



THE MEAT INDUSTRY CHARITY

BUTCHERS AND DROVERS CHARITABLE INSTITUTION

## FINANCIAL REPORT AND ACCOUNTS

**FOR THE YEAR ENDED  
31 DECEMBER 2021**

Registered Charity No. 1155703  
Company No. 8880818

# Butchers and Drovers Charitable Institution

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# Butchers and Drovers Charitable Institution

## CHARITY INFORMATION

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### TRUSTEES/DIRECTORS

I Kelly (Chairman) #\*  
E Hoefling (Treasurer) #\*  
T Houlihan #\*

J Sydenham #\*  
S E Hoefling #\*  
M Attwood #\*

### Committees:

- Grants Committee includes all Trustees/directors and other Supporters
- \* for Finance and Investments Committee
- # for Marketing & Fundraising Committee

### COMPANY SECRETARY

Moore Kingston Smith Advisers Limited

**REGISTERED CHARITY NUMBER 1155703**  
**COMPANY REGISTRATION NUMBER 8880818**

### REGISTERED OFFICE

Ground Floor, 4 Victoria Square  
St Albans  
AL1 3TF

**SOLICITORS**  
BDB Pitmans LLP  
50 Broadway  
London  
SW1H 0BL

**AUDITOR**  
Menzies LLP  
36 Station Road  
Egham  
Surrey  
TW20 9LF

**BANKERS**  
CAF Bank Ltd  
Kings Hill  
West Malling  
Kent ME19 4TA

**INVESTMENT ADVISERS  
AND PORTFOLIO  
NOMINEE ACCOUNT  
HOLDERS**  
Rathbones  
8 Finsbury Circus, London  
EC2M 7AZ  
CCLA  
85 Queen Victoria St  
London  
EC4V 4ET

### ACCOUNTANTS AND ADMINISTRATORS

Moore Kingston Smith Association Management  
Ground Floor, 4 Victoria Square  
St Albans  
AL1 3TF

# Butchers and Drovers Charitable Institution

## TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2021

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The Trustees are pleased to present their annual Trustees' Report together with the financial statements of the charity for the year ended 31 December 2021 which are also prepared to meet the requirements for a Directors' Report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and update bulletin 2.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

The Butchers and Drovers Charitable Institution (BDCI) is governed by the Articles of Association and objects approved by the Charity Commission in April 2014. This was a key stage in the incorporation of the charity. Registration at Companies House was filed on 6<sup>th</sup> February 2014 and approval was received from the Charity Commission on 3<sup>rd</sup> April 2014 for the change to incorporated status. All assets of the old charity were transferred into the new incorporated charity. The Articles of Association were amended by special resolutions passed on 17th December 2014, 5th May 2016 and 2nd July 2020.

The Charity is managed by a Board of Directors/Trustees listed on page two, all of whom are members of the charity in accordance with the Articles of Association. The Directors/Trustees appoint from among its numbers a Chairman, a Treasurer and may appoint a President. The Articles of Association mandate three standing committees viz Finance and Investment; Grants; Marketing and Fundraising. The Charity's administration is currently carried out by the Secretariat provided by Moore Kingston Smith Association Management. Day to day management of the Smoothfield homes is sub-contracted to Harrison Housing Ltd, a registered social landlord specialising in the provision of homes for the old and vulnerable.

Membership of the Charity is limited to 15 persons. New members may be sought by advertisement or through open dialogue with the many organisations or individuals with whom the charity is in regular contact.

The induction process for any newly appointed Trustee comprises an initial meeting with the Chairman and Treasurer, if possible, or other members/officers of the charity who explain the operation of the charity and its committees and supplies the appointee with copies of the Articles, recent minutes and a copy of the latest report and accounts. The appointee is also given a copy of the Charity Commission's guidance *The Essential Trustee*, and advised of the Charity Commission's website address. All Trustees sign a declaration confirming they have read the relevant sections of the Charities Act and are not disqualified from acting as a Trustee. Qualifying third party indemnity provision is in place for the benefit of all Trustees.

### Risk Management

The Trustees recognise their fundamental duty to protect the assets of their charity and to secure its application for the objects of the charity. In order to discharge this duty the Trustees have continued to ensure that adequate internal financial and management controls over the charity's assets and their use are in place.

During the year, the Trustees maintained a risk management procedure to enhance the level of internal controls already in place. The major risks the charity is exposed to have been identified and assessed. Suitable control systems have been identified and reviewed to mitigate those risks. Whilst recognising that it is sound practice to do so, the Trustees continue to monitor these risks on a regular basis, or when new activities may warrant the imposition of new controls.

The principal risks facing the charity are identified and assessed against a template. The analysis identifies no significant and serious risk. The Charity contracts with third party advisors and suppliers for some services. In each instance, these are professional entities providing similar services to the wider market. In the case of legal and financial services, the advisors are regulated entities.

As indicated in the financial statements (pages 12 to 25) the charity is currently adequately funded and not unduly exposed to financial risk. In the opinion of the Trustees, the Restricted and Unrestricted reserves are sufficient to fund the Charity for the foreseeable future.

# Butchers and Drovers Charitable Institution

## TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2021

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The financial markets were adversely affected by Covid-19 during the first half of 2020. However the valuation of investments recovered during the second half of that year. No further material negative effect on investment valuations was experienced in 2021. There was an increase in investment income of £50,666 compared to 2020.

### OBJECTIVES AND ACTIVITIES

The objects of the Charity are the relief of distress among beneficiaries (a) by providing ongoing financial support payments and one off grants (b) by securing residential accommodation in homes whether belonging to the Charity or to other bodies and (c) by providing other benefits and providing financial assistance for education connected with the meat industry. A Beneficiary is an individual who is either a butcher or drover or any other person who is or has been connected in any capacity with the Meat Trade in the United Kingdom or the Republic of Ireland, or the wife or widow, husband or widower, civil partner, surviving civil partner, son or daughter of such a person or of a deceased person who was eligible to be a beneficiary. (Article 3). In 2020, the objects of the charity were extended to specifically include the advancement of education in connection with or relevant to all aspect of the meat trade in the United Kingdom or the Republic of Ireland and allied trades and industries.

Historically the majority of the charity's resources were directed towards the provision of residential accommodation. However, changing social patterns, together with significant shifts in the retail meat trade mean that the balance of help has continued to move towards the award of an increasing number of one-off grants and financial assistance for education. From having seventy resident beneficiaries in the 1960s the number reduced to fewer than five. Accordingly the freehold site of the Smoothfield homes was sold in 2007 to KingsOak Limited, releasing a substantial capital sum which the charity applied in two ways: first, by purchasing sufficient flats in the open market to re-house its remaining residents, secondly by boosting its reserves through increased investments, the income from which will support a more ambitious grant-making programme.

