

**ST JOHN'S ALMSHOUSE CHARITIES**  
**TRUSTEES REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2018**

**Charity Number: 230417**



# ST JOHN'S ALMSHOUSE CHARITIES

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# ST JOHN'S ALMSHOUSE CHARITIES

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

Mr M G Baker MBE	Co-opted Trustee - Chairman
Revd A Milton	Ex-officio Trustee – Rector of All Saints & St Mary's Churches, Huntingdon (to November 2018)
Revd J Randall	Ex-officio Trustee – Rector of All Saints & St Mary's Churches, Huntingdon (from December 2018)
Cllr A Blackwell	Trustee nominated by Huntingdon Town Council (from July 2018)
Cllr J Dyne	Trustee nominated by Huntingdon Town Council (to July 2018)
Cllr S Gifford	Trustee nominated by Huntingdon Town Council
Mr D Bruce	Co-opted Trustee - Secretary/Clerk (to February 2018)
Mr A Butler	Co-opted Trustee
Mr L Button	Co-opted Trustee
Mr J J Humpston	Co-opted Trustee (to October 2018)
Mr T P Johnson FCA	Co-opted Trustee & Treasurer
Mrs D Peacock	Co-opted Trustee
Mr C Saunders	Co-opted Trustee

### Charitable Status

St John's Almshouse Charities is an unincorporated charity registered in England, number 230417

### Principle Address

The principle address of the charity is 27 Hartford Road, Huntingdon, Cambridgeshire, PE29 3RE

### Bankers

National Westminster Bank plc, 92 High Street, Huntingdon, Cambridgeshire, PE29 3DT

### Independent Examiner

Mr D G Croker  
Retired Chartered Accountant  
5 Willow Close, Brampton, Huntingdon, Cambridgeshire, PE28 4RJ

### Solicitors

Hewitsons, 7 Spencer Parade, Northampton, NN1 5AB

### Clerk to the Trustees

Mrs B Howells

# **ST JOHN'S ALMSHOUSE CHARITIES**

## **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2018**

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### **Objectives and activities for the public benefit**

The principal object of the charity is the provision of almshouse accommodation for single women who by force of circumstances and resources, are in need. Priority is given to women who reside in Huntingdon, and it is this group of people which forms the basis of the public benefit provided by the charity.

The charity carries out its objectives by:

- maintaining the external and internal features of the eight residential houses in George Street, Huntingdon, in a secure and habitable state, and
- advertising empty accommodation to the general public, and
- reviewing the condition of the properties, and carry out capital works after securing appropriate funding.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives, and in planning future activities.

### **Structure Governance and Management**

The charity is an unincorporated association governed by our constitution which is dated 12 November 2012.

The trustees comprise 1 ex-officio trustee who is the current incumbent of All Saints and also St Mary's Churches in Huntingdon, 2 nominee trustees from Huntingdon Town Council and a maximum of 9 other trustees, and any new trustees are appointed by the existing Trustees.

Where there is a co-opted trustee vacancy, the remaining trustees endeavour to recruit a new trustee with relevant experience, skills and an empathy with the objects of the charity.

As part of their induction, new trustees are provided with a copy of the Constitution, the Trustees Handbook, the Residents Handbook, and various other relevant documents to enable them to gain a full appreciation of their duties and obligations as a trustee. The Trustees Handbook contains the charity's policies for trustee induction, risk management, investment policy and management of surplus funds.

The trustees meet on a quarterly basis to review the position and a standard agenda is adopted to ensure that all matters are covered.

The day to day administration of property management and residents issues is delegated to the relevant sub-committee, in conjunction with the Clerk to the Trustees, but all major decisions are either approved or ratified at a full trustees meeting. The sub-committees are:

- Residents' sub-committee;
- Buildings sub-committee;
- Finance sub-committee.

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# ST JOHN'S ALMSHOUSE CHARITIES

## TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2018 (continued)

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### Structure Governance and management (continued)

The charity is a member of the Almshouses Association which offers assistance, advice, guidance and encouragement to the numerous almshouse trustee bodies to enable them to provide suitable accommodation for people in need. The Association also represents these charities with the Charity Commission, Homes England, and the Regulator of Social Housing, the Land Registry and other Government departments.

### Achievements and performance

**Residents** - one of our residents left to go to a more 'sheltered' accommodation, leaving no 6 free from Wednesday 19th September until December 1st, when a new resident moved in. The Trustees reviewed details from 6 applicants and interviewed 4 of these who fitted the stipulations required as regards need. One lady was offered the residency and readily accepted and has settled in well.

