



1912 – 2012

Hampton Cottages Charity, Knockholt

Reg. Office: 8 Harrow Road, Knockholt, Kent TN14 7JT

Registered Charity No. 209446

Report and Accounts Financial Year ended 31st March, 2022

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Bankers: CafBank (Charities Aid Foundation), Kings Hill, West Malling, Kent

Independent Examiner: Mr David Robson, Cherry Three Cottage, Main Road, Knockholt.

Hampton Cottages Charity is a member of



& The Independent Housing Ombudsman Scheme



(Reg. Charity No. 209446)

Annual Report for the fiscal year ended 31st March, 2022

The Trustees of the Charity are:

Rev. Tim Edwards, Chairman	Appointed	27 th January 2018
Mr. James Edmunds, Trustee	Appointed	8 th October 2019
Mr. Mark Da Rocha, Trustee	Appointed	3 rd July 2021
Mrs. Sabrina Little, Treasurer	Appointed	1 st April, 2014

(Mr. J Edmunds and Mr M Da Rocha serve as Trustees by virtue of their positions as Churchwardens of St. Katharine's Church, Knockholt).

Statement of Trustees Responsibilities

Charity legislation requires Trustees to prepare Financial Statements for each financial year. These are required to give a true and fair view of the state of affairs of the Charity as at the end of the financial year and of the surplus or deficit for the period.

In preparing the Financial Statements suitable accounting policies have been adopted and consistently applied, to the best of the Trustees' knowledge and belief, by reference to reasonable and prudent judgements and estimates. Applicable accounting standards have been followed. The charity is not subject to audit as neither the gross income nor the total expenditure exceed the statutory audit threshold, currently £250,000 and the gross income was below the £100,000 accruals threshold thereby enabling the charity to adopt receipts and payments accounts.

The charity therefore remains below the audit threshold and is able to take advantage of the reduced reporting allowed under SORP 2005 (The Statement of Recommended Practice - Accounting and Reporting by Charities) and the Charities (Accounts and Reports) Regulations 2008. Using the Receipts and Payments basis of accounting makes no material difference to either the results or the financial statements (ie: the accounts constitute a factual record summarising the cash transactions of the charity and listing its remaining cash and non-cash assets and its liabilities). The Trustees have chosen this method of presentation as the affairs of the charity are in fact relatively straightforward and this method therefore will in practice differ little from the "Accruals" basis of accounting.

The Trustees are responsible for maintaining adequate accounting records, for safeguarding the assets of the Charity and for preventing and detecting fraud and other irregularities. Investments made by the Charity are reviewed annually. The Trustees are also required to indicate where the Financial Statements are prepared other than on the basis that the Charity is a going concern. . It is the Trustees intention that any major items of income or expenditure which are anticipated or have not been paid will be mentioned in the notes to the accounts.



Objectives & Organisational Structure

Hampton Cottages Charity was established in 1912. The primary charitable objective was and remains to provide housing for “poor persons of good character” emanating from within the Parish of Knockholt as it was established at that time. Since the Parishes of Knockholt & Halstead have become a united benefice under one Rector the Trustees now regard the two Parishes as one. The Trustees have a statutory responsibility to administer the Trust in conformity with the Governing Instrument.

The primary objective of the Charity is to provide housing accommodation and associated services of a good general standard for the benefit of appointed residents. The Charity is run by the Trustees - the Incumbent of St. Katharine's Church, Knockholt, the Churchwardens of the day and a further three Trustees appointed by Knockholt Parish Council. All major decisions are discussed and ratified at regular meetings of the Trustees.

Employees

The Charity has no employees and the Trustees receive no remuneration.

Restricted & Permanent Endowment Funds

The Charity has no restricted funds and there is no permanent endowment fund.

Investments

During the financial year ending 31st March 2020/21 because of the COVID pandemic sweeping through the world the trustees were unable to implement investments. This build up the reserves on the accounts held with CAF Bank over the FCA Deposit and Saving Protection limit of £85K to a near limit. The Trustees will assess the need for further investments during the incoming financial year.

Reserves Policy

The Trustees have a conservative Reserves Policy to provide for future extraordinary maintenance and repairs. The size of this reserve is determined bearing in mind assessments made during periodic inspections carried out by qualified Chartered Building Surveyors retained by the Trustees when advice is given on the likely cost of current and future repairs and maintenance. It is the Trustees' policy to upgrade and refurbish, where necessary, any almshouse that becomes empty and unoccupied prior to it being occupied by a new resident. An inspection is carried out by qualified surveyors at intervals decided upon by the Trustees to ensure that the properties are being effectively maintained and repaired.

Internal Controls & Risk Assessment

Major risks which might impact the work of the Charity are routinely identified and discussed at meetings of the Trustees. The Trustees are satisfied that all major risks have been identified as far as possible and, where necessary, adequately addressed through the current risk assessment procedures.

Review of the Year

During financial year ending 31st March 2022 Mr Robert Small and Mrs J. Withelegg resigned from the position of Trustee while we welcomed Mr M. Da Rocha. A notice of vacancy was advertise for the Trustee positions but at 31st of March 2022 the positions were still vacant.

Repair and maintenance of the property during the year was carried out under the direction of Mr. Robert Small until his resignation on 30th June 2021. After which Mrs S. Little took over the role of site manager in interim until the vacancy fulfilment.

During financial year 2021/22 Hampton Cottages the resident at Cottage No3 was admitted to hospital. Subsequently the local authority stopped the maintenance contribution, the effect of which extended to financial year 2022/23.

