

REGISTERED COMPANY NUMBER: 05480101 (England and Wales)
REGISTERED CHARITY NUMBER: 1116034

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020
FOR
THE MANOR TRUST BEDHAMPTON**

THE MANOR TRUST BEDHAMPTON

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Page
Report of the Trustees	1 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8 to 9
Cash Flow Statement	10
Notes to the Cash Flow Statement	11
Notes to the Financial Statements	12 to 21



Charity No: 1116034. Registered Company No: 05480101
The Manor Trust Bedhampton (A company limited by guarantee)
Registered Office: The Elms, 2 Lower Road, Bedhampton, Hants, PO9 3LH.

Trustees' Report for the Year Ended 31 December 2020

The Manor Trust, founded in 1967 by Bernard Stanley and Cynthia Hoy is a small local charity operating in the beautiful conservation village of Old Bedhampton in Havant, Hampshire. The origins and the history of the Trust are well documented in the Bedhampton Historical Collection at The Elms. The Trust's Patron is General, The Lord Richards of Herstmonceux.

Our annual report is a little more concise this year due to many of our usual activities and events being disrupted by the impact of Covid-19 and the lockdown in the UK. Nevertheless, the Manor Trust's main responsibility, The Lodge care home, continued operating throughout the pandemic without any case of Covid-19 being reported amongst the residents.

So much has changed in a year and yet the principles underlying our approach as a charitable Trust remain the same.

The Charity's Objectives:

1. To provide safe and comfortable accommodation in the Trust's properties for the older person and provide quality care for the frail elderly.
2. To preserve, maintain and promote for the benefit of the public, The Trust's Grade II Star Listed building known as The Elms and the Waterloo Room, a Regency Banqueting Hall with Tower.
3. To foster and promote the social and historic ambience of Old Bedhampton.
4. To help and encourage education in the community.

The Manor Trust Governing Committee comprised the Trustees, with one Trustee acting as chair, the Trust Manager, and the Lodge Registered Manager. The usual schedule of monthly meetings in the Waterloo Room was disrupted due to Covid-19 and meetings were held remotely or decisions taken by email.

Principal Activities surround the two properties:

The Lodge is the Charity's Residential Care Home, registered to provide care for 14 dependent, and frail older people. The Lodge offers a safe, homely, and friendly environment where residents are encouraged to be as independent as possible. Residents and visitors enjoy the use of the gardens in warmer weather. The Lodge staff team are experienced in providing care and support to those with a range of complex care needs. Digital care plans are created and updated in response to the individual and changing needs of each Resident.



Some refurbishment was carried out to the Home at a cost of £18,000. This included replacing carpets in several residents' rooms and a complete bathroom refurbishment which saw the installation of a new shower and speciality bath.

Maintaining contact with residents' relatives and other care professionals has been especially important during the past year and this was aided by the facilitation of safe visiting procedures according to government guidance. Visits have been accommodated either in the Lodge gardens or in the newly created visitor room.

With help from government grants awarded to maintain infection control within care homes, the office and staff changing room were relocated to enable the creation of a much-needed Covid Safe Residents visiting room.

Throughout 2020 the Lodge management and staff team has shown remarkable commitment in ensuring the safeguarding and wellbeing of residents, often in difficult circumstances. Staff also helped keep Residents entertained by providing many different art and craft workshops and activities during a time when the usual recreational activities and visitors were not permitted.

Staff training and comprehensive in-house policies and procedures in line with Government and Care Quality Commission advice has helped to keep the Home free from Covid-19. The continued support of our donors and well-wishers for the Manor Trust is very much appreciated by the Trust staff and by the trustees. When the PPE Appeal for the Lodge was put on the website, many organisations and individual supporters generously donated not once but twice, allowing the purchase of a good supply of PPE materials long before the subsequent government grants to care homes were received. This saw the Lodge through the most difficult of times when PPE was scarce and expensive.

The Elms is over 200 years old and is an important Grade II Star Listed Building. This impressive building is partly residential with 5 residents living within individual apartments. Elms residents can use the well-stocked library, the gardens and the Waterloo Room and participate in Trust activities and events if they wish.

