

Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 March 2023  
for  
Hillier Almshouses

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

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for the Year Ended 31 March 2023

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Hillier Almshouses

Report of the Trustees  
for the Year Ended 31 March 2023

#### Constitution

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

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

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### REFERENCE AND ADMINISTRATIVE DETAILS

Mrs Maureen Hibberd	Chairman
Cllr David Goodwin	Resigned 22.09.22
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 :

Reporting Accountant is Brewers Chartered Accountants, Bourne House, 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 2023

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 2022 there was one void and at the end of the period, 31 March 2023 there were 2 voids, although one let from April 2022.

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 2022/23 David Goodwin resigned as a trustee on 22 September. David had served on the board of trustees for 20 years. The Board of Trustees seek to recruit a new trustee 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.

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 2022/23, 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.

During the year the ladies enjoyed various activities and trips out. Most months they held lunch in the Onslow Room and continued to enjoy weekly coffee mornings and informal tea afternoons. In addition, a trip was arranged for coffee at a nearby almshouse which was a great opportunity for the ladies to meet fellow residents and view the facilities of another charity. During the hot month of August, they enjoyed a trip to the coast of worthing. At Christmas there was an outing to see the lights in London with the annual Christmas lunch trip following a few days later. Earlier this year (2023) the trustees threw their annual party which was a great success. Many of the activities (with the permission of the residents) are posted to our Facebook page so friends and relatives can enjoy viewing them.

During 2022/23, the Charity continue to complete all essential maintenance work, constantly ensuring all health and safety requirements were upheld. Following the burst water main in March 2022 an extensive repair programme was completed with the costs being reimbursed by the Charity's insurance company. The displaced resident was able to move back into her flat during May. The incident was attended by the Fire Service and this promoted a further visit from inspector later in spring. The inspector made a thorough inspection of our fire prevention procedures and although 3 minor items were highlighted they were rectified promptly. The Charity undertakes an annual professional fire risk assessment.

During the year the trustees made the decision to move forward the long-held idea of providing further accommodation above the link corridor and enhance the external appearance of the back of the building. They agreed to instruct our architect to draw up plans for 4 additional one-bedroom flats with a view to obtaining full planning permission. The plans are to also to include an orangery and the provision of solar panels on the roof. The architect is currently undertaking the work and necessary searches, however, it anticipated it will be a long on-going project which may take a number of years to reach fruition.

Report of the Trustees  
for the Year Ended 31 March 2023

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:

- 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 £49,679.

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 2023.

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 2023

	Notes	Unrestricted funds £	Restricted fund £	31.3.23 Total funds £	31.3.22 Total funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities					
Charitable Activities		228,572	-	228,572	193,907
Investment income	2	2,698	-	2,698	6,298
Total		231,270	-	231,270	200,205
EXPENDITURE ON					
Charitable activities					
Charitable Activities		191,734	-	191,734	141,088
Net gains on investments		10,143	-	10,143	-
NET INCOME		49,679	-	49,679	59,117
RECONCILIATION OF FUNDS					
Total funds brought forward		1,017,733	-	1,017,733	958,616
TOTAL FUNDS CARRIED FORWARD		1,067,412	-	1,067,412	1,017,733

	Notes	Unrestricted funds £	Restricted fund £	31.3.23 Total funds £	31.3.22 Total funds £
FIXED ASSETS					
Tangible assets	5	811,771	-	811,771	814,167
CURRENT ASSETS					
Debtors	6	5,582	-	5,582	8,430
Investments	7	193,801	-	193,801	191,657
Cash at bank and in hand		196,696	-	196,696	158,300
		<u>396,079</u>	<u>-</u>	<u>396,079</u>	<u>358,387</u>
CREDITORS					
Amounts falling due within one year	8	(17,989)	-	(17,989)	(27,166)
		<u>378,090</u>	<u>-</u>	<u>378,090</u>	<u>331,221</u>
NET CURRENT ASSETS					
		1,189,861	-	1,189,861	1,145,388
TOTAL ASSETS LESS CURRENT LIABILITIES					
CREDITORS					
Amounts falling due after more than one year	9	(7,350)	-	(7,350)	(14,700)
PROVISIONS FOR LIABILITIES	11	(115,099)	-	(115,099)	(112,955)
		<u>1,067,412</u>	<u>-</u>	<u>1,067,412</u>	<u>1,017,733</u>
NET ASSETS					
FUNDS	12				
Unrestricted funds				1,067,412	1,017,733
TOTAL FUNDS				<u>1,067,412</u>	<u>1,017,733</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 2023