The level of occupancy was therefore at the high level of 97%.

The Chairman and Clerk have made many visits of a social nature to ensure the residents well-being and two other trustees, likewise, have visited when required for practical/building and maintenance concerns as well as to ensure the peace of mind and contentedness of the residents.

Residents receive cards and flowers on their birthdays and cards at major festivals, including a small grocery voucher at Christmas.

**Trustees** - Mr J J Humpston resigned on Oct 29th as he had moved out of the area and had been unable to attend meetings. Our ex-officio Trustee, Revd A Milton, retired and was replaced by the next incumbent, Revd J Randall, as from November 1st.

Mr D Bruce, a Trustee and Clerk, retired at the end of February.

The trustees invited retiring Trustee and Clerk Mr D Bruce and his wife, residents and some other local dignitaries to a 'Farewell' afternoon tea at the George Hotel in Huntingdon, where a presentation was made to him in grateful thanks for all he had done during his time as Trustee and Clerk 2012-2018.

The Trustees decided that as Mr D Bruce was retiring that it would be appropriate to designate the role of Clerk as a separate paid position and they were very pleased to appoint Mrs B Howells to this post from 28 February.

Two new trustees have joined us, Revd J Randall and Councillor A Blackwell, one replacing the retiring Vicar of St Mary's and one as a result of local council elections. It was noted that there is still a potential vacancy for someone with a legal background in property and human resources.

At the end of 2018 there were 10 ex-officio, nominated and co-opted trustees, leaving 2 vacancies for new trustees, and the trustees are committed to having a Board of Trustees with varied but complimentary skills to benefit the charity.

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# ST JOHN'S ALMSHOUSE CHARITIES

## TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2018 (continued)

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### Achievements and performance (continued)

The trustees maintained their awareness of their own performance framework established in 2015 as follows:

- To maintain a high level of attendance at trustee meetings, and this was noted at 84% for 2018, as was 2017. As one trustee, mentioned above, had been unable to make the meeting for a while, this is hoped to improve even further.
- To ensure a minimum of 4 quarterly meetings and this was achieved in 2018.
- To make available relevant courses for trustees and the Clerk. None were attended this year but this will be monitored in 2019.
- To confirm trustees' compliance with its own Trustees' Handbook, any requirements of the Almshouse Association, and regulators, the charity Commission. This was brought up to date and also through the normal process of management there was no evidence of any non-compliance.
- To review the risk register annually or more frequently as required and this was carried in 2018.

### Financial review and reserves

The charity had a successful year achieving a surplus before transfers of £22,402 (2017 – surplus of £23,000) and the outstanding loans were reduced by £18,461 (2017 - £17,732).

The trustees prepare an annual budget and the results were in line with the expected results and the budget for 2019 shows the surplus being maintained and gives assurance to the trustees that the charity continues to be a going concern for the next 12 months.

The charity's policy with respect to reserves is to retain 12 months expenditure (excluding depreciation) in a separate account and 2018 confirmed that revenue expenditure and capital repayments amounted to approximately £40,000. At the end of the 2018 the charity had £40,493 in a separate deposit account to represent this reserve.

### Trustees' responsibilities in relation to the financial statements:

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

Signed on behalf of the Trustees:.....

Mr M G Baker MBE

Chairman

Date: 29<sup>th</sup> July 2019

# **ST JOHN'S ALMSHOUSE CHARITIES**

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE ST JOHN'S ALMSHOUSE CHARITIES FOR THE YEAR ENDED 31 DECEMBER 2018**

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I report to the trustees on my examination of the charity's accounts of the charity for the year ended 31 December 2018 which are set out on pages 6 to 13.

### **Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination, giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

D G Croker  
Retired Chartered Accountant  
5 Willow Close  
Brampton  
Huntingdon  
PE28 4RJ

Date: 3<sup>rd</sup> July 2019

# ST JOHN'S ALMSHOUSE CHARITIES

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2018

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2018 Total Funds £	2017 Total Funds £
<b>Incoming resources (Note 3)</b>					
<b>Income and endowments from:</b>					
Donations & legacies	5,000	-	-	5,000	5,000
Charitable activities	41,744	-	-	41,744	43,506
Bank interest receivable	488	-	-	488	120
<b>Total</b>	<b>47,232</b>	<b>-</b>	<b>-</b>	<b>47,232</b>	<b>48,626</b>
<b>Resources expended (Note 4)</b>					
<b>Expenditure on:</b>					
Charitable activities	(24,830)	-	-	(24,830)	(25,626)
<b>Total</b>	<b>(24,830)</b>	<b>-</b>	<b>-</b>	<b>(24,830)</b>	<b>(25,626)</b>
<b>Net income (expenditure)</b>	<b>22,402</b>	<b>-</b>	<b>-</b>	<b>22,402</b>	<b>23,000</b>
<b>Transfer between funds</b>	<b>(680)</b>	<b>680</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>21,722</b>	<b>680</b>	<b>-</b>	<b>22,402</b>	<b>23,000</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	793,404	4,080	2,084	799,568	776,568
<b>Total funds carried forward</b>	<b>815,126</b>	<b>4,760</b>	<b>2,084</b>	<b>821,970</b>	<b>799,568</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.



