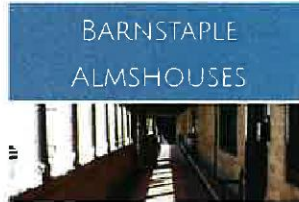


CHARITY REGISTRATION NUMBER: 1186225

BARNSTAPLE ALMSHOUSES



Charity No 1186225

Maintaining & Managing Almshouses For Those In Need

[www.barnstaplealmshouses.co.uk](http://www.barnstaplealmshouses.co.uk)

## **Unaudited Financial Statements**

**30 June 2021**

**THOMAS WESTCOTT**

Chartered Accountants  
47 Boutport Street  
Barnstaple  
Devon  
EX31 1SQ

# **Barnstaple Almshouses**

## **Financial Statements**

**Year ended 30 June 2021**

---

	<b>Pages</b>
Trustees' annual report	<b>1 to 9</b>
Independent examiner's report to the trustees	<b>10</b>
Statement of financial activities	<b>11</b>
Statement of financial position	<b>12</b>
Notes to the financial statements	<b>13 to 24</b>

---

# Barnstaple Almshouses

## Trustees' Annual Report

Year ended 30 June 2021

The trustees present their report and the unaudited financial statements of the charity for the year ended 30 June 2021.

### Reference and administrative details

**Registered charity name** Barnstaple Almshouses

**Charity registration number** 1186225

**Principal office** Chudleigh House  
Grange Road  
Bideford  
Devon  
EX39 4AR

### The trustees

Co-optative	Nominated	Appointed to	Reappointed on	Reappointed to
Mr M Ford(Chairman)		8.11.2021	3.6.2021	3.6.2024
Mr E Dymond		8.11.2021	3.6.2021	3.6.2024
Rev D Fletcher		8.11.2022		
Dr R Beer (Rtd)		8.11.2020	3.6.2021	3.6.2024
Mr B Anderson		8.11.2022		
Mr R Saunders		8.11.2022		
Mrs S Smaldon		8.11.2022		
Mrs P Arthur		8.11.2022	3.6.2021	3.6.2024
	Cllr V Elkins	16.6.2022		
Ex Officio Trustee		1.5.2021	27.5.2021	1.5.2022
The Mayor of Barnstaple A Rennles.				

**Independent Examiner**  
Catherine Williams ACA DChA  
Thomas Westcott  
Chartered Accountants  
47 Boutport Street  
Barnstaple  
EX31 1SQ

**Solicitors**  
Slee Blackwell  
Solicitors  
10 Cross Street  
Barnstaple  
EX32 1BA  
Tozers Solicitors  
Broadwalk  
House  
Southernhay W  
Exeter  
EX1 1UA

**IFA**  
Mrs K Baines  
Perrins Financial Planning  
NODE Cowork  
1 Enterprise Road  
Roundswell  
Barnstaple  
Devon  
EX31 3YB

**Bank**  
Barclays  
38 Boutport Street  
Barnstaple  
EX31 1HH

# **Barnstaple Almshouses**

## **Trustees' Annual Report** *(continued)*

**Year ended 30 June 2021**

---

### **Structure, governance and management**

#### **Governing Document**

The charity is controlled by its governing document, a deed of trust, and constitutes a Charitable Incorporated Organisation and is a public benefit entity. Its purpose as set out in the governing mandate is:

- The provision of housing for persons who are in need, financial hardship or distress.
- Such exclusively charitable purposes for the benefit of the Beneficiaries or a sufficient section of them as the charity trustees decide.
- The relief, either generally or individually of persons resident in the Area of benefit who are in conditions of need, hardship or distress, by making grants of money or providing or paying for items, services or facilities calculated to reduce the need, hardship or distress of such persons.

The area of benefit is the borough of Barnstaple and surrounding five-mile radius.

Full details of the organisation and the policies adopted are contained in the Charity Commission Scheme 204460 dated 24 November 1895, amended by the Commissioners during 1961, 1974, 1992, 1993 and 2016 and transferred to a CIO, Registration 1186225, on 8th November 2019.

The charity owns and administers 28 units of almshouse accommodation for single person or couple occupancy comprising 20 almshouses and 8 flats across two sites in Barnstaple and The Old School House.

The almshouses were originally established for the poor people of Barnstaple in 1624 & 1659. This remains the primary objective but, as the social climate has changed, Trustees now look sympathetically at applicants with emotional and social needs as well as financial requirement. This aims to target differing needs and provide a secure environment where residents may recover from emotional trauma or distress, gain self-confidence and re-establish their self-respect.

#### **Organisational Structure**

The charity continues to be run by a board of trustees who meet quarterly providing expertise, under the stewardship of the chairman, into the following sub committees: Residents, Finance, Works and Relief Committees. Committee cross representation ensures an understanding of the management and matters arising within all areas of the charity's business. There is an appeals committee should there be any requirement for dispute resolution.

The main board of Trustees oversees annual statutory obligations and considers, debates and ratifies forthcoming recommendations from the subcommittees, each of which also meets quarterly.

