



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **1<sup>st</sup> January 2022** To **31<sup>st</sup> December 2022**

Charity name: **Crookham Almshouse Charity CIO**

Charity registration number: **1187136**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>The objects of the CIO are: Provision and maintenance of almshouses for those in need in the District of Hart, Hampshire, with a preference for residents of Crookham Village, Ewshot, Church Crookham, Fleet Courtmoor, Fleet Pondtail and Fleet West; To relieve the charitable needs of the residents of the almshouses provided and maintained by the charity.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>Public benefit has been achieved by the provision of low cost accommodation to local residents who are in need. Cottrell Court is maintained to a high standard and complies with all relevant regulations and best practice.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>"The public benefit requirement" as issued by the Charity Commission, circulated to all Trustees.</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>NA The Charity does not make grants</b>
Policy on social	Para 1.38	<b>NA The Charity does participate in social investment</b>

investment including program related investment		
Contribution made by volunteers	Para 1.38	<b>The Charity is reliant on the voluntary efforts of its Clerk (who is paid an honorarium to cover expenses related to the role) and its Trustees</b>

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>Continued provision of almshouse accommodation with occupancy of 97% for the year.</b></p> <p><b>During the year the quinquennial survey was conducted and all recommendations have been implemented.</b></p> <p><b>The Trustees are committed to a full programme of maintenance and necessary repair of the building and facilities as they become evident or are planned. In 2022 this included the complete refurbishment of Flat 8, the installation of walk-in showers in flats 7 and 16 and new flooring to the laundry rooms. In total over £32,000 was spent (compared to a budget of £14,660)</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>NA</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>NA</b>
Investment performance against objectives	Para 1.41	<b>The Trustees have taken a risk adverse investment approach and the cyclical maintenance and emergency repair funds are all invested in M&amp;G Charity Multi Asset fund units.</b>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>The charity holds investments in the M&amp;G Charity Multi Asset Fund for both its Emergency Repair Fund (accumulation units) and Cyclical Maintenance Fund (income units)</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p><b>The ERF is held to provide long term security of Cottrell Court, in the event of significant damage and rebuild costs. It may, as agreed by the Trustees, be used to provide further almshouse accommodation either by means of capital expansion or new premises.</b></p> <p><b>The CRF is held to cover routine maintenance and improvements to the premises and facilities.</b></p> <p><b>A general reserve of £20,000 is held to represent 6 months running costs of the almshouse/charity.</b></p>
Amount of reserves held	Para 1.22	<p><b>ERF , £ 444,872</b></p> <p><b>CMF £ 115,873</b></p> <p><b>General reserve £ 8,287</b></p>
Reasons for holding zero reserves	Para 1.22	<b>NA</b>
Details of fund materially in deficit	Para 1.24	<b>The general reserve is below its target of £20,000 as at 31.12.22 due to the high level of cyclical maintenance spent in the year. Sufficient funds are held in the CRF to cover any major project expenses or shortfall in operational income. The fund balance will be redressed in 2023.</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>NA</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>The Charity is entirely reliant on the sums raised from the monthly maintenance contribution paid by residents, and investment income from its cyclical maintenance fund and general reserve.</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<p><b>See above. Investments are made in funds recommended by the National Association of Almshouses.</b></p> <p><b>The charity does not make social</b></p>

		<b>investment.</b>
A description of the principal risks facing the charity	Para 1.46	<b>The principal risks facing the charity would be through the non-availability of the almshouse. This risk is mitigated through a regular programme of maintenance and a comprehensive insurance programme.</b>

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Foundation CIO. Constitution registered 23<sup>rd</sup> Dec 2019</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Charitable Incorporated Organisation</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>4 Trustees nominated by local authorities plus 3 Trustees nominated by the existing Trustees plus 1 Trustee ex-officio, being the priest in charge of the benefice of Christ Church, Crookham.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>New Trustees are invited to attend an induction session with the Chairman and Clerk</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>The Charity has a Board which meet twice per year. The Charity works closely with Hart District Council housing department to identify new residents as vacancies allow</b>
Relationship with any related parties	Para 1.51	<b>There are no related party transactions</b>

## Reference and Administrative details

Charity name	Crookham Almshouse Charity CIO
Other name the charity uses	NA
Registered charity number	1187136

Charity's principal address	13 Cottrell Court Gally Hill Road Church Crookham Fleet, Hampshire GU52 6PS

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Cllr G E Butler	Chairman		Hart District Council
2	G M Butler			Co-opted by the Trustees
3	I P Birch			Co-opted by the Trustees
4	Mrs W L Makepeace-Browne			Crookham Village Parish Council
5	Mrs V C East	Treasurer		Co-opted by the Trustees
6	Rev S Franklin			Ex-Officio
7	Mrs D Moss			Church Crookham Parish Council
8	G Bredin			Ewshot Parish Council
9				

