

WILSON MEMORIAL HOMES

Charitable Incorporated Organisation

Registered Charity No. 1184260

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR TO 31 MAY 2021

WILSON MEMORIAL HOMES

Reference and Administrative Information

Trustees

Hilary Holland (Chair)
Michael Barnes
John Brian Hogg
Sally Margaret Nelson
Leslie Nichol
Maureen Granville
Beverley Forster (Treasurer)
William John Wilson
Lionel Dobson

Charity Number

1184260

Principal Address

Brampton Community Centre
The Irthing Centre
Union Lane
Brampton
CA8 1BX

Independent Examiner

Miss A Taylor
Armathwaite
Carlisle

Bankers

Barclays Bank PLC, Rosehill, Carlisle
Cumberland Building Society, 19 Front Street,
Brampton, CA8 1NG
CCLA, Senator House, 85 Queen Victoria Street,
London, EC4V 4ET

Clerk to the Trustees

Mrs A Nixon
Brampton Community Centre
The Irthing Centre
Union Lane
Brampton
CA8 1BX

WILSON MEMORIAL HOMES

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Trustees' Annual Report

The Trustees present their annual report and financial statements for each 12 month period ending 31 May 2021.

The financial statements have been prepared in accordance with the accounting policies as set out in the notes to the financial statements and comply with The Charity's governing document, applicable law and the requirements of the Statement of Recommended Practice, *Accounting and Reporting by Charities*, (SORP 2016) issued in January 2016. *More recent autumn 2019 - Charity SORP FRS 102, Update Bulletin 1 and Update Bulletin 2.*

Structure, Governance and Management

The Charity is a Charitable Incorporated Organisation (CIO) which was established on 4 July 2019 and is regulated by a constitution dated 5 December 2018 (the Constitution). All of the assets of the former Wilson Memorial Homes, charity number 224967 were transferred to the Charity on 30 September 2019 which was the date when the two charities merged.

The Charity is governed by a minimum of 3 and a maximum of 12 Trustees (the Trustees) and a Clerk to the Trustees who meet at least four times a year. The Trustees or Clerk to the Trustees visit all of the properties, which form part of Wilson Memorial Homes, on, at least, an annual basis.

Trustees (The Trustees)

The Trustees who served during the period were:

Maureen Granville
Michael Barnes
John Brian Hogg
Sally Margaret Nelson
Leslie Nichol
Hilary Holland
Beverley Forster
William John Wilson
Lionel Dobson

New Trustees are usually appointed by being recommended by an existing Trustee and formally approved by a resolution passed at a properly convened meeting of the Trustees.

Objectives and Activities

The Constitution sets out the objects of the Charity which are "The provision and maintenance of alms-houses to people of not less than 50 years of age with a charitable need for housing, the majority of whom being on low incomes, and where preference is given to people who are born in or are resident in the Parishes of Farlam, Brampton and Walton"

The Charity has a policy of improving all properties to bring them up to a decent home standard and to keep contributions payable by the occupiers at an affordable level. Whenever a property becomes vacant the policy is to modernise the kitchen and bathroom and bring any other defects up to a good standard, resources permitting.

Public Benefit

The Trustees have reviewed the Charity Commission's guidance on the requirement to report on public benefit and are satisfied that the work of the Charity provides tangible benefit to a wide section of people who live in or were born in the Charity's areas of benefit, the criteria used to assess those who may benefit are not unreasonably restrictive.

Achievements and Performance

In this period the Trustees and Clerk continued their policy of visiting residents as required to help carry out repairs or upgrades as necessary. Unfortunately due to the Covid-19 pandemic some areas of building work have been delayed. Refurbishments were completed (in August 2020) at two vacant properties (No. 6 Milton & No. 6 Walton) and these properties were then re-let. Refurbishments generally include new unvented water systems, new kitchens and bathrooms, and new central heating systems and decoration, if required. General repairs continued to be carried out to many of the properties, and upgrades whenever possible. Four properties at the Sands, Brampton, had full gas central heating systems installed between September and December 2020, part funded through the City Council's government funded Home Life project. A planned programme of re-roofing six properties at Walton (Phase 5) commenced in May 2021 at the end of this current financial period.