One of the apartments became vacant during 2020 and benefited from being redecorated and having a bathroom refurbishment before it was re-let. Another apartment had some improvements made to its kitchen. These upgrades have cost in the region of £8,000, and include plumbing, electrics, and fire safety installations. One Elms apartment requires some refurbishment when practical.

Volunteers and Supporters

Sadly, we saw many of our usual activities, room bookings and community events having to be cancelled because of the pandemic, but our volunteers and supporters are willing and eager to return as soon as it is possible to do so.

When we were able to hold some public events in the Waterloo Room at the beginning of last year, the Lunch Club was fully booked each week and the newly launched Elms Community Café attracted both regular and new customers. Both these events are run by our group of dedicated volunteers and provide members of the local and wider community with home cooked food, good company, and conversation. The Waterloo Room was also

used by the local U3A history group. The importance of properly maintaining the Elms, utilising the Waterloo Room for community events and more and ensuring its longevity and its fitness for purpose is paramount.



The 2020 AGM was held under special conditions in the Waterloo Room on Wednesday 28th October. It was attended by Trustees and the Trust Manager but because of the rules on gatherings was not attended by other members. Instead, members were sent the relevant documents and asked to submit their postal votes prior to the meeting. Members voted to confirm the Directors appointment of trustee David Hindley. The appointment of Morris Crocker as the Trust's accountants was formally noted and a change to the Trust's rules allowed for future AGMs to be held remotely if necessary.

Trustees

Susan Maclaurin-Pratt retired from her roles of Trustee, Chair of the Board and also the Nominated Individual for The Lodge in December 2020. We sincerely thank Sue for her commitment to the charity over 38 years, particularly her dedication to The Lodge.

With Sue's departure the Board of Trustees consisted of three trustees. The articles of association provide for a minimum of three and a maximum of 8 trustees. The trustees are responsible for establishing and monitoring internal control systems within the Trust. They review the major risks which may impact on the operations of the Trust on an ongoing basis and are satisfied that the system of internal controls currently in place is adequate, whilst recognising that it is designed to manage rather than eliminate risk. Internal controls are reviewed on an ongoing basis as part of the day-to-day risk management process within the Trust.

Looking forward, the Manor Trust would benefit from having more people on the Board of Trustees to help it to fulfil its roles.

The Charity's Main Income

The charity's main income comes from the residents' contributions. The Trust's investments, donations, occasional room hire, and fundraising activities also contribute to the overall income.

Members, Friends and Volunteers

The charity has 30 voting members and around 100 supporters some of whom help with fundraising activities when they are able.

Bedhampton Historical Collection (BHC)

The Bedhampton Historical Collection is a significant resource of local history and knowledge. The small history room, full of local artefacts and documents is located within the Elms. The BHC is run by five volunteers who meet weekly to acquire, catalogue and preserve historical artefacts and papers of local interest. The BHC team usually welcomes visitors (by appointment) to the history room and are actively involved in National Heritage Open events. However, BHC activities were severely restricted during 2020.

The Charity's Policies and Procedures

There are many policies and procedures in place encompassing all aspects of health, safety, safeguarding security, privacy, finance, GDPR, employment, and Human rights. Processes are in place for conducting risk assessments and recruitment checks, with all staff and trustees being vetted through the Disclosure and Barring Service.

Staff

The Trust has 1 full time employee - the Registered Manager at the Lodge - and 25 part-time employees fulfilling a range of roles including care, management, catering, and maintenance at the Lodge. Procedures for staff recruitment, induction, retention, and training are in accordance with current legislation. Mandatory training is provided by qualified trainers and health care professionals.

In addition, the Trust employs a part-time Trust Manager and a part-time Administrator/Accountant dealing with the administration of the Manor Trust as a whole.

Financial constraints

Interest rates on cash deposits remain low, but occasional compensation comes from investments. The charity's fundraising activities were seriously disrupted by the lockdown in the UK and provided very little support during 2020. Income at The Lodge was also affected due to having two rooms vacant for majority of the year.

However, a 10% increase in contributions for council funded residents provided an additional £4,558 from HCC.

