

REGISTERED CHARITY NUMBER: 211759

THE WILLIAM BROWN ALMSHOUSES CHARITY

TRUSTEES REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2024

THE WILLIAM BROWN ALMSHOUSES CHARITY

INDEX TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2024

CONTENTS

Page

1	Legal and Administrative Information
2-4	Report of the Trustees
5	Independent Examiner's Report
6	Statement of Financial Activities
7	Balance Sheet
8-11	Notes to the Accounts

THE WILLIAM BROWN ALMSHOUSES CHARITY

LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31ST MARCH 2024

Charity name: The William Brown Almshouses Charity

Charity registration number: 211759

Charity address: William Brown Almshouse
C/O Susan Watkinson
10 Whitehurst Avenue
Hitchin
SG5 1SR

Trustees: Mr Edmund Wright - Chairman
Mrs Hannah Constantinidi
Mrs Stella Farr
Mrs Susan Watkinson
Mr Peter Carmody (Resigned 23-May-23)
Mr Robert Challans (Appointed 30-May-23)
Ms Carol Mumford (Appointed 16-Apr-24)
Mr Stephen Dyer (Appointed 25-Jun-24)

Clerk to the trustees: M. W. Seaman-Hill (Ceased 07-Nov-23)
(Provided by John Shilcock Ltd)

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 WILLIAM BROWN ALMSHOUSES CHARITY
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2024

The trustees present their annual report with the financial statements of the charity for the year ended 31st March 2024. 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 Hitchin, 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.

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 March 2024.

Principle sources of income

The major source of income are occupational charges from residents. Occupational charges from residents were £1,869 higher than the previous year at £40,680 (2023: £38,811).

Principle items of expenditure

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

The main items of expenditure continue to be the repair and maintenance of the properties and gardens under the control of the trustees. Total expenditure on charitable activities decreased by £3,084 to £22,630 (2023: £25,714).

Overall in the year there was a net income of £16,967 (2023: £8,440).

THE WILLIAM BROWN ALMSHOUSES CHARITY
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2024

Reserves policy

Total funds held by the charity at 31st March 2024 were £79,064 (2023: £62,097). The trustees have decided in the year to create a new designated reserve in the year called the Extraordinary Repair Fund. The Extraordinary Repair Fund is to keep money aside to fund extraordinary repair work to the properties, the balance of the reserve at 31st March 2024 was £60,158 (2023: £Nil)

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.

Based on the charity's activities and the age of the properties, the trustees aim to have unrestricted reserves to cover one year's expenditure. The estimated average yearly expenditure is £30,000. At 31st March 2024, the charity's unrestricted funds were in excess of the reserve policy. But the trustees consider this prudent so the charity has sufficient resources to cover the risks of unexpected repairs and maintenance to the properties. The trustees consider that the present level of occupational charges from residents 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 governing document of the registered charity is a will probate dated 8th May 1929 C.C scheme 15th August 1961. The charity's operational address is William Brown Almshouse C/O Susan Watkinson, 10 Whitehurst Avenue, Hitchin, SG5 1SR.

Organisational structure

The charity is administered by a Management Committee, all of whom are Trustees

The trustees meet 4 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 were supported during the year by a clerk, provided by John Shilcock Ltd, who are professional property advisers, and who have since ceased in their role. They were 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. The role of clerk has now been taken on by the trustees themselves.

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. Trustees also attend relevant training courses throughout the year to support their roles.

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.

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.

