

# THE GUEST HOUSE, LINGFIELD

England & Wales · Charity number 207424

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1962-10-13

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** The Trustees  
The Guest House  
Vicarage Road  
Lingfield  
Surrey  
RH7 6HA

**Phone** 01342604936

**Email** [info@unsworthsaccountancy.co.uk](mailto:info@unsworthsaccountancy.co.uk)

## Activities

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**Objects:** MAINTENANCE OF GUEST HOUSE AS LIBRARY AND MUSEUM.

**Activities:** Specialised care and maintenance of a Grade II\* listed building dated 1474. Investment of the funds held in trust for the preservation of The Guest House, to enable the future maintenance, restoration and enhancement of the building. Provision of space within the Guest House to house a public library for Lingfield in accordance with the terms of the bequest.

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage
- **Who:** The General Public/mankind

## Geography

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- **Area of benefit:** LINGFIELD
- Surrey

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£56,133	£29,675	-	-
2024-03-31	£49,474	£25,429	-	-
2023-03-31	£50,250	£19,378	-	-
2022-03-31	£46,530	£23,860	-	-
2021-03-31	£49,316	£28,619	-	-

## Trustees

Name	Role	Appointed
Lingfield Guest House Trustee Ltd		2018-06-01

**THE GUEST HOUSE, LINGFIELD**

England & Wales - Charity number 207424

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# Accounts

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**THE GUEST HOUSE, LINGFIELD**  
**Charity Number: 207424**

**Trustee Report**

**Year Ended 31 March 2025**

**THE GUEST HOUSE, LINGFIELD**  
**Trustee Report for the year ended 31 March 2025**

The trustee presents its report with the Receipts and Payments report of the charity for the year ended 31 March 2025. The trustee has determined that it would be appropriate to use the Receipts and Payments option when preparing the accounts of the trust.

**LEGAL AND ADMINISTRATIVE DETAILS**

Registered charity number: 207424

The registered office and principal address of the charity is:

The Guest House  
Vicarage Road  
Lingfield, Surrey  
RH7 6HA

Other financial advisers are:

BlackRock Investment Management (UK) Limited  
12 Throgmorton Avenue  
London  
EC2N 2DL

Independent Examiner  
Darren Harding ACA FCCA DChA  
Richard Place Dobson Services Limited  
1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT

**TRUSTEE**

On 31 May 2018 the Charity Commission altered the scheme for the charity to confirm Lingfield Guest House Trustee Limited as the new trustee and to confirm that Surrey County Council was discharged from its trusteeship of the charity.

**THE GUEST HOUSE, LINGFIELD**  
**Trustee Report for the year ended 31 March 2025**  
**(continued)**

The directors of the trustee company holding office during the year were:

Ian Jones – Chairman  
Joanna Unsworth - Treasurer  
Martin Cundey  
Rita Russell - Secretary  
Stephen Watson  
Sally Martin  
William Stevenson

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The charity is governed by the terms of the Will dated 11 June 1945 of Arthur Baldwin Hayward who died on 21 January 1954 and left the Guest House and residue, after legacies, of his real and personal estate to Surrey County Council upon trust.

The trustee, Lingfield Guest House Trustee Limited, is responsible for the management of the Guest House and trust assets. The trustee company's terms of reference are:

“To manage the Lingfield Guest House and the trust property generally, and more specifically the following issues:

- the maintenance and repair requirements of the Guest House and its gardens (especially if such repairs require alterations or additions to the estate) and how such works are to be financed;
- the sale of items of furniture and other contents of the house, included in the trust property, to increase revenue which will be credited to the trust fund; and
- the organisation of special functions in the local community and other fundraising schemes to raise additional monies to help fund the Lingfield Guest House Trust.”

**Objectives, Organisation and Activity**

The charity is established to maintain the Lingfield Guest House, which is used as a public library and museum. Mr Hayward endowed the building by directing that the income from his estate should be applied towards the maintenance and repair of the house and garden. The building, which dates from the 15th Century and is listed Grade II\*, is divided in two. The local public library is housed in part of the building and the remainder is a self-contained maisonette which is occupied by a tenant. The contribution made by both occupiers goes towards the running costs, general upkeep and maintenance of the building.

**THE GUEST HOUSE, LINGFIELD**  
**Trustee Report for the year ended 31 March 2025**  
**(continued)**

**Statement of Public Benefit**

The trustee has paid due regard to the guidance on public benefit produced by the Charities Commission and is confident that the work of the charity meets all the criteria for public benefit.

**Review of progress and achievements during the year**

The directors of the trustee company meet during the year to consider various matters relating to the upkeep and restoration of the building, and the income and expenditure of the trust.

During the year cyclical maintenance and repair work was carried out at the Guest House and a detailed inventory of the physical assets held by the trust has been maintained. Contracts for security, maintenance of the gardens and cleaning the building continue in place. A contract is in place with Surrey County Council for the use of part of the building for the Lingfield Community Library. The management contract for the maisonette has also been reviewed.

Throughout the year, repairs and maintenance continued in respect of the building as necessary and the gardens continued to be well maintained. Also, the clocks were repaired and are now working well.

**Investment Policy**

The investment policy of the trustee has been to invest its funds to maintain their capital growth and to generate income to fund the running costs of the building. As a small charity the most cost-effective way of doing this is to invest in pooled funds.

The majority of trust assets comprise investments with BlackRock Fund Managers and funds held in the bank. The directors of the trustee company have reviewed the investments and taken the view they remain appropriate for the trust as conservatively managed funds providing an income and capital growth. They are also considering diversifying the investment portfolio in the near future to ensure the best spread of risk and reward.

**Reserves Policy**

The directors of the trustee company are working to ensure the bank account holds a balance of at least £50,000 to allow for the operation of the trust for at least six months in the event of the loss of income. However, where it is held to be imprudent to transfer funds to the investments, the directors will allow a higher of funds to be retained in the bank account until it is deemed appropriate for an investment to be made.

**THE GUEST HOUSE, LINGFIELD**  
**Trustee Report for the year ended 31 March 2025**  
**(continued)**

**Risk Policy**

The directors of the trustee company have reviewed the risks facing the trust. Those risks identified are: potential loss of income due to reliance on limited users and damage to the building by fire. They are content that the risks are well understood and that appropriate action to mitigate risks wherever possible has been taken. A fire risk assessment was commissioned and completed after the end of the year and appropriate insurance policies have been put in place and policies will be reviewed annually.

**Finances**

These financial statements show the current financial state of the trust which is considered to be sound.

**Responsibilities of the Trustee**

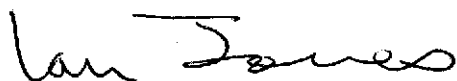
The Charities Act requires the trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the trustee is required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The trustee must also prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the charity will continue its activities.

The trustee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable it to ensure that the financial statements comply with the Charities Act 2011. The trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The board keeps its membership under review and seeks to ensure that it reflects the skills and experience needed to discharge its responsibilities. Its approach to recruitment reflects the circumstances of a small, local charity that experiences low turnover. The board will make use of advertisement or other approaches to recruitment as appropriate.