Financial Review

The overall income for 2020 was £552,228, this figure includes £25,896 of Government funding, given to all care homes to help towards Covid-19 infection control. The funds had to spent on very specific cost categories which had to be reported and any unspent funds against those categories have to be returned at the end of the funding period. The Job Retention Scheme helped support the Trust with the topping up of wages whilst care staff were isolating as a precaution (before testing was available) £2,124 was received for this purpose.

The total expenditure for the year was £543,637.

Income from Trust fundraising activities totalled £488 which was £1,600 less than the funds generated in 2019.

The charity gratefully received the sum of £7,500 from Littlestone Properties and £3,150 from Bedhampton Charitable Trust. We were overwhelmed to receive £3,270 from our supporters towards the Lodge PPE appeal.

Looking ahead

The impact of Covid-19 is being deeply felt by all organisations and the people and communities they serve. At the time of writing, it is too early to fully understand the impact of the pandemic and the associated financial, social, and emotional impact it has had, but over the year ahead we will adapt our thinking and priorities in response to changing circumstances. On that basis these are our initial plans for the year ahead.

- To continue to prioritise the health, safety and wellbeing of our residents and staff.
- To seek to maximise income by getting all rooms in The Lodge occupied.
- To maintain financial security by managing resources effectively.
- To undertake essential building maintenance and improvements as required.
- To reach out to prospective trustees and new supporters via marketing platforms and open events as and when allowed.

Appointment of new Trustees

The Appointment of a Trustee by PCC

The power of appointing one trustee is conferred on the Parochial Church Council of St Thomas Bedhampton, under a procedure determined by the council. This has been the case for the past 53 years. However, should the PCC not choose to exercise this power, the Charity is able to continue, as long as this does not affect the minimum or maximum number set for Trustees.

The Appointment of Remaining Trustees

The Charity may by ordinary resolution appoint a person who is willing to act as trustee. This is achieved according to the Memorandum and Articles of the charity with confirmation of both parties in writing. Under 31. (1) of the Memorandum and Articles, the trustees may appoint a person who is willing to act to be a trustee, however, the appointed trustee must retire at the next annual general meeting, unless their appointment is validated by ordinary resolution by Members at the next AGM.

Procurement of a new Trustee

It is the Manor Trust policy to invite a suitable member of the public, known to the Members or trustees to become a trustee. On occasions we have advertised for trustees via the Trust website and via the Reach volunteer website. All applicants and appointments are subject to satisfactory references and DBS checks.

Officers of the Trust in 2020

Mrs Susan Maclaurin Pratt	Chair of the Trustee Board, retired December 2020.
Mr Michael Case	Trustee
Mr Graeme Loten	Trustee
Mr David Hindley	Trustee
Mrs Paula Humby	Trust Manager
Mrs Valerie Moller	Finance Administrator

Contact and Enquiries

Trust Office Telephone: 02392 484 444

Email Trust Manager: trust.office@manortrust.org.uk

Email Finance Administrator: admin2@manortrust.org.uk

The Lodge Telephone: 02392 452 644

Email: lodge.office@manortrust.org.uk

www.manortrust.org.uk

Declarations

The Manor Trust Bedhampton acknowledges that the trustees are not paid and received no private benefit from the charity and that no trustee or person connected with a trustee received any benefit from contribution or donations given to the charity. In the compiling of this report the trustees confirm that they have had regard to the Charity Commission's guidance on public benefit.

The Manor Trust is not subject to a statutory audit requirement and as such this is a summary of the achievements of the charity during the year in relation to its objectives and the impact on its beneficiaries.

Signed



David Hindley

Trustee/Chair of Board of Directors/Trustees

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE MANOR TRUST BEDHAMPTON**

Independent examiner's report to the trustees of The Manor Trust Bedhampton ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of FCCA which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.



