

Registered number: 08296570

Charity number: 1150971

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**Lingfield United Trust**

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**UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 30 NOVEMBER 2020**

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**Prepared By:**

Unsworth's Accountancy Services Ltd  
Chartered Certified  
39 Stockwell Road  
East Grinstead  
West Sussex  
RH19 4BD

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

**TRUSTEES**

Mrs M. Wardell (Chairman)  
Mrs G. Williams  
Mr R. Young  
Mrs S. Martin  
Mrs E. Marten  
Mr K. Smith  
Mrs S. Calassimi (appointed 7 October 2020)

**REGISTERED OFFICE**

1 HoChee Cottages  
Plough Road, Dormansland  
Lingfield  
Surrey  
RH7 6PS

**COMPANY NUMBER**

08296570

**CHARITY NUMBER**

1150971

**ACCOUNTANTS**

Unsworth's Accountancy Services Ltd  
Chartered Certified  
39 Stockwell Road  
East Grinstead  
West Sussex  
RH19 4BD

**ACCOUNTS**  
**FOR THE YEAR ENDED 30 NOVEMBER 2020**

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**FOR THE YEAR ENDED 30 NOVEMBER 2020**

**TRUSTEES' REPORT**

The trustees present their report and accounts for the year ended 30 November 2020

**PRINCIPAL ACTIVITIES**

The principal activity of the charity in the year under review was primarily the maintenance of the almshouses and the provision of almshouse accommodation. The secondary activity is the distribution of annual gifted income to the poor and the needy.

The objects of the charity remain:

- the provision and maintenance of Almshouse Accommodation
- the provision of Grants for assistance to those meeting the charity's criteria and resident within the parishes of Dormansland, Lingfield and Baldwins Hill

I set out below the works that Lingfield United Trust has carried out in these respects over the year of these accounts:

- we continue to support our residents and maintain our 2 Almshouses known as 'HoChee Cottages' in Plough Road, Dormansland, which since their major refurbishment and extension in 2013, require minimal maintenance;
- we continue to pay grants for assistance to vulnerable and needy residents and families in Lingfield and Dormansland and we gave several of these over the past year to assist with appliances and furniture. We also support organizations that further our specific aims locally such as the local FoodBank in East Grinstead, St Catherine's Hospice and the Community Foundation for Surrey Coronavirus Response Fund;
- at Christmas, we distribute the bulk of our funds to residents locally who apply and meet the criteria set out in our objectives. We now do this in the form of cheques rather than shopping tokens; and
- we are fortunate to have the full support of the Henry Smith Trust as our main benefactor and after a review of their financial distributions nationally, we have remained a major recipient.

**LEGAL STATUS**

Lingfield United Charities was an almshouse charity founded on 3rd February 1953 by the consolidation of eleven smaller charities. One of the eleven charities was the Charlotte HoChee Almshouses for which the Trustees are responsible and the income of the combined charities is applied for the benefit of the poor in the ancient parish of Lingfield in Surrey. Lingfield United Charities became incorporated on 16th November 2012 and hence changed its name to Lingfield United Trust and is now registered with the Charity Commission under its new name. The objectives of the charity remain the same and the change was undertaken as a means of safeguarding our future status. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

**FINANCIAL PERFORMANCE**

It is the policy of the Trustees to distribute fully the annual income of the Charity whilst retaining sufficient reserves for adequate provision for the almshouses which were extensively renovated and completed by July 2013. The insurance value of the properties is now indexed linked and was increased to £413,275 for the current year. Trustee indemnity insurance was also renewed.

**FOR THE YEAR ENDED 30 NOVEMBER 2020**

**TRUSTEES' REPORT**

The principal income for the Charity is derived from the Weekly Maintenance Charge paid by the tenants; the regular grant from the Henry Smith Charity of £12,075; and two additional grants of £8,000 each from the Henry Smith Charity which was specifically for donating to The Cavendish House Trust. The total income amounted to £37,385 including interest credited to the Cyclical Maintenance Fund and transfers from the M&G Repair Fund.