This report was approved by the trustees on 21 August 2025 and signed on its behalf by:



Ian Jones  
Chairman and director of Lingfield Guest House Trustee Limited



## Receipts and payments accounts

CC16a

For the period  
from

01/04/2024

To

31/03/2025

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Rental income from library (note 1)	17,594	-	-	17,594	13,195
Rental income from maisonette	15,600	-	-	15,600	15,600
Interest income from investments	-	-	-	-	-
Dividend income from investments	22,939	-	-	22,939	20,679
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>56,133</b>	<b>-</b>	<b>-</b>	<b>56,133</b>	<b>49,474</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>56,133</b>	<b>-</b>	<b>-</b>	<b>56,133</b>	<b>49,474</b>
<b>A3 Payments</b>					
Maintenance of building and grounds	18,633	-	-	18,633	15,678
Running costs	8,193	-	-	8,193	7,332
Governance costs	2,599	-	-	2,599	2,369
Sundry	250	-	-	250	50
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>29,675</b>	<b>-</b>	<b>-</b>	<b>29,675</b>	<b>25,429</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Buy-in of shares - ERF	-	-	-	-	70,000
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>70,000</b>
<b>Total payments</b>	<b>29,675</b>	<b>-</b>	<b>-</b>	<b>29,675</b>	<b>95,429</b>
<b>Net of receipts/(payments)</b>	<b>26,458</b>	<b>-</b>	<b>-</b>	<b>26,458</b>	<b>- 45,955</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>47,519</b>	<b>-</b>	<b>-</b>	<b>47,519</b>	<b>93,474</b>
<b>Cash funds this year end</b>	<b>73,977</b>	<b>-</b>	<b>-</b>	<b>73,977</b>	<b>47,519</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank account (held in the name of the Trustee company - Lingfield Guest House Trustee Ltd)	73,977	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>73,977</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets (note 2)</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Extra-ordinary Repair Fund	Restricted funds	-	196,935
	Extra-ordinary Repair Fund	Unrestricted funds		135,434
	Capital Endowment Fund	Endowment funds	-	448,198
	Maintenance & Repair Fund	Endowment funds	-	137,042
	<b>TOTAL</b>		<b>398,827</b>	<b>917,609</b>
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Freehold property (note 3)	Endowment funds	3,800	1,000,000
	Inventory (valuation 2007/08) (note 4)	Endowment funds	-	216,250
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	

## Section C Notes to the accounts

**Note 1: rental income** Last year, Surrey County Council changed their rental payment date from the end of the month to the 24th of the following month. This means that there were only 3 payments received in the year to 31 March 2024 which is why that income is higher this year as there was the normal four payments.

**Note 2: investments** Investment funds are invested by the fund managers, BlackRock, in two pooled investment funds, BlackRock Charities Growth & Income Fund (previously BLK Charities UK Equity Fund and BLK Charities UK Bond Fund), which are specifically tailored to meet the needs of the smaller charity.

The interest from the maintenance and repair fund will go into the extraordinary repair fund, which allows the investment income to be used for repairs.

The investments are allocated between three funds:

**Unrestricted funds being:**

Revenue;

Extraordinary Repair Fund - partly, revenue - held to meet any major repairs the building may require;

**Restricted funds being:**

Extraordinary Repair Fund - partly, revenue - held to meet any major repairs the building may require;

**Restricted endowment funds being:**

Capital Permanent Endowment Fund

Freehold Property – comprising original capital invested;

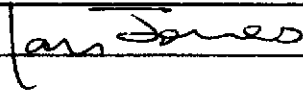
Maintenance and Repair Fund – whilst accounted for separately is part of the Permanent Endowment fund.

**Note 3: Freehold property** The Guest House is an historic building and is held on the balance sheet at its original valuation. The market resale value of the property is very hard to determine due to the restrictions to its use however, one of the trustees Martin Cundey, who is a retired estate agent, estimates that £1 million would be a reasonable estimate. The rebuild cost of the building was professionally valued by David Hopper on 29 July 2025, where it was valued at £2,376,783 including VAT on the basis of reinstatement cost assessment. This allows for the extra construction costs that may be incurred in reproducing the original quality of materials and workmanship.

The property was endowed to the Trust for the use as a public library and museum. Mr Hayward endowed the building by directing that the income from his estate should be applied towards the maintenance and repair of the house and garden.

**Note 4: Inventory** During 2007/08 an inventory was carried out and the revised valuation of the contents of the Guest House was £216,250, based on the probable cost of replacing the items in the normal retail market. These assets are not included in the balance sheet or the financial statements until such time as they are sold at which point any proceeds will be brought into the financial statements. The inventory is checked at least once a year by two directors of the trustee company. There is also photographic record of all valuable items, of which a duplicate is kept separately.

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Ian Jones	21/08/2025

## **Independent examiner's report to the Trustee of Lingfield Guest House Trust**

I report to the charity trustees on my examination of the accounts of Lingfield Guest House Trust for the year ended 31 March 2025.

### **Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

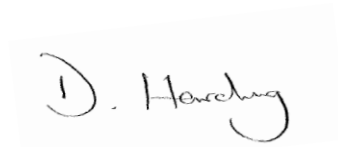
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



**Darren Harding ACA FCCA DChA**  
Richard Place Dobson Services Limited  
1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT  
Dated: 26/09/2025

**THE GUEST HOUSE, LINGFIELD**

England & Wales - Charity number 207424

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# Accounts

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**THE GUEST HOUSE, LINGFIELD**  
**Charity Number: 207424**

**Trustee Report**

**Year Ended 31 March 2024**

**THE GUEST HOUSE, LINGFIELD**  
**Trustee Report for the year ended 31 March 2024**

The trustee presents its report with the Receipts and Payments report of the charity for the year ended 31 March 2024. The trustee has determined that it would be appropriate to use the Receipts and Payments option when preparing the accounts of the trust.

**LEGAL AND ADMINISTRATIVE DETAILS**

Registered charity number: 207424

The registered office and principal address of the charity is:

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Vicarage Road  
Lingfield, Surrey  
RH7 6HA

Other financial advisers are:

BlackRock Investment Management (UK) Limited  
12 Throgmorton Avenue  
London  
EC2N 2DL

Independent Examiner  
Darren Harding ACA FCCA DChA  
Richard Place Dobson Services Limited  
1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT

**TRUSTEE**

On 31 May 2019 the Charity Commission altered the scheme for the charity to confirm Lingfield Guest House Trustee Limited as the new trustee and to confirm that Surrey County Council was discharged from its trusteeship of the charity.

**THE GUEST HOUSE, LINGFIELD**  
**Trustee Report for the year ended 31 March 2024**  
**(continued)**

The directors of the trustee company holding office during the year were:

Ian Jones – Chairman  
Joanna Unsworth - Treasurer  
Martin Cundey  
Rita Russell - Secretary  
Stephen Watson  
Sally Martin  
William Stevenson

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The charity is governed by the terms of the Will dated 11 June 1945 of Arthur Baldwin Hayward who died on 21 January 1954 and left the Guest House and residue, after legacies, of his real and personal estate to Surrey County Council upon trust.

The trustee, Lingfield Guest House Trustee Limited, is responsible for the management of the Guest House and trust assets. The trustee company's terms of reference are:

“To manage the Lingfield Guest House and the trust property generally, and more specifically the following issues:

- the maintenance and repair requirements of the Guest House and its gardens (especially if such repairs require alterations or additions to the estate) and how such works are to be financed;
- the sale of items of furniture and other contents of the house, included in the trust property, to increase revenue which will be credited to the trust fund; and
- the organisation of special functions in the local community and other fundraising schemes to raise additional monies to help fund the Lingfield Guest House Trust.”

**Objectives, Organisation and Activity**

The charity is established to maintain the Lingfield Guest House, which is used as a public library and museum. Mr Hayward endowed the building by directing that the income from his estate should be applied towards the maintenance and repair of the house and garden. The building, which dates from the 15th Century and is listed Grade II\*, is divided in two. The local public library is housed in part of the building and the remainder is a self-contained maisonette which is occupied by a tenant. The contribution made by both occupiers goes towards the running costs, general upkeep and maintenance of the building.

