

ALFORD AND DISTRICT CIVIC TRUST LIMITED

England & Wales · Charity number 252330

Details

Other names ALFORD MANOR HOUSE MUSEUM

Status Registered

Legal form Charitable company

Company number [00900361](#)

Registered 1967-06-26

Register [View on the Charity Commission register](#)

Contact

Address Alford Manor House
Manor House
West Street
Alford
LN13 9HT

Phone 01507463073

Email info@alfordmanorhouse.co.uk

Website www.alfordmanorhouse.co.uk

Activities

Objects: TO PRESERVE, FOR THE BENEFIT OF THE PUBLIC THE NATURAL, ARTISTIC AND CULTURAL AMENITIES OF THE TOWN OF ALFORD AND ITS NEIGHBOURHOOD (FOR FURTHER DETAILS SEE CLAUSE 4).

Activities: To preserve for the public the natural, artistic and cultural amenities of the town of Alford and its surroundings

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Environment/conservation/heritage
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** AFORD AND DISTRICT
- Lincolnshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£57,180	£78,181	-	-
2024-03-31	£65,119	£62,780	-	-
2023-03-31	£30,018	£34,439	-	-
2022-03-31	£72,581	£42,966	-	-
2021-03-31	£71,529	£35,176	-	-

Trustees

Name	Role	Appointed
Ashley Richard Vincent		2015-06-12
Dennis Frederick Bell		2020-11-26
GRANT ALLAN		2023-12-14
Kathleen Mary Farrer		2014-01-10
Kenneth Mervyn Penson		2015-06-12
Linda Mary Birkett		2014-01-10
Margaret Anne Fulwood		2020-11-26
RICHARD QUANTRELL		2023-03-12
SANDRA MARGARET ANNE SPENCELEY		

ALFORD AND DISTRICT CIVIC TRUST LIMITED

England & Wales - Charity number 252330

Accounts

REGISTERED COMPANY NUMBER: 00900361 (England and Wales)
REGISTERED CHARITY NUMBER: 252330

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025
FOR
ALFORD & DISTRICT CIVIC TRUST LIMITED**

Dexter & Sharpe (Skegness)
Chartered Certified Accountants
26 Ida Road
Skegness
Lincolnshire
PE25 2AR

ALFORD & DISTRICT CIVIC TRUST LIMITED

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FOR THE YEAR ENDED 31 MARCH 2025**

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ALFORD & DISTRICT CIVIC TRUST LIMITED

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025**

COUNCIL MEMBERS' ANNUAL REPORT YEAR ENDED 31 MARCH 2025

The council members, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 31st March 2025.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisors on page 1 of the financial statements.

THE COUNCIL MEMBERS ARE

The Council Members who served the company during the period were:

Mr R Quantrell
Mrs S Spenceley
Mrs K M Farrer
Mr A R Vincent
Mrs M Fulwood
Mr D F Bell
Mr K M Penson
Miss L M Birkett
Mr G Allen

The Company Secretary who served the company during the period was as follows:

Mr G Allen

ALFORD & DISTRICT CIVIC TRUST LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Trust is a charitable company limited by guarantee, incorporated on 9th March 1967 and registered as a charity on 26th June 1967. The trust was established under a Memorandum of Association which established its objects and powers, and is governed by a Managing Council under its Articles of Association (last varied on the 30th September 2011). In the event of winding up or dissolution Clause 58 of the Memorandum of the Articles of Association specifies that any remaining property shall be given or transferred, to some charity or charities for use for particular purposes that fall within the Trust's objects, and failing that, applied for charitable purposes as directed by the Court or the Charity Commission.

None of the Council Members have any beneficial interest in the trust. All of the Council Members are members of the Trust, and guarantee to contribute £1 in the event of a winding up.

All Council Members are familiar with the practical work of the Trust, most having been Council Members for a considerable time.

All Council Members are appointed. The Company Secretary advises them of their obligations by reference to the Charity Commission guide 'The Essential Trustee', and the Memorandum and Articles of Association. They are kept up to date on relevant new requirements.

The Council Members continually assess the major risks to which the Trust is exposed, and take all prudent steps to address and mitigate all risks. In this regard, with effect from 1st April 2013 all trading activities of the charity were transferred to Alford Manor House Ltd, a wholly owned subsidiary of the charitable company, constituted for that purpose and managed by separate directors under the direction of the Trust. The trading company was granted a non-exclusive licence to share the occupation of the Manor House with the charitable company, for the purpose of the trading activity on terms as to contribution towards the outgoings of the Manor House and to account for its profits to the charitable company.

OBJECTIVES AND ACTIVITIES

The Trust's principal objects are to preserve, for the benefit of the public, the natural, artistic and cultural amenities of the town of Alford and its neighborhood. In practice, the main focus of the charity has been the preservation of the Alford Manor House which is owned and managed by the Trust (having been gifted by the late Miss Dorothy Higgins who orchestrated the formation of the Trust).

PUBLIC BENEFIT

The Council Members have due regard to the guidance published by the Charity Commission on matters of public benefit, and keep under constant review the need to satisfy the requirements of identifiable benefit to the public.

ACHIEVEMENTS AND PERFORMANCE

The Trust is the owner of the Alford Manor House, an extremely important building, thought to have been the largest such thatched Manor House in the country, which dates back to 1611. The property having fallen into disrepair and in a dangerous condition, was restored by the Trust and reopened in 2006, after expenditure which included upwards of £1m of lottery and public funding.

The distinguished House occupies a prominent position in the town, and has a pivotal role in the community. The House itself, the Museum of Rural Life in the grounds, and walled gardens are major visitor attraction. The property is central to the local arts and crafts industry. The House hosts live theatre, music and food market festivals, cultural and educational activities, and displays of all kinds.

Alford Manor House is sustained by:

- * income from visitors to the site
 - * membership subscriptions
 - * donations and fund-raising activities
 - * private hire of the house and grounds for weddings, funeral teas, and other gatherings
-

ALFORD & DISTRICT CIVIC TRUST LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

* trading activity derived from the shop and tea room.

Quinquennial reviews provide a schedule and timetable for continuous expenditure requirements on the building fabric of the Manor House, which is reflected in the charitable company's business plan.

FINANCIAL REVIEW

A stronger financial basis of the Trust since the scheme of restoration of the Alford Manor House enabled the Directors to start a "sinking" fund for the longer term maintenance programme for the structure of the House, and which the Directors have endeavoured to maintain in the period covered by this Report. However, necessarily, there has also been significant expenditure, out of current income, on essential repair and maintenance of the House, its fittings and equipment.

As reported last year, it had become apparent that for many years the amount being paid for electricity supplied to the Manor House, was only one-tenth of the amount that was actually due. This was revealed when a new meter was installed in May 2021, and the electricity supplier was pursuing a claim for the cost of electricity not paid for, back to that date. After going through the supplier's complaints procedure and appealing to the Energy Ombudsman, a settlement figure was determined and paid. Unfortunately, this took more than half of the accumulated sinking fund, which had been built up over the years for emergencies and special projects.

The volunteer basis of the management of the charitable company and its subsidiary, and the day to day running of the Trust continues to underpin the Directors' business plan. Our only significant permanent salary costs are a tea-room manageress/caterer/bar supervisor, a front of house assistant, and, from time to time, part-time assistants.

RESERVES POLICY

With the doubling of insurance costs and the extraordinary rise in energy bills since 2022, coupled with the fact that the charity will now have to pay for all of the electricity it uses, holding sufficient funds to cover one year's operating costs will not be possible for the next 2 years until reserves can be rebuilt. However, the use of the Xero software accounting system is giving a much clearer view of the financial situation on a month to month and quarter to quarter basis, so that potential financial problems can be spotted sooner and be much more easily dealt with. A rolling five year projection of income and expenditure has been prepared, and is being regularly shared with East Lindsey District Council as part of the building project.

ASSET COVER FOR FUNDS

With the settlement of the historic electricity bill, and now having to pay the full cost of electricity used on the site, it is no longer possible to allocate significant amounts of money for specific projects. Once the building work is complete and the finances look more healthy, we hope to be able to do this once more.

PLANS FOR THE FUTURE

Our main effort this year has been working with East Lindsey District Council (and the team of professionals it has assembled) to obtain planning permission to demolish the open barn (which adjoins the coach house at the rear of the site) and in its place erect a new permanent event venue. This new building will replace the marquee and give us the ability to hold more weddings, funeral teas and other gatherings to mark significant events.

Also included in the planning application are the building of a volunteer workshop, a covered area to store some of our vintage agricultural machinery, and the formation within the coach house of a new kitchen and toilet facilities.

The number and scope of special reports needed for such an ambitious programme of work (on such a sensitive heritage site) has been considerable. Happily, the permission that we needed was granted in October, and a contractor was identified as being suitable to deliver the project.

One further element of the planned building work was the replacement of outdated storage heaters. This part of the project has been completed.

ALFORD & DISTRICT CIVIC TRUST LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

Applications for grants are soon to be made to replace the whole of the thatched roof and to update our IT and phone systems.

INDEPENDENT EXAMINER

Our new independent examiner is Nicola Lenton FCCA of Dexter & Sharpe - Chartered Certified Accountants.

STATEMENT OF RESPONSIBILITIES

The Council Members are responsible for preparing a trustee's annual report and 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 requires the Council Members to prepare financial statements each year which give a true and fair view of the state of the affairs of the charity, and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements, the Council Members are required to:

- * select suitable accounting policies and apply them consistently;
- * observe the methods and principles in the applicable Charities SORP;
- * make judgements and accounting estimates that are reasonable and prudent;
- * state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- * prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the charity will continue in business

The Council Members are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company, and to enable them to ensure that the financial statements comply with the Companies Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS102) and in accordance with the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

00900361 (England and Wales)

Registered Charity number

252330

Registered office

Alford Manor House

West Street

Alford

Lincolnshire

LN13 9HT

ALFORD & DISTRICT CIVIC TRUST LIMITED

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025**

Trustees

R Quantrell
Mrs M Fulwood
G Allen (appointed 31.1.2025)
Mrs K Farrar
D F Bell
Mrs S M A Spenceley
A R Vincent
K M Penson
Miss L M Birkett


Company Secretary

G Allen

Independent Examiner

Nicola Lenton FCCA
Dexter & Sharpe (Skegness)
Chartered Certified Accountants
26 Ida Road
Skegness
Lincolnshire
PE25 2AR

Approved by order of the board of trustees on 5 December 2025 and signed on its behalf by:



R Quantrell - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
ALFORD & DISTRICT CIVIC TRUST LIMITED**

Independent examiner's report to the trustees of Alford & District Civic Trust Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the 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 matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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; or
4. the accounts 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 accounts to be reached.



Nicola Lenton FCCA

Dexter & Sharpe (Skegness)
Chartered Certified Accountants
26 Ida Road
Skegness
Lincolnshire
PE25 2AR

8 December 2025

ALFORD & DISTRICT CIVIC TRUST LIMITED

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2025**

	Notes	Unrestricted funds £	Designated Funds £	Restricted fund £	2025 Total funds £	2024 Total funds £
INCOME AND ENDOWMENTS FROM						
Donations and legacies		41,447	-	-	41,447	47,801
Other trading activities	2	15,167	-	-	15,167	17,189
Investment income	3	566	-	-	566	129
Total		57,180	-	-	57,180	65,119
EXPENDITURE ON						
Raising funds	4	1,543	-	-	1,543	1,998
Charitable activities						
Cost of Charitable Activities		42,273	34,365	-	76,638	60,783
Total		43,816	34,365	-	78,181	62,781
NET INCOME/(EXPENDITURE)						
Transfers between funds	14	13,364	(34,365)	-	(21,001)	2,338
		8,886	(8,886)	-	-	-
Net movement in funds		22,250	(43,251)	-	(21,001)	2,338
RECONCILIATION OF FUNDS						
Total funds brought forward		1,273,709	43,251	1,225	1,318,185	1,315,847
TOTAL FUNDS CARRIED FORWARD		1,295,959	-	1,225	1,297,184	1,318,185

ALFORD & DISTRICT CIVIC TRUST LIMITED

**BALANCE SHEET
31 MARCH 2025**

	Notes	Unrestricted funds £	Designated Funds £	Restricted fund £	2025 Total funds £	2024 Total funds £
FIXED ASSETS						
Tangible assets	9	2,656	-	-	2,656	2,847
Heritage assets	10	1,232,748	-	-	1,232,748	1,232,748
Investments	11	100	-	-	100	100
		<u>1,235,504</u>	<u>-</u>	<u>-</u>	<u>1,235,504</u>	<u>1,235,695</u>
CURRENT ASSETS						
Debtors	12	38,721	-	-	38,721	31,151
Cash at bank		24,194	-	1,225	25,419	55,021
		<u>62,915</u>	<u>-</u>	<u>1,225</u>	<u>64,140</u>	<u>86,172</u>
CREDITORS						
Amounts falling due within one year	13	(2,460)	-	-	(2,460)	(3,682)
		<u>60,455</u>	<u>-</u>	<u>1,225</u>	<u>61,680</u>	<u>82,490</u>
NET CURRENT ASSETS						
		<u>60,455</u>	<u>-</u>	<u>1,225</u>	<u>61,680</u>	<u>82,490</u>
TOTAL ASSETS LESS CURRENT LIABILITIES						
		<u>1,295,959</u>	<u>-</u>	<u>1,225</u>	<u>1,297,184</u>	<u>1,318,185</u>
NET ASSETS						
		<u>1,295,959</u>	<u>-</u>	<u>1,225</u>	<u>1,297,184</u>	<u>1,318,185</u>
FUNDS						
Unrestricted funds	14				1,295,959	1,316,960
Restricted funds					1,225	1,225
TOTAL FUNDS					<u>1,297,184</u>	<u>1,318,185</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

ALFORD & DISTRICT CIVIC TRUST LIMITED

BALANCE SHEET - continued
31 MARCH 2025

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 5 December 2025 and were signed on its behalf by:



R Quantrell - Trustee

ALFORD & DISTRICT CIVIC TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, 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 Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

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.