The expenditure, excluding the movement in the investments, in the year totalled £40,071 of which £28,032 was given out in grants and the Christmas distribution was given to applicants and throughout the year we continued to consider any approaches to us for assistance which met the charity's criteria and made eight payments accordingly along with three additional COVID-19 donations to local charities. There were also the two special grant payments to The Cavendish House Trust as specified by the Henry Smith grants received.

Throughout this period, we maintained our 2 Almshouses known as HoChee Cottages in Plough Road, Dormansland. Our residents are the same couples who took up occupation in the refurbished buildings in July 2013.

**STRUCTURE GOVERNANCE AND MANAGEMENT**

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are also Members and have signed a written declaration of willingness to act as a charity trustee of the Charity. Under the requirements of the Memorandum and Articles of Association the trustees when complete will consist of at least seven and not more than ten persons who being individuals are over the age of eighteen, all of whom must support the Objects.

One third (or the number nearest one third) of the Trustees must retire at each AGM each year, those longest in office retiring first and the choice between any of equal service being made by drawing lots. A retiring Trustee, who is eligible under Article 3.3, may be reappointed. At our AGM on 8 July 2020, Gill Williams and Richard Young tendered their resignation and then Gill Williams and Richard Young were unanimously re-appointed. During the year, Susan Calamassi was appointed as a director.

Sally Martin and Marion Wardell will retire by rotation and, being eligible, will offer themselves for re-election at the next meeting. The Trustees must hold at least four meetings a year with the quorum being three Trustees at least or one third of the Trustees (if greater).

Most of the trustees are already familiar with the practical work of charities and any new trustees will be encouraged to undergo training on their legal obligations under charity and company law, the Charity Commission guidance on public benefit, content of the Memorandum and Articles of Association, the committee and decision-making processes and the recent financial performance of the charity. None of the Trustees receive remuneration or other benefit from their work with the charity.

Any expenses claimed by a Trustee or the Clerk have been set out in note 8 of the accounts.

In accordance with Government and Charity Commission Guidelines, the Trustees have written formal policies for Lingfield United Trust in 2020, which cover: -

- Data protection
- Safeguarding
- Equality and diversity

**FOR THE YEAR ENDED 30 NOVEMBER 2020**

**TRUSTEES' REPORT**

- Complaints procedure

These are available on the Lingfield United Trust website, or from the Clerk or Chairman.

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

Company law and charity legislation require the Trustees to prepare the financial statements annually which present a true and fair view of the state of affairs of the Charity and of its financial activities. In preparing the financial statements the Trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgments and estimates that are reasonable and prudent;
- d) state whether applicable accounting standards and statements of recommended accounting practice have been adopted and followed; and
- e) 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 accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006, Charities Act 1993 and the Housing Act 1996. They are also responsible for safeguarding the assets of the Charity and hence for taking steps for the prevention and detection of fraud and other irregularities.

The report was prepared in accordance with the special provisions within Part 15 of the Companies Act 2006.

This report was approved by the Board of Trustees on 16 June 2021

Mrs M. Wardell (Chairman)  
Trustee

**INDEPENDENT EXAMINER'S STATEMENT**

**FOR THE YEAR ENDED 30 NOVEMBER 2020**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LINGFIELD UNITED TRUST**

I report on the accounts of the company for the year ended 30 November 2020 .

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income did not exceed £250,000 and I am qualified to undertake the examination by being a qualified member of ACCA .

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINERS 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 you as 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  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

**INDEPENDENT EXAMINERS STATEMENT**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and

- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

.....