P Underwood
FCCA
Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

Date: 7 Sept 2021

THE MANOR TRUST BEDHAMPTON

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	Unrestricted fund £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	17,936	380	18,316	17,682
Charitable activities	5				
Charitable activities		527,690	2,124	529,814	495,956
Other trading activities	3	488	-	488	2,111
Investment income	4	<u>2,596</u>	<u>1,014</u>	<u>3,610</u>	<u>3,112</u>
Total		548,710	3,518	552,228	518,861
EXPENDITURE ON					
Charitable activities	6				
Charitable activities		541,265	2,372	543,637	543,304
Net gains on investments		<u>13,730</u>	<u>3,805</u>	<u>17,535</u>	<u>56,454</u>
NET INCOME		21,175	4,951	26,126	32,011
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>1,060,942</u>	<u>94,686</u>	<u>1,155,628</u>	<u>1,123,617</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>1,082,117</u></u>	<u><u>99,637</u></u>	<u><u>1,181,754</u></u>	<u><u>1,155,628</u></u>

The notes form part of these financial statements

THE MANOR TRUST BEDHAMPTON

**BALANCE SHEET
31 DECEMBER 2020**

	Notes	2020 £	2019 £
FIXED ASSETS			
Tangible assets	12	509,580	509,076
Investments	13	<u>618,903</u>	<u>601,368</u>
		1,128,483	1,110,444
CURRENT ASSETS			
Debtors	14	9,361	11,320
Cash at bank and in hand		<u>114,248</u>	<u>93,224</u>
		123,609	104,544
CREDITORS			
Amounts falling due within one year	15	<u>(70,338)</u>	<u>(59,360)</u>
NET CURRENT ASSETS		<u>53,271</u>	<u>45,184</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,181,754</u>	<u>1,155,628</u>
NET ASSETS		<u>1,181,754</u>	<u>1,155,628</u>
FUNDS	17		
Unrestricted funds		1,082,118	1,060,942
Restricted funds		<u>99,636</u>	<u>94,686</u>
TOTAL FUNDS		<u>1,181,754</u>	<u>1,155,628</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

THE MANOR TRUST BEDHAMPTON

**BALANCE SHEET - continued
31 DECEMBER 2020**

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 1st September 2021..... and were signed on its behalf by:



.....
Mr D E Hindley - Trustee

The notes form part of these financial statements

THE MANOR TRUST BEDHAMPTON

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2020**

Notes	2020 £	2019 £
Cash flows from operating activities		
Cash generated from operations 1	<u>19,400</u>	<u>(16,438)</u>
Net cash provided by/(used in) operating activities	<u>19,400</u>	<u>(16,438)</u>
 Cash flows from investing activities		
Purchase of tangible fixed assets	(1,986)	-
Purchase of fixed asset investments	-	(399,965)
Sale of fixed asset investments	-	451,664
Interest received	<u>3,610</u>	<u>3,112</u>
Net cash provided by investing activities	<u>1,624</u>	<u>54,811</u>
	<hr/>	<hr/>
Change in cash and cash equivalents in the reporting period	21,024	38,373
Cash and cash equivalents at the beginning of the reporting period	<u>93,224</u>	<u>54,851</u>
 Cash and cash equivalents at the end of the reporting period	<u><u>114,248</u></u>	<u><u>93,224</u></u>

The notes form part of these financial statements

THE MANOR TRUST BEDHAMPTON

**NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2020**

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2020 £	2019 £
Net income for the reporting period (as per the Statement of Financial Activities)	26,126	32,011
Adjustments for:		
Depreciation charges	1,482	4,333
Gain on investments	(17,535)	(56,454)
Interest received	(3,610)	(3,112)
Decrease/(increase) in debtors	1,959	(1,167)
Increase in creditors	<u>10,978</u>	<u>7,951</u>
Net cash provided by/(used in) operations	<u><u>19,400</u></u>	<u><u>(16,438)</u></u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.1.20 £	Cash flow £	At 31.12.20 £
Net cash			
Cash at bank and in hand	<u>93,224</u>	<u>21,024</u>	<u>114,248</u>
	<u>93,224</u>	<u>21,024</u>	<u>114,248</u>
Total	<u><u>93,224</u></u>	<u><u>21,024</u></u>	<u><u>114,248</u></u>

The notes form part of these financial statements

THE MANOR TRUST BEDHAMPTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Houses equipment	- 20% on cost
Other admin equipment	- 20% on cost
Bedhampton Historical Collection	- 20% on cost
Computer equipment	- 25% on cost

Individual fixed assets costing £500 or more are capitalised at cost.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Financial instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable and investments in stocks and shares. The measurement basis used for these instruments is detailed below.

