

REGISTERED NUMBER: 224682

THE HARTLEY COTTAGE HOMES
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2020

Ainsworths Limited
Charter House
Stansfield Street
Nelson
Lancashire
BB9 9XY

THE HARTLEY COTTAGE HOMES
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FOR THE YEAR ENDED 31ST DECEMBER 2020

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THE HARTLEY COTTAGE HOMES
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST DECEMBER 2020

LEGAL AND ADMINISTRATIVE DETAILS

The Hartley Cottage Homes is a charity registered with the Charities Commissioners, and is governed by its trust deed.

Registered charity number	224682
Trustees	Life Trustees Mrs E D Sargeant Mr S A Benson (Chairman) Mr J Hall Mrs D Ormrod Cllr D Lord Mr I Graham Mrs R Crosby Nominated Trustees Ms A Constable Mr P White Mr J Nixon Mrs M Foxley
Key Management Personnel	Mr P Mousdale
Independent Examiner	M Sunter FCA Ainsworths Limited Charter House Stansfield Street Nelson Lancashire BB9 9XY
Registered address	Town Hall Market Street Nelson Lancashire BB9 7LG

THE HARTLEY COTTAGE HOMES
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31ST DECEMBER 2020

The trustees present their report and the financial statements for the year ended 31st December 2020. The information on page one also forms part of this report.

General

The Hartley Cottage ("the charity") was established by a Trust Deed on 21st August 1911 and is registered with the Charity Commissioners (registration number 224682). The charity is now governed under a scheme approved by the Charity Commission dated 10th January 2007.

There are seven life trustees appointed by existing Governors and four nominated trustees appointed by Pendle Borough Council.

Objectives

The objective of the charity is to administer twenty almshouse properties.

In setting our objectives and planning our activities the trustees have given careful consideration to the Charity Commission's general guidance and section 17(5) of the Charities Act 2011 on public benefit.

Organisational structure

The trustees who have served during the period and since the period end are set out on page one.

The trustees take care of the day to day running, and legal requirements of the charity.

Review of year

Significant expenditure on repairs and maintenance was made to the properties during the year which resulted in a deficit of £20,189. The charity continues to hold a maintenance fund for future expenditure. As at the date these financial statements are signed stands at around £41,000.

There have been no changes to Trustees during the year.

Reserves policy

At 31st December 2020, total reserves carried forward stood at £60,450 (2019: £80,639). All of these funds are unrestricted and can be used by the charity as the trustees see fit.

The trustees believe the net asset position is sufficient for the future needs of the charity. However, these levels are to be reviewed annually.

Risk management policy

The trustees review the major risks faced by the charity during their regular meetings and confirm there are systems in place to mitigate them. Internal risks are minimised by the segregation of duties and procedures for authorisation of all transactions.

Related party transactions

No related party transactions have taken place during this financial year.

THE HARTLEY COTTAGE HOMES
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31ST DECEMBER 2020

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102: *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales 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 application of resources 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 Charities SORP and FRS 102;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the *Charities Act 2011*, the trust deed and the Accounting and Reporting by charities: Statement of Recommended Practice applicable to charities reporting their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland. 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.

ON BEHALF OF THE BOARD:



.....
Mr S A Benson - Chairman

Date: 21st October 2021

REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF
THE HARTLEY COTTAGE HOMES
FOR THE YEAR ENDED 31ST DECEMBER 2020

I report on the accounts of The Hartley Cottage Homes for the year ended 31st December 2020, which are set out on pages 5 to 9.

Respective responsibilities of the 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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied that the Charity is not subject to an audit under section 144(2) of the 2011 Act and is eligible for independent examination, it is my responsibility to: -

- Examine the accounts under section 145 of the 2011 Act;
- To follow the 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 Commissioner. 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 the seeking of explanations from you as 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.

Independent examiners' statement

In connection with my examination, no matter has come to my attention:

- Which gives me reasonable cause to believe that, in any material respect, the requirements:
 - a to keep accounting records in accordance with section 130 of the 2011 Act; and
 - b to prepare accounts which accord with the accounting records, comply with the accounting requirements of the 2011 Act have not been met; or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mark Sunter FCA
Ainsworths Limited
Chartered Accountants
Charter House
Stansfield Street
Nelson
Lancashire
BB9 9XY

Date: 21st October 2021

THE HARTLEY COTTAGE HOMES
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2020

	Notes	Restricted funds £	Unrestricted funds £	2020 £	2019 £
Income and expenditure					
Incoming resources					
Charitable activities	2	-	102,569	102,569	94,357
Investment income	3	-	-	-	370
Total incoming resources		-	102,569	102,569	94,727
Resources expended					
Charitable activities	4	-	122,758	122,758	73,524
Total resources expended		-	122,758	122,758	73,524
Net incoming/(outgoing) resources before other recognised gains/(losses)		-	(20,189)	(20,189)	21,203
Other recognised gains / (losses)		-	-	-	-
Net movement in funds		-	(20,189)	(20,189)	21,203
Fund balance brought forward at beginning of year		-	80,639	80,639	59,436
Fund balance carried forward at end of year	10	-	60,450	60,450	80,639

All transactions relate to continuing operations.

