

THE TRUSTEES OF PHILIP METCALFE ALMSHOUSES

CHAIRMAN'S REPORT 01/01/2023 – 31/12/2023

Throughout the year all properties were occupied with no change of residents, and no issues with the residents.

Significant improvements were undertaken as part of the Trustees strategy to update and future proof the properties. The existing oil fired central heating system was replaced by a ground source heat pump supplemented by solar panels in the adjoining field forming part of the Almshouse curtilage. This was largely funded by a grant from West Suffolk Council.

The surplus energy generated by the solar panelling will provide an income to offset the costs of running the ground source heat pump.

The Trustees also continued the improvement and updating of the fabric of the building.

To fund the improvements the Trustees called upon reserves accrued from previous years.

The Trustees have operated without the service of a clerk, and continue to look for a suitable candidate.

I thank my fellow trustees for their continued hard work and support throughout the year.

R A J Holliday
Chairman

**THE TRUSTEES OF PHILIP METCALFE'S
ALMSHOUSES
CHARITY NUMBER 234453
INDEPENDENT EXAMINER'S REPORT ON THE
ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2023**

Respective responsibilities of Trustees and Examiner

The Charity's Trustees consider that an audit is not required for this year (under s. 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to

- Examine the accounts (under section 145 of the Act)
- To follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5) (b) of the Act; and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express and audit opinion on the Accounts

Independent Examiner's statement

In the course of my examination no matter has come to my attention

1. Which gives me reasonable cause to believe that, in any material respect, the Trustees have not met the requirements to ensure that
 - Proper accounting records are kept (in accordance with section 130 of the Act); and
 - Accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act or
2. To which, in my opinion attention should be drawn in order to enable a proper understanding of the Accounts to be reached.

Date

1/12/2024



Signature of Independent Examiner SHAM SURE RINGTON .

Name



The Trustees of Philip Metcalfe's Almshouses
Accounts 01.01.23- 31.12.23

The Trustees Of Philip Metcalfe Almshouses

**Statement of Assets
@ 31.12.23**

Almshouses : The Pound Hawstead

Field - Church Road Hawstead

CAF Cash Account	5270.95
CAF Gold Account	8279.68

M & G Charity Multi Asset

Income Shares	5353 @	0.8982	4808.06	(@ 31.12.2023)
(£4727.23 @31.12.2022)				

CCLA Investment Management

COIF Charity funds

Income units	23.56 @	19.845	467.55	(@31.12.2023)
(£428.09 @ 31.12.22)				



The Trustees Of Philip Metcalfe Almshouses

Balance Sheet

@ 31.12.23

Income and Expenditure Account	-92.18
Rent Reserve	12600.00
Refurbishment Reserve	0.00
Extraordinary Repair Fund	0.00
	<u>12507.82</u>

Cash at Bank @31.12.2023

CAF Cash Account	5270.95	
CAF Gold Account	8279.68	
	<u> </u>	13550.63

less

Creditors -

Cheques unpresented at 31.12.23

Grout Insurance	948.34
Chubb	94.47

<u>1042.81</u>
<u>12507.82</u>

0.00



The Trustees Of Philip Metcalfe Almshouses

Income and Expenditure Account

	01.01.23- 31.12.23 2023		2022	
			£	£
Balance Brought Forward		4942.50		8280.01
Income				
Maintenance & Heating Contribution	19551.84		18685.18	
Field Rent	0.00		0.00	
Misc	40.00			
M & G	203.41		187.34	
COIF	12.84		12.80	
GSHP Grant	94219.45			
Interest - CAF	431.58	114459.12	171.98	19057.30
		119401.62		27337.31
Expenses				
Anglian water	785.49		654.65	
Electricity	3338.61		1220.24	
Oil	2483.41		3614.96	
GSHP alert	70.00			
Maintenance	928.71		1202.70	
Refurbishment and Repair	43518		19594.79	
GSHP	112552.45			
Bank charges	85.50		552.74	
TV Licence	15.00		15.00	
Council Tax	0.00		0.00	
Window Cleaning	130.00		55.00	
Subs - NAA	267.00		153.00	
Insurance	1059.63		896.73	
Gift to Examiner and Clerk	100.00		235.00	
Misc - Xmas Gifts to Residents	160.00	165493.80	200.00	28394.81
Balance		-46092.18		-1057.50
Transfer to Rent Reserve				
Transfer from Refurbishment Reserve		-22000.00		-6000.00
Transfer from Extraordinary Repair Fund		-24000.00		
		-92.18		4942.50