INCOME

The charity's only income is from residential contributions and deposit interest. Hampton Cottages residents' maintenance contribution for the year was £ 43,618.09 vs. £ 43,987.44. There was a loss on maintenance contributions of £369.35 due to the resident at Cottage No3 being admitted to hospital.

Interest received on deposits were £2,040.93 vs. £3,046.96 in the previous year. The charity registered a decrease of income from Interest, both Virgin and CCLA have decrease the interest rate on deposit.

As we received no Donation, the Total Income for Year End 2020/21 is £45,659.02 vs. £47,034.40 (FY 202/21). This reflect the decrease in interest income in line with national trend and loss of maintenance contribution (Cottage No3).

As a norm, our accounting is performed on the "cash", rather than the "accruals" basis, therefore any additional interests accrued during the period but paid after Year End will be recognised in next year's results.

EXPENSES

On the repairs & maintenance front it was routine, there were no major or unexpected costs.

The total amount expense on Improvements decreased to £1,762.62 (vs. £4,973.63 in 2020/21). During the year the charity carried out what can be define a routine maintenance. The Trustees may have to consider a roll out upgrade program of the heating and plumbing system across the ten cottages.

General maintenance costs are in line with the previous year £11,263.21 (vs. £11,525.20). The cost of improvements cottage by cottage can be identified individually on the expenditure reports.

"Other Outgoings" £2,531.07 this year vs. £1,126.89 in 2020/21. The increase is due to a refund for damages to Mr and Mrs Solan, a neighbouring property.

The net result for the year was a SURPLUS of £ 30,102.12 (vs. 2020/21 SURPLUS £29,408.68).

Our grateful thanks, once again, to Mr.David Robson for being kind enough to act as Independent Examiner to the charity.

Hampton Cottages Charity remains a fully paid up member of both The Almshouse Association and The Housing Ombudsman Scheme.

As closing note, Mr David Robson is unable to provide the independent examination report within the deadline 31/01/2023. However, he will endeavour to provide the independent examination report by end of February 2023 at the latest.

Sabrina Little

Sabrina Little
Treasurer.

23/01/2023

Hampton Cottages Charity

Financial Activities April 2021 - March 2022

	TOTAL	
	APR 2021 - MAR 2022	APR 2020 - MAR 2021 (PY)
Income		
MAINTENANCE CONTRIBUTIONS		
No. 1	4,431.96	4,431.96
No. 10	4,431.84	4,431.84
No. 2	4,432.08	4,432.08
No. 3	4,062.85	4,432.20
No. 4	4,432.32	4,432.32
No. 5	4,432.44	4,432.44
No. 6	4,264.32	4,264.32
No. 7	4,264.32	4,264.32
No. 8	4,432.92	4,432.92
No. 9	4,433.04	4,433.04
Total MAINTENANCE CONTRIBUTIONS	43,618.09	43,987.44
OTHER INCOME		
Interest on Deposits	2,040.93	3,046.96
Total OTHER INCOME	2,040.93	3,046.96
Total Income	£45,659.02	£47,034.40
TOTAL	£45,659.02	£47,034.40
Expenditures		
IMPROVEMENTS	153.67	
General Improvements	380.00	19.12
No. 10	381.48	400.05
No. 3	239.51	310.01
No. 6	217.49	608.09
No. 8	50.00	670.33
No.2	100.00	50.00
No.5	190.47	1,234.60
No.7	50.00	1,001.12
No.9		680.31
Total IMPROVEMENTS	1,762.62	4,973.63
MAINTENANCE & REPAIRS		
Alarm System	1,173.74	1,067.04
Gardening	2,416.57	3,152.50
Gen. Maintenance	2,749.60	2,152.42
Heating & Plumbing	3,056.40	3,381.77
Insurance	1,266.90	1,231.47
Window Cleaning	600.00	540.00
Total MAINTENANCE & REPAIRS	11,263.21	11,525.20
OTHER OUTGOINGS		
Charitable Donations		150.00
Other Expenses	2,201.02	16.00
Bank Charges	96.00	69.00
Total Other Expenses	2,297.02	85.00

Hampton Cottages Charity

Financial Activities

April 2021 - March 2022

	TOTAL	
	APR 2021 - MAR 2022	APR 2020 - MAR 2021 (PY)
Subscriptions	234.05	891.89
Total OTHER OUTGOINGS	2,531.07	1,126.89
Total Expenditures	£15,556.90	£17,625.72
NET OPERATING INCOME	£30,102.12	£29,408.68
NET INCOME/(EXPENDITURE)	£30,102.12	£29,408.68

Independent Examiner's Report on the accounts of Hampton Cottages Charity, Knockholt, Kent

(Registered Charity No. 209446)

**Report to the trustees of Hampton Cottages Charity on the accounts of the Charity
which have been prepared for the year ended 31st March, 2020.**

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7) (b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's statement

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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Statement of the Independent Examiner

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 41 of the 1993 Act; and

to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act

have not been met.

I would like to draw attention to two issues that do not affect the contents of the accounts.

(1) Some invoices are missing but all payments are in line with reasonable expectations.

(2) some of the statements provided by the banks for interest bearing accounts do not show the balances as at the end of the financial year but for sometime earlier, usually after the interest has been posted to the account. This has increasingly become common practice but I am content to sign off the accounts as these balances can be checked next year. The Covid pandemic restrictions have made getting these updates more difficult.

do not restrict a proper understanding of the accounts being reached.

Cherry Tree Cottage,
Main Road,
Knockholt,
Kent .TN14 7LH

Date