The charity has noted some decline in the trend in the number of applicants who request ongoing financial support payments. However, where applications are received seeking assistance for on going living expenses, ongoing financial support payments are awarded. The Trustees will continue to award where it is perceived that it will assist the living standards of the beneficiary. In addition, the number of requests for grants for essential items is maintained.

### BURSARY AND EDUCATION

The charity has continued with the bursary scheme during 2021. In 2021 four bursaries of £5,000 each per year of study were awarded to students undertaking courses with relevance to the meat trade. Harper Adams University continues to administer the scheme. Applications are invited from Harper Adams University students in April/May each year. A process to select a short list and then final interviews follows with bursaries awarded in June/July. The scheme will continue in 2022. In addition, the specifically extended objects allow a rather wider offering for educational support. In this respect 1 (2020: 3) application was considered and grant paid.

### GRANT MAKING POLICY

In pursuance of the objectives of the Charity, the Grants Committee meets regularly to consider applications for assistance. Each application is treated on its merits within the rules of the charity and a grants policy. Awards may be met by a single grant, continuing grants, by assistance with Nursing-home fees, or by grant of ongoing financial support payments.

The cash assets of the charity, following the sale of the Smoothfield site has permitted a more ambitious approach to grants. At present, many applicants are referred to the charity by service welfare charities and it is recognised that as those who served in the Second World War and even those who performed National Service gradually decline in number, other sources of referral will assume greater importance. The charity continues to investigate the potential to assist suitably qualified beneficiaries by marketing and contact with industry sources.

In common with other similar benevolent funds, BDCI receives comparatively few applications directly through the meat trade. By the time an applicant requires help they have often left work or might in any case feel reluctant to solicit help through former colleagues. Accordingly, the Charity has supported initiatives such as the Occupational

# Butchers and Drovers Charitable Institution

## TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2021

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Benevolent Funds Alliance website [joblinks.co.uk](http://joblinks.co.uk) which provides a "one-stop shop" for anybody seeking help. OBFA promote the site collectively to organisations such as Citizens Advice Bureau who are often the first port of call for those in financial need.

### ACHIEVEMENTS AND PERFORMANCE

The Secretariat receives a considerable number of enquiries for assistance each year. Where the potential applicant clearly does not qualify under the charity's guidelines advice is given as to possible alternative sources of assistance. Where the applicant does qualify they are asked to complete a simple form which, together with supporting documents, goes before the Grants Committee. This committee met 8 (2020: 8) times during the year and considered 63 (2020: 42) applications for assistance. Applications varied greatly in the nature of the appeal, but the eligibility of successful candidates remains strong.

Of the 63 (2020: 42) applications considered, 53 (2020: 37) were successful. It is evident from the many letters of thanks that the Charity receives each year that the difference in quality of life that the grants make possible is much appreciated by the recipients.

Successful applicants were awarded grants for items as diverse as bathroom/bedroom adaptations, stair lift, rent arrears & deposits, rise recliner chairs, white goods, funeral costs, general living expenses and essential property repairs. Grants awarded had an average value of £1,193 (2020: £1,757) although with its income the charity has been able to make several grants of between £2,000 and £5,000.

Since occupation of the flats at Smoothfield in November 2007, the residents have settled and been able to enjoy their new facilities. Harrison Housing Ltd manages the block on behalf of the BDCI. Edita Vymeryte of Harrison Housing contacts the beneficiary residents who occupy two of the flats every day and visits each week, or more often if there are urgent demands. The residents continue to benefit from the 24-hour emergency help line provided by Hounslow Council at the expense of the charity and our remaining two beneficiary tenants receive additional service from an appointed qualified agency.

The charity is indeed grateful to all its donors.

### FINANCIAL REVIEW

During 2021 investment income increased (15.7%) as a result of changes to Company dividend policy in response to economic recovery in terms of Covid-19. As a result of the Covid-19 pandemic no fundraising events were organised during the year.

With the demise of some of the beneficiaries who formerly occupied the Charity's flats at Smoothfield in Hounslow, a number of flats are now let to tenants on a commercial basis, but at a rent broadly equivalent to the housing benefit for which the tenants are eligible. The Trustees do not consider the flats as investment properties although in prior years income from these assets has been treated as investment income. The decision to change their classification to charitable income has been effected in 2020.

Total Incoming resources for the charity in 2021 increased by 11.7% to £491,275 largely due to higher returns on Investment Income during the year.

Expenditure on all categories of charitable activity amounted to £338,958 (2020: £345,357), other expenditure to £66,472 (2020: £64,336), producing a surplus on the operating account of £85,145 (2020: £30,144).

The Smoothfield properties have now been held by the charity for fourteen years. In accordance with best practice, a professional revaluation was undertaken as at 31 December 2020. The aggregated valuation was £2,460,000. This represents a carrying value increase of £146,750 (6.3%).

In the present challenging times, there is some uncertainty as to property values as there is for other quoted investments. However as a result of the report of the qualified surveyor, the Trustees are confident that the present valuation of the Smoothfield flats is realistic.

# Butchers and Drovers Charitable Institution

## TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2021

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The Trustees remain confident that their investment policy is sound and that income from investments continues to be adequate and appropriate to the Charity's needs.

### Reserves Policy

As part of the process of incorporation, the objects of the charity were made wider. Specifically, this was twofold. Firstly, the objects now allow for the inclusion of applications for assistance from beneficiaries in the Republic of Ireland. Secondly, the requirement that all beneficiaries are over 60 or unable to work has been removed. As a result, in accordance with the requirements of the Charity Commission, the reserves of the charity must be allocated to 'Restricted', which refers to the objects under the old rules of the charity and 'Unrestricted' which refers to funds raised after April 2014, less payments made under the new objects.

With effect from April 2014, all income from Charitable activities is allocated to the Unrestricted fund. A material source of this is the Festival Dinner and other fund-raising activities. Since the inception of the fund at incorporation and approval of the wider objects by the Charities Commission, the balance of the Unrestricted fund stands at £326,740 (2020: £307,752). The Charitable expenditure against the Unrestricted fund was £18,300 (2020: £15,850). The Trustees are therefore satisfied that the Unrestricted fund is at least sufficient to meet future demands. The Trustees have agreed the level of reserves should be sufficient to meet the demands under the new objects.

