



THE HARPENDEN TRUST

Company number 05951591 Charity number 1118870

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021**

THE HARPENDEN TRUST
TRUSTEES' ANNUAL REPORT INCLUDING DIRECTORS' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

LEGAL AND ADMINISTRATIVE INFORMATION

Company Registered in England and Wales

COMPANY NUMBER : 05951591

CHARITY NUMBER : 1118870

Principal Office/Registered Office

90 Southdown Road, Harpenden, Hertfordshire, AL5 1PS

Website Address

www.theharpenderitrust.org.uk

Independent Auditors

Miller & Co

Chartered Accountants and Statutory Auditors

5 Imperial Court Laporte Way Luton Bedfordshire LU4 8FE

Principal Bankers

Barclays Bank PLC, 16 High Street, Harpenden, Hertfordshire, AL5 2PB

Investment Managers

Rathbones

8 Finsbury Circus, London, EC2M 7AZ

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Chairman's Statement

For over 70 years, the history of the Harpenden Trust has centred around the simple principle of good neighbourliness, responding to support our community when and where local needs arise.

In reacting to the global pandemic and its impact on the lives of so many local residents, the Trust's response this last year has been truly exceptional.

If you have driven past the Harpenden Public Halls at any point in 2021, chances are you would have noticed the Harpenden Trust team in their purple tabards ready to welcome those invited to receive their Covid-19 vaccinations. On putting out an appeal to the local community to come forward and volunteer to help deliver this, the Trust were overwhelmed by the huge response, with over 700 offers of assistance in just one week! The Harpenden Trust has been working closely with the three GP surgeries in Harpenden since November 2020 to ensure everything runs smoothly at the Harpenden Public Hall Vaccination Centre. We are proud to have played our part in supporting our local GP practices and local residents throughout this critical vaccination roll-out period.

When the UK originally went into lockdown back in March 2020, at the start of our most recent financial year, we had responded to the Town Council's Harpenden Cares initiative by setting up a socially distanced call centre at the Trust's offices. The Harpenden Cares Contact Centre went on to receive over 2,000 calls for Covid-19 Pandemic support from Harpenden residents, assisting both practically and emotionally. We enjoyed linking up with both the Salvation Army and Bethany Church, who provided much needed Food Bank and assisted shopping and prescription collection services.

During the pandemic, the Trust also went on to respond rapidly to a specific request from the local St Albans and Harpenden GP Federation in assisting over 12 local GP practices with delivering and distributing oxygen monitors to local residents.

Additionally, one of the most notable developments over the last 12 months has been the expansion of our Befriending service. During the last year we experienced a four-fold increase in demand and we are currently providing befriending support to over 70 people, a number that continues to rise.

All this activity has been in addition to the significant ongoing day to day work of the Harpenden Trust, across both our Care Fund where we are currently providing financial and practical support to over 565 local families, individuals and young people; and our Community Fund which has continued to provide support for schemes and local projects which benefit so many parts of the community - including the young, old, disabled, local sporting and educational establishments.

Over 500 volunteers – a truly extraordinary number of local people – have made this all possible. All local Harpenden residents, all so kindly offering their time and support to all that the Harpenden Trust seeks to achieve.

Everyone has played their part - from all the Care Fund and Community Fund Committee members; to the members of the various related sub-Committees and teams; to the Trust Office teams answering the phones each day; to the Care Fund Home Visitor teams whose work is so often and necessarily anonymous and hidden from plain sight; to all those so kindly befriending local residents; to those members of the Audit

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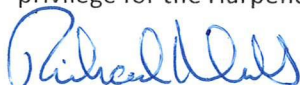
Committee who carefully monitor and review risk and oversee our governance; to the Investment Committee overseeing our core investment portfolio; to the Trust's annual Christmas Appeal team involving Area Organisers and so many individual Collectors (so much of the work of the Care Fund relies heavily on monies raised by the Christmas Appeal); to the Harpenden Cares Contact Centre call handlers; to the huge number of indoor and outdoor marshals at the Vaccination Centre; to the pivotal Vaccination Centre Volunteer Leads to all those administrative organisers who have been handling such a mammoth amount of administration required behind the scenes and to everyone else who has made such a difference over the course of the last year.

This has been a truly fabulous and quite extraordinary team effort.

There are such a huge number of unsung heroes right across The Harpenden Trust – all those volunteers who have made such an exceptional contribution across our local community in a year when many local people sought our support. We were therefore delighted to share the news that Pat Ring, our People Director, was included in the Queen's 2020 Birthday Honours List last Summer, being awarded the British Empire Medal for services to the community in Harpenden during COVID-19. Pat has been at the heart of much of the work that has gone on during this difficult time and we are all so delighted that she has been honoured in this way.

Thank You to everyone involved.

The Trust would simply not exist without the amazing enthusiasm and dedication of its volunteers. This last year has witnessed such an amazing community response to the global pandemic - and it has been a privilege for the Harpenden Trust to have played its part.



Richard Nichols

Chairman

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REPORT OF DIRECTORS

The Directors of the charitable company, who are also its Trustees for the purposes of charity law, present their report and the audited financial statements of the charity for the year ended 31st March 2021. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standards applicable in the UK and Republic of Ireland published in October 2019.

FORMATION AND INCORPORATION

The Harpenden Trust ("the Trust") was founded in 1948, coinciding with the creation of the National Health Service. Despite the introduction of the "cradle to grave" welfare state, some residents in Harpenden at the time felt that there would always be a need to take care of people who fell through the net. It was this group that formed the original Harpenden Trust.

Today the activities of the Trust are managed through a Company, limited by Guarantee, which was incorporated on 29th September 2006 with registration number 5951591. It is governed like all companies by its Memorandum and Articles of Association. On 1st June 2007 the assets of the Harpenden Trust, Charity Number 212973 (the "Former Trust"), were transferred to the Company and the Former Trust ceased to exist. Those assets now constitute the Care Fund. On 17th April 2008 the Abbeyfield (Harpenden) Society Limited transferred all its assets to the Trust and these assets now constitute the Community Fund.

STRATEGIC DIRECTION

The Trust has four charitable purposes, as formally set out within the Company's Memorandum and Articles of Association:

- the promotion of volunteering in the community of Harpenden;
- the promotion of civic responsibility and good citizenship amongst the youth of Harpenden;
- the relief of residents of Harpenden either individually or collectively who are in need by reason of their youth, age, ill-health, disability, financial hardship or other social and economic disadvantage by:
 - the provision of grants of money;
 - the provision of items;
 - the payment for, and/or provision of services;
 - other such means as will address their needs; and
- to promote for the benefit of the residents of Harpenden the provision of facilities for recreation or other leisure-time occupation of individuals who have the need for such facilities by reason of their youth, age, ill-health, disability, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the life of the said residents.

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The Board has resolved that all references to "Harpenden" mean the postal district of Harpenden and its immediate surroundings.

SUPPORTING THE COMMUNITY

The story of the Harpenden Trust has for over 70 years been one of good neighbourliness. Harpenden as a town has, within its community, both the needy and the well off. "One could help the other" was at the heart of our founding principles, and "Funded by Harpenden people, managed by Harpenden people to benefit Harpenden people" continues to be our mantra.

THE COVID-19 CORONAVIRUS PANDEMIC

The Trust's response to the Covid-19 global pandemic was immediate and is still continuing.