THE MANOR TRUST BEDHAMPTON

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES - continued

Financial instruments

Debtors and cash at bank

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Cash at bank and in hand included cash held on deposit or in a current account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2. DONATIONS AND LEGACIES

	2020	2019
	£	£
Sundry donations received	6,002	4,998
BHL and subsidiary donations	12,150	12,500
Friends' membership subscriptions	164	184
	<u>18,316</u>	<u>17,682</u>

3. OTHER TRADING ACTIVITIES

	2020	2019
	£	£
Fundraising events	488	505
Coffee morning/winter warmer fayre	-	605
Garden party	-	1,001
	<u>488</u>	<u>2,111</u>

4. INVESTMENT INCOME

	2020	2019
	£	£
Deposit account interest	1,281	85
Dividends received	<u>2,329</u>	<u>3,027</u>
	<u>3,610</u>	<u>3,112</u>

All investment income is derived from assets held in the United Kingdom.

THE MANOR TRUST BEDHAMPTON

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

5. INCOME FROM CHARITABLE ACTIVITIES

		2020 £	2019 £
The Lodge - Contributions from Residents	Charitable activities	465,396	459,326
The Elms - Contribution from Residents	Charitable activities	36,398	36,630
Grants	Charitable activities	<u>28,020</u>	<u>-</u>
		<u>529,814</u>	<u>495,956</u>

Grants received, included in the above, are as follows:

	2020 £	2019 £
Hampshire County Council	25,896	-
Job Retention Scheme	<u>2,124</u>	<u>-</u>
	<u>28,020</u>	<u>-</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 7) £	Totals £
Charitable activities	<u>532,029</u>	<u>11,608</u>	<u>543,637</u>

7. SUPPORT COSTS

	Management £
Charitable activities	<u>11,608</u>

Support costs, included in the above, are as follows:

Management

	2020 Charitable activities £	2019 Total activities £
Advertising	360	445
Repairs and maintenance copier costs	50	2,549
Payroll charges	5,087	2,575
Accountancy fees	3,000	2,460
Legal and professional	-	5,348
Bank charges	102	208
Printing, postage and stationary	732	442
General expenses	2,277	771
Depreciation of tangible and heritage assets	<u>-</u>	<u>2,436</u>
	<u>11,608</u>	<u>17,234</u>

THE MANOR TRUST BEDHAMPTON

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2020	2019
	£	£
Depreciation - owned assets	1,482	4,333
Independent examiner's fee	<u>2,400</u>	<u>2,400</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

Trustees' expenses

During the year no trustees (2019: none) were reimbursed out of pocket expenses (2019: £nil).

10. STAFF COSTS

	2020	2019
	£	£
The Lodge - Salaries and wages	315,159	308,330
The Lodge - Social security costs	14,034	12,962
The Lodge - Pension costs	4,907	4,410
 The Elms - Salaries and wages	 31,725	 31,511
The Elms - Social security costs	1,401	1,385
The Elms - Pension costs	<u>490</u>	<u>451</u>
	<u>367,716</u>	<u>359,049</u>

The average monthly number of employees during the year was as follows:

	2020	2019
	<u>27</u>	<u>27</u>
Retirement living		

No employees received emoluments in excess of £60,000.

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	14,318	3,364	17,682
Charitable activities			
Charitable activities	495,956	-	495,956
Other trading activities	2,111	-	2,111
Investment income	<u>2,112</u>	<u>1,000</u>	<u>3,112</u>
Total	514,497	4,364	518,861

THE MANOR TRUST BEDHAMPTON

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted funds £	Total funds £
EXPENDITURE ON			
Charitable activities			
Charitable activities	540,008	3,296	543,304
Net gains on investments	<u>41,867</u>	<u>14,587</u>	<u>56,454</u>
NET INCOME	16,356	15,655	32,011
Transfers between funds	<u>40,965</u>	<u>(40,965)</u>	<u>-</u>
Net movement in funds	57,321	(25,310)	32,011
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>1,003,621</u>	<u>119,996</u>	<u>1,123,617</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>1,060,942</u></u>	<u><u>94,686</u></u>	<u><u>1,155,628</u></u>