Date: 16 June 2021

Unsworth's Accountancy Services Ltd  
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39 Stockwell Road  
East Grinstead  
West Sussex  
RH19 4BD  
01342 604936



**Statement of Financial Activities  
for the year ended 30 November 2020**

			<b>2020</b>	<i>2019</i>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>	<i>Total</i>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income</b>				
Income from generated funds				
Donations and legacies	28,075	-	28,075	10,499
Income from Investments	189	-	189	181
Income from charitable activities	9,120	-	9,120	9,120
<b>Total Income and endowments</b>	<b>37,384</b>	<b>-</b>	<b>37,384</b>	<b>19,800</b>
<b>Expenses</b>				
Costs of generating funds				
Expenditure on Charitable activities	50,472	-	50,472	22,148
<b>Total Expenses</b>	<b>50,472</b>	<b>-</b>	<b>50,472</b>	<b>22,148</b>
<b>Net gains on investments</b>				
<b>Net Income</b>	<b>(13,088)</b>	<b>-</b>	<b>(13,088)</b>	<b>(2,348)</b>
<b>Gains/(losses) on revaluation of fixed assets</b>				
<b>Net movement in funds:</b>				
<b>Net income for the year</b>	<b>(13,088)</b>	<b>-</b>	<b>(13,088)</b>	<b>(2,348)</b>
Total funds brought forward	515,785	-	515,785	518,134
<b>Net funds carried forward</b>	<b>502,697</b>	<b>-</b>	<b>502,697</b>	<b>515,786</b>

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

**BALANCE SHEET AT 30 NOVEMBER 2020**

	Notes	2020 £	2019 £
<b>FIXED ASSETS</b>			
Tangible assets	2	344,000	352,000
Investments	3	115,746	126,214
		<u>459,746</u>	<u>478,214</u>
<b>CURRENT ASSETS</b>			
Cash at bank and in hand		55,412	50,058
		<u>55,412</u>	<u>50,058</u>
<b>CREDITORS: Amounts falling due within one year</b>	4	12,461	12,486
<b>NET CURRENT ASSETS</b>		<u>42,951</u>	<u>37,572</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>502,697</u>	<u>515,786</u>
<b>CAPITAL AND RESERVES</b>			
<b>Unrestricted funds</b>	6		
General fund		157,993	157,994
Designated funds		344,704	357,792
		<u>502,697</u>	<u>515,786</u>

For the year ending 30 November 2020 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

**Approved by the board of trustees on 16 June 2021 and signed on their behalf by**

.....  
Mrs M. Wardell (Chairman)  
Trustee

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 30 NOVEMBER 2020**

**1. ACCOUNTING POLICIES**

**1a. Basis Of Accounting**

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with FRS102 - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**1b. Cash Flow Statement**

The Company is exempt from including a statement of cash flows in its accounts in accordance with Financial Reporting Standard for Smaller Entities (effective January 2015).

**1c. Depreciation**

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Land And Buildings	straight line 2%
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**1d. Turnover**

Turnover represents the rental amounts and investment income received in the year.

**1e. Investments**

Fixed asset investments are shown at market value.

**2. TANGIBLE FIXED ASSETS**

	<b>Land And Buildings £</b>	<b>Total £</b>
<b>Cost</b>		
At 1 December 2019	400,000	400,000
At 30 November 2020	<u>400,000</u>	<u>400,000</u>
<b>Depreciation</b>		
At 1 December 2019	48,000	48,000
For the year	<u>8,000</u>	<u>8,000</u>
At 30 November 2020	<u>56,000</u>	<u>56,000</u>
<b>Net Book Amounts</b>		
At 30 November 2020	<u>344,000</u>	<u>344,000</u>
At 30 November 2019	<u>352,000</u>	<u>352,000</u>

### 3. FINANCIAL ASSETS

	Other Investments £	Total £
<b>Cost</b>		
At 1 December 2019	126,214	126,214
Additions	<u>(10,468)</u>	<u>(10,468)</u>
At 30 November 2020	<u>115,746</u>	<u>115,746</u>
<b>Amortisation</b>		
<b>Net Book Amounts</b>		
At 30 November 2020	<u>115,746</u>	<u>115,746</u>
At 30 November 2019	<u>126,214</u>	<u>126,214</u>

### 4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Other creditors	<u>386</u>	<u>411</u>
	<u>386</u>	<u>411</u>

### 5. LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. Each member gives a guarantee to contribute a sum not exceeding £1, to the company should it be wound up. At 30 November 2020 there were 7 members.