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.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds 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.

General Information

The charity is a private company limited by guarantee, registered in England and Wales. The address of the registered office is Alford Manor House, West Street, Alford, LN13 9HT, Lincolnshire.

2) STATEMENT OF COMPLIANCE

These financial statements have been prepared in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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), (Charities SORP (FRS 102)), the Charities Act 2011 and the Companies Act 2006.

3) ACCOUNTING POLICIES

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of Accounting

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

ALFORD & DISTRICT CIVIC TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES - continued

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

b) Going concern

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

c) Consolidation

The charity is not required to prepare consolidated accounts in accordance with the Charities Act 2011, and has taken advantage of the option not to prepare consolidated financial statements contained in Section 398 of the Companies Act 2006 on the basis that the charity and its subsidiary undertakings comprise a small group.

d) Fund accounting

Unrestricted funds are available for use at the discretion of the Council Members to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the Council Members for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor, or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

e) Incoming Resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

- legacy income is recognised when receipt is probable and entitlement is established.

- income from donated goods is measured at fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

- Income from grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

f) Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs 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 the resources.

g) Fixed assets

All fixed assets are initially recorded at cost.

ALFORD & DISTRICT CIVIC TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES - continued

Depreciation is calculated so that to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment over 3 years Straight Line

A review for indicators of impairment is carried out each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

h) Heritage assets

The charity holds heritage assets, which are tangible fixed assets of historical, artistic or scientific importance that are held to advance preservation and conservation objectives of the charity. The very long expected lives of heritage assets, due to their nature, value and need to be protected and preserved means that depreciation is not material and is, therefore, not provided.

i) Investments

Unlisted equity investments are initially recorded at cost, and subsequently measured at fair value. If fair value cannot be reliably measured, assets are measured at cost less impairment.

Listed investments are measured at fair value with changes in fair value being recognised in income or expenditure.

j) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayment are valued at the amount prepaid net of any trade discounts due.

k) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity, or three months or less from the date of acquisition, or opening of the deposit or similar account.

l) Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party, and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

m) Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

ALFORD & DISTRICT CIVIC TRUST LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**

1. ACCOUNTING POLICIES - continued

Where investment in shares are publicly traded, or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

2. OTHER TRADING ACTIVITIES

	2025	2024
	£	£
Events and exhibitions	1,098	1,405
Subscriptions	1,145	715
Barn museum admissions	1,915	2,002
General admissions	2,587	3,031
Room hire	8,422	9,751
Tractor run income	-	285
	<u>15,167</u>	<u>17,189</u>

3. INVESTMENT INCOME

	2025	2024
	£	£
Deposit account interest	<u>566</u>	<u>129</u>

4. RAISING FUNDS

Investment management costs

	2025	2024
	£	£
Publicity and advertising	419	232
Events and exhibitions	1,124	1,766
	<u>1,543</u>	<u>1,998</u>

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2025	2024
	£	£
Depreciation - owned assets	<u>3,148</u>	<u>3,807</u>

ALFORD & DISTRICT CIVIC TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

7. STAFF COSTS

No salaries or wages have been paid to employees, including members of the council, during the year.

The Charity's Tea Room and Functions activities were carried out by its subsidiary trading company Alford Manor House Limited during the year. Associated staff costs are included in the accounts of that company.

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Designated Funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM				
Donations and legacies	47,801	-	-	47,801
Other trading activities	17,189	-	-	17,189
Investment income	129	-	-	129
Total	65,119	-	-	65,119
EXPENDITURE ON				
Raising funds	1,998	-	-	1,998
Charitable activities				
Cost of Charitable Activities	60,783	-	-	60,783
Total	62,781	-	-	62,781
NET INCOME	2,338	-	-	2,338
RECONCILIATION OF FUNDS				
Total funds brought forward	1,271,371	43,251	1,225	1,315,847
TOTAL FUNDS CARRIED FORWARD	1,273,709	43,251	1,225	1,318,185

ALFORD & DISTRICT CIVIC TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025

9.	TANGIBLE FIXED ASSETS	Plant and machinery £
	COST	
	At 1 April 2024	29,025
	Additions	2,957
	At 31 March 2025	<u>31,982</u>
	DEPRECIATION	
	At 1 April 2024	26,178
	Charge for year	3,148
	At 31 March 2025	<u>29,326</u>
	NET BOOK VALUE	
	At 31 March 2025	<u>2,656</u>
	At 31 March 2024	<u>2,847</u>

10.	HERITAGE ASSETS	Total £
	MARKET VALUE	
	At 1 April 2024 and 31 March 2025	<u>1,232,748</u>
	NET BOOK VALUE	
	At 31 March 2025	<u>1,232,748</u>
	At 31 March 2024	<u>1,232,748</u>

Heritage assets in the Balance Sheet are represented by Alford Manor House, which was built in 1611 and is reputedly the largest thatched manor house in the country, together with its grounds and outbuildings. The property was extensively restored by the Trust and reopened to the public in 2006.

11.	FIXED ASSET INVESTMENTS	Unlisted investments £
	MARKET VALUE	
	At 1 April 2024 and 31 March 2025	<u>100</u>
	NET BOOK VALUE	
	At 31 March 2025	<u>100</u>
	At 31 March 2024	<u>100</u>

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

ALFORD & DISTRICT CIVIC TRUST LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**

11. FIXED ASSET INVESTMENTS - continued

Alford Manor House Limited

Registered office: West Street, Alford, LN13 9HT

Nature of business: Events and catering

	31.3.25	31.3.24
	£	£
Aggregate capital and reserves	100	100
(Loss)/profit for the year	(14,968)	26,250
	<u><u> </u></u>	<u><u> </u></u>

The investment above is shown at cost.

The company owns 100% of the issued share capital of the company listed above.

The wholly owned trading subsidiary, Alford Manor House Limited, is incorporated in the United Kingdom (Company number 07564261) and all profits generated by Alford Manor House Limited through trading and associated activities are donated to Alford and District Civic Trust Limited. Alford Manor House Limited operates as the tea room and functions carried out at the Alford Manor House.

Under the provision of section 398 of the Companies Act 2006, the company is exempt from preparing consolidated accounts and has not done so. Therefore the accounts show information about the company as an individual entity.

12. DEBTORS

	2025	2024
	£	£
Amounts falling due within one year:		
Trade debtors	788	905
VAT	661	-
	<u><u>1,449</u></u>	<u><u>905</u></u>
Amounts falling due after more than one year:		
Amounts owed by group undertakings	37,272	30,246
	<u><u> </u></u>	<u><u> </u></u>
Aggregate amounts	38,721	31,151
	<u><u> </u></u>	<u><u> </u></u>

ALFORD & DISTRICT CIVIC TRUST LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Trade creditors	1,160	1,812
VAT	-	70
Accrued expenses	1,300	1,800
	<u>2,460</u>	<u>3,682</u>

14. MOVEMENT IN FUNDS

	At 1.4.24	Net movement in funds	Transfers between funds	At 31.3.25
	£	£	£	£
Unrestricted funds				
General fund	1,273,709	13,364	8,886	1,295,959
Designated funds - Orangery	9,827	(9,827)	-	-
Designated funds - Sinking fund	33,424	(24,538)	(8,886)	-
	<u>1,316,960</u>	<u>(21,001)</u>	<u>-</u>	<u>1,295,959</u>
Restricted funds				
Restricted	1,225	-	-	1,225
	<u>1,318,185</u>	<u>(21,001)</u>	<u>-</u>	<u>1,297,184</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	57,180	(43,816)	13,364
Designated funds - Orangery	-	(9,827)	(9,827)
Designated funds - Sinking fund	-	(24,538)	(24,538)
	<u>57,180</u>	<u>(78,181)</u>	<u>(21,001)</u>
TOTAL FUNDS	<u>57,180</u>	<u>(78,181)</u>	<u>(21,001)</u>

ALFORD & DISTRICT CIVIC TRUST LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**

14. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	1,271,371	2,338	1,273,709
Designated funds - Orangery	9,827	-	9,827
Designated funds - Sinking fund	33,424	-	33,424
	<u>1,314,622</u>	<u>2,338</u>	<u>1,316,960</u>
Restricted funds			
Restricted	1,225	-	1,225
	<u>1,315,847</u>	<u>2,338</u>	<u>1,318,185</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	65,119	(62,781)	2,338
	<u>65,119</u>	<u>(62,781)</u>	<u>2,338</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.25 £
Unrestricted funds				
General fund	1,271,371	15,702	8,886	1,295,959
Designated funds - Orangery	9,827	(9,827)	-	-
Designated funds - Sinking fund	33,424	(24,538)	(8,886)	-
	<u>1,314,622</u>	<u>(18,663)</u>	<u>-</u>	<u>1,295,959</u>
Restricted funds				
Restricted	1,225	-	-	1,225
	<u>1,315,847</u>	<u>(18,663)</u>	<u>-</u>	<u>1,297,184</u>

ALFORD & DISTRICT CIVIC TRUST LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**

14. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	122,299	(106,597)	15,702
Designated funds - Orangery	-	(9,827)	(9,827)
Designated funds - Sinking fund	-	(24,538)	(24,538)
	<u>122,299</u>	<u>(140,962)</u>	<u>(18,663)</u>
TOTAL FUNDS	<u>122,299</u>	<u>(140,962)</u>	<u>(18,663)</u>

15. COUNCIL MEMBERS & RELATED PARTY TRANSACTIONS

None of the council members (or any persons connected with them) received any remuneration or travelling expenses during the year. There have been no related party transactions in the reporting periods that require disclosure.

Alford & District Civic Trust Limited is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required (not exceeding £1) to the assets of the charitable company in the event of it being wound up.

ALFORD & DISTRICT CIVIC TRUST LIMITED
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2025

	2025	2024
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	-	988
Donations	6,731	6,325
Donations from Alford Manor House	1,388	26,250
Legacies	-	5,106
Grants	25,000	9,132
Other income	8,328	-
	41,447	47,801
Other trading activities		
Events and exhibitions	1,098	1,405
Subscriptions	1,145	715
Barn museum admissions	1,915	2,002
General admissions	2,587	3,031
Room hire	8,422	9,751
Tractor run income	-	285
	15,167	17,189
Investment income		
Deposit account interest	566	129
	57,180	65,119
EXPENDITURE		
Investment management costs		
Publicity and advertising	419	232
Events and exhibitions	1,124	1,766
	1,543	1,998
Support costs		
Management		
Insurance	21,612	19,898
Light and heat	34,365	-
Office costs	2,415	959
Sundries	362	1,072
Repairs and maintenance	4,109	20,180
Subscriptions	2,697	1,700
Accountancy	1,300	1,902
Professional fees	440	4,080
Cleaning	3,389	2,531
Carried forward	70,689	52,322

ALFORD & DISTRICT CIVIC TRUST LIMITED
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2025

	2025	2024
	£	£
Management		
Brought forward	70,689	52,322
Grounds and garden maintenance	2,720	4,219
House furnishings	-	435
	<u>73,409</u>	<u>56,976</u>
Finance		
Bank charges	81	-
Depreciation of tangible fixed assets	3,148	3,807
	<u>3,229</u>	<u>3,807</u>
Total resources expended	<u>78,181</u>	<u>62,781</u>
Net (expenditure)/income	<u>(21,001)</u>	<u>2,338</u>

ALFORD AND DISTRICT CIVIC TRUST LIMITED

England & Wales - Charity number 252330

Accounts

REGISTERED COMPANY NUMBER: 00900361 (England and Wales)
REGISTERED CHARITY NUMBER: 252330

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024
FOR
ALFORD & DISTRICT CIVIC TRUST LIMITED**

Dexter & Sharpe (Skegness)
Chartered Certified Accountants
26 Ida Road
Skegness
Lincolnshire
PE25 2AR

ALFORD & DISTRICT CIVIC TRUST LIMITED
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FOR THE YEAR ENDED 31 MARCH 2024

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ALFORD & DISTRICT CIVIC TRUST LIMITED (REGISTERED NUMBER: 00900361)

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

COUNCIL MEMBERS' ANNUAL REPORT YEAR ENDED 31 MARCH 2024

The council members, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 31st March 2024.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisors on page 1 of the financial statements.

THE COUNCIL MEMBERS ARE

The Council Members who served the company during the period were:

Mr R Quantrell
Mrs S Spenceley
Mrs K M Farrer
Mr A R Vincent
Mrs M Fulwood
Mr D F Bell
Mr K M Penson
Miss L M Birkett

The Company Secretary who served the company during the period was as follows:

Mr G Allen

ALFORD & DISTRICT CIVIC TRUST LIMITED (REGISTERED NUMBER: 00900361)

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Trust is a charitable company limited by guarantee, incorporated on 9th March 1967 and registered as a charity on 26th June 1967. The trust was established under a Memorandum of Association which established its objects and powers, and is governed by a Managing Council under its Articles of Association (last varied on the 30th September 2011. In the event of winding up or dissolution Clause 58 of the Memorandum of the Articles of Association specifies that any remaining property shall be given or transferred, to some charity or charities for use for particular purposes that fall within the Trust's objects, and failing that, applied for charitable purposes as directed by the Court or the Charity Commission.

