

**ST JOHN'S LICHFIELD**  
**(A Charitable Incorporated Organisation)**

**REGISTERED CHARITY NUMBER 1155998**

**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**Dains Audit Ltd**  
**Chartered Accountants**  
**St Johns Court**  
**Wiltell Road**  
**Lichfield**  
**Staffordshire**  
**WS14 9DS**

**ST JOHN'S LICHFIELD  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2022**

	<b>PAGE</b>
Annual Report	1-7
Report of the Auditors	8-9
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Accounts	12-19

**ST JOHN'S LICHFIELD  
ANNUAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022**

**Reference and administrative information**

The Charity is a charitable incorporated organisation and is registered with the Charity Commission under charity registration number 1155998.

The Charity's activities are governed by an amended Constitution adopted on the 2<sup>nd</sup> March 2021

The Charity's principal office is located at	St John's Hospital St John's Lichfield St John Street Lichfield Staffs WS13 6PB
--	--

**Website:** [www.stjohnslichfield.org](http://www.stjohnslichfield.org)

The Board of Trustees can comprise up to 10 appointed trustees, who are elected by the Board, and 2 nominated trustees, who are appointed respectively by the Bishop of Lichfield and the Chapter of the Cathedral Church of Lichfield.

**President:** The Bishop of Lichfield

**Trustees:**

The Charity trustees who have served during the financial year and up to the date of this report (including those who have retired during the year) are listed below:

C P Kitto	Chairman
R B K Dyott	Vice-chairman
N Argust	Re-appointed as the Chapter's nominated trustee on 29 <sup>th</sup> March 2022
Mrs G Cox	Elected 18 <sup>th</sup> November 2021
Mrs K A Duncan-Brown	
Mrs L Lockwood	
Mrs S Sharpe	
A D Thompson	
His Hon R S W F Tonking	
Revd E A Wall	Re- appointed as the President's nominated trustee 26 <sup>th</sup> September 2022

There are currently 10 trustees.

To better manage the affairs of the Charity the Trustees operate the following committees which report regularly to the Trustee Board, which meets approximately every 2 months.

**Finance and General Purposes (F&GP):**

C. P. Kitto (Chairman)  
R.B.K. Dyott (Vice chairman)  
N. Argust  
The Reverend E.A. Wall

**ST JOHN'S LICHFIELD  
ANNUAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022**

**Reference and administrative information (continued)**

**Appointment of Residents:**

C.P. Kitto (Chairman)  
Mrs K.A. Duncan Brown  
A.D. Thompson  
Mrs. L. Lockwood  
Mrs S. Sharpe  
Mr N Argust

**Gardens and Grounds:**

Mrs L. Lockwood (Chairman)  
Mrs S. Sharpe  
C.P. Kitto

In addition, ad hoc working groups are formed to deal with specific matters which cannot be conveniently or effectively considered at a main meeting of the Board, or in F&GP or other formal committee meetings. .

The Charity's main advisers are as follows:

**Principal Bankers:**

CAF Bank Limited  
25, Kings Hill Avenue,  
Kings Hill,  
West Malling,  
Kent  
KT19 4JQ

**Registered Auditors:**

Dains Audit Limited  
Chartered Accountants  
St Johns Court  
Wiltell Road  
Lichfield  
Staffs  
WS14 9DS

**Investment Advisers:**

Brewin Dolphin Ltd  
9 Colmore Row  
Birmingham  
B3 2BJ

**Solicitor:**

S.R James of Ansons Solicitors Ltd  
St. Mary's Chambers  
Breadmarket Street  
Lichfield  
WS13 6LQ

**Property advisers  
And Land Agents:**

Bagshaws LLP  
69 Derby Road  
Uttoxeter  
Staffs  
ST14 8E

**ST JOHN'S LICHFIELD  
ANNUAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022**

**Key personnel:**

Revd Sharon Greensmith - The Master  
Mrs J Bostock – Bursar  
Miss W Smith – Office manager

**Report of the Trustees for the year ended 30 June 2022**

The Trustees present their annual report and financial statements for the year ended 30 June 2022. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland effective 1 January 2019.

**STRUCTURE GOVERNANCE AND MANAGEMENT**

**History and Governing Document**

The Charity's activities are governed by an amended constitution adopted on 2<sup>nd</sup> March 2021 superseding that of 12 September 2013.

By virtue of a pre-merger vesting agreement dated 1 September 2015, the unincorporated charity St John's Hospital (registered charity number 214784), transferred its assets to St John's Lichfield.

St John's Hospital was re-founded in 1495 and was governed by a Charity Commission Scheme dated the 8 January 1976 as varied and affected by further Schemes dated the 25 May 1983, 16 September 1997 and 26 September 2014 and as amended by resolutions dated 3 May 2007 and 3 November 2011.

The objects of the Charity are to provide and maintain almshouse accommodation for beneficiaries who have previously lived in the Diocese of Lichfield, to provide such benefits for the residents as the Trustees decide and to make provision for the relief of those in need within the Diocese.