The Charity's Restricted Reserves comprise permanent endowment, leasehold property and investment in equities, bonds and cash. The leasehold property, acquired in 2007, is reported at market value as at 31 December 2020. In view of a continuing demand on the Charity's resources, and the uncertain level of income from annual fundraising efforts, the Trustees maintain that current levels of Restricted Reserves are not excessive. Assets are adequate to fulfil the obligations of the Charity and the majority of funds are realisable at short notice. The value of Restricted funds at year end was £15,353,321 (2020: £14,006,194).

The Charity's Unrestricted Reserves comprise cash raised on and after 3 April 2014 less grants and other charitable payments made under the new objects of the charity. In view of a continuing demand on the Charity's resources, and the uncertain level of income from annual fundraising efforts, the Trustees maintain that current levels of Unrestricted Reserves are not excessive. Assets are adequate to fulfil the obligations of the Charity and are realisable at short notice.

The extension of objects in 2020 allowed that financial support for wider education. However, it was necessary to ensure that such activities would not adversely affect ongoing support. The Trustees are satisfied that this is the case.

### Investment Policy

The Trustees' investment policy aims to achieve three objectives:

- Funding: to ensure that over time sufficient assets are available to meet the needs of potential beneficiaries;
- Security: to ensure that the downside risks of market movements are minimised;
- Stability: to have regard to the Trustees' ability to meet its liabilities on a year-by-year basis.

Undue concentration of risk is avoided by diversification within and across a number of major asset classes. The performance of the Charity's investment managers is reviewed regularly against relevant benchmark indices. During the year, the investment performance was consistently at or above the benchmarks.

During the year Trustees considered whether any specific company or industry should be excluded from the charity's investment portfolio on the grounds of conflict with the charity's stated objectives and concluded that no conflict on these grounds existed. However, the Trustees aim to observe responsible investment principles. The charity's investment managers are expected to take into consideration the environmental, social and governance characteristics of existing and prospective investments, where this is practicable and proportionate in the context of overall investment policy.

## FUNDRAISING

BDCI operates very little fundraising activity. In the past a Festival Dinner was held, typically in October/November. This served to publicise the work and activities of the charity within the industry and achieved

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## TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2021

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modest fundraising (2019: £24,000). However, the surplus raised by the event has been steadily reducing each year. Further the effect of Covid-19 has prevented holding any events in 2020/2021.

### PLANS FOR THE FUTURE

The Trustees continue their efforts to publicise the activities of the Charity to those who might be eligible for help and review the level of fundraising required in light of the current requests for assistance. It has been thought that the name of the Charity, particularly the words 'Benevolent Institution' may communicate a somewhat dated message. As a result, the Charity has adopted the strap line 'Lean on Us', in an effort to project a more contemporary message.

### COVID-19

The Trustees have reviewed the question of Going Concern with respect to uncertainties with respect to Covid-19. Although there has been some volatility in the value of investment incomes, there has been little evidence of significant negative effects on the operation of the charity. In addition, should income cease entirely, the annual normal operating costs of the charity is covered more than 30 times by the value of investments. As such the Trustees are confident that the charity is indeed a going concern.

### REMUNERATION POLICY FOR SENIOR MANAGEMENT

The directors consider the board of directors, who are the Charity's Trustees, to be the personnel of the charity in charge of directing and controlling the Charity, and have employed the services of Moore Kingston Smith Association Management for the running and operating of the Charity on a day to day basis as disclosed in note 4. All directors give of their time freely and no director received remuneration in the year in respect of the day to day operations as noted above. However where specific projects requiring specialist knowledge and experience are undertaken, which are considered without the normal operations of the charity, remuneration will be considered. Rates of remuneration will be considered against levels which would otherwise be payable for such work from a similarly qualified and experienced third party. Details of directors' remuneration and expenses and related party transactions are disclosed in note 16 to the accounts.

### PUBLIC BENEFIT

As noted in this report, the Trustees meet regularly to review the needs to the charity's beneficiaries and efforts are made to ensure that potential beneficiaries are aware that funds are available. In doing so, the Trustees have taken the Charity Commission's guidance on Public Benefit into consideration.

### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also the directors of Butchers and Drovers Charitable Institution for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and the income and expenditure of the 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 Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent; and

# Butchers and Drovers Charitable Institution

## TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2021

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- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### STATEMENT AS TO DISCLOSURE TO AUDITOR

In so far as the Trustees are aware at the time of approving the Trustees' report:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

This report and accounts have been prepared in accordance with the special provisions of Part 15 of the companies Act 2006 relating to small companies.

### AUDITOR

In accordance with best corporate governance, the Board of the Charity invited four firms of suitable auditors (including RSM) to quote for the audit of the Charity. As a result, in March 2022, Menzies LLP were appointed auditors and RSM UK Audit LLP resigned.

**Approved by the Trustees and signed on their behalf by:**



**Ian Kelly**  
**Chairman**  
**13th July 2022**

# Butchers and Drovers Charitable Institution

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE BUTCHERS AND DROVERS CHARITABLE INSTITUTION

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### Opinion

We have audited the financial statements of Butchers and Drovers Charitable Institution (the 'charitable company') for the year ended 31 December 2021 which comprise the Statement of Financial Activities, the Balance Sheet, Statement of Cashflows and 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 December 2021, and of the charitable company's 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 Annual Report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the Annual Report. 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.

### Opinion 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 for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report have 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 trustees' report.

# Butchers and Drovers Charitable Institution

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE BUTCHERS AND DROVERS CHARITABLE INSTITUTION

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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 trustees' 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' exemptions in preparing the trustees report and from the requirement to prepare a strategic report.

### Responsibilities of Trustees

As explained more fully in the trustees' responsibilities statement, 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 audit conducted in accordance with ISA's (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 these are capable of detecting irregularities, including fraud is detailed below:

- The charitable company is subject to laws and regulations that directly affect the financial statements including financial reporting legislation. We determined that the following laws and regulations were most significant including FRS 102, Charities SORP, Companies Act 2006, Charities Act 2011 and the charitable company's governing document. We assessed the extent of compliance with these laws and regulations as part of our procedures on the related financial statement items.
- We understood how the charitable company is complying with those legal and regulatory frameworks by, making inquiries to management, those responsible for legal and compliance procedures and the company secretary. We corroborated our inquiries through our review of board minutes.
- The engagement partner assessed whether the engagement team collectively had the appropriate competence and capabilities to identify or recognize non compliance with laws and regulations. The assessment did not identify any issues in this area.
- We assessed the susceptibility of the Company's financial statements to material misstatement, including how fraud might occur. We considered the opportunities and incentives that may exist within the organization for fraud and identified the greatest potential for fraud in the following areas; management override of controls to manipulate results, or to cause the Company to enter into transactions not in its best interests.