## 6. UNRESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
General fund	157,993	-	-	-	157,993
Henry Smith Charity	(1,442)	28,075	(29,735)	-	(3,102)
No's 1 and 2 HoChee Cottages	233,938	9,120	(10,269)	-	232,789
Investment income	123,235	123	(10,468)	-	112,890
Cyclical maintenance fund	390	66	-	-	456
M&G Emergency Repair Fund	1,671	-	-	-	1,671
	<u>515,785</u>	<u>37,384</u>	<u>(50,472)</u>	<u>-</u>	<u>502,697</u>

### Henry Smith Charity

Distribution of its annual gifted income for the benefit of the poor and needy in the ancient parish of Lingfield, including Baldwins Hill and Dormansland.

### No's 1 and 2 HoChee Cottages

The maintenance (including depreciation of the buildings) of the almshouses, HoChee Cottages, that the charity owns, together with the provision of accommodation to persons who have limited means, are over 60 and have lived in the ancient parish of Lingfield, including Baldwins Hill and Dormansland, for at least 5 years.

### Investment income

COIF Investment Funds

### Cyclical maintenance fund

Cyclical maintenance fund held at NS&I

### M&G Emergency Repair Fund

M&G Emergency Repair Fund

## 7. RELATED PARTY TRANSACTIONS

Clerk honorarium of £0 (2019: £400) was paid in the year to the clerk, Mrs M. Hughes. Expenses totalling £0 (2019: £317) were also repaid to Mrs M. Hughes in the year.

## 8. COVID-19 IMPACT

During the pandemic, Lingfield United Trust has functioned as usual. We have sought to assist all cases for assistance that have been referred to us and have noticed a rise in such cases throughout these unprecedented times. LUT has again donated lump sums to local initiatives which were facing extra pressure on their resources. Through our established relationship with the Henry Smith Trust, we responded to a request for suitable candidates for additional assistance at this time and have secured donations from HST over three years for a local charity The Cavendish House Trust and their work..

LUT took the initiative to send application forms for the Christmas Distribution 2020, directly to the previous year's applicants as collection from local community hubs, which is our usual method of delivery, was not appropriate during lockdown. This ensured that our applicant numbers remained as great as previous years. Our website has ensured that we have remained accessible throughout. We have regularly contacted our Almshouse Residents to check their welfare. We have held our regular meetings and AGM by ZOOM.

**Incoming Resources**  
for the year ended 30 November 2020

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Incoming resources</b>		
<b>Incoming resources from generated funds</b>		
<b>Grants</b>		
Henry Smith Charity	<u>28,075</u>	<u>10,499</u>
	28,075	10,499
	<u>28,075</u>	<u>10,499</u>
<b>Investment income</b>		
William Saxby	48	45
John Piggott	6	8
Hochee and Lowdell	49	47
Arthur Paul	4	7
Sidney Poole	5	4
Mary Stenning	1	2
John Hole	2	1
E. B. Wearing	2	2
St Clairs	6	5
Investment Income	<u>66</u>	<u>60</u>
	189	181
	<u>189</u>	<u>181</u>
<b>No's 1 and 2 Hochee Cottages</b>		
Weekly Maintenance Charge	<u>9,120</u>	<u>9,120</u>
	9,120	9,120
	<u>9,120</u>	<u>9,120</u>
	<u>37,384</u>	<u>19,800</u>

**Expenses**  
**for the year ended 30 November 2020**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Expenses</b>		
<b>Costs of generating funds</b>		
<b>Charitable Activities</b>		
<b>Accommodation</b>		
General distribution	6,720	16,260
Other grants of gifts	22,465	-
Clerk's honorarium	-	400
Clerk's expenses	-	167
Insurance	550	616
Repairs and renovation	1,166	1,920
Accountancy fees	361	436
Trustees insurance	292	292
Postage, stationery and office supplies	242	36
Subscriptions	200	-
Sundry expenses	8	142
Depreciation of land and buildings	8,000	8,000
Loss / (Profit) on other investments revaluation	10,468	(6,121)
	<u>50,472</u>	<u>22,148</u>
	<u>50,472</u>	<u>22,148</u>