

Registered number 07568820  
Charity number 1143234

**JOHN BOWLEY  
AND SHERWOOD ALMSHOUSES  
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
31 DECEMBER 2022**

# **JOHN BOWLEY AND SHERWOOD ALMSHOUSES**

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# **JOHN BOWLEY AND SHERWOOD ALMSHOUSES**

## **LEGAL AND ADMINISTRATIVE DETAILS**

<b>Company registration number</b>	07568820
<b>Charity registration number</b>	1143234
<b>Charity linked by uniting direction</b>	210959
<b>Trustees</b>	Cllr R Wallace Mrs R I Braid Mr T S McNeice (Chairman) Cllr R West Mrs P West Mr N Jones Cllr P Bingham Ms R Shoob Mr D Burton Mrs J Todd Mr S Ind (appointed 17 February 2022) Mrs M Lawes (appointed 17 November 2022)
<b>Company secretary</b>	Mrs T Pearson
<b>Scheme manager</b>	Mrs T Pearson
<b>Registered office</b>	Henwood House Henwood Ashford Kent TN24 8DH
<b>Bankers</b>	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
<b>Auditors</b>	Magee Gammon Corporate Limited Henwood House Henwood Ashford Kent TN24 8DH

# **JOHN BOWLEY AND SHERWOOD ALMSHOUSES**

## **TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2022**

The trustees present their report and financial statements for the year ended 31 December 2022.

### **Constitution**

The John Bowley and Sherwood Almshouses Charity (charity number 210959) was constituted under a scheme document dated 14 March 2007. During the year ended 31 December 2012, the trustees undertook the process of incorporation and all assets and liabilities of the charity, except those relating to donations made under permanent endowment, were transferred to the new corporate body (company registration number 07568820).

The corporate charity, also known as John Bowley and Sherwood Almshouses, was registered with the Charity Commission and issued with a new charity number, 1143234. John Bowley and Sherwood Almshouses (charity number 1143234) is constituted under a Memorandum of Association dated 17 March 2011.

The assets donated to John Bowley and Sherwood Almshouses (charity number 210959) under permanent endowment remain in that charity. Under a uniting direction, John Bowley and Sherwood Almshouses (charity number 210959) is linked to John Bowley and Sherwood Almshouses (charity number 1143234) as a constituent charity (charity number 1143234). The financial statements therefore reflect the financial transactions relating to both charities.

The John Bowley and Sherwood Almshouses is a Registered Social Landlord.

### **Trustees and Governance**

The charity is overseen by the trustees, who meet at least four times a year. They make all decisions regarding the conduct of the charity but the day-to-day administration is undertaken by the scheme manager. Resident representatives from John Bowley House and the Sherwood Trust Homes attend the quarterly trustees' meetings. The trustees who served during the year were as follows:

Mrs Rosemary Braid (co-opted)  
Mr Anthony Dunning (co-opted)  
Mr Thomas Mc Neice (co-opted)  
Cllr Roger West \*  
Mrs Pat West (co-opted)  
Cllr Richard Wallace\*  
Mr Neil Jones (co-opted)  
Cllr Paul Bingham \*  
Mr David Burton (co-opted)  
Mrs Jennifer Todd (co-opted)  
Mrs M Lawes \*  
Mr S Ind (co-opted)  
Mrs J Todd (co-opted)  
Mrs R Shoob

### **Appointment of trustees**

Under the Memorandum of Association dated 17 March 2011, the minimum number of trustees permitted is four, but there is no maximum. The trustees and members (as defined in the Memorandum of Association) have the power to appoint new trustees. There were four nominated trustees (marked \* above) appointed by Folkestone Town Council, although there was no requirement for them to be town councillors. There were five co-opted trustees appointed by the trustees.

On joining the board, trustees are given copies of the Memorandum of Association, the Scheme Document, Good Governance A code for the Community and Voluntary Sector, the latest audited accounts, the latest budget report, and minutes of recent trustees' meetings.



# **JOHN BOWLEY AND SHERWOOD ALMSHOUSES**

## **TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2022**

### **Misconduct**

The trustees have no financial interest in the conduct of the charity. Other interests, which may arise from time to time, such as the appointment of a relative of a trustee as a resident, are provided for in detailed Regulations that are reviewed and approved by The Tenant Services Authority. All affairs and transactions of the trustees are open to public scrutiny with the exception of the personal affairs of residents. All accounts are prepared and scrutinized by qualified accountants and independent auditors.

### **Objectives of the charity for the public benefit**

The objectives of the charity are the provision of housing accommodation for persons in need, hardship or distress residing or having immediate family residing in or near Folkestone, with a preference for those who are members of the Church of England. Those persons in need may be Individuals of either sex, or a couple without discrimination towards civil partnerships.

The trustees confirm that they have referred to the advice contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aim and objectives, and in planning future activities.

