

THE HIGHLANDS COTTAGE CHARITY

England & Wales · Charity number 1012785

Details

Status Registered

Legal form Trust

Registered 1992-07-20

Register [View on the Charity Commission register](#)

Contact

Address Follyfoot House
Littleworth
Amberley
Stroud
GL5 5AG

Phone 01453873426

Email sandra1908@hotmail.co.uk

Website www.highlandscottagecharity.com

Activities

Objects: 5.3 THE INCOME OF THE SAID TRUST FUND AND SUCH OF THE PROPERTY AS THE TRUSTEES SHALL DIRECT SHALL BE USED FOR CHARITABLE PURPOSES FOR THE BENEFIT OF THE INHABITANTS OF THE PARISH OF AMBERLEY AND THE CONTIGUOUS PARISHES THEREOF INCLUDING BUT NOT CONFINED TO THE FOLLOWING PURPOSES:(1) THE PROVISION OF A HOUSE OR OTHER SUITABLE ACCOMMODATION FOR A MINISTER OR CURATE OF THE CHURCH OF ENGLAND OR OTHER PAID CHURCH WORKER IN THE PARISH.(2) THE PROVISION OF A HOUSE OR OTHER SUITABLE ACCOMMODATION FOR THE POOR AND/OR NEEDY IN THE PARISH AND THE CONTIGUOUS PARISHES. "NEEDY" SHALL MEAN THOSE IN NEED BY REASON OF YOUTH, AGE, ILL-HEALTH, DISABILITY, FINANCIAL OR OTHER DISADVANTAGE.(3) THE PROVISION OF A HOUSE OR OTHER SUITABLE ACCOMMODATION FOR AN EMPLOYEE OF AMBERLEY PAROCHIAL CHURCH SCHOOL OR ANY OTHER EDUCATIONAL ESTABLISHMENT IN THE PARISH.(4) THE PROVISION OF ANCILLARY HOUSING REQUIREMENTS INCLUDING FIXTURES, FITTINGS AND FURNITURE AND THE PAYMENT OF LOCAL AUTHORITY RATES AND UTILITY BILLS EITHER DIRECTLY OR BY MEANS OF GRANTS FOR PERSONS IN NEED AS SET OUT IN CLAUSE 5.3(2).

Activities: This charity has a small number of properties which they let out to local people, giving preference to those judged to have the most need.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Accommodation/housing
- **Who:** Other Defined Groups

Geography

- **Area of benefit:** THE PARISH OF AMBERLEY, GLOUCESTERSHIRE
- Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£47,703	£24,689	-	-
2024-07-31	£45,979	£29,990	-	-
2023-07-31	£30,993	£36,710	-	-
2022-07-31	£38,479	£32,834	-	-
2021-07-31	£36,914	£27,521	-	-

Trustees

Name	Role	Appointed
Sandra Jane Lampard		2023-02-16

THE HIGHLANDS COTTAGE CHARITY

England & Wales - Charity number 1012785

Accounts

HIGHLANDS COTTAGE CHARITY

(Registered No 1012785)

Registered address – Follifoot House, Amberley, Stroud, GL5 5AG

TRUSTEES THIRTY-FOURTH ANNUAL REPORT 2024/2025

1. Introduction.

- (a) **Governing Document:** The Charity was founded in 1992 by Miss Mary Layard White, formerly of Highlands Cottage, Pinfarthings, Amberley. The Trust Deed was completed on 27th April 1992 and made between Mary Layard White, James Albert Meadows, Anne Elisabeth Seymour, Anne de Halpert and Peter Duff Abbott Hankins. A supplemental Trust Deed was entered into on the 10th November 2016 and made between the continuing Trustees, namely: Peter Duff Abbott Hankins, Vivian Leivers, Roger Jeffrey Bush, Richard James William Wood, Susan Jane Page, Beryl Anne Phillips and Michael John Bullock.
- (b) **Names of the current Trustees:** Peter Duff Abbott Hankins, Vivian Leivers, Roger Jeffrey Bush, Richard James William Wood, Susan Jane Page, Beryl Anne Phillips and Sandra Jane Lampard
- (c) **Names and addresses of advisers to the Charity:**
1. Independent Examiner: Mrs Penny Loe, Chartered Accountant, Edgecombe, Amberley, GL5 5AB
 2. Solicitors: WSP Solicitors, 3/7 Rowcroft, Stroud, GL5 3BJ and Willans LLP, 28 Imperial Square, Cheltenham. GL50 1RH
 3. Bankers: Lloyds Bank, 12 Rowcroft, Stroud, GL5 3BD
 4. Managing Agents: Bennett Jones Partnership, 31 Parsonage Street, Dursley, GL11 4BW
 5. Architect: Chris Stone, Quadra, Nethercourt, Hyde, Stroud. GL6 8NZ

2. Charitable Objects.

The income of the said Trust Fund and such of the property as the Trustees shall direct, shall be used for charitable purposes for the benefit of the inhabitants of the Parish of Amberley and the contiguous parishes thereof, including but not confined to the following purposes:

- (1) The provision of a house or other suitable accommodation for a Minister or Curate of the Church of England or other paid Church worker in the Parish
- (2) The provision of a house or other suitable accommodation for the poor and/r needy in the Parish and the contiguous parishes. "Needy" shall mean those in need by reason of youth, age, ill-health, disability, financial or other disadvantage.
- (3) The provision of a house or other suitable accommodation for an employee of Amberley Parochial Church School or any other educational establishment in the Parish.

In administering the charity, the Trustees have considered the Charity Commission's general guidance on Public Benefit and consider the Charity is fulfilling its objects and public benefit requirement by providing subsidised housing to people in need in the Parish of Amberley and its contiguous Parishes.

3. Accounting Principles.

In accordance with the Charity Commissioners guidelines, the treasurer has adopted the following principles:

- (1) Best use of expendable funds, continuing to maintain all its property and fixtures to a reasonable standard.
- (2) The rental income is paid to Lloyds Bank monthly and the sums are transferred between Lloyds Bank Investment Accounts (when available) and/or into COIF Charities Deposit Fund thereby gaining the benefit of the best available interest rates

4. Investment Policy.

- (a) The Trustees continue to consider that the yields on investments, represented by the rental income at rates advised by the Managing Agent and the Council Rent Office, are reasonable and are periodically reviewed and increased in line with inflation. See also note 7 (c).
- (b) During the current year the Trustees continue to invest in COIF Charity Accounts. However, they have not continued to make short term investments with Lloyds Bank where the minimum investment, albeit for a defined short period of time, would leave insufficient funds to meet any major unexpected cost.
- (c) The Trustees believe that the investment accounts are well managed.

5. Permanent Endowments.

There have been no changes during the current year

6. Trustees.

- (a) The Trustees are all appointed in accordance with the Governing Trust Instruments.
- (b) Vesting of Assets. The properties known as New Lodge, Little Lodge and Blackwell Cottage remain vested as heretofore. The Chairman and the Treasurer hold the Investment Funds.
- (c) The Trustees have met formally throughout the year. The general maintenance of the properties is constantly under review and an ongoing plan of maintenance / repair is in place.
- (d) The Accounts, drawn up by our Independent Examiner, for the year to 31 July 2025 are included with this report.
- (e) The Trustees had received Safeguarding Training this year, and the fee was £554.00. They have all received enhanced DBS checks for which the charity has paid £112.92.

7. Activities

This year we have received a full year's rent on all our properties which has enabled the Trustees to continue to maintain reserves whilst at the same time to support a pro-active programme of repairs and improvements: a significant refurbishment of Flat 3, New Lodge was undertaken, including a new heating system.

(a) New Lodge

- Flat 1

The flat this year has had only minor maintenance issues which were covered by our monthly small maintenance budget. There is a budget of £500 carried forward for a replacement radiator in the shower room

- Flat 2

The flat has required only minor maintenance which was covered by our monthly small maintenance budget with a budget of £5000 carried forward for kitchen refurbishment.

Flat 3

- Refurbishment of Flat 3 continued with £3390 and £252 spent on replacement of storage heaters; £408 was spent on new bathroom flooring; a replacement hot water tank was installed for £915. Replacement carpets were carried forward at a budget of £8000 to included sound proofing.

- Blackwell Cottage

- Small electrical repairs continue to be covered by our small expenditure budget; £400 was spent on repairing and painting the porch. A budget of £1,000 is carried forward for wet flooring in the bathroom. The cottage will be redecorated during in the year 25/26.

Little Lodge

- The garden at Little Lodge has been maintained within the small expenditure budget. £570 was spent as half share of the cost to pollard a lime tree on the shared border with Pintails, whose new owners bore the other half of the cost. Other costs were small and within our small expenditure budget.

(b) Managing Agents

The Trustees have continued to contract the responsibility of Property Management to a local company, Bennett Jones Partnership of Dursley. This has proved to be particularly successful and necessary repairs are being carried out with the minimum of delay. The Trustees continue to maintain the principle of requiring the managing agents to use local trades people where practicable. Their monthly fee remains at £300. The existing Tenancy Agreement at Blackwell Cottage had to be terminated and re-signed to fulfil the legal requirements regarding the change of charitable status to CIO. Bennett Jones' fee was £240.

(c) Rent Review

The Trustees strive to ensure that rents set for the Charity's properties reflect the Objects of the Charity. It was decided this year to increase rents in August by 2% plus CPI and these increases have been accepted by all tenants.

(d) Charitable Incorporated Organisation

To facilitate management of the Charity for the future, the process of establishing a Charitable Incorporated Organisation (CIO) continues. The CIO will take over the activities, assets, and liabilities of the existing Charity. The change to CIO remained uncompleted at the 31st July 2025 but was completed in September 2025. The Charity was charged £2470.66 in fees this year by Willans solicitors.

(e) General Data Protection Regulation

During the year the new approach to handling personal data has come into force under the title of General Data Protection Regulation. Whilst a minimal amount of personal data is stored electronically the Trust does retain data in paper files. During the coming year it is intended to update the policy on GDPR, introduce a new privacy statement and involve tenants in the information that is retained.

