

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2022
for
Hillier Almshouses

Brewers Chartered Accountants
Bourne House
Queen Street
Gomshall
Surrey
GU5 9LY

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for the Year Ended 31 March 2022

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Hillier Almshouses

Report of the Trustees
for the Year Ended 31 March 2022

Constitution

The Charity is also known as Hilliers Charity Reg no. 201218 and operates from Hillier House, Farnham Road, Guildford GU2 7LT.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Charity's governing document is a Charity Commission Scheme dated 31st October 1995 (last amended 6th February 2006).

REFERENCE AND ADMINISTRATIVE DETAILS

Mrs Maureen Hibberd Chairman

Cllr David Goodwin

Dr Susan Snashall

Mrs Nathalie Antoinet

Mrs Jo Radley

Mrs Ann Dry

Mr Mark Ryan

Mrs Susan McKenzie

The Charity has appointed the Official Custodian for Charities as the registered proprietor with the Land Registry.

The Patron: The Right Honourable The Earl of Onslow.

The trustees are aided in running the Charity by the clerk/manager. The full board of trustees meets 3 times per year. The chairman and clerk/manager meet on a monthly basis and encourage at least one other trustee to join all of these meetings.

The appointing bodies are:

Church Meeting of Guildford United Reformed Church

Parochial Church Council of the Ecclesiastical Parish of St Nicolas, Guildford

Trustees of Guildford Methodist Church.

The Charity's :

Independent Examiner is A M Skilton of Brewers Chartered Accountants, Queen St., Gomshall, GU5 9LY

Bank Current Account is Lloyds, 147 High Street, Guildford GU1 3AG

Bank Deposit Account is CCLA Investment Management Ltd, 80 Cheapside, London EC2V 6DZ

Solicitor is Moore Barlow LLP, The Oriel, Sydenham Road, Guildford GU1 3SR

Report of the Trustees
for the Year Ended 31 March 2022

Principal Activities for the Public Benefit

The purpose of the Charity, founded in 1800, is to provide accommodation for poor women of good character who are not less than 45 years of age and members of the Church of England or of some congregation of Protestant Dissenters or Methodists. The Charity is managed by the Board of Trustees which employs a Clerk/Manager, a Finance Officer and a Non-Resident Warden.

The Charity owns Hillier House, built in 1970, which provides sheltered accommodation for older women. Currently the scheme has nine 1-bed roomed flats and 20 studios which are all self-contained. At the beginning of the accounting year, 1 April 2021 there were no voids and at the end of the period, 31 March 2022 there were 2 voids..

The Charity's income must not be used directly in the relief of rates, taxes or other public funds but may supplement relief or assistance provided out of public funds.

The Trustees confirm they have referred to the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in considering the future activities of the Charity.

Recruitment and Appointment of Trustees

During 2021/22 the Charity had a full board of trustees, however, when required to do so the Board of Trustees seeks to recruit new trustees to balance various skills required to manage the Charity.

Trustee Induction and Training

All new trustees are welcomed into Hillier House and spend time meeting the other trustees, staff and residents to understand the operations of the Charity. Training is, by necessity, tailored to individual needs depending on the knowledge gaps and experience of the individual involved and full advantage is taken of the training provided by the Almshouse Association. Due to the Covid 19 pandemic the annual Almshouse Association seminar was cancelled.

Staff

The Charity continues to employ 3 members of staff and are committed to nurturing and training them.

Review of the Year and the Future

During 2021/22, once again, the trustees have continued their objective of providing a high standard of maintenance, happy community spirit, and safe environment for residents whilst continuing to improve and modernise the building and facilities. The trustees and staff strive to keep Hillier House as an attractive and desirable place to live in a changing and competitive sheltered housing market.