### **Achievements and Performance during 2022**

#### **A. Achievement and Performance 2022**

The charity continued to provide affordable well-maintained accommodation for people in need in Folkestone. One void arose during the year, and this was filled within 23 days. The trustees focussed on measures to ensure that all properties met regulatory standards. Works completed throughout the year included replacing 2 bathrooms, 3 windows and 2 double glazed doors, along with adding extra fire detection to the attic of John Bowley House.

After assessing energy usage at both properties and approving a low carbon environmental policy, the Charity received the Blue Level 'Steps To Environmental Management' Award from Low Carbon Kent. The Trustees ensured that insulation levels were topped where needed and approved the trial of Quantum Dimplex Storage heaters to replace dated storage heaters in one of the flats. The trustees accepted the options for upgrading the heating at John Bowley House, whilst still maintaining acceptable EPC levels, were limited. Very few residents use the existing storage heaters because of the cost, problems heating the property when needed and difficulties adjusting the controls.

At the request of residents, the trustees arranged for additional trellis to be added to the perimeter of the John Bowley front garden to increase privacy and raised beds were replaced with a picnic table. Rainwater collected at John Bowley House was used to water Incredible Edible Cheriton and Broadmead's high street planters. A range of edible plants and shrubs were grown in the gardens at both properties. John Bowley House residents noticed increased numbers of frogs and hedgehogs in their garden.

#### **B. Plans for 2023**

##### **i) Buildings**

The trustees will ensure that independent building inspections are undertaken at both properties and will address issues arising from the 2022 Fire Door Inspection at John Bowley House.

John Bowley House currently has capacity to collect 1,200 litres of rainwater from the roof. Trustees want to reduce dependency on mains fed water and hope to dramatically improve water collection capacity with the installation of five 800 litre tanks. Water collected will be used to water the gardens and Incredible Edible's High Street planters.

The trustees would like to trial a hot composter at the Sherwood Trust Homes to convert residents' food waste into compost for the gardens.

# **JOHN BOWLEY AND SHERWOOD ALMSHOUSES**

## **TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2022**

### **ii) Community Links and Environment**

The Trustees hope to continue working with the organisers of the Cheriton Lights Festival, the Cheriton Christmas lights, Hythe Hops, 'Incredible Edible Cheriton and Broadmead' and FHDC.

### **Financial review**

The charity is mainly funded by the weekly maintenance contributions receivable for the letting of the twelve flats at John Bowley House, and the four bungalows at Sherwood Trust Homes. The total weekly maintenance contributions received during the year amounted to £102,963 an increase of £6,327 over the prior year.

John Bowley House weekly maintenance contributions at the end of the year stood at £115.30 per week for each of the eight single bedroom flats and £126.95 for each of the four two-bedroom flats. For Sherwood Trust Homes, the weekly maintenance contributions for each of the four bungalows at the end of the year stood at £100.95, £115.30 or £126 per week (depending on the property). These figures exclude the 'Intensive Housing Management' (non-rent element) charge subsidized from Housing Benefit.

### **Policy on reserves**

In accordance with the formal reserves policy, the charity sets aside money in an extraordinary repair fund and a cyclical repair fund. Reserves are being held to pay for any large, unexpected building costs, such as window upgrades, updating heating systems and measures required to combat climate change. The charity maintains reserve funds to meet unforeseen expenditure at least equivalent to one month's income. As balances permit, it seeks to add to its funds, which are invested in appropriate stocks in accordance with the National Scheme for Almshouses to meet long term capital replacement costs. Funds are also held in short term bonds.

### **Investment policy**

The charity maintains no investments other than those referred to under the "Policy on Reserves".

### **Major risks**

The charity provides two Almshouse buildings, which are usually occupied fully by residents that it appoints in accordance with the criteria laid down. Risks are those typically associated with the buildings, those arising from the conduct of its appointed residents, and those from the misconduct of the administrator, the scheme manager and the trustees. In these matters, the trustees are subject to regulation and annual scrutiny by The Regulator for Social Housing and the Charity Commission.

### **Building risks**

The charity has comprehensive insurance cover to provide for risks to the fabric of the buildings and the replacement of fixtures and fittings damaged, other than by normal wear and tear, along with specific insurance cover for the scooter shed at John Bowley House. The quinquennial inspection was undertaken in 2017 and the insurance is kept under review. The trustees' insurances include cover for legal costs arising from actions which may be brought against them and risks to third parties.

### **Residents' risks**

On appointment, residents are required to sign an agreement, in a form common to Almshouses in the United Kingdom, setting out the limits of their personal liability and restrictions on their use of the property so that the interests of the trustees and other residents may be protected. Residents are advised to take out insurance for their own belongings.

In more recent years one of the major risks is from residents who are increasingly frail or who have dementia. The John Bowley and Sherwood Almshouses do not have the resources to care for people as they become frailer and support for these people in the community is limited.