In addition to the ongoing activities of the Care Fund and the Community Fund throughout this period, the Harpenden Trust has also played three significant key roles over recent months:

Establishing the Harpenden Cares Contact Centre

At the outset of the global pandemic in March 2020, as part of the Harpenden Cares initiative, the Trust substantially scaled-up its Care Fund operations, in particular establishing a fully staffed call-centre based at the main Southdown Halls to act as the 'Harpenden Cares Contact Centre'. This Contact Centre provided a necessary and critical link between requests for assistance and the resources available to meet those requests.

Within a matter of a few days in early March the Trust had transformed the original single telephone line in the Trust offices into a fully operational twelve line call centre, with a 24 hour answering service capability and all linked to the original Harpenden Trust telephone number (01582 460457). A newly recruited team of more than 20 Call Handlers, all local volunteers, stepped forward to handle the calls received between 10am and 2pm each weekday (including all Bank Holidays), ensuring all callers received an immediate, warm and empathetic response.

Over the weeks that followed the Trust handled a huge variety of requests. At the outset the Trust was answering between 150 and 170 calls per week. Many calls related to assisted shopping and prescription / medication pickup, although in reality there was rarely such a thing as a "standard call". Over time, the Foodbank began to operate on a more regular delivery schedule, sometimes weekly but often fortnightly, reducing the overall volume of calls.

The single statistic that probably best reflects the scale of what was achieved is that since March 2020 the Trust has answered well over 2,000 calls from local individuals requesting support.

The Trust also developed its internal Charity Log system to be accessible to its Harpenden Cares partners. This has allowed the Trust to send requests for assistance directly from Charity Log to its partners, including a Foodbank operated by The Salvation Army; a shopping service coordinated by Bethany Church and for medical needs which mainly involves collecting and delivering prescriptions.

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Delivering Oxygen saturation monitors for the GP Federation

The Trust was also asked during 2020 by the St Albans, Harpenden and Redbourn GP Federation to take on the task of delivering and collecting back oxygen saturation monitors between the established Halley Stewart hub and patients' homes.

Supporting the Harpenden Vaccination centre

The Trust has also been playing a key role in the community supporting the local GP surgeries in organising the roll out of Covid-19 vaccinations in Harpenden.

Since November 2020, the Trust has been busy working closely with the local doctor's surgeries to ensure everything runs smoothly at the Harpenden Vaccination Centre.

On putting out an appeal to the local community to come forward and volunteer to help deliver this, the Trust were overwhelmed by the huge response, with over 700 offers of assistance. Two formal references were required for those new to (and joining) the Trust, DBS checks were completed at the GP Federation's request, and then all these offers of help could be organised into a weekly rota, covering four time slots each day, Monday through Saturday. The weekly rota alone represented some 360 time slots. Volunteer roles have been broad, covering areas such as indoor and outdoor marshalling, administration support at the main entrance desk and staffing the post-vaccination Observation Room.

With the objective of ensuring all adults across Harpenden are fully vaccinated, this has been a long-term commitment spanning many months. It has been such an amazing community response and has been a huge project to manage, made substantially easier with the help of so many fantastic volunteers.

The Trust is so pleased to have played its part in supporting our local GP practices and local residents throughout this critical period.

THE ACTIVITIES OF THE TRUST

Beyond the pandemic, the main activities of the Trust which form the strategy for the Trust to achieve its charitable purposes continue to span three core areas:

The Care Fund

Much of the work of the Care Fund is anonymous. It relies heavily on the funds raised by the Harpenden Trust's Annual Christmas Appeal. During the period April 2020 - March 2021, the Harpenden Trust Care Fund offered support for individuals, families and young people within Harpenden. Our normal programme of events and support has been disrupted in some areas due to the pandemic. We have however been able to provide:

- Home Visitors calling, mainly by telephone, on those in need and arranging confidential help, from funding utility bills, to providing food or clothing vouchers or assisting with the supply of new or recycled furniture and even white goods.

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- Members of the Trust's Befriending team have been very busy this year regularly telephoning people living on their own or feeling isolated for a chat. The befriending team's client base has increased from 12 to 70 in this past year.
- Harpenden's Seniors would normally join various day or half-day coach outings to the coast, countryside or garden centres or at one or two local coffee mornings. While this has not been possible this year, the Trust has been able to provide gift vouchers for those who have missed out. The Trust has also been able to provide those who might be lonely or housebound over Christmas with food parcels and assistance has been given to those on low pensions, with a grant towards utility payments.
- Supporting young people whose families feel unable to meet the cost of school uniforms or essential school trips has continued but at a lower level.

The Community Fund

The Harpenden Trust Community Fund provides support for community schemes and projects in the Harpenden area from a substantial capital donation received in 2008 from the Abbeyfield (Harpenden) Society Limited. Since that time it has made over 100 grants to local organisations – from schools, youth and sports clubs; to choirs, churches and charities – in support of their projects.

The Community Fund looks to make grants on condition that these are for defined projects or specific purposes, rather than funding regular operating costs, although it considers all applications and is able to help cover temporary funding gaps that can arise in austere times. As always, to decide between different applications can be a challenging task, but the Community Fund sets out to support specific projects which will benefit all sectors of the community; young, old, disabled, sporting, educational.

This year with COVID we have seen a number of projects previously agreed being delayed but, as restrictions are lifted, these are restarting. We have seen demand from schools increase as capital budgets come under increasing pressure and have helped Lea Primary School, High Beeches Primary School and Roundwood Primary School improve playground equipment and outside learning/play facilities. Highfield Preschool are having their Victorian toilets modernised.

Children have also been supported through funds provided for the Hornbeam Wood Hedgehog Sanctuary to build an outside shelter and Harpenden Rovers Junior football club have had funding for kit and equipment.

The local community has also benefitted from support to Rennie Grove for the purchase of an oxygen concentrator and to the Salvation Army for the construction of an outside store for their foodbank. Support has also been given to the Sustainability project for their environmental projects in the local area.

The Community Fund has agreed to provide substantial funding towards the replacement of existing play equipment in Rothamsted Park which should be completed by the end of this summer.

Since the creation of the Community Fund in 2008, over £800,000 has now been given to local organisations.

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The Harpenden Trust Centre / Hall Hire

Located in the heart of Southdown, the Harpenden Trust Centre has two modern, well-equipped halls for hire for a range of community activities, both regular and one-off. Until the coronavirus pandemic had its impact, a wide variety of clubs, societies and classes have met regularly, and the halls have hosted children's parties and charity fundraisers.

The Renwick Hall, at approximately 1,080sq ft and with a capacity of 80 persons seated (or 120 standing), is most suitable for larger children's parties, larger meetings and lectures, or dance and exercise classes. The smaller Randall Room is just under 300sq ft and has a capacity of 40 persons seated (50 standing), being more suitable for adult classes, smaller children's classes and choirs, yoga and similar events. All hires include the use of a fully fitted kitchen. The pandemic has understandably had a significant impact on the hiring out of the halls including on their permitted capacities.

External Affairs

The External Affairs Committee was established by the Board at the start of 2019 and now meets every other month. The Committee's overall objectives are to advise the Board and develop policy for building overall awareness and knowledge of the Trust's presence and activities across the local community. It seeks to support both the Care and Community Funds as requested, enhance the overall levels of communication with volunteers, members and local residents, as well as managing the Trust's website and social media presence. This all assists the Trust in becoming more visible to those in need, which in turn assists us in identifying where needs are emerging across our community. This also assists in attracting new volunteers to support our work and also hopefully in our ability to raise additional funds to support these activities.

VOLUNTEERS

The Trust operates almost exclusively on a volunteer basis and is most fortunate to have had the services of over 500 unpaid volunteers during the course of the year. The Trust would not function without the generosity of time donated by so many dedicated local people.

