

REGISTERED CHARITY NUMBER: 209758

**THE CHARITY OF CHARLES COLLISON**  
**TRUSTEES REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31ST DECEMBER 2021**

**THE CHARITY OF CHARLES COLLISON**  
**INDEX TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST DECEMBER 2021**

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**THE CHARITY OF CHARLES COLLISON**  
**LEGAL AND ADMINISTRATIVE INFORMATION**  
**FOR THE YEAR ENDED 31ST DECEMBER 2021**

Charity name:	The Charity of Charles Collison
Charity registration number:	209758
Charity address:	Shilcock House 99 Bancroft Hitchin SG5 1NQ
Trustees:	Rev. Nick Smith Rev. Virginia Dear Councillor Ian Albert
Clerk to the trustees:	M. W. Seaman-Hill (Provided by Messrs. John Shilcock)
Independent examiner:	Philip Dean FCA Hicks and Company Chartered Accountants First Floor, 99 Bancroft Hitchin SG5 1NQ
Bankers:	Barclays Bank PLC 5/6 High Street Hitchin SG5 1BJ

**THE CHARITY OF CHARLES COLLISON**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31ST DECEMBER 2021**

The trustees present their annual report with the financial statements of the charity for the year ended 31st December 2021. The trustees have adopted the provisions of 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 (FRS102) (effective 1st January 2019).

## **Objectives and Activities**

### **Objectives and aims**

The objectives of the charity are to provide houses of rest for deserving natives or residents of the Parishes of Hitchin and St Ippolyts, that may not find accommodation and security in the local community to suit their particular requirements and needs.

### **Significant activities**

The charity's objectives are achieved by collecting an occupational charge from the residents who occupy the houses of rest under the control of the trustees. Such charges are utilised in maintaining, repairing and refurbishing the houses as necessary and the paying for the support costs for the functioning of the charity.

### **Public benefit**

The trustees have paid due regard to the Charity Commissions Public Benefit Guidance and complied with section 17(5) of the Charities Act 2011 in exercising their powers and duties, and have sought to demonstrate that the charity continues to provide benefits to suitable persons who relate directly to its objectives. The benefits are publicly available to all who qualify. All applications are subject to due process and consideration without discrimination.

## **Achievements and Performance**

### **Charitable activities**

The properties controlled by the trustees continue to be maintained, repaired and refurbished in order that the existing and new residents are properly catered for.

The trustees have continued to make available the houses of rest under their control. The constant demand has reflected the need for such a charity that provides a valuable support service in the local community. The trustees continue a programme of repairs, maintenance and refurbishment so that occupancy is constantly at a high level.

Fortunately, the charity has thus far been relatively unaffected by the ongoing Covid-19 pandemic. Since the pandemic started, the occupational charges from residents and income from investments has been maintained at almost the previous year's level, but the trustees are aware of the possible impact in the near future whilst uncertainty remains.

## **Financial Review**

### **Financial position**

The financial results for the year as shown on pages 6 and 7 reflect the occupational charges collected from residents, investment income received in the year, the costs incurred in collecting the income and maintaining the properties, the support costs and the financial state of affairs of the charity at 31st December 2021.

### **Principle sources of income**

The major sources of income are occupational charges from residents and investment income from investments made of surplus funds under the control of the trustees.

Occupational charges from residents were £1,943 lower than the previous year at £31,049 (2020: £32,992).

Dividend income decreased by £26 as compared to the previous year to £2,257 (2020: £2,283).

### **Principle items of expenditure**

The trustees continue to monitor and control costs that are incurred after due consideration.

The main item of expenditure continued to be the repair and maintenance of the properties and gardens under the control of the trustees. Overall the cost of repairs and maintenance increased by £27,629 to £36,053 (2020: £8,424). While the cost of gardening increased by £66 to £2,556 (2020: £2,490).



**THE CHARITY OF CHARLES COLLISON**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31ST DECEMBER 2021**

**Financial review - continued**

Overall in the year there was net expenditure before gains on the revaluation of investments of £14,745 (2020: net income £12,553).