This year continued to be challenging due to the Covid 19 pandemic with a further lockdown from the start of the year until mid-April. However, gradually as restrictions began to lift more activities took place at Hillier House. In August the trustees threw a party for the residents and as it was such a lovely evening it was held out in the garden ensuring full social distancing. Other social events, such as birthday lunches, tea afternoons recommenced. The residents enjoyed their first Christmas lunch out for two years and in February 2022 we celebrated 50 years of the current building. An anniversary party was held in the presence of Lord and Lady Onslow and the Lady Onslow dowager, together with the Mayor and her escort. The annual trustee party for the residents took place the same evening. As with most of our social activities photos are posted to the Hillier House Facebook page for family and friends to keep in touch and enjoy.

During 2021/2, the Charity continued to complete all essential maintenance work and constantly ensured all health and safety requirements were upheld. Fortunately, despite Covid 19 restrictions the undertaking of vital inspections and certifications such as gas, PAT testing, fire risk assessing, fire safety equipment testing, etc. and crucially implementing any short comings or recommendations continued. Work was completed in the garden to remove a large flowerbed to the east of the garden which was replaced with turf, reducing the maintenance and upkeep. Further work was undertaken in the car park to produce extra parking. It was agreed that a new, large and welcoming sign be erected on the car park wall to replace the rather dated and functional signage that had been in place for very many years, the sign also improves the appearance of the building. In the first quarter of 2021 the trustees agreed the full upgrading of the Warden Emergency Call System, so during the year the existing Tunstall equipment was replaced by a Delta system which is be fully compatible with the switch from analogue to digital which is expected to happen within the next 3 years. We were able to claim back the VAT on this expense.

Report of the Trustees
for the Year Ended 31 March 2022

A new washing machine and tumble dryer was purchased during the year replacing the machines that have been in service for over 15 years. Repair of the old appliances were deemed unviable.

The link corridor had an overhaul, the functional noticeboards were removed and were replaced with a smart official noticeboard outside the warden's office. The corridor was painted in a colour to compliment the carpet and pictures were hung to make the area an attractive part of the building rather than just a thoroughfare.

During 2021/2 the 5-yearly quinquennial review was carried out; a full survey of the building, at which time consideration can be given to future long-term sustainable improvements. The findings of the report dated December 2021 will now be prioritised with immediate essential work being undertaken and other remedial work being carried out on a planned maintenance programme. The 5-year Hard Wiring Test was also carried out with subsequent remedial work during March the building was full compliant with current legislation by the end of the financial year.

During March 2022 Hillier House suffered a major incident, a mains water pipe burst in the loft. An emergency plan was put into action with the Fire Service being first on the scene turning the water off at the mains. All our essential contractors were called out, with the pipe quickly being repaired, with the electrics, alarms, etc being restored during the course of the day. There was extensive flooding, and unfortunately Flat 25 was uninhabitable, however, the resident concerned was rehoused into a vacant studio until such time as the structural work has been assessed and rectified. All the other accommodation was habitable albeit with damp carpets and stained ceilings which were dried out with the use of industrial dehumidifiers. An insurance claim has been raised with all related works and services being included and a contractor being sought to carry out structural and cosmetic repair work. The situation was on-going at the end of the financial year. All mains water pipes to be examined by our plumber/heating engineer with a view to installing sensors and an emergency water cut off switch accessible to all in a public area.

The Charity regularly reviews all its adopted policies on a rolling programme, with the Disaster Plan and the Safeguarding policy being reviewed at least annually. Most of the policies are those recommended by the Almshouse Association. The major financial and physical risks identified by the trustees, to which the Charity is exposed, continue to be reviewed on a regular basis and systems established to mitigate those risks.

Weekly Maintenance Contributions

The WMC is reviewed annually with any changes being implemented during the first week of April to coincide with the start of the Charity's financial year.

Freehold Land and Buildings

The trustees consider that the market value of freehold land and buildings is in excess of the amount shown in the financial statements, but as these assets are used by the Charity to fulfil its principal activity and no disposals are envisaged, the excess is not quantified.

