

Guildford St Nicolas Dorothy Grover Trust

Report and Accounts

31 December 2018

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
85 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 2018

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 47% of its income, of which 11% was spent on projects designed 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 £2,938,315 (2017 £2,896,279) 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 £100,011 (2017 £80,302). The resources expended amounted to £47,223 (2017 £96,649), resulting in net incoming resources for the period of £52,788 of which £33,677 has been transferred to the restricted funds account and the remaining £19,111 has been transferred to the unrestricted funds account. Net total assets at the period end are £2,938,315 (2017 £2,896,279).

Investments decreased by 1% (£10,752) during the period.

Current Year

All properties were revalued at the end of 2016 and will continue to be revalued every three years.

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.

During the year ended 31 December 2018 the Church continued 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. The monthly contribution was increased to £3,500 with effect from 1 January 2019.

Guildford St Nicolas Dorothy Grover Trust

The report of the Trustees (continued)

The Trustees during the period ended 31 December 2018 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 8 September 2019.

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 2018, which are set out on pages 6 to 10.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust'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 Trust 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 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

8 September 2019

Statement of Financial Activities for the 12 months ended 31 December 2018

	Note	2018 Unrestricted Funds	2018 Endowment Funds	2018 Total Funds	2017 Total Funds
		£	£	£	£
<i>Incoming Resources</i>					
Incoming resources from generating funds - Investment income	5	100,011	-	100,011	80,302
Total Incoming Resources		100,011	-	100,011	80,302
<i>Resources Expended</i>					
Cost of generating funds					
- Investment management costs	7	10,473	-	10,473	15,132
- Charitable activities	8	36,000	-	36,000	80,767
- Governance costs	9	750	-	750	750
Total Resources Expended		47,223	-	47,223	96,649
Net Incoming Resources for the Year		52,788	-	52,788	(16,347)
Gains/(losses) on Investments		(8,457)	(2,295)	(10,752)	87,515
Transfer between funds		(33,677)	33,677	-	-
Funds as at 1 January 2018		412,024	2,484,255	2,896,279	2,825,111
Funds as at 31 December 2018		422,678	2,515,637	2,938,315	2,896,279

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 2018

	Note	2018 £	2017 £
Fixed Assets			
Freehold Investment Properties			
- 47 Badminton Road		690,000	690,000
- 8 Printing House Square		355,000	355,000
- 20 Grosvenor House		325,000	325,000
	2	<u>1,370,000</u>	<u>1,370,000</u>
Investments			
- COIF investment property		456,347	396,614
- COIF unrestricted		233,648	240,271
- COIF investment		184,079	189,298
- COIF sinking		39,886	39,645
- CBF investment		465,324	472,375
- CBF unrestricted		84,721	86,005
- CBF unrestricted		36,275	36,824
	3	<u>1,500,280</u>	<u>1,461,032</u>
Total Fixed Assets		<u>2,870,280</u>	<u>2,831,032</u>
Current Assets			
Cash at Bank			
- Current account		68,035	65,247
		<u>68,035</u>	<u>65,247</u>
Less Current Liabilities			
Sundry Creditors		-	-
Net Current Assets		<u>68,035</u>	<u>65,247</u>
TOTAL ASSETS Less Current Liabilities		<u>2,938,315</u>	<u>2,896,279</u>
Reserves			
General Fund	4	422,678	412,024
Endowment Fund	4	2,515,637	2,484,255
TOTAL RESERVES		<u>2,938,315</u>	<u>2,896,279</u>

Approved on 8 September 2019 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 2018

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. 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

	2018	2017
	£	£
Value 1 January 2018	1,370,000	1,786,323
Sale of property	-	(416,323)
Value at 31 December 2018	<u>1,370,000</u>	<u>1,370,000</u>

Guildford St Nicolas Dorothy Grover Trust
Notes to the Accounts
for the 12 months ended 31 December 2018