Audit procedures performed by the engagement team included:

- Identifying and assessing the design effectiveness of controls management has in place to prevent and detect fraud;
- Understanding how those charged with governance considered and addressed the potential for override of controls or other inappropriate influence over the financial reporting process;
- Challenging assumptions and judgements made by management in its significant accounting estimates; and

# Butchers and Drovers Charitable Institution

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE BUTCHERS AND DROVERS CHARITABLE INSTITUTION

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- Identifying and testing journal entries, in particular any journal entries posted with unusual account combinations.

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.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <http://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>.

### 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.

*Menzies LLP*

Janice Matthews FCA (Senior Statutory Auditor)

For and on behalf of

Menzies LLP

Chartered Accountants

Statutory Auditor

Centrum House

36 Station Road

Egham

Surrey

TW20 9LF

Date.....

*4 August 2022*

# Butchers and Drovers Charitable Institution

## STATEMENT OF FINANCIAL ACTIVITIES FOR

THE YEAR ENDED 31 DECEMBER 2021 (incorporating income and expenditure account)

|  | Notes | Unrestricted<br>General<br>Fund<br>£ | Restricted<br>Fund<br>£ | Permanent<br>Endowment<br>Fund<br>£ | Year<br>Ended<br>31/12/21<br>£ | Year<br>ended<br>31/12/20<br>£ |
|--|-------|--------------------------------------|-------------------------|-------------------------------------|--------------------------------|--------------------------------|
| <b>INCOME AND ENDOWMENTS FROM:</b>             |       |                                      |                         |                                     |                                |                                |
| Donations and Legacies                         | 2     | 50                                   | -                       | -                                   | 50                             | 1,907                          |
| Charitable Activities                          |       |                                      | 94,124                  | -                                   | 94,124                         | 94,124                         |
| Other Trading Activities - Fundraising         | 2     | -                                    | -                       | -                                   | -                              | -                              |
| Investment Income                              | 3     | 7,822                                | 366,414                 | -                                   | 374,236                        | 323,570                        |
| Other Income                                   |       | 2,658                                | 20,207                  | -                                   | 22,865                         | 20,236                         |
| <b>Total Income</b>                            |       | <b>10,530</b>                        | <b>480,745</b>          | <b>-</b>                            | <b>491,275</b>                 | <b>439,837</b>                 |
| <b>EXPENDITURE ON:</b>                         |       |                                      |                         |                                     |                                |                                |
| Raising Funds                                  | 2/4   | -                                    | 43,593                  | -                                   | 43,593                         | 34,440                         |
| Charitable Activities                          | 5     | 18,300                               | 320,658                 | -                                   | 338,958                        | 345,357                        |
| Other  | 7     | -                                    | 22,879                  | -                                   | 22,879                         | 29,896                         |
| <b>Total Expenditure</b>                       |       | <b>18,300</b>                        | <b>387,130</b>          | <b>-</b>                            | <b>405,430</b>                 | <b>409,693</b>                 |
| Net gains/(losses) on investments              | 9     | 26,758                               | 1,253,512               | 48,979                              | 1,329,249                      | (31,327)                       |
| <b>Net Income/ (expenditure)</b>               |       | <b>18,988</b>                        | <b>1,347,127</b>        | <b>48,979</b>                       | <b>1,415,094</b>               | <b>(1,183)</b>                 |
| <b>Other Recognised Gains/(Losses):</b>        |       |                                      |                         |                                     |                                |                                |
| Gains/ (losses) on revaluation of Fixed Assets | 8     | -                                    | -                       | -                                   | -                              | 146,750                        |
| <b>Net movement in funds</b>                   |       | <b>18,988</b>                        | <b>1,347,127</b>        | <b>48,979</b>                       | <b>1,415,094</b>               | <b>145,567</b>                 |
| <b>Reconciliation of funds:</b>                |       |                                      |                         |                                     |                                |                                |
| Total Funds brought forward 1 January          |       | 307,752                              | 14,006,194              | 441,646                             | 14,755,592                     | 14,610,025                     |
| <b>Total Funds carried forward 31 December</b> |       | <b>326,740</b>                       | <b>15,353,321</b>       | <b>490,625</b>                      | <b>16,170,686</b>              | <b>14,755,592</b>              |

None of the charity's activities were initiated or discontinued during the two financial periods reported above.  
The charity has no recognised gains or losses other than those dealt with in the statement of financial activities.  
The notes on pages 16 to 25 form part of these financial statements.

# Butchers and Drovers Charitable Institution

## STATEMENT OF FINANCIAL ACTIVITIES FOR

THE YEAR ENDED 31 DECEMBER 2021 (incorporating income and expenditure account)

### 2020 Figures for comparison

|   | Notes | Unrestricted<br>General<br>Fund<br>£ | Restricted<br>Fund<br>£ | Permanent<br>Endowment<br>Fund<br>£ | Year<br>ended<br>31/12/20<br>£ |
|---|-------|--------------------------------------|-------------------------|-------------------------------------|--------------------------------|
| <b>INCOME AND ENDOWMENTS FROM:</b>            |       |                                      |                         |                                     |                                |
| Donations and Legacies                        | 2     | 1,907                                | -                       | -                                   | 1,907                          |
| Charitable Activities                         |       | -                                    | 94,124                  | -                                   | 94,124                         |
| Other Trading Activities - Fundraising        | 2     | -                                    | -                       | -                                   | -                              |
| Investment Income                             | 3     | 6,957                                | 316,613                 | -                                   | 323,570                        |
| Other Income                                  |       | 1,896                                | 18,340                  | -                                   | 20,236                         |
| <b>Total Income</b>                           |       | <u>10,760</u>                        | <u>429,077</u>          | <u>-</u>                            | <u>439,837</u>                 |
| <b>EXPENDITURE ON:</b>                        |       |                                      |                         |                                     |                                |
| Raising Funds                                 | 2/4   | 812                                  | 33,628                  | -                                   | 34,440                         |
| Charitable Activities                         | 5     | 15,850                               | 329,507                 | -                                   | 345,357                        |
| Other   | 7     | -                                    | 29,896                  | -                                   | 29,896                         |
| <b>Total Expenditure</b>                      |       | <u>16,662</u>                        | <u>393,031</u>          | <u>-</u>                            | <u>409,693</u>                 |
| Net gains/(losses) on investments             | 9     | (648)                                | (29,483)                | (1,196)                             | (31,327)                       |
| <b>Net Income/(Expenditure)</b>               |       | <u>(6,550)</u>                       | <u>6,563</u>            | <u>(1,196)</u>                      | <u>(1,183)</u>                 |
| <b>Other Recognised Gains/(Losses)</b>        |       |                                      |                         |                                     |                                |
| Gains/(Losses) on Revaluation of Fixed Assets | 8     | -                                    | 146,750                 | -                                   | 146,750                        |
| <b>Net movement in funds</b>                  |       | <u>(6,550)</u>                       | <u>153,313</u>          | <u>(1,196)</u>                      | <u>145,567</u>                 |
| Funds brought forward 1 January               |       | 314,302                              | 13,852,881              | 442,842                             | 14,610,025                     |
| <b>Funds carried forward 31 December</b>      |       | <u>307,752</u>                       | <u>14,006,194</u>       | <u>441,646</u>                      | <u>14,755,592</u>              |