To put this into some perspective, without the enthusiasm, drive, professionalism and commitment of all the Trust's volunteers, the Trust would not this year have:

- made 475 telephone "home visits" and so enabled families to be assisted by financial and other means, also with furniture needs;
- ensured that 79 people received help with their utility bills;
- distributed 169 Argos vouchers to those who have missed out on cancelled coach and child care outings;
- enabled 140 residents to receive Christmas parcels;
- provided an expanded befriending service;
- delivered c.10,000 Christmas Appeal envelopes in 350 roads and collected back c.5,000 envelopes – involving 234 organisers and collectors;
- helped 34 families with furniture needs;
- helped 12 wheelchair users by the free loan of wheelchairs.

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The Trustees thank every one of the Trust's volunteers who give so generously of their time and skills. Their enthusiasm and dedication is much appreciated by everyone especially this year working under some very challenging circumstances.

The Trustees would also like to thank formally all those who have taken on specific roles and responsibilities during the year and their various teams:

Care Fund Committee	Chairman: Nick Luckett Gill Parkes (Secretary) , Lynn Kennedy, Sally Arbuthnott, Diana Brimblecombe, Sue Daglish (until 31 December 2020), Rosemary Farmer, John Goodson, Judy Halsey, Di McCurley, Alison Neville, Richard Nichols, Cheryl Noakes (until 31 December 2020), Julia Pryor, Joy Reynolds, Val Salkeld, Michael Snowden and Sarah Holmes.
Home Visits Team	Leader: Nick Luckett; Treasurer: Jim McGown; Secretary: Catherine Edwards and the team of six home visitors.
Christmas Appeal Team	Leader: Lynn Kennedy; Team members: James Johnson, Joss McGregor and Sarah Jane Cooley Area Organisers: Selena Greaney, Andrew Waldrum, Janet Blanchard, Sarah Vickers, Phil Murray, Joss McGregor, Lin Cotton, Sarah Jane Cooley, Graham Westwell, Ken Scott, Christine Darby, Christine Walden, Maria O'Loughlin, Karen Blackwell, Steve Maynard, Jenny Wiles.
People	Director: Pat Ring; James Johnson (volunteer manager), Iain Pritchard (Workplace administrator) and Lucinda Tonathy (training officer).
Youth & Schools Team	Leader: Joy Reynolds.
Utilities Team	Leader: Michael Snowden and his team of volunteers
Christmas Parcels Team	Leader: Di McCurley and her team of volunteers.
Office Administration Team	Leader Val Salkeld and her team of volunteers.
Coffee Mornings Team	Leader: Judy Halsey and her team of volunteers
Befriending Team	Leader: Sally Arbuthnott and her team of 70 volunteers;
Senior Outings Team	Joint Leaders: Cheryl Noakes, Sue Daglish (until 31 December 2020), Joy Reynolds (from 31 December 2020)

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Children's Outings	Leader: Chris Bonney until October 2020 and then replaced by Julia Pryor and the team of 4 volunteers.
Community Fund Committee	Chairman: Steve Pryor, Secretary Jan Seager Emma Deutrom, Jim McGown, Richard Nichols, Heather Nye, Charles Pocock, Martin Weatherhead and Sue Cummings.
Property Committee	Chairman: Dennis Andrews. John Goodson and John Lowe.
Hall Bookings	Diana Brimblecombe (Lettings Secretary), Alison Neville (Deputy Lettings Secretary).
External Affairs Committee	Chairman: Richard Nichols and the team: Sian How; James Johnson, Paddy Jones, Steve Pryor, Nick Lockett, Christine Smalley, Roz Chasler.
Investment Committee	Chairman: Roona Ellis and the team: John Goodson, Mike Felton, Mike Ross.
Audit & Governance Committee	Chairman: Roona Ellis, Lynn Kennedy, Nigel Pritchard, Janice Stephens (joined June 2020).

It is important also to record the Trustees' particular thanks to all of those who have stood down from their roles this year in some cases after many years of voluntary work, including notably: Norman Hoare as Chair of the Community Fund; Michael Snowden as team leader Utilities (after 32 years); Joy Reynolds with the Youth and Schools and the outings team (after 16 years); Mike Imeson as PR Director; Sue Daglish and Cheryl Noakes as Joint Team Leaders of the Senior Outings Team; and Ian Hemmin, Doug Hall, Brian Smith and Leonard Tilbrook from their longstanding roles in the Christmas Appeal.

In addition to all the Trust's unpaid volunteers, Paddy Jones continued throughout the year as Administration Assistant (now including the role of Furniture Organiser), with Grant Hollier, trading as Harpenden Cleaning, being our caretaker.

Recruitment has continued to flourish despite Lockdown. Running the call centre for Harpenden Cares throughout 2020 highlighted some considerable loneliness amongst the Trust's older residents and by March 2021 the Trust had increased the befriending team from 12 to 60 befrienders, befriending 70 clients.

Late 2020 saw an even greater large scale recruitment surge with the setting up of the volunteer support for our local Harpenden PCN (Primary Care Network) vaccination centre at the Public Halls. With over 700 responses from both existing volunteers and the general public within the first few days, the Trust was able to establish a working rota of 245 volunteers with a reserve list of 150.

In addition to all this, the Trust recruited 27 new members for the Christmas Appeal Team, began to recruit for a new initiative, the Wellbeing Hub (being set up in conjunction with MIND in Mid Herts and our local GPs), began establishing a Transport Team for later in 2021, and also recruited a Health and Safety Officer, a Training Officer, and two new volunteers into the Office Admin Team.

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SOURCES OF INCOME

The Trust's main sources of income remain largely unchanged from prior years.

The Trust's financial reserves have been built up over the last 70 years. It is the income from these investments that continues to underpin all our activities.

The Care Fund also benefits from other varied sources of income, the largest element usually being from the Annual Christmas Appeal, which in December 2020 and, notwithstanding the constraints resulting from the pandemic, once again exceeded all our expectations at £64,677.83, including tax reclaimed on gift-aided donations. We again express our heartfelt thanks to the residents of Harpenden for their continuing generosity and to the 234 organisers and collectors who covered 350 roads across the AL5 postcode.

A further key source of income, which regularly enables us to cover the shortfall between our budgeted expenditure and our investment and appeal income, comprises legacies and donations. Our sincerest thanks are extended to all those who made these contributions.

The Trust also continues to be nominated by families to receive donations in lieu of flowers on the death of a loved one. Several people have arranged a monthly standing order in favour of the Trust. Additionally, various organisations have kindly donated the proceeds of raffles and bridge evenings. All such activities and donations continue to be highly appreciated.

The Trust continues to maintain an online presence to receive ad-hoc donations. Full details on how to donate via our Virgin Money Giving page, or to set up a standing order, make a donation or leave money to the Trust in a will, can all be found by clicking on the relevant section on the Trust's website.

Within the Trust itself, each year the Care Fund can apply for additional funding from the Community Fund to augment its income and it is very clear that if this facility were not available, the Care Fund could be at risk of having to curtail activities considerably at a time when there could be increasing demands on the Trust.

FINANCIAL REVIEW

The Directors are pleased to report that the total net assets of the Harpenden Trust as at 31 March 2021 amounted to £6,671,542. This largely comprised the investment portfolio that has been successfully built up over recent years. Further details on investments can be found in Note 13 of the financial statements. The Harpenden Trust's investment assets totalled £6,488,838 at the financial year end. This represented an (unrealised) increase of £28.7% as at 31st March 2021.