Financial Review

All residents pay a standard Weekly Maintenance Contribution (WMC) which is below the fair rent set by the Valuation Office. The WMC is reviewed annually, usually in January and as a result a 2.5% increase was applied for 2020-21, effective from 1 June 2020. This ensures that significant improvement works can be carried out and enables the Charity to provide adequate housing provision for future generations.

Investment Policy

The Trustees hold £44,200 in CCLA COIF funds of which £9,500 is an Endowment Fund.

Reserves Policy

The Trustees follow The Almshouse Association's recommended minimum amounts for transfer to the Extraordinary Repairs Fund (ERF) and the Cyclical Maintenance Fund (CMF) both being designated funds. The Almshouse Association also recommends allocating an annual sum to routine maintenance but the Trustees do not consider it to be necessary to establish this additional fund.

It is also recognised that it is necessary to have sufficient funds in reserve to cover day to day expenditure especially in the event that there is a reduction in weekly maintenance charge following the departure of residents and before new residents are appointed. A free reserve of £211,993.48 is thought to be sufficient for this purpose. This being the amount of the net current assets less those funds allocated for designated purposes (ERF, CMF) and the endowment funds which cannot be accessed.

Almshouse Association recommended amount to transfer to designated funds			2021 £
Over 20 years old per unit	Properties	(£) per year	
Extraordinary Repairs Fund	45	£508	£22,860
Cyclical Maintenance Fund	45	£831	£37,395
Recommended amount			£60,255
Extraordinary Repairs Fund: Emergencies, major repairs of boilers, windows and roof repairs. Cyclical Maintenance Fund: Planned maintenance, refurbishment on vacancy, kitchens, bathrooms & interior & exterior decoration.			

In this period £60,255 was transferred to the ERF and CMF (notes 12 and 13).

Risk Factors

The Trustees have examined the risks which The Charity faces and confirm that internal systems, policies and procedures have been established to enable the Charity to function effectively. The status of the Charity as a CIO mitigates the risk to individual trustees.

Plans for the Future

The Trustees are required to undertake a survey of the properties at least every five years, known as the Quinquennial Inspection to ensure that The Trustees are acting in accordance with their governance arrangements, they are fulfilling their stewardship role and also to ensure they are safeguarding the properties and not putting them at risk of neglect.

Following the inspection in 2012-13 the Trustees continue to organise and fund works identified to bring properties up to a satisfactory level and future proofing for the next generations. The Trustees have sought quotes to carry out the next Quinquennial inspection from local building surveyors, however due to the Covid-19 pandemic and the safety implications of the elderly residents/beneficiaries, these inspections have been postponed and will hopefully be carried out during 2021 when it is safer to do so.

The WMC is reviewed annually with the funds being reinvested into the housing stock to ensure that The Charity continues to provide adequate housing provision for future generations. All residents pay a WMC below the fair rent set by the Valuation Office. The WMC was reviewed in January 2020 and as a result a 2.5% increase was applied for 2020-21.

Full re-roofing of six properties (Phase 5) at Walton commenced (May 2021) at the end of this financial period, this will complete the process of re-roofing all the properties that have clay tiled roofs.

The Trustees are considering a programme of replacing the windows at all properties as necessary.

Plans to refurbish the derelict property (No. 4 Station Road Ends) continue. A loan from The Almshouse Association has been approved to help fund this project. The building work is expected to commence autumn 2021.

Statement of Responsibilities

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

The law applicable to charities in England and 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 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 being disclosed and explained in the financial statements;
- 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 adequate accounting records which disclose with accuracy the financial position of The Charity and enable them to ensure that the financial statements comply with *Accounting and Reporting by Charities*, (SORP 2016) issued in January 2016. (Charity SORP FRS 102, Update Bulletin 1 and Update Bulletin 2). They are also responsible for safeguarding the assets of The Charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees therefore certify that:

- In so far as we are aware there is no relevant audit information of which The Charity's independent examiner is unaware; and
- We have taken all reasonable steps that we ought to have taken to make ourselves aware of any relevant audit information and to establish that the independent examiner is aware of that information.