# ST JOHN'S ALMSHOUSE CHARITIES

## BALANCE SHEET AT 31 DECEMBER 2018

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2018 Total Funds £	2017 Total Funds £
<b>Fixed assets (Note 5)</b>					
Tangible assets	898,680	-	-	898,680	903,120
<b>Current assets</b>					
Debtors (Note 6)	788	-	-	788	1,710
Cash at bank (Note 7)	81,515	4,760	2,084	88,359	78,917
	82,303	4,760	2,084	89,147	80,627
<b>Creditors:</b> amounts falling due within one year (Note 8)	(20,385)	-	-	(20,385)	(19,471)
<b>Net current assets</b>	61,918	4,760	2,084	68,762	61,156
<b>Total assets less current liabilities</b>	960,598	4,760	2,084	967,442	964,276
<b>Creditors:</b> amounts falling due after one year (Note 8)	(145,472)	-	-	(145,472)	(164,708)
<b>Total net assets</b>	<b>815,126</b>	<b>4,760</b>	<b>2,084</b>	<b>821,970</b>	<b>776,568</b>
<b>The funds of the charity:</b>					
Endowment funds (Note12)	-	-	2,084	2,084	2,084
Restricted funds (Note13)	-	4,760	-	4,760	3,400
Unrestricted funds	815,126	-	-	815,126	771,084
<b>Total charity funds</b>	<b>815,126</b>	<b>4,760</b>	<b>2,084</b>	<b>821,970</b>	<b>776,568</b>

The notes on pages 8 to 13 form part of these accounts

Approved by the Trustees on 29<sup>th</sup> July 2019 and signed on their behalf by:

M G Baker  
Chairman of Trustees

T P Johnson  
Trustee / Treasurer

# ST JOHN'S ALMSHOUSE CHARITIES

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

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### 1 Basis of preparation

#### 1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value, unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and with the Charities Act 2011.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update bulletin 1 not to prepare a Statement of Cash Flows.

#### 1.2 Going concern

The accounts have been prepared on a going concern basis as the trustees believe that no material uncertainty exists. The trustees have considered the level of funds held, and the expected levels of income and expenditure for 12 months from approving these accounts. The budgeted income and expenditure is sufficient, together with the level of reserves held for the charity to be able to continue as a going concern.

#### 1.3 Accounting estimates

No changes to accounting estimates have occurred in the reporting period.

### 2 Accounting policies

#### 2.1 Income

##### ***Recognition of income***

These are included in the Statement of Financial Activities when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

##### ***Offsetting***

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS102 SORP or FRS102.

##### ***Grants and donations***

Grants and donations are only included in the SOFA when the general income recognition criteria are met.

# ST JOHN'S ALMSHOUSE CHARITIES

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

### 2.2 Expenditure and liabilities

#### *Liability recognition*

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

#### *Governance and support costs*

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and practice. There are no material support costs incurred by the charity.

#### *Deferred income*

No material item of deferred income has been included in the accounts.

### 3 Analysis of income

	Unrestricted Funds £	Restricted Income Funds £	Endowment Funds £	2018 Total Funds £	2017 Total Funds £
<b>Donations &amp; Legacies</b>					
Donations	-	-	-	-	-
Grants	5,000	-	-	5,000	5,000
Total	5,000	-	-	5,000	5,000
<b>Charitable activities</b>					
Weekly maintenance contributions	41,744	-	-	41,744	43,506
Total	41,744	-	-	41,744	43,506
<b>Bank interest receivable</b>					
Interest	488	-	-	488	120
Total	488	-	-	488	120