During the last financial year, the Trust generated income of £265,725 principally comprising dividend and interest payments from the investment portfolio, the proceeds from the annual Christmas Appeal, various other donations and income generated from the hire of the Trust building in Southdown. The total expenditure of the Trust in the last financial year amounted to some £229,790, as the Care Fund and Community Fund continued to provide financial support to individuals and community projects in the Harpenden area. Overall the Trust therefore reported a net surplus of £35,935 in the current year. There are no material uncertainties about the Trust's ability to continue as a going concern.

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Investments

The Board is empowered to invest in any assets as they shall in their absolute discretion think fit and investments have been made prudently in accordance with these powers. The Board, advised by the Investment Committee, delegates its investment function to an external Investment Manager under a discretionary mandate. The current Investment Manager is Rathbone Investment Management Ltd. Rathbones can invest in regulated markets on behalf of the Trust in accordance with the Trust's Investment and Asset Allocation policies. These policies, reflecting the Trust's investment beliefs and philosophies, are reviewed at least annually or whenever there are major changes to Investment Regulations and the markets. The Investment Manager and the portfolio performance are monitored by the Investment Committee and performance results are reported to the Board regularly.

The Directors look for a diversified portfolio of investments to generate a sustainable risk adjusted return and to provide growth and income for the long term. Investment in stock markets is often accompanied by various investment risks. The Trust mitigates and manages these risks whenever possible by setting restrictions on investment concentration, avoiding unnecessary currency risks, ensuring sufficient liquidity to avoid cashflow problems etc. Investment diversification across asset classes and geographical regions is used as a risk mitigation tool to avoid an "all eggs in one basket" situation.

The Board has delegated environmental, social, governance and voting decisions to the Investment Manager.

COVID 19 played havoc with global economies and stock markets reflected these disruptions with unprecedented corrections and recoveries during the year. The long term investment horizon of the Trust, carefully managed cashflow and holding good quality assets nevertheless meant that the Trust was able to ride out the intermediate storms and finished the year on a high note.

Reserves policy

During the Financial Year 2017/18, the Directors restated the reserves to distinguish between the assets that fund the Trust and the results of the three areas of operation. This change is described in Principal Accounting Policy 1(k) on page 25 of these financial statements.

The total unrestricted level of reserves held for the purposes set out in accounting policy 1(k), excluding the restricted Gibbons Fund and funds applied on the Trust's functional fixed asset, The Trust Hall, at 31st March 2021 amounted to £6,113,135 (31 March 2020: £4,723,113) and the free reserves on the income and expenditure fund available for the charity's activities under the charity's accounting policy are £55,332 (31 March 2020 £15,641).

Fundraising

As a means of reinforcing our professional approach to fundraising activity, the Trust is voluntarily registered with the Fundraising Regulator, notwithstanding that the Trust's annual expenditure on fundraising is significantly below the compulsory registration threshold. The Trust's principal fundraising activity is the annual Christmas Appeal, involving a door to door collection throughout Harpenden. The Trust has a team of 234 willing and able unpaid volunteer collectors who perform this vital role, which means it does not employ any professional fundraisers. The Trust supports its volunteers with health and safety

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advice as well as instructions on how to conduct their roles. The Trust continues to follow best practice in accordance with the Fundraising Regulator's standards. The Trust has a robust complaints process, with information on its website about how to make a complaint. Last year the Trust received no complaints, but it is not complacent and welcomes all feedback.

Risk management

An organisation is exposed to risks which at best may prevent it from achieving its objectives effectively and, at worst, may threaten its existence. Risks should be assessed and disclosed to all the stakeholders. Whenever possible, risks should be avoided. Failing this, risks should be mitigated and managed. To this end, a Risk Report which analyses the risks the Trust faces and their potential impact is reviewed annually and submitted to the Board. The Risk Report assesses the following aspects of the Trust: strategy, structure, finance, investment, operations, human resources, compliance, regulation, safeguarding, health and safety and event management. Control measures to reduce the risks are also assessed. Ownership of individual risks are assigned to the relevant Committees and teams. The Risk Report information is cascaded from the Board for further actions to address the risks as and when necessary.

Health and Safety

During the course of the year, the Board appointed Pawel Ponikowski to the newly established role of Health & Safety Officer. Pawel has made a valuable contribution since his appointment in reviewing all our activities and the Trustees would like to thank Pawel formally for all his input. As part of its risk mitigation strategy, the Board continues also to employ a firm of external consultants to ensure that the major health & safety risks to which the Trust is exposed are reviewed and to confirm that robust systems are in place to mitigate risks in all the areas of activity. The Trust maintains a formal Health and Safety policy and all Health and Safety issues are reported directly to the Board.

DIRECTORS

The Board welcomed one new Director, Steve Pryor, over the course of the year. New directors are commonly already volunteers within the Trust who are familiar with the Trust's organisation and activities, but for directors who are new to the Trust, assistance by way of induction and training is available and coordinated by the People Director.

At the November 2020 AGM, both Rodger Livesey and Norman Hoare formally stepped down from the Board. Rodger was appointed to the Board in 2009 and has served as a Non-Executive Director, appointed Chairman in November 2018 and has most recently acted as our Senior Independent Director. Norman joined the Board in 2014 and has chaired the Community Fund for the last six years. Although Jan Seager also stepped down from the Board at that time, the Board was delighted that Jan agreed to remain on the Community Fund Committee to offer very valuable support and continuity. On behalf of all at the Trust the Board would like to thank them all for the enormous contribution they have each made to the development and growth of the Trust and are delighted that they remain supporters of the work of the Trust going forward. The Board thanks them for their time, commitment and all they have achieved.

On 31st March 2021, the Trust had nine appointed Directors. The full Board meets quarterly. The Trust has established policies and procedures in place to regulate its activities. Delegated powers have been given to

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an Investment Committee, which oversees the Trust's Investment Policy and Strategy. Delegated powers have also been given to the Audit and Governance Committee which oversees the integrity of the Financial Statements and Accounts and the Trust's compliance with the practice of good corporate governance. In addition to the Board committees, there is the Care Fund Committee and the Community Fund Committee which meet regularly. Property and Bookings committees exist to oversee the management and letting of the Trust Centre on behalf of the Board. An External Affairs Committee advises the Board and develops policy for building overall awareness and knowledge of the Trust's activities.

Former Director Teresa Heritage continues to serve the Trust as President, with former Chairman Roy Brimblecombe as Vice President.

The Directors who have served during the 12 months under review (all of whom are unpaid volunteers) are listed below. Those serving throughout the year were:

Richard Nichols	Chairman
Dennis Andrews	Chairman of Property Committee
Roona Ellis	Chairman of the Investment Committee and the Audit & Governance Committee
John F Goodson	Finance Director and Member of the Investment Committee
Nick Lockett	Care Fund chairman
Lynn Kennedy	Christmas Appeal Director
Pat Ring	People Director
Nigel Pritchard	Company Secretary

Those serving for part of the year were:

Steve Pryor	Appointed 11 November 2020
Rodger Livesey	Resigned 11 November 2020
Norman Hoare	Resigned 11 November 2020
Jan Seager	Resigned 11 November 2020

TRUSTEES'/DIRECTORS' RESPONSIBILITIES

The Trustees (who are also directors for the purposes of company law) are responsible for preparing the trustees annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare the financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including expenditure of the charitable company for that period. In preparing these financial statements the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charity SORP 2019 (FRS 102);
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed subject to departures disclosed and explained in the financial statements;

THE HARPENDEN TRUST

TRUSTEES' ANNUAL REPORT INCLUDING DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2021

- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation;

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In accordance with Company Law, as the Company's Directors, we certify that:

- so far as we are aware, there is no relevant audit information of which the Company's auditors are unaware; and
- as the Directors of the Company, we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the Charity's auditors are aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in England governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The Trust has been registered with the Information Commissioner for data protection purposes for several years, and continues to take steps in ensuring that the Trust's processes are in line with the General Data Protection Regulations which came into effect on 25 May 2018.