(f) Deposit Protection Scheme

At the commencement of a new tenancy the tenant pays a deposit, against possible breakages or damage to the property, determined by the monthly rental. The Trustees place these funds in the nationally approved Deposit Protection Service where they are protected and outside the current account and investment funds held by the Trust. Currently, £3,011 is held on deposit received from the tenants.

8 Risk Review.

The Trustees frequently review the possible risks to which the charity is exposed and believe that these are covered by relevant procedures and cash reserves.

9 Reserves and financial management

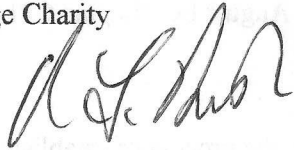
The HCC have established the following financial reserves policy:

- To maintain a reserve calculated as 70% of the average annual expenditure over the previous three years (not including major costs of rebuilding and roofing, or mortgage commitments) to meet the challenge of a disrupted income supply
- To maintain a reserve calculated as 100% of the required annual expenditure on mortgage commitments in the event of a disrupted income supply
- To maintain a sum not less than £5,000 to meet support for tenants unable to remain in one of the Charity properties due to fire, flood, major repairs etc.
The Trustees calculate that £22,000 is currently needed to meet this policy and there are sufficient funds within HCC to support this figure.

As part of their financial management, HCC have undertaken to

- Include in their annual budget a provision for unplanned expenditure equal to 25% of the figure budgeted specifically for repairs.
- Ensure the proper level of insurance is held to mitigate the effect of loss of rent, damage to property and Trustee liability.

Sandra Lampard
Honorary Treasurer
Highlands Cottage Charity



Roger Bush
Chairman
Highlands Cottage Charity

6th November

Date

2025

Independent examiner's report to the Trustees of Highlands Cottage Charity

I report on the accounts of Highlands Cottage Charity (The Trust) for the year ended 31 July 2025, which are set out on pages 6 to 9.

Responsibilities and basis of the 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 matters have come to my attention in connection with my 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.



Penny Loe
PS Loe & Co
Chartered Accountant
Edgecombe, Amberley, Stroud

24 September 2025

HIGHLANDS COTTAGE CHARITY

STATEMENT OF FINANCIAL ACTIVITIES: YEAR ENDED 31ST JULY 2025

	Note	<u>Unrestricted</u> <u>Funds</u> £	<u>Designated</u> <u>Funds</u> £	<u>Total Funds</u> <u>2025</u> £	<u>Total Funds</u> <u>2024</u> £
Income					
Rents and licence fees		46,620	-	46,620	44,832
Other income - compensation		-	-	-	-
Bank and other interest		1,083	-	1,083	1,147
Total Income		<u>47,703</u>	<u>-</u>	<u>47,703</u>	<u>45,979</u>
Expenditure	2	<u>24,689</u>	<u>-</u>	<u>24,689</u>	<u>29,990</u>
Net Income/(Expenditure) for the year		23,015	-	23,015	15,989
Balances brought forward at 1 August 2024		264,962	5,465	270,427	254,438
Transfer between funds		-	-	-	-
Balances carried forward at 31 July 2025		<u>287,977</u>	<u>5,465</u>	<u>293,442</u>	<u>270,427</u>

The notes on pages 8 and 9 form part of these accounts.

HIGHLANDS COTTAGE CHARITY

BALANCE SHEET AT 31ST JULY 2025

	Note	<u>2025</u>		<u>2024</u>	
		£	£	£	£
Fixed Assets					
Freehold property					
New Lodge and Little Lodge, at cost		413,882		413,882	
		<u>-</u>		<u>-</u>	
		413,882		413,882	
Blackwell Cottage		<u>72,914</u>		<u>72,914</u>	
		486,796		486,796	
Tangible fixed assets - Furnishings and equipment					
Cost b/f	1	10,094		10,094	
: additions		<u>-</u>		<u>-</u>	
		10,094		10,094	
Depreciation b/f		<u>9,485</u>		<u>9,282</u>	
: charge for year		152		203	
		<u>9,637</u>		<u>9,485</u>	
		457		609	
		<u>487,253</u>		<u>487,405</u>	
Current Assets					
Debtors and prepayments	3	-		-	
COIF Charities Deposit Fund		24,285		23,201	
Lloyds account		<u>48,475</u>		<u>30,313</u>	
		72,760		53,514	
Liabilities					
Amounts falling due within one year	4	<u>4,793</u>		<u>4,207</u>	
		4,793		4,207	
Net Current Assets		67,966		49,307	
Net Assets		555,219		536,712	
Long term liabilities					
	5	58,689		63,197	
		<u>496,530</u>		<u>473,515</u>	
Funds					
	8,9				
Endowment		203,088		203,088	
Designated		5,465		5,465	
Unrestricted		<u>287,977</u>		<u>264,962</u>	
		<u>496,530</u>		<u>473,515</u>	

Approved by the Trustees on 6 November 2025 and signed on its behalf by

Roger Bush, Chairman



The notes on pages 8 and 9 form part of these accounts.

HIGHLANDS COTTAGE CHARITY

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST JULY 2025

1. Accounting Policies

- a) These financial statements have been prepared under the historical cost convention and in accordance with applicable Accounting Standards, The Charities Act 2011 and the Charities SORP (FRS102)
- b) The accruals basis of accounting is used for income and expenditure.
- c) Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty.
- d) Depreciation is calculated to write off the cost, less estimated residual values, of tangible fixed assets over their estimated useful lives to the scheme. Since 1996, furniture and equipment has been depreciated at 25% pa on the reducing balance method; prior to 1996 such expenditure was written off in the year of purchase. No depreciation is provided on freehold buildings because in the Trustees opinion the real (inflation adjusted) estimated residual value is not less than the carrying value in the accounts.

2. Expenditure

	<u>2025</u>	<u>2024</u>
Property insurance	2,313	2,170
Property surveyor and agent	3,840	3,600
Repairs and maintenance	9,259	13,193
Utility bills when property vacant	-	6
Legal fees general	2,571	4,429
Trustee Indemnity insurance	639	621
Mortgage interest	4,715	5,372
Sundries	817	37
Independent Examiner's fee	384	360
Depreciation of furnishings, equipment	152	203
	<u>24,689</u>	<u>29,990</u>

3. Debtors

	<u>2025</u>	<u>2024</u>
Trade debtors	-	-
	<u>-</u>	<u>-</u>

4. Liabilities: Amounts falling due within one year

	<u>2025</u>	<u>2024</u>
Creditors	-	-
Accruals	384	360
Repayment due on mortgage - see note 5	4,409	3,847
	<u>4,793</u>	<u>4,207</u>

HIGHLANDS COTTAGE CHARITY

5. Long term liabilities

A 25 year mortgage of £155,000 was obtained from Lloyds Bank in order to fund the development of the Old Cart Shed, in the grounds of New Lodge, completed in February 2011 and now, as Little Lodge, let out as residential accommodation. The mortgage is secured on another property owned by the charity, Blackwell Cottage

6. Employees' remuneration

There were no employees during the year

7. Trustees' remuneration and expenses

No trustee received any remuneration or reimbursement of expenses during the year. The trustees were advised that the charity should take out trustee indemnity insurance; this cost £639 (2024: £621)

8. Designated and restricted Funds

	<u>Balance</u> 1.8.24	<u>Movement in Resources</u>		<u>Balance</u> 31.7.25
		<u>Incoming</u>	<u>Outgoing</u>	
<u>Designated Funds</u>				
Contingency Fund	5,000	-	-	5,000
AE Pash Charitable Trust donation	465	-	-	465
	<u>5,465</u>	<u>-</u>	<u>-</u>	<u>5,465</u>

There are no restricted funds held by the Charity.

The Contingency Fund reflects the Trustees' policy of retaining £5,000 to meet support for tenants unable to remain in one of the properties due to fire, flood, major repairs etc.

The Trustees propose to use the donation from the AE Pash Charitable Trust, received on the winding up of that Trust, for a specified purpose, to be determined.

9. Analysis of net assets between funds as at 31 July 2025

	<u>Fixed</u> <u>Assets</u>	<u>Net Current</u> <u>Assets</u>	<u>Long term</u> <u>liabilities</u>	<u>Total</u> <u>2025</u>	<u>Total</u> <u>2024</u>
<u>Endowment Fund</u>	203,088	-	-	203,088	203,088
<u>Designated Funds</u>	-	5,465	-	5,465	5,465
<u>Unrestricted Funds</u>	284,165	62,501	(58,689)	287,977	264,962
	<u>487,253</u>	<u>67,966</u>	<u>(58,689)</u>	<u>496,530</u>	<u>473,515</u>

THE HIGHLANDS COTTAGE CHARITY

England & Wales - Charity number 1012785

Accounts

HIGHLANDS COTTAGE CHARITY

(Registered No 1012785)

Registered address – Follifoot House, Amberley, Stroud, GL5 5AG

TRUSTEES THIRTY-THIRD ANNUAL REPORT 2023/2024

1. Introduction.

- (a) Governing Document: The Charity was founded in 1992 by Miss Mary Layard White, formerly of Highlands Cottage, Pinfarthings, Amberley. The Trust Deed was completed on 27th April 1992 and made between Mary Layard White, James Albert Meadows, Anne Elisabeth Seymour, Anne de Halpert and Peter Duff Abbott Hankins. A supplemental Trust Deed was entered into on the 10th November 2016 and made between the continuing Trustees, namely: Peter Duff Abbott Hankins, Vivian Leivers, Roger Jeffrey Bush, Richard James William Wood, Susan Jane Page, Beryl Anne Phillips and Michael John Bullock.
- (b) Names of the current Trustees: Peter Duff Abbott Hankins, Vivian Leivers, Roger Jeffrey Bush, Richard James William Wood, Susan Jane Page, Beryl Anne Phillips and Sandra Jane Lampard
- (c) Names and addresses of advisers to the Charity:
1. Independent Examiner: Mrs Penny Loe, Chartered Accountant, Edgecombe, Amberley, GL5 5AB
 2. Solicitors: WSP Solicitors, 3/7 Rowcroft, Stroud, GL5 3BJ and Willans LLP, 28 Imperial Square, Cheltenham. GL50 1RH
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 5. Architect: Chris Stone, Quadra, Nethercourt, Hyde, Stroud. GL6 8NZ

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- (2) The provision of a house or other suitable accommodation for the poor and/r needy in the Parish and the contiguous parishes. "Needy" shall mean those in need by reason of youth, age, ill-health, disability, financial or other disadvantage.
- (3) The provision of a house or other suitable accommodation for an employee of Amberley Parochial Church School or any other educational establishment in the Parish.