Reserves Policy

The charity aims to maintain a liquid reserve in cash and investments on the general fund equivalent to at least six months' management and service costs. The remaining bank reserves and current asset investments are allocated to improvement projects and to pay for any one-off unforeseen expenditure

Investment Policy

Under its governing deed the charity is required to invest monies not needed for immediate working purposes. The trustees determine whether this should be in bank deposits or longer-term investments after taking appropriate advice. A new written Investment policy was formerly adopted during 2021 based on the model policy recommended by the Almshouse Association

Resident Involvement

A full review of the year's activities is produced and circulated to the residents and staff by way of a regular Chairman's newsletter, inviting them to take the opportunity of giving feedback. The Charity also has a Facebook page which is regularly updated with photos and events which the resident's family and friends enjoy seeing and commenting on.

Statement of Trustees' Responsibilities

Legislation and good practice require the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Charity and of the surplus or deficit for that period. In preparing these financial statements the Charity is required to:

Report of the Trustees
for the Year Ended 31 March 2022

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue to exist.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity and enable it to ensure that the financial statements comply with the Charities Act 1993, Schedule 1 to the Housing Act 1996 and the Accounting Requirements for Registered Social Landlords General Determination 2006 as amended. It has general responsibility for taking reasonable steps to safeguard the assets of the Registered Social Landlord and to prevent and detect fraud and other irregularities.

The Charity has made a surplus for the year of £59,117.

Approved by order of the board of trustees on and signed on its behalf by:

.....
M Hibberd - Trustee

Independent Examiner's Report to the Trustees of
Hillier Almshouses

Independent examiner's report to the trustees of Hillier Almshouses

I report to the charity trustees on my examination of the accounts of Hillier Almshouses (the Trust) for the year ended 31 March 2022.

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 Act and in carrying out my examination I have followed all 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts 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.

A M Skilton
Brewers Chartered Accountants
Bourne House
Queen Street
Gomshall
Surrey
GU5 9LY

Date:

Statement of Financial Activities
for the Year Ended 31 March 2022

	Notes	Unrestricted funds £	Restricted fund £	31.3.22 Total funds £	31.3.21 Total funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities					
Charitable Activities		193,907	-	193,907	191,527
Investment income	2	6,298	-	6,298	6,300
Total		<u>200,205</u>	<u>-</u>	<u>200,205</u>	<u>197,827</u>
EXPENDITURE ON					
Charitable activities					
Charitable Activities		141,088	-	141,088	92,497
Other		-	-	-	27,835
Total		<u>141,088</u>	<u>-</u>	<u>141,088</u>	<u>120,332</u>
NET INCOME		59,117	-	59,117	77,495
RECONCILIATION OF FUNDS					
Total funds brought forward		958,616	-	958,616	881,121
TOTAL FUNDS CARRIED FORWARD		<u><u>1,017,733</u></u>	<u><u>-</u></u>	<u><u>1,017,733</u></u>	<u><u>958,616</u></u>

	Notes	Unrestricted funds £	Restricted fund £	31.3.22 Total funds £	31.3.21 Total funds £
FIXED ASSETS					
Tangible assets	5	814,167	-	814,167	792,717
CURRENT ASSETS					
Debtors	6	8,430	-	8,430	7,005
Investments	7	191,657	-	191,657	172,716
Cash at bank and in hand		158,300	-	158,300	132,515
		<u>358,387</u>	<u>-</u>	<u>358,387</u>	<u>312,236</u>
CREDITORS					
Amounts falling due within one year	8	(27,166)	-	(27,166)	(17,871)
NET CURRENT ASSETS		<u>331,221</u>	<u>-</u>	<u>331,221</u>	<u>294,365</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		1,145,388	-	1,145,388	1,087,082
CREDITORS					
Amounts falling due after more than one year	9	(14,700)	-	(14,700)	(22,050)
PROVISIONS FOR LIABILITIES	11	(112,955)	-	(112,955)	(106,416)
NET ASSETS		<u>1,017,733</u>	<u>-</u>	<u>1,017,733</u>	<u>958,616</u>
FUNDS	12				
Unrestricted funds				1,017,733	958,616
TOTAL FUNDS				<u>1,017,733</u>	<u>958,616</u>