# **JOHN BOWLEY AND SHERWOOD ALMSHOUSES**

## **TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2022**

### **Value for Money (VFM)**

#### **1. Introduction**

This report sets out our VFM performance looking back over 2022 and provides our VFM targets going forward. It aims to provide the reader with a transparent account of how we are striving to make the most of the resources at our disposal in the pursuit of our strategic objectives. We positively encourage feedback and challenge from our customers and other stakeholders on our VFM performance. The report is structured to meet the requirements of the RSH's VFM standard with which we must comply as a Registered Provider.

#### **2. Our corporate objectives & how we measure success**

Our strategic objectives aim to deliver our social purpose. The objectives therefore reflect the value we are seeking to maximise in the context of VFM. To measure our success, we have set metrics against our objectives:

- **Provide good quality, safe, secure housing**
  - Improvement to EPC ratings (C rating minimum requirement set by trustees)
  - Response time for Emergency repairs (within 24 hour to ensure the properties are safe residents)
  - Health and safety compliance metrics (Gas safety checks, LOLER inspections, fixed wiring checks, PAT testing, fire alarm tests/ lifeline checks and rectifying problems)
  - Affordable weekly maintenance charges compared to market rentals
- **Support Dignity and independence**
  - Residents' views taken into account and involvement in decision making - Resident attendance at trustees' meetings
  - Residents' complaints listened to
  - Adaptations made to properties where practical and affordable to ensure residents can remain in their own homes
- **Community Investment-making communities work by improving the local quality of life**
  - Partnership work with local community groups and events
  - Tenant satisfaction surveys
  - Feedback from partner organisations

#### **3. Our approach to investment**

Key contextual considerations frame our approach to investing in our objectives. They include:

- The residents of the John Bowley and Sherwood Almshouses are all aged 60 or over. Safety of residents is paramount, and trustees work tirelessly to ensure the buildings are well maintained and safe.
- There is a high demand for these properties in the area, because the weekly charges are lower than the market rents for comparable properties. In most cases the weekly maintenance charges are covered fully by Housing Benefit.
- The trustees have been working hard to update the properties over the past few years and in the main there would be little work to do on any of them if they became vacant.

## **JOHN BOWLEY AND SHERWOOD ALMSHOUSES**

### **TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2022**

- Maintaining a list of suppliers and contractors who offer a good service and value for money can be a challenge.
- Residents' feedback and suggestions are normally considered at trustees' meetings, with residents' representatives in attendance.
- The charity holds limited reserves for emergencies- so only limited large scale projects can be implemented annually.

Appertaining to these considerations, our approach to investing in our objectives is as follows:

- a) To maintain existing stock and services.
- b) Ensure the safety and security of residents and properties.
- c) Regularly review and implement environmental measures to reduce CO2 emissions and use of harmful products.

#### **4. Measuring VFM**

Our strategic success measures above are key to us understanding our value as expressed by outputs and outcomes. However, to fully understand VFM, we use a wider set of indicators. It helps us understand not only what we are achieving but how well the delivery system is working. It incorporates our strategic metrics and targets, as well as RSH metrics.

# JOHN BOWLEY AND SHERWOOD ALMSHOUSES

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2022

### a. Value for Money Metrics

Metric	RSH metrics	Actual 2022	Target 2023	Global accounts median 2021 Less than 2500 units
Reinvestment %	Yes	0%	0%	4.6%
New supply delivered %	Yes	0%	0%	
New social housing supply	Yes	0%	0%	0.8%
New non- social housing supply	Yes	0%	0%	0%
Gearing % - debt as a % of assets	Yes	0%	0%	33.7%
EBITDA MRI Interest cover %	Yes	0%	0%	205%
Headline social housing cost per unit	Yes	£6,578	£6,560	£4,790
Operating margin % - social housing	Yes	21.4%	27.3%	25.1%
Operating margin % - overall	Yes	21.4%	27.3%	22.1%
Return on capital employed (ROCE) %	Yes	2.5%	3.5%	2.9%
Average WMC increases compared to other registered providers nationally	No	3.7%	7%	-
Rent Loss from Voids	No	0.4%	5%	-
Bad debts for the year		£Nil	£Nil	-
Tenant arrears		0.9%	5%	-
Turnover RSL		£102,981	£102,959	-
EPC Rating C and above (2014/2021)	No	87.5%	87.5%	-
Resident participation in decision making (attendance at trustee meetings)	No	37.5%	75%	-