In administering the charity, the Trustees have considered the Charity Commission's general guidance on Public Benefit and consider the Charity is fulfilling its objects and public benefit requirement by providing subsidised housing to people in need in the Parish of Amberley and its contiguous Parishes.

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- (a) The Trustees continue to consider that the yields on investments, represented by the rental income at rates advised by the Managing Agent and the Council Rent Office, are reasonable and are periodically reviewed and increased in line with inflation. See also note 7 (c).
- (b) During the current year the Trustees continue to invest in COIF Charity Accounts. However, they have not continued to make short term investments with Lloyds Bank where the minimum investment, albeit for a defined short period of time, would leave insufficient funds to meet any major unexpected cost.
- (c) The Trustees believe that the investment accounts are well managed.

5. Permanent Endowments.

There have been no changes during the current year

6. Trustees.

- (a) The Trustees are all appointed in accordance with the Governing Trust Instruments.
- (b) Vesting of Assets. The properties known as New Lodge, Little Lodge and Blackwell Cottage remain vested as heretofore. The Chairman and the Treasurer hold the Investment Funds.
- (c) The Trustees have met formally throughout the year. The general maintenance of the properties is constantly under review and an ongoing plan of maintenance / repair is in place.
- (d) The Accounts, drawn up by our Independent Examiner, for the year to 31 July 2024 are included with this report.

7. Activities

This year we have received a full year's rent on all our properties which has enabled the Trustees to continue to maintain reserves whilst at the same time to support a pro-active programme of repairs and improvements to all properties; in addition, a significant refurbishment of Flat 3, New Lodge was begun with a re-fit of the bathroom and extensive damp prevention work.

(a) New Lodge

- Flat 1

The flat has been fully tenanted this year requiring only minor maintenance issues which are covered by our monthly small maintenance budget. There is a budget of £2,000 carried forward for a potential replacement kitchen work top.

- Flat 2

The flat has required only minor maintenance which was covered by our monthly small maintenance budget with a budget of £5000 carried forward for kitchen refurbishment.

Flat 3

- Refurbishment of Flat 3 was started with £ 7,090 spent on stripping out the existing bathroom and replacing it; removing mould throughout the flat, and damp-blocked and walls painted. Replacement carpets and storage heaters have been carried forward in our budget at £ 4,600, and also £4,000 for a replacement water system.

- Blackwell Cottage

- Electrical and lighting repairs have been covered by our small expenditure budget, with a budget of £1,000 carried forward for wet flooring in the bathroom.

Little Lodge

- Maintenance was largely met within our small expenditure budget. £500 was spent in addition, to supply and fit new thermostats for the underfloor heating.

(b) Managing Agents

The Trustees have continued to contract the responsibility of Property Management to a local company, Bennett Jones Partnership of Dursley. This has proved to be particularly successful and necessary repairs are being carried out with the minimum of delay. The Trustees continue to maintain the principle of requiring the managing agents to use local trades people where practicable. Their monthly fee continues to be £300.

(c) Rent Review

The Trustees strive to ensure that rents set for the Charity's properties reflect the Objects of the Charity. It was decided this year to increase rents in August by 2% plus CPI and these increases have been accepted by all tenants.

(d) Charitable Incorporated Organisation

To facilitate management of the Charity for the future, the process of establishing a Charitable Incorporated Organisation (CIO) continues. The CIO will take over the activities, assets, and liabilities of the existing Charity. The CIO has not yet been established due to issues in communication within and with Lloyds bank. It was hoped that the process would have been completed within this year, however it remains a work in progress with the solicitors and the bank.

(e) General Data Protection Regulation

During the year the new approach to handling personal data has come into force under the title of General Data Protection Regulation. Whilst a minimal amount of personal data is stored electronically the Trust does retain data in paper files. During the coming year it is intended to update the policy on GDPR, introduce a new privacy statement and involve tenants in the information that is retained.

(f) Deposit Protection Scheme

At the commencement of a new tenancy the tenant pays a deposit, against possible breakages or damage to the property, determined by the monthly rental. The Trustees place these funds in the nationally approved Deposit Protection Service where they are protected and outside the current account and investment funds held by the Trust. Currently, £3,011 is held on deposit received from the tenants.

8 Risk Review.

The Trustees frequently review the possible risks to which the charity is exposed and believe that these are covered by relevant procedures and cash reserves.

9 Reserves and financial management

The HCC have established the following financial reserves policy:

- To maintain a reserve calculated as 70% of the average annual expenditure over the previous three years (not including major costs of rebuilding and roofing, or mortgage commitments) to meet the challenge of a disrupted income supply
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The Trustees calculate that £22,000 is currently needed to meet this policy and there are sufficient funds within HCC to support this figure.

As part of their financial management, HCC have undertaken to

- Include in their annual budget a provision for unplanned expenditure equal to 25% of the figure budgeted specifically for repairs.
- Ensure the proper level of insurance is held to mitigate the effect of loss of rent, damage to property and Trustee liability.

Sandra Lampard
Honorary Treasurer
Highlands Cottage Charity



Roger Bush
Chairman
Highlands Cottage Charity

Date

7 / 11 2024

Independent examiner's report to the Trustees of Highlands Cottage Charity

I report on the accounts of Highlands Cottage Charity (The Trust) for the year ended 31 July 2024, which are set out on pages 6 to 9.

Responsibilities and basis of the report

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I have completed my examination. I confirm that no matters have come to my attention in connection with my 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.



Penny Loe
PS Loe & Co
Chartered Accountant
Edgecombe, Amberley, Stroud

1 November 2024

HIGHLANDS COTTAGE CHARITY

STATEMENT OF FINANCIAL ACTIVITIES: YEAR ENDED 31ST JULY 2024

	Note	<u>Unrestricted</u> <u>Funds</u> £	<u>Designated</u> <u>Funds</u> £	<u>Total Funds</u> <u>2024</u> £	<u>Total Funds</u> <u>2023</u> £
Income					
Rents and licence fees		44,832	-	44,832	30,256
Other income - compensation		-	-	-	105
Bank and other interest		1,147	-	1,147	632
Total Income		<u>45,979</u>	<u>-</u>	<u>45,979</u>	<u>30,993</u>
Expenditure	2	<u>29,990</u>	<u>-</u>	<u>29,990</u>	<u>36,710</u>
Net Income/(Expenditure) for the year		15,989	-	15,989	(5,717)
Balances brought forward at 1 August 2023		248,973	5,465	254,438	260,155
Transfer between funds		-	-	-	-
Balances carried forward at 31 July 2024		<u>264,962</u>	<u>5,465</u>	<u>270,427</u>	<u>254,438</u>

The notes on pages 8 and 9 form part of these accounts.

HIGHLANDS COTTAGE CHARITY

BALANCE SHEET AT 31ST JULY 2024

	Note	<u>2024</u>		<u>2023</u>	
		£	£	£	£
Fixed Assets					
Freehold property					
New Lodge and Little Lodge, at cost		413,882		413,882	
		<u>-</u>		<u>-</u>	
		413,882		413,882	
Blackwell Cottage		<u>72,914</u>		<u>72,914</u>	
		486,796		486,796	
Tangible fixed assets - Furnishings and equipment					
Cost b/f	1	10,094		10,094	
: additions		<u>-</u>		<u>-</u>	
		10,094		10,094	
Depreciation b/f		<u>9,282</u>		<u>9,012</u>	
: charge for year		203		271	
		<u>9,485</u>		<u>9,283</u>	
		609		811	
		<u>487,405</u>		<u>487,607</u>	
Current Assets					
Debtors and prepayments	3	-		-	
COIF Charities Deposit Fund		23,201		22,054	
Lloyds account		<u>30,313</u>		<u>18,807</u>	
		53,514		40,861	
Liabilities					
Amounts falling due within one year	4	<u>4,207</u>		<u>4,002</u>	
		4,207		4,002	
Net Current Assets		49,307		36,859	
Net Assets		<u>536,712</u>		<u>524,466</u>	
Long term liabilities	5	63,197		66,940	
		<u>473,515</u>		<u>457,526</u>	
Funds					
	8,9				
Endowment		203,088		203,088	
Designated		5,465		5,465	
Unrestricted		<u>264,962</u>		<u>248,973</u>	
		<u>473,515</u>		<u>457,526</u>	

Approved by the Trustees on 7 November 2024 and signed on its behalf by



Roger Bush, Chairman

The notes on pages 8 and 9 form part of these accounts.

HIGHLANDS COTTAGE CHARITY

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST JULY 2024

1. Accounting Policies

- a) These financial statements have been prepared under the historical cost convention and in accordance with applicable Accounting Standards, The Charities Act 2011 and the Charities SORP (FRS102)
- b) The accruals basis of accounting is used for income and expenditure.
- c) Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty.
- d) Depreciation is calculated to write off the cost, less estimated residual values, of tangible fixed assets over their estimated useful lives to the scheme. Since 1996, furniture and equipment has been depreciated at 25% pa on the reducing balance method; prior to 1996 such expenditure was written off in the year of purchase. No depreciation is provided on freehold buildings because in the Trustees opinion the real (inflation adjusted) estimated residual value is not less than the carrying value in the accounts.

