

**CHORLEYWOOD AND DISTRICT HOMES FOR THE ELDERLY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

CHORLEYWOOD AND DISTRICT HOMES FOR THE ELDERLY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	N Crockett J Donegan M Morrison
Charity number	247935
Principal address	Hurstleigh Shire Lane Chorleywood Hertfordshire WD3 5NR
Independent examiner	Nicholas Corden Summers Morgan First Floor, Sheraton House Lower Road Chorleywood Hertfordshire WD3 5LH
Bankers	National Westminster Bank plc PO Box 498 13 High Street Chesham Bucks HP5 1BQ

CHORLEYWOOD AND DISTRICT HOMES FOR THE ELDERLY

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CHORLEYWOOD AND DISTRICT HOMES FOR THE ELDERLY

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2022

The Trustees present their report and accounts for the year ended 31 March 2022.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's trust deed, the Charities Act 2011, and "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)".

Objectives and activities

The policies adopted are in furtherance of the Charity's main object, which is the running of the retirement home known as "Hurstleigh" in Shire Lane, Chorleywood. The Charity is categorised as a non-profit organisation. Previously the Trust was registered with the Housing Corporation as a Registered Social Landlord. It was the opinion of the Trustees that the onerous reporting and other requirements of that status outweighed any benefit to the Trust and accordingly it deregistered on 17th July 2001.

The aims of the Charity are to provide, maintain and upgrade secure homes for elderly residents from within the area of Chorleywood. The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Trust should undertake. Through achieving these aims the Charity provides a benefit to the public.

The Trust's policy is to consult and discuss with employees, through staff councils and at meetings, matters likely to affect employees' interests.

Information on matters of concern to employees is given through information bulletins and reports which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the group's performance.

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the Trust continues and that the appropriate training is arranged. It is the policy of the Trust that the training, career development and promotion of disabled persons should, as far as possible, be identical to that of other employees.

The Trustees have an established auto-enrolment pension scheme for the benefit of their employees.

Achievements and performance

The Charity was able to achieve its objectives, ensuring enough income was raised in order to continue running the retirement home for the benefit of the current and future residents.

Financial review

The policy of the Charity is to ensure that enough income is raised, primarily from rental income, to achieve the objectives stated for the benefit of the current and future residents. Rental income is set at a level which allows for the running expenses of Hurstleigh to be covered and to create a small contingency for unforeseen emergencies, including a shortfall in rental income.

There were total reserves held at the balance sheet date of £679,063 (2021: £707,557). Of these, £nil (2021: £nil) were restricted, £385,328 (2021: £401,221) were designated and £293,735 (2021: £306,336) were unrestricted.

The total free reserves were £293,736 (2021: £306,336).

It is the policy of the Trust that unrestricted funds which have not been designated for a specific use should be maintained at a level of at least one year's expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Trust's current activities. The level of reserves has been held significantly above this level throughout the year. The Trustees have major projects planned for the future; these will be funded by the excess funds held in free reserves.

CHORLEYWOOD AND DISTRICT HOMES FOR THE ELDERLY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Following the curtailment of activities to improve the accommodation as a result of the Covid-19 pandemic, the removal of restrictions has allowed us to use funds to make major improvements to 5 flats, to redecorate all the common parts of the Home, to complete the refurbishment of the Car Park, to complete the repair work needed to the roof and guttering and to refurbish the general kitchen.

The Trustees continue to review the major risks to which the Charity is exposed and take appropriate steps which they feel are necessary to ensure that such risks are minimised.

Structure, governance and management

The Trust was established by a charitable trust deed on 20th April 1966. The objects are the provision and maintenance of homes for persons of retirement age, resident or formerly resident within the area of Chorleywood.

The Trustees who served during the year and up to the date of signature of the financial statements were:

N Crockett

J Donegan

M Morrison

New Trustees are appointed by unanimous agreement of the existing Trustees, having regard to the skills necessary to ensure the Trustees meet their statutory obligations. Trustees are introduced to the Charity's residential home and its staff, and relevant procedures and systems are explained.

The Trust is run by its Board of Trustees and a Management Committee. Day to day operation of the charity is delegated to Nick Simons, who is considered key management personnel. It employs a warden and deputy wardens to supervise the day to day running of Hurstleigh.

The Charity has no connected charities as defined by the SORP Accounting and Reporting by Charities.

Asset cover for funds

The fixed assets are stated in the accounts at cost, less depreciation. The market value is now considered to be in excess of £3 million.

The Trustees' report was approved by the Board of Trustees.

J Donegan

Trustee

Dated: 27 October 2022

CHORLEYWOOD AND DISTRICT HOMES FOR THE ELDERLY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CHORLEYWOOD AND DISTRICT HOMES FOR THE ELDERLY

I report to the Trustees on my examination of the financial statements of Chorleywood And District Homes For The Elderly (the Trust) for the year ended 31 March 2022.