# Butchers and Drovers Charitable Institution

## BALANCE SHEET

AS AT 31 DECEMBER 2021

Company No. 8880818

|  | Notes | Year ended<br>31/12/21<br>£ | Year ended<br>31/12/20<br>£ |
|--|-------|-----------------------------|-----------------------------|
| <b>FIXED ASSETS</b>                            |       |                             |                             |
| Tangible assets                                | 8     | 2,460,000                   | 2,460,000                   |
| Investments                                    | 9     | 13,320,188                  | 11,990,938                  |
| Total Fixed Assets                             |       | 15,780,188                  | 14,450,938                  |
| <b>CURRENT ASSETS</b>                          |       |                             |                             |
| Debtors  | 10    | 93,739                      | 89,196                      |
| Cash at bank & in hand                         |       | 407,891                     | 324,063                     |
| Total Current Assets                           |       | 501,630                     | 413,259                     |
| CREDITORS: Amounts falling due within one year | 11    | (111,132)                   | (108,605)                   |
| NET CURRENT ASSETS                             |       | 390,498                     | 304,654                     |
| TOTAL ASSETS LESS CURRENT LIABILITIES          |       | 16,170,686                  | 14,755,592                  |
| <b>THE FUNDS OF THE CHARITY</b>                |       |                             |                             |
| Permanent Endowment                            | 12    | 490,625                     | 441,646                     |
| Restricted Fund                                | 13    | 15,353,321                  | 14,006,194                  |
| Unrestricted General Fund                      | 14    | 326,740                     | 307,752                     |
|  |       | 16,170,686                  | 14,755,592                  |

The Accounts were approved by the Trustees and authorised for issue on 13<sup>th</sup> July 2022 and signed on their behalf by:



E Hoefling  
Treasurer

The notes on pages 16 to 25 form part of these financial statements.

# Butchers and Drovers Charitable Institution

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2021

|   | 2021<br>£        | 2020<br>£        |
|---|------------------|------------------|
| <b>Cash flows from operating Activities</b>               |                  |                  |
| Net (Expenditure)/Income for the year                     | 85,845           | 30,144           |
| Adjustments for:  |                  |                  |
| Investment Income   | (374,236)        | (323,570)        |
| (Increase)/Decrease in debtors                            | (4,543)          | 55,022           |
| Increase in Creditors                                     | 2,527            | 38,923           |
| <b>Net cash (used in) operating activities</b>            | <b>(290,407)</b> | <b>(199,481)</b> |
| <b>Cash flows from investing activities</b>               |                  |                  |
| Purchase of Investments                                   | -                | (500,000)        |
| Interest and Dividends and Rent from Investments          | 374,236          | 323,570          |
| <b>Net cash from investing activities</b>                 | <b>374,236</b>   | <b>(176,430)</b> |
| <b>Change in cash and cash equivalents in the year</b>    | <b>83,828</b>    | <b>(375,911)</b> |
| <b>Cash and cash equivalents at beginning of the year</b> | <b>324,063</b>   | <b>699,974</b>   |
| <b>Cash and cash equivalents at end of the year</b>       | <b>407,891</b>   | <b>324,063</b>   |

# Butchers and Drovers Charitable Institution

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

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### 1. ACCOUNTING POLICIES

BDCI is a charitable company limited by guarantee incorporated in England. The registered office address of the charity is Ground Floor, 4 Victoria Square, St Albans, Hertfordshire, AL1 3TF.

#### 1a Basis of accounting and going concern

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value except for investments and property which are recognised at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS102)), update bulletin 2 and the Companies Act 2006.

The Charity constitutes a public benefit entity as defined by FRS 102.

At the time of approving the financial statements, and in consideration of the recent events surrounding Covid 19, the Trustees have a reasonable expectation that the Charity will be able to continue as a going concern. In arriving at this conclusion, the Trustees have taken account of current and anticipated financial performance in the current economic conditions, and the Charity's reserves position. The Trustees have also considered the level of fixed expenditure of the Charity and how many times this is covered by the value of the investments and there are no material uncertainties. The majority of unrestricted expenditure relates to fundraising activities which is a controllable cost by its nature. For these reasons, the going concern basis continues to be adopted in the preparation of the Charity's financial statements.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest pound.

#### 1b Fund Accounting

The bulk of the charity's funds are held in the form of restricted funds represented by leasehold property and investments in equities, bonds and cash. In addition there is a Permanent Endowment, The George and Mabel Inez Clayton Fund received by way of legacy in 1990. This is described in note 12.

Unrestricted funds are available to spend on activities that further any of the purposes of the charity as defined in the Articles following amendment in April 2014.

The funds of the charity must be allocated to 'Restricted', which refers to the objects under the old rules of the charity and 'Unrestricted' which refers to funds raised after April 2014, less payments made under the new objects.

A requirement for the approval of the extension of the objects 2 July 2020, was that there would be no adverse effect on the activities or beneficiaries of the charity at that date. This allowed for the funding of education grants from both existing funds.

#### 1c Income

Income is recognised when the charity has entitlement to the funds, any performance conditions have been met, it is probable that the income will be received and the amount can be reliably measured.