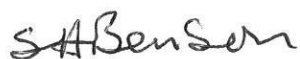
There are no other recognised gains or losses for the year other than in the Statement of Financial Activities.

THE HARTLEY COTTAGE HOMES

BALANCE SHEET
AS AT 31ST DECEMBER 2020

	Note	2020	2019
		£	£
Fixed assets:			
Tangible fixed assets	8	-	-
Current assets			
Debtors	9	1,975	1,939
Cash at bank and in hand		<u>59,015</u>	<u>79,240</u>
		60,990	81,179
Creditors			
Amounts falling due within one year		540	540
Total assets less current liabilities		<u>60,450</u>	<u>80,639</u>
Net assets		60,450	80,639
The funds of the charity			
Restricted funds	10	-	-
Unrestricted funds	10	<u>60,450</u>	<u>80,639</u>
Total charity funds		<u><u>60,450</u></u>	<u><u>80,639</u></u>

Approved by the Board of trustees on 21st October 2021 and signed on its behalf by:



S A Benson
Chairman

THE HARTLEY COTTAGE HOMES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2020

1. **Accounting policies**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The trust constitutes a public benefit entity as defined by FRS 102.

Cashflow

The charity is exempt from the requirement to prepare a cashflow statements as it qualifies as a small entity.

Income

Rental income is credited to the Statement of Financial Activities as they become due, gross of income tax where applicable.

Expenditure

Expenditure has been charged to the Statement of Financial Activities on an accruals basis and includes attributable VAT which cannot be recovered.

Tangible fixed assets

Tangible fixed assets are included at cost less depreciation.

Investment property

Investment property is shown at most recent valuation. Any aggregate surplus or deficit arising from changes in fair value is recognised in income or expenditure.

Fund accounting

Unrestricted funds are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds are funds that can only be applied for particular purposes within the charitable objects.

Taxation

The charity is exempt from tax on its charitable activities.

2. **Incoming resources from charitable activities**

	2020	2019
	£	£
Rental income	102,569	94,357
	<u>102,569</u>	<u>94,357</u>

In 2019, of the total rental income, £Nil was restricted and £94,357 was unrestricted.

THE HARTLEY COTTAGE HOMES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31ST DECEMBER 2020

3. **Investment income**

In 2019, of the total investment income, £Nil was restricted and £370 was unrestricted.

4. **Charitable activities**

	2020 £	2019 £
Wages and other employment costs (note 6)	19,343	20,867
Premises costs	74,833	31,398
Light, heat and water	24,226	16,635
Insurance	1,939	1,858
Waste removal	1,347	1,481
Sundry	500	715
Support costs (note 5)	570	570
	<u>122,758</u>	<u>73,524</u>

In 2019, of the total charitable activities expended, £Nil was restricted and £73,524 was unrestricted.

5. **Support costs**

	2020 £	2019 £
Accountancy	570	570
	<u>570</u>	<u>570</u>

6. **Staff costs and numbers**

	2020 £	2019 £
<i>Staff costs:</i>		
Gross wages and other employment costs	19,343	20,867
	<u>19,343</u>	<u>20,867</u>

The average number of employees during the year were as follows:

Maintenance	<u>1</u>	<u>1</u>
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7. **Trustees' Remuneration and benefits including key management personnel**

The trustees have received neither remuneration nor reimbursement of expenses in either the current or previous period.

The key management personnel have not received any remuneration, however they were reimbursed expenses totalling £480.

THE HARTLEY COTTAGE HOMES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31ST DECEMBER 2020

8. Tangible fixed assets

In the opinion of the trustees, investment properties have been disclosed as property, plant and equipment as it would result in undue cost and effort to measure the property at fair value. Therefore, they are recognised at depreciated historical cost.

The properties were built many years ago and therefore, the historical cost information is not available. However, had the historical cost information been known it would have no effect on the financial statements of the charity as they would be fully depreciated.

9. Debtors

	2020 £	2019 £
Prepayments	1,975	1,939
	<u>1,975</u>	<u>1,939</u>

10. Summary of funds

Analysis of assets and liabilities between funds:

	Restricted funds £	Unrestricted funds £	Total funds 2020 £	Total funds 2019 £
Current assets	-	60,990	60,990	81,179
Current liabilities	-	(540)	(540)	(540)
	-	<u>60,450</u>	<u>60,450</u>	<u>80,639</u>
	£	£	£	£
<i>Movement in funds:</i>				
Balance brought forward	-	80,639	80,639	59,436
Net incoming resources	-	(20,189)	(20,189)	21,203
Balance carried forward	-	<u>60,450</u>	<u>60,450</u>	<u>80,639</u>

Unrestricted funds represent surplus income and other incoming resources receivable in excess of outgoing resources payable and available for use by the trustees in accordance with the charitable objects.