

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2022  
FOR  
MUNICIPAL CHARITIES OF DOVER**

# **MUNICIPAL CHARITIES OF DOVER**

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**MUNICIPAL CHARITIES OF DOVER**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

The trustees present their report with the financial statements of the charity for the year ended 31 December 2022. 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 (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The objectives of the charity are the relief of those in need by reason of youth, age, ill health, disability, financial hardship or other disadvantage. The charity aims to do this via the provision of almshouse accommodation.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

Planning permission was granted for the building of a garden on the Cowgate Hill site with work to begin in 2023. The garden will be the Queen Elizabeth Memorial Garden and David Gullick, architect, was commissioned to design the garden.

The refurbishment of the Communal areas in the Battle of Britain Flats was completed, several flats had new bathrooms completed and the programme of replacement of hot water tanks and stop cocks continued.

Mogul House rear wall suffered a partial collapse. After investigation it was not considered to be covered by insurance and the wall was propped with a buttress scaffold which will stay in place for several years while the future of the building is considered.

Permission was granted for a change of use for two of the bedsits in Battle of Britain to be converted into the charity's offices. This is part of the long term strategy for Mogul House.

A street party was held with the residents to celebrate the Queen's Jubilee which was well attended with food and dancing.

The Trustees will look to support residents who may be struggling with the cost-of-living crisis over the winter months.

The residents were gifted a Christmas lunch in the form of shopping vouchers by the Charity.

The Grigg boot gift was awarded in December.

The Scheme Manager and Deputy Scheme Manager remain the main point of contact between the Charity and the beneficiaries. The Executive Officer has been in contact with residents by phone and at outdoor meetings.

The occupancy levels of the almshouses as at 31 December 2022 were:

Albany House	36 out of 37
Battle of Britain Homes	27 out of 27
Gorely House	22 out of 22

All almshouse residents pay maintenance contributions by monthly standing order. The amount of the residents' contribution is set taking into consideration the local housing allowance paid to benefits claimants, so that almshouse accommodation is available to poor people and therefore meets the requirement for demonstrating public benefit.

During the year, a waiting list for accommodation developed and trustees visited as many applicants as was practicable so that voids could be avoided in the case of almshouses becoming vacant. Two internal transfers took place. Eight new applicants were appointed as almshouse beneficiaries according to the established criteria for eligibility.

**MUNICIPAL CHARITIES OF DOVER**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**FINANCIAL REVIEW**

**Financial position**

The accountants provide a monthly statement of income and expenditure and a rolling cashflow forecast and, from time-to-time, financial forecasts for the following year and for a 5-year period. The reports and forecasts are an increasingly useful tool, appreciated by the Trustees and management.

The Charity's unrestricted fund ran at a deficit with the programme of refurbishment and modernisation of the almshouses being partially funded out of permanent endowment with the approval of the Charity Commission.

The Charity's objects mean that periodically major capital projects are undertaken. These can be in the form of new buildings, large extensions or extensive renovations to existing freehold property. In order to fund the maintenance and repair of the almshouse properties from its own resources, the Municipal Charities holds cash, cash investments and an investment property to generate revenue income and capital for planned projects. Opportunities for grants, including grants in kind and loans, from statutory authorities and other funders are investigated in order to ensure that the Charities' reserves are used to best possible advantage.

The guideline formulae figures provided by the Almshouse Association for general maintenance, cyclical maintenance and extraordinary repairs were used to develop planned programmes of works to almshouse buildings, using quinquennial condition surveys. This amount is uplifted by 25% to allow for routine maintenance contracts.

Grigg Christmas Boot Gift : the Trustees will decide year-by-year on the amount of funds to be distributed, topped up from general charitable income.

**Investment policy and performance**

The investment policy of the Charity is to maintain a substantial investment in the Charities Official Investment Fund.

When managed efficiently the maintenance contributions generated from the charity's almshouse beneficiaries provide a modest surplus over the normal running costs of the almshouses. Good financial planning and budget controls have meant that this surplus is a normal occurrence.

The performance of the Charities Official Investment Fund units has been satisfactory after taking into account current market conditions.

**Reserves policy**

Income reserves at 31 December 2022 amounted to £2,371,417 (2021 - £2,623,533). In addition to this there is a permanent endowment fund of £7,544,220 (2021 - £7,839,920) of which £1,007,236 (2021 - £1,088,030) is available for expenditure following the approval of a special resolution by the Charity Commission. Sufficient income reserves are held.

