

The Charity of Sarah Bernard

Annual Report and Financial Statements

for the Year Ended 31 December 2023

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
	M K Gardiner
	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 CM7 3GB
Bankers	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 2023.

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 £132 per week with effect from 1st January 2024.

Replacement gardening arrangements were put in place towards the end of the year, the changes effected in April 2022 having proved unsatisfactory.

Remedial damp work to Numbers 1,2 and 3 was carried out.

A condition survey, carried out every 5 years and scheduled for 2023, was duly carried out.

The rear roof works were delayed by the unsuccessful application for a certificate of Lawful Development and the requirement to apply for Listed Building Consent, granted on 30th November. Meanwhile offers of funding by the Parish Council and a loan by the Almshouse Association remained in place.

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 (continued)

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 £18,540 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 (resigned 3 September 2024)
	M K Gardiner
	M Carter (resigned 3 July 2024)
	G Cutmore (resigned 21 June 2024)
	M G Vivian
	J Hounslow

M Carter resigned as a Trustee as her term in office ended.

The Charity of Sarah Bernard

Trustees' Report (continued)

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.

At a meeting of the Trustees in January 2023, Michael Vivian was formally acknowledged to be Treasurer and Mary Gardiner to be Clerk.

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 23 October 2024 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 Charities (Accounts and Reports) Regulations 2008, 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.

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

Approved by the trustees of the charity on 23 October 2024 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 2023.

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
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Essex
CM7 3GB

25 October 2024

The Charity of Sarah Bernard

Statement of Financial Activities for the Year Ended 31 December 2023

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2023 £	Total 2022 £
Income and Endowments from:						
Donations and legacies	2	-	-	-	-	2,536
Charitable activities	3	30,876	-	-	30,876	31,196
Investment income	4	4,396	-	-	4,396	3,924
Other income	5	-	-	-	-	3,500
Total income		<u>35,272</u>	<u>-</u>	<u>-</u>	<u>35,272</u>	<u>41,156</u>
Expenditure on:						
Charitable activities	6	<u>(28,232)</u>	<u>(1,666)</u>	<u>-</u>	<u>(29,898)</u>	<u>(30,084)</u>
Total expenditure		(28,232)	(1,666)	-	(29,898)	(30,084)
(Losses)/gains on investment assets		<u>2,206</u>	<u>-</u>	<u>76</u>	<u>2,282</u>	<u>(3,342)</u>
Net income/(expenditure)		<u>9,246</u>	<u>(1,666)</u>	<u>76</u>	<u>7,656</u>	<u>7,730</u>
Net movement in funds		9,246	(1,666)	76	7,656	7,730
Reconciliation of funds						
Total funds brought forward		<u>98,052</u>	<u>1,666</u>	<u>4,416</u>	<u>104,134</u>	<u>96,404</u>
Total funds carried forward	17	<u>107,298</u>	<u>-</u>	<u>4,492</u>	<u>111,790</u>	<u>104,134</u>

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

The funds breakdown for 2022 is shown in note 17.

The Charity of Sarah Bernard
(Registration number: 1181945)
Balance Sheet as at 31 December 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	11	1	1
Current assets			
Debtors	12	2,440	3,807
Investments	13	113,248	106,815
Cash at bank and in hand	14	12,105	12,440
		127,793	123,062
Creditors: Amounts falling due within one year	15	(4,191)	(4,491)
Net current assets		123,602	118,571
Total assets less current liabilities		123,603	118,572
Creditors: Amounts falling due after more than one year	16	(11,813)	(14,438)
Net assets		111,790	104,134
Funds of the charity:			
Endowment funds		4,492	4,416
Restricted income funds			
Restricted funds		-	1,666
Unrestricted income funds			
Unrestricted funds		107,298	98,052
Total funds	17	111,790	104,134

The Charity of Sarah Bernard
(Registration number: 1181945)
Balance Sheet as at 31 December 2023 (continued)

The financial statements on pages 7 to 20 were approved by the trustees.

They were authorised for issue on 23 October 2024 and signed on their behalf by:

.....
J H Simpson
Trustee

.....
M K Gardiner
Trustee

.....
M G Vivian
Trustee

.....
J Hounslow
Trustee

The Charity of Sarah Bernard

Notes to the Financial Statements for the Year Ended 31 December 2023

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.

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.

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.

The Charity of Sarah Bernard

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

Other income

No other income was received in the accounting period (in 2022, there was an insurance refund of £3,500).

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:

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

Current asset investments

Current asset investments are included at market value.