None of the Council Members have any beneficial interest in the trust. All of the Council Members are members of the Trust, and guarantee to contribute £1 in the event of a winding up.

All Council Members are familiar with the practical work of the Trust, most having been Council Members for a considerable time.

All Council Members are appointed. The Company Secretary advises them of their obligations by reference to the Charity Commission guide 'The Essential Trustee', and the Memorandum and Articles of Association. They are kept up to date on relevant new requirements.

The Council Members continually assess the major risks to which the Trust is exposed, and take all prudent steps to address and mitigate all risks. In this regard, with effect from 1st April 2013 all trading activities of the charity were transferred to Alford Manor House Ltd, a wholly owned subsidiary of the charitable company, constituted for that purpose and managed by separate directors under the direction of the Trust. The trading company was granted a non-exclusive licence to share the occupation of the Manor House with the charitable company, for the purpose of the trading activity on terms as to contribution towards the outgoings of th Manor House and to account for its profits to the charitable company.

OBJECTIVES AND ACTIVITIES

The Trust's principal objects are to preserve, for the benefit of the public, the natural, artistic and cultural amenities of the town of Alford and it's neighborhood. In practice, the main focus of the charity has been the preservation of the Alford Manor House which is owned and managed by the Trust (having been gifted by the late Miss Dorothy Higgins who orchestrated the formation of the Trust).

PUBLIC BENEFIT

The Council Members have due regard to the guidance published by the Charity Commission on matters of public benefit, and keep under constant review the need to satisfy the requirements of identifiable benefit to the public.

ACHIEVEMENTS AND PERFORMANCE

The Trust is the owner of the Alford Manor House, an extremely important building, thought to have been the largest such thatched Manor House in the country, which dates back to 1611. The property having fallen into disrepair and in a dangerous condition, was restored by the Trust and reopened in 2006, after expenditure which included upwards of £1m of lottery and public funding.

The distinguished House occupies a prominent position in the town, and has a pivotal role in the community. The House itself, the Museum of Rural Life in the grounds, and walled gardens are major visitor attraction. The property is central to the local arts and crafts industry. The House hosts live theatre, music and food market festivals, cultural and educational activities, and displays of all kinds.

Alford Manor House is sustained by income from visitors to the charitable objects, from membership subscription, donations, fund-raising activities, and from private hire of the house and grounds for weddings, gatherings and trading activity derived from the shop and tea room.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

Quinquennial reviews provide a schedule and timetable for continuous expenditure requirements on the building fabric of the Manor House, which is reflected in the charitable company's business plan.

FINANCIAL REVIEW

A stronger financial basis of the Trust since the scheme of restoration of the Alford Manor House enabled the Directors to start a "sinking" fund for the longer term maintenance programme for the structure of the House, and which the Directors have endeavoured to maintain in the period covered by this Report. However, necessarily, there has also been significant expenditure, out of current income, on essential repair and maintenance of the House, its fittings and equipment.

During the financial year covered by this report, it became apparent that for many years, the amount being paid for electricity supplied to the Manor House was only one tenth of the amount that was actually due. This was revealed when a new meter was installed in May 2021, and the electricity provider has been pursuing a claim for the cost of electricity not paid for back to that date. By the 31st March 2024, it was clear that the amount needed to settle this debt would be around £30,000. It was understood by the Directors, that once this dispute had been settled and the agreed debt paid, the designation of the reserves, which would be substantially reduced, would have to be re-considered.

The volunteer basis of the management of the charitable company and its subsidiary, and the day to day running of the Trust continues to underpin the Directors' business plan (with a tea-room manageress/caterer/bar supervisor (and, from time to time, part time assistants) the only significant permanent salary costs).

RESERVES POLICY

With the doubling of insurance costs and the extraordinary rise in energy bills since 2022, coupled with the fact that the charity will now have to pay for all of the electricity it uses, holding sufficient funds to cover one year's operating costs will not be possible for the next 2 years until reserves can be rebuilt. However, the use of the Xero software accounting system is giving a much clearer view of the financial situation on a month to month and quarter to quarter basis, so that potential financial problems can be spotted sooner and be much more easily dealt with.

A major difficulty occurred during this financial year when Barclays Bank which held all of our accounts for both Alford & District Civic Trust Limited and Alford Manor House Limited decided to close them for no understandable reason. This happened to a very large number of other charities nationwide at the same time. This problem lasted until December 2023, when again without explanation, the account for Alford Manor House Limited was re-opened. This did not happen with the accounts for Alford & District Civic Trust Limited, so new accounts for that company were opened with the Charities Aid Foundation Bank.

ASSET COVER FOR FUNDS

Note 14 sets out an analysis of the assets attributable to the various funds and gives a description of the funds set aside as designated funds. Currently, restricted funds in hand are limited to a grant to assist towards the cost of obtaining consultancy advice to renew the museum accreditation of the House. This work is now progressing. The designation of the funds will be reviewed when the dispute over the electricity charges has been resolved.

PLANS FOR THE FUTURE

Having particular regard to the limitations of the business opportunities of the current multiple uses of the House arising from its Listed status, the challenges for the Trustees to manage the issues touched upon in preceding paragraph,s include to scale up the income sources to meet the known and predicted inflation in operating costs and to rebuild reserves. In this regard, it has long been thought that only the permanent replacement of the House marquee by an Orangery (or other building in which events could be held) would facilitate the kind of long term financial stability required.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

During the year, significant progress was made through negotiations with the local Conservation Manager and our partners in the Levelling Up Fund Project - East Lindsey District Council, to design an events venue; a building that would be acceptable to all parties. The funding was awarded on condition that the money be spent by the end of March 2026, and following the award of planning permission, and appointment of a building contactor, work starts in earnest at the end of January 2025. As well as the new building, the electric heating system in the House is to be updated with a more controllable and efficient system, and a permanent shelter for the vintage agricultural machinery held in our Museum of Country Life is to be erected. A contribution from this funding stream will also be made towards the cost of a new thatch for the whole building, which our quinquennial review has shown is required in the next 5 years, but funding from other sources will be required before this work can be commissioned.

INDEPENDENT EXAMINER

Our new independent examiner is Nicola Lenton FCCA of Dexter & Sharpe - Chartered Certified Accountants.

STATEMENT OF RESPONSIBILITIES

The Council Members are responsible for preparing a trustee's annual report and 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 requires the Council Members to prepare financial statements each year which give a true and fair view of the state of the affairs of the charity, and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements, the Council Members are required to:

- * select suitable accounting policies and apply them consistently;
- * observe the methods and principles in the applicable Charities SORP;
- * make judgements and accounting estimates that are reasonable and prudent;
- * state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- * prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the charity will continue in business

The Council Members are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company, and to enable them to ensure that the financial statements comply with the Companies Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS102) and in accordance with the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
00900361 (England and Wales)

Registered Charity number
252330

ALFORD & DISTRICT CIVIC TRUST LIMITED (REGISTERED NUMBER: 00900361)

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

Registered office

Alford Manor House
West Street
Alford
Lincolnshire
LN13 9HT

Trustees

R Quantrell
Mrs M Fulwood
Mrs K Farrar
D F Bell
Mrs S M A Spenceley
A R Vincent
K M Penson
Mrs L M Birkett

Company Secretary

G Allen

Independent Examiner

Nicola Lenton FCCA
Dexter & Sharpe (Skegness)
Chartered Certified Accountants
26 Ida Road
Skegness
Lincolnshire
PE25 2AR

Approved by order of the board of trustees on 20 December 2024 and signed on its behalf by:

R Quantrell - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
ALFORD & DISTRICT CIVIC TRUST LIMITED**

Independent examiner's report to the trustees of Alford & District Civic Trust Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the 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 matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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; or
4. the accounts 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 accounts to be reached.

Nicola Lenton FCCA

Dexter & Sharpe (Skegness)
Chartered Certified Accountants
26 Ida Road
Skegness
Lincolnshire
PE25 2AR

23 December 2024

ALFORD & DISTRICT CIVIC TRUST LIMITED

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024**

	Notes	Unrestricted funds £	Designated Funds £	Restricted fund £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM						
Donations and legacies		47,801	-	-	47,801	21,460
Other trading activities	2	17,189	-	-	17,189	8,558
Investment income	3	129	-	-	129	-
Total		65,119	-	-	65,119	30,018
EXPENDITURE ON						
Raising funds	4	1,998	-	-	1,998	1,053
Charitable activities						
Cost of Charitable Activities		60,783	-	-	60,783	33,385
Total		62,781	-	-	62,781	34,438
NET INCOME/(EXPENDITURE)		2,338	-	-	2,338	(4,420)
RECONCILIATION OF FUNDS						
Total funds brought forward		1,271,371	43,251	1,225	1,315,847	1,320,267
TOTAL FUNDS CARRIED FORWARD		1,273,709	43,251	1,225	1,318,185	1,315,847

The notes form part of these financial statements

ALFORD & DISTRICT CIVIC TRUST LIMITED (REGISTERED NUMBER: 00900361)

**BALANCE SHEET
31 MARCH 2024**

	Notes	Unrestricted funds £	Designated Funds £	Restricted fund £	2024 Total funds £	2023 Total funds £
FIXED ASSETS						
Tangible assets	9	2,847	-	-	2,847	6,414
Heritage assets	10	1,232,748	-	-	1,232,748	1,232,748
Investments	11	100	-	-	100	100
		<u>1,235,695</u>	<u>-</u>	<u>-</u>	<u>1,235,695</u>	<u>1,239,262</u>
CURRENT ASSETS						
Debtors	12	31,151	-	-	31,151	25,021
Cash at bank and in hand		10,545	43,251	1,225	55,021	56,202
		<u>41,696</u>	<u>43,251</u>	<u>1,225</u>	<u>86,172</u>	<u>81,223</u>
CREDITORS						
Amounts falling due within one year	13	(3,682)	-	-	(3,682)	(4,638)
		<u>38,014</u>	<u>43,251</u>	<u>1,225</u>	<u>82,490</u>	<u>76,585</u>
NET CURRENT ASSETS						
		<u>38,014</u>	<u>43,251</u>	<u>1,225</u>	<u>82,490</u>	<u>76,585</u>
TOTAL ASSETS LESS CURRENT LIABILITIES						
		<u>1,273,709</u>	<u>43,251</u>	<u>1,225</u>	<u>1,318,185</u>	<u>1,315,847</u>
NET ASSETS						
		<u>1,273,709</u>	<u>43,251</u>	<u>1,225</u>	<u>1,318,185</u>	<u>1,315,847</u>
FUNDS						
Unrestricted funds	14				1,316,960	1,314,622
Restricted funds					1,225	1,225
					<u>1,318,185</u>	<u>1,315,847</u>
TOTAL FUNDS						
					<u>1,318,185</u>	<u>1,315,847</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

ALFORD & DISTRICT CIVIC TRUST LIMITED (REGISTERED NUMBER: 00900361)

**BALANCE SHEET - continued
31 MARCH 2024**

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 20 December 2024 and were signed on its behalf by:

Trustee

The notes form part of these financial statements

ALFORD & DISTRICT CIVIC TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, 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 Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

Taxation

The charity is exempt from corporation tax on its charitable activities.

1) General information

The charity is a private company limited by guarantee, registered in England and Wales. The address of the registered office is Alford Manor House, West Street, Alford, LN13 9HT, Lincolnshire.

2) STATEMENT OF COMPLIANCE

These financial statements have been prepared in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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), (Charities SORP (FRS 102)), the Charities Act 2011 and the Companies Act 2006.

3) ACCOUNTING POLICIES

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of Accounting

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

b) Going concern

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

c) Consolidation

The charity is not required to prepare consolidated accounts in accordance with the Charities Act 2011, and has taken advantage of the option not to prepare consolidated financial statements contained in Section 398 of the Companies Act 2006 on the basis that the charity and its subsidiary undertakings comprise a small group.

d) Fund accounting

ALFORD & DISTRICT CIVIC TRUST LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

1. ACCOUNTING POLICIES - continued

1) general information

Unrestricted funds are available for use at the discretion of the Council Members to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the Council Members for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor, or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

e) Incoming Resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

- legacy income is recognised when receipt is probable and entitlement is established.

- income from donated goods is measured at fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

- Income from grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

f) Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs 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 the resources.

g) Fixed assets

All fixed assets are initially recorded at cost.

Depreciation is calculated so that to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment over 3 years Straight Line

A review for indicators of impairment is carried out each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

h) Heritage assets

ALFORD & DISTRICT CIVIC TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES - continued

1) general information

The charity holds heritage assets, which are tangible fixed assets of historical, artistic or scientific importance that are held to advance preservation and conservation objectives of the charity. The very long expected lives of heritage assets, due to their nature, value and need to be protected and preserved means that depreciation is not material and is, therefore, not provided.

i) Investments

Unlisted equity investments are initially recorded at cost, and subsequently measured at fair value. If fair value cannot be reliably measured, assets are measured at cost less impairment.

Listed investments are measured at fair value with changes in fair value being recognised in income or expenditure.

j) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayment are valued at the amount prepaid net of any trade discounts due.

k) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity, or three months or less from the date of acquisition, or opening of the deposit or similar account.

l) Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party, and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

m) Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investment in shares are publicly traded, or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

ALFORD & DISTRICT CIVIC TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024

2. OTHER TRADING ACTIVITIES

	2024	2023
	£	£
Events and exhibitions	1,405	1,478
Subscriptions	715	1,677
Barn museum admissions	2,002	2,215
General admissions	3,031	3,188
Room hire	9,751	-
Tractor run income	285	-
	17,189	8,558
	17,189	8,558

3. INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	129	-
	129	-
	129	-

4. RAISING FUNDS

Investment management costs

	2024	2023
	£	£
Publicity and advertising	232	175
Events and exhibitions	1,766	878
	1,998	1,053
	1,998	1,053

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2024	2023
	£	£
Depreciation - owned assets	3,807	3,028
	3,807	3,028
	3,807	3,028

ALFORD & DISTRICT CIVIC TRUST LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

6. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

7. STAFF COSTS

No salaries or wages have been paid to employees, including members of the council, during the year.