To qualify for appointment to almshouse accommodation beneficiaries must be poor persons of good character who are in need.

The Charity does not actively fundraise, but to fulfil its objectives relies on weekly maintenance contributions from residents and the careful stewardship of its investment properties and portfolio of stocks and shares.

**Recruitment and Appointment of Trustees**

The constitution provides for a maximum of 12 Trustees of whom 10 are elected by the Board, by resolution at a meeting of the Board, and 2 are nominated; one by the President and one by the Chapter of the Cathedral Church of Lichfield. All Trustees (whether elected or nominated) are appointed to serve for a period of 4 years. In selecting individuals for appointment as charity trustees, the skills, knowledge and experience needed for the effective administration of the CIO are taken into consideration.

Following advertisement the Trustees were pleased to appoint an additional trustee and are continuing their efforts to make further appointments to enhance the skillset of the Board.

**Trustee Induction and Training**

A pro forma information sheet is provided to nominating bodies prior to an appointment. The induction process for a newly appointed trustee comprises of an initial meeting with the Bursar at which an information pack including copies of the current version of the governing document, the most recent annual report and accounts, minutes of Trustees' meetings held in the previous 12 months and the Charity Commission Guidance "The Essential Trustee: what you need to know" is provided.

As part of the training programme Trustees are encouraged to attend seminars and training sessions provided by the Almshouse Association (AA) of which the charity is a member. The AA provides

**ST JOHN'S LICHFIELD  
ANNUAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022**

information on good practice and changes in the law affecting almshouse charities, and acts as an authority to lobby the Government and Regulators on behalf of almshouse charities.

**Organisation**

The Trustees meet regularly throughout the year to consider the Charity's affairs and its strategy, which includes consideration of grant making, investments, reserves, risk management policies and performance. In addition the Trustees hold strategic planning days from time to time to consider particular initiatives and challenges.

**Key management personnel**

The Board of Trustees is responsible for the overall strategic direction of the Charity and for ensuring that the key management personnel, namely the Master, the Bursar and the Office Manager, implement the agreed strategy and conduct the Charity's operations in the most effective way, complying with all laws and regulations in a manner consistent with best practice.

The Trustees give of their time freely and no trustee remuneration or expenses were paid during the year.

The Trustees are required to disclose all relevant interests and register them with the Bursar and, in accordance with the Charity's constitution, withdraw from decisions where a conflict of interest arises.

The Master is responsible for overseeing the welfare of residents and the execution of her duties as chaplain. Previously this was a part time post, but the new Master, Revd Sharon Greensmith, was appointed on a full time basis with effect from the 30 May 2022 in recognition of the importance of the role of the Master at the heart of the community at St John's. The Master is required to be a priest in Holy Orders, is licensed by the Bishop of Lichfield and is paid a Stipend at the same rate as all other Anglican priests within the Diocese of Lichfield.

The Bursar is employed on a part time basis and works closely with the Chairman and Vice-Chairman. She is responsible for the day to day management of the Charity assisted by the full time Office Manager whose responsibility includes administration and the day to day liaison with residents, trustees, staff and visitors. Remuneration for both posts is based on similar roles within the locality and is reviewed annually.

**Risk Management**

The Trustees have a risk management strategy which comprises:

- a written risk analysis;
- an annual review of the analysis;
- the establishment of systems and procedures to mitigate those risks identified in the analysis; and
- the implementation of procedures designed to minimise any potential impact on the Charity should those risks materialise.

Matters addressed include:

- investment management where the risks have been ameliorated by appointing external Fund Managers to manage a portfolio of diverse investments designed to provide a balance between capital growth and income;
- management of the portfolio of agricultural land through a retained firm of Land Agents/Surveyors, who carry out regular reviews and inspections to ensure that the land and buildings are maintained in good condition;
- the condition of the almshouse buildings and grounds through a retained firm of Architects with expertise in dealing with Grade 1 listed buildings, who carry out quinquennial reviews and annual inspections to ensure that the buildings and grounds are maintained in good condition;
- a comprehensive review of Fire Risk and Health & Safety at Work;
- a review of Financial Procedures; and
- a comprehensive review of Conflicts of Interest.

**ST JOHN'S LICHFIELD  
ANNUAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022**

**Objects and Activities for the Public Benefit**

The objects of the charity, as provided for by the constitution, are:

- the provision and maintenance of almshouse housing accommodation for beneficiaries and of any Chapel attached thereto;
- such charitable purposes for the benefit of the residents (either generally or individually) as the charity trustees decide; and
- the relief of beneficiaries (either generally or individually) by making grants of money or providing or paying for items, services or facilities calculated to relieve the need of such persons.

The almshouses are located on two separate sites in Lichfield known as St John's without the Barrs and St. John's within the Close. St John's without the Barrs contains 30 apartments suitable for married couples. St John's within the Close consists of 4 studio apartments and 8 apartments suitable for married couples.