The Charity of Sarah Bernard

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

Trade debtors

Trade debtors are amounts due from residents for rent payable.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

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 creditor 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.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

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 £	Restricted funds £	Total 2023 £	Total 2022 £
Donations and legacies;				
Donations from companies, trusts and similar proceeds	-	-	-	2,536
	-	-	-	2,536

The Charity of Sarah Bernard

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Provision of housing	30,876	-	30,876	31,196

4 Investment income

	Unrestricted funds Designated £	General £	Total 2023 £	Total 2022 £
Interest receivable and similar income;				
Interest receivable on bank deposits	-	55	55	14
Other income from current asset investments	4,151	190	4,341	3,910
	4,151	245	4,396	3,924

5 Other income

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Other income	-	-	-	3,500

6 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Repairs and maintenance	11,443	-	11,443	14,108
Rates and sewerage	2,121	-	2,121	1,959
Light and heat	6,993	-	6,993	7,159
Property insurance	1,545	-	1,545	1,364
Gardening services	2,151	-	2,151	2,769
Cost of living payments	-	-	-	750
National Association of Almshouses	182	-	182	146
Housing Ombudsman and Valuation Office Agency	-	-	-	59
Bank charges	60	-	60	84
Governance costs	3,737	1,666	5,403	1,686
	28,232	1,666	29,898	30,084

The Charity of Sarah Bernard

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

7 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Independent examiner fees				
Examination of the financial statements	1,554	-	1,554	1,434
Accountancy fees	114	-	114	252
Legal fees	2,069	1,666	3,735	-
	<u>3,737</u>	<u>1,666</u>	<u>5,403</u>	<u>1,686</u>

8 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.

9 Independent examiner's remuneration

	2023 £	2022 £
Examination of the financial statements	<u>1,554</u>	<u>1,434</u>
Other fees to examiners		
All other services	<u>114</u>	<u>252</u>

10 Taxation

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

The Charity of Sarah Bernard

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

11 Tangible fixed assets

	Improvements to property £	Total £
Cost		
At 1 January 2023	18,856	18,856
At 31 December 2023	18,856	18,856
Depreciation		
At 1 January 2023	18,855	18,855
At 31 December 2023	18,855	18,855
Net book value		
At 31 December 2023	1	1
At 31 December 2022	1	1

12 Debtors

	2023 £	2022 £
Trade debtors	984	2,622
Prepayments	1,456	1,185
	2,440	3,807

13 Current asset investments

	2023 £	2022 £
Listed other shares	113,248	106,815

All current asset investments are held in the UK.

14 Cash and cash equivalents

	2023 £	2022 £
Cash at bank	12,105	12,440

The Charity of Sarah Bernard

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

15 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	12	-
Other loans	2,625	2,625
Accruals	1,554	1,866
	<u>4,191</u>	<u>4,491</u>

16 Creditors: amounts falling due after one year

	2023 £	2022 £
Other loans	<u>11,813</u>	<u>14,438</u>

The Charity of Sarah Bernard

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

17 Funds

	Balance at 1 January 2023 £	Incoming resources £	Resources expended £	Transfers £	Other recognised gains/(losses) £	Balance at 31 December 2023 £
Unrestricted funds						
General	15,652	31,121	(28,232)	-	-	18,541
Designated	82,400	4,151	-	-	2,206	88,757
Total unrestricted funds	98,052	35,272	(28,232)	-	2,206	107,298
Restricted funds	1,666	-	(1,666)	-	-	-
Endowment funds						
Permanent	4,416	-	-	-	76	4,492
Total funds	104,134	35,272	(29,898)	-	2,282	111,790

The Charity of Sarah Bernard

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

	Balance at 1 January 2022 £	Incoming resources £	Resources expended £	Transfers £	Other recognised gains/(losses) £	Balance at 31 December 2022 £
Unrestricted funds						
General	9,981	35,755	(30,084)	-	-	15,652
Designated	81,865	3,735	-	-	(3,200)	82,400
Total unrestricted funds	91,846	39,490	(30,084)	-	(3,200)	98,052
Restricted funds	-	1,666	-	-	-	1,666
Endowment funds						
Permanent	4,558	-	-	-	(142)	4,416
Total funds	96,404	41,156	(30,084)	-	(3,342)	104,134

The Charity of Sarah Bernard

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

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.

Restricted Funds - £1,666 was received in the previous period as a donation from Little Bardfield Community Trust to contribute to roof repairs. This was spent on the planning fees associated with the repairs.

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 2023 (continued)

18 Analysis of net assets between funds

	Unrestricted funds		Endowment funds	Total funds at
	General	Designated	Permanent	31 December
	£	£	£	2023
				£
Tangible fixed assets	1	-	-	1
Current assets	34,544	88,757	4,492	127,793
Current liabilities	(4,191)	-	-	(4,191)
Creditors over 1 year	(11,813)	-	-	(11,813)
Total net assets	18,541	88,757	4,492	111,790

	Unrestricted funds		Restricted funds	Endowment funds	Total funds at 31 December
	General	Designated		Permanent	2022
	£	£	£	£	£
Tangible fixed assets	1	-	-	-	1
Current assets	34,580	82,400	1,666	4,416	123,062
Current liabilities	(4,491)	-	-	-	(4,491)
Creditors over 1 year	(14,438)	-	-	-	(14,438)
Total net assets	15,652	82,400	1,666	4,416	104,134

19 Related party transactions

There were no related party transactions in the year.