2. Expenditure

	<u>2024</u>	<u>2023</u>
Property insurance	2,170	1,541
Property surveyor and agent	3,600	3,354
Repairs and maintenance	13,193	19,241
Utility bills when property vacant	6	2,261
Legal fees general	4,429	4,926
Trustee Indemnity insurance	621	564
Mortgage interest	5,372	4,155
Sundries	37	36
Independent Examiner's fee	360	360
Depreciation of furnishings, equipment	203	271
	29,990	36,710

3. Debtors

	<u>2024</u>	<u>2023</u>
Trade debtors	-	-
	-	-

4. Liabilities: Amounts falling due within one year

	<u>2024</u>	<u>2023</u>
Creditors	-	-
Accruals	360	360
Repayment due on mortgage - see note 5	3,847	3,642
	4,207	4,002

HIGHLANDS COTTAGE CHARITY

5. Long term liabilities

A 25 year mortgage of £155,000 was obtained from Lloyds Bank in order to fund the development of the Old Cart Shed, in the grounds of New Lodge, completed in February 2011 and now, as Little Lodge, let out as residential accommodation. The mortgage is secured on another property owned by the charity, Blackwell Cottage

6. Employees' remuneration

There were no employees during the year

7. Trustees' remuneration and expenses

No trustee received any remuneration or reimbursement of expenses during the year. The trustees were advised that the charity should take out trustee indemnity insurance; this cost £564 (2023: £564)

8. Designated and restricted Funds

	<u>Balance</u> 1.8.23	<u>Movement in Resources</u>		<u>Balance</u> 31.7.24
		<u>Incoming</u>	<u>Outgoing</u>	
<u>Designated Funds</u>				
Contingency Fund	5,000	-	-	5,000
AE Pash Charitable Trust donation	465	-	-	465
	<u>5,465</u>	<u>-</u>	<u>-</u>	<u>5,465</u>

There are no restricted funds held by the Charity.

The Contingency Fund reflects the Trustees' policy of retaining £5,000 to meet support for tenants unable to remain in one of the properties due to fire, flood, major repairs etc.

The Trustees propose to use the donation from the AE Pash Charitable Trust, received on the winding up of that Trust, for a specified purpose, to be determined.

9. Analysis of net assets between funds as at 31 July 2024

	<u>Fixed</u> <u>Assets</u>	<u>Net Current</u> <u>Assets</u>	<u>Long term</u> <u>liabilities</u>	<u>Total</u> 2024	<u>Total</u> 2023
<u>Endowment Fund</u>	203,088	-	-	203,088	203,088
<u>Designated Funds</u>	-	5,465	-	5,465	5,465
<u>Unrestricted Funds</u>	284,317	43,842	(63,197)	264,962	248,973
	<u>487,405</u>	<u>49,307</u>	<u>(63,197)</u>	<u>473,515</u>	<u>457,526</u>

THE HIGHLANDS COTTAGE CHARITY

England & Wales - Charity number 1012785

Accounts

HIGHLANDS COTTAGE CHARITY

(Registered No 1012785)

Registered address – Follifoot House, Amberley, Stroud, GL5 5AG

TRUSTEES THIRTY-SECOND ANNUAL REPORT 2022/2023

1. Introduction.

- (a) Governing Document: The Charity was founded in 1992 by Miss Mary Layard White, formerly of Highlands Cottage, Pinfarthings, Amberley. The Trust Deed was completed on 27th April 1992 and made between Mary Layard White, James Albert Meadows, Anne Elisabeth Seymour, Anne de Halpert and Peter Duff Abbott Hankins. A supplemental Trust Deed was entered into on the 10th November 2016 and made between the continuing Trustees, namely: Peter Duff Abbott Hankins, Vivian Leivers, Roger Jeffrey Bush, Richard James William Wood, Susan Jane Page, Beryl Anne Phillips and Michael John Bullock.
- (b) Names of the current Trustees: Peter Duff Abbott Hankins, Vivian Leivers, Roger Jeffrey Bush, Richard James William Wood, Susan Jane Page, Beryl Anne Phillips and Sandra Jane Lampard
- (c) Names and addresses of advisers to the Charity:
1. Independent Examiner: Mrs Penny Loe, Chartered Accountant, Edgecombe, Amberley, GL5 5AB
 2. Solicitors: WSP Solicitors, 3/7 Rowcroft, Stroud, GL5 3BJ and Willans LLP, 28 Imperial Square, Cheltenham. GL50 1RH
 3. Bankers: Lloyds Bank, 12 Rowcroft, Stroud, GL5 3BD
 4. Managing Agents: Bennett Jones Partnership, 31 Parsonage Street, Dursley, GL11 4BW
 5. Architect: Chris Stone, Quadra, Nethercourt, Hyde, Stroud. GL6 8NZ

2. Charitable Objects.

The income of the said Trust Fund and such of the property as the Trustees shall direct, shall be used for charitable purposes for the benefit of the inhabitants of the Parish of Amberley and the contiguous parishes thereof, including but not confined to the following purposes:

- (1) The provision of a house or other suitable accommodation for a Minister or Curate of the Church of England or other paid Church worker in the Parish
- (2) The provision of a house or other suitable accommodation for the poor and/or needy in the Parish and the contiguous parishes. "Needy" shall mean those in need by reason of youth, age, ill-health, disability, financial or other disadvantage.
- (3) The provision of a house or other suitable accommodation for an employee of Amberley Parochial Church School or any other educational establishment in the Parish.

In administering the charity, the Trustees have considered the Charity Commission's general guidance on Public Benefit and consider the Charity is fulfilling its objects and public benefit requirement by providing subsidised housing to people in need in the Parish of Amberley and its contiguous Parishes.

3. Accounting Principles.

In accordance with the Charity Commissioners guidelines, the treasurer has adopted the following principles:

- (1) Best use of expendable funds, continuing to maintain all its property and fixtures to a reasonable standard.
- (2) The rental income is paid to Lloyds Bank monthly and the sums are transferred between Lloyds Bank Investment Accounts (when available) and/or into COIF Charities Deposit Fund thereby gaining the benefit of the best available interest rates

4. Investment Policy.

- (a) The Trustees continue to consider that the yields on investments, represented by the rental income at rates advised by the Managing Agent and the Council Rent Office, are reasonable and are periodically reviewed and increased in line with inflation. See also note 7 (c).
- (b) During the current year the Trustees continue to invest in COIF Charity Accounts. However, they have not continued to make short term investments with Lloyds Bank where the minimum investment, albeit for a defined short period of time, would leave insufficient funds to meet any major unexpected cost.
- (c) The Trustees believe that the investment accounts are well managed.

5. Permanent Endowments.

There have been no changes during the current year

6. Trustees.

- (a) The Trustees are all appointed in accordance with the Governing Trust Instruments.
- (b) Vesting of Assets. The properties known as New Lodge, Little Lodge and Blackwell Cottage remain vested as heretofore. The Chairman and the Treasurer hold the Investment Funds.
- (c) The Trustees have met formally throughout the year. The general maintenance of the properties is constantly under review and an ongoing plan of maintenance / repair is in place.
- (d) The Accounts, drawn up by our Independent Examiner, for the year to 31 July 2023 are included with this report.

7. Activities

This year the Trustees have continued to seek to maintain reserves whilst at the same time to support a pro-active programme of repairs and improvements to all properties; in addition, significant refurbishment of Flat 1, New Lodge has been undertaken to prepare the property for the start of a new tenancy and new tenants.

(a) New Lodge

- Flat 1

The flat has been redecorated throughout at a cost of £5,350 with £2,800 spent on carpets, a further £750 on garden clearance, £440 on cleaning and £700 on electrical and plumbing repairs. The cost of utilities to the charity in the absence of a tenant for this flat for a year was £2,260 and the advice of our solicitors with respect to the new tenancy amounted to £2,000, a total of £14,300. The flat was not tenanted until July so our income was reduced by approximately £11,000.

- Flat 2

The repairs and refurbishment of the bathroom were completed under budget at a cost of £5730.

Flat 3

- There have been no significant costs associated with Flat 3 this year.
- £3,400 continues to be carried forward for works on hold for rear landscaping, improved lighting, and internal carpets, in addition to £1500 for insulation to sloping roofs. £5000 is being carried forward for the refurbishment of the kitchen in Flat 2, which is on hold.
- All other small expenditure has been met within the monthly repairs budget.

Blackwell Cottage

- Larger items of expenditure this year include £336 to fell a conifer and £385 to replace the bathroom shower and smaller items met within the monthly repairs budget.
- A budget of £1,000 has been carried forward for wet flooring in the bathroom.

Little Lodge

- The water pump was replaced at a cost of £700 and the fan on the boiler was replaced also at a cost of £300 with smaller items met within the monthly repairs budget.

(b) Managing Agents

The Trustees have continued to contract the responsibility of Property Management to a local company, Bennett Jones Partnership of Dursley. This has proved to be particularly successful and necessary repairs are being carried out with the minimum of delay. The Trustees continue to maintain the principle of requiring the managing agents to use local trades people where practicable. With the agreement of the Trustees they have increased their monthly fee in April this year to £300 after retaining it at £210 since July 2016.

(c) Rent Review

The Trustees strive to ensure that rents set for the Charity's properties reflect the Objects of the Charity. It was decided this year to increase rents in August by 2% plus CPI and these increases have been accepted by all tenants.

(d) Tenancy Agreements

Following on from the review of the Trust Document the Trustees considered a need to review the tenancy agreements in place. This will seek to ensure that each tenant is treated fairly and equally, considering changes in legislation in respect of the duties of Landlords and issues arising from Health and Safety and the recently introduced General Data Protection Regulation. This year Willans solicitors have provided advice on equality and discrimination and preparation of a precedent assured shorthold tenancy.

(e) Charitable Incorporated Organisation

To facilitate management of the Charity for the future, the process of establishing a Charitable Incorporated Organisation (CIO) continues. The CIO will take over the activities, assets, and liabilities of the existing Charity. The CIO has not yet been established due to issues in communication within and with Lloyds bank. It is hoped that these have now been resolved and the process will be completed within the coming year.

