

The Charity of Sarah Bernard

Annual Report and Financial Statements

for the Year Ended 31 December 2021

Lambert Chapman LLP
Chartered Accountants and Registered Statutory Auditors
3 Warners Mill
Silks Way
Braintree
Essex
CM7 3GB

The Charity of Sarah Bernard

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The Charity of Sarah Bernard

Reference and Administrative Details

Trustees	J H Simpson
	L Vohmann
	M K Gardiner
	M Carter
	G Cutmore
	M G Vivian
	J Hounslow
Charity Registration Number	1181945
Principal Office	Grove Barn
	Oxen End
	Little Bardfield
	Essex
	CM7 4PX
Independent Examiner	N Forsyth FCA
	Lambert Chapman LLP
	Chartered Accountants and Registered Statutory Auditors
	3 Warners Mill
	Silks Way
	Braintree
	Essex
Bankers	CM7 3GB
	CAF Bank
	25 Kings Hill Avenue
	West Malling
	Kent
	ME19 4JQ

The Charity of Sarah Bernard

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 December 2021.

Objectives and activities

Objects and aims

The charity's objective is the provision of housing for the benefit of poor widows or spinsters, poor married couples, bachelors or widowers who are resident in the ancient parish of Bardfield or within a distance of 10 miles from the boundary of the Parish.

Objectives, strategies and activities

The weekly maintenance contribution was reviewed and increased to £114 per week with effect from 1st January 2022.

Having regard to the major renovation works carried out in 2019 and 2020 and the effects of the pandemic, works in 2021 were kept to a minimum. These included redecoration to the whole of the exterior and to the sitting room and entrance lobbies at Number 4.

Public benefit

The Trustees are aware of the requirement to act in public benefit and feel that this is being achieved through the work done in acting towards the aims of the Charity.

The Trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

The Charity of Sarah Bernard

Trustees' Report

Financial review

Policy on reserves

An Extraordinary Repair Fund was set up, initially within the Charity of Mrs Sarah Bernard, following a scheme of the Charity Commission in April 1963. This fund (designated as such) together with monies on account with CAF and COIF, represent accumulations of income which the Trustees consider appropriate by way of reserves.

The Charity currently has £9,980 of available reserves at the Balance Sheet date.

The Trustees fully recognise the need to maintain an appropriate level of reserves. A policy has been adopted that reserves should be maintained at a sufficient level to cover:

1. the loss of 6 months' operating income;
2. the estimated costs of planned building projects identified over a five year cycle; and
3. the estimated costs of covering potential risks which are uninsured or specifically excluded from the Charity's insurance policies.

This policy is reviewed annually by the Trustees.

Taking into account the estimated cost of rewiring and new kitchens carried out during 2019 and 2020, the reserves required exceeded the funds held and it was in order to maintain that level of reserves that external funding was sought.

The Trustees maintain detailed and prioritised Schedules for the maintenance and improvement of the Almshouses for the benefit of current and future residents.

The Schedules are based on regular inspections by the Trustees themselves and professional survey approximately every 5 years.

Trustees regularly monitor the cash position and that of the Charity's reserves and are satisfied that these conform to the Charity Commission Guidelines (CC19) and that current cash flows are sufficient to meet foreseeable needs and contingencies.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	J H Simpson
	L Vohmann
	M K Gardiner
	M Carter
	G Cutmore
	M G Vivian (appointed 28 September 2021)
	J Hounslow (appointed 28 September 2021)

The Charity of Sarah Bernard

Trustees' Report

Structure, governance and management

Nature of governing document

The Charity constitutes a Charitable Incorporated Organisation and is controlled by its governing document which is a Foundation model constitution.

The Charity was previously registered as the "Charity of Mrs Sarah Bernard", charity registration number 209558. "The Charity of Sarah Bernard", was registered with the Charity Commission on 8th February 2019 and an Order of the Charity Commission dated 18th May 2019 authorised the transfer of assets (including permanent endowment) to the new charity. Notification of Merger was entered in the register of Mergers held by the Charity Commission on 2 September 2020.

Organisational structure

The Charity is managed by the Charity Trustees who meet on a regular basis to discuss the Charity's activities and ensure that it continues to fulfil its objects.

