

THE HENRY COVENTRY ALMSHOUSES CHARITY  
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2022

# THE HENRY COVENTRY ALMSHOUSES CHARITY

## CONTENTS

---

	Page
Trustees report	3 – 5
Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9 - 14

## THE HENRY COVENTRY ALMSHOUSES CHARITY

### TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2022

---

#### The Charity

The Henry Coventry Almshouses Charity (reg. no. 1188633) is a Charitable Incorporated Organisation (CIO) which was established and entered on the Register of Charities on 18<sup>th</sup> March 2020. On 21<sup>st</sup> May 2021 all the assets, liabilities and operations of The Coventry Charity (reg. no. 201093) were transferred by deed to The Henry Coventry Almshouses Charity. The Coventry Charity continues to exist and will become a linked charity with The Henry Coventry Almshouses Charity. The original charity was constituted by Deed of Trust dated 16<sup>th</sup> September 1686.

The charity provides housing for elderly people in need who have a connection with Droitwich Spa.

The charity's office address is 38a, Coventry Homes, Droitwich Spa, WR9 8HB.

#### Board of Trustees

Gordon Brookes	Chairman
Alexander Laird	Vice-Chairman
Michael Howard	Treasurer
William Moy	
Angela Hawkins	
Veronica Brookes	
Yolanda Coulter	Appointed 21 <sup>st</sup> March 2022
Nigel Byard	Resigned 27 <sup>th</sup> November 2022

Banker	Solicitor	Independent Examiner
CAF Bank Ltd	Thursfields	PPW Limited
25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ	Neville House Steel Park Road Halesowen B62 6HD	Clarendon House 14 St Andrews Street Droitwich Worcs. WR9 8DY

#### Structure, Governance and Management

When a new trustee is appointed he or she receives induction and training in line with the Charity Commission Guidance.

All significant decisions are made with the involvement of trustees. A trustee has been identified for each significant operational area.

The staff structure during the year has been a part time administrator for 3 days per week and a cleaner for 24 hours per month. From 1<sup>st</sup> December 2022, the post of gardener was created as an employee rather than using an independent contractor; the new gardener is a resident of the almshouses and works 5 hours per week. A self-employed bookkeeper is engaged for approximately six hours per week to administer the financial records.

#### Risk Management

The trustees have identified two key areas of risk:

- **Financial** – this is mitigated by close trustee involvement in the charity's long-term and day-to-day spending and by the annual audit of the accounts.
- **Dilapidation of buildings** – the charity completed a quinquennial review in 2017 to identify and address significant issues. A new quinquennial review has scheduled for Spring 2023. Maintenance is reviewed continually and the asbestos and fire registers are updated annually.

## THE HENRY COVENTRY ALMSHOUSES CHARITY

### TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2022

---

#### Objectives, Activities and Achievements

The objective of the charity is the "erection and maintenance of homes for poor aged persons of good character and for the benefit of such persons" with a connection to Droitwich Spa.

The charity's finances continue to be stable. This has enabled the charity to continue with its maintenance programme and plan for further large projects confident in the knowledge that these will not threaten the long-term viability of the charity despite increasing costs, most notably fuel.

Use of the Residents' Lounge has fully returned to normal following the lifting of the final restrictions due to Covid. There are now regular sessions of bowls, quizzes, films, crafts, bingo and more. It was particularly pleasing that residents who were on their own at Christmas got together to have a full Christmas meal in the Lounge. It was also used a few days before Christmas, for a well-attended carol service and buffet lunch provided by the trustees. They were also very pleased to be able to organise the first trip for residents in three years to Croome Court.

An act of remembrance on 11<sup>th</sup> November has become a fixture in the charity's calendar. This year's event included the planting of a Worcester Black Pear tree as part of the green canopy for Queen Elizabeth II's platinum jubilee.

Our maintenance programme during 2022 has returned to primarily making improvements within individual properties. One flat was fully refurbished and others had shower rooms replaced, decoration and new carpets. The largest single item of expenditure was to replace all the pumps on the main heating system to ensure an efficient supply of heating and hot water to 25 of the residences.

As in the previous report, there have been very few changes of resident; one resident moved into the almshouses in January to occupy the newly refurbished flat; one resident died in December, her flat will have any necessary work completed and a new resident will move in in the new year.

#### Financial Review

The charity is reporting an overall deficit of £39,884. However, £84,807 is a paper transaction resulting from the depreciation of historic assets. The charity is reporting an operating surplus of £44,923.

The trustees planned to generate an operating surplus for the year ending 31<sup>st</sup> December 2022 because the previous period had a significant deficit due of exceptional maintenance work and during 2023 we are planning to carry out the second phase which will cost in the region of £100,000. The surplus during 2022 has been deliberately generated to help minimise the use of reserves for the exceptional works of 2021 and 2023.

The exceptional depreciation results from writing off historic book values in the accounts which no longer represent the value of assets. The land and buildings cannot be sold by the charity and therefore cannot have a meaningful value attached to them. The remaining fixed asset on the balance sheet is equal to the outstanding balance of the mortgage for the building of Woodrow House and will be written down in line with the annual capital repayment of the mortgage.

The main funding source for the charity continues to be the weekly maintenance contributions paid by the residents.

The figures from the previous accounts are not useful for direct comparison because the accounts ending 31<sup>st</sup> December 2021 covered a nine-month period and only reported activity for the seven months from 21<sup>st</sup> May 2021, the date on which all operations, assets and liabilities were transferred from The Coventry Charity.

The trustees have set a policy to maintain reserves equivalent to a minimum of one year's expenditure to ensure the charity is able to meet any exceptional costs. These funds are held in a mixture of equities and cash deposits. Approximately two-thirds of the reserves are invested with the M&G Charity Multi-Asset Fund; income is automatically reinvested within the fund. The balance of the reserves is held in cash with CAF Bank Ltd.