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

	31.3.23 £	31.3.22 £
Deposit account interest	-	98
Investment interest	2,698	6,200
	<u>2,698</u>	<u>6,298</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Charitable Activities	193,907	-	193,907
Investment income	6,298	-	6,298
Total	<u>200,205</u>	<u>-</u>	<u>200,205</u>
EXPENDITURE ON			
Charitable activities			
Charitable Activities	141,088	-	141,088
NET INCOME	59,117	-	59,117
RECONCILIATION OF FUNDS			
Total funds brought forward	958,616	-	958,616
TOTAL FUNDS CARRIED FORWARD	<u>1,017,733</u>	<u>-</u>	<u>1,017,733</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2023

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

	31.3.23	31.3.22
	£	£
Prepayments and accrued income	5,582	8,430
	<u>5,582</u>	<u>8,430</u>

7. CURRENT ASSET INVESTMENTS

	31.3.23	31.3.22
	£	£
Listed investments	193,801	191,657
	<u>193,801</u>	<u>191,657</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

	31.3.23	31.3.22
	£	£
Bank loans and overdrafts (see note 10)	7,350	7,350
Payments on account	1,977	1,977
Other creditors	8,662	17,839
	<u>17,989</u>	<u>27,166</u>

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

	31.3.23	31.3.22
	£	£
Bank loans (see note 10)	7,350	14,700
	<u>7,350</u>	<u>14,700</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:

	31.3.23	31.3.22
	£	£
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	7,350	14,700
	<u>7,350</u>	<u>14,700</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2023

11. PROVISIONS FOR LIABILITIES

	31.3.23 £	31.3.22 £
Investment revaluation reserve	<u>115,099</u>	<u>112,955</u>

12. MOVEMENT IN FUNDS

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	1,017,733	49,679	1,067,412
<b>TOTAL FUNDS</b>	<u>1,017,733</u>	<u>49,679</u>	<u>1,067,412</u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	231,270	(191,734)	10,143	49,679
<b>TOTAL FUNDS</b>	<u>231,270</u>	<u>(191,734)</u>	<u>10,143</u>	<u>49,679</u>

Comparatives for 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
<b>TOTAL FUNDS</b>	<u>958,616</u>	<u>59,117</u>	<u>1,017,733</u>

Comparative 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
<b>TOTAL FUNDS</b>	<u>200,205</u>	<u>(141,088)</u>	<u>59,117</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2023

12. MOVEMENT IN FUNDS - continued

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

	At 1.4.21 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	958,616	108,796	1,067,412
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>958,616</u>	<u>108,796</u>	<u>1,067,412</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 £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	431,475	(332,822)	10,143	108,796
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>431,475</u>	<u>(332,822)</u>	<u>10,143</u>	<u>108,796</u>

13. RELATED PARTY DISCLOSURES

One of the trustees provided catering for in-house social events during the previous year to a value of £915 (2023: £ nil); apart from that, there were no other related party transactions for the year ended 31 March 2022 or 2023.

14. DESIGNATED FUNDS

Within unrestricted funds is a balance which the trustees deem to be Designated funds; the balance of which stood at £824 at 31 March 2023 (2022: £1,662). 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 2023

	31.3.23 £	31.3.22 £
<b>INCOME AND ENDOWMENTS</b>		
Investment income		
Deposit account interest	-	98
Investment interest	2,698	6,200
	<hr/>	<hr/>
	2,698	6,298
Charitable activities		
Rental Income	214,310	204,086
Voids & notice periods	(10,741)	(13,241)
Guest flat	2,225	235
Resident fund income	(839)	(427)
Insurance claim proceeds	23,317	3,154
Donations	300	100
	<hr/>	<hr/>
	228,572	193,907
	<hr/>	<hr/>
Total incoming resources	231,270	200,205
<b>EXPENDITURE</b>		
Charitable activities		
Warden	26,535	23,960
Social security	976	843
Insurance	3,419	3,208
TV Licences	157	332
Sundries	244	163
Warden call	2,303	2,205
Electricity	9,343	9,824
Gas	10,179	12,012
Water	9,966	9,633
Cleaning	1,410	1,361
Gardening	1,970	5,480
Maintenance charges	89,641	36,497
Council tax	1,476	671
Residents entertainment	131	1,311
Training costs	34	534
Depreciation of tangible fixed assets	2,396	2,516
	<hr/>	<hr/>
	160,180	110,550
Support costs		
Management		
Clerk & Finance officer	26,195	23,388
Telephone	1,938	2,185
Independent Examiner fees	2,352	2,100
Legal fees	-	1,638
Clerks expenses	719	877
Subscriptions	350	350
	<hr/>	<hr/>
	31,554	30,538
	<hr/>	<hr/>
Total resources expended	191,734	141,088
	<hr/>	<hr/>
Net income	39,536	59,117
	<hr/>	<hr/>