**FUTURE PLANS**

The Trustees will review the Charity's vision, mission statement and strategic plan annually. The Summary Information Return of Aims, Objectives and Achievements will be updated with the intention of seeking assurance of compliance with the Charities Act 2011 and associated secondary legislation. Trustees will continue to add to the rolling strategic plan and will review the internal controls and finance risk assessments to make sure they are fit for purpose. Risk management will continue to be addressed.

There is the intention to continue with the improvement of the almshouses through a phased refurbishment over the next few years. The construction of a garden on Cowgate Hill will also commence in the coming year funded by permanent endowment funds available for expenditure as referred to above.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is governed by Schemes dated 22 October 1984 and 10 February 1997.

**MUNICIPAL CHARITIES OF DOVER**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational and decision making structure**

The Municipal Charities of Dover is a charity registered in England, number 236140, whose principal objects are to support the poor in Dover by means of the provision of almshouse accommodation.

The Board comprises six Trustees who are co-opted and five who are nominated by the local authority. On 16 December 2010 the board of trustees was incorporated under the name of "The Incorporated Trustees of the Municipal Charities of Dover". The Trustees do not draw any remuneration from the Charity but are entitled to be reimbursed for expenses incurred.

As at 31 December 2022 there were four vacancies for Trustees. Several long term trustees resigned from the board, due to age and ill health, during the year. The Clerk also resigned and it was decided not to continue the paid post of Clerk to the Trustees.

A skills audit had previously identified shortages of knowledge and experience of Human Resources, Estate Management and Health and Safety amongst the Trustees and these shortfalls are taken into consideration when co-opting a new trustee. Trustees have also sought knowledge with the appointment of professionals in these fields to advise the board when appropriate. Induction programmes and documents for new trustees are prepared by the Executive Officer. Away days incorporating training and strategic planning are available to trustees annually as a minimum. A Code of Conduct for trustees has been adopted.

The Board of Trustees has overall responsibility for achieving the aims and objectives of the organisation. The Trustees meet quarterly, with the Clerk, the Executive Officer and the Accountants being in attendance, to review the strategy and performance of the charity and to set objectives, operating plans and budgets. Three Trustee committees: Audit and Finance, Human Resources, and Almshouse, exist to provide specific support and guidance. Each committee provides a report to the Board of Trustees at its next quarterly meeting. The frequency of committee meetings and the topics discussed depend on the needs of the organisation.

The Officers, comprising the Clerk, the Executive Officer and the Scheme Manager, are paid employees of the Charity and have four main delegated functions:

- 1 to implement the policies adopted by the Trustees for the fulfilment of the Charity's objects
- 2 to advise the Trustees in matters relevant to their expertise
- 3 to manage the Charity's activities in accordance with the Trustees' wishes
- 4 to ensure compliance with statutory requirements and best practice

The strategic and operational management of the Charity's business is delegated to the Executive Officer. The operational management of the almshouses and their residents is assumed by the Scheme Manager. The Scheme Manager attends meetings of the Board of Trustees and its committees by invitation.

**Relationships with other bodies**

The Municipal Charities of Dover has a contract with Kyndi Ltd for the provision of an out-of-hours emergency call response system. The Scheme Manager has contact, as required, with Social Services, Age UK and care agencies.

The Municipal Charities of Dover have, occasionally, held discussions with Dover District Council on new developments. The Executive Officer attends meetings with other almshouse charities across Kent for the benefit of sharing knowledge. The Municipal Charities is a member of the Almshouse Association and the Larger Almshouse group.

The Scheme Manager is invited, from time-to-time, to participate in consultations with health and social services about care of the elderly in the community, in particular those suffering from dementia.

**Risk management**

The Trustees routinely assess the risks facing the Charity with the assistance of the Officers. These risks are both financial and operational. The operational risks are mitigated by a careful staff selection and monitoring policy, while the constant review of the investment portfolios will protect against the risk that the Charity would not generate enough income to provide accommodation.