**Investment policy**

Consideration is given to the requirement to incur costs as required to maintain the properties, therefore having considered the options available the trustees have decided to retain an amount of funds with Messrs John Shilcock, in a clients account, as a repair fund and to retain excess funds in recognised charity investment funds that are fairly easily accessible.

**Reserves policy**

The policies adopted by the trustees are such that invested monies are carefully managed with a low risk. The trustees consider that the present level of occupational charges from residents and investment income together with reserves is sufficient to ensure the present charitable activities can be maintained and are sufficient to meet the objectives of the charity.

**Risk management**

The trustees continue to assess and monitor the major risks to which they consider the charity is exposed particularly in relation to insurance, operations and finance.

**Structure, Governance and Management**

**Governing document**

The charity was constituted by the will of Charles Collison dated 13th October 1947 and is regulated by an Order of the Charity Commissioners for England and Wales dated 27th November 1996 (charity number 209758). The charity's operational address is Shilcock House, 99 Bancroft, Hitchin, Herts, SG5 1NQ.

**Organisational structure**

The charity has a board of three trustees made up as:

- The incumbent of the benefice of Hitchin
- The incumbent of the benefice of St Ippolyts
- A nominee of North Hertfordshire District Council

The trustees meet 2 or 3 times per annum and are responsible for the objectives and activities of the charity. All the trustees contribute to the management of the charity.

The trustees are supported by a clerk, provided by Messrs John Shilcock, professional property advisers, who is responsible for:

- The collection of occupational charges from residents, monitoring and reporting on the maintenance and repairs required in respect of the properties controlled by the trustees.
- Ensuring that all directives of the trustees are appropriately implemented.

A policy of regular meetings means that all aspects of administering the charity are fully reviewed and monitored.

**Recruitment and appointment of trustees**

The trustees can only be the incumbent of the benefice of Hitchin, the incumbent of the benefice of St Ippolyts and a nominee of North Hertfordshire District Council.

**Trustees induction and training**

All trustees are familiar with the work of the charity and are involved in the activities. All trustees are issued with a copy of the Charity Commissioners booklet "The Essential Trustee" and a copy of the latest accounts to enhance their understanding of their statutory responsibilities.

**Plans for future periods**

The houses are of an age that repairs and maintenance are constantly required to comply with residents needs and relevant legislation.

Reserves are required for:

- Unexpected repairs and maintenance that could be necessary at any time.
- Changes in internal refurbishments as necessary, within reason to accommodate specific or specialist needs of residents.

**THE CHARITY OF CHARLES COLLISON**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31ST DECEMBER 2021**

**Plans for future periods continued**

The trustees have no specific plans other than to continue the management of the properties and administer charitable resources as appropriate especially to ensure the properties are repaired, maintained and refurbished to a satisfactory standard for existing and new residents.

**Trustees**

The trustees who served during the year were:

Rev. Nick Smith  
Rev. Virginia Dear  
Councillor Ian Albert

**Statement of Trustees Responsibilities**

The trustees are responsible for preparing the Report of the Trustees and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and applications are resources, including the income and expenditure, of the charity for that period.

In preparing these accounts, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are 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 report was approved by order of the Board of Trustees on ~~15-08-~~ 2022 and signed on its behalf by:



~~Rev. Nick Smith~~  
Trustee

VIRGINIA DEAR



**THE CHARITY OF CHARLES COLLISON**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**  
**THE CHARITY OF CHARLES COLLISON**  
**FOR THE YEAR ENDED 31ST DECEMBER 2021**

**Independent examiner's report to the trustees of The Charity of Charles Collison**

I report to the trustees on my examination of the financial statements of The Charity of Charles Collison for the year ended 31 December 2021, which are set out on Pages 6 to 11.