Trustees do not receive any type of remuneration from the charity. Appropriate expenses can be reclaimed in line with the charity's expenses policy.

# **Barnstaple Almshouses**

## **Trustees' Annual Report** *(continued)*

**Year ended 30 June 2021**

---

### **Structure, governance and management** *(continued)*

#### **Recruitment and Appointment of New Trustees**

The Chairman manages the appointment of new trustees, to be approved by the board, taking account of skills required to correctly administer the charity and appointing in areas where expertise is needed. Up to eleven Co-optative trustees may be appointed by the existing board, with the criteria of either residing or carrying out business in or near Barnstaple and being able to provide the necessary skills. Two nominated trustees are appointed by Barnstaple Town Council and the Mayor of Barnstaple Town Council holds an ex-officio seat on the board.

#### **Induction and Training of Trustees**

New trustees are given an induction pack by the Charity Manager which consists of information about the charity, its governing mandate, the responsibilities of a trustee, roles and duties of each committee and annual accounts. Trustees are usually allocated to one (maximum two) sub-committees. The Charity Manager provides in house workshops for trustees and identifies local and online training courses available. During the year trustees have taken advantage of external training on Decision Making and Financial Management for charities.

The charity continues to be a member of the Almshouse Association which provides a wealth of information and guidance to trustees of Almshouse charities regarding:

- the management of almshouses
- care of its residents
- standard policies

Staff and trustees have taken advantage of online training as it becomes available. During this year the various committees have reviewed major policies, conducted a financial risk assessment and completed the biennial Trustee Effectiveness Audit and Trustees Interviews.

#### **The Charity Employs:**

- A Charity Manager,
- 2 caretakers (one for each almshouse site) to manage the daily running of the two sites, security, implement charity policies and provide support for residents.

The Charity Manager is based off site and in accordance with the charity's governing mandate, receives directives from trustees, guidance from the Charity Commission and the Almshouse Association and has responsibility for the routine management of the almshouses and statutory obligations which include: administration, accounts, staff management, computer systems, liaison with other professional bodies, frontline support to staff and residents, coordination of committees, advice on policy, legislation, financial management and procedure of best practice.

The Charity Manager post is 20 hours per week and receives remuneration set at a level equal to that of a similar post in the locality.

It should be noted that the charity provides housing only. It does not provide healthcare nor residential home facilities for residents as the physical structure and layout of the Grade I & II buildings mean this is not possible.

# Barnstaple Almshouses

## Trustees' Annual Report *(continued)*

Year ended 30 June 2021

---

### Structure, governance and management *(continued)*

#### Strategy

Our strategic aim is to maintain the historic buildings owned by the charity at Penrose and Horwood Paige's, thereby providing low cost, good quality homes to those in need from the Barnstaple area, now and long into the future. We aim to provide support to residents, helping them to enjoy a long and happy period in a secure and comfortable home. In addition, trustees are conscious of the need to ensure financial stability for the charity to ensure the longevity of the provision.

The specific actions taken by trustees to support those objectives, this year, were to:

- **Commence projects to increase the number of almshouses to ensure future financial sustainability.**

The ongoing costs of maintaining a 20 dwelling Grade I listed almshouse complex is the greatest threat to the charity's financial stability. To ensure additional sustainable income trustees have:

- Submitted a planning pre application to the local authority to build additional almshouses/flats in the grounds of Penrose – The outcome of this is pending a visit by Historic England. Trustees consider that building 5 – 10 new almshouses/flats and a community room will provide modern low energy accommodation in an area where demand for housing is high. The income from the new almshouses will support the maintenance of the existing listed building. The grounds at Penrose are substantial and can accommodate new almshouses without compromising the current buildings or gardens.
- Purchased the Old School House in the centre of Barnstaple next to the Horwood Paige's Almshouse complex. Planning permission is currently being sought to convert the building into a two-bedroom townhouse. This project has been supported by a loan from the Almshouse Association. Refurbishment costs will be achieved through Charity reserves and grant support. The Old School House was built in 1657 and has significant historic value.

#### 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 or error.

- **Finance** - The charity has a robust Financial Risk Assessment which is reviewed annually and upon any major changes for the charity. Budget management and monitoring strategies are in place on a monthly, annual and five yearly bases.

The principal risk to the charity continues to be sustaining adequate finance to continue its aims and objectives. The trustees recognise that maintaining the 28 Grade I & II listed buildings consumes most of the income generated within each financial year. There is little opportunity to gain additional income without significant financial impact to residents which is against the charity scheme.

The charity has a cloud based financial accountancy package which is managed by The Charity Manager with access by The Chairman and Chair of Finance and the charity's accountants.

# Barnstaple Almshouses

## Trustees' Annual Report *(continued)*

Year ended 30 June 2021

---

### Structure, governance and management *(continued)*

To ensure appropriate control over outgoing funds, cheques require two signatories, the signatories are M Ford (Chairman) J Northridge (Charity Manager), R Beer (Chair of Finance). R Saunders (Trustee) and E Dymond (Chair of Works). The same signatories are active for changes to the charity's investments. A two-step authorisation by two signatories is also required for all online banking transactions.