**MUNICIPAL CHARITIES OF DOVER**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

236140

**Principal address**

2-3 Battle of Britain  
Chapel Place  
DOVER  
Kent  
CT17 9AR

**Trustees**

Mrs B M Scott (resigned 24.2.22)  
Mrs S R Nicholas (resigned 26.5.22)  
R S Walkden  
Mrs M C Cox (resigned 9.11.22)  
Mrs P M Brivio  
Mrs P M Beresford  
Mrs M L Gordon  
J M Smith (resigned 4.10.22)  
Mrs A Jenner  
E Biggs  
J Bird (appointed 9.11.22)  
M Wood (appointed 25.5.23)  
M Raven (appointed 23.2.23)

The board of trustees is incorporated under the name of "The Incorporated Trustees of the Municipal Charities of Dover".

**Auditors**

Batchelor Coop Limited  
Statutory Auditor  
The New Barn  
Mill Lane  
Eastry  
SANDWICH  
Kent  
CT13 0JW

**Bankers**

National Westminster Bank plc  
25 Market Square  
DOVER  
Kent  
CT16 1ND

**MUNICIPAL CHARITIES OF DOVER**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Bankers**

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
WEST MALLING  
Kent  
ME19 4JQ

**Solicitors**

Excello Law  
5 Chancery Lane  
London  
WC2A 1LG

**Accountants**

McCabe Ford Williams  
Chartered Accountants  
Charlton House  
Dour Street  
DOVER  
Kent  
CT16 1BL

**Investment Managers**

CCLA Investment Management Limited  
Senator House  
85 Queen Victoria Street  
London  
EC4V 4ET

**Officers**

Executive officer	S Manning, Mogul House, Chapel Place, Dover. CT17 9AS
Clerk	M Diomede, 5 Chancery Lane, London, WC2A 1LG (resigned 28 February 2022)
Scheme manager	C J Bentley, Mogul House, Chapel Place, Dover. CT17 9AS

**CUSTODIAN TRUSTEE**

The Municipal Charities of Dover are the custodians of the Grigg Christmas Boot Gift which provides footwear for school age children.

**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 application of resources, including the income and expenditure, of the charity for that period. In preparing those 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.

**MUNICIPAL CHARITIES OF DOVER**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued**

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.

Approved by order of the board of trustees on 9 October 2023 and signed on its behalf by:

E Biggs - Trustee



## **REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF MUNICIPAL CHARITIES OF DOVER**

### **Opinion**

We have audited the financial statements of Municipal Charities of Dover (the 'charity') for the year ended 31 December 2022 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2022 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

## **REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF MUNICIPAL CHARITIES OF DOVER**

### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

### **Our responsibilities for the audit of the financial statements**

We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We assessed the susceptibility of the Charity's financial statements to material misstatement including how fraud might occur.

We identified important laws and regulations which are significant in the context of the Charity including those covering taxation, theft, social landlords, health and safety and employment legislation and Covid-19 support scheme terms and conditions.

We developed and maintained our understanding of these laws and regulations through mandatory professional education.

We reviewed the Charity's procedures not only for ensuring it remains within the law, but also how it seeks to prevent becoming a victim of internal and external irregularities including fraud.

We believe our audit team, through training and experience, to be competent and capable of identifying and recognising non-compliance and we ensure they have access to professional specialists at all times to assist them in their judgement.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF  
MUNICIPAL CHARITIES OF DOVER**

**Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Batchelor Coop Limited  
Statutory Auditor  
The New Barn  
Mill Lane  
Eastry  
SANDWICH  
Kent  
CT13 0JW

Date: .....

# MUNICIPAL CHARITIES OF DOVER

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	Unrestricted funds £	Restricted funds £	Endowment funds £	2022 Total funds £	2021 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>						
Donations and legacies		250	-	-	250	-
<b>Charitable activities</b>						
Relating to almshouses		359,333	-	-	359,333	368,717
Investment income	3	12,721	-	-	12,721	6,458
<b>Total</b>		<u>372,304</u>	<u>-</u>	<u>-</u>	<u>372,304</u>	<u>375,175</u>
<b>EXPENDITURE ON</b>						
Raising funds	4	1,487	-	-	1,487	2,343
<b>Charitable activities</b>	5					
Relating to almshouses		430,649	-	83,273	513,922	379,485
Miscellaneous charities		1,596	-	-	1,596	733
Other		13,230	-	-	13,230	17,007
<b>Total</b>		<u>446,962</u>	<u>-</u>	<u>83,273</u>	<u>530,235</u>	<u>399,568</u>
Net gains/(losses) on investments		(181,199)	-	(212,427)	(393,626)	686,753
<b>NET INCOME/(EXPENDITURE) Other recognised gains/(losses)</b>		(255,857)	-	(295,700)	(551,557)	662,360
Gains on revaluation of fixed assets		-	-	-	-	833,397
<b>Net movement in funds</b>		<u>(255,857)</u>	<u>-</u>	<u>(295,700)</u>	<u>(551,557)</u>	<u>1,495,757</u>
<b>RECONCILIATION OF FUNDS</b>						
Total funds brought forward		2,648,474	-	7,839,920	10,488,394	8,992,637
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>2,392,617</u></u>	<u><u>-</u></u>	<u><u>7,544,220</u></u>	<u><u>9,936,837</u></u>	<u><u>10,488,394</u></u>