Corporate trustees - names of the directors at the date the report was approved

Director name		
NA		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
NA		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	NA
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	NA
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	NA

**Additional information (optional)****Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
NA		

**Name of chief executive or names of senior staff members (Optional information)**

Ms Jacqui Lewis, Clerk to Trustees

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

NA

**Other optional information**

NA

**Declarations**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Gillian Butler

Virginia East

Position (eg  
Secretary, Chair, etc)

Chairman

Treasurer

Date

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Crookham Almshouse Charity CIO

1187136

## Receipts and payments accounts

For the period from	Period start date 1/1/2022	To	Period end date 12/31/2022
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
<b>A1 Receipts</b>				
Monthly maintenance contributions	55,992	-	-	55,992
Dividends received	4,592	-	-	4,592
Cash transferred from charity 236243	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b> (Gross income for AR)	60,584	-	-	60,584
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total receipts</b>	60,584	-	-	60,584
<b>A3 Payments</b>				
Administraion	789	-	-	789
Mortgage Interest paid	8,844	-	-	8,844
Capital repayment	785	-	-	785
Insurance	2,113	-	-	2,113
Electricity and water	3,940	-	-	3,940
Maintenance	12,826	-	-	12,826
Cyclical & long term maintenance	32,091	-	-	32,091
Honorarium	4,023	-	-	4,023
Legal fees	-	-	-	-
<b>Sub total</b>	65,411	-	-	65,411
<b>A4 Asset and investment purchases, (see table)</b>				
M&G Charity Multi Asset Fund	-	8,961	-	8,961
	-	-	-	-
<b>Sub total</b>	-	8,961	-	8,961
<b>Total payments</b>	65,411	8,961	-	74,372
<b>Net of receipts/(payments)</b>	- 4,827	- 8,961	-	- 13,788
<b>A5 Transfers between funds</b>	- 8,961	8,961	-	-
<b>A6 Cash funds last year end</b>	22,075	-	-	22,075
<b>Cash funds this year end</b>	8,287	-	-	8,287



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>	Lloyds Bank	8,287	-
		-	-
		-	-
	<b>Total cash funds</b>	<b>8,287</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK
<b>B2 Other monetary assets</b>		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
<b>B3 Investment assets</b>			
	M&G Charity Multi Asset Acc units	Restricted	-
	M&G Charity Multi Asset Inc units	Unrestricted	-
			-
			-
<b>B4 Assets retained for the charity's own use</b>			
	Freehold land (not valued)	Restricted	-
	Freehold building (built 1988)	Restricted	415,847
			-
			-
			-
			-
			-
			-
<b>B5 Liabilities</b>			
	Orchardbrook Ltd (mortgage)	Unrestricted	90,112
	Housing Association grant	Restricted	316,195
			-
			-

  

	Signature	Print Name
Signed by one or two trustees on behalf of all the trustees		Gillian Butler
		Virginia East

**CC16a**



**Last year**

**to the nearest £**

<b>27,204</b>
<b>1,180</b>
<b>78,255</b>
-
-
-
-
-
<b>106,639</b>

-
-

<b>106,639</b>
----------------

<b>35</b>
<b>4,449</b>
<b>365</b>
<b>1,835</b>
<b>2,343</b>
<b>7,087</b>
<b>17,055</b>
<b>2,437</b>
<b>424</b>
<b>36,030</b>

-

<b>36,030</b>
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<b>70,609</b>
- <b>48,534</b>
-
<b>22,075</b>

**Endowment funds**  
to nearest £

-
-
-
-

OK

**Endowment funds**  
to nearest £

-
-
-
-
-
-

**Current value (optional)**

444,872
115,873
-
-
-

**Current value (optional)**

-
-
-
-
-
-
-
-
-

**When due (optional)**

Over next 27 years
On sale or demolition of building

Date of approval
21st March 23
21st March 23



**Section A**

**Independent Examiner's Report**

**Report to the  
trustees/ members  
of**

Crookham Almshouse Charity CIO

**On accounts for the  
year ended**

31<sup>st</sup> December 2022

**Charity  
no (if  
any)**

1187136

**Set out on pages**

1 - 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> December 2021.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below \*) in connection with the examination which gives 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 do not accord with the accounting records

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

*\* Please delete the words in the brackets if they do not apply.*

**Signed:** Shree Merriman

**Date:** 21st March 2022

**Name:** Mrs Shree Merriman

**Relevant  
professional**

FCCA

**qualification(s) or  
body (if any):**

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**Address:**

The Fairway

17 Kestrel Close

Ewshot, Farnham, Surrey, GU10 5TW

## Section B

## Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**