THE HENRY COVENTRY ALMSHOUSES CHARITY

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2022

---

**Public Benefit Statement**

The trustees consider that The Coventry Charity is of benefit to the public for the following reasons:

- The charity charges less than the market rate for the accommodation and services provided.
- Any member of the public can apply to become a resident.
- New residents are selected on the basis of personal circumstances and need in line the objects of the charity.
- The provision of accommodation and services by the charity helps to alleviate hardship for members of the public.

Cllr G. Brookes  
Chairman of Trustees  
On behalf of the Board of Trustees

Dated.....

# THE HENRY COVENTRY ALMSHOUSES CHARITY

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE HENRY COVENTRY ALMSHOUSES CHARITY

---

I report to the trustees on my examination of the financial statements of The Henry Coventry Almshouses Charity (the charity) for the period ended 31 December 2022.

### **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 2011 Act).

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

### **Independent examiner's statement**

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 2011 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 financial statements to be reached.

P. Tivey FCA, FCCA  
PPW Limited  
Clarendon House  
14 St. Andrews Street  
Droitwich  
Worcs.  
WR9 8DY

Dated .....

# THE HENRY COVENTRY ALMSHOUSES CHARITY

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDIURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	Unrestricted Funds 2022 £	Unrestricted Funds 2021 £
<b>Income and endowments from:</b>			
Donations and legacies	3	200	10,000
Charitable activities	4	257,706	138,400
Bank interest	5	732	8
<b>Total Income</b>		<b>258,638</b>	<b>148,408</b>
<b>Expenditure on:</b>			
Charitable activities		215,818	200,824
Net gains/(losses) on investments	8	2,103	23,279
<b>Net outgoing resources before exceptional items</b>		<b>44,923</b>	<b>(29,137)</b>
Exceptional depreciation of historic assets	9	(84,807)	-
		<b>(39,884)</b>	<b>(29,137)</b>
Funds balances at 1 January 2022		509,292	538,429
<b>Fund balances at 31 December 2022</b>		<b>469,408</b>	<b>509,292</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# THE HENRY COVENTRY ALMSHOUSES CHARITY

BALANCE SHEET  
AS AT 31 DECEMBER 2022

		2022		2021	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9		41,898		126,705
<b>Current assets</b>					
Investments	10	268,161		266,058	
Debtors	11	6,340		4,525	
Cash at bank and in hand		229,897		170,465	
		<u>504,398</u>		<u>441,048</u>	
<b>Creditors : amounts falling due within one year</b>	12	(35,339)		(16,460)	
Net current assets			<u>469,059</u>		<u>424,588</u>
<b>Total assets less current liabilities</b>			<u>510,957</u>		<u>551,293</u>
<b>Creditors : amounts falling due after one year</b>	13		41,549		(42,001)
			<u>469,408</u>		<u>509,292</u>
<b>Income funds</b>					
Unrestricted funds			469,408		509,292
			<u>469,408</u>		<u>509,292</u>

The financial statements were approved by the Trustees on .....

.....  
Trustee



# THE HENRY COVENTRY ALMSHOUSES CHARITY

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

---

### 1. Accounting policies

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's (governing document], the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: 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)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

# THE HENRY COVENTRY ALMSHOUSES CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

---

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

### **1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

### **1.6 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is written off as follows:

Woodrow House                      to reflect the ongoing mortgage outstanding.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

### **1.7 Impairment of fixed assets**

At each reporting period end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

### **1.8 Current asset investments**

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

### **1.9 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.



# THE HENRY COVENTRY ALMSHOUSES CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

---

### 1.10 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

Bank overdrafts are shown within borrowings in current liabilities.

### 1.11 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments. Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

## 2. Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# THE HENRY COVENTRY ALMSHOUSES CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

### 3. Donations and legacies

	2022 £	2021 £
Donations and grants receivable	200	10,000

### 4. Charitable activities

	2022 £	2021 £
Sales within charitable activities	257,706	138,400

### 5. Bank interest

	2022 £	2021 £
Bank interest	732	8

### 6. Trustees

None of the trustees (or any persons connected with them) received any remuneration, expenses or benefits from the charity during the year.

### 7. Employees

The average monthly number of employees during the year was :

	2022 Number	2021 Number
	2	2

### Employment costs

	2022 £	2021 £
Wages and salaries	44,647	26,019

No employee received emoluments in excess of £60,000.



# THE HENRY COVENTRY ALMSHOUSES CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

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

	2022 £	2021 £
Revaluation of investments	2,103	23,279
	<u>2,103</u>	<u>23,279</u>

### 9. Tangible fixed assets

	Woodrow House £
<b>Net book value</b>	
At 1 January 2022	126,705
Depreciation charged in the year	84,807
At 31 December 2022	<u>41,898</u>

### 10. Current asset investments

	2022 £
At 31 January 2022	266,058
Additions	2,103
At 31 December 2022	<u>268,161</u>

# THE HENRY COVENTRY ALMSHOUSES CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

### 11. Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Arrears and prepayments		
Monies owing	3,199	1,092
Prepayments	3,141	3,433
	<u>6,340</u>	<u>4,525</u>

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

	2022 £	2021 £
Mortgage	350	250
Trade creditors	982	780
Other creditors	(932)	3,942
Accruals and deferred income	34,939	11,488
	<u>35,339</u>	<u>16,460</u>

### 13. Creditors: amounts falling due after one year

	2022 £	2021 £
Mortgage	<u>41,549</u>	<u>42,001</u>

### 14. Related party transactions

There were no disclosable related party transactions during the year.