**THE GUEST HOUSE, LINGFIELD**  
**Trustee Report for the year ended 31 March 2024**  
**(continued)**

**Statement of Public Benefit**

The trustee has paid due regard to the guidance on public benefit produced by the Charities Commission and is confident that the work of the charity meets all the criteria for public benefit.

**Review of progress and achievements during the year**

The directors of the trustee company meet during the year to consider various matters relating to the upkeep and restoration of the building, and the income and expenditure of the trust.

During the year cyclical maintenance and repair work was carried out at the Guest House and a detailed inventory of the physical assets held by the trust has been maintained. Contracts for security, maintenance of the gardens and cleaning the building continue in place. A contract is in place with Surrey County Council for the use of part of the building for the Lingfield Community Library. The management contract for the maisonette has also been reviewed.

The directors of the trustee company have agreed to a programme of work in the gardens, removing unsafe and overgrown trees and vegetation, which is still in progress. Replacement trees have been planted as required by the local authority as the building and garden are in a conservation area.

**Investment Policy**

The investment policy of the trustee has been to invest its funds to maintain their capital growth and to generate income to fund the running costs of the building. As a small charity the most cost-effective way of doing this is to invest in pooled funds.

The majority of trust assets comprise investments with BlackRock Fund Managers and funds held in the bank. The directors of the trustee company have reviewed the investments and taken the view they remain appropriate for the trust as conservatively managed funds providing an income and capital growth.

**Reserves Policy**

The directors of the trustee company are working to ensure the bank account holds a balance of at least £50,000 to allow for the operation of the trust for at least six months in the event of the loss of income. However, where it is held to be imprudent to transfer funds to the investments, the directors will allow a higher of funds to be retained in the bank account until it is deemed appropriate for an investment to be made.

During the year, £70,000 was invested into the BlackRock investment fund.

**THE GUEST HOUSE, LINGFIELD**  
**Trustee Report for the year ended 31 March 2024**  
**(continued)**

**Risk Policy**

The directors of the trustee company have reviewed the risks facing the trust. Those risks identified are: potential loss of income due to reliance on limited users and damage to the building by fire. They are content that the risks are well understood and that appropriate action to mitigate risks wherever possible has been taken. A fire risk assessment was commissioned and completed after the end of the year and appropriate insurance policies have been put in place and policies will be reviewed annually.

**Finances**

These financial statements show the current financial state of the trust which is considered to be sound.

**Responsibilities of the Trustee**

The Charities Act requires the trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the trustee is required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The trustee must also prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the charity will continue its activities.

The trustee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable it to ensure that the financial statements comply with the Charities Act 2011. The trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The board keeps its membership under review and seeks to ensure that it reflects the skills and experience needed to discharge its responsibilities. Its approach to recruitment reflects the circumstances of a small, local charity that experiences low turnover. The board will make use of advertisement or other approaches to recruitment as appropriate.

This report was approved by the trustees on 24 October 2024 and signed on its behalf by:



Ian Jones  
Chairman and director of Lingfield Guest House Trustee Limited



## Receipts and payments accounts

CC16a

For the period  
from

01/04/2023

To

31/03/2024

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Rental income from library (note 1)	13,195	-	-	13,195	15,920
Rental income from maisonette	15,600	-	-	15,600	15,600
Interest income from investments	-	-	-	-	-
Dividend income from investments	20,679	-	-	20,679	18,730
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>49,474</b>	<b>-</b>	<b>-</b>	<b>49,474</b>	<b>50,250</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>49,474</b>	<b>-</b>	<b>-</b>	<b>49,474</b>	<b>50,250</b>
<b>A3 Payments</b>					
Maintenance of building and grounds	15,678	-	-	15,678	11,033
Running costs	7,332	-	-	7,332	5,970
Governance costs	2,369	-	-	2,369	2,325
Sundry	50	-	-	50	50
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>25,429</b>	<b>-</b>	<b>-</b>	<b>25,429</b>	<b>19,378</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Buy-in of shares - ERF	70,000	-	-	70,000	-
	-	-	-	-	-
<b>Sub total</b>	<b>70,000</b>	<b>-</b>	<b>-</b>	<b>70,000</b>	<b>-</b>
<b>Total payments</b>	<b>95,429</b>	<b>-</b>	<b>-</b>	<b>95,429</b>	<b>19,378</b>
<b>Net of receipts/(payments)</b>	<b>- 45,955</b>	<b>-</b>	<b>-</b>	<b>- 45,955</b>	<b>30,872</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>93,474</b>	<b>-</b>	<b>-</b>	<b>93,474</b>	<b>62,602</b>
<b>Cash funds this year end</b>	<b>47,519</b>	<b>-</b>	<b>-</b>	<b>47,519</b>	<b>93,474</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank account (held in the name of the Trustee company - Lingfield Guest House Trustee Ltd)	47,519	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>47,519</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets (note 2)</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
	Extra-ordinary Repair Fund	Restricted funds	-	318,126
	Capital Endowment Fund	Endowment funds	-	430,970
	Maintenance & Repair Fund	Endowment funds	-	142,492
	<b>TOTAL</b>		<b>398,827</b>	<b>891,588</b>
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
	Freehold property (note 3)	Endowment funds	3,800	415,000
	Inventory (valuation 2007/08) (note 4)	Endowment funds	-	216,250
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
			-	
			-	

## Section C Notes to the accounts

**Note 1: rental income** During the year, Surrey County Council changed their rental payment date from the end of the month to the 24th of the following month. This means that there were only 3 payments received in the year to 31 March 2024 which is why that income is lower this year. Next year, there should be the normal four payments.

**Note 2: investments** Investment funds are invested by the fund managers, BlackRock, in two pooled investment funds, BlackRock Charities Growth & Income Fund (previously BLK Charities UK Equity Fund and BLK Charities UK Bond Fund), which are specifically tailored to meet the needs of the smaller charity.

The interest from the maintenance and repair fund will go into the extraordinary repair fund, which allows the investment income to be used for repairs.

The investments are allocated between three funds:

**Unrestricted funds being:**

Revenue;

**Restricted funds being:**

Extraordinary Repair Fund, revenue - held to meet any major repairs the building may require;

**Restricted endowment funds being:**

Capital Permanent Endowment Fund

Freehold Property – comprising original capital invested;


Maintenance and Repair Fund – whilst accounted for separately is part of the Permanent Endowment fund.

**Note 3: Freehold property** The Guest House is an historic building and is held on the balance sheet at its original valuation. It was professionally valued by Bruton Knowles in January 1999, when the building was valued at £415,000 on the basis of reinstatement cost assessment. This allows for the extra construction costs that may be incurred in reproducing the original quality of materials and workmanship.

The property was endowed to the Trust for the use as a public library and museum. Mr Hayward endowed the building by directing that the income from his estate should be applied towards the maintenance and repair of the house and garden.

**Note 4: Inventory** During 2007/08 an inventory was carried out and the revised valuation of the contents of the Guest House was £216,250, based on the probable cost of replacing the items in the normal retail market. These assets are not included in the balance sheet or the financial statements until such time as they are sold at which point any proceeds will be brought into the financial statements. The inventory is checked at least once a year by two directors of the trustee company. There is also photographic record of all valuable items, of which a duplicate is kept separately.

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Ian Jones	24/10/2024

## **Independent examiner's report to the Trustee of Lingfield Guest House Trust**

I report to the charity trustees on my examination of the accounts of Lingfield Guest House Trust for the year ended 31 March 2024.