The Charity's Tea Room and Functions activities were carried out by its subsidiary trading company Alford Manor House Limited during the year. Associated staff costs are included in the accounts of that company.

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Designated Funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM				
Donations and legacies	20,235	-	1,225	21,460
Other trading activities	8,558	-	-	8,558
Total	28,793	-	1,225	30,018
EXPENDITURE ON				
Raising funds	1,053	-	-	1,053
Charitable activities				
Cost of Charitable Activities	33,385	-	-	33,385
Total	34,438	-	-	34,438
NET INCOME/(EXPENDITURE)	(5,645)	-	1,225	(4,420)
RECONCILIATION OF FUNDS				
Total funds brought forward	1,273,416	46,851	-	1,320,267
TOTAL FUNDS CARRIED FORWARD	1,267,771	46,851	1,225	1,315,847

ALFORD & DISTRICT CIVIC TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024

9. TANGIBLE FIXED ASSETS

	Plant and machinery £
COST	
At 1 April 2023	29,959
Additions	240
Disposals	(1,174)
	29,025
At 31 March 2024	29,025
DEPRECIATION	
At 1 April 2023	23,545
Charge for year	3,807
Eliminated on disposal	(1,174)
	26,178
At 31 March 2024	26,178
NET BOOK VALUE	
At 31 March 2024	2,847
At 31 March 2023	6,414

10. HERITAGE ASSETS

	Total £
MARKET VALUE	
At 1 April 2023 and 31 March 2024	1,232,748
NET BOOK VALUE	
At 31 March 2024	1,232,748
At 31 March 2023	1,232,748

Heritage assets in the Balance Sheet are represented by Alford Manor House, which was built in 1611 and is reputedly the largest thatched manor house in the country, together with its grounds and outbuildings. The property was extensively restored by the Trust and reopened to the public in 2006.

ALFORD & DISTRICT CIVIC TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024

11. FIXED ASSET INVESTMENTS

	Unlisted investments £
MARKET VALUE	
At 1 April 2023 and 31 March 2024	100
	<hr/>
NET BOOK VALUE	
At 31 March 2024	100
	<hr/> <hr/>
At 31 March 2023	100
	<hr/> <hr/>

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

Alford Manor House Limited

Registered office: West Street, Alford, LN13 9HT

Nature of business: Events and catering

	31.3.24	31.3.23
	£	£
Aggregate capital and reserves	100	100
Profit for the year	26,250	16,530
	<hr/> <hr/>	<hr/> <hr/>

The investment above is shown at cost.

The company owns 100% of the issued share capital of the company listed above.

The wholly owned trading subsidiary, Alford Manor House Limited, is incorporated in the United Kingdom (Company number 07564261) and all profits generated by Alford Manor House Limited through trading and associated activities are donated under Gift Aid to Alford and District Civic Trust Limited. Alford Manor House Limited operates as the tea room and functions carried out at the Alford Manor House.

Under the provision of section 398 of the Companies Act 2006, the company is exempt from preparing consolidated accounts and has not done so. Therefore the accounts show information about the company as an individual entity.

ALFORD & DISTRICT CIVIC TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024

12. DEBTORS

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	905	-
Prepayments	-	1,014
	<u>905</u>	<u>1,014</u>
Amounts falling due after more than one year:		
Amounts owed by group undertakings	30,246	24,007
	<u>30,246</u>	<u>24,007</u>
Aggregate amounts	<u>31,151</u>	<u>25,021</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade creditors	1,812	-
VAT	70	-
Accrued expenses	1,800	4,638
	<u>3,682</u>	<u>4,638</u>

14. MOVEMENT IN FUNDS

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	1,271,371	2,338	1,273,709
Designated funds - Orangery	9,827	-	9,827
Designated funds - Sinking fund	33,424	-	33,424
	<u>1,314,622</u>	<u>2,338</u>	<u>1,316,960</u>
Restricted funds			
Restricted	1,225	-	1,225
	<u>1,315,847</u>	<u>2,338</u>	<u>1,318,185</u>

ALFORD & DISTRICT CIVIC TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024

14. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	65,119	(62,781)	2,338
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>65,119</u>	<u>(62,781)</u>	<u>2,338</u>

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	1,273,416	(5,645)	1,267,771
Designated funds - Orangery	9,827	-	9,827
Designated funds - Sinking fund	37,024	-	37,024
	<u>1,320,267</u>	<u>(5,645)</u>	<u>1,314,622</u>
Restricted funds			
Restricted	-	1,225	1,225
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>1,320,267</u>	<u>(4,420)</u>	<u>1,315,847</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	28,793	(34,438)	(5,645)
Restricted funds			
Restricted	1,225	-	1,225
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>30,018</u>	<u>(34,438)</u>	<u>(4,420)</u>

ALFORD & DISTRICT CIVIC TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024

14. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.22 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	1,273,416	(3,307)	1,270,109
Designated funds - Orangery	9,827	-	9,827
Designated funds - Sinking fund	37,024	-	37,024
	<u>1,320,267</u>	<u>(3,307)</u>	<u>1,316,960</u>
Restricted funds			
Restricted	-	1,225	1,225
	<u>-</u>	<u>1,225</u>	<u>1,225</u>
TOTAL FUNDS	<u>1,320,267</u>	<u>(2,082)</u>	<u>1,318,185</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	93,912	(97,219)	(3,307)
Restricted funds			
Restricted	1,225	-	1,225
	<u>1,225</u>	<u>-</u>	<u>1,225</u>
TOTAL FUNDS	<u>95,137</u>	<u>(97,219)</u>	<u>(2,082)</u>

15. COUNCIL MEMBERS & RELATED PARTY TRANSACTIONS

None of the council members (or any persons connected with them) received any remuneration or travelling expenses during the year. There have been no related party transactions in the reporting periods that require disclosure.

Alford & District Civic Trust Limited is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required (not exceeding £1) to the assets of the charitable company in the event of it being wound up.

ALFORD AND DISTRICT CIVIC TRUST LIMITED

England & Wales - Charity number 252330

Accounts

COMPANY REGISTRATION NUMBER: 900361

CHARITY REGISTRATION NUMBER: 252330

ALFORD & DISTRICT CIVIC TRUST LIMITED

COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2023

**ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023**

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ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

Registered charity name	Alford & District Civic Trust Limited
Charity number	252330
Company registration number	00900361
Principal and registered office	Alford Manor House West Street Alford Lincolnshire LN13 9HT
Council members	Mr G Allen (resigned 31 March 2023) Miss L M Birkett Mr W B Read (resigned 12 January 2023) Mr R G Saul (resigned 12 January 2023) Mrs S Spenceley Mrs K Brown (resigned 12 January 2023) Mrs K M Farrer Mrs C G Goulden (resigned 31 March 2023) Mr K Morley (resigned 12 January 2023) Mr K M Penson Mr A R Vincent Mrs M Fulwood Mr D F Bell Mr R Quantrell (appointed 12 March 2023)
Company Secretary	Mr S Giles (resigned 31 March 2023) Mr G Allen (appointed 31 March 2023)
Independent examiner	P Sharpe FCA Townends Accountants LLP Carlisle Street Goole East Yorkshire DN14 5DX

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
COUNCIL MEMBERS' ANNUAL REPORT
YEAR ENDED 31 MARCH 2023

The Council Members, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 31 March 2023.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

THE COUNCIL MEMBERS

The Council Members who served the company during the period were:

Mr G Allen (resigned 31 March 2023)
Miss L M Birkett
Mr W B Read (resigned 12 January 2023)
Mr R G Saul (resigned 12 January 2023)
Mrs S Spenceley
Mrs K Brown (resigned 12 January 2023)
Mrs K M Farrer
Mrs C G Goulden (resigned 31 March 2023)
Mr K Morley (resigned 12 January 2023)
Mr K M Penson
Mr A R Vincent
Mrs M Fulwood
Mr D F Bell
Mr R Quantrell (appointed 12 March 2023)

Company secretaries who served the company during the period were as follows:

Mr S Giles (resigned 31 March 2023)
Mr G Allen (appointed 31 March 2023)

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Trust is a charitable company limited by guarantee, incorporated on 9 March 1967 and registered as a charity on 26 June 1967. The Trust was established under a Memorandum of Association which established its objects and powers and is governed by a Managing Council under its Articles of Association last varied on the 30th September 2011. In the event of winding up or dissolution Clause 58 of the Memorandum of Association specifies that any remaining property shall be given or transferred to some charity or charities for use for particular purposes that fall within the Trust's objects and failing that applied for charitable purposes as directed by the Court or the Charity Commission.

None of the Council Members has any beneficial interest in the trust. All of the Council Members are members of the Trust and guarantee to contribute £1 in the event of a winding up.

All Council Members are familiar with the practical work of the Trust most having been Council Members for a considerable time.

When new Council Members are appointed, the Company Secretary advises them of their obligations by reference to the Charity Commission guide 'The Essential Trustee' and draws attention to the main document setting out the operational framework for the Trust, the Memorandum and Articles of Association. They are kept up to date on relevant new requirements.

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
COUNCIL MEMBERS' ANNUAL REPORT (Continued)
YEAR ENDED 31 MARCH 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)

The Council Members continually assess the major risks to which the Trust is exposed and take all prudent steps to address and mitigate all risks. In this regard, with effect from 1st April 2013 all the trading activities of the charity were transferred to Alford Manor House Ltd, a wholly owned subsidiary of the charitable company, constituted for that purpose and managed by separate directors under the direction of the Trust. The trading company was granted a non-exclusive licence to share the occupation of the Manor House with the charitable company for the purpose of the trading activity on terms as to contribution towards the outgoings of the Manor House and to account for its profits to the charitable company.

OBJECTIVES AND ACTIVITIES

The Trust's principal objects are to preserve, for the benefit of the public, the natural, artistic and cultural amenities of the town of Alford and its neighbourhood. In practice the main focus of the charity has been the preservation of the Alford Manor House which is owned and managed by the Trust (having been gifted by the late Miss Dorothy Higgins who orchestrated the formation of the Trust).

PUBLIC BENEFIT

The Council Members have due regard to the guidance published by the Charity Commission on matters of public benefit and keep under constant review the need to satisfy the requirements of identifiable benefit to the public.

ACHIEVEMENTS AND PERFORMANCE

The Trust is the owner of the Alford Manor House, an extremely important building, thought to be the largest such thatched Manor House in the country. The property having fallen into disrepair and in a dangerous condition was restored by the Trust and reopened in 2006 after expenditure which included upwards of £1m of lottery and public funding.

The distinguished House occupies a prominent position in the town and has a pivotal role in the community. The House itself, The Museum of Rural Life in the grounds and the walled gardens are major visitor attractions; the property is central to the local arts and crafts industry, the House hosts live theatre, music and food market festivals, cultural and educational activities and displays of all kinds.

Alford Manor House is sustained by income from visitors to the charitable objects, from membership subscription, donations and fund-raising activity; and from private hire of the House and grounds for weddings and gatherings and trading activity derived from the shop and tea room.

Quinquennial reviews provide a schedule and timetable for continuous expenditure requirements on the building fabric of the Manor House and which is reflected in the charitable company's business plan.

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
COUNCIL MEMBERS' ANNUAL REPORT (Continued)
YEAR ENDED 31 MARCH 2023

FINANCIAL REVIEW

A stronger financial basis of the Trust since the scheme of restoration of the Alford Manor House enabled the Directors to start a "sinking" fund for the longer term maintenance programme for the structure of the House and which the Directors have endeavoured to maintain in the period covered by this Report. However, necessarily, there has also been significant expenditure, out of current income, on essential repair and maintenance of the House, its fittings and equipment.

During the period covered by this report, the Trust received further support in the form of Government grants to mitigate the adverse effects of the Coronavirus Regulations and restrictions and to aid the reopening of the House and museum to public access.

The volunteer basis of the management of the charitable company and its subsidiary and day to day running of the Trust continues to underpin the Directors' business plan (with a tea-room manageress/caterer/bar supervisor (and, from time to time, an apprentice) the only significant permanent salary costs).

RESERVES POLICY

The Trustees consider it prudent that unrestricted cash fund balances should be maintained sufficient to cover one year's operating costs. This has not always been possible. In the 2022/23 accounting period extraordinary increases in insurance and energy costs taken with the impact of escalating inflation rates not encountered since the House reopened after the scheme of restoration have impacted negatively on the Trust's business plan.

Also, the Trustees have been advised of wants of repair to the thatch roof of the House expected to cost up to £60,000 in the 2023/24 accounting period and of the roof requiring complete re-thatching in a further 10 years' time.

ASSET COVER FOR FUNDS

Note 18 sets out an analysis of the assets attributable to the various funds and note 17 gives a description of the funds set aside as designated funds. Currently, restricted funds in hand are limited to a grant to assist towards the cost of obtaining consultancy advice to renew the museum accreditation of the house. These assets are sufficient to meet the charity's known obligations on a fund by fund basis.

PLANS FOR THE FUTURE

During recent years, the Trust has been engaged in a Heritage Lottery Fund supported scheme to house and provide a permanent exhibition of artefacts donated by a distinguished local family firm of Millwrights. The first phase (a feasibility study) was extended to include the Planning stages of a proposed extension to the Museum of Rural Life.

