

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 2023**

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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 2023**

**TRUSTEES**

Mrs M. Wardell (Chairman)  
Mrs G. Williams  
Mr R. Young  
Mrs S. Martin  
Mrs E. Marten  
Mrs S. Calamassi  
Rev I. Whitley

**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  
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West Sussex  
RH19 4BD

**ACCOUNTS  
FOR THE YEAR ENDED 30 NOVEMBER 2023**

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**FOR THE YEAR ENDED 30 NOVEMBER 2023**

**TRUSTEES' REPORT**

The trustees present their report and accounts for the year ended 30 November 2023

**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:

- Our residents remain those who were in occupancy since the refurbishment of the almshouses in 2013 and in one case, prior to that date. She sadly continues as a widow and leaves the accommodation in May 2024 owing to deteriorating health. A new resident will be sought;
- Maintenance works that the buildings require are dealt with immediately;
- At Christmas 2023, the Trustees of Lingfield United Trust were able to distribute 121 payments. This year we increased our distribution payments to £100 per couple and £80 per single recipient. We gave a total of £10,560 as Christmas Grants;
- We continue to pay grants for assistance to vulnerable and needy residents and families in Lingfield and Dormansland parishes and we have received referrals and supported financially at least 8 families and additionally organizations such as the Dormansland War Memorial Hall, and the Lingfield Youth Hub. Grants have also been made to Lingfield Primary School and Dormansland Primary School to assist pupils on the Pupil Premium Register;
- We continue to be successful in attracting additional funding from the Henry Smith Charity and this year we made an application for further assistance towards the Warm Hubs initiative which six local premises remain involved with; and
- We were again successful in attracting £4,000 for this year and the same sum for next year. This has been distributed to each organization on a pro rata basis in accordance with the amount of time they were open for shelter and refuge and apportioned as a result of a questionnaire completed by the organizations involved.

**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 £568,000 for the current year. Trustee indemnity insurance was also renewed.

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**FOR THE YEAR ENDED 30 NOVEMBER 2023**

**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 £25,375 (2022: £12,075) which is an increased amount of £13,300 plus the accrual reversal of £12,075. In the past, the Henry Smith receipt was treated as relating to the following year to match the payments made in December. This year, following the agreement of the Henry Smith Charity, as the Christmas distributions were paid out in November, the accrual has been reversed to match the income with the payments.

The total income amounted to £39,504 (2022: £23,209) including interest credited to the Cyclical Maintenance Fund and transfers from the M&G Repair Fund and a warm hub receipt of £4,000 for 2022/23. The other payment of £4,000 for 2023/24 received in August 2023 has been deferred to next year to match the payments out made then.

The expenditure, excluding the movement in the investments of £806 (2022: £20,213), in the year totalled £44,901 (2022: £23,475) of which £19,005 (2022: £8,780) 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 two payments accordingly.

Throughout this period, we maintained our 2 Almshouses known as HoChee Cottages in Plough Road, Dormansland.

**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.

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).

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 5 July 2023, Gill Williams and Richard Young tendered their resignation and then were unanimously re-appointed.

Marion Wardell (Chairman) and Enid Marten will be resigning at the AGM on 19 June 2024 and two new Trustees will be appointed; Paul Wilkin and Ruth Hackett. Both have made formal applications, had their references followed up and signed declarations in accordance with our requirements.

Gill Williams and Richard Young will take over as Joint Chairmen going forward.

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.

In 2023 our new Clerk, Anna Baker, joined us and carries out the duties formerly done by Marlene Hughes who tragically died suddenly in 2022.

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

**FOR THE YEAR ENDED 30 NOVEMBER 2023**

**TRUSTEES' REPORT**

In accordance with Government and Charity Commission Guidelines, the Trustees have written formal policies for Lingfield United Trust in 2022, which cover: -

- Data protection
- Safeguarding
- Equality and diversity
- 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 19 June 2024



Mrs M. Wardell (Chairman)

Trustee

**INDEPENDENT EXAMINER'S STATEMENT**

**FOR THE YEAR ENDED 30 NOVEMBER 2023**

**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 2023 .

**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 2023**

**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: 19 June 2024

*Unsworth's*

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RH19 4BD  
01342 604936



**Statement of Financial Activities  
for the year ended 30 November 2023**

			<b>2023</b>	<b>2022</b>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income</b>				
Income from generated funds				
Donations and legacies	29,375	-	29,375	13,798
Other trading activities	-	-	-	100
Income from Investments	129	-	130	191
Income from charitable activities	10,000	-	10,000	9,120
<b>Total income and endowments</b>	<b>39,504</b>	<b>-</b>	<b>39,505</b>	<b>23,209</b>
<b>Expenses</b>				
Costs of generating funds				
Expenditure on Charitable activities	44,095	-	44,095	3,262
<b>Total Expenses</b>	<b>44,095</b>	<b>-</b>	<b>44,095</b>	<b>3,262</b>
<b>Net gains on investments</b>				
<b>Net Income</b>	<b>(4,591)</b>	<b>-</b>	<b>(4,590)</b>	<b>19,947</b>
<b>Gains/(losses) on revaluation of fixed assets</b>				
<b>Net movement in funds:</b>				
<b>Net Income for the year</b>	<b>(4,591)</b>	<b>-</b>	<b>(4,590)</b>	<b>19,947</b>
Total funds brought forward	527,655	-	527,655	507,707
<b>Net funds carried forward</b>	<b>523,064</b>	<b>-</b>	<b>523,065</b>	<b>527,654</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 2023**