### **Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

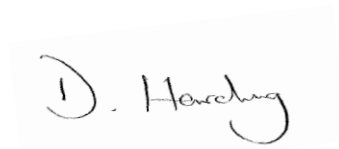
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



**Darren Harding ACA FCCA DChA**  
Richard Place Dobson Services Limited  
1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT  
Dated: 06/11/2024

**THE GUEST HOUSE, LINGFIELD**

England & Wales - Charity number 207424

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# Accounts

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**LINGFIELD GUEST HOUSE TRUST**  
**Charity Number: 207424**

**Trustee Report**

**Year Ended 31 March 2023**

**LINGFIELD GUEST HOUSE TRUST**  
**Trustee Report for the year ended 31 March 2023**

The trustee presents its report with the Receipts and Payments report of the charity for the year ended 31 March 2023. The trustee has determined that it would be appropriate to use the Receipts and Payments option when preparing the accounts of the trust.

**LEGAL AND ADMINISTRATIVE DETAILS**

Registered charity number: 207424

The registered office and principal address of the charity is:

The Guest House  
Vicarage Road  
Lingfield, Surrey  
RH7 6HA

Other financial advisers are:

BlackRock Investment Management (UK) Limited  
12 Throgmorton Avenue  
London  
EC2N 2DL

Independent Examiner  
Richard Place Dobson  
1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT

**TRUSTEE**

On 31 May 2019 the Charity Commission altered the scheme for the charity to confirm Lingfield Guest House Trustee Limited as the new trustee and to confirm that Surrey County Council was discharged from its trusteeship of the charity.

**LINGFIELD GUEST HOUSE TRUST**  
**Trustee Report for the year ended 31 March 2023**  
**(continued)**

The directors of the trustee company holding office during the year were:

Ian Jones – Chairman  
Joanna Unsworth  
Martin Cundey  
Rita Russell  
Stephen Watson  
Sally Martin  
William Stevenson

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The charity is governed by the terms of the Will dated 11 June 1945 of Arthur Baldwin Hayward who died on 21 January 1954 and left the Guest House and residue, after legacies, of his real and personal estate to Surrey County Council upon trust.

The trustee, Lingfield Guest House Trustee Limited, is responsible for the management of the Guest House and trust assets. The trustee company's terms of reference are:

“To manage the Lingfield Guest House and the trust property generally, and more specifically the following issues:

- the maintenance and repair requirements of the Guest House and its gardens (especially if such repairs require alterations or additions to the estate) and how such works are to be financed;
- the sale of items of furniture and other contents of the house, included in the trust property, to increase revenue which will be credited to the trust fund; and
- the organisation of special functions in the local community and other fundraising schemes to raise additional monies to help fund the Lingfield Guest House Trust.”

**Objectives, Organisation and Activity**

The charity is established to maintain the Lingfield Guest House, which is used as a public library and museum. Mr Hayward endowed the building by directing that the income from his estate should be applied towards the maintenance and repair of the house and garden. The building, which dates from the 15th Century and is listed Grade II\*, is divided in two. The local public library is housed in part of the building and the remainder is a self-contained maisonette which is occupied by a tenant. The contribution made by both occupiers goes towards the running costs, general upkeep and maintenance of the building.

**LINGFIELD GUEST HOUSE TRUST**  
**Trustee Report for the year ended 31 March 2023**  
**(continued)**

**Statement of Public Benefit**

The trustee has paid due regard to the guidance on public benefit produced by the Charities Commission and is confident that the work of the charity meets all the criteria for public benefit.

**Review of progress and achievements during the year**

The directors of the trustee company meet during the year to consider various matters relating to the upkeep and restoration of the building, and the income and expenditure of the trust.

During the year cyclical maintenance and repair work was carried out at the Guest House and a detailed inventory of the physical assets held by the trust has been maintained. Contracts for security, maintenance of the gardens and cleaning the building continue in place. A survey of the fixed wiring (EICR) resulted in the updating of the control panels and external lighting. A contract is in place with Surrey County Council for the use of part of the building for the Lingfield Community Library. The management contract for the maisonette has also been reviewed.

The directors of the trustee company have agreed to a programme of work in the gardens, removing unsafe and overgrown trees and vegetation, which is still in progress. New railings and balustrade have been erected from the front gate to the main door.

**Investment Policy**

The investment policy of the trustee has been to invest its funds to maintain their capital growth and to generate income to fund the running costs of the building. As a small charity the most cost-effective way of doing this is to invest in pooled funds.

The majority of trust assets comprise investments with BlackRock Fund Managers and funds held in the bank. The directors of the trustee company have reviewed the investments and taken the view they remain appropriate for the trust as conservatively managed funds providing an income and capital growth.

**Reserves Policy**

The directors of the trustee company are working to ensure the bank account holds a balance of at least £50,000 to allow for the operation of the trust for at least six months in the event of the loss of income. However, where it is held to be imprudent to transfer funds to the investments, the directors will allow a higher of funds to be retained in the bank account until it is deemed appropriate for an investment to be made.

**LINGFIELD GUEST HOUSE TRUST**  
**Trustee Report for the year ended 31 March 2023**  
**(continued)**

**Risk Policy**

The directors of the trustee company have reviewed the risks facing the trust. Those risks identified are: potential loss of income due to reliance on limited users and damage to the building by fire. They are content that the risks are well understood and that appropriate action to mitigate risks wherever possible has been taken. A fire risk assessment was commissioned and completed after the end of the year and appropriate insurance policies have been put in place and policies will be reviewed annually.

**Finances**

These financial statements show the current financial state of the trust which is considered to be sound.

**Responsibilities of the Trustee**

The Charities Act requires the trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the trustee is required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The trustee must also prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the charity will continue its activities.

The trustee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable it to ensure that the financial statements comply with the Charities Act 2011. The trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The board keeps its membership under review and seeks to ensure that it reflects the skills and experience needed to discharge its responsibilities. Its approach to recruitment reflects the circumstances of a small, local charity that experiences low turnover. The board will make use of advertisement or other approaches to recruitment as appropriate.

This report was approved by the trustees on 17 January 2024 and signed on its behalf by:



Ian Jones  
Chairman and director of Lingfield Guest House Trustee Limited



## Receipts and payments accounts

CC16a

For the period from	01/04/2022	To	31/03/2023
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Rental income from library	15,920	-	-	15,920	14,236
Rental income from maisonette	15,600	-	-	15,600	15,600
Interest income from investments	-	-	-	-	1,287
Dividend income from investments	18,730	-	-	18,730	15,407
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>50,250</b>	<b>-</b>	<b>-</b>	<b>50,250</b>	<b>46,530</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>50,250</b>	<b>-</b>	<b>-</b>	<b>50,250</b>	<b>46,530</b>
<b>A3 Payments</b>					
Maintenance of building and grounds	11,033	-	-	11,033	15,739
Running costs	5,970	-	-	5,970	5,572
Governance costs	2,325	-	-	2,325	2,549
Sundry	50	-	-	50	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>19,378</b>	<b>-</b>	<b>-</b>	<b>19,378</b>	<b>23,860</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Buy-in of shares - ERF	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>19,378</b>	<b>-</b>	<b>-</b>	<b>19,378</b>	<b>23,860</b>
<b>Net of receipts/(payments)</b>	<b>30,872</b>	<b>-</b>	<b>-</b>	<b>30,872</b>	<b>22,670</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>62,602</b>	<b>-</b>	<b>-</b>	<b>62,602</b>	<b>39,932</b>
<b>Cash funds this year end</b>	<b>93,474</b>	<b>-</b>	<b>-</b>	<b>93,474</b>	<b>62,602</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank account (held in the name of the Trustee company - Lingfield Guest House Trustee Ltd)	93,474	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>93,474</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets (note 1)</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Extra-ordinary Repair Fund	Restricted funds	-	230,182
	Capital Endowment Fund	Endowment funds	-	418,732
	Maintenance & Repair Fund	Endowment funds	-	139,355
	<b>TOTAL</b>		<b>288,827</b>	<b>788,269</b>
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Freehold property (note 2)	Endowment funds	3,800	415,000
	Inventory (valuation 2007/08) (note 3)	Endowment funds	-	216,250
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	

## Section C Notes to the accounts

**Note 1: investments** Investment funds are invested by the fund managers, BlackRock, in two pooled investment funds, BlackRock Charities Growth & Income Fund (previously BLK Charities UK Equity Fund and BLK Charities UK Bond Fund), which are specifically tailored to meet the needs of the smaller charity.