3 Investments

	2018		2017
	£		£
Market value at 1 January 2018	1,461,032		973,518
Net unrealised investment gains/(losses)	(10,752)		87,514
Additional investment	<u>50,000</u>		<u>400,000</u>
Market value at 31 December 2018	<u>1,500,280</u>		<u>1,461,032</u>
	Units Held	Unit Price (p)	Market Value
COIF investment property	386,997.26	117.92	456,347
COIF unrestricted	16,309.16	1,432.62	233,648
COIF investment	12,849.14	1,432.62	184,079
COIF sinking	258.45	15,432.70	39,886
CBF investment	28,884.88	1,610.96	465,324
CBF unrestricted	5,259.05	1,610.96	84,721
CBF investment	2,251.75	1,610.96	<u>36,275</u>
			<u>1,500,280</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. An additional £50,000 was invested in the COIF investment property fund during 2018.

4 Movement in Funds

	2018		2017
	£		£
Unrestricted Fund			
Balance at 1 January 2018	412,024		398,022
Surplus/(Deficit) for the year	44,331		14,002
Transfer between funds	(33,677)		-
Balance at 31 December 2018	<u>422,678</u>		<u>412,024</u>
Endowment Fund			
Balance at 1 January 2018	2,484,255		2,427,089
Surplus/(Deficit) for the year	(2,295)		57,166
Transfer between funds	33,677		-
Balance at 31 December 2018	<u>2,515,637</u>		<u>2,484,255</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

	2018		2017
	£		£
Ground Rent Received - 48 Badminton Road	264		150
CBF Dividends	19,781		19,362
COIF Dividends	37,317		25,285
Rents received	<u>42,649</u>		<u>35,505</u>
	<u>100,011</u>		<u>80,302</u>

6 Employees

There were no employees during the year (2017 Nil)

Guildford St Nicolas Dorothy Grover Trust
Notes to the Accounts
for the 12 months ended 31 December 2018

7 Investment Management Costs

	2018 £	2017 £
Agents fees	5,841	5,210
Repairs	4,164	9,499
Insurance	468	423
	<u>10,473</u>	<u>15,132</u>

8 Charitable Activities

	2018 £	2017 £
- Choral scholars/childrens choir	-	2,000
- Organist rent help	-	3,087
- Church boilers	-	9,680
- Church hall roof	-	30,000
- Church expenses	36,000	36,000
	<u>36,000</u>	<u>80,767</u>

9 Governance Costs

	2018 £	2017 £
Independent examination	<u>750</u>	<u>750</u>

10 Analysis of Net Assets Between Funds

	Tangible fixed assets £	Investments £	Net current assets £	Total £
Endowment Fund				
- Dorothy Grover bequest	1,370,000	1,145,637	-	2,515,637
Unrestricted Funds	-	354,643	68,035	422,678
	<u>1,370,000</u>	<u>1,500,280</u>	<u>68,035</u>	<u>2,938,315</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 (2017 £Nil) nor were reimbursed any expenses (2017 £Nil) during the year.

Guildford St Nicolas Dorothy Grover Trust
Income and Expenditure Account
for the 12 months ended 31 December 2018

	2018	2018	2017	2017
	£	£	£	£
Income				
Ground rent received		264		150
Rents received		42,649		35,505
CBF dividends		19,781		19,362
COIF dividends		37,317		25,285
Total Income		<u>100,011</u>		<u>80,302</u>
Expenditure				
Agents' fees	5,841		5,210	
Repairs	4,164		9,499	
Insurance	468		423	
Choral scholars/childrens choir	-		2,000	
Organist rent help	-		3,087	
Church boilers	-		9,680	
Church hall roof	-		30,000	
Church expenses	36,000		36,000	
Church sound system	-		-	
Independent examination	750		750	
Total expenditure		<u>47,223</u>		<u>96,649</u>
Surplus / (Deficit) for the period		<u>52,788</u>		<u>(16,347)</u>