12. TANGIBLE FIXED ASSETS

	Freehold property £	Houses equipment £	Other admin equipment £
COST			
At 1 January 2020	507,220	36,355	618
Additions	<u>-</u>	<u>-</u>	<u>-</u>
At 31 December 2020	<u>507,220</u>	<u>36,355</u>	<u>618</u>
DEPRECIATION			
At 1 January 2020	-	35,231	618
Charge for year	<u>-</u>	<u>618</u>	<u>-</u>
At 31 December 2020	<u>-</u>	<u>35,849</u>	<u>618</u>
NET BOOK VALUE			
At 31 December 2020	<u><u>507,220</u></u>	<u><u>506</u></u>	<u><u>-</u></u>
At 31 December 2019	<u><u>507,220</u></u>	<u><u>1,124</u></u>	<u><u>-</u></u>

THE MANOR TRUST BEDHAMPTON

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

12. TANGIBLE FIXED ASSETS - continued

	Bedhampton Historical Collection £	Computer equipment £	Totals £
COST			
At 1 January 2020	347	13,375	557,915
Additions	<u>-</u>	<u>1,986</u>	<u>1,986</u>
At 31 December 2020	<u>347</u>	<u>15,361</u>	<u>559,901</u>
DEPRECIATION			
At 1 January 2020	347	12,643	48,839
Charge for year	<u>-</u>	<u>864</u>	<u>1,482</u>
At 31 December 2020	<u>347</u>	<u>13,507</u>	<u>50,321</u>
NET BOOK VALUE			
At 31 December 2020	<u>-</u>	<u>1,854</u>	<u>509,580</u>
At 31 December 2019	<u>-</u>	<u>732</u>	<u>509,076</u>

13. FIXED ASSET INVESTMENTS

	Listed investments £	Unlisted investments £	Totals £
MARKET VALUE			
At 1 January 2020	561,368	40,000	601,368
Revaluations	<u>17,535</u>	<u>-</u>	<u>17,535</u>
At 31 December 2020	<u>578,903</u>	<u>40,000</u>	<u>618,903</u>
NET BOOK VALUE			
At 31 December 2020	<u>578,903</u>	<u>40,000</u>	<u>618,903</u>
At 31 December 2019	<u>561,368</u>	<u>40,000</u>	<u>601,368</u>

All fixed asset investments are held within the United Kingdom.

Unlisted investments are:

Bedhampton Holdings Limited - 40,000 shares	40,000	40,000
---	--------	--------

There is no ready market for these shares.

THE MANOR TRUST BEDHAMPTON

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade debtors	-	4,178
Other debtors	296	296
Prepayments	<u>9,065</u>	<u>6,846</u>
	<u>9,361</u>	<u>11,320</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade creditors	5,259	3,964
Social security and other taxes	3,985	8,584
Other creditors	40,537	38,411
Accruals and deferred income	<u>20,557</u>	<u>8,401</u>
	<u>70,338</u>	<u>59,360</u>

Deferred income represents income received in advance for contributions in the next financial year.

	2020	2019
	£	£
Brought forward	6,001	-
Amount released to incoming resources	(6,001)	-
Amount deferred in year	<u>17,299</u>	<u>6,001</u>
Carried forward	<u>17,299</u>	<u>6,001</u>

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund £	Restricted funds £	2020 Total funds £	2019 Total funds £
Fixed assets	509,580	-	509,580	509,076
Investments	527,456	91,447	618,903	601,368
Current assets	115,420	8,189	123,609	104,544
Current liabilities	<u>(70,338)</u>	<u>-</u>	<u>(70,338)</u>	<u>(59,360)</u>
	<u>1,082,118</u>	<u>99,636</u>	<u>1,181,754</u>	<u>1,155,628</u>