**Responsibilities and basis of report**

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

Having satisfied myself that the financial statements of the charity are not required to be audited and are eligible for independent examination, I report in respect of my examination of your charity's financial statements as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed the applicable directions given by the Charity Commission under section 145(5)(b) of the 2011 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 2011 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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 financial statements to be reached.



Philip Dean FCA  
Hicks and Company  
Chartered Accountant  
First Floor, 99 Bancroft  
Hitchin  
SG5 1NQ

Date: 15 SEPTEMBER 2022

**THE CHARITY OF CHARLES COLLISON**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
(Incorporating an Income and Expenditure Account)  
**FOR THE YEAR ENDED 31ST DECEMBER 2021**

		Unrestricted Funds			
	Note	General Fund	Cyclical Maintenance Fund	2021 Total	2020 Total
		£	£	£	£
<b>Income</b>					
<b>Income from charitable activities:</b>					
Occupational charge from residents		31,049	-	31,049	32,992
<b>Investment income:</b>					
Dividend income		2,257	-	2,257	2,283
Interest received		3	-	3	25
<b>Total income</b>		<u>33,309</u>	<u>-</u>	<u>33,309</u>	<u>35,300</u>
<b>Expenditure</b>	4				
<b>Cost of raising funds:</b>					
Costs of collecting residents contributions		3,624	-	3,624	3,989
<b>Expenditure on charitable activities:</b>					
Provision of almshouses		1,158	43,272	44,430	18,758
<b>Total expenditure</b>		<u>4,782</u>	<u>43,272</u>	<u>48,054</u>	<u>22,747</u>
<b>Net income/(expenditure) before investment gains</b>		<u>28,527</u>	<u>(43,272)</u>	<u>(14,745)</u>	<u>12,553</u>
Net gains on investments		8,661	-	8,661	1,020
<b>Net income/(expenditure) before transfers</b>		<u>37,188</u>	<u>(43,272)</u>	<u>(6,084)</u>	<u>13,573</u>
<b>Transfers between funds</b>		<u>(8,406)</u>	<u>8,406</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		<u>28,782</u>	<u>(34,866)</u>	<u>(6,084)</u>	<u>13,573</u>
<b>Reconciliation of funds:</b>					
<b>Total funds brought forward</b>		505,125	61,918	567,043	553,470
<b>Total funds carried forward</b>	11/12	<u>533,907</u>	<u>27,052</u>	<u>560,959</u>	<u>567,043</u>

The notes on pages 8 to 11 form part of these accounts.

All of the above results are derived from continuing activities. There are no other recognised gains or losses other than those stated above.



**THE CHARITY OF CHARLES COLLISON**  
**BALANCE SHEET**  
**AS AT 31ST DECEMBER 2021**

	Note	Unrestricted Funds £	Restricted Funds £	2021 £	2020 £
<b>Fixed assets</b>					
Tangible assets	7	338,733	-	338,733	338,733
Investments	8	77,859	-	77,859	69,198
<b>Total fixed assets</b>		<b>416,592</b>	<b>-</b>	<b>416,592</b>	<b>407,931</b>
<b>Current assets</b>					
Debtors	9	28,833	-	28,833	63,315
Cash at bank		117,532	-	117,532	99,783
<b>Total current assets</b>		<b>146,365</b>	<b>-</b>	<b>146,365</b>	<b>163,098</b>
<b>Current liabilities</b>					
Creditors:					
Amounts falling due within one year	10	(1,998)	-	(1,998)	(3,986)
<b>Net current assets</b>		<b>144,367</b>	<b>-</b>	<b>144,367</b>	<b>159,112</b>
<b>Net assets</b>		<b>560,959</b>	<b>-</b>	<b>560,959</b>	<b>567,043</b>
<b>The funds of the charity:</b>					
Unrestricted funds	11/12	560,959	-	560,959	567,043

The notes on pages 8 to 11 form part of these accounts.

The accounts were approved by the Board of Trustees on 15-56-2022 and were signed on its behalf by:

  
 Rev. Nick Smith  
 Trustee

VIRGINIA DEAR

**THE CHARITY OF CHARLES COLLISON**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST DECEMBER 2021**

**1. Objective**

To provide houses of rest for deserving natives or residents of the Parishes of Hitchin or St Ippolyts.