Salaries and Weekly Maintenance Contributions are reviewed annually by the trustees.

- **Fire Risk** – Considering the prime usage of the site is domestic and the measures put in place to reduce fire at the almshouses, the likelihood of fire is assessed as low overall with the fire hazards identified within the risk assessment identified as medium. The charity undertakes annual fire risk assessments of both sites in accordance with PAS 79:2012 Fire Risk Assessment - Guidance and recommended methodology.
- **Building safety** - A quinquennial inspection of the buildings helps to identify a schedule of works to be completed each five years which provides knowledge for long term financial planning.
- **Covid-19** – The risk of Covid -19 has been managed in accordance with government guidelines. Trustee meetings have been held via media communication. Staff and The Charity Manager are classified as support workers and therefore have had access to PPE Equipment and early vaccination through Devon County Council. The almshouse sites have been closed to the public, sterilising and sanitation methods have been put in place and staff have managed a hygiene policy. Maintenance has been managed in accordance to government guidelines.

### Achievements and performance

#### Maintenance

In the periods between Quinquennial Reports members of the Works Committee regularly review maintenance requirements. This year in addition to general maintenance, and within covid regulations, trustees have commissioned the following works to ensure the almshouses remain in good condition:

#### Horwood Paige's Almshouses Grade II - 8 units:

- Reroof the main complex, providing additional insulation.
- Provided secondary glazing to the four flats.
- Upgraded window security for the flats.
- Refurbish electrical fuse boards which, although within certification requirements were outdated.

#### Penrose Almshouses Grade I - 20 units

- Reroof Boiler house plus the provision of new windows.
- Refurbish electrical fuse boards which, although within certification requirements were outdated.

# **Barnstaple Almshouses**

## **Trustees' Annual Report** *(continued)*

**Year ended 30 June 2021**

---

### **Achievements and performance** *(continued)*

#### **New Gardens for Residents at Penrose**

Historically the grounds were used by residents for much needed food cultivation, however due to the age of residents, the availability of food creating a reduced need to cultivate many residents have stopped using the plots. Research by Exeter University finds that those who have access to gardens whether for cultivation or relaxation gain better mental health and wellbeing. For this reason, trustees have embarked on a major refurbishment of the gardens to provide large allotments plots for avid gardeners, a communal allotment area with shared vegetable borders, raised beds, a tool shed, and summer house. In addition, there are three lawned areas, the first for large gatherings, BBQ's and communal entertaining, a smaller quiet garden and a new pergola and lawn for those who like to relax in the shade. A new planting scheme provides, fragrance, colour and separation of space for privacy. The aim of the project is to provide gardens at the almshouses which can be enjoyed by all residents whatever their interest.

#### **The challenges of Covid -19**

Managing the outcome of the Covid pandemic has been a challenge but by following the government guidelines we are pleased to report that we have managed to maintain the safety of all residents and staff. The main priority has been the safety of residents, maintaining their wellbeing and supporting mental health difficulties as loneliness and the lack of the ability to see loved ones has consumed all. The unique community spirit that is particular to almshouse charities has prevailed throughout, aided by the support from staff who endeavoured to make Christmas, Easter, VE Day and other occasions as joyful as possible within the lockdown restrictions.

#### **Occupancy**

Demand for the almshouses remains high and occupancy is running at 98 - 100% this year. Covid regulations have restricted immediate re-occupancy when accommodation becomes vacant, but this has not significantly affected income. The North Devon and Torridge Local Plan released in 2019 indicates that there is still a significant requirement for social housing in the area. The region is considered rural with little industrial provision and a heavy reliance on the tourism industry. The population has a greater elderly bias. These factors continue to drive the requirements for almshouses to remain in the provision of the town's social housing stock. Trustees have a rigorous application process which takes into consideration the residents currently living within the almshouses. This ensures that new residents are welcome and do not upset the harmony of the small community.

#### **Provision of Relief Grants**

The Relief Grant fund has historically been provided by 10% of the annual investment dividends. In line with the general demography of the area and the Q1 deprivation status of the inner town, trustees have increased the provision to 15% of the annual investment dividends

# **Barnstaple Almshouses**

## **Trustees' Annual Report** *(continued)*

**Year ended 30 June 2021**

---

### **Financial review**

#### **Introduction**

This has been a challenging but progressive year for the charity. We have been fortunate to maintain high occupancy throughout the Covid pandemic providing financial stability. The covid related underspend of £19,120 for maintenance projects in 2019/20 was placed in a designated fund and utilised during this year to ensure that the required maintenance has been achieved.

The charity has purchased an additional property in Barnstaple, the annual income from this will support the increasing costs of maintaining the Grade I listed Penrose. The purchase was achieved through a loan from The Almshouse Association and utilising charity reserves.

#### **Purchase of additional property.**

The opportunity to purchase The Old School House presented itself unexpectedly in February 2020. The building is semi-detached to the Horwood Paige's 8 unit almshouse complex and has significant historic value. Once refurbished the building will provide two bedroom town house accommodation under the supervision of the Horwood Paige's caretaker. Refurbishment will be achieved through charity reserves and grant support.