**Public Benefit**

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit and have complied with their duties under the Charities Act 2011.

Since its re-foundation in 1495, St John's has existed for the public benefit of the citizens of Lichfield and the Diocese of Lichfield. Originally offering sanctuary to just 'thirteen honest poor men' and a refuge for travellers who were 'without the Barrs of the City' it has consistently provided Christian support to those in need and at the year-end it housed 47 residents.

All persons resident in the Diocese of Lichfield are welcome to apply for accommodation as vacancies arise and the Trustees strive to make life increasingly comfortable for members of the St John's community. St John's Without the Barrs, which is a Grade 1 listed site, welcomes visitors to its Chapel.

The Charity benefits from a stable community for its independent living accommodation and there is always a high level of demand when apartments become available. Residents are encouraged to act as 'good neighbours' to each other and enjoy the benefits of living in a safe and secure community and a calm and peaceful environment in the heart of Lichfield. The Chapel is at the centre of community life with daily prayers and weekly Eucharistic services for those who wish to attend. Following the curtailment of many Chapel activities due to the restrictions imposed because of the pandemic, Chapel life has now returned to normal with a full programme of services and events.

**Review of the year**

Work during the year has concentrated on remodelling and refurbishing the Grade I listed Master's House, to create a modern, well insulated apartment for the Master, along with a meeting room for Trustees. As part of this work all the windows were fitted with secondary glazing, insulation was added to the internal surfaces of the external walls (where possible), additional soundproofing inserted between the ceilings and floors, the heating system upgraded, all electrical wiring and all pipework replaced, the fire alarm system upgraded, and fire resistance throughout the property enhanced. This work was completed in December 2022 and the Master took up residence in January 2023.

In addition work has continued to focus on the on-going programme to ensure that all accommodation reaches the high standard achieved in the new almshouses, which were completed to Passivhaus standards in the year to 2018; in particular replacing and updating the kitchens and bathrooms on both sites and ensuring that they are accessible for people of all mobility levels. 1 kitchen and 3 bathrooms have been refurbished during the year and a stairlift provided to one of the apartments at St. John's within the Close.

The Trustees had originally intended to replace the Chapel roof at the same time as refurbishing the Master's House (instead of merely carrying out running repairs), which would enable it to be insulated and (subject to faculty) to re-order the Chapel internally by creating an entrance ramp, a larger "welcome" area at the rear along with other improvements. Although a faculty has been granted for the replacement of the roof, this work has had to be deferred for the time being due to the extremely high



**ST JOHN'S LICHFIELD  
ANNUAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022**

cost of refurbishing the Master's House.

Since the year end all of the internal lighting and emergency lighting at St John's within the Close has been replaced and new electrical circuit boards installed. Both Common rooms have been redecorated and new furniture and fittings installed, and work continues on the decoration and soft furnishings in all corridors.

In the garden at St John's without the Barrs the wide border adjacent to the rebuilt boundary wall has been cleared and replanted with a range of colourful flowering shrubs, climbers and perennials.

St John's also welcomed Revd Sharon Greensmith as its new Master with a licensing and installation ceremony led by the Bishop of Lichfield on 12<sup>th</sup> June 2022, which was followed by drinks and a buffet on the Master's lawn. Residents have also enjoyed the annual Patronal festival held to celebrate the festival of St John the Baptist on 24<sup>th</sup> June 2022 and a street party to commemorate the Queen's 70<sup>th</sup> Jubilee and a further tea party to celebrate the coronation of King Charles III on 3<sup>rd</sup> May 2023.

During the course of the year, as the historical patrons, St John's was involved in the finding and presentation of the Revd John Coyne as the new incumbent of the benefice of Burton in Wirral and Shotwick, who was duly installed by the Bishop of Chester on the 16<sup>th</sup> October 2022.

## **FINANCIAL REVIEW**

### **Policy and Performance**

In addition to weekly maintenance contributions from residents, the Charity derives its income from its portfolio of investments and various property holdings. The property holdings are managed by the Trustees, who take appropriate professional advice. The investment portfolio is managed by external fund managers on a discretionary basis, whose brief is to seek capital growth to maintain the real value of the funds in their hands while providing an annual income to help maintain facilities within the almshouse. The fund managers pursue a moderate risk investment policy and maintain a diversified portfolio through a combination of UK Government or other high-quality fixed interest stocks, and good quality investments, e.g. FTSE 100 Stocks in the UK and major overseas markets, the latter mainly through the medium of investment and unit trusts.

The Trustees' investment policy requires that the charity's assets be invested in line with its objects though the Trustees do not adopt an exclusionary policy, but individual investments are to be excluded if perceived to conflict with the Charity's purpose. As part of their investment process the fund managers are required to consider the environmental, social and governance risks and opportunities involved.