Income from the investments managed by Rathbones arises as a result of dividends etc declared and payable. Income from Smoothfield flats arises as a result of tenancy agreements. As a result both categories of income meet all conditions noted above. Accounting on an accruals basis is therefore appropriate as reliable and relevant. Interest received from COIF funds arises as a result of declarations

# Butchers and Drovers Charitable Institution

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

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by CCLA as fund managers, which in turn depends on the performance of the relevant COIF funds. Acknowledgement of income on a receipts basis thus provides more relevant and reliable information.

Rental income for flats occupied by residents who do not qualify as beneficiaries of the charity was regarded as investment income. From 2020 all Rental income from all occupants is stated separately in the SOFA under charitable activities. The impact of this reclassification income between investment income and charitable income is £75,300 (2020 £75,300) which has no impacts on the results for the year.

### 1d Expenditure

All expenditure is accounted for on an accruals basis. The Trustees recognise a long-term and compelling moral obligation to maintain ongoing financial support payments and nursing home fees once granted, wherever possible and appropriate. However all ongoing financial support payments are subject to a quarterly review so the actual liability recognised in the accounts is confined to one quarter beyond the year end.

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

- Costs of raising funds comprise the costs of the Annual Dinner, other fund raising events, Investment management, Communications and support cost allocation.
- Expenditure on charitable activities includes the cost of Grants, Bursaries, Smoothfields, ongoing financial support payments and support cost allocation.
- Other expenditure represents those items not falling into any other heading, including the governance costs of the charity.

### 1e Apportionment of Overhead and Support Costs

Overhead and support costs are allocated first between charitable activity and governance. Overhead and support costs relating to Charitable Activities are apportioned based on an estimate of staff time provided at the end of the year by the Secretary and approved by the Trustees. Note 4 to the accounts provides the basis of allocation between expenditure headings.

### 1f Tangible Fixed Assets

Tangible Fixed Assets comprise leasehold property.

During the first three years after acquisition fixed assets were stated at cost. In accordance with the Trustees views these properties were professionally revalued as at 31 December 2020. Professional revaluations will be continued at intervals no greater than five years.

An annual impairment review is undertaken in the intervening period. Net realisable value is maintained over carrying value. Accordingly there is no charge for depreciation. Items purchased under £10,000 will not be capitalised.

### 1g Investments

Investments are stated at fair value, being the mid price market value at the Balance Sheet date. Both realised and unrealised gains are accounted for through the Statement of Financial Activities in the year in which the sale or revaluation takes place. Gains and losses are allocated between the funds in proportion to the investments held in each fund.

### 1h Grant making

Grants are made on a one-off basis and there is no continuing liability other than to honour pledges as detailed in note 11. In addition, support and bursaries may be offered as payments to beneficiaries on a regular basis for a limited period. When such grants or awards are made the charity has a liability to make such payments for the period agreed, and these are shown as a liability on the balance sheet.

# Butchers and Drovers Charitable Institution

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

### 1i Critical Accounting Estimates and Areas of Judgement

In preparing financial statements it is necessary to make certain judgements, estimates and assumptions that affect the amounts recognised in the financial statements. The Trustees do not believe there are any significant judgements and estimates that have significant effect on amounts recognised in the financial statements.

### 1j Financial Instruments

The Company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instrument Issues' of FRS 102, in full, to all of its financial instruments.

Financial assets and financial liabilities are recognised when the Company becomes a party to the contractual provisions of the instrument.

Financial assets and financial liabilities are offset only when the Company currently has a legally enforceable right to set off the recognised amounts and intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

#### Basic Financial Assets

Trade and other debtors (including accrued income) which are receivable within one year and which do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled and any impairment losses.

#### Basic Financial Liabilities

Trade and other creditors (including accruals) payable within one year that do not constitute a financing transaction are initially measured at the transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

## 2 FUNDRAISING ACTIVITY

The Fundraising Activity costs are attributable to income generation from donations, legacies, gifts and fundraising activities. The income generated from incurring these costs is therefore:

|  | Year<br>ended<br>31/12/21 | Year<br>ended<br>31/12/20 |
|--|---------------------------|---------------------------|
|  | £                         | £                         |
| INCOME   |                           |                           |
| Donations, Legacies and Gifts                        | 50                        | 1,907                     |
| Fundraising Activities                               | -                         | -                         |
| EXPENDITURE  |                           |                           |
| Direct Costs of Fundraising Activities               | (8,097)                   | (2,418)                   |
| Investment Management Costs                          | (29,833)                  | (26,359)                  |
| Support Costs of Fundraising Activities (see note 4) | (5,663)                   | (5,663)                   |
| (Deficit) arising                                    | (43,543)                  | (32,533)                  |

After 3<sup>rd</sup> April 2014 all income from donations and fundraising events are attributed to the unrestricted fund.

# Butchers and Drovers Charitable Institution

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

### 3 INVESTMENT INCOME

|                                       | Year<br>ended<br>31/12/21<br>£ | Year<br>ended<br>31/12/20<br>£ |
|---------------------------------------|--------------------------------|--------------------------------|
| Income from equities                  | 234,590                        | 190,821                        |
| Income from fixed interest securities | 5,866                          | 607                            |
| Income from Common Investment Funds   | 133,780                        | 132,142                        |
| Bank Interest                         | -                              | -                              |
|                                       | <u>374,236</u>                 | <u>323,570</u>                 |

Investment Income has been split between Unrestricted & Restricted funds using the percentage of total funds brought forward which was 2.09% (2020 2.15%) to Restricted funds and the remaining Unrestricted.

Rental income for flats occupied by residents who do not qualify as beneficiaries of the charity was regarded as investment income. From 2020 all Rental income from all occupants is stated separately in the SOFA under charitable activities.

### 4 ALLOCATION OF SUPPORT COSTS AND OVERHEADS

Moore Kingston Smith Association Management costs total £28,318 (As the charity has no employees Moore Kingston Smith Association Management are deemed to be the key management personnel of the charity). Management costs apportioned as follows, based on staff time:

|                        | %          | £             |
|------------------------|------------|---------------|
| Charitable Expenditure | 60         | 16,992        |
| Fundraising activity   | 20         | 5,663         |
| Other - Governance     | 20         | 5,663         |
|                        | <u>100</u> | <u>28,318</u> |

# Butchers and Drovers Charitable Institution

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

### 5 ANALYSIS OF CHARITABLE ACTIVITIES

|                                       |                        |               | Year<br>ended<br>31/12/21 | Year<br>ended<br>31/12/20 |
|---------------------------------------|------------------------|---------------|---------------------------|---------------------------|
| Cost Type                             | Charitable<br>Activity | Support Costs | Total                     | Total                     |
|                                       | £                      | £             | £                         | £                         |
| Smoothfield Homes (see note 6)        | 77,581                 | 5,664         | 83,245                    | 91,969                    |
| Ongoing financial support<br>payments | 139,300                | 3,776         | 143,076                   | 135,676                   |
| One-off Grants to individuals         | 63,225                 | 4,248         | 67,473                    | 69,242                    |
| Education Grants                      | 16,860                 | 1,416         | 18,276                    | 20,816                    |
| Bursary Scheme                        | 25,000                 | 1,888         | 26,888                    | 27,654                    |
|                                       | <u>321,966</u>         | <u>16,992</u> | <u>338,958</u>            | <u>345,357</u>            |

Grants under the new wider scope of the Charity have been attributed to the unrestricted fund.  
New education grants have been allocated to the restricted fund.