The interest from the maintenance and repair fund will go into the extraordinary repair fund, which allows the investment income to be used for repairs.

The investments are allocated between three funds:

**Unrestricted funds being:**

Revenue;

**Restricted funds being:**

Extraordinary Repair Fund, revenue - held to meet any major repairs the building may require;

**Restricted endowment funds being:**

Capital Permanent Endowment Fund

Freehold Property – comprising original capital invested;

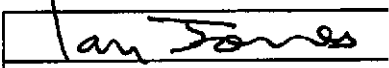
Maintenance and Repair Fund – whilst accounted for separately is part of the Permanent Endowment fund.

**Note 2: Freehold property** The Guest House is an historic building and is held on the balance sheet at its original valuation. It was professionally valued by Bruton Knowles in January 1999, when the building was valued at £415,000 on the basis of reinstatement cost assessment. This allows for the extra construction costs that may be incurred in reproducing the original quality of materials and workmanship.

The property was endowed to the Trust for the use as a public library and museum. Mr Hayward endowed the building by directing that the income from his estate should be applied towards the maintenance and repair of the house and garden.

**Note 3: Inventory** During 2007/08 an inventory was carried out and the revised valuation of the contents of the Guest House was £216,250, based on the probable cost of replacing the items in the normal retail market. These assets are not included in the balance sheet or the financial statements until such time as they are sold at which point any proceeds will be brought into the financial statements. The inventory is checked at least once a year by two directors of the trustee company. There is also photographic record of all valuable items, of which a duplicate is kept separately.

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Ian Jones	17/01/2024

## **Independent examiner's report to the Trustee of Lingfield Guest House Trust**

I report to the charity trustees on my examination of the accounts of Lingfield Guest House Trust for the year ended 31 March 2023.

### **Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

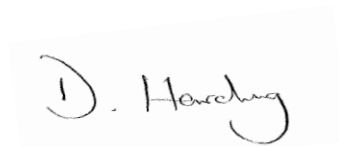
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



**Darren Harding ACA FCCA DChA**  
Richard Place Dobson Services Limited  
T/A Alexandra Durrant  
10a-12a High Street  
East Grinstead  
West Sussex  
RH19 3AW  
Dated: 22.01.24

**THE GUEST HOUSE, LINGFIELD**

England & Wales - Charity number 207424

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# Accounts

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**LINGFIELD GUEST HOUSE TRUST**  
**Charity Number: 207424**

**Trustee Report**

**Year Ended 31 March 2022**

**LINGFIELD GUEST HOUSE TRUST**  
**Trustee Report for the year ended 31 March 2022**

The trustee presents its report with the Receipts and Payments report of the charity for the year ended 31 March 2022. The trustee has determined that it would be appropriate to use the Receipts and Payments option when preparing the accounts of the trust.

**LEGAL AND ADMINISTRATIVE DETAILS**

Registered charity number: 207424

The registered office and principal address of the charity is:

The Guest House  
Vicarage Road  
Lingfield, Surrey  
RH7 6HA

Other financial advisers are:

BlackRock Investment Management (UK) Limited  
12 Throgmorton Avenue  
London  
EC2N 2DL

Independent Examiner  
Alexandra Durrant Chartered Accountants  
10A/12A High Street  
East Grinstead  
West Sussex  
RH19 3AW

**TRUSTEE**

On 31 May 2019 the Charity Commission altered the scheme for the charity to confirm Lingfield Guest House Trustee Limited as the new trustee and to confirm that Surrey County Council was discharged from its trusteeship of the charity.

**LINGFIELD GUEST HOUSE TRUST**  
**Trustee Report for the year ended 31 March 2022**  
**(continued)**

The directors of the trustee company holding office during the year were:

Ian Jones – Chairman  
Joanna Unsworth  
Martin Cundey  
Rita Russell  
Stephen Watson  
Sally Martin  
William Stevenson  
Dawn Cook – resigned 25 May 2021

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The charity is governed by the terms of the Will dated 11 June 1945 of Arthur Baldwin Hayward who died on 21 January 1954 and left the Guest House and residue, after legacies, of his real and personal estate to Surrey County Council upon trust.

The trustee, Lingfield Guest House Trustee Limited, is responsible for the management of the Guest House and trust assets. The trustee company's terms of reference are:

“To manage the Lingfield Guest House and the trust property generally, and more specifically the following issues:

- the maintenance and repair requirements of the Guest House and its gardens (especially if such repairs require alterations or additions to the estate) and how such works are to be financed;
- the sale of items of furniture and other contents of the house, included in the trust property, to increase revenue which will be credited to the trust fund; and
- the organisation of special functions in the local community and other fundraising schemes to raise additional monies to help fund the Lingfield Guest House Trust.”

**Objectives, Organisation and Activity**

The charity is established to maintain the Lingfield Guest House, which is used as a public library and museum. Mr Hayward endowed the building by directing that the income from his estate should be applied towards the maintenance and repair of the house and garden. The building, which dates from the 15th Century and is listed Grade II\*, is divided in two. The local public library is housed in part of the building and the remainder is a self-contained maisonette which is occupied by a tenant. The contribution made by both occupiers goes towards the running costs, general upkeep and maintenance of the building.

**LINGFIELD GUEST HOUSE TRUST**  
**Trustee Report for the year ended 31 March 2022**  
**(continued)**

**Statement of Public Benefit**

The trustee has paid due regard to the guidance on public benefit produced by the Charities Commission and is confident that the work of the charity meets all the criteria for public benefit.

**Review of progress and achievements during the year**

The directors of the trustee company meet during the year to consider various matters relating to the upkeep and restoration of the building, and the income and expenditure of the trust.

During the year cyclical maintenance and repair work was carried out at the Guest House and a detailed inventory of the physical assets held by the trust has been maintained. Contracts for security, maintenance of the gardens and cleaning the building continue in place. A survey of the fixed wiring (EICR) resulted in the updating of the control panels and external lighting. A contract is in place with Surrey County Council for the use of part of the building for the Lingfield Community Library. The management contract for the maisonette has also been reviewed.

The directors of the trustee company have agreed to a programme of work in the gardens, removing unsafe and overgrown trees and vegetation which is still in progress. New railings and balustrade have been erected from the front gate to the main door.

**Investment Policy**

The investment policy of the trustee has been to invest its funds to maintain their capital growth and to generate income to fund the running costs of the building. As a small charity the most cost-effective way of doing this is to invest in pooled funds.

The majority of trust assets comprise investments with BlackRock Fund Managers and funds held in the bank. The directors of the trustee company have reviewed the investments and taken the view they remain appropriate for the trust as conservatively managed funds providing an income and capital growth.

**Reserves Policy**

The directors of the trustee company are working to ensure the bank account holds a balance of at least £50,000 to allow for the operation of the trust for at least six months in the event of the loss of income. However, where it is held to be imprudent to transfer funds to the investments, the directors will allow a higher of funds to be retained in the bank account until it is deemed appropriate for an investment to be made.