THE WILLIAM BROWN ALMSHOUSES CHARITY
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2024

Trustees

The trustees who served during the year were:

Mr Edmund Wright - Chairman
Mrs Hannah Constantinidi
Mrs Stella Farr
Mrs Susan Watkinson
Mr Peter Carmody (Resigned 23-May-23)
Mr Robert Challans (Appointed 30-May-23)
Ms Carol Mumford (Appointed 16-Apr-24)
Mr Stephen Dyer (Appointed 25-Jun-24)

Statement of Trustees Responsibilities

The trustees are responsible for preparing the Report of the Trustees and the financial statements 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 financial statements, 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 17th September 2024 and signed on its behalf by:



Mr Edmund Wright
Chairman

THE WILLIAM BROWN ALMSHOUSES CHARITY
INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF
THE WILLIAM BROWN ALMSHOUSES CHARITY
FOR THE YEAR ENDED 31ST MARCH 2024

Independent examiner's report to the trustees of The William Brown Almshouses Charity

I report to the trustees on my examination of the financial statements of The William Brown Almshouses Charity year ended 31st March 2024, 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 accounts 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.
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 Accountants
First Floor, 99 Bancroft
Hitchin
SG5 1NQ

Date: 17th September 2024

THE WILLIAM BROWN ALMSHOUSES CHARITY
STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating an Income and Expenditure Account)
FOR THE YEAR ENDED 31ST MARCH 2024

		Unrestricted funds			
	Note	General fund	Extraordinary repair fund	2024 Total	2023 Total
		£	£	£	£
Income					
Income from charitable activities:					
Occupational charge from residents		40,680	-	40,680	38,811
Donations received		481	-	481	-
Investment income:					
Interest received		-	63	63	-
Total income		41,161	63	41,224	38,811
Expenditure	4.				
Cost of raising funds:					
Costs of collecting residents contributions		1,627	-	1,627	4,657
Expenditure on charitable activities:					
Charitable activities		22,630	-	22,630	25,714
Total expenditure		24,257	-	24,257	30,371
Net income before transfers		16,904	63	16,967	8,440
Transfers between funds		(60,095)	60,095	-	-
Net income before gains and losses		(43,191)	60,158	16,967	8,440
Other recognised gains/(losses)					
Unrealised gain/(loss) on investments		-	-	-	-
Net movement in funds		(43,191)	60,158	16,967	8,440
Reconciliation of funds					
Total funds brought forward		62,097	-	62,097	53,657
Total funds carried forward	10.	18,906	60,158	79,064	62,097

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


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

THE WILLIAM BROWN ALMSHOUSES CHARITY
BALANCE SHEET
AS AT 31ST MARCH 2024

	Note	Unrestricted Funds £	Restricted Funds £	2024 £	2023 £
Fixed assets					
Tangible assets	7.	-	-	-	-
Total fixed assets		-	-	-	-
Current assets					
Debtors	8.	646	-	646	478
Cash at bank		79,291	-	79,291	65,185
Total current assets		79,937	-	79,937	65,663
Current Liabilities					
Creditors:					
Amounts falling due within one year	9.	873	-	873	3,566
Net current assets		79,064	-	79,064	62,097
Net assets		79,064	-	79,064	62,097
The funds of the charity:					
Unrestricted funds	10.	79,064	-	79,064	62,097

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

The accounts were approved by the Board of Trustees on 17th September 2024 and were signed on its behalf by:


Mr Edmund Wright
Chairman

THE WILLIAM BROWN ALMSHOUSES CHARITY
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2024

1. Objective

To provide houses of rest for deserving natives or residents of Hitchin.

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.

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

The trustees do not believe it is necessary to undertake a professional valuation given the special nature and use of the properties.

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 WILLIAM BROWN ALMSHOUSES CHARITY
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2024

4. Analysis of Expenditure

	2024 £	2023 £
Costs of raising funds:		
Cost of collecting occupational charges	<u>1,627</u>	<u>4,657</u>
Expenditure on charitable activities:		
Water rates	1,118	4,282
Light and heat	64	207
Council tax	-	519
Property insurance	1,513	1,299
Garden maintenance	4,966	4,043
Garden improvements	1,342	-
NHDC Careline	1,056	1,096
Property repairs and maintenance	9,563	10,820
Subscription - Almshouses Association	232	189
Sundry expenses	856	1,171
Clerk's expenses	-	480
Legal and professional fees	1,260	300
Accountancy and independent examiner's fee	<u>660</u>	<u>1,308</u>
	<u>22,630</u>	<u>25,714</u>
Total expenditure	<u><u>24,257</u></u>	<u><u>30,371</u></u>

5. Trustees' Remuneration and Benefits

There was no trustees' remuneration or other benefits for the year ended 31st March 2024 nor for the year ended 31st March 2023.