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
M Hibberd - Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 10% on cost
Computer equipment	- 33% on cost

Taxation

The Hilliers Almshouses is not registered for Value Added Tax. In these financial statements, where applicable, expenditure is shown inclusive of VAT.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Housing properties

These are valued at cost. Depreciation is not charged in these accounts as due to a high property residual value the charge for the year and the accumulated depreciation are immaterial on an aggregate basis. The Board annually reviews the materiality of housing property depreciation.

The charity has, over a period of years, been upgrading the bathrooms and kitchens. Due to the substantial improvement involved in the upgrading the costs are included under Housing Properties and as such not depreciated due to immateriality. If an improved kitchen or bathroom is subsequently replaced this will be written off to the Income and Expenditure account.

Cyclical Repairs

Hilliers Almshouses has established a regular programme of cyclical repairs and maintenance. Costs are charged to the Revenue Account in the year in which they are incurred.

Maintenance Projects

Maintenance projects unless representing improvements to properties, are charged to the revenue account in the year in which they are incurred.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

1. ACCOUNTING POLICIES - continued

Housing properties

Designated Reserves

These are reserves set aside by the Trustees for specific future purposes and projects.

2. INVESTMENT INCOME

	31.3.22	31.3.21
	£	£
Deposit account interest	98	99
Investment interest	6,200	6,201
	<u>6,298</u>	<u>6,300</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Charitable Activities	191,527	-	191,527
Investment income	6,300	-	6,300
Total	<u>197,827</u>	<u>-</u>	<u>197,827</u>
EXPENDITURE ON			
Charitable activities			
Charitable Activities	92,497	-	92,497
Other	27,835	-	27,835
Total	<u>120,332</u>	<u>-</u>	<u>120,332</u>
NET INCOME	77,495	-	77,495
RECONCILIATION OF FUNDS			
Total funds brought forward	881,121	-	881,121
TOTAL FUNDS CARRIED FORWARD	<u>958,616</u>	<u>-</u>	<u>958,616</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

5. TANGIBLE FIXED ASSETS

The Hillier Almshouses is built upon a piece of land which was gifted to the Trustees as joint tenants in 1879. The trustees consider that the market value of the freehold land and buildings is in excess of the amount shown in the financial statements, but as these assets are used by the charity to fulfil its principal activity and no disposals are envisaged, the excess is not quantified. In the year to 31 March 2020, a new guest room and studio were created by conversion of a previously unused room in the freehold property.

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Prepayments and accrued income	8,430	7,005
	<u>8,430</u>	<u>7,005</u>

7. CURRENT ASSET INVESTMENTS

	31.3.22	31.3.21
	£	£
Listed investments	191,657	172,716
	<u>191,657</u>	<u>172,716</u>

The Trust did not sell any investments in the year under review and continues to hold 1,800 Charity Multi Asset Fund (formerly NAACIF) Accumulation Shares. (Base cost £66,300).

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Bank loans and overdrafts (see note 10)	7,350	7,350
Payments on account	1,977	2,054
Other creditors	17,839	8,467
	<u>27,166</u>	<u>17,871</u>

9. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.3.22	31.3.21
	£	£
Bank loans (see note 10)	14,700	22,050
	<u>14,700</u>	<u>22,050</u>

During the year to 31 March 2016, the Trust received £73,500 (including a 5% administration fee) by way of an interest free, unsecured loan from The Almshouse Association. The loan term is 10 years, repayable in 20 equal six-monthly instalments commencing in June 2015.