Unavoidably, the project stalled by reason of the Coronavirus Pandemic and the HLF deferring of applications to further progress the scheme (during which delay ongoing costs of storage off-site (latterly onsite) of the Millwrights artefacts had to be financed by the Trust. Most recently, in consequence of the Trustees reassessment of the Trust's ability to fund its own likely share of the building and development costs of this project - and of emerging concerns about the profile and capacity of the Board of Trustees to manage the increased workload and demands of the project - a bid submitted for Heritage Lottery Fund finance the was withdrawn. The Trustees remain fully seized of the national importance and public interest in these artefacts being preserved and of being accessible and have now agreed with the Donor and benefactor for the artefacts to be passed to another local charity formed in the town to take over to manage with public access a working Windmill in the town.

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
COUNCIL MEMBERS' ANNUAL REPORT (Continued)
YEAR ENDED 31 MARCH 2023

PLANS FOR THE FUTURE (continued)

Having particular regard to the limitations of the business opportunities of the current multiple uses of the House arising from its Listed status, the challenges for the Trustees to manage the issues touched upon in the preceding paragraphs include to scale up the income sources to meet the known and predicted inflation in operating costs. In this regards, it has long been thought that only the permanent replacement of the House marquee by an Orangery/events venue would facilitate the kind of long term financial stability required.

Latterly the Trustees plans for the House marquee to be replaced by a permanent events venue has taken a step forward with the inclusion of the Trustees project in a bid for the current round of 'levelling-up' Government funding to which approval in principle has been granted. Negotiation of matters of design and detail are currently in hand

The Trustees scheme for replacing the marquee at the House used for the main trading purposes of the charity will embrace other issues which have come to light, including the wants of repair of the thatched roof of the House referred to above and also to address extraordinary energy costs being incurred to maintain the heating of the House.

INDEPENDENT EXAMINER

The appointment of an independent examiner going forward (replacing Mr. P Sharpe FCA, Townends Accountants LLP who is retiring from that role) will be confirmed at the members forthcoming general meeting for the ensuing year.

STATEMENT OF RESPONSIBILITIES

The Council Members are responsible for preparing a trustee's annual report and 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 requires the Council Members to prepare financial statements for each 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 the financial statements, the Council Members are required to:

- * select suitable accounting policies and apply them consistently;
- * observe the methods and principles in the applicable Charities SORP;
- * make judgements and accounting estimates that are reasonable and prudent;
- * state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- * prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.


The Council Members are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

**ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
COUNCIL MEMBERS' ANNUAL REPORT (Continued)
YEAR ENDED 31 MARCH 2023**

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS102) and in accordance with the Companies Act 2006.

Registered office:
Alford Manor House
West Street
Alford
Lincolnshire
LN13 9HT

Signed on behalf of the
Council Members


16.11.2023
Mr R. Quantrell

**ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ALFORD & DISTRICT CIVIC TRUST LIMITED
YEAR ENDED 31 MARCH 2023**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023, which are set out on pages 7 to 18.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the '2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

INDEPENDENT EXAMINERS REPORT

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:

- (1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those accounting records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- (4) the accounts 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 accounts to be reached.



Paul Sharpe FCA
Townends Accountants LLP
Independent examiner

Carlisle Street
Goole
East Riding of Yorkshire
DN14 5DX

20 December 2023

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
INCOME FROM:					
Donations and legacies	4	20,235	1,225	21,460	65,961
Income from charitable activities:	5	8,558	-	8,558	6,620
TOTAL INCOME		28,793	1,225	30,018	72,581
EXPENDITURE ON:					
Costs of raising funds	6	1,053	-	1,053	320
Expenditure on charitable activities	7	33,386	-	33,386	42,645
TOTAL EXPENDITURE		34,439	-	34,439	42,966
NET INCOME/(EXPENDITURE) BEFORE TRANSFER		(5,646)	1,225	(4,421)	29,615
Transfer between funds		-	-	-	-
NET INCOME/(EXPENDITURE) AND NET MOVEMENT IN FUNDS FOR THE YEAR		(5,646)	1,225	(4,421)	29,615
RECONCILIATION OF FUNDS:					
Total funds brought forward		1,320,267	-	1,320,267	1,290,652
TOTAL FUNDS CARRIED FORWARD		1,314,621	1,225	1,315,846	1,320,267

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

All of the above amounts relate to continuing activities

**ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET
AS AT 31 MARCH 2023**

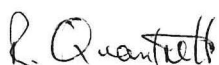
	Note	2023		2022	
		£	£	£	£
FIXED ASSETS					
Tangible assets	12		6,414		8,242
Heritage assets	13		1,232,748		1,232,748
Investments	14		100		100
			<u>1,239,262</u>		<u>1,241,090</u>
CURRENT ASSETS					
Debtors	15	25,021		21,482	
Cash at bank and in hand		<u>56,201</u>		<u>61,384</u>	
		81,222		82,866	
CREDITORS: Amounts falling due within one year	16	<u>4,638</u>		<u>3,690</u>	
NET CURRENT ASSETS			76,584		79,176
NET ASSETS			<u><u>1,315,846</u></u>		<u><u>1,320,266</u></u>
FUNDS					
Unrestricted funds	17		1,271,370		1,273,416
Designated funds	17		43,251		46,851
Restricted funds	17		1,225		-
	18		<u><u>1,315,846</u></u>		<u><u>1,320,267</u></u>

For the year ended 31 March 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Council members' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The Council Members acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements were approved by the members of the committee and authorised for issue on the 16th November 2023 and are signed on their behalf by:



Mr R. Quantrell
Council Member

Company Registration Number: 00900361

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

1 GENERAL INFORMATION

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Alford Manor House, West Street, Alford, LN13 9HT, Lincolnshire.

2 STATEMENT OF COMPLIANCE

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)), the Charities Act 2011 and the Companies Act 2006.

3 ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of accounting

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

b) Legal status of the Charity

Alford & District Civic Trust Limited is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up.

c) Going concern

In March 2020 the UK was impacted by the outbreak of Covid-19. The Government imposed significant restrictions at that time in an effort to manage the spread of the virus which resulted in the charity having to review and change its working practices to ensure compliance with these restrictions. At the date of signing these financial statements, the Council Members have considered the effect of the Coronavirus pandemic on the charity with the information available to it and do not believe that it will affect the ability of the charity to continue to trade for the foreseeable future. On this basis, the Council Members have prepared these financial statements on a going concern basis.

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

d) Consolidation

The charity is not required to prepare consolidated accounts in accordance with the Charities Act 2011, and has taken advantage of the option not to prepare consolidated financial statements contained in Section 398 of the Companies Act 2006 on the basis that the charity and its subsidiary undertakings comprise a small group.

**ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

3 ACCOUNTING POLICIES (Continued)

e) Fund accounting

Unrestricted funds are available for use at the discretion of the Council Members to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the Council Members for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

f) Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- Income from grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

g) Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs 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 the resources.

h) Fixed assets

All fixed assets are initially recorded at cost.

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment	over 3 years	Straight line
-----------	--------------	---------------

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

**ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

3 ACCOUNTING POLICIES (Continued)

i) Heritage assets

The charity holds heritage assets, which are tangible fixed assets of historical, artistic or scientific importance that are held to advance preservation and conservation objectives of the charity. The very long expected lives of heritage assets, due to their nature, value and need to be protected and preserved means that depreciation is not material and is, therefore, not provided.

j) Investments

Unlisted equity investments are initially recorded at cost, and subsequently measured at fair value. If fair value cannot be reliably measured, assets are measured at cost less impairment.

Listed investments are measured at fair value with changes in fair value being recognised in income or expenditure.

k) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

l) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity or three months or less from the date of acquisition or opening of the deposit or similar account.

m) Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

n) Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

4 DONATIONS AND LEGACIES

	2023	2023	2023
	Unrestricted	Restricted	Total
	£	£	£
Donations	2,584	-	2,584
Legacies	-	-	-
Garden & Produce Donations	621	-	621
Donations from Alford Manor House Ltd	16,530	-	16,530
Government grants - other grants	500	1,225	1,725
	20,235	1,225	21,460
	2022	2022	2022
	Unrestricted	Restricted	Total
	£	£	£
Donations	10,525	-	10,525
Legacies	10,120	-	10,120
Garden & Produce Donations	1,204	-	1,204
Donations from Alford Manor House Ltd	24,660	-	24,660
Government grants - COVID grants	19,452	-	19,452
	65,961	-	65,961

5 INCOME FROM CHARITABLE ACTIVITIES

	2023	2023	2023
	Unrestricted	Restricted	Total
	£	£	£
Subscriptions	1,677	-	1,677
Barn museum admission fees	2,215	-	2,215
Admissions	3,188	-	3,188
Events & Exhibitions	1,478	-	1,478
	8,558	-	8,558
	2022	2022	2022
	Unrestricted	Restricted	Total
	£	£	£
Subscriptions	1,881	-	1,881
Barn museum admission fees	2,484	-	2,484
Admissions	1,832	-	1,832
Events & Exhibitions	423	-	423
	6,620	-	6,620

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

6 COSTS OF RAISING DONATIONS AND LEGACIES

	2023	2023	2023
	Unrestricted	Restricted	Total
	£	£	£
Publicity & Advertising	175	-	175
Events & Exhibitions	878	-	878
	1,053	-	1,053
	2022	2022	2022
	Unrestricted	Restricted	Total
	£	£	£
Publicity & Advertising	320	-	320
Events & Exhibitions	-	-	-
	320	-	320

7 COSTS OF CHARITABLE ACTIVITIES

	2023	2023	2023
	Unrestricted	Restricted	Total
	£	£	£
House & Museum Support costs:			
Insurance	9,070	-	9,070
Repairs & Maintenance	10,742	-	10,742
Subscriptions	73	-	73
Office costs	2,059	-	2,059
Sundry	4,554	-	4,554
Professional fees	421	-	421
Depreciation	3,028	-	3,028
Governance costs:			
Accountancy	3,438	-	3,438
	33,386	-	33,386
	2022	2022	2022
	Unrestricted	Restricted	Total
	£	£	£
House & Museum Support costs:			
Insurance	5,186	-	5,186
Repairs & Maintenance	27,544	-	27,544
Subscriptions	338	-	338
Office costs	2,292	-	2,292
Sundry	1,526	-	1,526
Professional fees	-	-	-
Depreciation	2,639	-	2,639
Governance costs:			
Accountancy	3,120	-	3,120
	42,645	-	42,645

8 NET INCOME/(EXPENDITURE) FOR THE YEAR

	2023	2022
	£	£
This is stated after charging:		
Fees payable to the independent examiner for accountancy services.	3,438	3,120
Depreciation	3,028	2,639

**ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

9 STAFF COSTS

No salaries or wages have been paid to employees, including the members of the council, during the year.

The Charity's Tea Room and Functions activities were carried out by its subsidiary trading company Alford Manor House Limited during the year. Associated staff costs are included in the accounts of that company.

10 COUNCIL MEMBERS & RELATED PARTY TRANSACTIONS

None of the council members (or any persons connected with them) received any remuneration or travelling expenses during the year. There have been no related party transactions in the reporting periods that require disclosure.

11 TAXATION

The company is a registered charity and as such is exempt from taxation on its income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied for charitable purposes.

12 TANGIBLE FIXED ASSETS

	Equipment £
Cost	
At 1 April 2022	28,759
Additions	1,200
Disposals	-
At 31 March 2023	<u>29,959</u>
Depreciation	
At 1 April 2022	20,517
Disposals	-
Provided during the year	3,028
At 31 March 2023	<u>23,545</u>
Net book value	
At 31 March 2023	<u>6,414</u>
At 31 March 2022	<u>8,242</u>

**ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

13 HERITAGE ASSETS

Heritage assets in the Balance Sheet are represented by Alford Manor House, which was built in 1611 and is reputedly the largest thatched manor house in the country, together with its grounds and outbuildings. The property was extensively restored by the Trust and reopened to the public in 2006.

	Alford Manor House £
Cost	
At 1 April 2022	1,232,748
Additions	-
At 31 March 2023	1,232,748
Depreciation	
At 1 April 2022	-
At 31 March 2023	-
Net book value	
At 31 March 2023	1,232,748
At 31 March 2022	1,232,748

14 INVESTMENTS

	Total £
Carrying amount	
At 31 March 2023	100
At 31 March 2022	100

The investment above is shown at cost.

The company owns 100% of the issued share capital of the company listed below:

	2023 £	2022 £
Aggregate capital and reserves		
Alford Manor House Ltd	100	100
Profit and (loss) for the year		
Alford Manor House Ltd	-	-

The wholly owned trading subsidiary Alford Manor House Ltd is incorporated in the United Kingdom (company number 07564261) and all profits generated by Alford Manor House Limited through trading and associated activities are donated under Gift Aid to Alford and District Civic Trust Limited. Alford Manor House Ltd operates the tea room and functions carried out at the Alford Manor House.

The summary financial performance of the subsidiary alone is:

	2023 £	2022 £
Turnover	80,944	69,494
Government grants - Job retention scheme	-	2,378
Expenses	(64,414)	(47,212)
Net profit	16,530	24,660
Gift aided to the charity	(16,530)	(24,660)
Retained in subsidiary	-	-

Under the provision of section 398 of the Companies Act 2006 the company is exempt from preparing consolidated accounts and has not done so, therefore the accounts show information about the company as an individual entity.

**ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

15 DEBTORS	2023	2022
	£	£
Amounts owed by group undertakings	24,007	18,828
Prepayments	1,014	2,655
	<u>25,021</u>	<u>21,483</u>

16 CREDITORS: Amounts falling due within one year	2023	2022
	£	£
Accruals	4,638	3,690
	<u>4,638</u>	<u>3,690</u>

17 ANALYSIS OF MOVEMENT OF FUNDS	Balance at 01.04.22	Incoming Resources	Outgoing Resources	Transfers	Balance at 31.03.23
	£	£	£	£	£
Unrestricted general funds	1,273,416	28,793	(30,839)	-	1,271,370
Designated funds					
Sinking fund (extraordinary repairs)	37,024	-	(3,600)	-	33,424
Orangery	9,827	-	-	-	9,827
Restricted funds (Museum accreditation)	-	1,225	-	-	1,225
	<u>1,320,267</u>	<u>30,018</u>	<u>(34,439)</u>	<u>-</u>	<u>1,315,846</u>

	Balance at 01.04.21	Incoming Resources	Outgoing Resources	Transfers	Balance at 31.03.22
	£	£	£	£	£
Unrestricted general funds	1,235,721	51,600	(13,905)	-	1,273,416
Designated funds					
Sinking fund (extraordinary repairs)	37,179	10,000	(10,155)	-	37,024
Machinery restoration	2,089	981	(3,070)	-	-
Orangery	376	10,000	(549)	-	9,827
Barn extension/Thompson Millwrights Collection	15,287	-	(15,287)	-	-
	<u>1,290,652</u>	<u>72,581</u>	<u>(42,966)</u>	<u>-</u>	<u>1,320,267</u>

**ALFORD & DISTRICT CIVIC TRUST LIMITED
 COMPANY LIMITED BY GUARANTEE
 NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 MARCH 2023**

18 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible		Current	Current	
	Fixed Assets	Investments	Assets	Liabilities	Total
	£	£	£	£	£
Unrestricted general funds	1,237,962	100	36,746	(3,438)	1,271,370
Designated funds	-	-	43,251	-	43,251
Restricted funds	-	-	1,225	-	1,225
	<u>1,237,962</u>	<u>100</u>	<u>81,222</u>	<u>(3,438)</u>	<u>1,315,846</u>

ALFORD AND DISTRICT CIVIC TRUST LIMITED

England & Wales - Charity number 252330

Accounts

COMPANY REGISTRATION NUMBER: 900361

CHARITY REGISTRATION NUMBER: 252330

ALFORD & DISTRICT CIVIC TRUST LIMITED

COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2022

**ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022**

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**ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS**

Registered charity name	Alford & District Civic Trust Limited
Charity number	252330
Company registration number	00900361
Principal and registered office	Alford Manor House West Street Alford Lincolnshire LN13 9HT
Council members	Mr G Allen Miss L M Birkett Mr W B Read Mr R G Saul Mrs S Spenceley Mrs K Brown Mrs K M Farrer Mrs C G Goulden Mr K Morley Mr K M Penson Mr A R Vincent Mrs M Fulwood Mr D F Bell Mr G Allan (resigned 8 March 2022) Mr A Hogg (resigned 7 April 2022) Councillor Mrs S Devereux (resigned 15 November 2021)
Secretary	Mr S Giles
Independent examiner	P Sharpe FCA Townends Accountants LLP Carlisle Street Goole East Yorkshire DN14 5DX

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
COUNCIL MEMBERS' ANNUAL REPORT
YEAR ENDED 31 MARCH 2022

The Council Members, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 31 March 2022.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

THE COUNCIL MEMBERS

The Council Members who served the company during the period were as follows:

Mr G Allen
Miss L M Birkett
Mr W B Read
Mr R G Saul
Mrs S Spenceley
Mrs K Brown
Mrs K M Farrer
Mrs C G Goulden
Mrs K Morley
Mr K M Penson
Mr A R Vincent
Mrs M Fulwood
Mr D F Bell
Mr G Allan (resigned 8 March 2022)
Mr A Hogg (resigned 7 April 2022)
Councillor Mrs S Devereux (resigned 15 November 2021)

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Trust is a charitable company limited by guarantee, incorporated on 9 March 1967 and registered as a charity on 26 June 1967. The Trust was established under a Memorandum of Association which established its objects and powers and is governed by a Managing Council under its Articles of Association last varied on the 30th September 2011. In the event of winding up or dissolution Clause 58 of the Memorandum of Articles of Association specifies that any remaining property shall be given or transferred to some charity or charities for use for particular purposes that fall within the Trust's objects summarised below and failing that applied for charitable purposes as directed by the Court or the Charity Commission.

None of the Council Members has any beneficial interest in the trust. All of the Council Members are members of the Trust and guarantee to contribute £1 in the event of a winding up.

All Council Members are familiar with the practical work of the Trust most having been Council Members for a considerable time.

When new Council Members are appointed, the Company Secretary advises them of their obligations by reference to the Charity Commission guide 'The Essential Trustee' and draws attention to the main document setting out the operational framework for the Trust, the Memorandum and Articles of Association. They are kept up to date on relevant new requirements.

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
COUNCIL MEMBERS' ANNUAL REPORT (Continued)
YEAR ENDED 31 MARCH 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)

The Council Members continually assess the major risks to which the Trust is exposed and take all prudent steps to address and mitigate all risks. In this regard, with effect from 1st April 2013 all the trading activities of the charity were transferred to Alford Manor House Ltd, a wholly owned subsidiary of the charitable company, under the management of three of the Council Members, constituted for that purpose alone. The trading company was granted a non-exclusive licence to share the occupation of the Manor House with the charitable company for the purpose of the trading activity on terms as to contribution towards the outgoings of the Manor House and to account for its profits to the charitable company.

OBJECTIVES AND ACTIVITIES

The Trust's principal objects are to preserve, for the benefit of the public, the natural, artistic and cultural amenities of the town of Alford and its neighbourhood; in particular the preservation of the Alford Manor House which is owned and managed by the Trust (having been gifted by the late Miss Dorothy Higgins who orchestrated the formation of the Trust).

PUBLIC BENEFIT

The Council Members have due regard to the guidance published by the Charity Commission on matters of public benefit and keep under constant review the need to satisfy the requirements of identifiable benefit to the public.

ACHIEVEMENTS AND PERFORMANCE

The Trust is the owner of the Alford Manor House, an extremely important building, thought to be the largest such thatched Manor House in the country. The property having fallen into disrepair and in a dangerous condition was restored by the Trust and reopened in 2006 after expenditure which included upwards of £1m of lottery and public funding.

The distinguished House occupies a prominent position in the town and has a pivotal role in the community. The House itself, The Museum of Rural Life in the grounds and the walled gardens are major visitor attractions; the property is central to the local arts and crafts industry, the House hosts live theatre, music and food market festivals, cultural and educational activities and displays of all kinds.

Alford Manor House is sustained by income from visitors to the charitable objects, from membership subscription, donations and fund-raising activity; and from private hire of the House and grounds for weddings and gatherings and trading activity derived from the shop and tea room.

Quinquennial reviews provide a schedule and timetable for continuous expenditure requirements on the building fabric of the Manor House and which is reflected in the charitable company's business plan.

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
COUNCIL MEMBERS' ANNUAL REPORT (Continued)
YEAR ENDED 31 MARCH 2022

FINANCIAL REVIEW

A stronger financial basis of the Trust since the scheme of restoration of the Alford Manor House enabled the Directors to start a "sinking" fund for the longer term maintenance programme for the structure of the House and which the Directors have endeavoured to maintain in the period covered by this Report. However, necessarily, there has also been significant expenditure, out of current income, on essential repair and maintenance of the House, its fittings and equipment.

During the period covered by this report, the Trust received further support in the form of Government grants to mitigate the adverse effects of the Coronavirus Regulations and restrictions and to aid the reopening of the House and museum to public access.

The volunteer basis of the management of the charitable company and its subsidiary and day to day running of the Trust continues to underpin the Directors' business plan (with a tea-room manageress/caterer/bar supervisor (and, from time to time, an apprentice) the only significant permanent salary costs).

RESERVES POLICY

The Trustees consider it prudent that unrestricted cash fund balances should be maintained sufficient to cover one year's operating costs. This has not always been possible. In the 2022/23 accounting period extraordinary increases in insurance and energy costs taken with the impact of escalating inflation rates not encountered since the House reopened after the scheme of restoration have impacted negatively on the Trust's business plan.

Also, the Trustees have been advised of wants of repair to the thatch roof of the House expected to cost up to £60,000 in the 2023/24 accounting period and of the roof requiring complete re-thatching in a further 10 years' time.

ASSET COVER FOR FUNDS

Note 18 sets out an analysis of the assets attributable to the various funds and note 17 gives a description of the funds set aside as designated funds, currently there being no restricted funds. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

PLANS FOR THE FUTURE

During recent years, the Trust has been engaged in a Heritage Lottery Fund supported scheme to house and provide a permanent exhibition of artefacts donated by a distinguished local family firm of Millwrights. The first phase (a feasibility study) was extended to include the Planning stages of the proposed extension to the Museum of Rural Life.

Unavoidably, the project stalled by reason of the Coronavirus Pandemic and the HLF deferring of applications to further progress the scheme. The ongoing costs of storage off-site of the Millwrights artefacts were very generously suspended by the contractor friends of the Trust involved pending the Trust acquiring its own on-site storage facilities (purchased in the period of this report).

During the year, the Trust prepared and submitted a bid to the Heritage Lottery Fund for funds towards the building stage of the project. However, in consequence of the Trustees own reassessment of the Trust's ability to fund its own likely share of the building and development costs - and of emerging concerns about the profile and capacity of the Board of Trustees to manage the increased workload and demands of the project - the bid was withdrawn. The Trustees remain fully seized of the national importance and public interest in these artifacts being preserved and of being accessible and aim to maintain the status quo pending a manageable scheme being formulated.

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
COUNCIL MEMBERS' ANNUAL REPORT (Continued)
YEAR ENDED 31 MARCH 2022

PLANS FOR THE FUTURE (continued)

Having particular regard to the limitations of the business opportunities of the current multiple uses of the House arising from its Listed status, the challenges for the Trustees to manage the issues touched upon in the preceding paragraphs include to scale up the income sources to meet the known and predicted inflation in operating costs. In this regards, it has long been thought that only the permanent replacement of the House marquee by an Orangery/events venue would facilitate the kind of long term financial stability

Latterly this has taken a step forward with the inclusion of such a project in a bid for the so called 'levelling-up' Government funding and a decision upon this is awaited. Meanwhile, the Trustees are having to consider reallocating designated funds held by the charity to replace the existing marquee, regarded as vital in all significant hire/catering functions carried on at the House.

INDEPENDENT EXAMINER

P Sharpe FCA, Townends Accountants LLP has been re-appointed as independent examiner for the ensuing year.

STATEMENT OF RESPONSIBILITIES

The Council Members are responsible for preparing a trustee's annual report and 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 requires the Council Members to prepare financial statements for each 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 the financial statements, the Council Members are required to:

- * select suitable accounting policies and apply them consistently;
- * observe the methods and principles in the applicable Charities SORP;
- * make judgements and accounting estimates that are reasonable and prudent;
- * state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- * prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Council Members are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

**ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
COUNCIL MEMBERS' ANNUAL REPORT (Continued)
YEAR ENDED 31 MARCH 2022**

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS102) and in accordance with the Companies Act 2006.

Registered office:
Alford Manor House
West Street
Alford
Lincolnshire
LN13 9HT

Signed on behalf of the
Council Members



Mr G Allen

17/11/22

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ALFORD & DISTRICT CIVIC TRUST LIMITED
YEAR ENDED 31 MARCH 2022

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2022, which are set out on pages 7 to 17.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the '2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

INDEPENDENT EXAMINERS REPORT

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:

- (1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those accounting records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- (4) the accounts 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 accounts to be reached.



Paul Sharpe FCA
Townends Accountants LLP
Independent examiner

Carlisle Street
Goole
East Riding of Yorkshire
DN14 5DX

17/11/22

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 (restated) £
INCOME FROM:					
Donations and legacies	4	65,961	-	65,961	68,640
Income from charitable activities:	5	6,620	-	6,620	2,889
TOTAL INCOME		72,581	-	72,581	71,529
EXPENDITURE ON:					
Costs of raising funds	6	320	-	320	199
Expenditure on charitable activities	7	42,645	-	42,645	34,977
TOTAL EXPENDITURE		42,966	-	42,966	35,176
NET INCOME/(EXPENDITURE) BEFORE TRANSFER		29,615	-	29,615	36,353
Transfer between funds		-	-	-	-
NET INCOME/(EXPENDITURE) AND NET MOVEMENT IN FUNDS FOR THE YEAR		29,615	-	29,615	36,353
RECONCILIATION OF FUNDS:					
Total funds brought forward		1,290,652	-	1,290,652	1,258,906
TOTAL FUNDS CARRIED FORWARD		1,320,267	-	1,320,267	1,295,259

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

All of the above amounts relate to continuing activities

**ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET
AS AT 31 MARCH 2022**

	2022	2021 (restated)
Note	£	£
FIXED ASSETS		
Tangible assets	12 8,242	4,146
Heritage assets	13 1,232,748	1,216,102
Investments	14 100	100
	<u>1,241,090</u>	<u>1,220,348</u>
CURRENT ASSETS		
Debtors	15 21,483	13,431
Cash at bank and in hand	<u>61,384</u>	<u>59,993</u>
	<u>82,867</u>	<u>73,424</u>
CREDITORS: Amounts falling due within one year	16 <u>3,690</u>	<u>3,120</u>
NET CURRENT ASSETS		79,177
		70,304
NET ASSETS		<u><u>1,320,267</u></u>
		<u><u>1,290,652</u></u>
FUNDS		
Unrestricted funds	17 1,273,416	1,235,721
Designated funds	17 46,851	54,931
Restricted funds	17 -	-
	<u>18 <u>1,320,267</u></u>	<u><u>1,290,652</u></u>

For the year ended 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Council members' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The Council Members acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements were approved by the members of the committee and authorised for issue on the 17 November '22 and are signed on their behalf by:



Mr G Allen
Council Member

Company Registration Number: 00900361

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1 GENERAL INFORMATION

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Alford Manor House, West Street, Alford, LN13 9HT, Lincolnshire.