The notes form part of these financial statements

# MUNICIPAL CHARITIES OF DOVER

## BALANCE SHEET 31 DECEMBER 2022

	Notes	2022 £	2021 £
<b>FIXED ASSETS</b>			
Tangible assets	10	4,538,245	4,544,465
<b>Investments</b>			
Investments	11	4,230,313	4,648,939
Investment property	12	170,000	145,000
		<hr/>	<hr/>
		8,938,558	9,338,404
 <b>CURRENT ASSETS</b>			
Debtors	13	8,788	7,596
Cash at bank and in hand		1,010,953	1,154,822
		<hr/>	<hr/>
		1,019,741	1,162,418
 <b>CREDITORS</b>			
Amounts falling due within one year	14	(21,462)	(12,428)
		<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		998,279	1,149,990
		<hr/>	<hr/>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		9,936,837	10,488,394
		<hr/>	<hr/>
<b>NET ASSETS</b>		9,936,837	10,488,394
		<hr/>	<hr/>
<b>FUNDS</b>	16		
Unrestricted funds		2,392,617	2,648,474
Endowment funds		7,544,220	7,839,920
		<hr/>	<hr/>
<b>TOTAL FUNDS</b>		9,936,837	10,488,394
		<hr/>	<hr/>

The financial statements were approved by the Board of Trustees and authorised for issue on 9 October 2023 and were signed on its behalf by:

E Biggs - Trustee

## MUNICIPAL CHARITIES OF DOVER

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

#### 1. STATUTORY INFORMATION

The Municipal Charities of Dover is an unincorporated charity registered in England. The charity's registered number, principal address and nature of operations can be found in the Report of the Trustees.

#### 2. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements and assessment of going concern**

The financial statements of the charity, which is a public benefit entity under FRS 102, 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 1 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, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

These financial statements combine the accounts of all funds which are governed by the terms of the trust deeds dated 22 October 1984 and 10 February 1997 including all charities using the name of Municipal Charities of Dover. They are all separately constituted and the financial statements have been presented in this form in order to give financial information about the activities which have been carried on in the name of Municipal Charities of Dover.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

##### **Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Government grants for the purpose of giving immediate financial support with no related future costs are recognised as income when receivable.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Tangible fixed assets**

The freehold properties, comprising the almshouses, are included at an existing use value. Adjustments to freehold properties in between valuations are included at cost. Details of the original costs of many of the properties has been lost and due to the length of time the Charity has held the properties the original costs would be meaningless.

Furniture and equipment has been included in the accounts at a brought forward cost based on an insurance valuation established in 1989. From 1993 the additional costs have been capitalised and the balance will be written off over its expected useful life at 15% on a reducing balance basis.

Depreciation is charged to the Fund in which the assets are held.

## MUNICIPAL CHARITIES OF DOVER

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2022

#### 2. ACCOUNTING POLICIES - continued

##### **Tangible fixed assets**

Impaired assets are written down to their recoverable amount being the higher of the net realisable value and the value in use. Impairment losses are treated as additional depreciation and included in the Statement of Financial Activities. The revised carrying amount of the asset is depreciated over its remaining useful economic life.

##### **Investment property**

The freehold investment properties are included at an open market value. They are subject to an external professional valuation every five years. In the intervening years internal consideration is given as to whether there have been material movements in the values.

Other investments are included at their mid market value as at the year end. Gains and losses arising on revaluation are recognised in the Statement of Financial Activities.

##### **Taxation**

The charity is exempt from tax on its charitable activities.

##### **Fund accounting**

The Charity's unrestricted general fund can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Transfers are made from general funds to designated and restricted funds when appropriate and available in order to achieve the objects of the Charity. Transfers are made from the Permanent Endowment "Almshouse" Fund only to appropriate Almshouse replacement funds.