The purchase has not threatened charity reserves, the reduction of which is offset by the addition to the charity designated property fund.

#### **Weekly Maintenance Contributions**

Trustees continue to aim to provide comfortable and attractive homes at below average cost. Contributions are based on The Valuation Office Agency's recommended value with a further 5% reduction from the advised Weekly Maintenance Contribution (WMC) (2021/22 reduction = 6.5%). The lack of service charges and provision of contents insurance continues to be financial benefit to our residents worth an overall reduction of 20% pa.

#### **Sources of income**

The principal source for funding of the charity is the contribution paid by residents towards the accommodation. The charity strives to constrain its running and management costs enabling approximately 60% of the annual income to be spent on maintaining the Grade I & II listed building. This is achieved through an annual maintenance programme; careful monitoring of the utility contracts, improvement and refurbishments projects; and works scheduled in line with the Quinquennial Inspection recommendations. These works maintain the good order of the near 400 year old grade I & II listed almshouse buildings and ensures the provision of accommodation in line with modern living standards and health and safety requirements for residential accommodation. The remaining 40% is used for charity running costs which include: - insurance, mandatory testing and system updating, utility costs, professional fees, staff costs and support projects for residents.

# Barnstaple Almshouses

## Trustees' Annual Report *(continued)*

Year ended 30 June 2021

---

### Financial review *(continued)*

#### Summary

At the end of the financial year the charity remains financially secure in the short term and consistently meets its objectives through good management and additional grant support. The Charity meets regular and normal expenditure as and when it falls due. Income is not expected to materially fluctuate in future accounting periods. It should be noted that the majority of the charity's assets are in buildings and endowments which are not available for expenditure. Trustees are aware of the escalating costs of maintaining the aged buildings and the growing dependence on grant support for large essential works. Considering the limited potential for additional income, trustees are concerned about the long term financial sustainability of the charity and have embarked on measures to provide additional, reliable income to ensure greater mid to long term financial security.

#### Funds

The charity holds various types of restricted and unrestricted reserves. The objectives and balances of these reserves, at the balance sheet date, are shown in the notes to the accounts.

On an annual basis transfers from the unrestricted fund to the following takes place:

- £50 into the Extraordinary Repair Fund
- 15% of the total investment dividends from the previous year into the Unrestricted Relief Fund. This is spent providing grants within the community as dictated by the charity's governing mandate.

The Trustees confirm that the correct transfers have been achieved in 2020/21.

#### Use of Designated Funds specific to 2020/21

- £19,120 spend from the designated fund to complete maintenance project scheduled for 2019/20 but not completed due to covid utilised in 2020/21.
- £112,000 increase to the designated fixed asset fund

#### Investments

The charity's investments are kept under review by an appropriately qualified IFA. The trustees receive professional advice to ensure an appropriate portfolio is in place to assist the future needs of the charity. Investments are set at low/medium risk and continue to provide a small annual income.

The fall of the markets in 2019/20 due to Covid and Brexit have bounced back in most of the charity's investments. Dividends for the period have amounted to £10,269 of which £4,956 has been reinvested. Cash from the Woodford investment which went into receivership has been reinvested in COIF funds through CCLA. Trustees are currently investigating the potential to reclaim Woodford investment related losses.

Previous borrowings from the charity's investment funds were agreed by The Charity Commission as follows:

7th August 2002 - £120,000.  
14th February 2007 - £105,000  
Total £225,000

Total outstanding brought forward	£132,425
Repayments made this year	£4,956
New loan outstanding balance at the end of the year	£127,469

---

# Barnstaple Almshouses

## Trustees' Annual Report *(continued)*

Year ended 30 June 2021

---

### Financial review *(continued)*

#### RESERVES POLICY

It is the policy of the Trustees to maintain an unrestricted fund balance of at least six months routine expenses to accommodate any shortfall in regular funding, this equates to approximately £70,000. The loan from the Almshouse Association shows an impact on the reserves. Trustees consider that as the loan repayments are to be met over ten years the bank balance available is able to service the loan without placing charity reserves in danger.

#### Plans for future periods

##### The Old School House

The major project for 2021/22 is the refurbishment of the Old School House to provide family two bedroom accommodation. In addition to furthering the charity objectives the project will provide much needed accommodation for the area and accommodation in Barnstaple town in line with government initiatives to generate town centres. In addition to the complications of the covid pandemic causing disruption to the building trade and supply, the challenge for the charity is to maintain the historic importance of the building refurbish providing sympathetic renovations to ensure attractive, efficient, modern living accommodation.

##### Newbuild almshouses at Penrose.

Further to the outcome of the planning pre application for a small number of almshouses at Penrose, anticipated in the autumn, trustees will be considering how to proceed with this project. This will include advice from Historic England, The Almshouse Association and the local authority. If this project is able to go ahead, building is not anticipated to commence for at least five years.

##### Rolling program of upgrades

The Finance Committee has allocated additional funding to support regular upgrades to flooring, kitchen and bathroom facilities which will commence in 2021/22.