(f) General Data Protection Regulation

During the year the new approach to handling personal data has come into force under the title of General Data Protection Regulation. Whilst a minimal amount of personal data is stored electronically the Trust does retain data in paper files. During the coming year it is intended to update the policy on GDPR, introduce a new privacy statement and involve tenants in the information that is retained.

(g) Deposit Protection Scheme

At the commencement of a new tenancy the tenant pays a deposit, against possible breakages or damage to the property, determined by the monthly rental. The Trustees place these funds in the nationally approved Deposit Protection Service where they are protected and outside the current account and investment funds held by the Trust. Currently, £3,011 is held on deposit received from the tenants.

8 Risk Review.

The Trustees frequently review the possible risks to which the charity is exposed and believe that these are covered by relevant procedures and cash reserves.

9 Reserves and financial management

The HCC have established the following financial reserves policy:

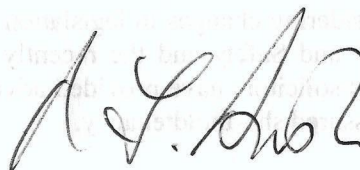
- To maintain a reserve calculated as 70% of the average annual expenditure over the previous three years (not including major costs of rebuilding and roofing, or mortgage commitments) to meet the challenge of a disrupted income supply
 - To maintain a reserve calculated as 100% of the required annual expenditure on mortgage commitments in the event of a disrupted income supply
 - To maintain a sum not less than £5,000 to meet support for tenants unable to remain in one of the Charity properties due to fire, flood, major repairs etc.
- The Trustees calculate that £22,000 is currently needed to meet this policy and there are sufficient funds within HCC to support this figure.

As part of their financial management, HCC have undertaken to

- Include in their annual budget a provision for unplanned expenditure equal to 25% of the figure budgeted specifically for repairs.
- Ensure the proper level of insurance is held to mitigate the effect of loss of rent, damage to property and Trustee liability.

Sandra Lampard
Honorary Treasurer
Highlands Cottage Charity

Roger Bush
Chairman
Highlands Cottage Charity



.....
Date 9th November 2023

Independent examiner's report to the Trustees of Highlands Cottage Charity

I report on the accounts of Highlands Cottage Charity (The Trust) for the year ended 31 July 2023, which are set out on pages 6 to 9.

Responsibilities and basis of the 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 matters have come to my attention in connection with my 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.



Penny Loe
PS Loe & Co

Chartered Accountant
Edgecombe, Amberley, Stroud

1 November 2023

HIGHLANDS COTTAGE CHARITY

STATEMENT OF FINANCIAL ACTIVITIES: YEAR ENDED 31ST JULY 2023

	Note	<u>Unrestricted</u> <u>Funds</u> £	<u>Designated</u> <u>Funds</u> £	<u>Total Funds</u> <u>2023</u> £	<u>Total Funds</u> <u>2022</u> £
Income					
Rents and licence fees		30,256	-	30,256	38,424
Other income - compensation		105	-	105	-
Bank and other interest		632	-	632	55
Total Income		<u>30,993</u>	<u>-</u>	<u>30,993</u>	<u>38,479</u>
Expenditure	2	<u>36,710</u>	<u>-</u>	<u>36,710</u>	<u>32,834</u>
Net Income/(Expenditure) for the year		(5,717)	-	(5,717)	5,645
Balances brought forward at 1 August 2022		254,690	5,465	260,155	254,510
Transfer between funds		-	-	-	-
Balances carried forward at 31 July 2023		<u>248,973</u>	<u>5,465</u>	<u>254,438</u>	<u>260,155</u>

The notes on pages 8 and 9 form part of these accounts.

HIGHLANDS COTTAGE CHARITY

BALANCE SHEET AT 31ST JULY 2023

	Note	2023		2022	
		£	£	£	£
Fixed Assets					
Freehold property					
New Lodge and Little Lodge, at cost		413,882	-	413,882	-
		413,882	-	413,882	-
Blackwell Cottage		72,914	-	72,914	-
		486,796	-	486,796	-
Tangible fixed assets - Furnishings and equipment					
Cost b/f	1	10,094	9,745		
: additions		-	349		
		10,094	10,094		
Depreciation b/f		9,012	8,651		
: charge for year		271	361		
		9,283	9,012		
		811	1,082		
		487,607	487,878		
Current Assets					
Debtors and prepayments	3	-	-		
COIF Charities Deposit Fund		22,054	21,422		
Lloyds account		18,807	40,285		
		40,861	61,707		
Liabilities					
Amounts falling due within one year	4	4,002	16,664		
		4,002	16,664		
Net Current Assets		36,859	45,044		
Net Assets		524,466	532,922		
Long term liabilities					
	5	66,940	69,679		
		457,526	463,243		
Funds					
Endowment	8,9	203,088	203,088		
Designated		5,465	5,465		
Unrestricted		248,973	254,690		
		457,526	463,243		

Approved by the Trustees on 1 November 2023 and signed on its behalf by

Roger Bush, Chairman



The notes on pages 8 and 9 form part of these accounts.

HIGHLANDS COTTAGE CHARITY

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST JULY 2023

1. Accounting Policies

- a) These financial statements have been prepared under the historical cost convention and in accordance with applicable Accounting Standards, The Charities Act 2011 and the Charities SORP (FRS102)
- b) The accruals basis of accounting is used for income and expenditure.
- c) Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty.
- d) Depreciation is calculated to write off the cost, less estimated residual values, of tangible fixed assets over their estimated useful lives to the scheme. Since 1996, furniture and equipment has been depreciated at 25% pa on the reducing balance method; prior to 1996 such expenditure was written off in the year of purchase. No depreciation is provided on freehold buildings because in the Trustees opinion the real (inflation adjusted) estimated residual value is not less than the carrying value in the accounts.

2. Expenditure

	<u>2023</u>	<u>2022</u>
Property insurance	1,541	1,348
Property surveyor and agent	3,354	2,520
Repairs and maintenance	19,241	23,544
Utility bills when property vacant	2,261	-
Legal fees general	4,926	1,822
Trustee Indemnity insurance	564	513
Mortgage interest	4,155	2,256
Sundries	36	170
Independent Examiner's fee	360	300
Depreciation of furnishings, equipment	271	361
	<u>36,710</u>	<u>32,834</u>

3. Debtors

	<u>2023</u>	<u>2022</u>
Trade debtors	-	-
	<u>-</u>	<u>-</u>

4. Liabilities: Amounts falling due within one year

	<u>2023</u>	<u>2022</u>
Creditors	-	11,527
Accruals	360	300
Repayment due on mortgage - see note 5	3,642	4,837
	<u>4,002</u>	<u>16,664</u>

HIGHLANDS COTTAGE CHARITY

5. Long term liabilities

A 25 year mortgage of £155,000 was obtained from Lloyds Bank in order to fund the development of the Old Cart Shed, in the grounds of New Lodge, completed in February 2011 and now, as Little Lodge, let out as residential accommodation. The mortgage is secured on another property owned by the charity, Blackwell Cottage

6. Employees' remuneration

There were no employees during the year

7. Trustees' remuneration and expenses

No trustee received any remuneration or reimbursement of expenses during the year. The trustees were advised that the charity should take out trustee indemnity insurance; this cost £564 (2022: £513)

8. Designated and restricted Funds

	<u>Balance</u>	<u>Movement in Resources</u>		<u>Balance</u>
	<u>1.8.22</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>31.7.23</u>
<u>Designated Funds</u>				
Contingency Fund	5,000	-	-	5,000
AE Pash Charitable Trust donation	465	-	-	465
	<u>5,465</u>	<u>-</u>	<u>-</u>	<u>5,465</u>

There are no restricted funds held by the Charity.

The Contingency Fund reflects the Trustees' policy of retaining £5,000 to meet support for tenants unable to remain in one of the properties due to fire, flood, major repairs etc.

The Trustees propose to use the donation from the AE Pash Charitable Trust, received on the winding up of that Trust, for a specified purpose, to be determined.

9. Analysis of net assets between funds as at 31 July 2023

	<u>Fixed</u>	<u>Net Current</u>	<u>Long term</u>	<u>Total</u>	<u>Total</u>
	<u>Assets</u>	<u>Assets</u>	<u>liabilities</u>	<u>2023</u>	<u>2022</u>
<u>Endowment Fund</u>	203,088	-	-	203,088	203,088
<u>Designated Funds</u>	-	5,465	-	5,465	5,465
<u>Unrestricted Funds</u>	284,519	31,394	(66,940)	248,973	254,690
	<u>487,607</u>	<u>36,859</u>	<u>(66,940)</u>	<u>457,526</u>	<u>463,243</u>

THE HIGHLANDS COTTAGE CHARITY

England & Wales - Charity number 1012785

Accounts

HIGHLANDS COTTAGE CHARITY

(Registered No 1012785)

Registered address – Follifoot House, Amberley, Stroud, GL5 5AG

TRUSTEES THIRTY-FIRST ANNUAL REPORT 2021/2022

1. Introduction.

- (a) Governing Document: The Charity was founded in 1992 by Miss Mary Layard White, formerly of Highlands Cottage, Pinfarthings, Amberley. The Trust Deed was completed on 27th April 1992 and made between Mary Layard White, James Albert Meadows, Anne Elisabeth Seymour, Anne de Halpert and Peter Duff Abbott Hankins. A supplemental Trust Deed was entered into on the 10th November 2016 and made between the continuing Trustees, namely: Peter Duff Abbott Hankins, Vivian Leivers, Roger Jeffrey Bush, Richard James William Wood, Susan Jane Page, Beryl Anne Phillips and Michael John Bullock.
- (b) Names of the current Trustees: Peter Duff Abbott Hankins, Vivian Leivers, Roger Jeffrey Bush, Richard James William Wood, Susan Jane Page, Beryl Anne Phillips and Sandra Jane Lampard
- (c) Names and addresses of advisers to the Charity:
1. Independent Examiner: Mrs Penny Loe, Chartered Accountant, Edgecombe, Amberley, Stroud, GL5 5AB
 2. Solicitors: WSP Solicitors, 3/7 Rowcroft, Stroud, GL5 3BJ and Willans LLP, 28 Imperial Square, Cheltenham. GL50 1RH
 3. Bankers: Lloyds Bank, 12 Rowcroft, Stroud, GL5 3BD
 4. Managing Agents: Bennett Jones Partnership, 31 Parsonage Street, Dursley, GL11 4BW
 5. Architect: Chris Stone, Quadra, Nethercourt, Hyde, Stroud. GL6 8NZ

2 Charitable Objects.

The income of the said Trust Fund and such of the property as the Trustees shall direct, shall be used for charitable purposes for the benefit of the inhabitants of the Parish of Amberley and the contiguous parishes thereof, including but not confined to the following purposes:

- (1) The provision of a house or other suitable accommodation for a Minister or Curate of the Church of England or other paid Church worker in the Parish
- (2) The provision of a house or other suitable accommodation for the poor and/r needy in the Parish and the contiguous parishes. "Needy" shall mean those in need by reason of youth, age, ill-health, disability, financial or other disadvantage.
- (3) The provision of a house or other suitable accommodation for an employee of Amberley Parochial Church School or any other educational establishment in the Parish.