# JOHN BOWLEY AND SHERWOOD ALMSHOUSES

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2022

### b. Tenant Satisfaction Survey 2022/23

Question	% Very satisfied or Strongly agree	% Fairly Satisfied	% yes	% No	% N/A
1. Taking everything into account, how satisfied or dissatisfied are you with the service provided by the Charity?	93.33	6.67			
2. Has the Charity carried out a repair to your home in the last 12 months?			66.67	33.33	
3. If yes (to question 2), how satisfied or dissatisfied are you with the overall repairs service from the Charity over the last 12 months?	90.91	9.09			
4.a If yes (to question 2), how satisfied or dissatisfied are you with the time taken to complete your most recent repair after you reported it?	90.09				9.09
4. b Are you still waiting for repairs to be carried out Yes/ NO				100	
4.c. Have you declined for repairs to be carried out Yes/ No				100	
5. How satisfied or dissatisfied are you that the Charity provides a home that is well-maintained?	100				
6. Thinking about the condition of the property or building you live in, how satisfied or dissatisfied are you that the Charity provides a home that is safe?	93.33	6.37			
7. How satisfied or dissatisfied are you that your landlord listens to your views and acts upon them?	100				
8. How satisfied or dissatisfied are you that the charity keeps you informed about things that matter to you?	100				
9. To what extent do you agree or disagree with the following? "the John Bowley and Sherwood Almshouses treats me fairly and with respect."	100				
10. Have you made a complaint to the Charity in the last 12 months? (be clear that expressions of dissatisfaction are complaints). Yes/ No If yes, how satisfied or dissatisfied are you with your landlord's approach to complaint handling?	100		23.08	76.92	
11. Do you live in a building with communal areas, either inside or outside, that the Charity is responsible for maintaining?			100		
11.b If yes, how satisfied or dissatisfied are you that your landlord keeps these communal areas clean and well-maintained?	100				
How satisfied or dissatisfied are you that the John Bowley and Sherwood Almshouses makes a positive contribution to your neighbourhood?	100				
12. How satisfied or dissatisfied are you with the Charity's approach to handling anti-social behaviour?	73.33				26.67
13. How satisfied or dissatisfied are you that the weekly maintenance charges represent good value for money	93.33	6.67			

# JOHN BOWLEY AND SHERWOOD ALMSHOUSES

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2022

### c. Tenant Satisfaction measured by the landlord

Question	Score	Notes
<b>Decent Homes Standard</b> Percentage of Homes that don't meet the decent Homes Standard	0%	Trustees have just commissioned quinquennial inspections of their properties
<b>Repairs</b> Repairs completed with target timescale (emergency and non-emergency repairs requested by tenants)	100%	
<b>Gas Safety Checks</b> Percentage of homes that have had all the necessary gas safety checks.	100%	
<b>Fire Risk Assessments</b> Percentage of homes in buildings that have had all the necessary fire risk assessments.	100%	Trustees to action points raised in the 2022 Fire Door Survey in 2023
<b>Asbestos Safety Checks</b> Percentage of homes in buildings that have had all the necessary asbestos management surveys or re-inspections	100%	
<b>Water safety checks</b> Percentage of Homes that have had all the necessary legionella risk assessments	100%	Reviewed by trustees
<b>Lift safety checks</b> Percentage of homes in buildings where the communal passenger lifts have had all the necessary safety checks	100%	
<b>Complaints relative to size of landlord</b> The number of complaints the landlord receives for each 1,000 homes they own	NA	1 complaint received from 16 properties
<b>Complaints responded to within complaint handling scale timescales</b> Percentage of complaints the landlord responds to within the times set by the Housing Ombudsman's Complaint Handling Code.	100%	
<b>Antisocial cases relative to the size of the landlord</b> The number of anti-social behaviour cases opened for each 1,000 homes.	NA	No incidents of antisocial behaviour
<b>Fixed Wiring Checks</b> The number of properties that have up to date fixed wiring checks	100%	

### 5. Our VFM performance in 2022

The VFM dashboard in section 4 identifies the VFM targets for 2022 against our strategic objectives.

Overall, the charity performed well against global account metrics. The charity used its resources to maintain the properties to a high standard rather than acquiring new units. This strategy is unlikely to change in 2023. Most income was derived from Housing Benefit and was paid direct to the landlord. The charity focussed on maintaining properties at to the Decent Homes Standard throughout 2022 and this is one of the reasons that the properties are in high demand and the charity can maintain a voids figure below the 5% suggested by the Almshouses Association.

The charity continued working on improving EPC ratings. Only 2 properties have a 'd' rating and no works are suggested in the recent EPCs that could improve the bandings.

Resident involvement in trustees meeting increased in 2022 from 25 to 37.5%.

# **JOHN BOWLEY AND SHERWOOD ALMSHOUSES**

## **TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2022**

### **6. VFM targets going forward**

Our forward targets are set out in the table at section 4.

The targets going forward may be impacted by the cost-of-living crisis. The cost of materials, needed for repairs, have been increasing steadily over the past year. All the properties are lettable in their current condition if there is a void.

Raising EPC targets will be dependent on the cost and reliability of new technology as well as the opportunity to retrofit properties when they are vacant.

### **Statement of Trustees' Responsibilities**

The registered housing legislation requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit for that period.

In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable it to ensure that the financial statements comply with the Housing and Regeneration Act 2008 and The Accounting Direction for Social Housing in England from April 2015. The trustees have general responsibility for taking reasonable steps to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.