On behalf of the Board of Trustees



Chairman: Mrs Hilary Holland

Dated: 30th March 2022

ACCOUNTS OF THE WILSON MEMORIAL HOMES
1 June 2020 to 31 May 2021

Independent Examiner's report to Trustees of the Wilson Memorial Homes

I report to the trustees on my examination of the accounts of the Wilson Memorial Homes (Charity Commission No.1184260) from 1 June 2020 to 31 May 2021.

Respective responsibilities of the Trustees and the Independent Examiner

The Trustees of The Charity are responsible for the preparation of the accounts in accordance with the Accounting and Reporting by Charities, (SORP 2016). (Charity SORP FRS 102, Update Bulletin 1 and Update Bulletin 2).

The Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ('the Act') and that an independent examination is needed.

It is my responsibility to:

examine the accounts under section 144 of the Act,

follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act), and

state whether particular matters have come to my attention.

Basis of Independent Examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by The Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from The Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

accounting records were not kept in accordance with section 130 of the Act; or

the accounts did not accord with those records; or

the accounts did not comply with the applicable 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.



Miss A Taylor

Date:

30/3/22

Statement of Financial Activities – Income and Expenditure Account

1 June 2020 – 31 May 2021

	Notes	Unrestricted funds	Designated ERF funds	Designated CMF funds	Endowment funds	Total 2021
		£	£	£	£	£
Incoming Resources						
Incoming Resources		192,131.04	0.00	0.00	0.00	192,131.04
	3	192,131.04	0.00	0.00	0.00	192,131.04
Operating Costs						
Running costs & Maintenance		25,932.20	510.00	54,492.00	0.00	80,934.20
Governance Costs		28,987.17	0.00	0.00	0.00	28,987.17
	4	54,919.37	510.00	54,492.00	0.00	109,921.37
Operating Surplus/ (Deficit)		137,211.67	(510.00)	(54,492.00)	0.00	82,209.67
Recommended Almshouse transfer	12	(60,255.00)	22,860.00	37,395.00	0.00	0.00
Prior period adjustment		0.00	0.00	0.00	0.00	0.00
Gains on investment assets		0.00	0.00	0.00	0.00	0.00
Surplus/ (Deficit) for the year		76,956.67	22,350.00	(17,097.00)	0.00	82,209.67
Movement on Reserves						
Fund Balances 31 May 2020		135,036.81	(14,826.37)	28,405.20	9,500.00	158,115.64
Surplus/(Deficit) for year		76,956.67	22,350.00	(17,097.00)	0.00	82,209.67
Fund Balances 31 May 2021		211,993.48	7,523.63	11,308.20	9,500.00	240,325.31

The Charity has not acquired or discontinued any fundamental activities during the above two financial years, therefore all of the activities are deemed as continuing.

Balance Sheet as at 31 May 2021

	Notes	2021	2020
		£	£
Fixed Assets			
Functional properties	7	1.00	1.00
Investments	8	44,200.00	44,200.00
		44,201.00	44,201.00
Current Assets			
Cash at Bank and in hand		192,051.39	112,099.34
Debtors	9	5,024.10	2,929.51
		197,075.49	115,028.85
Creditors: Amounts falling due within one year	10	(951.18)	(1,114.21)
Net Current Assets		196,124.31	113,914.64
Total Assets Less Current Liabilities		240,325.31	158,115.64
Capital and Reserves			
Capital Fund - Endowment Funds	11	9,500.00	9,500.00
Income Funds:			
Designated Funds - ERF	12	7,523.63	(14,826.37)
Designated Funds - CMF	13	11,308.20	28,405.20
Unrestricted Funds		211,993.48	135,036.81
		240,325.31	158,115.64

Only comparator figures for 2019-20 are shown on the balance sheet as the proceeding period was only for 8 months and therefore meaningful comparisons cannot be made.

The financial statements were approved by The Trustees and were signed on behalf of The Charity by the Chairman:

Chairman: Mrs Hilary Holland



Date: 30th March 2022

Notes to the Financial Statements

For the year ended 31 May 2021

1. LEGISLATIVE PROVISIONS

The Charity is a Charitable Incorporated Organisation (CIO) which was established on 4 July 2019 and is regulated by the Constitution.

2. ACCOUNTING POLICIES

These accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, Accounting and Reporting by Charities, Charity SORP FRS 102, Update Bulletin 1 & Update Bulletin 2, and the Charities Act 2016.