In administering the charity, the Trustees have given careful consideration to the Charity Commission's general guidance on Public Benefit and consider the Charity is fulfilling its objects and public benefit requirement by providing subsidised housing to people in need in the Parish of Amberley and its contiguous Parishes.

3 Accounting Principles.

In accordance with the Charity Commissioners guidelines, the treasurer has adopted the following principles:

- (1) Best use of expendable funds, continuing to maintain all its property and fixtures to a reasonable standard.

- (2) The rental income is paid to Lloyds Bank monthly and the sums are transferred between Lloyds Bank Investment Accounts (when available) and/or into COIF Charities Deposit Fund thereby gaining the benefit of the best available interest rates

4 Investment Policy.

- (a) The Trustees continue to consider that the yields on investments, represented by the rental income at rates advised by the Managing Agent and the Council Rent Office, are reasonable and are periodically reviewed and increased in line with inflation. See also note 7 (c).
- (b) During the current year the Trustees continue to invest in COIF Charity Accounts. However, they have not continued to make short term investments with Lloyds Bank where the minimum investment, albeit for a defined short period of time, would leave insufficient funds to meet any major unexpected cost.
- (c) The Trustees believe that the investment accounts are well managed.

5 Permanent Endowments.

There have been no changes during the current year

6 Trustees.

- (a) The Trustees are all appointed in accordance with the Governing Trust Instruments.
- (b) Vesting of Assets. The properties known as New Lodge, Little Lodge and Blackwell Cottage remain vested as heretofore. The Chairman and the Treasurer hold the Investment Funds.
- (c) The Trustees have met formally throughout the year. The general maintenance of the properties is constantly under review and an ongoing plan of maintenance / repair is in place.
- (d) Mrs Penny Loe has agreed to be appointed as Accountant / Independent Examiner. The Accounts up to 31 July 2022 are included with this report.

7 Activities

This year the Trustees have continued to seek to maintain reserves whilst at the same time to support a pro-active programme of repairs and improvements to all properties; in addition, a programme of significant renovation to the windows at New Lodge has been completed.

(a) New Lodge

- Window refurbishment project

The window refurbishment project was finished with a payment of £17,330 paid this year, to the Original Sash window Company for completion of the project. The project cost has been £36,738 including consultancy fees.

- A budget of £6,000 is estimated for the coming year for repairs and refurbishment of the bathroom in Flat 2. £3,400 continues to be carried forward for works on hold for rear landscaping, improved lighting and internal carpets, in addition to £1500 for insulation to sloping roofs. £5000 is being carried forward for the refurbishment of the kitchen in Flat 2, which is on hold.
- All other small expenditure has been met within the monthly repairs budget

Blackwell Cottage

- Expenditure has been met within the monthly repairs budget.
- A budget of £1,000 has been carried forward for wet flooring in the bathroom

Little Lodge

- All small expenditure has been met within the monthly repairs budget, with a larger payment of £1,375 made for a replacement front door.
-

(b) Managing Agents

The Trustees have continued to contract the responsibility of Property Management to a local company, Bennett Jones Partnership of Dursley. This has proved to be particularly successful and necessary repairs are being carried out with the minimum of delay. The Trustees continue to maintain the principle of requiring the managing agents to use local trades people where practicable.

(c) Rent Review

The Trustees strive to ensure that rents set for the Charity's properties reflect the Objects of the Charity. It was decided this year not to increase rents in January, due to the generally high increases in energy and other costs. The rents will be increased in August 2022 by CPI only.

(d) Tenancy Agreements

Following on from the review of the Trust Document last year the Trustees considered a need to review the tenancy agreements in place. This will seek to ensure that each tenant is treated fairly and equally, considering changes in legislation in respect of the duties of Landlords and issues arising from Health and Safety and the recently introduced General Data Protection Regulation.

(e) Charitable Incorporated Organisation

To facilitate management of the Charity for the future, the process of establishing a Charitable Incorporated Organisation (CIO) continues. The CIO will take over the activities, assets, and liabilities of the existing Charity. It is anticipated that this will occur during the year.

(f) General Data Protection Regulation

During the year the new approach to handling personal data has come into force under the title of General Data Protection Regulation. Whilst a minimal amount of personal data is stored electronically the Trust does retain data in paper files. During the coming year it is intended to update the policy on GDPR, introduce a new privacy statement and involve tenants in the information that is retained.

(g) Deposit Protection Scheme

At the commencement of a new tenancy the tenant pays a deposit, against possible breakages or damage to the property, determined by the monthly rental. The Trustees place these funds in the nationally approved Deposit Protection Service where they are protected and outside the current account and investment funds held by the Trust. Currently, £2,191 is held on deposit received from the tenants.

8 Risk Review.

The Trustees frequently review the possible risks to which the charity is exposed and believe that these are covered by relevant procedures and cash reserves.

9 Reserves and financial management

The HCC have established the following financial reserves policy:

- To maintain a reserve calculated as 70% of the average annual expenditure over the previous three years (not including major costs of rebuilding and roofing, or mortgage commitments) to meet the challenge of a disrupted income supply
- To maintain a reserve calculated as 100% of the required annual expenditure on mortgage commitments in the event of a disrupted income supply
- To maintain a sum not less than £5,000 to meet support for tenants unable to remain in one of the Charity properties due to fire, flood, major repairs etc.

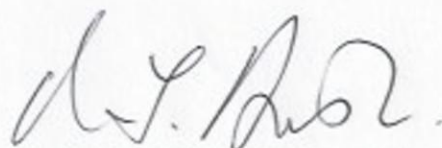
The Trustees calculate that £22,000 is currently needed to meet this policy and there are sufficient funds within HCC to support this figure.

As part of their financial management, HCC have undertaken to

- Include in their annual budget a provision for unplanned expenditure equal to 25% of the figure budgeted specifically for repairs.
- Ensure the proper level of insurance is held to mitigate the effect of loss of rent, damage to property and Trustee liability.

Sandra Lampard
Honorary Treasurer
Highlands Cottage Charity

Roger Bush
Chairman
Highlands Cottage Charity



Date 10th November 2022

Independent examiner's report to the Trustees of Highlands Cottage Charity

I report on the accounts of Highlands Cottage Charity (The Trust) for the year ended 31 July 2022, which are set out on pages 6 to 9.

Responsibilities and basis of the 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).

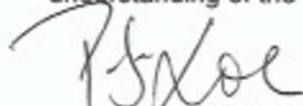
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with my 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.



Penny Loe
PS Loe & Co

Chartered Accountant
Edgecombe, Amberley, Stroud

2 November 2022

HIGHLANDS COTTAGE CHARITY

STATEMENT OF FINANCIAL ACTIVITIES: YEAR ENDED 31ST JULY 2022

	Note	Unrestricted Funds £	Designated Funds £	Total Funds 2022 £	Total Funds 2021 £
Income					
Rents and licence fees		38,424	-	38,424	36,444
Other income - donations		-	-	-	465
Bank and other interest		55	-	55	5
Total Income		<u>38,479</u>	<u>-</u>	<u>38,479</u>	<u>36,914</u>
Expenditure	2	<u>32,834</u>	<u>-</u>	<u>32,834</u>	<u>27,521</u>
Net Income/(Expenditure) for the year		5,645	-	5,645	9,394
Balances brought forward at 1 August 2021		249,045	5,465	254,510	245,116
Transfer between funds		-	-	-	-
Balances carried forward at 31 July 2022		<u>254,690</u>	<u>5,465</u>	<u>260,155</u>	<u>254,510</u>

The notes on pages 8 and 9 form part of these accounts.

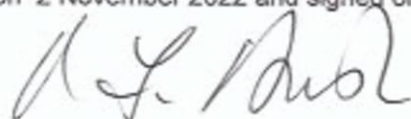
HIGHLANDS COTTAGE CHARITY

BALANCE SHEET AT 31ST JULY 2022

	Note	£	2022 £	£	2021 £
Fixed Assets					
Freehold property					
New Lodge and Little Lodge, at cost			413,882		413,882
			<u>-</u>		<u>-</u>
			413,882		413,882
Blackwell Cottage			<u>72,914</u>		<u>72,914</u>
			486,796		486,796
Tangible fixed assets - Furnishings and equipment					
Cost b/f	1	9,745		9,646	
: additions		349		499	
: disposals		<u>(400)</u>		<u>(400)</u>	
			9,694		9,745
Depreciation b/f		8,651		8,687	
: on disposals		<u>(400)</u>		<u>(400)</u>	
: charge for year		<u>361</u>		<u>364</u>	
			8,612		8,651
			<u>1,082</u>		<u>1,094</u>
			487,878		487,890
Current Assets					
Debtors and prepayments	3	-		-	
COIF Charities Deposit Fund		21,422		21,367	
Lloyds TSB account		<u>40,285</u>		<u>27,716</u>	
			61,707		49,083
Liabilities					
Amounts falling due within one year	4	<u>16,664</u>		<u>4,911</u>	
			16,664		4,911
Net Current Assets			45,044		44,172
Net Assets			<u>532,922</u>		<u>532,062</u>
Long term liabilities	5		69,679		74,464
			<u>463,243</u>		<u>457,598</u>
Funds					
	8,9				
Endowment			203,088		203,088
Designated			5,465		5,465
Unrestricted			<u>254,690</u>		<u>249,045</u>
			<u>463,243</u>		<u>457,598</u>

Approved by the Trustees on 2 November 2022 and signed on its behalf by

Roger Bush, Chairman



The notes on pages 8 and 9 form part of these accounts.