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have regard to the guidance published by the Charity Commission, including public benefit guidance.

The legal and administrative information disclosed on Page 2 comprises part of this report.

AUDITORS

The charitable company's auditor, Andrew Wiggett, Chartered Accountants, resigned during the year and Miller & Co, Chartered Accountants, were appointed as the charitable company's auditors and have expressed their willingness to continue in that capacity.

OUR FUTURE

The Directors believe that the Harpenden Trust, underpinned by established corporate governance, continues to be well positioned to support our local community. With our 70 year heritage, the commitment last year of over 500 volunteers, an established investment portfolio providing a core income stream, and the generosity of local residents and businesses each Christmas at the time of our annual appeal, the Trust has the ability to provide much needed support across the local community.

Despite the perception expressed at times that Harpenden is a community that requires little additional financial support, increasingly the Trust's experience has been the opposite. Not every family in Harpenden has the funds required to see their children through their local education - from the cost of uniforms to essential school trips; not everyone can manage the increasing cost of essential utilities; loneliness is a

THE HARPENDEN TRUST

TRUSTEES' ANNUAL REPORT INCLUDING DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2021

daunting challenge for some - and a regular home visit, an organised outing or a weekly coffee morning can make a real difference; some sports clubs are not able to raise all the funds they need to complete worthwhile projects that could benefit the community as a whole; from book clubs to choirs to libraries to lunch clubs, not all can afford to upgrade their facilities, or find the funds to expand membership or start valuable new or related initiatives.

Life post COVID-19 could look quite different and the Harpenden Trust will always seek to be at the heart of supporting the evolving needs of our community. With mental health becoming an increasingly visible issue, we have also recently announced the launch of a Harpenden Wellbeing HUB alongside MIND and our local GP surgeries, with further related initiatives also planned.

The Harpenden Trust seeks to make a positive difference in supporting our community where we feel able.

The Harpenden Trust is here to help.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board on 13 July 2021 and signed on its behalf by



Richard Nichols
Director - Chairman of the Board

THE HARPENDEN TRUST

Independent Auditor's Report to the Members of The Harpenden Trust

Opinion

We have audited the financial statements of The Harpenden Trust (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cashflows and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the trustees annual report², other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report². Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement in the trustees report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an

THE HARPENDEN TRUST

Independent Auditor's Report to the Members of The Harpenden Trust

(continued)

Auditor's responsibilities for the audit of the financial statements (continued)

audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

Extent to which the audit was considered capable of detecting irregularities, including fraud

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and then design and perform audit procedures responsive to these risks, including obtaining audit evidence that is sufficient and appropriate to provide a basis for our opinion.

Identifying and assessing potential risks related to irregularities

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- the nature of the industry, control environment and business performance;
- the results of our enquiries of management about their own identification and assessments of the risks of irregularities;
- any matters we identified having obtained and reviewed the company's policies and procedures relating to:
 - o identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
 - o detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
 - o the matters discussed among the audit engagement team regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

In common with all audits under ISAs (UK) we are also required to perform specific procedures to respond to the risk of management override. We also obtained an understanding of the legal and regulatory framework that the company operates in, focussing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements, such as the Companies Act 2006.

In addition, we considered the provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the Company's ability to operate or to avoid a material penalty.

Audit response to risk identified

Our procedures to respond to risks identified included the following:

- Reviewing the financial statement disclosures to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate material misstatement due to fraud;
- In addressing the risk of fraud through management override of controls, the testing of the appropriateness of journal entries and other adjustments and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Auditors.

Other matters

The financial statements of the charitable company for the year ended 31 March 2020 were audited by another auditor whose report dated 14 July 2020 expressed an unqualified opinion on the financial statements.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Roger Cox FCA - Senior Statutory Auditor

For and on behalf of Miller & Co, Statutory Auditor

5 Imperial Court, Laporte Way, Luton, LU4 8FE

13 July 2021

THE HARPENDEN TRUST

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31ST MARCH 2021

		<u>2021</u>			<u>2020</u>
	<u>Notes</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
		<u>funds</u>	<u>Funds</u>	<u>£</u>	<u>£</u>
		<u>£</u>	<u>£</u>		
Income from:					
Donations	2	19,453	-	19,453	10,298
Legacies		72	-	72	103,259
Christmas Appeal and Gift Aid	3	65,291	-	65,291	55,123
Charitable activities:					
Hall hire, including grants		29,278	-	29,278	47,787
Investment Income	4	118,408	10,439	128,847	156,662
Funds transferred from Harpenden Seniors Forum		3,807	-	3,807	-
Other income	2	18,977	-	18,977	-
Total income		255,286	10,439	265,725	373,129
Expenditure on:					
Raising funds:					
Christmas Appeal and other income		6,487	-	6,487	2,724
Investment management and review fees		21,280	1,879	23,159	19,009
Charitable activities:					
Grants payable	5	106,962	-	106,962	185,472
Expenditure on charitable activities	7	35,346	-	35,346	20,123
Direct costs - Hall hire	8	30,910	-	30,910	44,644
Support costs	9	26,926	-	26,926	38,389
Total expenditure		227,911	1,879	229,790	310,361
Net income before gains on investments		27,375	8,560	35,935	62,768
Net gains/(losses) on investments:					
Realised gains on sale of investments	13	136,031	12,030	148,061	37,561
Unrealised gains/(losses) on revaluation of investments	13	1,214,228	107,383	1,321,611	(489,601)
		1,350,259	119,413	1,469,672	(452,040)
Net income/expenditure for year before transfers		1,377,634	127,973	1,505,607	(389,272)
Transfer between funds	11	8,560	(8,560)	-	-
Net movement in funds for year - carried forward		1,386,194	119,413	1,505,607	(389,272)

The notes on pages 24 to 31 form part of the financial statements

THE HARPENDEN TRUST

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31ST MARCH 2021

(continued)

		<u>2021</u>			<u>2020</u>
	<u>Notes</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
		<u>funds</u>	<u>funds</u>	<u>£</u>	<u>£</u>
		<u>£</u>	<u>£</u>		
Net movement in funds for year - brought forward		1,386,194	119,413	1,505,607	(389,272)
Movements in year					
Funding movement	16	1,350,331	119,413	1,469,744	(348,781)
Income and Expenditure movement	16	35,863	-	35,863	(40,491)
		1,386,194	119,413	1,505,607	(389,272)
Reconciliation of Funds					
Funds brought forward at 1st April 2020					
Funding	16	4,707,472	414,572	5,122,044	5,470,825
Income and Expenditure	16	36,208	7,683	43,891	84,382
		4,743,680	422,255	5,165,935	5,555,207
Balance at 31st March 2021					
Funding	16	6,057,803	533,985	6,591,788	5,122,044
Income and Expenditure	16	72,071	7,683	79,754	43,891
		£ 6,129,874	£ 541,668	£ 6,671,542	£ 5,165,935

All income and expenditure derive from continuing activities

The Statement of Financial Activities includes all gains and losses recognised in the year