The performance of the investment portfolio was adversely affected during the year by the war in Ukraine, rising inflation and the associated decline in investor sentiment. The portfolio produced a gross total return (income plus capital growth/loss) of -6.86% during the year, as compared with the linked Brewin Dolphin Risk Category 6 benchmark of -2.87% and the peer group ARC Charities Steady Growth Index of -5.79%. While this underperformance compared against the benchmark is disappointing, the Trustees note the strong relative performance of the previous year and judge the longer-term performance to be satisfactory. Although the investment income generated by the portfolio was 3.33% lower than 2021 this was considered satisfactory in these straitened times.

### **Reserves Policy**

Charity funds at 30 June 2022 totalled £18,427,495 comprising permanent endowment £14,527,339 restricted funds £204,918, designated funds £803,414 and income funds £2,891,824 (which includes £2,794,812 of tangible fixed assets).

The Trustees have reviewed the Charity's needs for reserves in line with the guidance issued by the Charity Commission and have decided that it is appropriate to maintain free reserves at approximately £100,000, this being sufficient to finance a minimum of 6 months of expenditure, should income be compromised. At 30 June 2022 the free reserves element in the income fund amounted to £138,201 in line with the target figure. The reserves policy is reviewed annually.



**ST JOHN'S LICHFIELD  
ANNUAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022**

**Plans for the Future**

The ongoing programme of replacing and upgrading to provide fully accessible bathrooms and modern kitchens will continue.

Redecoration and refurbishment work of the common areas and corridors at St John's within the Close will continue, and in addition the flooring and window coverings will be renovated and/or renewed

The Gardens and Grounds Committee has plans to address the overgrown area along the perimeter of the Birmingham Road.

The Trustees have agreed to retain the land adjacent to the almshouses at St John's without the Barrs with a view to redeveloping it to provide further almshouse accommodation and facilities.

**TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales 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 income and expenditure of the charity 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 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 operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of the constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 26 July 2023 and signed on their behalf by:

Christopher P Kitto

## Independent Auditor's Report to the St John's Lichfield

### Opinion

We have audited the financial statements of St John's Lichfield (the 'charity') for the year ended 30 June 2022 which comprise the Statement of Financial Activities, the Balance Sheet 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 charity's affairs as at 30 June 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 requirements of the Charities Act 2011.

### 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 charity 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 charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

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

### Other information

The other information comprises the information included in the trustees annual 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.

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

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

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- the charity has not kept adequate accounting records; 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.

### Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 7, 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 trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

### Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

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 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:

- the senior statutory auditor ensured that the engagement team collectively had the appropriate competence, capabilities and skills to recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charity through discussions with trustees and other management and from our commercial knowledge and experience of the charity sector;

- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charity, including financial reporting legislation, taxation legislation, anti-bribery, employment and environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- considering the internal controls in place to mitigate the risks of fraud and non-compliance with laws and regulations.

**Independent Auditor's Report to the St John's Lichfield (continued)**

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- assessed whether judgements and assumptions in determining the accounting estimates set out in note 2 were indicative of potential bias;
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims;
- reviewing correspondence with relevant regulators and the charity's legal advisors.

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: <https://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>. This description forms part of our auditor's report.

**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 (Accounts and Reports) Regulations 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 the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



**Andrew Morris FCA (Senior statutory auditor)**

For and on behalf of Dains Audit Ltd

Statutory Auditor

Chartered Accountants

Lichfield

26 July 2023

**ST JOHN'S LICHFIELD**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 30 JUNE 2022**

	Income Account £	Designated Funds £	Restricted Fund £	Permanent Endowment £	Total 2022 £	Total 2021 £
<b>Income and Endowments from:</b>						
Charitable Activities						
Maintenance Contributions	240,002				240,002	244,301
Investments						
Income from Listed Investments	92,071	1,606			93,677	96,908
Bank Deposit Interest	337	392			729	97
Rental Income	119,328				119,328	114,679
Donations and Legacies	970				970	-
Other Trading Activities						
Car Park Income	1,139				1,139	2,545
<b>Total Income</b>	<b>453,847</b>	<b>1,998</b>			<b>455,845</b>	<b>458,530</b>
<b>Expenditure</b>						
Charitable Activities						
Almshouse Running Costs	3 318,929	119,238	3,794	25,545	467,506	352,925
Grants Payable	5 761				761	3,340
Other Costs	4 34,016				34,016	50,989
Raising Funds						
Investment Property Management Expenditure	23,187				23,187	19,562
Investment Management Charges		1,240		24,401	25,641	23,522
Car Park Operating Costs						851
<b>Total</b>	<b>376,893</b>	<b>120,478</b>	<b>3,794</b>	<b>49,946</b>	<b>551,111</b>	<b>451,189</b>
Net Gains/(Losses) on Investments						
Realised - Listed Investments	12	18,557		58,925	77,482	53,670
Unrealised - Listed Investments	12	(21,228)		(393,221)	(414,449)	645,153
Unrealised - Investment Property	12			2,099,000	2,099,000	
<b>Net Income/(Expenditure)</b>	<b>8</b>	<b>76,954</b>	<b>(121,151)</b>	<b>(3,794)</b>	<b>1,714,758</b>	<b>1,666,767</b>
<b>Transfers between Funds</b>		<b>(80,000)</b>	<b>80,000</b>			
		<b>(3,046)</b>	<b>(41,151)</b>	<b>(3,794)</b>	<b>1,714,758</b>	<b>1,666,767</b>
		<b>(3,046)</b>	<b>(41,151)</b>	<b>(3,794)</b>	<b>1,714,758</b>	<b>1,666,767</b>
<b>Net Movement in Funds</b>		<b>(3,046)</b>	<b>(41,151)</b>	<b>(3,794)</b>	<b>1,714,758</b>	<b>1,666,767</b>
<b>Reconciliation of Funds:</b>						
Balances brought forward	2,894,870	844,565	208,712	12,812,581	16,760,728	16,054,564
Balances carried forward	2,891,824	803,414	204,918	14,527,339	18,427,495	16,760,728