THE MANOR TRUST BEDHAMPTON

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

17. MOVEMENT IN FUNDS

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
General fund	1,060,942	21,176	1,082,118
Restricted funds			
The Waterloo Room Maint. Fund - Income	4,918	1,014	5,932
The Waterloo Room Maint. Fund - Capital	33,120	(80)	33,040
Bedhampton Historical Collection	54,522	3,885	58,407
The Lodge Association	1,549	(119)	1,430
Waterloo Room Roof Appeal	521	250	771
Picture Framing	56	-	56
	<u>94,686</u>	<u>4,950</u>	<u>99,636</u>
TOTAL FUNDS	<u>1,155,628</u>	<u>26,126</u>	<u>1,181,754</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	548,710	(541,264)	13,730	21,176
Restricted funds				
The Waterloo Room Maint. Fund - Income	1,014	-	-	1,014
The Waterloo Room Maint. Fund - Capital	-	-	(80)	(80)
Bedhampton Historical Collection	-	-	3,885	3,885
The Lodge Association	130	(249)	-	(119)
Waterloo Room Roof Appeal	250	-	-	250
Job Retention Scheme	<u>2,124</u>	<u>(2,124)</u>	<u>-</u>	<u>-</u>
	<u>3,518</u>	<u>(2,373)</u>	<u>3,805</u>	<u>4,950</u>
TOTAL FUNDS	<u>552,228</u>	<u>(543,637)</u>	<u>17,535</u>	<u>26,126</u>

THE MANOR TRUST BEDHAMPTON

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

17. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.19 £	Net movement in funds £	Transfers between funds £	At 31.12.19 £
Unrestricted funds				
General fund	1,003,621	16,356	40,965	1,060,942
Restricted funds				
The Waterloo Room Maint. Fund - Income	4,650	268	-	4,918
The Waterloo Room Maint. Fund - Capital	24,560	8,560	-	33,120
The Elms Maint. Fund - Capital	40,000	-	(40,000)	-
Bedhampton Historical Collection	50,786	4,701	(965)	54,522
The Lodge Association	-	1,549	-	1,549
Waterloo Room Roof Appeal	-	521	-	521
Picture Framing	-	56	-	56
	<u>119,996</u>	<u>15,655</u>	<u>(40,965)</u>	<u>94,686</u>
TOTAL FUNDS	<u>1,123,617</u>	<u>32,011</u>	<u>-</u>	<u>1,155,628</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	514,497	(540,008)	41,867	16,356
Restricted funds				
The Waterloo Room Maint. Fund - Income	1,000	(732)	-	268
The Waterloo Room Maint. Fund - Capital	-	-	8,560	8,560
Bedhampton Historical Collection	-	(1,326)	6,027	4,701
The Lodge Association	2,568	(1,019)	-	1,549
Waterloo Room Roof Appeal	521	-	-	521
Picture Framing	275	(219)	-	56
	<u>4,364</u>	<u>(3,296)</u>	<u>14,587</u>	<u>15,655</u>
TOTAL FUNDS	<u>518,861</u>	<u>(543,304)</u>	<u>56,454</u>	<u>32,011</u>

The Waterloo Room Maintenance Income Fund - Under the terms of a legacy, this income arising from the capital fund is to be applied solely for the maintenance of The Waterloo Room at The Elms House.

Waterloo Room Maintenance Capital Fund - Under the terms of a legacy, this is the capital fund providing the income.

THE MANOR TRUST BEDHAMPTON

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2020

17. MOVEMENT IN FUNDS - continued

Bedhampton Historical Collection - In memory of the late Cynthia Hoy. A bequest of £50,000 was provided from the estate of Mrs C D Hoy to create this historical collection. To this has been added the proceeds of sale of certain assets of the estate, plus interest earned on bank deposit monies lent on secured loan.

Waterloo Room Roof/ Redecor. Appeal - this appeal is ongoing and the funds are being raised to go towards the repair of the WLR roof and redecorating of the room itself in due course.

Picture Framing Sponsorship (BHC) - these funds were raised by the Bedhampton Historical Collection group to fund the reframing of some of the historical collection pictures at The Elms.

The Lodge Association - these funds are an accumulation of donations from previous deceased Lodge residents families to The Lodge staff members in gratitude to them for the care given to their family member. The fund is managed by The Trust and is used to contribute to staff gifts, Christmas lunches, etc.

18. EMPLOYEE BENEFIT OBLIGATIONS

During the year the charitable company operated a defined contribution pension scheme for its employees. The charge for the year was £5,397 (2019: £4,860). The amount outstanding with the scheme as the balance sheet date was £1,059 (2019: £nil).

19. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2020.

20. ULTIMATE CONTROLLING PARTY

The charitable company is not under the control of another entity or any one individual.