The notes on pages 24 to 31 form part of the financial statements


THE HARPENDEN TRUST

BALANCE SHEET AS AT 31ST MARCH 2021

		<u>2021</u>			<u>2020</u>
	<u>Notes</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
		<u>funds</u>	<u>funds</u>	<u>£</u>	<u>£</u>
		<u>£</u>	<u>£</u>		
Fixed assets					
Tangible assets	12	16,739	-	16,739	20,567
Investments	13	5,961,613	527,225	6,488,838	5,041,828
Total fixed assets		5,978,352	527,225	6,505,577	5,062,395
Current assets					
Debtors	14	952	81	1,033	3,914
Cash, Treasury deposits and bank balances		164,305	14,870	179,175	116,585
		165,257	14,951	180,208	120,499
Liabilities:					
Creditors: amounts falling due in one year	15	(13,735)	(508)	(14,243)	(16,959)
Net current assets		151,522	14,443	165,965	103,540
Total assets less current liabilities and Total net assets		£ 6,129,874	£ 541,668	£ 6,671,542	£ 5,165,935
Funds					
Funding with investments at cost	16	4,372,787	415,095	4,787,882	4,569,154
Revaluation reserve	16/17	1,685,016	118,890	1,803,906	552,890
Total Funding	16	6,057,803	533,985	6,591,788	5,122,044
Income and Expenditure	16	72,071	7,683	79,754	43,891
Total funds		£ 6,129,874	£ 541,668	£ 6,671,542	£ 5,165,935

The financial statements which have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 were approved and authorised for issue by the Board on 13th July 2021

Signed on behalf of the Board of Directors



Richard Nichols

Director - Chairman of the Board

Company Registration Number: 05951591

The notes on pages 24 to 31 form part of the financial statements

THE HARPENDEN TRUST

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31ST MARCH 2021

	<u>2021</u> £	<u>2020</u> £
RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES		
Net income/(expenditure) for the year (page 20)	1,505,607	(389,272)
Adjustments for:		
Net losses/(gains) on investments	(1,469,672)	452,040
Depreciation charge	3,828	3,828
Investment income	(128,847)	(156,662)
Decrease/(Increase) in debtors	2,881	6,129
(Decrease) in creditors	(2,716)	(3,509)
Net cash (absorbed) in operating activities	(88,919)	(87,446)
CASH FLOWS FROM INVESTING ACTIVITIES		
Investment income	128,847	156,662
Purchases of investments	(1,248,736)	(1,060,959)
Sales of investments	1,208,573	1,085,773
Net cash generated by investing activities	88,684	181,476
Change in cash and cash equivalents in the reporting period	(235)	94,030
Cash and cash equivalents at 31st March 2020	292,445	198,415
Cash and cash equivalents at 31st March 2021:		
Cash at bank and with investment adviser	£ 292,210	£ 292,445
Comprising:		
Cash at bank (page 22)	179,175	116,585
Cash held in investment portfolio (page 29, note 13)	113,035	175,860
	£ 292,210	£ 292,445

THE HARPENDEN TRUST
NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021

1. Principal Accounting Policies

(a) Basis of preparation

The Harpenden Trust is a private company limited by guarantee registered in England, in the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 2 of these financial statements. The charity constitutes a public benefit entity as defined by FRS102. The financial statements have been prepared in accordance with 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, as modified for the revaluation of investments. The financial statements are presented in pounds sterling which is the functional currency of the charity and rounded to the nearest pound.

(b) Income

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Voluntary, fund raising, appeal and legacy income is accounted for in the period in which receivable and is included gross of recoverable income tax where applicable.

The value of services provided by volunteers has not been included in these accounts.

Investment income is included in the Statement of Financial Activities when receivable.

(c) The Harpenden Trust Centre income and maintenance

The Trust Centre is operated as a community facility and as such is made available for hire on a not for profit basis. Hire income is accounted for in the period in which the charity is entitled to receipt. Maintenance and running expenditure is included as charitable expenditure on the accruals basis.

(d) Expenditure

Expenditure, including attributable VAT which cannot be recovered, is recognised on an accruals basis as a liability is incurred.

Costs of generating funds comprise those costs attributable to fund raising and the Christmas Appeal.

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered and subject to conditions which have not been met at the year end are noted as a commitment but not accrued as expenditure.

Support costs relate to charitable activities and comprise costs for publicising the work of the charity, processing grants and applications and include the office costs for the running of the charity's services. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice such as auditors' remuneration.

(e) Tangible fixed assets and depreciation

Tangible fixed assets for use by the charity are stated at cost less depreciation. The costs of minor additions and those costing below £5,000 are not capitalised.

Depreciation is provided at rates calculated to write off the cost of fixed assets less their estimated residual value over their expected useful lives on the following bases:

Freehold property	nil
Improvements to freehold buildings	Over 10 years from year of completion of works
Furniture, office equipment and vehicles	15%-25% on cost

(f) Fund accounting

The charity has unrestricted funds comprising the Care Fund and the Community Fund and a restricted fund, the Gibbons Fund. Each fund includes its appropriate share of the statutory Revaluation Reserve Fund. The unrestricted Care and Community Funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

THE HARPENDEN TRUST
NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021
(continued)

1. Principal Accounting Policies (continued).

(f) Fund accounting (continued)

The unrestricted Revaluation Reserve Fund is the reserve, required by the Companies Act 2006, representing the amount by which investments exceed their historical cost.

The restricted fund is subject to restrictions on its expenditure imposed by the donor.

Details of the nature and purpose of each fund are set out in note 16.

(g) Fixed asset - Investments

Investments are recognised initially at fair value which is normally the transaction price. Subsequently, they are measured at fair value with changes recognised in net gains and losses on investments in the Statement of Financial Activities. The basis of fair value for quoted investments is equivalent to the market value, using the middle price.

(h) Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable and payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(i) Financial instruments

The Trust only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

(j) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

(k) Reserves

The Trust distinguishes between Funding and Income and Expenditure reserves.

Funding

Funding reserves are those funds owned by the Trust which are invested to produce income in the form of dividends and interest for the current and future years that are used to finance the Trust's charitable activities. Funding is comprised of monies, including legacies, donated to the Trust for that purpose together with all investment gains and losses whether realised or not. There is no restriction on the Trust using the Funding for its charitable purposes but the Gibbons Funding is restricted to beneficiaries who reside in the Ecclesiastical Parish of St John, Harpenden. However the policy is that the Funding reserve will normally be retained to produce income for the Trust's activities in future years.

Income and Expenditure

Each of the Trusts activities has its own income and expenditure account, the balance on which represents the difference between the income of that activity and the donations and expenditure to support it. The income and expenditure reserve for each activity is reviewed annually by the Board and steps taken to implement the Trust's policy to maintain the respective reserves at levels sufficient to meet anticipated grant commitments consistent with keeping them at a low level.

(l) Judgements and key sources of estimation uncertainty

Preparation of the financial statements requires management to make significant judgements in applying the accounting policies of the Charity and estimates and assumptions that have significant effect on the recognition and measurement of assets, liabilities, income and expenses. Actual results may be different to these estimates.

(m) Going Concern

The financial statements have been prepared on a going concern basis as the directors believe that no material uncertainties exist. The Directors have considered the level of funds held and the expected level of income and expenditure for 12 months from the date authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

THE HARPENDEN TRUST

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021

(continued)

2. Donations and Reimbursements

During the year the Trust received donations of £9,256 on behalf of Harpenden Cares, all of which were passed to the initiative's coordinator, Harpenden Town Council. The Trust subsequently received from the Harpenden Town Council grants of £7,500 towards the Trust's share of the operating costs of the initiative, which grants are included in 'donations'.

Other Income includes reimbursements of £7,985 from the Harpenden Health PCN in respect of costs involved in supporting the Harpenden Vaccination Centre and the Return of Grants £7,357.