Accounting Convention

The accounts are prepared under the historic cost convention, modified to include the revaluation of investments in accordance with applicable accounting standards and recommended practice.

Incoming Resources

Contributions from the Residents are accounted for when receivable and are added to the Unrestricted Fund. Investment Income is accounted for on the receivable dates and added to the relevant fund in which the investment is held.

Operating Costs

All expenditure has been recognised in the financial statements on an accruals basis.

Functional Properties

The functional properties are included on the balance sheet at a nominal value of £1. The current insurance value of these properties is detailed on page 13 of these statements.

The properties within The Charity formed part of the original Permanent Endowment of the Charity and under the terms of the Charity Commission scheme dated 4th May 1984, they must be used as alms-houses. The properties are therefore considered to be inalienable. The Trustees also considered that no reliable cost information was available and that a significant cost would be incurred in having the functional properties valued and that this would be onerous compared with the additional benefit derived by users of the statements in assessing the Trustees' stewardship of the assets. Therefore the market value of the assets is reflected in the balance sheet at £1.

Investments

The quoted investments are valued at market value, where applicable. Gains and losses relating to investments are shown on Page 13.

3. INCOMING RESOURCES

	Unrestricted funds £	Designated funds £	2021 £
Contributions from residents	191,872.00	0.00	191,872.00
Interest	139.04	0.00	139.04
Donations, Insurance Claims	120.00	0.00	120.00
	192,131.04	0.00	192,131.04

4. OPERATING COSTS

	Unrestricted funds £	Designated ERF funds £	Designated CMF funds £	Total 2021 £
Operating Costs				
Running Costs & Maintenance	25,932.20	510.00	54,492.00	80,934.20
Governance Costs	28,987.17	0.00	0.00	28,987.17
	54,919.37	510.00	54,492.00	109,921.37
Running Costs & Maintenance				
General Repair & Maintenance	21,725.53	0.00	0.00	21,725.53
Improvements	0.00	510.00	54,492.00	55,002.00
Water Rates	0.00	0.00	0.00	0.00
Council Tax	0.00	0.00	0.00	0.00
Insurance	3,625.81	0.00	0.00	3,625.81
NTVLRO	112.50	0.00	0.00	112.50
Bank Charges	83.36	0.00	0.00	83.36
Almshouse Subscription	385.00	0.00	0.00	385.00
	25,932.20	510.00	54,492.00	80,934.20
Governance Costs				
Salaries & Costs	23,804.78	0.00	0.00	23,804.78
Trustees Assurance	380.80	0.00	0.00	380.80
Independent Examiner	200.00	0.00	0.00	200.00
Office Expenses	4,601.59	0.00	0.00	4,601.59
Legal & Professional Fees	0.00	0.00	0.00	0.00
	28,987.17	0.00	0.00	28,987.17

5. TRUSTEES

None of The Trustees received any remuneration during the period.

6. EMPLOYEES

There were two employees during the period, the Clerk and an administrative assistant.

7. FUNCTIONAL PROPERTIES

	2021 £	2020 £
Net Book Value (and Nominal value) at 31 May	1	1
Insurance Value		
A. Land at Brampton having a frontage on to the road from Brampton to Alston together with the twenty seven cottages erected thereon and known as 'Wilson Memorial Homes'	3,189,097	3,029,557
B. Land at Milton having a frontage on to the road from Milton to Hallbankgate together with the six cottages erected thereon and known as 'Wilson Memorial Homes'	633,258	601,579
C. Land at Walton having a frontage on to the road from Walton to Nickies Hill together with the six cottages erected thereon and known as 'Wilson Memorial Homes'	633,258	601,579
D. Land at Brampton (Station Road End) having a frontage on to the road from Brampton to Milton together with the six cottages erected thereon and known as 'The Joseph Wilson Homes'	494,849	470,094
	4,950,462	4,702,809

8. INVESTMENTS

	Endowment funds £	Investment funds £	2021 £	2020 £
Market Value				
Beginning of period/year	14,390.27	48,070.68	62,460.95	60,661.81
Acquisitions at cost	0.00	0.00	0.00	0.00
Change in value in period/year	2,327.73	3,939.42	6,267.15	1,799.14
End of year	16,718.00	52,010.10	68,728.10	62,460.95
Transferred to CIO - See page 16				
Historic Cost				
Beginning of period	9,499.00	34,701.00	44,200.00	44,200.00
End of period	9,499.00	34,701.00	44,200.00	44,200.00