6. Comparatives for the Statement of Financial Activities

	Note	Unrestricted fund £	Restricted fund £	2023 Total £
Income				
Income from charitable activities:				
Occupational charge from residents		38,811	-	38,811
Investment income:				
Interest received		-	-	-
Total income		<u>38,811</u>	<u>-</u>	<u>38,811</u>
Expenditure	4.			
Cost of raising funds:				
Costs of collecting residents contributions		4,657	-	4,657
Expenditure on charitable activities:				
Charitable activities		25,714	-	25,714
Total expenditure		<u>30,371</u>	<u>-</u>	<u>30,371</u>
Net income before transfers		8,440	-	8,440
Transfers between funds		<u>-</u>	<u>-</u>	<u>-</u>

THE WILLIAM BROWN ALMSHOUSES CHARITY
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2024

6. Comparatives for the Statement of Financial Activities - continued

	Note	Unrestricted fund £	Restricted fund £	2023 Total £
Net income before gains and losses		8,440	-	8,440
Other recognised gains/(losses)				
Unrealised gain/(loss) on investments		-	-	-
Net movement in funds		8,440	-	8,440
Reconciliation of funds				
Total funds brought forward		53,657	-	53,657
Total funds carried forward	10.	62,097	-	62,097

7. Tangible Fixed Assets

Freehold Properties

The charity continues to own ten properties. The trustees do not have a record of the original cost of the properties. The trustees do not believe it is necessary to undertake a professional valuation given the special nature and use of the properties.

8. Debtors

	2024 £	2023 £
Prepayments	646	478
	<u>646</u>	<u>478</u>

9. Creditors: Amounts Falling Due Within One Year

	2024 £	2023 £
Rent received in advance	213	213
Rent collection fees	-	814
Late purchase invoices	-	1,831
Accruals	660	708
	<u>873</u>	<u>3,566</u>

THE WILLIAM BROWN ALMSHOUSES CHARITY
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2024

10. Funds

General:

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 manage the properties and ensure they are fully insured, maintained and looked after.

Designated - Extraordinary Repair Fund:

To fund extraordinary repair work to the properties

To ensure the properties are fully insured, maintained and looked after.

	Balances 1st April 2023 £	Incoming £	Expenditure £	Transfer between funds £	Balances 31st March 2024 £
Unrestricted Funds:					
General	62,097	41,161	(24,257)	(60,095)	18,906
Designated - Extraordinary Repair Fund	-	63	-	60,095	60,158
	<u>62,097</u>	<u>41,224</u>	<u>(24,257)</u>	<u>-</u>	<u>79,064</u>

	Balances 1st April 2022 £	Incoming £	Expenditure £	Transfer between funds £	Balances 31st March 2023 £
Unrestricted Funds:					
General	53,657	38,811	(30,371)	-	62,097
Designated - Extraordinary Repair Fund	-	-	-	-	-
	<u>53,657</u>	<u>38,811</u>	<u>(30,371)</u>	<u>-</u>	<u>62,097</u>

11. Analysis of Assets and Liabilities to Funds

	Fixed assets: Properties £	Bank £	Current assets £	Current liabilities £	Net assets 31st March 2024 £
Unrestricted Funds:					
General	-	19,133	646	(873)	18,906
Designated - Extraordinary Repair Fund	-	60,158	-	-	60,158
	<u>-</u>	<u>79,291</u>	<u>646</u>	<u>(873)</u>	<u>79,064</u>

	Fixed assets: Properties £	Bank £	Current assets £	Current liabilities £	Net assets 31st March 2023 £
Unrestricted Funds:					
General	-	65,185	478	(3,566)	62,097
Designated - Extraordinary Repair Fund	-	-	-	-	-
	<u>-</u>	<u>65,185</u>	<u>478</u>	<u>(3,566)</u>	<u>62,097</u>