Major risks and management of those risks

Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

To fulfil this duty the Trustees have created a schedule of the risks they have identified, noting action taken or required in respect of each risk individually. The schedule is kept under constant review and is in any event reviewed annually at a meeting of the Trustees. It is updated with any newly identified risks and/or action required as necessary.

The risks identified range from those relating to the trustee body itself and charitable activities to those relating to the financial activities of the charity and its legal obligations.

The annual report was approved by the trustees of the charity on 26 July 2022 and signed on its behalf by:

.....
J H Simpson
Trustee

The Charity of Sarah Bernard

Statement of Trustees' Responsibilities

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

The law applicable to charities 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 incoming resources and application of resources 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 business.

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 applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees 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 of the charity on 26 July 2022 and signed on its behalf by:

.....
J H Simpson
Trustee

The Charity of Sarah Bernard

Independent Examiner's Report to the trustees of The Charity of Sarah Bernard

I report to the trustees on my examination of the accounts of The Charity of Sarah Bernard for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity trustees of The Charity of Sarah Bernard you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the The Charity of Sarah Bernard's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of The Charity of Sarah Bernard as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....
N Forsyth FCA

Lambert Chapman LLP
Chartered Accountants and Registered Statutory Auditors

3 Warners Mill
Silks Way
Braintree
Essex
CM7 3GB

24 August 2022

The Charity of Sarah Bernard

Statement of Financial Activities for the Year Ended 31 December 2021

	Note	Unrestricted funds £	Endowment funds £	Total 2021 £	Total 2020 £
Income and Endowments from:					
Donations and legacies	2	2,000	-	2,000	2,333
Charitable activities	3	26,950	-	26,950	28,246
Investment income	4	3,087	-	3,087	3,413
Total income		<u>32,037</u>	<u>-</u>	<u>32,037</u>	<u>33,992</u>
Expenditure on:					
Charitable activities	5	(15,456)	-	(15,456)	(26,925)
Total expenditure		(15,456)	-	(15,456)	(26,925)
(Losses)/gains on investment assets		8,521	377	8,898	(6,219)
Net income		<u>25,102</u>	<u>377</u>	<u>25,479</u>	<u>848</u>
Net movement in funds		25,102	377	25,479	848
Reconciliation of funds					
Total funds brought forward		<u>66,744</u>	<u>4,181</u>	<u>70,925</u>	<u>70,077</u>
Total funds carried forward	16	<u><u>91,846</u></u>	<u><u>4,558</u></u>	<u><u>96,404</u></u>	<u><u>70,925</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2020 is shown in note 16.

The Charity of Sarah Bernard
(Registration number: 1181945)
Balance Sheet as at 31 December 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	10	1	1
Current assets			
Debtors	11	1,153	1,191
Investments	12	106,422	84,699
Cash at bank and in hand	13	<u>10,636</u>	<u>11,114</u>
		118,211	97,004
Creditors: Amounts falling due within one year	14	<u>(4,745)</u>	<u>(6,392)</u>
Net current assets		<u>113,466</u>	<u>90,612</u>
Total assets less current liabilities		113,467	90,613
Creditors: Amounts falling due after more than one year	15	<u>(17,063)</u>	<u>(19,688)</u>
Net assets		<u><u>96,404</u></u>	<u><u>70,925</u></u>
Funds of the charity:			
Endowment funds		4,558	4,181
Unrestricted income funds			
Unrestricted funds		<u>91,846</u>	<u>66,744</u>
Total funds	16	<u><u>96,404</u></u>	<u><u>70,925</u></u>

The Charity of Sarah Bernard
(Registration number: 1181945)
Balance Sheet as at 31 December 2021

The financial statements on pages 7 to 19 were approved by the trustees, and authorised for issue on

26 July 2022 and signed on their behalf by:

.....
J H Simpson
Trustee

.....
L Vohmann
Trustee

.....
M K Gardiner
Trustee

.....
M Carter
Trustee

.....
G Cutmore
Trustee

.....
M G Vivian
Trustee

.....
J Hounslow
Trustee

The Charity of Sarah Bernard

Notes to the Financial Statements for the Year Ended 31 December 2021

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

The Charity of Sarah Bernard meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Exemption from preparing a cash flow statement

The charity has not included a cash flow statement in these financial statements as the income reported is below the threshold for this to be a requirement.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Judgements

Apart from those judgements involving estimations, management has not made any judgements in the process of applying the entity's accounting policies that have a significant effect on the amounts recognised in the accounts.