3. Christmas Appeal and other income

	<u>2021</u>			<u>2020</u>
	<u>Unrestricted</u>	<u>Restricted</u>		
	<u>Funds</u>	<u>Funds</u>	<u>Total</u>	<u>Total</u>
	£	£	£	£
Christmas Appeal, including Gift Aid	64,678	-	64,678	54,646
Gift Aid, recovered on other donations	613	-	613	477
	£ 65,291	£ -	£ 65,291	£ 55,123

No restricted fund income was received in 2020.

4. Investment income

	<u>2021</u>			<u>2020</u>
	<u>Unrestricted</u>	<u>Restricted</u>		
	<u>Funds</u>	<u>Funds</u>	<u>Total</u>	<u>Total</u>
	£	£	£	£
UK listed equity investments	72,256	6,390	78,646	92,463
UK fixed and variable interest stocks	18,541	1,640	20,181	20,378
Overseas listed equity investments	21,931	1,939	23,870	37,396
Overseas fixed and variable interest stocks	5,311	470	5,781	5,781
Brokers Interest	-	-	-	230
	118,039	10,439	128,478	156,248
Bank interest	369	-	369	414
	£ 118,408	£ 10,439	£ 128,847	£ 156,662

Restricted Fund income of £12,844 is included in the total income of £156,662 in 2020.

5. Grants payable

	<u>2021</u>			<u>2020</u>
	<u>Unrestricted</u>	<u>Restricted</u>		
	<u>Funds</u>	<u>Funds</u>	<u>Total</u>	<u>Total</u>
	£	£	£	£
Payable to individuals:				
Grants (475 recipients)	22,218	-	22,218	41,512
Utilities grants (79 recipients)	22,771	-	22,771	22,595
Christmas parcels (140 recipients)	2,340	-	2,340	2,561
Youth grants (4 recipients)	1,486	-	1,486	9,920
	48,815	-	48,815	76,588
Total grants to individuals				
Donations to organisations (note 6)	58,147	-	58,147	108,884
	£ 106,962	£ -	£ 106,962	£ 185,472

THE HARPENDEN TRUST
NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021
(continued)

6. Donations to organisations (note 5)

	<u>2021</u>			<u>2020</u>
	<u>Unrestricted</u>	<u>Restricted</u>		
	<u>Funds</u>	<u>Funds</u>	<u>Total</u>	<u>Total</u>
	£	£	£	£
The following single donations were made:				
Batford Memorial Hall	-	-	-	5,480
Batford Springs Volunteer	-	-	-	7,400
Crabtree Schools PTA	-	-	-	10,000
1st Harpenden (Methodist) Scout Group	-	-	-	8,000
Friends of Sauncey Wood	-	-	-	9,700
Friends of Roundwood Primary School	12,995	-	12,995	-
Harpenden Rovers Youth Football Club	3,195	-	3,195	4,000
Harpenden MENCAP	-	-	-	4,369
Harpenden Swimming Club	3,000	-	3,000	-
High Beeches School	10,000	-	10,000	4,000
Highfield Preschool PTA	5,000	-	5,000	-
Hornbeam Wood Hedgehog Sanctuary	4,150	-	4,150	-
Kitchen Front	-	-	-	5,590
Lea School Association	12,000	-	12,000	7,800
Pop-up Pottery	-	-	-	3,858
St Nicholas Primary School PTA	918	-	918	10,000
United Reform Church, Harpenden	-	-	-	10,000
Other organisations: under £3,000 each	6,889	-	6,889	18,687
	£ 58,147	£ -	£ 58,147	£ 108,884

No restricted fund grants were paid in 2020.

7. Expenditure on charitable activities

	<u>2021</u>			<u>2020</u>
	<u>Unrestricted</u>	<u>Restricted</u>		
	<u>Funds</u>	<u>Funds</u>	<u>Total</u>	<u>Total</u>
	£	£	£	£
Coffee mornings	79	-	79	260
Lunch transport	-	-	-	823
Children's Outing (54 recipients)	2,287	-	2,287	3,243
Coach outings & tea party costs (115 recipients)	2,621	-	2,621	3,529
Furniture services (34 recipients)	9,862	-	9,862	10,804
Wheelchairs (12 recipients)	223	-	223	250
Vaccination Centre	9,965	-	9,965	-
'Harpenden Cares'	10,309	-	10,309	1,214
	£ 35,346	£ -	£ 35,346	£ 20,123

There was no restricted fund expenditure on charitable activities in 2020.

8. Direct costs - Hall hire

	<u>2021</u>			<u>2020</u>
	<u>Unrestricted</u>	<u>Restricted</u>		
	<u>Funds</u>	<u>Funds</u>	<u>Total</u>	<u>Total</u>
	£	£	£	£
Trust Centre costs and maintenance	27,082	-	27,082	40,816
Trust Centre depreciation (note 12)	3,828	-	3,828	3,828
	£ 30,910	£ -	£ 30,910	£ 44,644

There was no restricted fund direct costs in 2020.

THE HARPENDEN TRUST
NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021
(continued)

9. Charitable Activities - Support costs

	<u>2021</u>		<u>2020</u>
	<u>Unrestricted</u>	<u>Restricted</u>	
	<u>Funds</u>	<u>Funds</u>	<u>Total</u>
	£	£	£
Training	1,867	-	1,867
Newsletter/Publicity	2,708	-	2,708
Printing	1,811	-	1,811
Telephone	1,481	-	1,481
Insurance	4,700	-	4,700
Trust office	7,991	-	7,991
Computer costs	1,907	-	1,907
Governance costs - Auditors' remuneration	3,480	-	3,480
Bank charges	981	-	981
	<u>£ 26,926</u>	<u>£ -</u>	<u>£ 26,926</u>
			<u>£ 38,389</u>

Support costs are allocated equally between the Care Fund and the Community Fund.
There were no restricted fund support costs in 2020.

10. Trustee remuneration and related parties

No director, trustee, member, officer or volunteer receives any financial reward from the charity except for the Administration Assistant, Mrs P E Jones, a statutory member who provided administration services to the charity, on normal commercial terms, to a value of £13,529 in the year ended 31st March 2021 (2020 - £17,455). Directors and trustees received reimbursed expenses only in respect of purchases made on behalf of the charity. The financial statements reflect the stewardship of the financial resources that have been available to the Trust and no costs have been attributed to the many hundreds of hours of personal effort that have been donated to the Trust by members and volunteers in counselling and personal assistance to the needy of Harpenden.

11. Transfer between funds

The transfer between restricted and unrestricted funds represents the reimbursement of that part of the charitable expenditure paid from the unrestricted fund that relates to the beneficiaries of the Parish of St. John. The amount reimbursed is arrived at on the basis of the proportion of beneficiaries who live in that Parish and includes the maintenance of the Trust Centre as a community facility in the St. John Parish. However, the transfer has been limited to the income of the restricted fund in the accounting period ended on 31st March 2021.

12. Tangible fixed assets for use by the charity

	<u>Improvements</u>	<u>Freehold</u>	<u>Furniture</u>	
	<u>to freehold</u>	<u>Property</u>	<u>& equipment</u>	<u>Total</u>
	<u>building</u>			
	£	£	£	£
Cost				
At 1st April 2020 and At 31st March 2021	102,951	9,102	3,266	115,319
Depreciation				
At 1st April 2020	91,487	-	3,265	94,752
Disposals	-	-	-	-
Charge for the year	3,828	-	-	3,828
At 31st March 2021	95,315	-	3,265	98,580
Net book value				
At 31st March 2021	<u>£ 7,636</u>	<u>£ 9,102</u>	<u>£ 1</u>	<u>£ 16,739</u>
At 31st March 2020	<u>£ 11,464</u>	<u>£ 9,102</u>	<u>£ 1</u>	<u>£ 20,567</u>

THE HARPENDEN TRUST
NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021
(continued)

12. Tangible fixed assets for use by the charity (continued)

The directors' review buildings depreciations annually. Given the Trust Centre maintenance policy, expected useful life and residual site value they take the view that any required depreciation charge under accounting policy 1(e), in respect of the original cost of the building included under freehold property, would be immaterial.