##### Restoration of peace and relaxation for residents.

The next quinquennial report is due in October 2022. Apart from routine maintenance and upgrades there are no other major projects scheduled for 2021/22. Following the recent year of major disruption and isolation, trustees aim to focus on providing residents with the opportunity to enjoy the almshouses and their grounds uninhibited by the presence of workmen onsite.

##### Events after the end of the reporting period

Particulars of events after the reporting date are detailed in note 25 to the financial statements.

The trustees' annual report was approved on 31/08/21 and signed on behalf of the board of trustees by:



Mr M Ford  
Trustee

# **Barnstaple Almshouses**

## **Independent Examiner's Report to the Trustees of Barnstaple Almshouses**

**Year ended 30 June 2021**

---

I report to the trustees on my examination of the financial statements of Barnstaple Almshouses ('the charity') for the year ended 30 June 2021.

### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

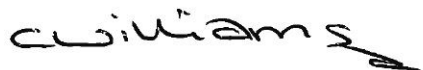
I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **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 as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do 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.



Catherine Williams ACA DChA  
Thomas Westcott Chartered Accountants  
Independent Examiner  
47 Boutport Street  
Barnstaple  
Devon  
EX31 1SQ

1<sup>st</sup> October 2021

# Barnstaple Almshouses

## Statement of Financial Activities

Year ended 30 June 2021

		2021			2020
	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
<b>Income and endowments</b>					
Donations and legacies	4	—	—	—	10,800
Charitable activities	5	320	—	—	—
Other trading activities	6	164,880	—	—	54,133
Investment income	7	10,283	—	—	2,631
Other income	8	—	—	—	2,092,239
<b>Total income</b>		<u>175,483</u>	<u>—</u>	<u>—</u>	<u>2,159,803</u>
<b>Expenditure</b>					
Expenditure on charitable activities	9,10	172,343	—	11,162	35,523
<b>Total expenditure</b>		<u>172,343</u>	<u>—</u>	<u>11,162</u>	<u>35,523</u>
Net gains/(losses) on investments	13	—	—	46,286	(18,958)
<b>Net income</b>		<u>3,140</u>	<u>—</u>	<u>35,124</u>	<u>2,105,322</u>
Transfers between funds		(6,274)	50	6,224	—
<b>Net movement in funds</b>		<u>(3,134)</u>	<u>50</u>	<u>41,348</u>	<u>2,105,322</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		243,876	240	1,861,206	—
<b>Total funds carried forward</b>		<u>240,742</u>	<u>290</u>	<u>1,902,554</u>	<u>2,105,322</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 13 to 24 form part of these financial statements.

# Barnstaple Almshouses

## Statement of Financial Position

30 June 2021

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible fixed assets	18	1,770,348	1,665,671
Investments	19	355,612	290,570
		<u>2,125,960</u>	<u>1,956,241</u>
<b>Current assets</b>			
Debtors	20	283	2,213
Cash at bank and in hand		<u>110,330</u>	<u>149,975</u>
		110,613	152,188
<b>Creditors: amounts falling due within one year</b>	21	<u>11,717</u>	<u>3,107</u>
<b>Net current assets</b>		98,896	149,081
<b>Total assets less current liabilities</b>		<u>2,224,856</u>	<u>2,105,322</u>
<b>Creditors: amounts falling due after more than one year</b>	22	<u>81,270</u>	<u>—</u>
<b>Net assets</b>		<u>2,143,586</u>	<u>2,105,322</u>
<b>Funds of the charity</b>			
Endowment funds		1,902,554	1,861,206
Restricted funds		290	240
Unrestricted funds		<u>240,742</u>	<u>243,876</u>
<b>Total charity funds</b>	23	<u>2,143,586</u>	<u>2,105,322</u>

These financial statements were approved by the board of trustees and authorised for issue on 31/03/21, and are signed on behalf of the board by:



Mr M Ford  
Trustee

The notes on pages 13 to 24 form part of these financial statements.

# **Barnstaple Almshouses**

## **Notes to the Financial Statements**

**Year ended 30 June 2021**

---

### **1. General information**

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is Chudleigh House, Grange Road, Bideford, EX39 4AR, UK.

### **2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

### **3. Accounting policies**

#### **Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### **Going concern**

There are no material uncertainties about the charity's ability to continue.

#### **Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

#### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

# Barnstaple Almshouses

## Notes to the Financial Statements *(continued)*

Year ended 30 June 2021

---

### 3. Accounting policies *(continued)*

#### Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

#### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

#### Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

# Barnstaple Almshouses

## Notes to the Financial Statements *(continued)*

Year ended 30 June 2021

---

### 3. Accounting policies *(continued)*

#### Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Plant and machinery                      -     25% reducing balance

#### Investments

Unlisted equity investments are initially recorded at cost, and subsequently measured at fair value. If fair value cannot be reliably measured, assets are measured at cost less impairment.

Listed investments are measured at fair value with changes in fair value being recognised in income or expenditure.

#### Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares or preference shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

# Barnstaple Almshouses

## Notes to the Financial Statements *(continued)*

Year ended 30 June 2021

### 4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
<b>Donations</b>			
Donations	—	—	—
<b>Grants</b>			
Grants	—	—	—
	<u>—</u>	<u>—</u>	<u>—</u>
	<u>—</u>	<u>—</u>	<u>—</u>
	<u>—</u>	<u>—</u>	<u>—</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
<b>Donations</b>			
Donations	24	—	24
<b>Grants</b>			
Grants	10,001	775	10,776
	<u>10,025</u>	<u>775</u>	<u>10,800</u>

### 5. Charitable activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Annual Licenses	<u>320</u>	<u>320</u>	<u>—</u>	<u>—</u>

### 6. Other trading activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Residents contributions	165,000	165,000	53,953	53,953
Allotment income Penrose	(120)	(120)	180	180
	<u>164,880</u>	<u>164,880</u>	<u>54,133</u>	<u>54,133</u>

### 7. Investment income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Bank interest receivable	14	14	22	22
Investment income	<u>10,269</u>	<u>10,269</u>	<u>2,609</u>	<u>2,609</u>
	<u>10,283</u>	<u>10,283</u>	<u>2,631</u>	<u>2,631</u>

# Barnstaple Almshouses

## Notes to the Financial Statements *(continued)*

Year ended 30 June 2021

### 8. Other income

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2021 £
Transfer from Barnstaple Municipal Charities	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2020 £
Transfer from Barnstaple Municipal Charities	<u>210,769</u>	<u>240</u>	<u>1,881,230</u>	<u>2,092,239</u>

### 9. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2021 £
Charitable activities	143,460	—	11,162	154,622
Support costs	<u>28,883</u>	<u>—</u>	<u>—</u>	<u>28,883</u>
	<u>172,343</u>	<u>—</u>	<u>11,162</u>	<u>183,505</u>
	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2020 £
Charitable activities	26,809	775	3,746	31,330
Support costs	<u>4,193</u>	<u>—</u>	<u>—</u>	<u>4,193</u>
	<u>31,002</u>	<u>775</u>	<u>3,746</u>	<u>35,523</u>

### 10. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Grant funding of activities £	Support costs £	Total funds 2021 £	Total fund 2020 £
Charitable activities	<u>153,691</u>	<u>931</u>	<u>28,883</u>	<u>183,505</u>	<u>35,523</u>

# Barnstaple Almshouses

## Notes to the Financial Statements *(continued)*

Year ended 30 June 2021

### 11. Analysis of support costs

	Charitable activities £	Total 2021 £	Total 2020 £
Staff costs	20,300	20,300	1,348
General office	168	168	30
Legal and professional fees	1,798	1,798	1,210
Independent Examiner fees	1,928	1,928	1,500
Investment management costs	389	389	105
Loan arrangement fee	4,300	4,300	—
	<u>28,883</u>	<u>28,883</u>	<u>4,193</u>

### 12. Analysis of grants

	2021 £	2020 £
<b>Grants to individuals</b>		
Grants to individuals	931	—
Total grants	<u>931</u>	<u>—</u>

### 13. Net gains/(losses) on investments

	Endowment Funds £	Total Funds 2021 £	Endowment Funds £	Total Funds 2020 £
Gains/(losses) on listed investments	<u>46,286</u>	<u>46,286</u>	<u>(18,958)</u>	<u>(18,958)</u>

### 14. Net income

Net income is stated after charging/(crediting):	2021 £	2020 £
Depreciation of tangible fixed assets	<u>18,547</u>	<u>5,025</u>

### 15. Independent examination fees

	2021 £	2020 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,500</u>	<u>1,500</u>

### 16. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021 £	2020 £
Wages and salaries	<u>30,802</u>	<u>10,946</u>
	<u>30,802</u>	<u>10,946</u>

# Barnstaple Almshouses

## Notes to the Financial Statements *(continued)*

### Year ended 30 June 2021

#### 16. Staff costs *(continued)*

The average head count of employees during the year was 3 (2020: 3). The average number of full-time equivalent employees during the year is analysed as follows:

	2021 No.	2020 No.
Charity manager	1	1
Caretakers	1	1
	<u>2</u>	<u>2</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

#### 17. Trustee remuneration and expenses

During the year no trustees received remuneration in respect of being a trustee. No expenses were reimbursed to Trustees.

#### 18. Tangible fixed assets

	Freehold property £	Plant and machinery £	Total £
<b>Cost</b>			
At 1 July 2020	1,663,489	7,207	1,670,696
Additions	117,795	5,429	123,224
<b>At 30 June 2021</b>	<u>1,781,284</u>	<u>12,636</u>	<u>1,793,920</u>
<b>Depreciation</b>			
At 1 July 2020	4,424	601	5,025
Charge for the year	15,537	3,010	18,547
<b>At 30 June 2021</b>	<u>19,961</u>	<u>3,611</u>	<u>23,572</u>
<b>Carrying amount</b>			
<b>At 30 June 2021</b>	<u>1,761,323</u>	<u>9,025</u>	<u>1,770,348</u>
At 30 June 2020	<u>1,659,065</u>	<u>6,606</u>	<u>1,665,671</u>

# Barnstaple Almshouses

## Notes to the Financial Statements *(continued)*

Year ended 30 June 2021

---

### 19. Investments

	Listed investments £
<b>Cost or valuation</b>	
At 1 July 2020	290,570
Additions	18,756
Fair value movements	46,286
<b>At 30 June 2021</b>	<b>355,612</b>
<b>Carrying amount</b>	
<b>At 30 June 2021</b>	<b>355,612</b>
At 30 June 2020	290,570

All investments shown above are held at valuation.