Key sources of estimation uncertainty

There are no key assumptions concerning the future or other key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

Income and endowments

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Donations and legacies

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity however it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

The Charity of Sarah Bernard

Notes to the Financial Statements for the Year Ended 31 December 2021

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Charitable activities

Income is received as residents' contributions for the provision of housing and is recognised when entitlement has occurred.

Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

Governance costs

These include the costs attributable to the Charity's compliance with constitutional and statutory requirements.

Taxation

The Charity is potentially exempt from taxation in respect of income or capital gains received to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £100.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

The Charity of Sarah Bernard

Notes to the Financial Statements for the Year Ended 31 December 2021

Asset class	Depreciation method and rate
Improvements to Property	10% straight line basis

Current asset investments

Current asset investments are included at market value.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits.

Trade creditors

Trade creditors include obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Borrowings

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Permanent endowment funds are funds to be retained within the charity and cannot be used at the discretion of the Trustees.

2 Income from donations and legacies

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	2,000	2,000	2,333
	<u>2,000</u>	<u>2,000</u>	<u>2,333</u>

3 Income from charitable activities

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Provision of housing	26,950	26,950	28,246
	<u>26,950</u>	<u>26,950</u>	<u>28,246</u>

The Charity of Sarah Bernard

Notes to the Financial Statements for the Year Ended 31 December 2021

4 Investment income

	Unrestricted funds Designated £	General £	Total 2021 £	Total 2020 £
Interest receivable and similar income;				
Interest receivable on bank deposits	-	-	-	3
Other income from current asset investments	2,827	260	3,087	3,410
	<u>2,827</u>	<u>260</u>	<u>3,087</u>	<u>3,413</u>

5 Expenditure on charitable activities

	Note	Unrestricted funds General £	Total 2021 £	Total 2020 £
Repairs and maintenance		5,457	5,457	16,071
Rates and sewerage		1,918	1,918	1,865
Light and heat		3,070	3,070	2,711
Property insurance		1,287	1,287	1,325
Gardening services		2,319	2,319	450
Printing, postage and stationery		11	11	-
National Association of Almshouses		22	22	142
Bank charges		100	100	103
Governance costs	6	<u>1,272</u>	<u>1,272</u>	<u>4,258</u>
		<u>15,456</u>	<u>15,456</u>	<u>26,925</u>

6 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Independent examiner fees			
Examination of the financial statements	1,254	1,254	822
Other fees paid to examiners	-	-	1,062
Legal fees	<u>18</u>	<u>18</u>	<u>2,374</u>
	<u>1,272</u>	<u>1,272</u>	<u>4,258</u>

7 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.
No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

The Charity of Sarah Bernard

Notes to the Financial Statements for the Year Ended 31 December 2021

8 Independent examiner's remuneration

	2021 £	2020 £
Examination of the financial statements	1,254	822
Other fees to examiners		
Other fees paid to examiners	-	1,062

9 Taxation

The charity is a registered charity and is therefore potentially exempt from taxation.

10 Tangible fixed assets

	Improvements to property £	Total £
Cost		
At 1 January 2021	18,856	18,856
At 31 December 2021	18,856	18,856
Depreciation		
At 1 January 2021	18,855	18,855
At 31 December 2021	18,855	18,855
Net book value		
At 31 December 2021	1	1
At 31 December 2020	1	1

11 Debtors

	2021 £	2020 £
Prepayments	1,153	1,191

12 Current asset investments

	2021 £	2020 £
Listed other shares	106,422	84,699

All current asset investments are held in the UK.