2 STATEMENT OF COMPLIANCE

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)), the Charities Act 2011 and the Companies Act 2006.

3 ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of accounting

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

b) Legal status of the Charity

Alford & District Civic Trust Limited is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up.

c) Going concern

In March 2020 the UK was impacted by the outbreak of Covid-19. The Government imposed significant restrictions at that time in an effort to manage the spread of the virus which resulted in the charity having to review and change its working practices to ensure compliance with these restrictions. At the date of signing these financial statements, the Council Members have considered the effect of the Coronavirus pandemic on the charity with the information available to it and do not believe that it will affect the ability of the charity to continue to trade for the foreseeable future. On this basis, the Council Members have prepared these financial statements on a going concern basis.

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

d) Consolidation

The charity is not required to prepare consolidated accounts in accordance with the Charities Act 2011, and has taken advantage of the option not to prepare consolidated financial statements contained in Section 398 of the Companies Act 2006 on the basis that the charity and its subsidiary undertakings comprise a small group.

**ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

3 ACCOUNTING POLICIES (Continued)

e) Fund accounting

Unrestricted funds are available for use at the discretion of the Council Members to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the Council Members for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

f) Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- Income from grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

g) Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs 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 the resources.

h) Fixed assets

All fixed assets are initially recorded at cost.

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment	over 3 years	Straight line
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A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

**ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

3 ACCOUNTING POLICIES (Continued)

i) Heritage assets

The charity holds heritage assets, which are tangible fixed assets of historical, artistic or scientific importance that are held to advance preservation and conservation objectives of the charity. The very long expected lives of heritage assets, due to their nature, value and need to be protected and preserved means that depreciation is not material and is, therefore, not provided.

j) Investments

Unlisted equity investments are initially recorded at cost, and subsequently measured at fair value. If fair value cannot be reliably measured, assets are measured at cost less impairment.

Listed investments are measured at fair value with changes in fair value being recognised in income or expenditure.

k) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

l) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity or three months or less from the date of acquisition or opening of the deposit or similar account.

m) Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

n) Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

4 DONATIONS AND LEGACIES	2022	2022	2022
	Unrestricted	Restricted	Total
	£	£	£
Donations	10,525	-	10,525
Legacies	10,120	-	10,120
Garden & Produce Donations	1,204	-	1,204
Donations from Alford Manor House Ltd	24,660	-	24,660
Government grants - COVID grants	19,452	-	19,452
	65,961	-	65,961
	2021	2021	2021
	Unrestricted	Restricted	Total
	(restated)	(restated)	(restated)
	£	£	£
Donations	20,759	-	20,759
Legacies	1,000	-	1,000
Garden & Produce Donations	165	-	165
Donations from Alford Manor House Ltd	12,716	-	12,716
Government grants - COVID grants	16,500	-	16,500
Heritage Emergency Fund COVID grant	17,500	-	17,500
	68,640	-	68,640
	2022	2022	2022
	Unrestricted	Restricted	Total
	£	£	£
Subscriptions	1,881	-	1,881
Barn museum admission fees	2,484	-	2,484
Admissions	1,832	-	1,832
Events & Exhibitions	423	-	423
	6,620	-	6,620
	2021	2021	2021
	Unrestricted	Restricted	Total
	(restated)	(restated)	(restated)
	£	£	£
Subscriptions	1,439	-	1,439
Barn museum admission fees	1,450	-	1,450
	2,889	-	2,889

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

6 COSTS OF RAISING DONATIONS AND LEGACIES	2022	2022	2022
	Unrestricted	Restricted	Total
	£	£	£
Publicity & Advertising	320	-	320
Events & Exhibitions	-	-	-
	320	-	320
	2021	2021	2021
	Unrestricted	Restricted	Total
	(restated)	(restated)	(restated)
	£	£	£
Publicity & Advertising	199	-	199
Events & Exhibitions	-	-	-
	199	-	199
7 COSTS OF CHARITABLE ACTIVITIES	2022	2022	2022
	Unrestricted	Restricted	Total
	£	£	£
House & Museum Support costs:			
Insurance	5,186	-	5,186
Repairs & Maintenance	27,544	-	27,544
Subscriptions	338	-	338
Office costs	2,292	-	2,292
Sundry	1,526	-	1,526
Professional fees	-	-	-
Depreciation	2,639	-	2,639
Governance costs:			
Accountancy	3,120	-	3,120
	42,645	-	42,645
	2021	2021	2021
	Unrestricted	Restricted	Total
	(restated)	(restated)	(restated)
	£	£	£
House & Museum Support costs:			
Insurance	4,770	-	4,770
Repairs & Maintenance	21,912	323	22,235
Subscriptions	101	-	101
Office costs	1,493	-	1,493
Sundry	781	-	781
Professional fees	945	-	945
Depreciation	1,532	-	1,532
Governance costs:			
Accountancy	3,120	-	3,120
	34,654	323	34,977
8 NET INCOME/(EXPENDITURE) FOR THE YEAR	2022	2021	
	£	(restated) £	
This is stated after charging:			
Fees payable to the independent examiner for accountancy services.	3,120	3,120	
Depreciation	2,639	1,532	

**ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

9 STAFF COSTS

No salaries or wages have been paid to employees, including the members of the council, during the year.

The Charity's Tea Room and Functions activities were carried out by its subsidiary trading company Alford Manor House Limited during the year. Associated staff costs are included in the accounts of that company.

10 COUNCIL MEMBERS & RELATED PARTY TRANSACTIONS

None of the council members (or any persons connected with them) received any remuneration or travelling expenses during the year. There have been no related party transactions in the reporting periods that require disclosure.

11 TAXATION

The company is a registered charity and as such is exempt from taxation on its income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied for charitable purposes.

12 TANGIBLE FIXED ASSETS

	Equipment £
Cost	
At 1 April 2021	22,024
Additions	6,735
Disposals	-
At 31 March 2022	<u>28,759</u>
Depreciation	
At 1 April 2021	17,878
Disposals	-
Provided during the year	2,639
At 31 March 2022	<u>20,517</u>
Net book value	
At 31 March 2022	<u>8,242</u>
At 31 March 2021	<u>4,146</u>

**ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

13 HERITAGE ASSETS

Heritage assets in the Balance Sheet are represented by Alford Manor House, which was built in 1611 and is reputedly the largest thatched manor house in the country, together with its grounds and outbuildings. The property was extensively restored by the Trust and reopened to the public in 2006.

	Alford Manor House £
Cost	
At 1 April 2021	1,216,102
Additions	16,646
At 31 March 2022	<u><u>1,232,748</u></u>
Depreciation	
At 1 April 2021	-
At 31 March 2022	<u><u>-</u></u>
Net book value	
At 31 March 2022	<u><u>1,232,748</u></u>
At 31 March 2021	<u><u>1,216,102</u></u>

14 INVESTMENTS

	Total £
Carrying amount	
At 31 March 2022	<u><u>100</u></u>
At 31 March 2021	<u><u>100</u></u>

The investment above is shown at cost.

The company owns 100% of the issued share capital of the company listed below:

	2022	2021 (restated)
	£	£
Aggregate capital and reserves		
Alford Manor House Ltd	100	100
Profit and (loss) for the year		
Alford Manor House Ltd	-	-

The wholly owned trading subsidiary Alford Manor House Ltd is incorporated in the United Kingdom (company number 07564261) and all profits generated by Alford Manor House Limited through trading and associated activities are donated under Gift Aid to Alford and District Civic Trust Limited. Alford Manor House Ltd operates the tea room and functions carried out at the Alford Manor House.

The summary financial performance of the subsidiary alone is:

	2022	2021 (restated)
	£	£
Turnover	69,494	6,566
Government grants - Job retention scheme	2,378	12,259
Government grants - Small business grant	-	25,000
Expenses	<u>(47,212)</u>	<u>(31,109)</u>
Net profit	24,660	12,716
Gift aided to the charity	<u>(24,660)</u>	<u>(12,716)</u>
Retained in subsidiary	<u><u>-</u></u>	<u><u>-</u></u>

Under the provision of section 398 of the Companies Act 2006 the company is exempt from preparing consolidated accounts and has not done so, therefore the accounts show information about the company as an individual entity.

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

15 DEBTORS	2022	2021 (restated)
	£	£
Amounts owed by group undertakings	18,828	10,364
Prepayments	2,655	3,068
	<u>21,483</u>	<u>13,432</u>

16 CREDITORS: Amounts falling due within one year	2022	2021 (restated)
	£	£
Accruals	3,690	3,120
	<u>3,690</u>	<u>3,120</u>

17 ANALYSIS OF MOVEMENT OF FUNDS	Balance at 01.04.21	Incoming Resources	Outgoing Resources	Transfers	Balance at 31.03.22
	£	£	£	£	£
Unrestricted general funds	1,235,721	51,600	(13,905)	-	1,273,416
Designated funds					
Sinking fund (extraordinary repairs)	37,179	10,000	(10,155)	-	37,024
Machinery restoration	2,089	981	(3,070)	-	0
Orangery	376	10,000	(549)	-	9,827
Barn extension/Thompson Millwrights Collection	15,287	-	(15,287)	-	-
	<u>1,290,652</u>	<u>72,581</u>	<u>(42,966)</u>	<u>-</u>	<u>1,320,267</u>
	Balance at 01.04.20 (restated)	Incoming Resources (restated)	Outgoing Resources (restated)	Transfers (restated)	Balance at 31.03.21 (restated)
	£	£	£	£	£
Unrestricted general funds	14,798	23,671	(4,465)	(323)	33,681
Designated funds					
Sinking fund (extraordinary repairs)	27,800	12,200	(2,821)	-	37,179
Machinery restoration	2,089	-	-	-	2,089
Orangery	376	-	-	-	376
extension	7,196	35,658	(27,567)	-	15,287
Restricted extension	-	-	(323)	323	(323)
	<u>52,259</u>	<u>71,529</u>	<u>(35,176)</u>	<u>-</u>	<u>88,289</u>

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

18 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets	Investments	Current Assets	Current Liabilities	Total
	£	£	£	£	£
Unrestricted general funds	1,240,990	100	27,936	(3,690)	1,265,336
Designated funds	-	-	54,931	-	54,931
	<u>1,240,990</u>	<u>100</u>	<u>82,867</u>	<u>(3,690)</u>	<u>1,320,266</u>

19 PRIOR YEAR ADJUSTMENTS

In preparing the accounts for the year ended 31 March 2022, the trustees have considered that it is appropriate to re-classify restricted funds as unrestricted funds. The trustees consider that the restrictions on the funds received were met once the specified assets was acquired, so allowing the charity to use the assets acquired on an unrestricted basis for any charitable purposes. A prior year adjustment has therefore been made for these adjustments for the year ended 31 March 2021. The net effect on the net income for this year was £nil.

ALFORD AND DISTRICT CIVIC TRUST LIMITED

England & Wales - Charity number 252330

Accounts

COMPANY REGISTRATION NUMBER: 900361

CHARITY REGISTRATION NUMBER: 252330

ALFORD & DISTRICT CIVIC TRUST LIMITED

COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2021

**ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021**

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ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

Registered charity name	Alford & District Civic Trust Limited
Charity number	252330
Company registration number	00900361
Principal and registered office	Alford Manor House West Street Alford Lincolnshire LN13 9HT
Council members	Mr G Allan Mr G Allen Miss L M Birkett Mr W B Read Mr R G Saul Mrs S Spenceley Mrs K Brown Mrs K M Farrer Mrs C G Goulden Mr K Morley Ms S Devereux Mr A J Hogg Mr K M Penson Mr A R Vincent Mrs M Fulwood Mr D F Bell
Secretary	Mr S Giles
Independent examiner	P Sharpe FCA Townends Accountants LLP Carlisle Street Goole East Yorkshire DN14 5DX

**ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
COUNCIL MEMBERS' ANNUAL REPORT
YEAR ENDED 31 MARCH 2021**

The Council Members, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 31 March 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

THE COUNCIL MEMBERS

The Council Members who served the company during the period were as follows:

Mr G Allan
Mr G Allen
Miss L M Birkett
Mr W B Read
Mr R G Saul
Mrs S Spenceley
Mrs K Brown
Mrs K M Farrer
Mrs C G Goulden
Mrs K Morley
Ms S Devereux
Mr A J Hogg
Mr K M Penson
Mr A R Vincent
Mrs M Fulwood (appointed 26 November 2020)
Mr D F Bell (appointed 26 November 2020)

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Trust is a charitable company limited by guarantee, incorporated on 9 March 1967 and registered as a charity on 26 June 1967. The Trust was established under a Memorandum of Association which established its objects and powers and is governed by a Managing Council under its Articles of Association last varied on the 30th September 2011. In the event of winding up or dissolution Clause 58 of the Memorandum of Association specifies that any remaining property shall be given or transferred to some charity or charities for use for particular purposes that fall within the Trust's objects summarised below and failing that applied for charitable purposes as directed by the Court or the Charity Commission.

None of the Council Members has any beneficial interest in the trust. All of the Council Members are members of the Trust and guarantee to contribute £1 in the event of a winding up.