# **JOHN BOWLEY AND SHERWOOD ALMSHOUSES**

## **TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2022**

### **Statement of disclosure of information to auditors**

We, the trustees of the charity who held office at the date of approval of these financial statements as set out above each confirm, so far as we are aware, that:

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

This report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006.

The trustees report was approved by the trustees on 6 April 2023 and signed on their behalf by:



.....  
**Mr T S McNeice**  
Trustee



.....  
**Mrs R I Braid**  
Trustee

## **JOHN BOWLEY AND SHERWOOD ALMSHOUSES**

### **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF JOHN BOWLEY AND SHERWOOD ALMSHOUSES (continued)**

#### **Opinion**

We have audited the financial statements of John Bowley and Sherwood Almshouses (the 'charity') for the year ended 31 December 2022 which comprise the statement of comprehensive income, the statement of changes in equity, the statement of financial position, the statement of cash flows and the related notes. 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).

The financial statements have been prepared in accordance with The Accounting Direction for Private Registered Providers of Social Housing from April 2015 and the Statement of Recommended Practice (SORP) Accounting by registered social housing providers (updated 2018).

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2019.

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2022, 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 Charities Act 2011, the Housing and Regeneration Act 2008 and The Accounting Direction for Social Housing in England from April 2015.

#### **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 Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council'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**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

#### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditors' Report thereon. 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.

## **JOHN BOWLEY AND SHERWOOD ALMSHOUSES**

### **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF JOHN BOWLEY AND SHERWOOD ALMSHOUSES (continued)**

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

In addition, we have nothing to report in respect of the following matter where the Housing and Regeneration Act 2008 requires us to report to you if, in our opinion:

- a satisfactory system of control over transactions has not been maintained.

#### **Responsibilities of trustees**

As explained more fully in the statement of trustees' responsibilities set out on page 8, the trustees 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 Charity'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 directors either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

#### **Auditors' 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 Auditors' Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an 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. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

## **JOHN BOWLEY AND SHERWOOD ALMSHOUSES**

### **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF JOHN BOWLEY AND SHERWOOD ALMSHOUSES (continued)**

#### **Capability of the audit in detecting irregularities including fraud**

Based on our understanding of the Charity, we have considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities Act 2011. We evaluated management incentives and opportunities for fraudulent manipulation of the financial statements including management override, and considered that the principal risk was related to the posting of inappropriate journal entries to improve the result before tax for the year.

We designed audit procedures to respond to the risk, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion.

Procedures performed by the audit team included:

- Discussions with management regarding known or suspected instances of non-compliance with laws and regulations;
- Evaluation of controls designed to prevent and detect irregularities; and
- Assessing journal entries as part of our planned audit approach.

There are inherent limitations in the audit procedures described above, and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. As in all of our audits we also addressed the risk of management override of internal controls, including testing journals and evaluating whether there was evidence of bias by the directors that represented a risk of material misstatement due to fraud.

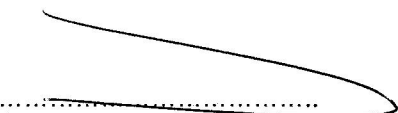
A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities).

This description forms part of our auditor's report.

Magee Gammon Corporate Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

#### **Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Account and Reports) Regulations 2008 and section 137 of the Housing and Regeneration Act 2008. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Mr Andrew J Childs FCA (Senior Statutory Auditor)

For and on behalf of Magee Gammon Corporate Limited

**Chartered Accountants  
Statutory Auditor**  
Henwood House  
Henwood  
Ashford  
Kent  
TN24 8DH

Date: 5 May 2023

# JOHN BOWLEY AND SHERWOOD ALMSHOUSES

## STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	2022			2021
		£	£	£	£
<b>Turnover</b>	3		105,282		98,955
<b>Operating expenditure</b>					
Management expenses	4	58,021		47,460	
Repairs and maintenance		18,502		15,660	
Service costs	5	6,291		4,665	
			(82,814)		(67,785)
			22,468		31,170
<b>Other income</b>	6		20		-
<b>Operating surplus</b>	8		22,488		31,170
Interest receivable and other income	7		1,358		948
<b>Surplus for the year</b>			23,846		32,118
Revaluation of investments	13		(5,225)		2,727
<b>Total comprehensive income for the year</b>			18,621		34,845

On behalf of the trustees:



Mr T S McNeice  
Trustee



Mrs R I Braid  
Trustee

# JOHN BOWLEY AND SHERWOOD ALMSHOUSES

## STATEMENT OF CHANGES IN RESERVES FOR THE YEAR ENDED 31 DECEMBER 2022

	Revenue Reserves £	Designated Reserves £	Restricted Funds £	Total £
<b>Balance at 1 January 2022</b>	463,571	203,000	49,850	716,421
Surplus / (deficit) from statement of comprehensive income	27,332	(8,711)	-	18,621
	490,903	194,289	49,850	735,042
Transfer between funds	(8,711)	8,711	-	-
<b>Balance at 31 December 2022</b>	482,192	203,000	49,850	735,042