**ST JOHN'S LICHFIELD  
BALANCE SHEET  
30 JUNE 2022**

	Notes	2022 £	£	2021 £	£
<b>Fixed Assets</b>					
Tangible Fixed Assets	10		5,426,519		5,494,491
Chapel	11		Not valued		Not valued
Investments	12		12,192,843		11,026,091
			<u>17,619,362</u>		<u>16,520,582</u>
<b>Current Assets</b>					
Debtors	13	37,547		49,349	
Cash at Bank and in Hand		<u>854,644</u>		<u>268,088</u>	
		892,191		317,437	
<b>Less:</b>					
<b>Creditors:</b> Amounts falling due within one year	14	<u>42,869</u>		<u>35,666</u>	
<b>Net Current Assets</b>			849,322		281,771
<b>Total Assets less Current Liabilities</b>					
<b>Creditors:</b> Amounts falling due after more than one year	15		<u>41,189</u>		<u>41,625</u>
			<u>18,427,495</u>		<u>16,760,728</u>
<b>Capital and Reserves</b>	17				
Permanent Endowment			14,527,339		12,812,581
Restricted Funds			204,918		208,712
Designated Funds	16		803,414		844,565
Income Account			2,891,824		2,894,870
			<u>18,427,495</u>		<u>16,760,728</u>

These accounts were approved by the Board of Trustees on 26 July 2023 and signed on their behalf by:

C P Kitto

R B K Dyott

**ST JOHN'S LICHFIELD  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2022**

**1. Establishment of St John's Lichfield**

St John's Lichfield is a charitable incorporated organisation, which was registered with the Charity Commission on 4 March 2014. Its governing document is a constitution approved on 12 September 2013, as amended 2 March 2021.

**2. Accounting Policies**

**a) Basis of Accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1 January 2019 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

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

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes.

**b) Expenditure**

Expenditure is accounted for on an accruals basis. Bursar's and manager's salaries are apportioned 70% to charitable activities and 30% to other costs. (2021 - 70%:30%)

Office expenditure is apportioned 80% to charitable activities and 20% to other. (2021 - 80%:20%)

**c) Tangible Fixed Assets**

Freehold Property and Property Improvements

The Almshouses situated in St John Street and known as St John's without the Barrs, were constructed in the fifteenth century and were extended in the 1960s. There is no record of the original cost and no value is attributed thereto. Improvement work which has taken place since 1 July 1992 has been capitalised and depreciation is being provided at 10% per annum on a straight line basis. The Almshouses completed during 2018 are depreciated on a straight line basis over 100 years. Internal fittings, including bathrooms and kitchens, are not depreciated. They are replaced on a rolling basis and the costs are charged to the Cyclical Maintenance Fund.

Leasehold Housing Properties (The Close)

The leasehold housing properties cost relates to the construction of the Almshouses known as St John's within the Close. This development took place during the 1980s and was funded by a Housing Association Grant, a mortgage loan from the Housing Corporation (secured by a charge on the buildings) and from St John's Hospital's own resources.

Depreciation is provided on a straight line basis, so as to write off the cost over the term of the lease.

**d) Housing Association Grant**

Housing Association Grant (HAG) was paid by the Housing Corporation towards the cost of development. To the extent that the property has not been depreciated, it is shown as a Restricted Fund on the Balance Sheet.

**e) Listed Investments**

Listed investments are initially recognised at transaction value and subsequently measured at their market value as at the balance sheet date.

**f) Investment Property**

Investment Property is included at open market value subject to existing use.



**ST JOHN'S LICHFIELD**  
**NOTES TO THE FINANCIAL STATEMENTS (Continued)**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**g) Consecrated assets**

No value has been attributed to consecrated assets in the financial statements.

**h) Cyclical Repairs and Maintenance**

St John's Lichfield has established a regular programme of cyclical repairs and maintenance. Costs are charged to the Cyclical Repairs and Maintenance Fund in the year in which they are incurred.

**i) Cyclical Repairs and Maintenance Fund**

This designated reserve represents amounts set aside for cyclical maintenance.