# ST JOHN'S ALMSHOUSE CHARITIES

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

### 4 Analysis of expenditure

	Unrestricted Funds £	Restricted Income Funds £	Endowment Funds £	2018 Total Funds £	2017 Total Funds £
<b>Expenditure on charitable activities</b>					
<b>Property expenses:</b>					
Repairs and maintenance	3,063	-	-	3,063	3,648
Gas boiler maintenance	3,265	-	-	3,265	3,101
Insurance	1,200	-	-	1,200	1,205
Depreciation	4,440	-	-	4,440	4,440
Legal & professional costs	-	-	-	-	1920
<b>Interest and finance costs:</b>					
Charity Bank	8,725	-	-	8,725	9,300
Hinchingbrooke Foundation	826	-	-	826	990
<b>Residents costs:</b>					
Television licences	45	-	-	45	45
	21,564	-	-	21,564	24,649
<b>Governance costs</b>					
Meeting expenses	40	-	-	40	34
Subscriptions	25	-	-	25	205
Postage and stationery	128	-	-	128	276
Miscellaneous expenses	213	-	-	213	462
Clerk's fees	2,860	-	-	2,860	-
	3,266	-	-	3,266	977
<b>Total charitable activities</b>	<b>24,830</b>	<b>-</b>	<b>-</b>	<b>24,830</b>	<b>25,626</b>

# ST JOHN'S ALMSHOUSE CHARITIES

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

### 5 Tangible fixed assets

	Land and Buildings £	Equipment £	Total £
<b>5.1 Cost</b>			
At 1 January 2018	912,000	4,960	916,960
Additions	-	-	-
Disposals	-	-	-
At 31 December 2018	<b>912,000</b>	<b>4,960</b>	<b>916,960</b>

### 5.2 Depreciation and impairments

	Basis Rate	Straight line 0.75% pa	Straight line 25% pa	
At 1 January 2017		8,880	4,960	13,840
Charge for the year		4,440	-	4,440
At 31 December 2017			<b>4,960</b>	<b>18,280</b>
		<b>13,320</b>		

### 5.3 Net book value

31 December 2018	<b>898,680</b>	-	<b>898,680</b>
31 December 2017	<b>903,120</b>	-	<b>903,120</b>

The freehold land and buildings were valued at £912,000 on 11 January 2011 by Westley & Huff, Chartered Surveyors. This value has been adopted as the deemed cost of the assets concerned on transition to FRS102. There was no comparable cost or depreciation or net book value prior to the capital development costs incurred in 2010 and 2011. Land and buildings includes land valued in 2011 at £320,000 on which no depreciation charge is made.

### 6 Analysis of debtors

	2018 £	2017 £
Weekly maintenance contributions due	-	1,048
Prepayments	788	662
	<b>788</b>	<b>1,710</b>

### 7 Cash at bank

	2018 £	2017 £
Short term deposits	40,493	35,033
Cash at bank	47,866	43,884
	<b>88,359</b>	<b>78,917</b>

# ST JOHN'S ALMSHOUSE CHARITIES

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

### 8 Analysis of creditors

	Amounts falling due within one year		Amounts falling after more than one year	
	2018	2017	2018	2017
	£	£	£	£
Accruals	1,148	1,010	-	-
Bank loan	9,776	9,162	119,457	129,233
Other loans	9,461	9,299	26,015	35,475
	<b>20,385</b>	<b>19,471</b>	<b>145,472</b>	<b>164,708</b>

The bank loan is secured on the freehold property.

### 9 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Endowment funds	Total 2018
	£	£	£	£
Fixed assets	898,680	-	-	898,680
Current assets	82,303	4,760	2,084	89,147
Current liabilities	(20,385)	-	-	(20,385)
Creditors due in more than one year	(145,472)	-	-	(145,472)
	<b>815,126</b>	<b>4,760</b>	<b>2,084</b>	<b>821,970</b>

### 10 Taxation

The charity is exempt from tax on income and gains and so no tax charges have arisen in the charity.

### 11 Related party transactions

All trustees give of their time freely and no trustee remuneration is paid. In the year 2018 a total of £265 was reimbursed to 2 trustees (2017 - £562 reimbursed to 3 trustees).

# ST JOHN'S ALMSHOUSE CHARITIES

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

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### 12 Endowment funds

These relate to the remainder of funds when a number of charities were consolidated into this charity many years ago and comprise the following:

	2018 £	2017 £
• The charity consisting of part applicable for purposes not educational of the St John's Hospital and Grammar School Foundation	750	750
• Richard Fishbourne's Charity	130	130
• John Bardolph's Charity	544	544
• Robert Cook's Charity	180	180
• Thomas King's Charity	300	300
• George Raitt's Charity	180	180
	<b><u>2,084</u></b>	<b><u>2,084</u></b>

### 13 Restricted fund

This extraordinary maintenance fund increases each year by £680 in accordance with the constitution of the charity, to provide a fund for major capital expenditure which may become payable in the future.