9. **DEBTORS**

	2021
	£
Weekly Maintenance Contributions (WMC)	5,024.10
	<u>5,024.10</u>

10. **CREDITORS:
AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021
	£
Independent Examiner	200.00
Builder - CMF Work	600.00
Nest Pension Contributions	151.18
	<u>951.18</u>

11. **ENDOWMENT FUNDS**

	2021
	£
Balance at 1 June	9,500.00
Movement in funds:	
Prior period adjustment	0.00
Gains/(Losses)	0.00
Commission received	0.00
Balance at 31 May	<u>9,500.00</u>

The Endowment Fund represents those assets which must be held permanently by the Charity. Income arising on the assets held in this fund can be used in accordance with the objectives of The Charity and is included as unrestricted income.

12. EXTRAORDINARY REPAIRS FUND

	2021 £
Balance at 1 June	(14,826.37)
Transfer from Unrestricted Funds	22,860.00
Less ERF Expenditure	510.00
Balance at 31 May	7,523.63

Extraordinary Repair Fund (ERF)

This is a designated reserve fund for future major repairs. Transfers are made to it from the Income and Expenditure Account in accordance with the recommendations of The Almshouse Association.

13. CYCLICAL MAINTENANCE FUND

	2021 £
Balance at 1 June	28,405.20
Transfer from Unrestricted Funds	37,395.00
Less CMF Expenditure	54,492.00
Balance at 31 May	11,308.20

Cyclical Maintenance Fund (CMF)

This is a designated reserve fund for maintenance occurring at regular intervals. Transfers are made to it from the Income and expenditure account in accordance with the recommendations of the Almshouse Association.

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Designated funds £	Endowment funds £	Total 2021 £	Total 2020 £
Fixed Assets					
Functional Properties	0.00	0.00	1.00	1.00	1.00
Investments					
COIF Fixed Interest Fund	17,350.00	0.00	0.00	17,350.00	17,350.00
COIF Investment Fund	17,351.00	0.00	9,499.00	26,850.00	26,850.00
	34,701.00	0.00	9,500.00	44,201.00	44,201.00
Current Assets/Liabilities					
Cash at bank	173,219.56	18,831.83	0.00	192,051.39	112,099.34
Debtors	5,024.10	0.00	0.00	5,024.10	2,929.51
Creditors	(951.18)	0.00	0.00	(951.18)	(1,114.21)
Net assets/total funds	211,993.48	18,831.83	9,500.00	240,325.31	158,115.64
Unrealised gains included above:					
Net gains/(losses) on revaluations	0.00	0.00	0.00	0.00	0.00

Unrestricted funds comprise those funds which the Trustees are free to use in accordance with The Charity's objectives. Designated funds are the ERF and the CMF whose purpose is defined by The Trustees.

WILSON MEMORIAL HOMES

SCHEDULE OF INVESTMENTS

ENDOWMENT FUND FOR PERIOD ENDED 31 MAY 2021

	Holding Value 01-Jun-20	Market Value 01-Jun-20	Quantity units	Acquisitions Cost £	Profit/ (Loss) £	Holding Value 31-May-21	Market Value 31-May-21
Investments							
COIF Investment Fund	9,499.00	14,390.27	0.00	0.00	2,327.73	9,499.00	16,718.00
	9,499.00	14,390.27	0.00	0.00	2,327.73	9,499.00	16,718.00

INVESTMENT FUND FOR YEAR ENDED 31 MAY 2021

	Holding Value 01-Jun-20	Market Value 01-Jun-20	Quantity units	Acquisitions Cost £	Profit/ (Loss) £	Holding Value 31-May-21	Market Value 31-May-21
Investments							
COIF Investment Fund	17,351.00	26,285.46	0.00	0.00	4,251.87	17,351.00	30,537.33
COIF Fixed Interest Fund	17,350.00	21,785.22	0.00	0.00	(312.45)	17,350.00	21,472.77
	34,701.00	48,070.68	0.00	0.00	3,939.42	34,701.00	52,010.10