**j) Extraordinary Repairs**

Costs of extraordinary repairs, unless representing improvements to the properties, are charged to the Extraordinary Repairs Reserve in the year in which they are incurred.

**k) Extraordinary Repairs Fund**

This designated reserve represents amounts set aside to carry out major repairs on the Housing Properties.

**l) Value Added Tax**

St John's Hospital is not registered for value added tax. In these Financial Statements, where applicable, expenditure is shown inclusive of value added tax.

**3. Almshouse Running Costs**

	Income Account	Other Funds	Designated Funds	Total 2022	Total 2021
	£	£	£	£	£
Rates and Insurance	31,705			31,705	22,658
Heating and Lighting	37,320			37,320	25,598
Staff Costs and Contractors	18,646			18,646	13,122
Upkeep of Grounds	29,443			29,443	41,551
Repairs and Renewals	42,786		44,995	87,781	66,701
Architects and Surveyors Fees	6,233		1,627	7,860	14,066
Refurbishment of Master's House			72,616	72,616	
Sundries	31,863			31,863	24,230
Other Benefits for Residents	4,899			4,899	2,343
Master's Stipend and Expenses	17,401			17,401	20,570
Chapel Expenses	11,767			11,767	10,283
Depreciation	22,397	29,339		51,736	51,736
Amount written off Property Improvements	16,236			16,236	16,236
Loan Interest	5,590			5,590	5,646
Bursar & Manager's Salaries	33,573			33,573	30,854
Office Expenses inc Telephone	9,070			9,070	7,331
	<u>318,929</u>	<u>29,339</u>	<u>119,238</u>	<u>467,506</u>	<u>352,925</u>
Restricted Funds		3,794			
Permanent Endowment		<u>25,545</u>			
		<u>29,339</u>			

In 2021 expenditure from designated funds totalled £59,508, comprising repairs £25,120, architect and surveyors fee £7,353 and upkeep of grounds £27,035

In 2021 depreciation included £3,794 financed from restricted funds and £25,545 from permanent endowment.

**ST JOHN'S LICHFIELD**  
**NOTES TO THE FINANCIAL STATEMENTS (Continued)**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**4. Other Costs**

	<b>Total 2022</b>	<b>Total 2021</b>
	<b>£</b>	<b>£</b>
Bursar and Manager's Salaries	14,389	13,223
Audit and Accountancy	9,732	8,976
Trustee Indemnity Insurance	3,766	2,459
Sundry Expenses	3,719	5,889
Legal Fees	-	18,390
Office Expenses	2,268	1,833
Bank Charges	142	219
	<u>34,016</u>	<u>50,989</u>

**5. Grants Payable**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Abbots Bromley Hospital	-	3,000
Grants to individuals	761	340
	<u>761</u>	<u>3,340</u>

**6. Employee Information**

	<b>2022</b>	<b>2021</b>
The average weekly number of persons employed during the year, based on a full time equivalent basis was:		
Office Staff	1	1
Master and Other staff	2	2
	<u>3</u>	<u>3</u>

	<b>£</b>	<b>£</b>
Staff costs are as follows:		
Wages and Salaries	60,832	66,508
Social Security	316	271
Defined Benefit Pension Contributions	600	4,522
Defined Contribution Pension contributions	1,706	1,610
	<u>63,454</u>	<u>72,911</u>

No employee received remuneration amounting to more than £60,000 in either year.  
Total remuneration of key management personnel was £51,897 (2021 - £62,132).

**7. Trustees Remuneration and Expenses and Related Party Transactions**

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the year to any trustee or to any person known to be connected with any of them.

No expenses were paid during the year (2021 - £nil).

There were no other related party transactions.

**8. Taxation**

St John's Lichfield is a registered charity and all income and gains are covered by exemptions.

**ST JOHN'S LICHFIELD**  
**NOTES TO THE FINANCIAL STATEMENTS (Continued)**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**9. Net Incoming Resources for the Year are stated after charging:**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Amounts written off Property Improvements	16,236	16,236
Depreciation - Freehold Property	44,500	44,500
Depreciation - Leasehold Property	7,236	7,236
Auditors Remuneration:		
In their capacity as auditors	5,400	4,600
Other services	4,332	4,376
Trustee Indemnity Insurance	3,766	2,459
Interest payable on loan wholly or partly repayable in more than five years	5,590	5,646

**10. Tangible Fixed Assets**

	<b>Freehold Land &amp; Buildings</b>	<b>Property Improvements</b>	<b>Leasehold Housing Properties</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Cost at 1 July 2021	5,241,123	1,260,056	549,964	7,051,143	7,051,143
Cost at 30 June 2022	<u>5,241,123</u>	<u>1,260,056</u>	<u>549,964</u>	<u>7,051,143</u>	<u>7,051,143</u>
Depreciation at 1 July 2021	178,000	1,226,696	151,956	1,556,652	1,488,680
Charge for the year	44,500	16,236	7,236	67,972	67,972
Depreciation at 30 June 2022	<u>222,500</u>	<u>1,242,932</u>	<u>159,192</u>	<u>1,624,624</u>	<u>1,556,652</u>
Net Book Value 30 June 2022	<u>5,018,623</u>	<u>17,124</u>	<u>390,772</u>	<u>5,426,519</u>	<u>5,494,491</u>

**Freehold Land & Buildings (St John's without the Barrs)**

£8,138 represents the purchase of a parcel of land adjacent to the Almshouses known as St John's without the Barrs.