	Notes	2023 £	2022 £
<b>FIXED ASSETS</b>			
Tangible assets	3	328,000	336,000
Investments	4	136,765	135,959
		<u>464,765</u>	<u>471,959</u>
<b>CURRENT ASSETS</b>			
Cash at bank and in hand		62,853	68,164
		<u>62,853</u>	<u>68,164</u>
<b>CREDITORS: Amounts falling due within one year</b>	5	<u>4,553</u>	<u>12,468</u>
<b>NET CURRENT ASSETS</b>		<u>58,300</u>	<u>55,696</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>523,065</u>	<u>527,655</u>
<b>CAPITAL AND RESERVES</b>			
<b>Unrestricted funds</b>	7		
General fund		166,408	158,168
Designated funds		<u>356,657</u>	<u>369,487</u>
		<u>523,065</u>	<u>527,655</u>

For the year ending 30 November 2023 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 19 June 2024 and signed on their behalf by



Mrs M. Wardell (Chairman)  
Trustee

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 30 NOVEMBER 2023**

**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%

**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. EMPLOYEES**

	2023 No.	2022 No.
Average number of employees	-	-

**3. TANGIBLE FIXED ASSETS**

	Land And Buildings £	Total £
<b>Cost</b>		
At 1 December 2022	400,000	400,000
At 30 November 2023	400,000	400,000
<b>Depreciation</b>		
At 1 December 2022	64,000	64,000
For the year	8,000	8,000
At 30 November 2023	72,000	72,000
<b>Net Book Amounts</b>		
At 30 November 2023	328,000	328,000
At 30 November 2022	336,000	336,000

#### 4. FINANCIAL ASSETS

	Other Investments £	Total £
<b>Cost</b>		
At 1 December 2022	135,959	135,959
Additions	<u>806</u>	<u>806</u>
At 30 November 2023	<u>136,765</u>	<u>136,765</u>
<b>Amortisation</b>		
<b>Net Book Amounts</b>		
At 30 November 2023	<u>136,765</u>	<u>136,765</u>
At 30 November 2022	<u>135,959</u>	<u>135,959</u>

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

	2023 £	2022 £
Other creditors	<u>4,553</u>	<u>12,468</u>
	<u>4,553</u>	<u>12,468</u>

#### 6. 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 2023 there were 7 members.

## 7. UNRESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
General fund	158,168	-	-	8,240	166,408
Henry Smith Charity	2,047	29,375	(19,005)	(8,522)	3,895
No's 1 and 2 HoChee Cottages	231,894	10,000	(25,896)	-	215,998
Investment income	133,358	130	806	2,470	136,764
Cyclical maintenance fund	517	-	-	(517)	-
M&G Emergency Repair Fund	1,671	-	-	(1,671)	-
	<u>527,655</u>	<u>39,505</u>	<u>(44,095)</u>	<u>-</u>	<u>523,065</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 & M&G Emergency Repair Funds

### Cyclical maintenance fund

Cyclical maintenance fund held at NS&I

### M&G Emergency Repair Fund

M&G Emergency Repair Fund

## 8. RELATED PARTY TRANSACTIONS

The clerk honorarium payments in the year was £2,000 (2022: £nil as paid in following year). Expenses totalling £450 (2022: £409 to M. Wardell) were repaid to A. Baker in the year.

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**Lingfield United Trust**

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**Incoming Resources  
for the year ended 30 November 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Incoming resources</b>		
<b>Incoming resources from generated funds</b>		
<b>Grant income</b>		
Henry Smith Charity	<u>29,375</u>	<u>13,298</u>
	29,375	13,298
	<u>29,375</u>	<u>13,798</u>
	<u>-</u>	<u>100</u>
<b>Investment income</b>		
William Saxby	48	48
John Piggott	9	9
Hochee and Lowdell	50	50
Arthur Paul	6	6
Sidney Poole	5	5
Mary Stenning	2	2
John Hole	2	2
E. B. Wearing	2	2
St Clairs	6	6
Investment Income	<u>-</u>	<u>61</u>
	130	191
	<u>130</u>	<u>191</u>
<b>No's 1 and 2 Hochee Cottages</b>		
Weekly Maintenance Charge	<u>10,000</u>	<u>9,120</u>
	10,000	9,120
	<u>10,000</u>	<u>9,120</u>
	<u>39,505</u>	<u>23,209</u>

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Lingfield United Trust

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**Expenses**  
**for the year ended 30 November 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Expenses</b>		
<b>Costs of generating funds</b>		
<b>Charitable Activities</b>		
<b>Accommodation</b>		
General distribution	8,700	8,130
Other grants of gifts	10,305	650
Clerk's honorarium	2,000	-
Clerk's expenses	450	409
Insurance	703	613
Repairs and renovation	7,643	3,447
Accountancy fees	713	445
Trustees insurance	292	292
Subscriptions	221	244
Charitable donations	5,786	-
Sundry expenses	88	1,245
Depreciation of land and buildings	8,000	8,000
Profit on other investments revaluation	(806)	(20,213)
	<u>44,095</u>	<u>3,262</u>
	<u>44,095</u>	<u>3,262</u>