### 20. Debtors

	2021 £	2020 £
Prepayments and accrued income	148	2,213
Other debtors	135	—
	<u>283</u>	<u>2,213</u>

### 21. Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	1,187	1,607
Accruals and deferred income	1,500	1,500
Other loans	9,030	—
	<u>11,717</u>	<u>3,107</u>

### 22. Creditors: amounts falling due after more than one year

	2021 £	2020 £
Other loans	<u>81,270</u>	<u>—</u>

# Barnstaple Almshouses

## Notes to the Financial Statements *(continued)*

Year ended 30 June 2021

### 23. Analysis of charitable funds

#### Unrestricted funds

	At 1 Jul 2020 £	Income £	Expenditure £	Transfers £	At 30 Jun 2021 £
General funds	115,017	175,483	(144,707)	(131,690)	14,103
Maintenance funds	9,120	–	(9,120)	–	–
Almshouses Fixed Assets	107,588	–	(7,406)	123,224	223,406
Poor's Income Fund	2,151	–	(1,110)	2,192	3,233
NDDC Business Grants Covid-19	10,000	–	(10,000)	–	–
	<u>243,876</u>	<u>175,483</u>	<u>(172,343)</u>	<u>(6,274)</u>	<u>240,742</u>

	At 1 Jul 2019 £	Income £	Expenditure £	Transfers £	At 30 Jun 2020 £
General funds	–	157,226	(29,724)	(12,485)	115,017
Maintenance funds	–	–	–	9,120	9,120
Almshouses Fixed Assets	–	108,181	(1,278)	685	107,588
Poor's Income Fund	–	2,151	–	–	2,151
NDDC Business Grants Covid-19	–	10,000	–	–	10,000
	<u>–</u>	<u>277,558</u>	<u>(31,002)</u>	<u>(2,680)</u>	<u>243,876</u>

Maintenance funds – these represent funds that were allocated to be spent on maintenance in 2019/20 but due to the impact of Covid-19 were not able to be utilised. These were spent in 2020/21.

Almshouses Fixed Assets – this represents the book value of unrestricted fixed assets.

Poor's Income Fund – 10% of the total investment income for the year is transferred to this fund in the following year, this is used to provide relief grants

NDDC Business Rates Grant COVID-19 - This money has been allocated for building/maintenance projects once Covid guidance allows works onsite to be restarted.

# Barnstaple Almshouses

## Notes to the Financial Statements *(continued)*

Year ended 30 June 2021

### 23. Analysis of charitable funds *(continued)*

#### Restricted funds

	At 1 Jul 2020 £	Income £	Expenditure £	Transfers £	At 30 Jun 2021 £
Extraordinary repair fund	240	—	—	50	290
	At 1 Jul 2019 £	Income £	Expenditure £	Transfers £	At 30 Jun 2020 £
Devon CC/NDD Covid-19 Fund	—	495	(495)	—	—
Western Power In this together fund	—	280	(280)	—	—
Extraordinary repair fund	—	240	—	—	240
	—	1,015	(775)	—	240

Devon County Council/NDDC COVID-19 Fund - Received toward the prevention of loneliness during isolation. Grant spent in May 2020 by purchasing £20 gifts for each resident. The gift provided something personal to assure the residents that they were not alone and provide some occupation.

Western Power In this together fund - Covid community support grant - This money was spent purchasing 28 Sunday Roast meals for residents of the almshouses and provided a relief from shopping/cooking a warm meal and the confirmation that others in the community care about them. The meals were received well and enjoyed.

The Extraordinary Repair Fund funds the extraordinary repair, improvement or rebuilding of the Almshouses.

# Barnstaple Almshouses

## Notes to the Financial Statements *(continued)*

Year ended 30 June 2021

### 23. Analysis of charitable funds *(continued)*

#### Endowment funds

	At 1 Jul 2020 £	Income £	Expenditure £	Transfers £	Gains and losses £	At 30 Jun 2021 £
Property Fund	1,558,104	–	(11,162)	–	–	1,546,942
Investment fund	303,102	–	–	6,224	46,286	355,612
	<u>1,861,206</u>	<u>–</u>	<u>(11,162)</u>	<u>6,224</u>	<u>46,286</u>	<u>1,902,554</u>

	At 1 Jul 2019 £	Income £	Expenditure £	Transfers £	Gains and losses £	At 30 Jun 2020 £
Property Fund	–	1,561,850	(3,746)	–	–	1,558,104
Investment fund	–	319,380	–	2,680	(18,958)	303,102
	<u>–</u>	<u>1,881,230</u>	<u>(3,746)</u>	<u>2,680</u>	<u>(18,958)</u>	<u>1,861,206</u>

The Endowment Property Fund holds the freehold of the Almshouses.