Responsibilities and basis of report

As the Trustees of the Trust you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Trust's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accounts in England and Wales.

I have completed my examination. I confirm that no 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 Trust 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 applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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.

Nicholas Corden, ACA

First Floor, Sheraton House
Lower Road
Chorleywood
Hertfordshire
WD3 5LH

Dated: 28 October 2022

CHORLEYWOOD AND DISTRICT HOMES FOR THE ELDERLY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

Current financial year

		Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Total 2022 £	Total 2021 £
	Notes				
<u>Income and endowments from:</u>					
Donations		-	-	-	3,745
Rental income	2	199,897	-	199,897	173,644
Other Income	3	6,052	-	6,052	8,768
Total income		<u>205,949</u>	<u>-</u>	<u>205,949</u>	<u>186,157</u>
<u>Expenditure on:</u>					
Raising funds	4	<u>204</u>	<u>-</u>	<u>204</u>	<u>84</u>
Charitable activities	5	<u>218,345</u>	<u>15,894</u>	<u>234,239</u>	<u>164,837</u>
Total expenditure		<u>218,549</u>	<u>15,894</u>	<u>234,443</u>	<u>164,921</u>
Net (expenditure)/income for the year/ Net movement in funds		(12,600)	(15,894)	(28,494)	21,236
Fund balances at 1 April 2021		<u>306,336</u>	<u>401,221</u>	<u>707,557</u>	<u>686,321</u>
Fund balances at 31 March 2022		<u><u>293,736</u></u>	<u><u>385,327</u></u>	<u><u>679,063</u></u>	<u><u>707,557</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

CHORLEYWOOD AND DISTRICT HOMES FOR THE ELDERLY

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

Prior financial year

		Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Total 2021 £
	Notes			
<u>Income and endowments from:</u>				
Donations		3,745	-	3,745
Rental income	2	173,644	-	173,644
Other Income	3	8,768	-	8,768
Total income		186,157	-	186,157
<u>Expenditure on:</u>				
Raising funds	4	84	-	84
Charitable activities	5	148,944	15,893	164,837
Total expenditure		149,028	15,893	164,921
Gross transfers between funds		(13,599)	13,599	-
Net (expenditure)/income for the year/ Net movement in funds		23,530	(2,294)	21,236
Fund balances at 1 April 2020		282,806	403,515	686,321
Fund balances at 31 March 2021		306,336	401,221	707,557

CHORLEYWOOD AND DISTRICT HOMES FOR THE ELDERLY

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	9		385,327		401,221
Current assets					
Debtors	10	523		889	
Cash at bank and in hand		300,615		333,376	
		<u>301,138</u>		<u>334,265</u>	
Creditors: amounts falling due within one year	12	(7,402)		(27,929)	
Net current assets			293,736		306,336
Total assets less current liabilities			<u>679,063</u>		<u>707,557</u>
Income funds					
<u>Unrestricted funds</u>					
Designated funds	15	385,328		401,221	
General unrestricted funds		<u>293,735</u>		<u>306,336</u>	
			679,063		707,557
			<u>679,063</u>		<u>707,557</u>

The financial statements were approved by the Trustees on 27 October 2022

J Donegan
Trustee

CHORLEYWOOD AND DISTRICT HOMES FOR THE ELDERLY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

Chorleywood And District Homes For The Elderly is a charitable incorporated organisation (CIO) registered with the Charity Commission. Its principal address is detailed within the legal and administrative section of the accounts.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Trust's declaration of trust, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The Trust is a Public Benefit Entity as defined by FRS 102.

The Trust has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the Trust. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Trust has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds are part of the unrestricted funds set aside to be used for a particular future project, this is set out in the notes to the accounts.

Restricted funds are subject to specific conditions by donors as to how they may be used, these are set out in the notes to the accounts.

1.4 Income

Rental income is shown net of letting voids and is taken to the Income and Expenditure account on an accruals basis. Donations are taken when received.

1.5 Expenditure

Independent examiner fees are shown as governance costs in the analysis of resources expended. Other than fundraising and publicity expenses, all other costs relate directly to the running of Hurstleigh.

CHORLEYWOOD AND DISTRICT HOMES FOR THE ELDERLY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold Buildings	2% Straight Line
Fixtures, fittings & equipment	15% Straight Line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at amortised cost.

1.9 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.10 Housing Association Grant

Housing Association Grant (HAG) was paid by the Housing Corporation to reduce the cost of the initial building development and is therefore shown as a deduction from the cost of Housing Properties on the Balance Sheet. HAG is repayable under certain circumstances, primarily following the sale of the property but will normally be restricted to net proceeds of sale.

1.11 Extraordinary repairs

Costs of maintenance and upgrading of accommodation, unless representing improvements to the properties, are charged to the Revenue Account in the year in which they are incurred.