**2. Status and Basis of Accounting**

**Status**

The charity being a registered charity is not liable for taxation on any of its investment income, nor any other gains derived from carrying out its charitable activities.

**Basis of accounting**

The Financial Statements of the charity, which is a public benefit entity under FRS102, 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 1st January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention modified to include properties and investments at valuation.

**3. Accounting Policies**

**Income**

- Occupational charges represents contributions from residents or social services on behalf of residents of the properties under the control of the trustees and is included on an entitlement basis.
- Income from investments is included in the year when it is receivable.
- Investment gains or losses are recognised as a result of the disposing and revaluing of investments.

**Expenditure**

- All expenditure is included on an accruals basis and is recognised where there is a legal or constructive obligation to pay for expenses. All costs have been directly attributed to the functional categories of resources expended.
- Costs of raising funds comprise the costs of collecting occupational charges and investment management costs.
- Charitable activities expenditure comprise those costs incurred in the delivery of its activities and services for its beneficiaries together with support costs associated with meeting the constitutional and statutory requirements of the charity.

**Tangible fixed assets and depreciation**

Freehold properties are included at a historical valuation. The trustees obtained a valuation survey for insurance purposes dated 22 July 2020, which confirmed that the current value is in excess of the historical valuation. No depreciation is charged as based on the valuation the trustees believe that the residual value of the freehold property is in excess of the carrying value in the accounts.

**Fixed assets investments**

Investments are included at market values.

**Fund accounting**

All funds held by the charity are considered unrestricted funds and are available to be used in accordance with the charitable objectives of each fund at the discretion of the trustees.

**THE CHARITY OF CHARLES COLLISON**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST DECEMBER 2021**

**4. Analysis of Expenditure**

	2021 £	2020 £
<b>Costs of raising funds:</b>		
Cost of collecting occupational charges	<u>3,624</u>	<u>3,989</u>
<b>Expenditure on charitable activities:</b>		
Repairs and maintenance	36,053	8,424
Water rates	1,000	1,749
Light and heat	304	-
Insurance	2,447	2,687
Garden expenses	2,556	2,490
Refuse	40	40
Subscriptions	107	254
Council tax	220	-
Sundry expenses	90	-
Legal and professional fees	455	2,010
Independent examiner's fees	<u>1,158</u>	<u>1,104</u>
	<u>44,430</u>	<u>18,758</u>
<b>Total expenditure</b>	<u><u>48,054</u></u>	<u><u>22,747</u></u>

**5. Trustees' Remuneration and Benefits**

There was no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

**6. Comparatives for the Statement of Financial Activities**

	Unrestricted funds		
	General Fund £	Cyclical Maintenance Fund £	2020 Total £
<b>Income</b>			
<b>Income from charitable activities:</b>			
Occupational charge from residents	32,992	-	32,992
<b>Investment income:</b>			
Dividend income	2,283	-	2,283
Interest received	25	-	25
<b>Total income</b>	<u>35,300</u>	<u>-</u>	<u>35,300</u>
<b>Expenditure</b>			
<b>Cost of raising funds:</b>			
Costs of collecting residents contributions	3,989	-	3,989
<b>Expenditure on charitable activities:</b>			
Provision of almshouses	1,104	17,654	18,758
<b>Total expenditure</b>	<u>5,093</u>	<u>17,654</u>	<u>22,747</u>
<b>Net income/(expenditure) before investment gains</b>	30,207	(17,654)	12,553
<b>Net gains on investments</b>	<u>1,020</u>	<u>-</u>	<u>1,020</u>