##### **Pensions**

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund.

#### 3. INVESTMENT INCOME

	2022	2021
	£	£
Rents receivable	2,597	6,085
Deposit account interest	10,124	373
	<u>12,721</u>	<u>6,458</u>

# MUNICIPAL CHARITIES OF DOVER

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2022

### 4. RAISING FUNDS

#### Investment management costs

	2022	2021
	£	£
Rates and insurance	515	400
Bank charges and other fees	635	651
Repairs (net of contributions)	72	806
Managing agent's fees	265	486
	<u>1,487</u>	<u>2,343</u>

### 5. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 6) £	Totals £
Relating to almshouses	513,022	900	513,922
Miscellaneous charities	1,596	-	1,596
	<u>514,618</u>	<u>900</u>	<u>515,518</u>

### 6. SUPPORT COSTS

	Governance costs £
Other resources expended	13,230
Relating to almshouses	900
	<u>14,130</u>

Support costs, included in the above, are as follows:

	Other resources expended £	Relating to almshouses £	2022 Total activities £	2021 Total activities £
Auditors' remuneration	2,370	-	2,370	2,280
Clerk's salary	1,164	-	1,164	5,775
Accountancy	9,696	-	9,696	8,952
Legal and other professional fees	-	900	900	-
	<u>13,230</u>	<u>900</u>	<u>14,130</u>	<u>17,007</u>



# MUNICIPAL CHARITIES OF DOVER

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2022

### 7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2022 nor for the year ended 31 December 2021.

### 8. STAFF COSTS

Remuneration was paid as follows:

	2022 £	2021 £
Wages	111,231	111,749
Social security costs	4,467	4,579
Pension costs	3,127	3,382
	<u>118,825</u>	<u>119,710</u>

No employee received more than £60,000 in either year.

The average number of employees in the year was:

Management and administration	2	3
Wardens	2	2
Maintenance and cleaning	1	1

### 9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>				
<b>Charitable activities</b>				
Relating to almshouses	368,717	-	-	368,717
Investment income	<u>6,458</u>	<u>-</u>	<u>-</u>	<u>6,458</u>
<b>Total</b>	<u>375,175</u>	<u>-</u>	<u>-</u>	<u>375,175</u>
<b>EXPENDITURE ON</b>				
Raising funds	2,343	-	-	2,343
<b>Charitable activities</b>				
Relating to almshouses	349,666	-	29,819	379,485
Miscellaneous charities	733	-	-	733
Other	<u>17,007</u>	<u>-</u>	<u>-</u>	<u>17,007</u>
<b>Total</b>	<u>369,749</u>	<u>-</u>	<u>29,819</u>	<u>399,568</u>
Net gains on investments	<u>295,969</u>	<u>-</u>	<u>390,784</u>	<u>686,753</u>
<b>NET INCOME</b>	301,395	-	360,965	662,360
<b>Other recognised gains/(losses)</b>				

**MUNICIPAL CHARITIES OF DOVER**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2022**

**9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Gains on revaluation of fixed assets	-	-	833,397	833,397
<b>Net movement in funds</b>	301,395	-	1,194,362	1,495,757
<b>RECONCILIATION OF FUNDS</b>				
Total funds brought forward	2,347,079	-	6,645,558	8,992,637
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>2,648,474</u>	<u>-</u>	<u>7,839,920</u>	<u>10,488,394</u>

**10. TANGIBLE FIXED ASSETS**

	Freehold property £	Furniture and equipment £	Totals £
<b>COST</b>			
At 1 January 2022 and 31 December 2022	4,503,000	209,984	4,712,984
<b>DEPRECIATION</b>			
At 1 January 2022	-	168,519	168,519
Charge for year	-	6,220	6,220
At 31 December 2022	-	174,739	174,739
<b>NET BOOK VALUE</b>			
At 31 December 2022	4,503,000	35,245	4,538,245
At 31 December 2021	4,503,000	41,465	4,544,465

The freehold properties were valued by D Hammond MRICS of Smith Woolley in June 2022 on the basis of current use and occupation, taking into account the income stream generated at the time of valuation. The Trustees consider this valuation to be indicative of the fair value of the properties at 31 December 2022 given the planning constraints attached to the site.

**11. FIXED ASSET INVESTMENTS**

	COIF charity funds £
<b>MARKET VALUE</b>	
At 1 January 2022	4,648,939
Unrealised gains and losses	(418,626)
At 31 December 2022	4,230,313
<b>NET BOOK VALUE</b>	
At 31 December 2022	4,230,313
At 31 December 2021	4,648,939

There were no investment assets outside the UK.