# JOHN BOWLEY AND SHERWOOD ALMSHOUSES

## STATEMENT OF FINANCIAL POSITION AS AT ENDED 31 DECEMBER 2022

	Notes	2022	2021
		£	£
<b>Fixed assets</b>			
Tangible fixed assets	12	747,313	739,722
Investments	13	44,665	49,890
		<hr/>	<hr/>
		791,978	789,612
<b>Current assets</b>			
Trade and other debtors	14	6,615	4,402
Cash and cash equivalents		114,208	100,494
		<hr/>	<hr/>
		120,823	104,896
<b>Creditors: amounts falling due within one year</b>	15	(10,767)	(8,776)
		<hr/>	<hr/>
<b>Net current assets</b>		110,056	96,120
		<hr/>	<hr/>
<b>Total assets less current liabilities</b>		902,034	885,732
		<hr/>	<hr/>
<b>Creditors: amounts falling due after more than one year</b>	16	(166,992)	(169,311)
		<hr/>	<hr/>
<b>Total net assets</b>		735,042	716,421
		<hr/>	<hr/>

# JOHN BOWLEY AND SHERWOOD ALMSHOUSES

## STATEMENT OF FINANCIAL POSITION (continued) AS AT YEAR ENDED 31 DECEMBER 2022

	Notes	2022	2021
		£	£
<b>Reserves</b>			
Revenue reserve		482,192	463,571
Designated reserves	19	203,000	203,000
Restricted reserves	18	49,850	49,850
		<hr/>	<hr/>
		735,042	716,421
		<hr/>	<hr/>

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

For the year in question, the charitable company was entitled to exemption from an audit under section 477 of the Companies Act 2006.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with the section 476 of the Act.

The trustees/directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These financial statements were approved by the trustees and authorised for issue on 6 April 2023.

On behalf of the trustees:



.....  
**Mr T S McNeice**  
Trustee



.....  
**Mrs R I Braid**  
Trustee

**Company Registration No. 07568820**  
**Charity Registration No. 1143234**



# JOHN BOWLEY AND SHERWOOD ALMSHOUSES

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	2022	2021
		£	£
<b>Net cash generated from operating activities</b>	20	35,810	43,700
<b>Cash flow from investing activities</b>			
Purchase of tangible fixed assets		(22,430)	(20,036)
Interest received		334	8
		<hr/>	<hr/>
		13,714	23,672
<b>Cash flow from financing activities</b>			
Interest paid		-	-
Repayment of borrowings		-	-
		<hr/>	<hr/>
		-	-
		<hr/>	<hr/>
<b>Net change in cash and cash equivalents</b>		13,714	23,672
Cash and cash equivalents at beginning of the year		100,494	76,822
		<hr/>	<hr/>
<b>Cash and cash equivalents at end of the year</b>		114,208	100,494
		<hr/>	<hr/>

# **JOHN BOWLEY AND SHERWOOD ALMSHOUSES**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022**

### **1. Accounting policies**

#### **1.1 Basis of preparation**

The charity is incorporated under the Companies Act 2006. The charity is a registered charity in accordance with the Charities Act 2011 and is a registered provider of social housing. The charity constitutes a public benefit entity as defined by FRS102.

The financial statements have been prepared in accordance with applicable United Kingdom financial reporting standards, the Housing SORP 2018; Statement of Recommended Practice for social housing providers, and with The Accounting Determination for Social Housing in England from September 2018. The accounts are prepared in accordance with the historical cost basis of accounting except as modified by the revaluation of investments and certain fixed assets.

#### **1.2 Fund accounting**

Revenue reserves are unrestricted reserves which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated reserves are part of unrestricted reserves which have been earmarked by the trustees for a particular purpose. Such designations may be reversed by future trustees' decisions. Expenditure cannot be directly set against designated reserves but is taken through the income and expenditure account. A transfer is then made from designated reserves as appropriate.

Restricted reserves are those reserves which are only expendable in accordance with the wishes of the funder or regulatory body. Restricted reserves include funds raised in response to a specific appeal. Expenditure cannot be directly set against restricted reserves but is taken through the income and expenditure account. A transfer from restricted reserves is then made as appropriate.

Where a restricted reserve is represented by assets that are then revalued, the revaluation element is added to the restricted reserve.

#### **1.3 Income**

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

Maintenance contributions receivable, including Supporting People income, are included in turnover, net of losses from voids.

Social Housing Grants relating to assets are recognised as income on a systematic basis over the expected life of the assets. The income arising is included in turnover.