**LINGFIELD GUEST HOUSE TRUST**  
**Trustee Report for the year ended 31 March 2022**  
**(continued)**

**Risk Policy**

The directors of the trustee company have reviewed the risks facing the trust. Those risks identified are: potential loss of income due to reliance on limited users and damage to the building by fire. They are content that the risks are well understood and that appropriate action to mitigate risks wherever possible has been taken. A fire risk assessment was commissioned and completed after the end of the year and appropriate insurance policies have been put in place and policies will be reviewed annually.

**Finances**

These financial statements show the current financial state of the trust which is considered to be sound.

**Responsibilities of the Trustee**

The Charities Act requires the trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the trustee is required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The trustee must also prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the charity will continue its activities.

The trustee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable it to ensure that the financial statements comply with the Charities Act 2011. The trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The board keeps its membership under review and seeks to ensure that it reflects the skills and experience needed to discharge its responsibilities. Its approach to recruitment reflects the circumstances of a small, local charity that experiences low turnover. In the past year it has appointed one new director with relevant experience to replace a director who died. The board will make use of advertisement or other approaches to recruitment as appropriate.

This report was approved by the trustees on 19 January 2023 and signed on its behalf by:



Ian Jones  
Chairman and director of Lingfield Guest House Trustee Limited



## Receipts and payments accounts

CC16a

For the period  
from

01/04/2021

To

31/03/2022

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Rental income from library	14,236	-	-	14,236	13,822
Rental income from maisonette	15,600	-	-	15,600	15,600
Interest income from investments	1,287	-	-	1,287	2,145
Dividend income from investments	15,407	-	-	15,407	14,311
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>46,530</b>	<b>-</b>	<b>-</b>	<b>46,530</b>	<b>45,878</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>46,530</b>	<b>-</b>	<b>-</b>	<b>46,530</b>	<b>45,878</b>
<b>A3 Payments</b>					
Maintenance of building and grounds	15,739	-	-	15,739	20,855
Running costs	5,572	-	-	5,572	5,551
Governance costs	2,549	-	-	2,549	2,271
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>23,860</b>	<b>-</b>	<b>-</b>	<b>23,860</b>	<b>28,677</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Buy-in of shares - ERF	-	-	-	-	40,000
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>40,000</b>
<b>Total payments</b>	<b>23,860</b>	<b>-</b>	<b>-</b>	<b>23,860</b>	<b>68,677</b>
<b>Net of receipts/(payments)</b>	<b>22,670</b>	<b>-</b>	<b>-</b>	<b>22,670</b>	<b>- 22,799</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>39,932</b>	<b>-</b>	<b>-</b>	<b>39,932</b>	<b>62,731</b>
<b>Cash funds this year end</b>	<b>62,602</b>	<b>-</b>	<b>-</b>	<b>62,602</b>	<b>39,932</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank account (held in the name of the Trustee company - Lingfield Guest House Trustee Ltd)	62,602	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>62,602</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets (note 2)</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Surplus Income	Unrestricted funds	-	72,248
	Extra-ordinary Repair Fund	Restricted funds	-	226,220
	Capital Endowment Fund	Endowment funds	-	423,242
	Maintenance & Repair Fund	Endowment funds	-	81,465
	<b>TOTAL</b>		<b>288,827</b>	<b>803,175</b>
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Freehold property (note 3)	Endowment funds	3,800	415,000
	Inventory (valuation 2007/08) (note 4)	Endowment funds	-	216,250
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	

## Section C Notes to the accounts

Note 1: Accounting format It was decided that, as the trust is not required to complete the accounts in an 'accruals' format that the accounts would be prepared using the 'receipts and payments' format as above. The comparative figures have also been restated to the cash basis.

Note 2: investments Investment funds are invested by the fund managers, BlackRock, in two pooled investment funds, BlackRock Charities Growth & Income Fund (previously BLK Charities UK Equity Fund and BLK Charities UK Bond Fund), which are specifically tailored to meet the needs of the smaller charity.

The interest from the maintenance and repair fund will go into the extraordinary repair fund, which allows the investment income to be used for repairs.

The investments are allocated between three funds:

**Unrestricted funds being:**

Revenue;  
Surplus Income;  
Summers Bequest - a designated fund set up in April 1999;

**Restricted funds being:**

Extraordinary Repair Fund, revenue - held to meet any major repairs the building may require;


**Restricted endowment funds being:**

Capital Permanent Endowment Fund  
Freehold Property – comprising original capital invested;  
Maintenance and Repair Fund – whilst accounted for separately is part of the Permanent Endowment fund.

Note 3: Freehold property The Guest House is an historic building and is held on the balance sheet at its original valuation. It was professionally valued by Bruton Knowles in January 1999, when the building was valued at £415,000 on the basis of reinstatement cost assessment. This allows for the extra construction costs that may be incurred in reproducing the original quality of materials and workmanship.

Note 4: Inventory During 2007/08 an inventory was carried out and the revised valuation of the contents of the Guest House was £216,250, based on the probable cost of replacing the items in the normal retail market. These assets are not included in the balance sheet or the financial statements until such time as they are sold at which point any proceeds will be brought into the financial statements. The inventory is checked at least once a year by two directors of the trustee company. There is also photographic record of all valuable items, of which a duplicate is kept separately.

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Ian Jones	19/01/2023

## **Independent examiner's report to the Trustee of Lingfield Guest House Trust**

I report to the charity trustees on my examination of the accounts of Lingfield Guest House Trust for the year ended 31 March 2022.

### **Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

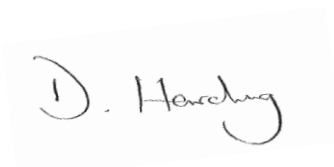
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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 handwritten signature in black ink that reads "D. Harding". The signature is written in a cursive style with a large initial "D".

### **Darren Harding ACA FCCA DChA**

Alexandra Durrant  
10a-12a High Street  
East Grinstead  
West Sussex  
RH19 3AW

Dated: 20 January 2023

**THE GUEST HOUSE, LINGFIELD**

England & Wales - Charity number 207424

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# Accounts

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**LINGFIELD GUEST HOUSE TRUST**  
**Charity Number: 207424**

**Trustee Report and Financial Statements**

**Year Ended 31 March 2021**

# **LINGFIELD GUEST HOUSE TRUST**

## **Contents of the Financial Statements for the Year Ended 31 March 2021**

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<b>Report of the Trustee</b>	<b>2 to 5</b>
<b>Independent Examiner's Report</b>	<b>6</b>
<b>Statement of Financial Activities</b>	<b>7</b>
<b>Balance Sheet</b>	<b>8</b>
<b>Notes to the Financial Statements</b>	<b>9 to 13</b>

**LINGFIELD GUEST HOUSE TRUST**  
**Trustee Report for the year ended 31 March 2021**

The trustee presents its report with the financial statements of the charity for the year ended 31 March 2021. The trustee has adopted the provision of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS102) (effective 1 January 2015).

**LEGAL AND ADMINISTRATIVE DETAILS**

Registered charity number: 207424

The principal address of the charity is:

The Guest House  
Vicarage Road  
Lingfield, Surrey  
RH7 6HA

Other financial advisers are:

BlackRock Investment Management (UK) Limited  
12 Throgmorton Avenue  
London  
EC2N 2DL

Independent Examiner  
Alexandra Durrant Chartered Accountants  
10A/12A High Street  
East Grinstead  
West Sussex  
RH19 3AW

**TRUSTEE**

On 31 May 2019 the Charity Commission altered the scheme for the charity to confirm Lingfield Guest House Trustee Limited as the new trustee and to confirm that Surrey County Council was discharged from its trusteeship of the charity.

