

**BURFORD CHARITIES**

**THE BURFORD ALMSHOUSE CHARITY**

**Report and Financial Statements**

**Year ended 31 December 2021**

**Charity no: 1036380**

**THE BURFORD ALMSHOUSE CHARITY  
REPORT OF THE TRUSTEES**

**31 DECEMBER 2021**

**TRUSTEES**

**EX OFFICIO**

The Reverend Tom Putt

**NOMINATIVE TRUSTEES (Town Council)**

Mrs J Tunnell-Westmacott

Mr D. Cohen

**CO-OPTED TRUSTEES**

Mr N Street

Mrs P Barracclough

Mr D P Griffin FCA (Treasurer)

Mrs G Hames

Mr J Harrington

B J Marks OBE FCA (Chairman)

Dr Simon Albert MBBS DRCOG MRCP

Mr C G Williams

**HONORARY SECRETARY**

Mrs A Youngson

Whitehill Farm

Burford

Oxon, OX18 4DT

**BANKERS**

TSB Bank plc, 4, Sheep Street, Burford, Oxon, OX18 4LN

**INDEPENDENT EXAMINER**

B L Connolly ACA

Arubus Accountants

Units 1-4 Stockton's Courtyard

Overbury

Gloucestershire

GL20 7NT

**THE BURFORD ALMSHOUSE CHARITY**  
**REPORT OF THE TRUSTEES (CONTINUED)**

**31 DECEMBER 2021**

The trustees present their Annual Report and a Receipts and Payments Account for the year ended 31 December 2021.

**Charitable Status**

The Burford Almshouse Charity, is administered under a trust deed (Charity Commission reference 238,130 A/2) dated 20 February 1992.

**Principal Activity**

The main activity of the charity is in Burford with an area of benefit within a seven mile radius of the Tolsey in Burford. The Burford Almshouse Charity has 18 almshouses which are allocated to local residents with limited income.

**Principal Address**

The principal address is:

Whitehill Farm  
Burford  
Oxon  
OX18 4DT

Tel: 01993-822894

**Trustees**

In accordance with the scheme approved by the Charity Commissioners, nominated trustees appointed by the Burford Town Council, serve for a term of four years. Co-opted trustees are appointed for a term of five years by a resolution of the trustees passed at a special meeting of the Trustees. When vacancies arise, local persons are invited by the trustees to become co-opted trustees. New trustees are briefed before their appointment is confirmed.

**Meetings**

The trustees held four ordinary meetings during the year.

**Investment powers**

The trustees have no special investment powers. Accordingly, investments are confined to narrower-range securities and common investment schemes. Cash surplus to immediate requirements is invested in the COIF Charities Deposit Fund.

**Consideration and mitigation of risks**

Physical damage to property or injury to residents or members of the public which is addressed by adequate public liability and fire insurance policies as well as installing fire detection and alarm mechanisms. Unforeseen property repairs which are covered by allocation to the Extraordinary Repairs Fund (ERF) and the Cyclical Repairs Fund (CMF). Diminution in the value of investments which is addressed by spreading the risk via investment in common investment funds.

**Objectives and summary of main activities**

The Burford Almshouse Charity continued to be administered in accordance with the Charity Commission Scheme dated 20<sup>th</sup> February, 1992, as amended.

The trustees aim to provide accommodation to modern standards for persons residing in the area of benefit who have limited means. When vacancies arise, preference is given to suitable applicants especially women over 55. The charity has 18 almshouses of which 10 are Grade II Listed Buildings.

The Charity does not employ any staff and the almshouses were administered by the trustees who do not charge for their services.

The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

**Achievements and performance**

As at 31 December 2021 there was one vacant almshouse.

In April 2017, an independent quinquennial review of all the Almshouses was conducted. This was to ensure that the integrity of the structure and fabric of the properties remain fit for purpose. It has also informed the Trustees of any shortcomings and problems with the premises/buildings to be addressed in the ongoing maintenance program. The cost of this review was funded from the Cyclical Maintenance Fund. Additionally during 2021 a full electrical inspection was carried out in all properties including personal appliances which cost £2,788 and was funded out of CMF funds.

During 2021, the major items of expenditure were external decorations at Prices Almshouses (£2,137) replacement of heating at 4 Vicks (£1,570) and installation of two new porches at Briggs Almshouses amounting to £2,920. There were several other items of sundry repair and routine maintenance and the total for property repairs and maintenance amounted to £2,915.

The Charity made an overall profit for the year of £6,546 after including transfers to CMF and ERF.

**THE BURFORD ALMSHOUSE CHARITY  
REPORT OF THE TRUSTEES (CONTINUED)**

**31 DECEMBER 2021**

**Financial Review**

After transferring £17,934 to the Cyclical Maintenance Fund (CMF) and £10,962 to the Extraordinary Repairs Fund (ERF), the Unrestricted Fund of the Burford Almshouse Charity showed a surplus of £6,546 for the year to 31 December 2021. Monies were expended from the CMF in the amount of £9,415 mainly in respect of external redecoration of the 3 premises on The Hill, electrical review across all the Almshouses, replacement of heating in 4 Vicks and installation of new porches on Briggs Almshouses.

As at 31 December 2021, the market value of investments was £429,093 compared £382,923 as at 31 December 2020. The increase amounts to £46,170 or 12%.

With £311,210 held in the ERF, sufficient monies have been set aside for major repairs that may be required in the future.

The Charity's policy on reserves is to continue to set aside sums for the ERF and CMF and to retain the accumulated surplus on the Unrestricted Fund to meet any unforeseen expenditure that might be needed in the future as the value of the Endowment Fund is only £94,571

**Plans for Future Periods**

The trustees will continue to refurbish and update the almshouses as and when necessary.