2 Rental income

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Rental income	199,897	173,644

Rent contributions from the residents at Hurstleigh Homes.

CHORLEYWOOD AND DISTRICT HOMES FOR THE ELDERLY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

3 Other Income

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Other income	6,052	8,768

Other incoming resources cover interest received, laundry and lunch club income.

4 Raising funds

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
<u>Fundraising & Publicity</u>	204	84
	204	84

Fundraising and publicity costs are paid from unrestricted funds.

5 Charitable activities

	2022 £	2021 £
Staff costs	81,776	81,274
Depreciation	15,894	15,893
	97,670	97,167
Share of support costs (see note 6)	134,569	65,750
Share of governance costs (see note 6)	2,000	1,920
	234,239	164,837

CHORLEYWOOD AND DISTRICT HOMES FOR THE ELDERLY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

6 Support costs

	Support costs £	Governance costs £	2022 Support costs £	Governance costs £	2021 £
Rates, Light and Heat	22,880	-	22,880	-	24,166
Insurance	6,927	-	6,927	-	6,666
Legal and Professional	5,245	-	5,245	278	278
Repairs and Maintenance	93,393	-	93,393	-	28,363
Telephone and Fax	2,436	-	2,436	3,183	3,183
Loan interest	2	-	2	86	86
Bank Charges	282	-	282	282	282
Sundry expenses	383	-	383	-	-
Housekeeping	3,021	-	3,021	2,726	2,726
Independent Examination fees	-	2,000	2,000	-	1,920
	<u>134,569</u>	<u>2,000</u>	<u>136,569</u>	<u>65,750</u>	<u>67,670</u>

Governance costs relate to payments to the independent examiners of £2,000 (2021 - £1,920) in respect of their fees

7 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year.

8 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Warden	1	1
Assistant Warden	4	4
Total	<u>5</u>	<u>5</u>
Employment costs	2022 £	2021 £
Wages and salaries	77,690	77,523
Social security costs	1,884	1,568
Other pension costs	2,202	2,183
	<u>81,776</u>	<u>81,274</u>

During the year key management personnel did not receive any remuneration for their work for the Trust.

CHORLEYWOOD AND DISTRICT HOMES FOR THE ELDERLY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

8 Employees

(Continued)

There were no employees whose annual remuneration was more than £60,000.

9 Tangible fixed assets

	Freehold Buildings	Fixtures, fittings & equipment	Total
	£	£	£
Cost			
At 1 April 2021	598,806	92,101	690,907
At 31 March 2022	598,806	92,101	690,907
Depreciation			
At 1 April 2021	214,160	75,526	289,686
Depreciation charged in the year	11,976	3,918	15,894
At 31 March 2022	226,136	79,444	305,580
Carrying amount			
At 31 March 2022	372,670	12,657	385,327
At 31 March 2021	384,646	16,575	401,221

10 Debtors

	2022	2021
	£	£
Amounts falling due within one year:		
Prepayments and accrued income	523	889

11 Loans and overdrafts

	2022	2021
	£	£
Bank loans	-	1,194
Payable within one year	-	1,194

The bank loans are secured by legal charges over the freehold of the trust's property.

CHORLEYWOOD AND DISTRICT HOMES FOR THE ELDERLY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

12 Creditors: amounts falling due within one year

	Notes	2022 £	2021 £
Bank loans	11	-	1,194
Deferred income	13	-	270
Trade creditors		3,204	18,580
Accruals		4,198	7,885
		<u>7,402</u>	<u>27,929</u>

13 Deferred income

	2022 £	2021 £
Other deferred income	-	270
	<u>-</u>	<u>270</u>

14 Retirement benefit schemes

Defined contribution schemes

The Trust operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Trust in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £2,202 (2021: £2,183).

15 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2020 £	Resources expended £	Transfers £	Balance at 1 April 2021 £	Resources expended £	Balance at 31 March 2022 £
Tangible asset fund	403,515	(15,893)	13,599	401,221	(15,893)	385,328
	<u>403,515</u>	<u>(15,893)</u>	<u>13,599</u>	<u>401,221</u>	<u>(15,893)</u>	<u>385,328</u>

Tangible asset fund: The trustees have established a designated fund to represent the value of the fixed assets at the year end; resources expended represent the depreciation on assets and transfers represent fixed asset additions.

CHORLEYWOOD AND DISTRICT HOMES FOR THE ELDERLY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

16 Analysis of net assets between funds

	Unrestricted funds 2022 £	Designated funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Designated funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	-	385,327	385,327	-	401,221	401,221
Current assets/(liabilities)	293,736	-	293,736	306,336	-	306,336
	<u>293,736</u>	<u>385,327</u>	<u>679,063</u>	<u>306,336</u>	<u>401,221</u>	<u>707,557</u>

17 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).