**Philip Metcalfe's Almshouses
INCOME 2023**

Date	DOB	Mr V King No.1	Mr K Baker No 2	Mr M and Mrs S Taylor No3 2.9.51 (M) 31.7.54(S)	Mr Dawson No 4 6.12.50 (Field)	Mr Robertson	CAF	M & G	COIF	Misc	0	Notes
1.23		407.33 ✓	407.33 ✓	407.33 ✓	407.33 ✓							
2.23		407.33 ✓	407.33 ✓	407.33 ✓	407.33 ✓							
28.02.23		407.33 ✓	407.33 ✓	407.33 ✓	407.33 ✓			118.34 ✓	42.82 ✓	3.23 ✓		
3.23								13.85 ✓				
3.23												
4.23		407.33 ✓	407.33 ✓	407.33 ✓	407.33 ✓							
5.23		407.33 ✓	407.33 ✓	407.33 ✓	407.33 ✓							
17.05.23									42.82 ✓	3.19 ✓		
6.23		407.33 ✓	407.33 ✓	407.33 ✓	407.33 ✓			21.43 ✓				
								90.11 ✓				
7.23		407.33 ✓	407.33 ✓	407.33 ✓	407.33 ✓							
8.23		407.33 ✓	407.33 ✓	407.33 ✓	407.33 ✓							
31.08.23									48.18 ✓	3.19 ✓		
9.23		407.33 ✓	407.33 ✓	407.33 ✓	407.33 ✓							
26.09.23								30.05 ✓				
26.09.23								75.09 ✓				
02.10.23		407.33 ✓	407.33 ✓	407.33 ✓	407.33 ✓							
11.23		407.33 ✓	407.33 ✓	407.33 ✓	407.33 ✓							
12.23		407.33 ✓	407.33 ✓	407.33 ✓	407.33 ✓			9.98 ✓	69.59 ✓	3.23 ✓		
12.23								72.73 ✓				
12.23 AMB											40	Reimbursement for unused gift card
<hr/>												
Total		4887.96 ✓	4887.96 ✓	4887.96 ✓	4887.96 ✓	0.00	431.58 ✓	203.41 ✓	12.84 ✓	40.00 ✓		

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Philip Metcalfe's Almshouses
Expenditure 2023

Date	Cheque No	Details	Refurbishment Insurance	Maintenance & Repairs	Window Cleaning	Anglian Water	Electricity	Oil	ASHP alert	TV Licence	Council tax	Auditors & Clerk	Almshouse Association	Bank Charges	Misc
1.23		bank fees												2.25	
2.23		bank fees												6.50	
21.1.23	580	chubb		138.24											
21.1.23	581	anglian water				145.96									
01.02.23	582	E.ON					103.33								
24.01.23	583	goff						675.96							
19.02.23	584	E.ON					76.77								
3.23		bank fees												8.00	
21.02.23	585	goff						839.48							
21.02.23	586	A.Brown - Re Windows			65.00										Window Cleaner paid from own account and reimbursed
17.02.22	587	goff						629.61							
4.23		bank fees												7.25	
10.4.23	588	abate		114.00											
10.4.23	589	goff						338.36							
10.4.23	590	D. Felkus Upton		78.00											
25.4.23	591	anglian water				148.63									
25.4.23	592	A.Brown - Re Vodafone							14.00						
25.4.23	593	Bream	0												Voided - replaced by cheque 00599
01.05.23	594	abate		114.00											
5.23		bank fees												8.75	
5.23		bank fees												5.75	
6.23		bank fees												5.75	
7.6.23	595	D. Felkus Upton		156.00											
22.7.23	596	anglian water				167.87									
22.07.23	597	D. Felkus Upton		156.00											
22.07.23	598	Grout Ins		111.29											
17.07.23														5.00	
01.09.23	599	Bream	43518												
01.09.23	600	A.Brown - Re Vodafone							28						
09.09.23	601	A.Brown - Re Windows			65										
8.23														7.25	
10.23														8.00	
21.09.23	602	D. Felkus Upton		78											
25.09.23	603	TV licence								15					
10.23														5.75	
12.11.23	604	anglian water				323.03									
12.11.23	605	West Suffolk Council	18333											8.00	
11.23															
7.12.23	DDR	Octopus					501.44								
3.12.23	606	Re EON					1757.2								
3.12.23	607	A.Brown - Re Vodafone							28						
3.12.23	608	A.Brown - re Xmas Vouchers												260.00	
3.12.23	609	Grout Ins	948.34												
19.12.23	610	Chubb		94.47											
19.12.23	611	NAA										267			
19.12.23	612	EON					899.87								
12.23														7.25	
Total			61851	1059.63	928.71	130.00	785.49	3338.61	2483.41	70.00	15.00	0.00	0.00	267.00	85.50 260.00

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COIF Charity funds				
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@ 31.12.23

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Misc	40.00	
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COIF	12.84	12.80
GSHP Grant	94219.45	
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	<u>114459.12</u>	<u>19057.30</u>
	✓ <u>119401.62</u>	<u>27337.31</u>
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Balance	<u>-46092.18</u>	<u>-1057.50</u>
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Transfer from Extraordinary Repair Fund	-24000.00	
	<u>-92.18</u>	<u>4942.50</u>



**Philip Metcalfe's Almshouses
INCOME 2023**

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	DOB	19.5.41	07.07.59									
1.23		407.33 ✓	407.33 ✓	407.33 ✓	407.33 ✓							
2.23		407.33 ✓	407.33 ✓	407.33 ✓	407.33 ✓							
28.02.23												
3.23		407.33 ✓	407.33 ✓	407.33 ✓	407.33 ✓			118.34 ✓	42.82 ✓	3.23 ✓		
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26.09.23								75.09 ✓				
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11.23		407.33 ✓	407.33 ✓	407.33 ✓	407.33 ✓							
12.23		407.33 ✓	407.33 ✓	407.33 ✓	407.33 ✓			9.98 ✓	69.59 ✓	3.23 ✓		
12.23								72.73 ✓				
12.23 AMB											40	Reimbursement for unused gift card
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Total		4887.96 ✓	4887.96 ✓	4887.96 ✓	4887.96 ✓	0.00	431.58 ✓	203.41 ✓	12.84 ✓	40.00 ✓		

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Philip Metcalfe's Almshouses
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12.23															7.25	
Total			61851	1059.63	928.71	130.00	785.49	3338.61	2483.41	70.00	15.00	0.00	0.00	267.00	85.50	260.00

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