**Statement of trustees' responsibilities**

Charity Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charities and of the surplus or deficit of the charities for that period. In preparing those statements, the trustees are required to:

- . select suitable accounting policies and then apply them consistently;
- . make judgements and estimates that are reasonable and prudent;
- . state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and;
- . prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charities will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charities and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008.

They are also responsible for safeguarding the assets of the charities and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**THE BURFORD ALMSHOUSE CHARITY  
REPORT OF THE TRUSTEES (CONTINUED)**

**31 DECEMBER 2021**

**Professional advisers and relevant organisations**

Details of professional advisers and other relevant organisations are provided at the front of these accounts.

**Independent Examiner**

Mrs B L Connolly was appointed as the charity's independent examiner in 2014. The trustees intend to invite Mrs B L Connolly to undertake the independent examination of the trusts for the financial year to 31 December 2022.

Approved by the Trustees on 16<sup>th</sup> March 2022 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'B.J. Marks', written over a horizontal line.

B.J. Marks OBE FCA  
Chairman of the Trustees

Charity Name The Burfords Almshouse charity				CC16a
Receipts and payments accounts				
For the period from	Period start date 01-Jan-21	To	31-Dec-21	

Unrestricted fund	ERF Restricted fund	CMF Restricted fund	Endowment fund	Total funds	Last year
to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £

#### A1 Receipts

Weekly contributions	47,518	-	-	47,518	44,758
Donations	-	-	-	-	104
Heating Charges	4,464	-	-	4,464	4,464
Council Tax ( residents)	-	-	-	-	-
Investment income	4,142	-	-	4,142	4,211
Wayleaves	55	-	-	55	21
Bank interest	2	1	84	87	334
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>56,181</b>	<b>1</b>	<b>84</b>	<b>56,266</b>	<b>53,892</b>

#### A2 Asset and investment sales, (see table).

	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total receipts</b>	<b>56,181</b>	<b>1</b>	<b>84</b>	<b>-</b>	<b>56,266</b>	<b>53,892</b>
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#### A3 Payments

Property repairs	2,915	-	9,415	-	12,330	26,135
Garden maintenance	615	-	-	-	615	370
Fire precautions	2,530	-	-	-	2,530	2,627
Heating oil	3,070	-	-	-	3,070	2,471
Heating servicing	-	-	-	-	-	310
Software	223	-	-	-	223	223
Electricity landlord	1,011	-	-	-	1,011	1,096
Council tax (residents)	-	-	-	-	-	-
Water rates	3,134	-	-	-	3,134	3,076
Heating grants	-	-	-	-	-	-
Insurance	3,449	-	-	-	3,449	3,246
Subscriptions	386	-	-	-	386	255
Secretarial services	-	-	-	-	-	-
Independent examination fees	870	-	-	-	870	1,020
Printing and stationery	316	-	-	-	316	278
Property Management fees	2,220	-	-	-	2,220	2,165
<b>Sub total</b>	<b>20,739</b>	<b>-</b>	<b>9,415</b>	<b>-</b>	<b>30,154</b>	<b>43,271</b>

#### A4 Asset and investment purchases, (see table)

NAACIF accumulation units	-	-	-	-	-	21,668
	-	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total payments</b>	<b>20,739</b>	<b>-</b>	<b>9,415</b>	<b>-</b>	<b>30,154</b>	<b>64,939</b>
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<b>Net of receipts/(payments)</b>	<b>35,442</b>	<b>1</b>	<b>-</b>	<b>9,331</b>	<b>-</b>	<b>11,047</b>
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<b>A5 Transfers between funds</b>	<b>-</b>	<b>28,896</b>	<b>10,962</b>	<b>17,934</b>	<b>-</b>	<b>-</b>
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<b>A6 Cash funds last year end</b>	<b>53,968</b>	<b>2,201</b>	<b>72,952</b>	<b>-</b>	<b>129,121</b>	<b>140,168</b>
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<b>Cash funds this year end</b>	<b>60,514</b>	<b>13,164</b>	<b>81,555</b>	<b>-</b>	<b>155,233</b>	<b>129,121</b>
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Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	TSB	39,240	-	-
	COIF Deposit Funds	21,273	84,194	-
	NS&I	-	10,525	-
	<b>Total cash funds</b>	<b>60,514</b>	<b>94,719</b>	<b>-</b>

(agree balances with receipts and payments account(s)) OK

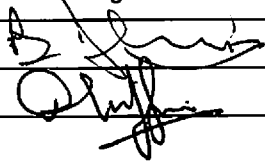
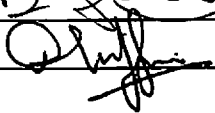
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	NAACIF income shares	Endowment	41,780	77,490
	Charishare Common Investment Fund	Endowment	6,113	17,081
	NAACIF accumulation units	ERF	96,186	311,210
	NAACIF income shares	Unrestricted Fund	20,000	23,312
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Freehold property (18 Almshouses)		871,840	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	B J Marks	16-Mar-22
	D P Griffin	16-Mar-22



# Independent examiner's report on the accounts

Report to the trustees/ members of The Burford Almshouse Charity

On accounts for the year ended 31 December 2021

Charity no 1036380

## Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

## Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

## Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: B Connolly

Date: 22/03/2022

Name: Mrs Bonnie Connolly

Relevant  
professional  
qualification(s) or  
body (if any):

ACA

Address: Arubus Chartered Accountants

Units 1-4 Stockton's Courtyard, Overbury, Gloucestershire, GL20 7NT