13. Investments

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> £
Movement			
Market value at 1st April 2020	4,632,174	409,654	5,041,828
Management fees paid	(20,820)	(1,842)	(22,662)
Realised gains on investments	136,031	12,030	148,061
Unrealised gains on revaluation of investments	1,214,228	107,383	1,321,611
Market value at 31st March 2021	£ 5,961,613	£ 527,225	£ 6,488,838

The historical cost of charity investments at 31st March 2021 was £4,684,932 (2020- £4,488,838).

	<u>Unrestricted</u> <u>Funds</u> £	<u>2021</u> <u>Restricted</u> <u>Funds</u> £	<u>Total</u> £	<u>2020</u> <u>Total</u> £
Market value				
UK listed equity investments	1,897,740	167,830	2,065,570	2,113,314
UK fixed interest government stocks	165,023	14,594	179,617	361,838
UK variable interest company bonds	306,051	27,066	333,117	369,077
UK Property and Infrastructure funds	393,937	34,838	428,775	362,325
Overseas listed equity investments	2,972,405	262,869	3,235,274	1,641,164
Overseas variable interest company bonds	122,607	10,843	133,450	18,250
Cash	103,850	9,185	113,035	175,860
Total investments	£ 5,961,613	£ 527,225	£ 6,488,838	£ 5,041,828

14. Debtors

	<u>Unrestricted</u> <u>Funds</u> £	<u>2021</u> <u>Restricted</u> <u>Funds</u> £	<u>Total</u> £	<u>2020</u> <u>Total</u> £
Taxation recoverable	30	-	30	6
Dividends receivable	922	81	1,003	3,051
Prepayment	-	-	-	857
	£ 952	£ 81	£ 1,033	£ 3,914

The value of debtors held on restricted funds in 2020 was £248.

15. Creditors: amounts falling due within one year

	<u>Unrestricted</u> <u>Funds</u> £	<u>2021</u> <u>Restricted</u> <u>Funds</u> £	<u>Total</u> £	<u>2020</u> <u>Total</u> £
Expense accruals	£ 13,735	£ 508	£ 14,243	£ 16,959

The value of creditors held on restricted funds in 2020 was £470.

THE HARPENDEN TRUST
NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021
(continued)

16. Funds

	<u>Community Fund</u> £	<u>Care Fund</u> £	<u>Unrestricted Total Funds</u> £	<u>Restricted Gibbons Fund</u> £	<u>Total Funds</u> £
Fund balances at 1st April 2020					
<u>Funding</u>					
Funding with investments at cost	2,928,615	1,243,210	4,171,825	397,329	4,569,154
Revaluation reserve	577,538	(41,891)	535,647	17,243	552,890
Total Funding	3,506,153	1,201,319	4,707,472	414,572	5,122,044
<u>Income and Expenditure</u>					
Surplus/(Deficit)	165,273	(129,065)	36,208	7,683	43,891
Total Funds brought forward (page 21)	3,671,426	1,072,254	4,743,680	422,255	5,165,935
Movements in year					
<u>Funding</u>					
Legacies	-	72	72	-	72
Realised investment gains	107,172	28,859	136,031	12,030	148,061
Transfer: Realised gains	51,099	13,760	64,859	5,736	70,595
Total Funding with investments at cost	158,271	42,691	200,962	17,766	218,728
Unrealised investment gains	956,634	257,594	1,214,228	107,383	1,321,611
Transfer: Realised gains	(51,099)	(13,760)	(64,859)	(5,736)	(70,595)
Total Funding Revaluation Reserve	905,535	243,834	1,149,369	101,647	1,251,016
Total Funding	1,063,806	286,525	1,350,331	119,413	1,469,744
<u>Income and Expenditure</u>					
Surplus	8,208	27,655	35,863	-	35,863
Total Funds Movement in year (page 21)	1,072,014	314,180	1,386,194	119,413	1,505,607
Funds balances at 31st March 2021					
<u>Funding</u>					
Funding with investments at cost	3,086,886	1,285,901	4,372,787	415,095	4,787,882
Revaluation reserve	1,483,073	201,943	1,685,016	118,890	1,803,906
Total Funding	4,569,959	1,487,844	6,057,803	533,985	6,591,788
<u>Income and Expenditure</u>					
Surplus/(Deficit)	173,481	(101,410)	72,071	7,683	79,754
Total Funds carried forward (page 21)	£ 4,743,440	£ 1,386,434	£ 6,129,874	£ 541,668	£ 6,671,542

Unrestricted Funds

Unrestricted funds comprise:

- (a) Care Fund: The Care Fund arose on transfer, on 1st June 2007, of the assets of the unincorporated charity, The Harpenden Trust, to the company and is available for the general objectives of the Trust.
- (b) Community Fund: The Community Fund was established following the transfer of the assets of The Abbeyfield (Harpenden) Society Limited on 17th April 2008 for the purpose of providing assistance to other charities and organisations in Harpenden, including as many as possible of those involved in assisting the elderly and enhancing their quality of life.

THE HARPENDEN TRUST

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021

(continued)

16. Funds (continued)

Unrestricted Fund (continued)

(c) Revaluation Reserve Fund: The Revaluation Reserve Fund is required by the Companies Act 2006 and comprises the amount by which the investments carrying value exceeds their historical cost. It is included in Funding of the respective Trust Funds and is separately identified and disclosed. The movement on this fund is detailed in note 17 below.

Restricted Fund

The restricted fund comprises the Gibbons Fund which is administered as part of the Care Fund but with the beneficiaries restricted to the 'poor inhabitants of the Ecclesiastical Parish of St John, Harpenden' by the bequest from the Estate of the late William Kirby Gibbons and Daisy May Gibbons from which the Fund is derived.

17. Revaluation Reserve Fund

	£
At 1st April 2020	552,890

Unrealised investment revaluation gains for year (note 13)	1,321,611
Release of reserve in respect of realised investment gains of the year (note 16)	(70,595)

	1,251,016

At 31st March 2021 (see note 16)	£ 1,803,906

18. Provisions Available For Smaller Entities - Non Audit Services

In common with many other organisations of our size and nature we use our auditors to assist with the provision of other services from time to time. During the year ended 31st March 2021 our auditors assisted with the preparation of the charity's annual statutory accounts. The auditors' remuneration (see note 9) constituted an audit fee of £2,500 (2020- £2,500) and a fee for non audit services of £1,000 (2020- £1,000).

19. Donation commitments

At 31st March 2021 the Trust has a contingent liability in respect of offers of donations made by the Community Fund to beneficiary organisations, where significant conditions are required to be fulfilled before payment, amounting in total to £54,975 (2020 - £Nil).

20. Covid-19

During the current accounting period the world was dramatically affected by the Covid-19 pandemic. The directors have reviewed the charitable company's position at the balance sheet date and up to the date of signing these accounts and have concluded that there are no material post balance sheet date event adjustments required to the carrying amounts of the company's assets and liabilities as a result of the pandemic. They also do not consider that there will be any material financial effect from the pandemic that will impact on the company's ability to continue as a going concern for a period of 12 months from the date of approval of these accounts.