Land donated or transferred at a price less than its open market value is included at its current value on the date it is received. The difference between the current value and the transfer price is taken to the property valuation reserve.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

# **JOHN BOWLEY AND SHERWOOD ALMSHOUSES**

## **NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 DECEMBER 2022**

### **1. Accounting policies (continued)**

#### **1.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

#### **1.5 Fixed assets**

At each balance sheet date, the trustees review the carrying amounts of the charity's freehold property and fixtures and fittings to determine whether there is any indication that any assets have suffered an impairment loss. If any such indication exists, the recoverable amount of an asset is estimated in order to determine the extent of the impairment loss, if any.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. The impairment loss is recognised as expense in the SOFA immediately.

Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, to the extent that the increased carrying amount does not exceed the carrying amount that would have been determined (net of depreciation) had no impairment loss been recognised for the asset in prior years. The reversal of an impairment loss is recognised as income in the SOFA immediately.

Tangible fixed assets are stated at cost less depreciation. 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:

Housing properties	Not depreciated
Housing property improvements	Over an estimated useful life of 20 years on a straight line basis
Fixtures, fittings and equipment	15% straight line basis

#### **1.6 Investments**

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The net gains and losses arising on revaluation and disposals throughout the year are included in the SOFA.

#### **1.7 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount repaid net of any trade discounts due.

#### **1.8 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

# JOHN BOWLEY AND SHERWOOD ALMSHOUSES

## NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 DECEMBER 2022

### 1. Accounting policies (continued)

#### 1.9 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.

#### 1.10 Financial instruments

The charity only has financial assets and financial 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 with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

### 2. Units in management

	Units at start	Units at end
Supported housing and housing for older people	16	16

### 3. Turnover

	2022 £	2021 £
Weekly maintenance contributions	102,963	96,636
Social housing grant utilised in year	2,319	2,319
	<u>105,282</u>	<u>98,955</u>

### 4. Management expenses

	2022 £	2021 £
Water rates	148	82
Light and heat	2,212	2,401
Insurances	2,585	2,365
Cleaning	2,111	1,985
Telephone	309	330
Administration	35,817	24,160
Loss on disposal of tangible fixed assets	-	46
Depreciation	14,839	16,091
	<u>58,021</u>	<u>47,460</u>

### 5. Service costs

	2022 £	2021 £
Audit and accountancy	4,556	3,280
Subscriptions	927	810
Professional fees	751	575
	<u>6,291</u>	<u>4,665</u>

# JOHN BOWLEY AND SHERWOOD ALMSHOUSES

## NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 DECEMBER 2022

### 6. Other income

	2022	2021
	£	£
Non-government grants and donations	20	-

### 7. Interest receivable and other income

	2022	2021
	£	£
Dividends received	848	940
Bank interest received	334	8
	<u>1,182</u>	<u>948</u>

Notional dividends only are declared on the holding of BlackRock Charities UK Bond Fund A Accumulation Shares. The dividend is not distributed but is retained within the fund to increase the value of the shares. The amounts so treated during the year were £499 (2021 - £522).

### 8. Operating surplus

	2022	2021
	£	£
Operating surplus as stated after charging:		
Auditor's remuneration	4,454	3,280
Depreciation	14,839	16,091

### 9. Auditors' remuneration

	2022	2021
	£	£
Fees payable for the audit of the charity's financial statements	4,454	3,280
Fees payable for other services	751	575

### 10. Staff costs

During the year, the charity continued to employ a part-time Clerk working 30 hours (2021 – 27 hours) per week. No employee received remuneration above £60,000 (2021 – none).

Staff costs for the year amounted to:

	2022	2021
	£	£
Wages and salaries	29,745	19,692
Pension costs	693	394
	<u>30,438</u>	<u>20,086</u>

# JOHN BOWLEY AND SHERWOOD ALMSHOUSES

## NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 DECEMBER 2022

### 11. Trustees' remuneration, expenses and transactions with related parties

No trustees received any remuneration during the year (2021 - £nil).

No trustees received any benefits in kind during the year (2021 - £nil).

No trustees received any reimbursement of expenses during the year (2021 - £nil).

At 31 December 2022, four trustees were councillors of Folkestone Town Council. All transactions with Folkestone Town Council were on an arms length basis, and none of the trustees were able to use their position to their advantage.

None of the trustees or other persons related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2021 - £nil).

### 12. Tangible fixed assets

	Housing property improvements £	Housing properties for letting £	Fixtures and fittings £	Office equipment £	Total £
<b>Cost or valuation</b>					
At 1 January 2022	183,991	548,967	44,958	650	778,566
Additions	18,702	-	3,544	184	22,430
Disposals	-	-	-	-	-
At 31 December 2022	202,693	548,967	48,502	834	800,996
<b>Depreciation</b>					
At 1 January 2022	9,523	-	29,164	157	38,844
Charge for the year	10,358	-	4,323	158	14,839
Disposals	-	-	-	-	-
At 31 December 2022	19,881	-	33,487	315	53,683
<b>Net book value</b>					
At 31 December 2022	182,812	548,967	15,015	519	747,313
At 31 December 2021	174,468	548,967	15,794	493	732,722

A formal valuation of John Bowley House was carried out in October 2010 at which time the market value was estimated at £1,100,000. No formal valuation has been prepared for Sherwood Trust Homes but the trustees are of the opinion the market value is unlikely to be less than £500,000.