HIGHLANDS COTTAGE CHARITY

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST JULY 2022

1. Accounting Policies

- a) These financial statements have been prepared under the historical cost convention and in accordance with applicable Accounting Standards, The Charities Act 2011 and the Charities SORP (FRS102)
- b) The accruals basis of accounting is used for income and expenditure.
- c) Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty.
- d) Depreciation is calculated to write off the cost, less estimated residual values, of tangible fixed assets over their estimated useful lives to the scheme. Since 1996, furniture and equipment has been depreciated at 25% pa on the reducing balance method; prior to 1996 such expenditure was written off in the year of purchase. No depreciation is provided on freehold buildings because in the Trustees opinion the real (inflation adjusted) estimated residual value is not less than the carrying value in the accounts.

2. Expenditure

	2022	2021
Property insurance	1,348	1,180
Property surveyor and agent	2,520	2,520
Repairs and maintenance	23,544	19,352
Legal fees general	1,822	1,376
Trustee Indemnity insurance	513	327
Mortgage interest	2,256	2,127
Sundries	170	-
Independent Examiner's fee	300	275
Depreciation of furnishings, equipment	361	364
	<u>32,834</u>	<u>27,521</u>

3. Debtors

	2022	2021
Trade debtors	-	-
	<u>-</u>	<u>-</u>

4. Liabilities: Amounts falling due within one year

	2022	2021
Creditors	11,527	60
Accruals	300	275
Repayment due on mortgage - see note 5	4,837	4,576
	<u>16,664</u>	<u>4,911</u>

Work on a major window renovation project at Flat 2 and 3 New Lodge was completed. Work on the bathroom of Flat 2 is anticipated during the next year, for which £6,000 has been budgeted.

HIGHLANDS COTTAGE CHARITY

5. Long term liabilities

A 25 year mortgage of £155,000 was obtained from Lloyds Bank in order to fund the development of the Old Cart Shed, in the grounds of New Lodge, completed in February 2011 and now, as Little Lodge, let out as residential accommodation. The mortgage is secured on another property owned by the charity, Blackwell Cottage

6. Employees' remuneration

There were no employees during the year

7. Trustees' remuneration and expenses

No trustee received any remuneration or reimbursement of expenses during the year. The trustees were advised that the charity should take out trustee indemnity insurance; this cost £513 (2021: £375)

8. Designated and restricted Funds

	Balance 1.8.21	Movement in Resources		Balance 31.7.22
		Incoming	Outgoing	
<u>Designated Funds</u>				
Contingency Fund	5,000	-	-	5,000
AE Pash Charitable Trust donation	465	-	-	465
	<u>5,465</u>	<u>-</u>	<u>-</u>	<u>5,465</u>

There are no restricted funds held by the Charity.

The Contingency Fund reflects the Trustees' policy of retaining £5,000 to meet support for tenants unable to remain in one of the properties due to fire, flood, major repairs etc.

The Trustees propose to use the donation from the AE Pash Charitable Trust, received on the winding up of that Trust, for a specified purpose, to be determined.

9. Analysis of net assets between funds as at 31 July 2022

	Fixed Assets	Net Current Assets	Long term liabilities	Total 2022	Total 2021
<u>Endowment Fund</u>	203,088	-	-	203,088	203,088
<u>Designated Funds</u>	-	5,465	-	5,465	5,465
<u>Unrestricted Funds</u>	284,790	39,579	(69,679)	254,690	249,045
	<u>487,878</u>	<u>45,044</u>	<u>(69,679)</u>	<u>463,243</u>	<u>457,598</u>

THE HIGHLANDS COTTAGE CHARITY

England & Wales - Charity number 1012785

Accounts

HIGHLANDS COTTAGE CHARITY

(Registered No 1012785)

Registered address – Follifoot House, Amberley, Stroud, GL5 5AG

TRUSTEES THIRTIETH ANNUAL REPORT 2020/2021

1. Introduction.

- (a) **Governing Document:** The Charity was founded in 1992 by Miss Mary Layard White, formerly of Highlands Cottage, Pinfarthings, Amberley. The Trust Deed was completed on 27th April 1992 and made between Mary Layard White, James Albert Meadows, Anne Elisabeth Seymour, Anne de Halpert and Peter Duff Abbott Hankins. A supplemental Trust Deed was entered into on the 10th November 2016 and made between the continuing Trustees, namely: Peter Duff Abbott Hankins, Vivian Leivers, Roger Jeffrey Bush, Richard James William Wood, Susan Jane Page, Beryl Anne Phillips and Michael John Bullock.
- (b) **Names of the current Trustees:** Peter Duff Abbott Hankins, Vivian Leivers, Roger Jeffrey Bush, Richard James William Wood, Susan Jane Page, Beryl Anne Phillips and Sandra Jane Lampard
- (c) **Names and addresses of advisers to the Charity:**
 1. Independent Examiner: Mrs Sarah Goodwin, Chartered Tax Advisor, Amber Hill, Amberley, Stroud, GL5 5AN.
 2. Solicitors: WSP Solicitors, 3/7 Rowcroft, Stroud, GL5 3BJ and Willans LLP, 28 Imperial Square, Cheltenham. GL50 1RH
 3. Bankers: Lloyds Bank, 12 Rowcroft, Stroud, GL5 3BD
 4. Managing Agents: Bennett Jones Partnership, 31 Parsonage Street, Dursley, GL11 4BW
 5. Architect: Chris Stone, Quadra, Nethercourt, Hyde, Stroud. GL6 8NZ

2 Charitable Objects.

The income of the said Trust Fund and such of the property as the Trustees shall direct, shall be used for charitable purposes for the benefit of the inhabitants of the Parish of Amberley and the contiguous parishes thereof, including but not confined to the following purposes:

- (1) The provision of a house or other suitable accommodation for a Minister or Curate of the Church of England or other paid Church worker in the Parish
- (2) The provision of a house or other suitable accommodation for the poor and/r needy in the Parish and the contiguous parishes. "Needy" shall mean those in need by reason of youth, age, ill-health, disability, financial or other disadvantage.
- (3) The provision of a house or other suitable accommodation for an employee of Amberley Parochial Church School or any other educational establishment in the Parish.

In administering the charity, the Trustees have given careful consideration to the Charity Commission's general guidance on Public Benefit and consider the Charity is fulfilling its objects and public benefit requirement by providing subsidised housing to people in need in the Parish of Amberley and its contiguous Parishes.

3 Accounting Principles.

In accordance with the Charity Commissioners guidelines, the treasurer has adopted the following principles:

- (1) Best use of expendable funds, continuing to maintain all its property and fixtures to a reasonable standard.

- (2) The rental income is paid to Lloyds Bank monthly and the sums are transferred between Lloyds Bank Investment Accounts (when available) and/or into COIF Charities Deposit Fund thereby gaining the benefit of the best available interest rates

4 Investment Policy.

- (a) The Trustees continue to consider that the yields on investments, represented by the rental income at rates advised by the Managing Agent and the Council Rent Office, are reasonable and are periodically reviewed and increased in line with inflation. See also note 7 (c).
- (b) During the current year the Trustees continue to invest in COIF Charity Accounts. However, they have not continued to make short term investments with Lloyds Bank where the minimum investment, albeit for a defined short period of time, would leave insufficient funds to meet any major unexpected cost.
- (c) The Trustees believe that the investment accounts are well managed.

5 Permanent Endowments.

There have been no changes during the current year

6 Trustees.

- (a) The Trustees are all appointed in accordance with the Governing Trust Instruments.
- (b) Vesting of Assets. The properties known as New Lodge, Little Lodge and Blackwell Cottage remain vested as heretofore. The Chairman and the Treasurer hold the Investment Funds.
- (c) The Trustees have met formally throughout the year. The general maintenance of the properties is constantly under review and an ongoing plan of maintenance / repair is in place.
- (d) Mrs Sarah Goodwin continues to hold the appointment as Accountant / Independent Examiner. The Accounts up to 31 July 2021 are included with this report.

7 Activities

This year the Trustees have continued to seek to maintain reserves whilst at the same time to support a pro-active programme of repairs and improvements to all properties; in addition, a programme of significant renovation to the windows at New Lodge has begun which will protect against potential internal damage to the property.

(a) New Lodge

- Window refurbishment project

- £16,362 has been spent this year to complete Phase 1 of the project, which includes all the windows in Flat 1. A further £19,500 is budgeted for the year to July 2022, for Phases 2 and 3 of the project, which includes works that have been delayed because access to flats has been limited during Covid restrictions.
- A budget of £4,400 continues to be carried forward for works on hold for rear landscaping, improved lighting and internal carpets, in addition to £1500 for insulation to sloping roofs
 - All other small expenditure has been met within the monthly repairs budget

Blackwell Cottage

- Expenditure has been met within the monthly repairs budget with a single larger amount of £500 spent for a replacement cooker

- A budget of £1,000 has been carried forward for wet flooring in the bathroom

Little Lodge

- All small expenditure has been met within the monthly repairs budget, with a larger payment of £640 made for external paint work and repairs to a hole in the living room ceiling

(b) Managing Agents

The Trustees have continued to contract the responsibility of Property Management to a local company, Bennett Jones Partnership of Dursley. This has proved to be particularly successful and necessary repairs are being carried out with the minimum of delay. The Trustees continue to maintain the principle of requiring the managing agents to use local trades people where practicable.