The remaining £5,232,985 represents costs incurred in respect of the new build.

As more fully explained in note 2(b), there is no record of the original cost of the Almshouses known as St John's without the Barrs and no value attributed thereto. These Almshouses were constructed in the fifteenth century and are Grade 1 Listed Buildings. The trustees consider it inappropriate to obtain a valuation of these properties as a conventional valuation would be unreliable and the cost would be onerous compared with the additional benefit derived by the users of the financial statements.

**Leasehold Housing Properties (The Close)**

The Almshouses known as St John's within the Close were constructed during the 1980s and were funded by a Housing Corporation Grant of £288,386 (the unamortised amount of which is shown as a Restricted Fund on the Balance Sheet) and a residual mortgage loan of £44,728 repayable with interest calculated at 13.5% per annum over 60 years from 1 September 1981. The balance of £216,850 was provided from St John's Hospital's own resources. The lease is for a term of 99 years from 2 December 1978.

**ST JOHN'S LICHFIELD  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2022**

**11. Chapel**

The Chapel is excluded from the financial statements by s10 of the Charities Act 2011.

**12. Investments**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Listed Investments	3,662,740	4,571,297
Investment Portfolio Cash	50,103	73,794
Investment Property	8,480,000	6,381,000
	<u>12,192,843</u>	<u>11,026,091</u>

**UK Listed Investments**

Market Value at 1 July 2021	4,571,297	3,603,143
Additions at cost	772,780	1,293,363
Disposals during the year	(1,344,370)	(1,024,032)
Profit/(loss) on disposal	77,482	53,670
Net unrealised investment gains/(losses)	(414,449)	645,153
Market Value at 30 June 2022	<u>3,662,740</u>	<u>4,571,297</u>

**Cost at 30 June 2022**

	<u>3,211,844</u>	<u>2,883,489</u>
--	------------------	------------------

Held as to:

Endowment Fund	3,486,782	3,926,634
Building Fund	175,958	197,263
Extraordinary Repair Fund		447,400
	<u>3,662,740</u>	<u>4,571,297</u>

**Investment Property**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Portfolio Valuation at 1 July 2021	6,381,000	6,381,000
Unrealised gain on revaluation	2,099,000	
Portfolio valuation at 30 June 2022	<u>8,480,000</u>	<u>6,381,000</u>

Unrealised gains included above:

Endowment Fund	<u>5,319,848</u>	<u>3,220,848</u>
----------------	------------------	------------------

The investment property portfolio (with the exception of one house) was revalued by Malcolm Gale, MRICS, FAAV, FLAA of Bagshaws LLP in April 2023 on the basis of open market value subject to existing use.

The remaining property was valued by the trustees in June 2022 on the basis of open market value subject to existing use.

**ST JOHN'S LICHFIELD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**13. Debtors**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Amounts falling due within one year:		
Rental income	13,816	10,312
Prepayments	14,855	31,444
Accrued income	6,581	3,593
Other debtors	2,295	4,000
	<u>37,547</u>	<u>49,349</u>

**14. Creditors**

Amounts falling due within one year:		
Rental income	10,658	10,282
Other creditors and accruals	32,211	25,384
	<u>42,869</u>	<u>35,666</u>

**15. Creditors**

Amounts falling due after more than one year:		
Loan (secured) due 1-5 years	2,880	2,680
Loan (secured) due more than 5 years	38,309	38,945
	<u>41,189</u>	<u>41,625</u>

The mortgage loan is secured by a charge on St John's housing properties within the Close. The mortgage is repayable by equal instalments of principal and interest, the final instalment falling due on 31 March 2041.

**16. Designated Funds**

	<b>Cyclical Maintenance</b>	<b>Extraordinary Repairs</b>	<b>Building Fund 2022</b>	<b>Total 2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Balance at 1 July 2021	194,132	447,418	203,015	844,565
Investment Income			1,606	1,606
Bank Deposit Interest	392			392
Realised gain/ (loss) on disposal		23,033	(4,476)	18,557
Unrealised Gains/(Losses) on revaluation			(21,228)	(21,228)
Transfer from Income Account	50,000	30,000		80,000
	<u>244,524</u>	<u>500,451</u>	<u>178,917</u>	<u>923,892</u>
Expenditure during the year	46,622	72,616	1,240	120,478
Balance at 30 June 2022	<u>197,902</u>	<u>427,835</u>	<u>177,677</u>	<u>803,414</u>