Housing properties for letting includes £49,850 in respect of donated land and buildings which remain the property of John Bowley and Sherwood Almshouses (charity number 1143234-1, formerly 210959). In accordance with guidance issued by the Charity Commission, the transactions are reflected in the account of John Bowley and Sherwood Almshouses (charity number 1143234) as the constituent charity under a uniting direction.

# JOHN BOWLEY AND SHERWOOD ALMSHOUSES

## NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 DECEMBER 2022

### 13. Investments

	2022 £	2021 £
The market value of investments as at 31 December 2022 is as follows:		
M&G: Charity Multi Asset Fund – 843 income units	744	768
BlackRock: Charities UK Bond Fund A – 309.166 accumulation units	13,496	16,373
BlackRock: Charities UK Bond Fund A – 720 income units	1,051	1,323
BlackRock: Charities UK Equity Fund A – 2,753.536 income units	19,011	19,699
COIF: 571 income units	10,363	11,727
	<hr/> 44,665	<hr/> 49,890

The cost of investments as at 31 December 2022 is as follows:

M&G: Charity Multi Asset Fund – 843 income units	732	732
BlackRock: Charities UK Bond Fund A – 309.166 accumulation units	15,965	15,965
BlackRock: Charities UK Bond Fund A – 720 income units	1,376	1,376
BlackRock: Charities UK Equity Fund A – 2,753.536 income units	18,105	18,105
COIF: 571 income units	6,659	6,659
	<hr/> 42,837	<hr/> 42,837

All investments held at 31 December 2022 are UK listed investments in managed funds.

Market value at 1 January 2022	49,890	47,163
Unrealised surplus / (deficit)	(5,225)	2,727
	<hr/> 44,665	<hr/> 49,890

# JOHN BOWLEY AND SHERWOOD ALMSHOUSES

## NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 DECEMBER 2022

### 14. Trade and other debtors

	2022	2021
	£	£
Arrears of maintenance contributions	2,477	764
Other debtors	176	-
Prepayments and accrued income	3,962	3,638
	<u>6,615</u>	<u>4,402</u>

### 15. Creditors: amounts falling due within one year

	2022	2021
	£	£
Accruals and deferred income	8,464	8,456
Other creditors	2,303	320
	<u>10,767</u>	<u>8,776</u>

### 16. Creditors: amounts falling due after more than one year

	2022	2021
	£	£
Accruals and deferred income	166,992	169,311
	<u>166,992</u>	<u>169,311</u>

### 17. Deferred income

	2022	2021
	£	£
Balance brought forward	169,311	171,630
Released in year	(2,319)	(2,319)
	<u>166,992</u>	<u>169,311</u>

Deferred income represents a capital grant received for the construction of John Bowley House. The grant is being released over the estimated useful life of the property in accordance with FRS 102.



# JOHN BOWLEY AND SHERWOOD ALMSHOUSES

## NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 DECEMBER 2022

### 18. Restricted reserves

	Property valuation reserve £	Total £
At 1 January 2022	49,850	49,850
Surplus / (deficit) for the year	-	-
Transfer between funds	-	-
At 31 December 2022	49,850	49,850

#### Property valuation reserve

The land and buildings were donated to the charity under permanent endowment. The restrictions placed upon the donations are therefore applied to the revaluation of the donated property.

Due to the restrictions on the original donations, the land and building and the related revaluation remain in the unincorporated charity known as John Bowley and Sherwood Almshouses (charity number 1143234-1, formerly 210959). In accordance with guidance issued by the Charity Commission, the transactions are reflected in the account of John Bowley and Sherwood Almshouses (charity number 1143234) as the constituent charity under a uniting direction.

### 19. Designated reserves

	Cyclical maintenance fund £	Extra- ordinary repair fund £	Total £
At 1 January 2022	30,000	173,000	203,000
Surplus / (deficit) for the year	(8,711)	-	(8,711)
Transfers between funds	30,552	-	30,552
Transfers for capital spend	(21,841)	-	(21,841)
At 31 December 2022	30,000	173,000	203,000

# JOHN BOWLEY AND SHERWOOD ALMSHOUSES

## NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 DECEMBER 2022

### 20. Note to the statement of cash flows

	2022	2021
	£	£
<b>Cash flow from operating activities</b>		
Surplus for the year	23,846	32,118
<b>Adjustments for non-cash items:</b>		
Depreciation of tangible fixed assets	14,839	16,091
Loss on disposal of tangible fixed assets	-	46
(Increase) / decrease in trade and other debtors	(2,213)	1,122
Increase / (decrease) in trade and other creditors	1,991	(3,350)
Government grants utilised in the year	(2,319)	(2,319)
Interest received	(334)	(8)
	<hr/>	<hr/>
	35,810	43,700
	<hr/>	<hr/>