

## **WOTTON-UNDER-EDGE GENERAL CHARITIES**

**Registered Charity number:  
203464**

## **UNITED ALMSHOUSE CHARITIES**

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**Approved at the AGM 2019**

# **UNITED ALMSHOUSE CHARITIES**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31st DECEMBER 2018**

### **TRUSTEES' RESPONSIBILITIES**

Charity law requires us as 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 profit or loss of the charity for that period. In preparing those financial statements, the Trustees are required to:-

- select suitable accounting policies and then apply them consistently;
- 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 business.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable us to ensure that the financial statements comply with the Charities Act 2011. We 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.

### **Structure, Governance and Management**

The Charity is administered under the Charity Commission Scheme dates 22nd June 1954. At a meeting dated 17th September 2008, the Charity adopted a set of guidelines as recommended by the Charity Commission, since there were no written terms of Governance under which the trustees were operating. Copies of the guidelines can be obtained from the Clerk to the Trustees.

Over the years the Charity has combined with 21 other smaller charities with similar objectives. A full list can be obtained from the Clerk to the Trustees.

### **Trustees**

The Trustees who have served during the year are as follows:

#### **Foundation Trustees**

Mrs. E Warren – Chairman  
Mrs P Latimer - Vice Chairman  
Dr S Robinson  
Mrs. J Jerrold  
Mrs M Buist  
Mr G Carpenter  
The Revd J Evans

#### **Town Council Appointees**

Mr P Barton  
Mr J Turner  
Mr T Luker  
Mr P Smith

Four Representative Trustees are appointed by the Wotton-Under Edge Town Council, but need not necessarily be members of the Council itself. Each may serve a 4-year term of office which is reviewed annually by the Town Council.

Seven Co-optative Trustees, are appointed from those persons residing or in business in or near Wotton-under-Edge. Each may serve a 5-year term of office. Should a vacancy occur, a person fulfilling the above conditions may be proposed and seconded at the next available General Meeting; and co-opted to serve until the next Annual General Meeting.

A Chairman and Vice-Chairman shall be elected at the Annual General Meeting to serve for a term of one year.

# UNITED ALMSHOUSE CHARITIES

## TRUSTEES' REPORT FOR THE YEAR ENDED 31st DECEMBER 2018

### Principal Activities:

1) The principal object of the Registered Charity (203464) is the relief of need. This objective is provided by maintaining the Perry and Dawes Almshouses in Church Street, Wotton-under-Edge, and providing assistance and accommodation to the Almsfolk (Residents) therein.

2) The major sources of income: **£42,691** (£35,369- 2017) see p5 are from the WMCs (weekly maintenance contributions) made by the Residents: **£33,468** (£25,530 - 2017) and the Charity's Investments: **£7,883** (£8,101 - 2017)

3) Expenditure - **£29,582** (£29,345 – 2017). See Schedule 4, p7. Major work carried out during the year = **£12,395** (£13,270 – 2017).

4) As reported at the end of 2017, it should be noted that due to ill health, the Warden was unable to undertake his duties from May through December of that year. At a General Meeting of Trustees held on October 4<sup>th</sup>, it was agreed he could remain in The Cottage until 31<sup>st</sup> December and to offer him accommodation there as a Resident at a WMC equivalent to 1.5 times that of a normal Apartment (in line with HMRC's previously agreed valuation) from January 1<sup>st</sup> until June 30<sup>th</sup> 2018 when the matter was reviewed. His health had not improved and it was agreed that he could remain in The Cottage as a Resident until the Trustees decided otherwise.

The former Warden, currently occupying #9 continues to keep a watchful eye on the complex and a nominal reduction in WMCs has been agreed

Residents are supported by a Care-Call system linked to their telephones to give 24/7 monitoring by Hereford Housing Ltd as recommended by Stroud District Council. Fire/smoke detection has been added to the specification as a further reassurance. The previously installed "Mainpoint" system was re-commissioned and programmed as a second-line defence heat detection system and manual warning system.

5) An external Cleaning Company has been appointed to cover the General areas and the Chapel, the Groundsman maintaining the gardens and pathways. These additional expenses are more than covered by the income from The Cottage and it was also agreed at the General Meeting on October 4<sup>th</sup> that the WMCs for 2019 remain as for 2018.

6) Income, together with funds in the Charity's current accounts at Lloyds Bank, and Leeds Building Society accommodated the costs incurred in the maintenance of the Almshouse properties.

7) The Annual Inspection carried out by J B Young and Sons Ltd showed that complex was in good condition for its age and that any minor work required from time to time would maintain it in good order.

### 8) Reserves

In view of the uncertain and ongoing need to maintain and modernise the Almshouse buildings it is still the policy of the Trustees to hold its historic investments as reserves to cover Extra-Ordinary and Cyclical repairs and improvements, see pages 5/6. The average ages of the Residents continues to rise and the Trustees are aware that at anytime, vacancies may occur through the need for nursing care or sadly, natural causes. A degree of refurbishment and redecoration of each Apartment is needed before vacancies can be filled.