**THE CHARITY OF CHARLES COLLISON**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST DECEMBER 2021**

**6. Comparatives for the Statement of Financial Activities - continued**

	Unrestricted funds		
	General Fund	Cyclical Maintenance Fund	2020 Total
	£	£	£
Net income/(expenditure) before transfers	31,227	(17,654)	13,573
Transfers between funds	(31,031)	31,031	-
Net movement in funds	196	13,377	13,573
Reconciliation of funds			
Total funds brought forward	504,929	48,541	553,470
Total funds carried forward	505,125	61,918	567,043

**7. Tangible Fixed Assets**

**Freehold Properties**

**Historic valuation:**

At 1st January 2021 and 31st December 2021

**Total  
£**

**338,733**

**8. Fixed Asset Investments**

	CAIF Investment	COIF Charity Fund	2021 Total	2020 Total
	£	£	£	£
Market Value				
At 1st January	22,296	46,902	69,198	68,178
Increase in value	2,008	6,653	8,661	1,020
At 31st December	24,304	53,555	77,859	69,198

**9. Debtors**

	2021 £	2020 £
Messrs John Shilcocks - cyclical maintenance fund	27,052	61,918
Occupational charges in arrears	381	163
Prepaid expenses	1,400	1,234
	<b>28,833</b>	<b>63,315</b>

**10. Creditors: Amounts Falling Due Within One Year**

	2021 £	2020 £
Occupational charges received in advance	84	711
Other creditors - repairs and maintenance	402	-
Other creditors - Hicks and Company	-	1,071
Other creditors - HRJ Foreman Laws	180	-
Accrual for rent collection fees	174	1,100
Accrual for accountancy fees	1,158	1,104
	<b>1,998</b>	<b>3,986</b>



**THE CHARITY OF CHARLES COLLISON**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST DECEMBER 2021**

**11. Funds**

**General fund:**

- To receive occupational charges from residents and investment income.
- To provide funds for the collection of rents and the support costs of the charity.
- To provide funds to the Cyclical Maintenance fund as necessary.

**Cyclical Maintenance fund:**

- To manage the properties.
- To ensure the properties are fully insured, maintained and looked after.
- The balance in the fund represents the funds under the control of Messrs John Shilcock.

	Balances 1st January 2021 £	Incoming £	Outgoing £	Transfer between funds £	Investment gains £	Balances 31st December 2021 £
Unrestricted funds:						
General	505,125	33,309	(4,782)	(8,406)	8,661	533,907
Cyclical Maintenance	61,918	-	(43,272)	8,406	-	27,052
	<u>567,043</u>	<u>33,309</u>	<u>(48,054)</u>	<u>-</u>	<u>8,661</u>	<u>560,959</u>

	Balances 1st January 2020 £	Incoming £	Outgoing £	Transfer between funds £	Investment gains £	Balances 31st December 2020 £
Unrestricted funds:						
General	504,929	35,300	(5,093)	(31,031)	1,020	505,125
Cyclical Maintenance	48,541	-	(17,654)	31,031	-	61,918
	<u>553,470</u>	<u>35,300</u>	<u>(22,747)</u>	<u>-</u>	<u>1,020</u>	<u>567,043</u>

**12. Analysis of Assets and Liabilities to Funds**

	Fixed assets:			Current assets £	Current liabilities £	Net assets 31st December 2021 £
	Properties £	Investment £	Bank £			
Unrestricted funds:						
General	338,733	77,859	117,532	1,781	(1,998)	533,907
Designated fund:						
Cyclical Maintenance	-	-	-	27,052	-	27,052
	<u>338,733</u>	<u>77,859</u>	<u>117,532</u>	<u>28,833</u>	<u>(1,998)</u>	<u>560,959</u>

	Fixed assets:			Current assets £	Current liabilities £	Net assets 31st December 2020 £
	Properties £	Investment £	Bank £			
Unrestricted funds:						
General	338,733	69,198	99,783	1,397	(3,986)	505,125
Designated fund:						
Cyclical Maintenance	-	-	-	61,918	-	61,918
	<u>338,733</u>	<u>69,198</u>	<u>99,783</u>	<u>63,315</u>	<u>(3,986)</u>	<u>567,043</u>