**ST JOHN'S LICHFIELD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**16. Designated Funds (continued)**

	<b>Cyclical Maintenance £</b>	<b>Extraordinary Repairs £</b>	<b>Building Fund £</b>	<b>Total 2021 £</b>
Balance at 1 July 2020	213,559	375,229		588,788
Investment Income		15,137		15,137
Bank Deposit Interest	81			81
Unrealised Gains/(Losses) on revaluation		57,052	3,334	60,386
Transfer from Income Account	40,000		200,000	240,000
	<u>253,640</u>	<u>447,418</u>	<u>203,334</u>	<u>904,392</u>
Expenditure during the year	59,508		319	59,827
Balance at 30 June 2021	<u>194,132</u>	<u>447,418</u>	<u>203,015</u>	<u>844,565</u>

**17. The assets and liabilities of the Charity are represented by the funds as detailed**

	<b>Total 2022 £</b>	<b>Permanent Endowment £</b>	<b>Restricted Funds £</b>	<b>Designated Funds £</b>	<b>Income Account £</b>
Tangible Fixed Assets	5,426,519	2,426,789	204,918		2,794,812
Investments	12,192,843	12,014,900		177,943	-
Debtors	37,547				37,547
Cash at Bank and in Hand	854,644	91,247		625,754	137,643
Creditors: Within one year	(42,869)	(5,597)		(283)	(36,989)
Creditors: More than one year	(41,189)				(41,189)
	<u>18,427,495</u>	<u>14,527,339</u>	<u>204,918</u>	<u>803,414</u>	<u>2,891,824</u>

  

	<b>Total 2021 £</b>	<b>Permanent Endowment £</b>	<b>Restricted Funds £</b>	<b>Designated Funds £</b>	<b>Income Account £</b>
Tangible Fixed Assets	5,494,491	2,452,334	208,712		2,833,445
Investments	11,026,091	10,375,375		650,716	
Debtors	49,349				49,349
Cash at Bank and in Hand	268,008	(8,919)		194,168	122,839
Creditors: Within one year	(35,666)	(6,209)		(319)	(29,138)
Creditors: More than one year	(41,625)				(41,625)
	<u>16,800,728</u>	<u>12,812,581</u>	<u>208,712</u>	<u>844,565</u>	<u>2,934,870</u>

**18. Contingent Liability**

A Housing Association Grant (HAG) of £288,386 was received towards the cost of the construction of the Almshouses known as St John's within the Close. HAG is repayable in certain circumstances primarily following the sale of a property, but will normally be restricted to net proceeds of sale.

**19. Charity Merger**

By virtue of a pre merger vesting agreement dated 1 September 2015, the unincorporated charity St John's Hospital, registered charity number 214784, transferred its assets to St John's Lichfield, a charitable incorporated organisation, registered charity number 1155998.

**20. Future Commitment**

At 30 June 2022 St John's Lichfield had future commitments totalling £592,904. This comprises refurbishment costs of the Master's House and fire safety work.



**ST JOHN'S LICHFIELD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2022**  
**20 Statement of Financial Activities - comparatives**

		Income Account £	Designated Funds £	Restricted Fund £	Permanent Endowment £	Total 2021 £
<b>Income and Endowments from:</b>						
Charitable Activities						
Maintenance Contributions		244,301				244,301
Investments						
Income from Listed Investments		78,572	15,137		3,199	96,908
Bank Deposit Interest		16	81			97
Rental Income		114,679				114,679
Donations and Legacies						-
Other Trading Activities						
Car Park Income		2,545				2,545
<b>Total Income</b>		<b>440,113</b>	<b>15,218</b>		<b>3,199</b>	<b>458,530</b>
<b>Expenditure</b>						
Charitable Activities						
Almshouse Running Costs	3	264,078	59,508	3,794	25,545	352,925
Grants Payable	5	3,340				3,340
Other Costs	4	50,989				50,989
Raising Funds						
Investment Property Management Expenditure		19,562				19,562
Investment Management Charges			319		23,203	23,522
Car Park Expenditure		851				851
<b>Total</b>		<b>338,820</b>	<b>59,827</b>	<b>3,794</b>	<b>48,748</b>	<b>451,189</b>
Net Gains/(Losses) on Investments						
Realised - Listed Investments	12				53,670	53,670
Unrealised - Listed Investments	12		60,386		584,767	645,153
<b>Net Income/(Expenditure)</b>		<b>101,293</b>	<b>15,777</b>	<b>(3,794)</b>	<b>592,888</b>	<b>706,164</b>
Transfer between funds		(240,000)	240,000			
<b>Net Movement in Funds</b>		<b>(138,707)</b>	<b>255,777</b>	<b>(3,794)</b>	<b>592,888</b>	<b>706,164</b>
<b>Reconciliation of Funds:</b>						
Balances brought forward		3,033,577	588,788	212,506	12,219,693	16,054,564
Balances carried forward		2,894,870	844,565	208,712	12,812,581	16,760,728