(c) Rent Review

The Trustees strive to ensure that rents set for the Charity's properties reflect the Objects of the Charity. All staged increases in a previous rent review applied in August 19 have been completed. A 2% + CPI increase was applied in January 21, which has been accepted by all tenants with no difficulty being reported by any tenant. The tenant in Flat 1 continues to pay a standing order and a top up cheque until they feel comfortable to go to the bank to change the standing order.

(d) Tenancy Agreements

Following on from the review of the Trust Document last year the Trustees considered a need to review the tenancy agreements in place. This will seek to ensure that each tenant is treated fairly and equally, considering changes in legislation in respect of the duties of Landlords and issues arising from Health and Safety and the recently introduced General Data Protection Regulation.

(e) Charitable Incorporated Organisation

In order to facilitate management of the Charity for the future, the Trustees have begun the process of establishing a Charitable Incorporated Organisation (CIO) which will take over the activities, assets and liabilities of the existing Charity. It is anticipated that this will occur during the next year.

(f) General Data Protection Regulation

During the year the new approach to handling personal data has come into force under the title of General Data Protection Regulation. Whilst a minimal amount of personal data is stored electronically the Trust does retain data in paper files. During the coming year it is intended to update the policy on GDPR, introduce a new privacy statement and involve tenants in the information that is retained.

(g) Deposit Protection Scheme

At the commencement of a new tenancy the tenant pays a deposit, against possible breakages or damage to the property, determined by the monthly rental. The Trustees place these funds in the nationally approved Deposit Protection Service where they are protected and outside the current account and investment funds held by the Trust. Currently, £2,191 is held on deposit received from the tenants.

8 Risk Review.

The Trustees frequently review the possible risks to which the charity is exposed and believe that these are covered by relevant procedures and cash reserves.

9 Reserves and financial management

The HCC have established the following financial reserves policy:

- To maintain a reserve calculated as 70% of the average annual expenditure over the previous three years (not including major costs of rebuilding and roofing, or mortgage commitments) to meet the challenge of a disrupted income supply
- To maintain a reserve calculated as 100% of the required annual expenditure on mortgage commitments in the event of a disrupted income supply
- To maintain a sum not less than £5,000 to meet support for tenants unable to remain in one of the Charity properties due to fire, flood, major repairs etc.

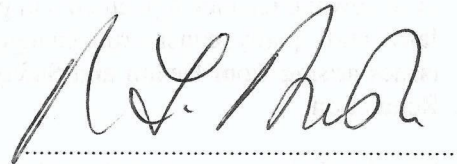
The Trustees calculate that £22,000 is currently needed to meet this policy and there are sufficient funds within HCC to support this figure.

As part of their financial management, HCC have undertaken to

- Include in their annual budget a provision for unplanned expenditure equal to 25% of the figure budgeted specifically for repairs.
- Ensure the proper level of insurance is held to mitigate the effect of loss of rent, damage to property and Trustee liability.

Sandra Lampard
Honorary Treasurer
Highlands Cottage Charity

Roger Bush
Chairman
Highlands Cottage Charity



Date 18th November 2020

Independent examiner's report to the Trustees of Highlands Cottage Charity

I report on the accounts of Highlands Cottage Charity (The Trust) for the year ended 31 July 2021, which are set out on pages 6 to 9.

Responsibilities and basis of the 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 matters have come to my attention in connection with my 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.



Sarah M Goodwin

18 November 2021

Chartered Tax Advisor
Amber Hill, Amberley, Glos.

HIGHLANDS COTTAGE CHARITY

STATEMENT OF FINANCIAL ACTIVITIES: YEAR ENDED 31ST JULY 2021

	Note	Unrestricted Funds £	Designated Funds £	Total Funds 2021 £	Total Funds 2020 £
Income					
Rents and licence fees		36,444	-	36,444	35,256
Other income - donations		-	465	465	-
Bank and other interest		5	-	5	105
Total Income		<u>36,449</u>	<u>465</u>	<u>36,914</u>	<u>35,361</u>
Expenditure	2	<u>27,521</u>	<u>-</u>	<u>27,521</u>	<u>20,102</u>
Net Income/(Expenditure) for the year		8,929	465	9,394	15,259
Balances brought forward at 1 August 2020		240,116	5,000	245,116	229,857
Transfer between funds		-	-	-	-
Balances carried forward at 31 July 2021		<u>249,045</u>	<u>5,465</u>	<u>254,510</u>	<u>245,116</u>

The notes on pages 8 and 9 form part of these accounts.

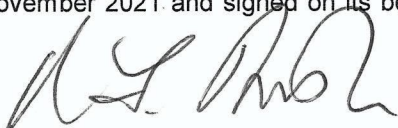
HIGHLANDS COTTAGE CHARITY

BALANCE SHEET AT 31ST JULY 2021

	Note	£	2021 £	£	2020 £
Fixed Assets					
Freehold property					
New Lodge and Little Lodge, at cost			413,882		413,882
			<u>-</u>		<u>-</u>
			413,882		413,882
Blackwell Cottage			<u>72,914</u>		<u>72,914</u>
			486,796		486,796
Tangible fixed assets - Furnishings and equipment					
Cost b/f	1	9,646		9,712	
: additions		499		599	
: disposals		<u>(400)</u>		<u>(665)</u>	
		9,745		9,646	
Depreciation b/f		8,687		8,985	
: on disposals		<u>(400)</u>		<u>(618)</u>	
: charge for year		364		320	
		<u>8,651</u>		<u>8,687</u>	
			1,094		959
			<u>487,890</u>		<u>487,755</u>
Current Assets					
Debtors and prepayments	3	-		-	
COIF Charities Deposit Fund		21,367		21,362	
Lloyds TSB account		<u>27,716</u>		<u>22,892</u>	
		49,083		44,253	
Liabilities					
Amounts falling due within one year	4	4,911		4,527	
		<u>4,911</u>		<u>4,527</u>	
Net Current Assets			44,172		39,726
Net Assets			<u>532,062</u>		<u>527,481</u>
Long term liabilities	5		74,464		79,277
			<u>457,598</u>		<u>448,204</u>
Funds					
Endowment	8,9		203,088		203,088
Designated			5,465		5,000
Unrestricted			<u>249,045</u>		<u>240,116</u>
			<u>457,598</u>		<u>448,204</u>

Approved by the Trustees on 18 November 2021 and signed on its behalf by

Roger Bush, Chairman



The notes on pages 8 and 9 form part of these accounts.

HIGHLANDS COTTAGE CHARITY

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST JULY 2021

1. Accounting Policies

a) These financial statements have been prepared under the historical cost convention and in accordance with applicable Accounting Standards, The Charities Act 2011 and the Charities SORP (FRS102)

b) The accruals basis of accounting is used for income and expenditure.

c) Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty.

d) Depreciation is calculated to write off the cost, less estimated residual values, of tangible fixed assets over their estimated useful lives to the scheme. Since 1996, furniture and equipment has been depreciated at 25% pa on the reducing balance method; prior to 1996 such expenditure was written off in the year of purchase. No depreciation is provided on freehold buildings because in the Trustees opinion the real (inflation adjusted) estimated residual value is not less than the carrying value in the accounts.

2. Expenditure

	2021	2020
Property insurance	1,180	1,168
Property surveyor and agent	2,520	2,520
Repairs and maintenance	19,352	12,844
Professional fees re tenant leases	-	-
Legal fees general	1,376	-
Trustee Indemnity insurance	327	232
Mortgage interest	2,127	2,696
Bank charges	-	-
Bank interest	-	-
Administration expenses	-	-
Loss on scrapped equipment	-	47
Sundries	-	-
Independent Examiner's fee	275	275
Depreciation of furnishings, equipment	364	320
	<u>27,521</u>	<u>20,102</u>

3. Debtors

	2021	2020
Trade debtors	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>

HIGHLANDS COTTAGE CHARITY

4. Liabilities: Amounts falling due within one year

	2021	2020
Creditors	60	-
Accruals	275	275
Repayment due on mortgage - see note 5	4,576	4,252
	4,911	4,527

Work on a major window renovation project at Flat 1 New Lodge was completed. Work on the windows of Flat 2 and Flat 3 is anticipated during the next year, for which £19,500 has been budgeted.

5. Long term liabilities

A 25 year mortgage of £155,000 was obtained from Lloyds Bank in order to fund the development of the Old Cart Shed, in the grounds of New Lodge, completed in February 2011 and now, as Little Lodge, let out as residential accommodation. The mortgage is secured on another property owned by the charity, Blackwell Cottage

6. Employees' remuneration

There were no employees during the year

7. Trustees' remuneration and expenses

No trustee received any remuneration or reimbursement of expenses during the year. The trustees were advised that the charity should take out trustee indemnity insurance; this cost £327.

8. Designated and restricted Funds

	Balance 1.8.20	Movement in Resources	Balance 31.7.21
		Incoming	Outgoing
<u>Designated Funds</u>			
Contingency Fund	5,000	-	5,000
AE Pash Charitable Trust donation	-	465	465
	5,000	465	5,465

There are no restricted funds held by the Charity.

The Contingency Fund reflects the Trustees' policy of retaining £5,000 to meet support for tenants unable to remain in one of the properties due to fire, flood, major repairs etc.

The Trustees propose to use the donation from the AE Pash Charitable Trust, received on the winding up of that Trust, for a specified purpose, to be determined.

9. Analysis of net assets between funds as at 31 July 2021

	Fixed Assets	Net Current Assets	Long term liabilities	Total 2021	Total 2020
<u>Endowment Fund</u>	203,088	-	-	203,088	203,088
<u>Designated Funds</u>	-	5,465	-	5,465	5,000
<u>Unrestricted Funds</u>	284,802	38,707	(74,464)	249,045	240,116
	487,890	44,172	(74,464)	457,598	448,204