**LINGFIELD GUEST HOUSE TRUST**  
**Trustee Report for the year ended 31 March 2021**  
**(continued)**

The directors of the trustee company holding office during the year were:

Ian Jones – Chairman  
Joanna Unsworth  
Martin Cundey  
Rita Russell  
Dawn Cook  
Sally Martin  
William Stevenson

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The charity is governed by the terms of the Will dated 11 June 1945 of Arthur Baldwin Hayward who died on 21 January 1954 and left the Guest House and residue, after legacies, of his real and personal estate to Surrey County Council upon trust.

The trustee, Lingfield Guest House Trustee Limited, is responsible for the management of the Guest House and trust assets. The trustee company's terms of reference are:

“To manage the Lingfield Guest House and the trust property generally, and more specifically the following issues:

- the maintenance and repair requirements of the Guest House and its gardens (especially if such repairs require alterations or additions to the estate) and how such works are to be financed;
- the sale of items of furniture and other contents of the house, included in the trust property, to increase revenue which will be credited to the trust fund; and
- the organisation of special functions in the local community and other fundraising schemes to raise additional monies to help fund the Lingfield Guest House Trust.”

**Objectives, Organisation and Activity**

The charity is established to maintain the Lingfield Guest House, which is used as a public library and museum. Mr Hayward endowed the building by directing that the income from his estate should be applied towards the maintenance and repair of the house and garden. The building, which dates from the 15th Century and is listed Grade II, is divided in two. The local public library is housed in part of the building and the remainder is a self-contained maisonette which is occupied by a tenant. The contribution made by both occupiers goes towards the running costs, general upkeep and maintenance of the building.

**LINGFIELD GUEST HOUSE TRUST**  
**Trustee Report for the year ended 31 March 2021**  
**(continued)**

**Statement of Public Benefit**

The trustee has paid due regard to the guidance on public benefit produced by the Charities Commission and is confident that the work of the charity meets all the criteria for public benefit.

**Review of progress and achievements during the year**

The directors of the trustee company meet during the year to consider various matters relating to the upkeep and restoration of the building, and the income and expenditure of the trust.

During the year cyclical maintenance and repair work was carried out at the Guest House and a detailed inventory of the physical assets held by the trust has been maintained. Contracts for security, maintenance of the gardens and cleaning the building continue in place. A survey of the fixed wiring (EICR) resulted in the updating of the control panels and external lighting. A contract is in place with Surrey County Council for the use of part of the building for the Lingfield Community Library. The management contract for the maisonette has also been reviewed.

The directors of the trustee company have agreed to a programme of work in the gardens, removing unsafe and overgrown trees and vegetation which is still in progress. New railings and balustrade have been erected from the front gate to the main door.

**Investment Policy**

The investment policy of the trustee has been to invest its funds to maintain their capital growth and to generate income to fund the running costs of the building. As a small charity the most cost-effective way of doing this is to invest in pooled funds as described in note 6 to the financial statements.

The majority of trust assets comprise investments with BlackRock Fund Managers and funds held in the bank. The directors of the trustee company have reviewed the investments and taken the view they remain appropriate for the trust as conservatively managed funds providing an income and capital growth. In the year £40,000 was transferred into the investment portfolio from cash reserves.

**LINGFIELD GUEST HOUSE TRUST**  
**Trustee Report for the year ended 31 March 2021**  
**(continued)**

**Reserves Policy**

The directors of the trustee company are working to ensure the bank account holds a balance of at least £50,000 to allow for the operation of the trust for at least six months in the event of the loss of income.

**Risk Policy**

The directors of the trustee company have reviewed the risks facing the trust. Those risks identified are: potential loss of income due to reliance on limited users and damage to the building by fire. They are content that the risks are well understood and that appropriate action to mitigate risks wherever possible has been taken. A fire risk assessment was commissioned and completed after the end of the year and appropriate insurance policies have been put in place and policies will be reviewed annually.

**Finances**

These financial statements show the current financial state of the trust which is considered to be sound.

**Responsibilities of the Trustee**

The Charities Act requires the trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the trustee is required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The trustee must also prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the charity will continue its activities.

The trustee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable it to ensure that the financial statements comply with the Charities Act 2011. The trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the trustee on 22 November 2021 and signed on its behalf by:



Ian Jones  
Chairman and director of Lingfield Guest House Trustee Limited

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LINGFIELD GUEST HOUSE TRUST**

I report on the financial statements of the Lingfield Guest House Trust for the year ended 31 March 2021 set out on pages seven to thirteen.

### **Respective responsibilities of trustee and examiner**

The charity's trustee (who is represented by the directors of Lingfield Guest House Trustee Limited) is responsible for the preparation of the financial statements. The charity's trustee considers that an audit is not required this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility

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

### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as trustee 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 financial statements present a true and fair view, and the report is limited to those matters set out in the statement below.

### **Independent examiner's 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 130 of the Charities Act 2011; and
  - To prepare financial statements which accord with the accounting records and which comply with the accounting requirements of the Charities Act 2011 have not been met
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Alexandra Durrant  
Alexandra Durrant Chartered Accountants  
10A/12A High Street  
East Grinstead  
West Sussex, RH19 3AW

Date: 1 December 2021

**LINGFIELD GUEST HOUSE TRUST**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
for the year ended 31 March 2021

<b>INCOME</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Endowment Funds £</b>	<b>Total 2020/21 £</b>	<b>Total 2019/20 £</b>
<u>Income from Investments</u>	4,206	3,037	12,698	19,941	20,402
<u>Other income</u>					
Rent – maisonette	15,600	-	-	15,600	14,663
Rent - room hire	0	-	-	0	10
Rent - library	13,775	-	-	13,775	13,535
<b>Total income</b>	<b>33,581</b>	<b>3,037</b>	<b>12,698</b>	<b>49,316</b>	<b>48,610</b>
<b>EXPENDITURE:</b>					
<u>Charitable Activities</u>					
Maintenance of building	20,852	-	-	20,852	13,466
Running costs (note 2)	5,549	-	-	5,549	5,622
Governance costs (note 3)	2,218	-	-	2,218	2,594
<b>Total expenditure</b>	<b>28,619</b>	<b>-</b>	<b>-</b>	<b>28,619</b>	<b>21,682</b>
<b>Net surplus</b>	<b>4,962</b>	<b>3,037</b>	<b>12,698</b>	<b>20,697</b>	<b>26,928</b>
<b>Net gain/(loss) on investments</b>					
Unrealised gains/(losses) on revaluation	18,806	30,947	76,770	126,523	(90,689)
Transfer between funds	14,039	40,000	(54,039)	-	-
<b>Net movement in funds</b>	<b>37,807</b>	<b>73,984</b>	<b>35,429</b>	<b>147,220</b>	<b>(63,761)</b>
<b>Funds at 1 April 2020</b>	<b>128,798</b>	<b>131,514</b>	<b>388,228</b>	<b>648,540</b>	<b>712,301</b>
<b>Funds at 31 March 2021</b>	<b>166,605</b>	<b>205,498</b>	<b>423,657</b>	<b>795,760</b>	<b>648,540</b>

**LINGFIELD GUEST HOUSE TRUST**  
**Balance Sheet at 31 March 2021**

	<b>2021</b>	<b>2020</b>
	£	£
<b>Fixed Assets</b>		
Freehold property (note 5)	3,800	3,800
Investments (note 6)	750,754	581,194
	<hr/>	<hr/>
<b>Total fixed assets</b>	754,554	584,994
 <b>Current Assets</b>		
Debtors and prepayments:	5,180	4,727
Cash at bank and in hand	39,932	62,731
Accruals and deferred income	(3,906)	(3,912)
	<hr/>	<hr/>
<b>Total current assets</b>	41,206	63,546
	<hr/>	<hr/>
<b>Total net assets</b>	795,760	648,540
	<hr/>	<hr/>
 <b>Funds of the Charity</b>		
Endowment Funds	423,657	388,228
Restricted Funds	205,498	131,514
Unrestricted Funds	166,605	128,798
<b>Total funds</b> (note 7)	<hr/> 795,760 <hr/>	<hr/> 648,540 <hr/>

Signed on behalf of the trustee on 22 November 2021



.....  
 Ian Jones - Chairman and director  
 Lingfield Guest House Trustee Limited

**LINGFIELD GUEST HOUSE TRUST**  
**Notes to the Financial Statements for the year ended 31 March 2021**

## **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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

### **Income**

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 benefit 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 costs 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.