# MUNICIPAL CHARITIES OF DOVER

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2022

### 11. FIXED ASSET INVESTMENTS - continued

The majority of the investment portfolio is held in Charities Official Investment Fund accumulation units with the remainder being Charities Official Investment Fund fixed interest income units.

### 12. INVESTMENT PROPERTY

	£
<b>FAIR VALUE</b>	
At 1 January 2022	145,000
Revaluation	25,000
	<hr/>
At 31 December 2022	170,000
	<hr/>
<b>NET BOOK VALUE</b>	
At 31 December 2022	170,000
	<hr/> <hr/>
At 31 December 2021	145,000
	<hr/> <hr/>

The Trustees consideration of the fair value of the investment properties at 31 December 2022 is based on surveyors reports dated February 2015 and April 2023.

### 13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Rents due	-	477
Due from residents	3,544	6,629
Other debtors	5,244	490
	<hr/>	<hr/>
	8,788	7,596
	<hr/> <hr/>	<hr/> <hr/>

### 14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Owed to suppliers	12,988	5,207
Other creditors and accruals	8,162	7,221
Resident contributions received in advance	312	-
	<hr/>	<hr/>
	21,462	12,428
	<hr/> <hr/>	<hr/> <hr/>

**MUNICIPAL CHARITIES OF DOVER**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2022**

**15. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds £	Restricted funds £	Endowment funds £	2022 Total funds £	2021 Total funds £
Fixed assets	21,200	-	4,517,045	4,538,245	4,544,465
Investments	1,829,222	-	2,571,091	4,400,313	4,793,939
Current assets	563,657	-	456,084	1,019,741	1,162,418
Current liabilities	(21,462)	-	-	(21,462)	(12,428)
	<u>2,392,617</u>	<u>-</u>	<u>7,544,220</u>	<u>9,936,837</u>	<u>10,488,394</u>

**16. MOVEMENT IN FUNDS**

	At 1.1.22 £	Net movement in funds £	Transfers between funds £	At 31.12.22 £
<b>Unrestricted funds</b>				
General fund	2,245,311	(219,111)	(178)	2,026,022
Extraordinary Repair Fund	394,965	(35,541)	-	359,424
Grigg shoe	8,198	(1,205)	178	7,171
	<u>2,648,474</u>	<u>(255,857)</u>	<u>-</u>	<u>2,392,617</u>
<b>Endowment funds</b>				
Almshouses fund (permanent)	6,751,890	(214,906)	-	6,536,984
Almshouses fund (available for expenditure per resolution)	1,088,030	(80,794)	-	1,007,236
	<u>7,839,920</u>	<u>(295,700)</u>	<u>-</u>	<u>7,544,220</u>
<b>TOTAL FUNDS</b>	<u>10,488,394</u>	<u>(551,557)</u>	<u>-</u>	<u>9,936,837</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	372,096	(446,576)	(144,631)	(219,111)
Extraordinary Repair Fund	-	-	(35,541)	(35,541)
Grigg shoe	208	(386)	(1,027)	(1,205)
	<u>372,304</u>	<u>(446,962)</u>	<u>(181,199)</u>	<u>(255,857)</u>
<b>Endowment funds</b>				
Almshouses fund (permanent)	-	(2,479)	(212,427)	(214,906)
Almshouses fund (available for expenditure per resolution)	-	(80,794)	-	(80,794)
	<u>-</u>	<u>(83,273)</u>	<u>(212,427)</u>	<u>(295,700)</u>
<b>TOTAL FUNDS</b>	<u>372,304</u>	<u>(530,235)</u>	<u>(393,626)</u>	<u>(551,557)</u>