As at 31st December 2018, the value of the Charity's assets, investments and reserves totalled **£754,751** (£805,515 - 2017); the property having been valued by RSA at **£2,494,973** (£2,399,012 - 2017) as 30<sup>th</sup> June and insured for this amount.

### ON BEHALF OF THE TRUSTEES

M. C. Sykes ,  
Clerk to the Trustees

Date

# **UNITED ALMSHOUSE CHARITIES**

## **INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF UNITED ALMSHOUSE CHARITIES**

I report on the accounts of the Trust for the year ended 31 December 2018, which are set out on pages 5 to 7.

### **Respective responsibilities of trustees and examiners**

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of S144 (2) of the Charities Act 2011 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners (under S145 (5)(b) of the Act), whether particular matters have come to my attention.

### **Bases of independent examiners' report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 the seeking of 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 examiners' 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 S130 of the Act; and
  - . to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

.....  
R J Holcombe  
Blanchworth House  
Dursley  
Glos.  
GL11 6BB

.....  
DATE

# UNITED ALMSHOUSE CHARITIES

**Registered Charity No: 203464**

## Receipts And Payments for the year ended 31st December 2018

	Unrestricted	Restricted	Total	2017
<b>Receipts</b>				
Investment Income - schedule 1	7,756	127	7,883	8,101
Almshouse Contributions	33,468	0	33,468	25,530
BT refund	0	0	0	0
Legacy Donations	0	0	0	0
Chapel Fund Income	0	776	776	986
Washing Machine	534	0	534	552
Miscellaneous	30	0	30	200
	41,788	903	42,691	35,369
<b>Asset and Investment Sales</b>	0	0	0	0
<b>Total Receipts</b>	41,788	903	42,691	35,369
<b>Payments</b>				
Almshouse Expenditure - schedule 2	28,890	0	28,890	28,575
Chapel Fund Expenditure - schedule 3	0	692	692	770
	28,890	692	29,582	29,345
<b>Asset and Investment purchases</b>	0	0	0	0
<b>Total Payments</b>	28,890	692	29,582	29,345
Net of receipts/payments	12,898	211	13,109	6,024
<b>Transfers between funds</b>	0	0	0	0
<b>Cash funds last year</b>	24,465	33,469	57,934	51,910
<b>Cash funds this year end</b>	37,363	33,680	71,043	57,934

Signed on behalf of the Trustees

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Date-----

# UNITED ALMSHOUSE CHARITIES

**Registered Charity No: 203464**

## Statement of assets and liabilities at the end of the year

	Unrestricted	Restricted
<b>Cash Funds</b>		
Lloyds TSB	29,551	1,109
Cash	50	0
Leeds Building Society	7,762	5,340
<b>Cyclical and Emergency Reserves</b>		
CCLA COIF Deposit Fund	0	27,231
	<hr/>	<hr/>
	37,363	33,680
	<hr/>	<hr/>

Other monetary		
	0	0
	<hr/>	<hr/>
	0	0
	<hr/>	<hr/>

<b>Investment assets</b>		
1615.95 CCLA COIF Shares	23,305	0
54566 M & G NAACIF Income units	43,435	0
6520.758 Black Rock UK Equity Fund units	118,808	0
4922.547 Black Rock Charinco Income units	9,156	0
9021.696 Black Rock Charishare Income units	52,019	0
99 Santander	358	0
	<hr/>	<hr/>
	247,081	0
<b>Cyclical and Emergency Reserves</b>		
5402.664 M & G NAACIF Accumulation units	0	436,627
	<hr/>	<hr/>
	247,081	436,627
	<hr/>	<hr/>

Assets retained for the Charity's own use		
	2,494,97	2,399,01
	<hr/>	<hr/>

Liabilitie		
	0	6,65
	<hr/>	<hr/>
	0	9
	<hr/>	<hr/>

UNITED ALMSHOUSE CHARITIES  
Registered Charity No: 203464

2018

2017

**Schedule 1; INVESTMENT INCOME**

CCLA COIF Income Shares	805	789
M & G NAACIF Income Shares	1,855	1,855
Black Rock UK Equity Fund Income units (See Note 2)	3,022	3,420
Black Rock Charinco Income units	394	394
Black Rock Charishare	1,660	1,541
Santander	16	24
Leeds Building Socirty	3	9
<b>Total</b>	<u>7,755</u>	<u>8,032</u>

**Schedule 2; ALMSHOUSE EXPENDITURE**

Subscriptions	170	166
Electricity	470	1,110
Water	2,145	2,076
Telephone	0	533
Wardens Honoraria & Phone	0	0
Honoraria	0	0
Insurance	2,021	1,954
Major Works	12,395	13,270
Minor Works	9,003	9,206
Misc/Admin	891	260
Cleaning	1,695	0
Grants	100	0
<b>Total</b>	<u>28,890</u>	<u>28,575</u>

**Schedule 3; CHAPEL EXPENDITURE**

Cleaning (lees £580 reimbursed)	40	0
Miscellaneous	256	275
Honorarium	120	140
Electricity	276	355
<b>Total</b>	<u>692</u>	<u>770</u>