### **Charitable activities**

Charitable activities include direct costs of the activities.

### **Governance costs**

Governance costs comprise all costs incurred in the governance of the charity. These costs include the costs relating to the independent examination together with overheads.

### **Taxation**

The charity is exempt from tax on its charitable activities.

### **Fund accounting**

Unrestricted and designated funds can be used in accordance with the charitable objectives at the discretion of the trustee.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise from the trust deed.

Further explanation of the nature and purpose of each fund is included in the note 6 to the financial statements.

**LINGFIELD GUEST HOUSE TRUST**  
**Notes to the Financial Statements for the year ended 31 March 2021**  
**(continued)**

**Investments**

Investments are included in the balance sheet at their market value at the balance sheet date. Any unrealised gains and losses arising from the revaluation of the investment portfolio in the year is credited or charged to the investment revaluation reserve within the general fund.

The interest from the maintenance and repair fund will go into the extraordinary repair fund, which allows the investment income to be used for repairs.

**2. RUNNING COSTS**

Running costs consist of the cost of the utilities, cleaning costs and the insurance of the property.

**3. GOVERNANCE COSTS**

These costs relate to expenses incurred for the general and financial administration of the charity, being independent examiners fee and legal fees relating the change of trustee.

**4. TRUSTEE REMUNERATION**

No remuneration was paid to the trustees.

**5. FREEHOLD PROPERTY**

The Guest House is an historic building and is held on the balance sheet at its original valuation. It was professionally valued by Bruton Knowles in January 1999, when the building was valued at £415,000 on the basis of reinstatement cost assessment. This allows for the extra construction costs that may be incurred in reproducing the original quality of materials and workmanship.

During 2007/08 an inventory was carried out and the revised valuation of the contents of the Guest House was £216,250, based on the probable cost of replacing the items in the normal retail market. These assets are not included in the balance sheet or the financial statements until such time as they are sold at which point any proceeds will be brought into the financial statements. The inventory is checked at least once a year by two directors of the trustee company. There is also photographic record of all valuable items, of which a duplicate is kept separately.

**LINGFIELD GUEST HOUSE TRUST**  
**Notes to the Financial Statements for the year ended 31 March 2021**  
**(continued)**

**6. INVESTMENTS**

Investment funds are invested by the fund managers, BlackRock, in two pooled investment funds, BLK Charities UK Equity Fund and BLK Charities UK Bond Fund (previously Charinco and Charishare), which are specifically tailored to meet the needs of the smaller charity.

The interest from the maintenance and repair fund will go into the extraordinary repair fund, which allows the investment income to be used for repairs.

The investments are allocated between three funds:

***Unrestricted funds being:***

Revenue;  
 Surplus Income;  
 Summers Bequest - a designated fund set up in April 1999;

***Restricted funds being:***

Extraordinary Repair Fund, revenue - held to meet any major repairs the building may require;

***Restricted endowment funds being:***

Capital Permanent Endowment Fund  
 Freehold Property – comprising original capital invested;  
 Maintenance and Repair Fund – whilst accounted for separately is part of the Permanent Endowment fund.

<b><u>Fixed Asset Investments</u></b>	<b>2021</b>	<b>2020</b>
Quoted investments	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
<b>Market value at 1 April 2020</b>	581,194	668,165
Additions	43,037	3,718
Disposals	-	-
Net unrealised gains/(losses)	126,523	(90,689)
	<hr/>	<hr/>
<b>Market value at 31 March 2021</b>	<b>750,754</b>	<b>581,194</b>
	<hr/>	<hr/>
<b>Original cost</b>	<b>288,827</b>	<b>248,827</b>
	<hr/>	<hr/>

**LINGFIELD GUEST HOUSE TRUST**  
**Notes to the Financial Statements for the year ended 31 March 2021**  
**(continued)**

**7. FUNDS**

<b><u>Unrestricted Funds</u></b>	<b>Balance 01.04.20</b>	<b>Surplus for the year</b>	<b>Gain on revaluation or transfer</b>	<b>Balance 31.03.21</b>
Revenue	22,205	4,962	14,039	41,206
Surplus Income	61,611		9,599	71,210
Summers Bequest	44,982		9,207	54,189
	<b>128,798</b>	<b>4,962</b>	<b>32,845</b>	<b>166,605</b>

<b><u>Restricted Funds</u></b>	<b>Balance 01.04.20</b>	<b>Surplus for the year</b>	<b>Gain on revaluation or transfer</b>	<b>Balance 31.03.21</b>
Extraordinary Repair Fund - Revenue	131,514	3,037	30,947 40,000	205,498
	<b>131,514</b>	<b>3,037</b>	<b>70,947</b>	<b>205,498</b>

<b><u>Endowment Funds</u></b>	<b>Balance 01.04.20</b>	<b>Surplus for the year</b>	<b>Gain on revaluation or transfer</b>	<b>Balance 31.03.21</b>
Capital Permanent Endowment Transfer	315,628	11,838	77,400 (11,838)	393,028
Freehold Property	3,800	-	-	3,800
Maintenance & Repair Fund Transfers	68,800	860	(630) (42,201)	26,829
	<b>388,228</b>	<b>12,698</b>	<b>22,731</b>	<b>423,657</b>

**LINGFIELD GUEST HOUSE TRUST**  
**Notes to the Financial Statements for the year ended 31 March 2021**  
**(continued)**

**8. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Tangible Fixed Assets</b>	<b>Investments</b>	<b>Net Current Assets</b>	<b>Total</b>
<b>Unrestricted Funds</b>				
Revenue Funds	-	-	41,206	41,206
Surplus Income	-	71,210	-	71,210
Summers Bequest	-	54,189	-	54,189
	-	<b>125,399</b>	<b>41,206</b>	<b>166,605</b>
<b>Restricted Funds</b>				
Revenue Extraordinary Repair	-	205,498	-	205,498
	-	<b>205,498</b>	-	<b>205,498</b>
<b>Endowment Funds</b>				
Capital Permanent Endowment	-	393,028	-	393,028
Maintenance & Repair	-	26,829	-	26,829
Freehold Property	3,800	-	-	3,800
	<b>3,800</b>	<b>419,857</b>	-	<b>423,657</b>
<b>Total Funds</b>	<b>3,800</b>	<b>750,754</b>	<b>41,206</b>	<b>795,760</b>

**9. POST BALANCE SHEET**

The trustee and its directors has given consideration to the Charities SORP ('Statement of Recommended Practice') Committee's advice in its publication 'Implications of COVID-19 Control Measures and Charity Financial Reporting' and to the risks arising as a result of the coronavirus pandemic. The trustee and its directors is actively monitoring and managing the situation as it develops and has adapted its operations where appropriate. It considers that the charity has adequate reserves and committed future grants from supportive and solvent funders.