### ANALYSIS OF CHARITABLE ACTIVITIES 2020 COMPARATIVE

|                                       |                        |               | Year<br>ended<br>31/12/20 |
|---------------------------------------|------------------------|---------------|---------------------------|
| Cost Type                             | Charitable<br>Activity | Support Costs | Total                     |
|                                       | £                      | £             | £                         |
| Smoothfield Homes (see note 6)        | 86,305                 | 5,664         | 91,969                    |
| Ongoing financial support<br>payments | 131,900                | 3,776         | 135,676                   |
| One-off Grants to individuals         | 64,994                 | 4,248         | 69,242                    |
| Education Grants                      | 19,400                 | 1,416         | 20,816                    |
| Bursary Scheme                        | 25,766                 | 1,888         | 27,654                    |
|                                       | <u>328,365</u>         | <u>16,992</u> | <u>345,357</u>            |

Grants under the new wider scope of the Charity have been attributed to the unrestricted fund.

# Butchers and Drovers Charitable Institution

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

### 6 ANALYSIS OF CHARITABLE ACTIVITY AT SMOOTHFIELD HOMES

|                   | Year<br>ended<br>31/12/21 | Year<br>ended<br>31/12/20 |
|-------------------|---------------------------|---------------------------|
|                   | £                         | £                         |
| Property expenses | 60,613                    | 69,463                    |
| Agency management | 16,968                    | 16,842                    |
|                   | <u>77,581</u>             | <u>86,305</u>             |

### 7 OTHER - GOVERNANCE COSTS

|   | Year<br>ended<br>31/12/21 | Year<br>ended<br>31/12/20 |
|---|---------------------------|---------------------------|
|   | £                         | £                         |
| Bank charges                            | 260                       | 262                       |
| Audit fees                              | 12,000                    | 14,400                    |
| Meeting Costs and Sundry Expenditure    | 3,215                     | 3,716                     |
| 20% apportionment of management charges | 5,663                     | 5,663                     |
| Other professional fees                 | 1,741                     | 5,855                     |
|   | <u>22,879</u>             | <u>29,896</u>             |

### 8 TANGIBLE FIXED ASSETS (Leasehold Property)

|                                | Year<br>ended<br>31/12/21 | Year<br>Ended<br>31/12/20 |
|--------------------------------|---------------------------|---------------------------|
|                                | £                         | £                         |
| COST/Revaluation               |                           |                           |
| Brought forward at 1 January   | 2,460,000                 | 2,313,250                 |
| Disposal                       | -                         | -                         |
| Revaluation                    | -                         | 146,750                   |
| Carried forward at 31 December | <u>2,460,000</u>          | <u>2,460,000</u>          |

Land and Buildings with a carrying amount of £2,460,000 was revalued as at 31 December 2020 by Egerton Chartered Surveyors, on an existing use open market value basis in accordance with the Guidance Notes of the Royal Institution of Chartered Surveyors. Egerton are not connected with the Company. The valuation was based on recent market transactions on an arm's length basis for similar properties.

# Butchers and Drovers Charitable Institution

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

If land and buildings were stated on an historical basis rather than fair value basis the amounts would be included as follows:

### Land and Buildings

|                          | 2021             | 2020             |
|--------------------------|------------------|------------------|
|                          | £                | £                |
| Cost                     | 2,313,250        | 2,313,250        |
| Accumulated Depreciation | (182,822)        | (137,676)        |
| Accumulated Impairments  | -                | -                |
| Carrying Amount          | <u>2,130,428</u> | <u>2,175,574</u> |

The charity also owns a number of freehold interest in properties in the vicinity of the leasehold flats. The property in such freeholdings are held by tenants in long leaseholds. The charity therefore considers the freeholds of no value.

### 9 INVESTMENTS

|  | Year ended<br>31/12/21<br>£ | Year ended<br>31/12/20<br>£ |
|--|-----------------------------|-----------------------------|
| Market value at 1 January (less opening cash)            | 11,252,488                  | 10,823,142                  |
| Additions  | 1,377,009                   | 1,112,740                   |
| Disposals  | (684,340)                   | (652,067)                   |
| Gain/(loss) upon disposal and revaluation of investments | <u>1,329,249</u>            | <u>(31,327)</u>             |
|  | <u>13,274,406</u>           | <u>11,252,488</u>           |
| Retained cash for re-investment                          | 45,782                      | 738,450                     |
| Market value at 31 December                              | <u>13,320,188</u>           | <u>11,990,938</u>           |

|                                    | %   | 2021<br>£         | %   | 2020<br>£         |
|------------------------------------|-----|-------------------|-----|-------------------|
| Analysis of Investments            |     |                   |     |                   |
| Quoted investments at market value |     |                   |     |                   |
| Fixed interest                     | 1   | 133,536           | 0   | 0                 |
| Equities                           | 60  | 7,976,599         | 55  | 6,553,595         |
| Common Inv. Fund – Equity based    | 31  | 4,193,776         | 30  | 3,660,006         |
| Common Inv. Fund – Fixed Interest  | 7   | 970,495           | 9   | 1,038,887         |
| Cash retained for re-investment    | 1   | 45,782            | 6   | 738,450           |
| Market Value at 31 December        | 100 | <u>13,320,188</u> | 100 | <u>11,990,938</u> |

Analysis of listed Investments forming more than 4% of the portfolio:

|                                   | Market value | % of portfolio | Market value | % of portfolio |
|-----------------------------------|--------------|----------------|--------------|----------------|
|                                   | 2021         | 2021           | 2020         | 2020           |
| CCLA COIF Fixed Interest Fund     | 970,495      | 7.3            | 1,038,887    | 8.7            |
| CCLA COIF Equity Fund             | 1,039,660    | 7.8            | 897,731      | 7.5            |
| CCLA COIF Charity Investment Fund | 3,154,116    | 23.7           | 2,762,275    | 23.0           |