13 Cash and cash equivalents

	2021 £	2020 £
Cash at bank	10,636	11,114

The Charity of Sarah Bernard

Notes to the Financial Statements for the Year Ended 31 December 2021

14 Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	866	2,555
Other loans	2,625	2,625
Accruals	1,254	1,212
	<u>4,745</u>	<u>6,392</u>

15 Creditors: amounts falling due after one year

	2021	2020
	£	£
Other loans	<u>17,063</u>	<u>19,688</u>

The Charity of Sarah Bernard

Notes to the Financial Statements for the Year Ended 31 December 2021

16 Funds

	Balance at 1 January 2021 £	Incoming resources £	Resources expended £	Transfers £	Other recognised gains/(losses) £	Balance at 31 December 2021 £
Unrestricted funds						
General	6,227	29,210	(15,456)	(10,000)	-	9,981
Designated	<u>60,517</u>	<u>2,827</u>	<u>-</u>	<u>10,000</u>	<u>8,521</u>	<u>81,865</u>
Total unrestricted funds	66,744	32,037	(15,456)	-	8,521	91,846
Endowment funds						
Permanent	<u>4,181</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>377</u>	<u>4,558</u>
Total funds	<u><u>70,925</u></u>	<u><u>32,037</u></u>	<u><u>(15,456)</u></u>	<u><u>-</u></u>	<u><u>8,898</u></u>	<u><u>96,404</u></u>

The Charity of Sarah Bernard

Notes to the Financial Statements for the Year Ended 31 December 2021

	Balance at 1 January 2020 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Balance at 31 December 2020 £
Unrestricted funds					
General	2,395	28,757	(24,925)	-	6,227
Designated	<u>63,164</u>	<u>3,235</u>	<u>-</u>	<u>(5,882)</u>	<u>60,517</u>
Total unrestricted funds	65,559	31,992	(24,925)	(5,882)	66,744
Restricted funds	-	2,000	(2,000)	-	-
Endowment funds					
Permanent	<u>4,518</u>	<u>-</u>	<u>-</u>	<u>(337)</u>	<u>4,181</u>
Total funds	<u><u>70,077</u></u>	<u><u>33,992</u></u>	<u><u>(26,925)</u></u>	<u><u>(6,219)</u></u>	<u><u>70,925</u></u>

The Charity of Sarah Bernard

Notes to the Financial Statements for the Year Ended 31 December 2021

The specific purposes for which the funds are to be applied are as follows:

Unrestricted Funds

General Funds - general funds represent the balance of unrestricted funds which are available to the charity, being neither currently designated to the Extraordinary Repair Fund, nor restricted, nor permanent endowment. The trustees actively review their reserves policy on an ongoing basis and are aware that they may need to designate further amounts from this fund should the need arise. The trustees are aware that the requirement to review the level of funds in respect of repairs is their primary concern and, as such, are mindful of these reserves.

Designated Funds - the extraordinary repair fund, invested in NAACIF accumulation shares, represents funds allocated by the trustees to meet exceptional repair and maintenance expenditure on buildings as and when required. The trustees actively review the requirement to carry out repairs on an ongoing basis and are aware that further funds may need to be designated from unrestricted funds if necessary. During 2019, £12,000 was physically transferred from the repair fund to enable the work to be carried out; the Trustees also decided that £20,000 of the funds designated for extraordinary repairs should be used to cover the works undertaken in 2019.

Restricted Funds

£2,000 was provided during 2019 to assist with the renovation work on No.5. The monies were spent in that year and there are were restricted funds held at the Balance Sheet date.

Endowment Funds

The endowment fund represents the investment in NAACIF income shares which form a permanent endowment of the charity and the use of these funds is therefore restricted.

The Charity of Sarah Bernard

Notes to the Financial Statements for the Year Ended 31 December 2021

17 Analysis of net assets between funds

	Unrestricted funds		Endowment funds	Total funds at
	General	Designated	Permanent	31 December
	£	£	£	2021
				£
Tangible fixed assets	1	-	-	1
Current assets	31,788	81,865	4,558	118,211
Current liabilities	(4,745)	-	-	(4,745)
Creditors over 1 year	(17,063)	-	-	(17,063)
Total net assets	<u>9,981</u>	<u>81,865</u>	<u>4,558</u>	<u>96,404</u>
	Unrestricted funds		Endowment funds	Total funds at
	General	Designated	Permanent	31 December
	£	£	£	2020
				£
Tangible fixed assets	1	-	-	1
Current assets	32,306	60,517	4,181	97,004
Current liabilities	(6,392)	-	-	(6,392)
Creditors over 1 year	(19,688)	-	-	(19,688)
Total net assets	<u>6,227</u>	<u>60,517</u>	<u>4,181</u>	<u>70,925</u>

18 Related party transactions

There were no related party transactions in the year.