10. LOANS

An analysis of the maturity of loans is given below:

	31.3.22	31.3.21
	£	£
Amounts falling due within one year on demand:		
Bank loans	7,350	7,350
	<u>7,350</u>	<u>7,350</u>
Amounts falling between one and two years:		
Bank loans - 1-2 years	14,700	14,700
	<u>14,700</u>	<u>14,700</u>
Amounts falling due between two and five years:		
Bank loans - 2-5 years	-	7,350
	<u>-</u>	<u>7,350</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

11. PROVISIONS FOR LIABILITIES

	31.3.22 £	31.3.21 £
Investment revaluation reserve	<u>112,955</u>	<u>106,416</u>

12. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	958,616	59,117	1,017,733
TOTAL FUNDS	<u>958,616</u>	<u>59,117</u>	<u>1,017,733</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	200,205	(141,088)	59,117
TOTAL FUNDS	<u>200,205</u>	<u>(141,088)</u>	<u>59,117</u>

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	881,121	77,495	958,616
TOTAL FUNDS	<u>881,121</u>	<u>77,495</u>	<u>958,616</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	197,827	(120,332)	77,495
TOTAL FUNDS	<u>197,827</u>	<u>(120,332)</u>	<u>77,495</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.20 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	881,121	136,612	1,017,733
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>881,121</u>	<u>136,612</u>	<u>1,017,733</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	398,032	(261,420)	136,612
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>398,032</u>	<u>(261,420)</u>	<u>136,612</u>

13. RELATED PARTY DISCLOSURES

One of the trustees provided catering for in-house social events during the year under review to a value of £915 (2021: £ nil); apart from that, there were no other related party transactions for the year ended 31 March 2022 or the prior year.

14. DESIGNATED FUNDS

Within unrestricted funds is a balance which the trustees deem to be Designated funds; the balance of which stood at £1,662 at 31 March 2022 (2021: £2,089). The Designated fund has been created by the trustees to illustrate funds received from donations which are designated for activities for the entertainment of residents

Detailed Statement of Financial Activities
for the Year Ended 31 March 2022

	31.3.22 £	31.3.21 £
INCOME AND ENDOWMENTS		
Investment income		
Deposit account interest	98	99
Investment interest	6,200	6,201
	<hr/>	<hr/>
	6,298	6,300
Charitable activities		
Rental Income	204,086	191,007
Voids & notice periods	(13,241)	-
Guest flat	235	190
Resident fund income	(427)	330
Insurance claim proceeds	3,154	-
Donations	100	-
	<hr/>	<hr/>
	193,907	191,527
	<hr/>	<hr/>
Total incoming resources	200,205	197,827
EXPENDITURE		
Charitable activities		
Warden	23,960	23,580
Social security	843	823
Insurance	3,208	3,091
TV Licences	332	254
Sundries	163	208
Warden call	2,205	2,242
Electricity	9,824	8,617
Gas	12,012	10,955
Water	9,633	9,221
Cleaning	1,361	856
Gardening	5,480	3,192
Maintenance charges	36,497	29,342
Council tax	671	(31)
Residents entertainment	1,311	-
Training costs	534	-
Depreciation of tangible fixed assets	2,516	-
	<hr/>	<hr/>
	110,550	92,350
Support costs		
Management		
Clerk & Finance officer	23,388	23,014
Telephone	2,185	1,776
Independent Examiner fees	2,100	1,920
Legal fees	1,638	-
Clerks expenses	877	812
Subscriptions	350	313
	<hr/>	<hr/>
	30,538	27,835

Hillier Almshouses

Detailed Statement of Financial Activities
for the Year Ended 31 March 2022

	31.3.22 £	31.3.21 £
Management		
Finance		
Bank charges	-	1
Loan Interest	-	146
	<hr/>	<hr/>
	-	147
	<hr/>	<hr/>
Total resources expended	141,088	120,332
	<hr/>	<hr/>
Net income	59,117	77,495
	<hr/> <hr/>	<hr/> <hr/>