# Butchers and Drovers Charitable Institution

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

|    |                                     |                             |                             |
|----|-------------------------------------|-----------------------------|-----------------------------|
| 10 | DEBTORS                             |                             |                             |
|    | <u>Due after more than one year</u> | Year ended<br>31/12/21<br>£ | Year ended<br>31/12/20<br>£ |
|    | Other debtors                       | <u>25,628</u>               | <u>32,889</u>               |
|    |                                     | <u>25,628</u>               | <u>32,889</u>               |
|    | <u>Due within one year</u>          | Year ended<br>31/12/21<br>£ | Year ended<br>31/12/20<br>£ |
|    | Trade debtors                       | -                           | 1,800                       |
|    | Other debtors                       | 10,465                      | 7,261                       |
|    | Prepayments and Accrued Income      | 57,646                      | 47,246                      |
|    |                                     | <u>68,111</u>               | <u>56,307</u>               |

Included in the Other Debtors is £32,889 (2020: £40,150) receivable from The Worshipful Company of Butcher's ("WCB"). The debt refers to expenses incurred by the Charity with respect to a proposed loan to WCB. The loan transaction was not completed; however all expenses were recoverable from WCB. The full amount of the receivable is £36,309 (2020: £43,570) the difference having been expensed at a very early period of negotiation. Repayment of the sum has been agreed to be paid over a period of years. During the year, the first instalment was received from WCB following a deferral in 2020 due to the negative effects of Covid on their operations. The remainder is due in equal instalment over five years.

### 11 CREDITORS: Amounts falling due within one year

|                              |                             |                             |
|------------------------------|-----------------------------|-----------------------------|
|                              | Year ended<br>31/12/21<br>£ | Year ended<br>31/12/20<br>£ |
| Trade Creditors              | 6,347                       | 1,790                       |
| Pledged grants not paid      | 26,800                      | 30,210                      |
| Accruals and Other Creditors | <u>77,985</u>               | <u>76,605</u>               |
|                              | <u>111,132</u>              | <u>108,605</u>              |

# Butchers and Drovers Charitable Institution

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

### 12 PERMANENT ENDOWMENT

|                                    | Balance at<br>01/01/21<br>£ | Movement<br>in funds<br>Gains/(losses)<br>£ | Balance at<br>31/12/21<br>£ |
|------------------------------------|-----------------------------|---|-----------------------------|
| George and Mabel Inez Clayton Fund | 441,646                     | 48,979                                      | 490,625                     |

The George and Mabel Inez Clayton Fund was received by way of a legacy in 1990. Income is available for general purposes. The fund is represented by fixed-asset investments, as per note 15.

### 13 RESTRICTED FUNDS

| Balance at<br>01/01/21<br>£ | Incoming Resources<br>£ | Outgoing Resources<br>£ | Gains and<br>losses<br>£ | Balance at<br>31/12/21<br>£ |
|-----------------------------|-------------------------|-------------------------|--------------------------|-----------------------------|
| 14,006,194                  | 480,745                 | (387,130)               | 1,253,512                | 15,353,321                  |

As part of the process of incorporation, the objects of the charity were extended. Specifically this was twofold. Firstly the objects now allow for the inclusion of applications for assistance from beneficiaries in the Republic of Ireland. Secondly the requirement that all beneficiaries are over 60 or unable to work has been removed. As a result in accordance with the requirements of the Charity Commission, the reserves of the charity must be allocated to 'Restricted', which refers to the objects under the old rules of the charity.

### 14 GENERAL UNRESTRICTED FUNDS

| Balance at<br>01/01/2021<br>£ | Incoming Resources<br>£ | Outgoing Resources<br>£ | Gains and<br>losses<br>£ | Balance at<br>31/12/21<br>£ |
|-------------------------------|-------------------------|-------------------------|--------------------------|-----------------------------|
| 307,752                       | 10,530                  | (18,300)                | 26,758                   | 326,740                     |

# Butchers and Drovers Charitable Institution

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

| 15 | FUNDS  | Endowment<br>£ | Restricted | Unrestricted<br>(2014) | Education 2020 | Total      |
|----|--|----------------|------------|------------------------|----------------|------------|
|    | Balance at 01/01/21                            | 441,646        | 14,006,194 | 307,752                | -              | 14,755,592 |
|    | Income   |                | 480,745    | 10,530                 | -              | 491,275    |
|    | Expenditure                                    |                | (370,270)  | (18,300)               | (16,860)       | 405,430    |
|    | Allocation to<br>Education                     |                | (16,860)   |                        | 16,860         | -          |
|    | Sub Total                                      |                | 93,615     | (7,770)                | -              | 85,845     |
|    | Gains/(Losses) on<br>Investment<br>Revaluation | 48,979         | 1,253,512  | 26,758                 |                | 1,329,249  |
|    | Gains/(Losses) on<br>Fixed Assets              |                |            |                        |                |            |
|    | Balance at 31/12/21                            | 490,625        | 15,353,321 | 326,740                |                | 16,170,686 |

This additional table demonstrates compliance with the requirement for the approval of the extension of the objects 2 July 2020.

### 16 ASSETS BY FUND

| FUNDS       | Tangible Fixed<br>Assets<br>£ | Investments<br>£ | Net Current<br>Assets<br>£ | Total<br>£ |
|-------------|-------------------------------|------------------|----------------------------|------------|
| Restricted  | 2,460,000                     | 12,829,563       | 63,758                     | 15,353,321 |
| General     | -                             | -                | 326,740                    | 326,740    |
| Endowment   | -                             | 490,625          | -                          | 490,625    |
| Total Funds | 2,460,000                     | 13,320,188       | 390,498                    | 16,170,686 |

### 17 TRUSTEES REMUNERATION AND REIMBURSEMENT OF EXPENSES

No Trustees received remuneration or reimbursement of expenses during the year totalling £0 (2020: £256).

There have been no donations to the charity from the trustees or key management personnel.

### 18 FINANCIAL INSTRUMENTS

The carrying value of the Charity's financial instruments as at 31 December were:

|                                    | 2021<br>£  | 2020<br>£  |
|------------------------------------|------------|------------|
| Financial Assets                   |            |            |
| Investments measured at fair value | 13,320,188 | 11,990,938 |
| Total                              | 13,320,188 | 11,990,938 |