



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	April	2018		31	March	2019

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 T D Nason			
4				
5				
6				
7				
8				
9				
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
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)

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.

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.

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 & 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.

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 79 Grants ranging in value from £100.00 to £5,000.00 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 £122,913.00 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.

Summary of the main achievements of the charity during the year

Grants totalling £136,100.00 were made to the following charities:

AESS	Polka Theatre
Claire House Children's Hospice	Age UK West Sussex
Marie Curie	Woodland Trust
The Actors' Benevolent Fund	Freedom from Torture
Kidney Research UK	Birmingham Royal Ballet
Samaritans	Bernstein in Chichester
RNLI	The Amber Trust
UBS	Chichester Symphony Orchestra
Asthma Relief Charity	The Macular Society
North West Air Ambulance	Sistema England
Deafblind UK	Variety, the Children's Charity
Birkenhead School	The Stroke Association
St Wilfrid's Hospice	Alzheimer's Society
Victim Support	Winston's Wish
Operation Smile	Worthing Symphony Orchestra
Aldingbourne Trust	The Royal British Legion
St Richard's Hospice	Wirral Methodist Housing Association
Royal Osteoporosis Society	Chichester Festival Theatre
Sightsavers	Action for M.E.
Friends of Chichester Hospitals	National Literacy Trust
Beanstalk	The Bach Choir
Beatrix Potter Society	Treloar's
ZANE	Missing People
Headway	
Become	
Age UK Wirral	
Stonepillow	
Sussex Community Foundation	
Extra Care	
Child Bereavement UK	
Bristol Old Vic Theatre School	
British Wireless for the Blind Fund	
Red Balloon Learner Centre	
Marylebone Project	
St Barnabas Hospice	
Chestnut Tree House	
The Sussex Snowdrop Trust	
Contact the Elderly	
Crisis UK	
Carers UK	
Contact 88 Chichester	
Full Circle	
The Watermill Theatre	
Dementia Support	
Awards for Young Musicians	
Shannon Trust	
Queen Elizabeth's Foundation for Disabled People	
The Connection at St Martin-in-the-Fields	
Hammersmith and Fulham Law Centre	
The Guide Dogs for the Blind Association	
Kent, Surrey & Sussex Air Ambulance	

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)

Position (eg Secretary, Chair, etc)

Date

For Trustee Bank	



Charity Name	No (if any)
The Patricia Routledge Charitable Trust	1077862

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/04/2018		31/03/2019

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					
Income from securities	39,612	-	-	39,612	35,202
Interest on deposits	1,234	-	-	1,234	295
Addition to Trust		-	300,000	300,000	
	-	-		-	
	-	-		-	
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	40,846	-	300,000	340,846	35,497
A2 Asset and investment sales, etc.	-	-	778,221	778,221	868,607
Total receipts	40,846	-	1,078,221	1,119,067	904,104
A3 Payments					
Charitable Payments	136,100	-	-	136,100	150,400
Bank's Fees	21,519	-	-	21,519	25,455
Value Added Tax	3,894	-	-	3,894	5,091
Independent Examiner Fee	400	-	-	400	400
Overdraft Interest	3	-	-	3	
		-	-	-	
		-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	161,916	-	-	161,916	181,346
A4 Asset and investment purchases, etc.	-	-	736,417	736,417	801,305
Total payments	161,916	-	736,417	898,333	982,651
Net of receipts/(payments)	- 121,070	-	341,804	220,734	- 78,547
A5 Transfers between funds	122,913	-	- 122,913	-	-
A6 Cash funds last year end	5,660	-	226,442	232,102	310,649
Cash funds this year end	7,503	-	445,333	452,836	232,102

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	Cash Capital	-	-	71,686
	Cash Income	7,503	-	-
	Reserve Cash Capital	-	-	373,647
	Total cash funds	7,503	-	445,333
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Securities	Endowment	-	1,876,979
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



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)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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 matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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