# MUNICIPAL CHARITIES OF DOVER

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2022

### 16. MOVEMENT IN FUNDS - continued

#### Comparatives for movement in funds

	At 1.1.21 £	Net movement in funds £	Transfers between funds £	At 31.12.21 £
<b>Unrestricted funds</b>				
General fund	2,001,837	243,972	(498)	2,245,311
Extraordinary Repair Fund	336,467	58,498	-	394,965
Grigg shoe	8,775	(1,075)	498	8,198
	<u>2,347,079</u>	<u>301,395</u>	<u>-</u>	<u>2,648,474</u>
<b>Endowment funds</b>				
Almshouses fund (permanent)	5,530,626	1,221,264	-	6,751,890
Almshouses fund (available for expenditure per resolution)	1,114,932	(26,902)	-	1,088,030
	<u>6,645,558</u>	<u>1,194,362</u>	<u>-</u>	<u>7,839,920</u>
<b>TOTAL FUNDS</b>	<u>8,992,637</u>	<u>1,495,757</u>	<u>-</u>	<u>10,488,394</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	374,940	(369,016)	238,048	243,972
Extraordinary Repair Fund	-	-	58,498	58,498
Grigg shoe	235	(733)	(577)	(1,075)
	<u>375,175</u>	<u>(369,749)</u>	<u>295,969</u>	<u>301,395</u>
<b>Endowment funds</b>				
Almshouses fund (permanent)	-	(2,917)	1,224,181	1,221,264
Almshouses fund (available for expenditure per resolution)	-	(26,902)	-	(26,902)
	<u>-</u>	<u>(29,819)</u>	<u>1,224,181</u>	<u>1,194,362</u>
<b>TOTAL FUNDS</b>	<u>375,175</u>	<u>(399,568)</u>	<u>1,520,150</u>	<u>1,495,757</u>

Unrestricted funds comprise those funds that the trustees are free to use in accordance with the Charity's objects.

The Extraordinary Repair Fund represents funds set aside by the trustees for the purpose of extending the provision of and modernising the existing provision of almshouses.

The Grigg Shoe Fund provides free footwear to selected primary schools in the Dover area for children in need. Any deficit of income over expenditure in the year is funded by a transfer from the general fund.

## **MUNICIPAL CHARITIES OF DOVER**

### **NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2022**

#### **16. MOVEMENT IN FUNDS - continued**

The Permanent Endowment Fund relates to the original legacies given to the Charity as revalued and are not available for distribution by the trustees. This was set up to protect income from original bequests and allow expansion of the provision of almshouse accommodation to more people rather than subsidising the rents of a fortunate minority of existing almspeople. During a prior year the Trustees passed a resolution, which was subsequently approved by the Charity Commission, to spend up to the sum of £1,965,000 of the permanent endowment towards and in connection with any remedial works or works of improvement to the Charity's existing almshouses or the construction of new almshouses.

#### **17. OTHER FINANCIAL COMMITMENTS**

At the year end the charity had financial commitments of £51,000 which had been contracted for but which are not provided for in these financial statements.

#### **18. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2022.

#### **19. PENSION CONTRIBUTIONS**

The pension cost in the year amounted to £5,992 (2021 - £8,190) inclusive of employee contributions. Five (2021 - five) members of staff are accruing benefits under this scheme.

# MUNICIPAL CHARITIES OF DOVER

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2022

	2022 £	2021 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Grants	250	-
<b>Investment income</b>		
Rents receivable	2,597	6,085
Deposit account interest	10,124	373
	<u>12,721</u>	<u>6,458</u>
<b>Charitable activities</b>		
Residents contributions	359,333	368,717
<b>Total incoming resources</b>	<u>372,304</u>	<u>375,175</u>
<b>EXPENDITURE</b>		
<b>Investment management costs</b>		
Rates and insurance	515	400
Bank charges and other fees	635	651
Repairs (net of contributions)	72	806
Managing agent's fees	265	486
	<u>1,487</u>	<u>2,343</u>
<b>Charitable activities</b>		
Salaries, etc	127,125	122,580
Repairs and maintenance	321,993	188,007
Rates and insurance	23,463	22,245
Light and heat	12,310	14,796
Office costs	17,831	18,237
TV rentals, licenses, etc	174	200
Payments to beneficiaries	4,276	4,898
Training and subscriptions	1,226	816
Bad debts	-	1,121
Depreciation of tangible fixed assets	6,220	7,318
	<u>514,618</u>	<u>380,218</u>
<b>Support costs</b>		
<b>Governance costs</b>		
Auditors' remuneration	2,370	2,280
Clerk's salary	1,164	5,775
Accountancy	9,696	8,952
Legal and other professional fees	900	-
	<u>14,130</u>	<u>17,007</u>
<b>Total resources expended</b>	<u>530,235</u>	<u>399,568</u>
<b>Net expenditure</b>	<u>(157,931)</u>	<u>(24,393)</u>

This page does not form part of the statutory financial statements