The Endowment Investment Fund holds investments to provide income to support the Almshouses and poor's charities.

### 24. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2021 £
Tangible fixed assets	223,406	–	1,546,942	1,770,348
Investments	–	–	355,612	355,612
Current assets	110,323	290	–	110,613
Creditors less than 1 year	(11,717)	–	–	(11,717)
Creditors greater than 1 year	(81,270)	–	–	(81,270)
<b>Net assets</b>	<u>240,742</u>	<u>290</u>	<u>1,902,554</u>	<u>2,143,586</u>

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2020 £
Tangible fixed assets	107,567	–	1,558,105	1,665,672
Investments	–	–	290,569	290,569
Current assets	139,416	240	12,532	152,188
Creditors less than 1 year	(3,107)	–	–	(3,107)
Creditors greater than 1 year	–	–	–	–
<b>Net assets</b>	<u>243,876</u>	<u>240</u>	<u>1,861,206</u>	<u>2,105,322</u>

# Barnstaple Almshouses

## Notes to the Financial Statements *(continued)*

### Year ended 30 June 2021

---

#### 25. Post balance sheet events

It should be noted that, at the date of preparation of the financial statements, the instability factor relating to the health emergency due to the spread of Coronavirus, which in the first weeks of 2020 initially affected China and subsequently other countries, should not be underestimated. This was still a significant factor as at 30 June 2021.

The charity is reviewing the scenario and evaluating the management actions to mitigate the impact to their operations. The charity has adopted initiatives to safeguard the health of its people and actions aimed at maintaining operational activity. The repercussions on any future adjustments to the financial statements are currently not determinable in light of the volatility of the scenario and the continuous evolution of the market, these will be reflected in the 2022 results.

#### 26. Related parties

During the year the charity purchased goods totalling £3,145 (2020: £21) from Value House Stores Limited, a company in which Mike Ford is a director.

#### 27. Borrowing from Endowment Fund

On 7 August 2002, the Charity Commissioners approved the Trustees application to spend no more than £120,000 from Permanent Endowment of Barnstaple Municipal Charities for the purpose of modernising five of the Charity Almshouses. This sum must be replaced by transferring one fiftieth of the amount spent from the charity's income for 50 years. Recoupment commenced in 2005 such that the amount owed at the balance sheet date was £67,245.

On 14 February 2007, the Charity Commissioners approved the Trustees application to spend no more than £105,000 from Permanent Endowment for the purpose of modernising four of the charity's Almshouses. This sum must be replaced by transferring one forty second of the amount spent from the Charity's income over 42 years. The balance at 30 June 2021 was £60,224.

During the period, the Trustees agreed to transfer a total of £4,956 from unrestricted to endowment funds. This figure is inclusive of the amounts to be transferred as note above and is made up of £2,800 COIF dividends received and reinvested and £2,156 of Cofund dividends received and reinvested.

# **Barnstaple Almshouses**

## **Management Information**

**Year ended 30 June 2021**

---

**The following pages do not form part of the financial statements.**

# Barnstaple Almshouses

## Detailed Statement of Financial Activities

Year ended 30 June 2021

	2021 £	2020 £
<b>Income and endowments</b>		
<b>Donations and legacies</b>		
Donations	—	24
Grants	—	10,776
	<u>—</u>	<u>10,800</u>
<b>Charitable activities</b>		
Annual Licenses	320	—
	<u>320</u>	<u>—</u>
<b>Other trading activities</b>		
Residents contributions	165,000	53,953
Allotment income Penrose	(120)	180
	<u>164,880</u>	<u>54,133</u>
<b>Investment income</b>		
Bank interest receivable	14	22
Investment income	10,269	2,609
	<u>10,283</u>	<u>2,631</u>
<b>Other income</b>		
Transfer from Barnstaple Municipal Charities	—	2,092,239
	<u>—</u>	<u>2,092,239</u>
<b>Total income</b>	<u>175,483</u>	<u>2,159,803</u>

## Barnstaple Almshouses

### Notes to the Detailed Statement of Financial Activities

Year ended 30 June 2021

#### Expenditure on charitable activities

##### Charitable activities

##### *Activities undertaken directly*

Salaries - caretakers	10,502	9,598
Residents committee expenditure	1,279	1,083
Utilities	19,937	7,548
Cyclical repairs to Almshouses	90,192	5,479
Insurance	4,954	1,683
Extraordinary repairs to Almshouses	6,106	226
Office costs	1,887	547
Depreciation	18,547	5,025
Subscriptions	287	141
	<u>153,691</u>	<u>31,330</u>

##### *Grant funding activities*

Grants paid	<u>931</u>	<u>—</u>
-------------	------------	----------

##### *Support costs*

Salaries - charity manager	20,300	1,348
Loan arrangement fee	4,300	—
Legal and professional fees	1,798	1,210
Office costs	168	30
Accountancy	1,928	1,500
Investment management costs	389	105
	<u>28,883</u>	<u>4,193</u>

#### Expenditure on charitable activities

<u>183,505</u>	<u>35,523</u>
----------------	---------------