All Council Members are familiar with the practical work of the Trust most having been Council Members for a considerable time.

When new Council Members are appointed, the Company Secretary advises them of their obligations by reference to the Charity Commission guide 'The Essential Trustee' and draws attention to the main document setting out the operational framework for the Trust, the Memorandum and Articles of Association. They are kept up to date on relevant new requirements.

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
COUNCIL MEMBERS' ANNUAL REPORT (Continued)
YEAR ENDED 31 MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)

The Council Members continually assess the major risks to which the Trust is exposed and take all prudent steps to address and mitigate all risks. In this regard, with effect from 1st April 2013 all the trading activities of the charity were transferred to Alford Manor House Ltd, a wholly owned subsidiary of the charitable company, under the management of three of the Council Members, constituted for that purpose alone. The trading company was granted a non-exclusive licence to share the occupation of the Manor House with the charitable company for the purpose of the trading activity on terms as to contribution towards the outgoings of the Manor House and to account for its profits to the charitable company.

OBJECTIVES AND ACTIVITIES

The Trust's principal objects are to preserve, for the benefit of the public, the natural, artistic and cultural amenities of the town of Alford and its neighbourhood; in particular the preservation of the Alford Manor House which is owned and managed by the Trust (having been gifted by the late Miss Dorothy Higgins who orchestrated the formation of the Trust).

PUBLIC BENEFIT

The Council Members have due regard to the guidance published by the Charity Commission on matters of public benefit and keep under constant review the need to satisfy the requirements of identifiable benefit to the public.

ACHIEVEMENTS AND PERFORMANCE

The Trust is the owner of the Alford Manor House, an extremely important building, thought to be the largest such thatched Manor House in the country. The property having fallen into disrepair and in a dangerous condition was restored by the Trust and reopened in 2006 after expenditure which included upwards of £1m of lottery and public funding.

The distinguished House occupies a prominent position in the town and has a pivotal role in the community. The House itself, The Museum of Rural Life in the grounds and the walled gardens are major visitor attractions; the property is central to the local arts and crafts industry, the House hosts live theatre, music and food market festivals, cultural and educational activities and displays of all kinds.

Alford Manor House is sustained by income from visitors to the charitable objects, from membership subscription, donations and fund-raising activity; and from private hire of the House and grounds for weddings and gatherings and trading activity derived from the shop and tea room.

Quinquennial reviews provide a schedule and timetable for continuous expenditure requirements on the building fabric of the Manor House and which is reflected in the charitable company's business plan.

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
COUNCIL MEMBERS' ANNUAL REPORT (Continued)
YEAR ENDED 31 MARCH 2021

FINANCIAL REVIEW

A stronger financial basis of the Trust since the scheme of restoration of the Alford Manor House enabled the Directors to start a "sinking" fund for the longer term maintenance programme for the structure of the House and which the Directors have endeavoured to maintain in the period covered by this Report. However, necessarily, there has also been significant expenditure, out of current income, on essential repair and maintenance of the House, its fittings and equipment.

However, during the period covered by this Report, the House had to be closed to visitors under the Coronavirus Regulations in March 2020 and, it was only possible to reopen the principal income-producing and fund-raising facilities of the House during short periods when government restrictions were temporarily lifted. The Trust has been supported with Government and Heritage Lottery Fund grants which the Directors anticipate will sustain the charity during the current, 2021/22 accounting period.

The volunteer basis of the management of the charitable company and its subsidiary and day to day running of the Trust continues to underpin the Directors' business plan (with a tea-room manageress/caterer/bar supervisor (and, from time to time, an apprentice) the only significant permanent salary costs).

RESERVES POLICY

Unrestricted funds are needed to cover administration and property costs without which the charity could not function. The Trustees consider it prudent that ideally unrestricted reserves should be sufficient to cover one year's operating costs; however, the continuing impact of the international health crisis will inevitably impact upon the Directors' business plan and management of the House such that the Directors' aspirations are unlikely to be achievable while the income-producing and fund-raising potential of the House continues to be adversely affected.

ASSET COVER FOR FUNDS

Note 18 sets out an analysis of the assets attributable to the various funds and note 17 gives a description of the funds set aside as designated funds, currently there being no restricted funds. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

PLANS FOR THE FUTURE

Latterly, the Trust has been engaged in a Heritage Lottery Fund supported scheme to house and provide a permanent exhibition of artefacts donated by a distinguished local family firm of Millwrights. The first phase (a feasibility study) was extended to include the Planning stages of the proposed extension to the Museum of Rural Life.

Unavoidably, the project stalled by reason of the Coronavirus Pandemic and the HLF deferring of applications to further progress the scheme. However, included in a bid to the HLF for provision to support the wider objectives of the Trust during the health crisis and unavoidable closure of the House, was limited funding which (with the Trust's own designated funds) enabled the economic storage of the artefacts and the triggering of the implementation and saving of the Planning Permission by the construction of the foundations of the new building. The cost of this work including all surveyors and engineers are included in this accounting period. The trust is now concentrating on preserving the status quo pending the trust being able to submit a bid for the final phase of the project (including the building). The Project Manager is currently assisting with the preparation of this bid.

**ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
COUNCIL MEMBERS' ANNUAL REPORT (Continued)
YEAR ENDED 31 MARCH 2021**

PLANS FOR THE FUTURE (continued)

The Trustees are also investigating the possibilities of its marquee (used for function hire and events under a time-limited Planning Permission) being replaced with a permanent structure. This 'Orangery' project has tentative support of the Local Authority and financial assistance towards preliminary design, Planning and Listed Building consent considerations.

INDEPENDENT EXAMINER

P Sharpe FCA, Townends Accountants LLP has been re-appointed as independent examiner for the ensuing year.

STATEMENT OF RESPONSIBILITIES

The Council Members are responsible for preparing a trustee's annual report and 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 requires the Council Members to prepare financial statements for each 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 the financial statements, the Council Members are required to:


- * select suitable accounting policies and apply them consistently;
- * observe the methods and principles in the applicable Charities SORP;
- * make judgements and accounting estimates that are reasonable and prudent;
- * state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- * prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Council Members are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS102) and in accordance with the Companies Act 2006.

Registered office:
Alford Manor House
West Street
Alford
Lincolnshire
LN13 9HT

Signed on behalf of the
Council Members


.....
Mr G Allan

29.10.2021
.....

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ALFORD & DISTRICT CIVIC TRUST LIMITED
YEAR ENDED 31 MARCH 2021

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021, which are set out on pages 7 to 17.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the '2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

INDEPENDENT EXAMINERS REPORT

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:

- (1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those accounting records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- (4) the accounts 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 accounts to be reached.



.....
Paul Sharpe FCA
Townends Accountants LLP
Independent examiner

Carlisle Street
Goole
East Riding of Yorkshire
DN14 5DX

22/4/21
.....

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
INCOME FROM:					
Donations and legacies	4	70,090	-	70,090	25,420
Income from charitable activities:	5	1,439	-	1,439	2,285
TOTAL INCOME		71,529	-	71,529	27,705
EXPENDITURE ON:					
Costs of raising funds	6	199	-	199	1,865
Expenditure on charitable activities	7	34,654	323	34,977	30,447
TOTAL EXPENDITURE		34,853	323	35,176	32,312
NET INCOME/(EXPENDITURE) BEFORE TRANSFER		36,676	(323)	36,353	(4,607)
Transfer between funds		-	-	-	-
NET INCOME/(EXPENDITURE) AND NET MOVEMENT IN FUNDS FOR THE YEAR		36,676	(323)	36,353	(4,607)
RECONCILIATION OF FUNDS:					
Total funds brought forward		52,259	1,202,040	1,254,299	1,258,906
TOTAL FUNDS CARRIED FORWARD		88,935	1,201,717	1,290,652	1,254,299

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

All of the above amounts relate to continuing activities

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
BALANCE SHEET
AS AT 31 MARCH 2021

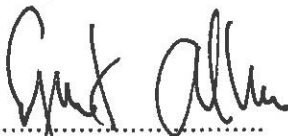
	Note	2021		2020	
		£	£	£	£
FIXED ASSETS					
Tangible assets	12		4,146		2,270
Heritage assets	13		1,216,102		1,201,717
Investments	14		100		100
			<u>1,220,348</u>		<u>1,204,087</u>
CURRENT ASSETS					
Debtors	15	13,432		11,450	
Cash at bank and in hand		<u>59,993</u>		<u>41,882</u>	
			<u>73,424</u>		<u>53,332</u>
CREDITORS: Amounts falling due within one year	16		<u>3,120</u>		<u>3,120</u>
NET CURRENT ASSETS			70,304		50,212
NET ASSETS			<u><u>1,290,652</u></u>		<u><u>1,254,299</u></u>
FUNDS					
Unrestricted funds	17		34,004		14,798
Designated funds	17		54,931		37,461
Restricted funds	17		1,201,717		1,202,040
	18		<u><u>1,290,652</u></u>		<u><u>1,254,299</u></u>

For the year ended 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Council members' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The Council Members acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements were approved by the members of the committee and authorised for issue on the 29.10.2021 and are signed on their behalf by:



.....
 Mr G Allan
 Council Member

Company Registration Number: 00900361

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1 GENERAL INFORMATION

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Alford Manor House, West Street, Alford, LN13 9HT, Lincolnshire.

2 STATEMENT OF COMPLIANCE

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)), the Charities Act 2011 and the Companies Act 2006.

3 ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of accounting

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

b) Legal status of the Charity

Alford & District Civic Trust Limited is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up.

c) Going concern

In March 2020 the UK was impacted by the outbreak of Covid-19. The Government imposed significant restrictions at that time in an effort to manage the spread of the virus which resulted in the charity having to review and change its working practices to ensure compliance with these restrictions. At the date of signing these financial statements, the Council Members have considered the effect of the Coronavirus pandemic on the charity with the information available to it and do not believe that it will affect the ability of the charity to continue to trade for the foreseeable future. On this basis, the Council Members have prepared these financial statements on a going concern basis.

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

d) Consolidation

The charity is not required to prepare consolidated accounts in accordance with the Charities Act 2011, and has taken advantage of the option not to prepare consolidated financial statements contained in Section 398 of the Companies Act 2006 on the basis that the charity and its subsidiary undertakings comprise a small group.

**ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

3 ACCOUNTING POLICIES (Continued)

e) Fund accounting

Unrestricted funds are available for use at the discretion of the Council Members to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the Council Members for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

f) Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- Income from grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

g) Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs 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 the resources.

h) Fixed assets

All fixed assets are initially recorded at cost.

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment	over 3 years	Straight line
-----------	--------------	---------------

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

**ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

3 ACCOUNTING POLICIES (Continued)

i) Heritage assets

The charity holds heritage assets, which are tangible fixed assets of historical, artistic or scientific importance that are held to advance preservation and conservation objectives of the charity. The very long expected lives of heritage assets, due to their nature, value and need to be protected and preserved means that depreciation is not material and is, therefore, not provided.

j) Investments

Unlisted equity investments are initially recorded at cost, and subsequently measured at fair value. If fair value cannot be reliably measured, assets are measured at cost less impairment.

Listed investments are measured at fair value with changes in fair value being recognised in income or expenditure.

k) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

l) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity or three months or less from the date of acquisition or opening of the deposit or similar account.

m) Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

n) Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

4 DONATIONS AND LEGACIES

	2021	2021	2021
	Unrestricted	Restricted	Total
	£	£	£
Donations	20,759	-	20,759
Legacies	1,000	-	1,000
Garden & Produce Donations	165	-	165
Barn Donations	1,450	-	1,450
Donations from Alford Manor House Ltd	12,716	-	12,716
Government grants - ELDC COVID grants	16,500	-	16,500
Heritage Emergency Fund COVID grant	17,500	-	17,500
	70,090	-	70,090
	2020	2020	2020
	Unrestricted	Restricted	Total
	£	£	£
Donations	7,798	-	7,798
Legacies	9,000	-	9,000
Garden & Produce Donations	1,537	-	1,537
Barn Donations	1,395	-	1,395
Donations from Alford Manor House Ltd	5,691	-	5,691
	25,420	-	25,420

5 INCOME FROM CHARITABLE ACTIVITIES

	2021	2021	2021
	Unrestricted	Restricted	Total
	£	£	£
Subscriptions	1,439	-	1,439
	1,439	-	1,439
	2020	2020	2020
	Unrestricted	Restricted	Total
	£	£	£
Subscriptions	1,658	-	1,658
Admissions	5,089	-	5,089
Events & Exhibitions	2,330	-	2,330
Grants receivable	-	(6,793)	(6,793)
	9,078	(6,793)	2,285

6 COSTS OF RAISING DONATIONS AND LEGACIES

	2021	2021	2021
	Unrestricted	Restricted	Total
	£	£	£
Publicity & Advertising	199	-	199
Events & Exhibitions	-	-	-
	199	-	199
	2020	2020	2020
	Unrestricted	Restricted	Total
	£	£	£
Publicity & Advertising	474	-	474
Events & Exhibitions	1,391	-	1,391
	1,865	-	1,865

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

7 COSTS OF CHARITABLE ACTIVITIES	2021	2021	2021
	Unrestricted	Restricted	Total
	£	£	£
House & Museum Support costs:			
Insurance	4,770	-	4,770
Repairs & Maintenance	21,912	323	22,235
Subscriptions	101	-	101
Office costs	1,493	-	1,493
Sundry	781	-	781
Professional fees	945	-	945
Depreciation	1,532	-	1,532
Governance costs:			
Accountancy	3,120	-	3,120
	34,654	323	34,977
	2020	2020	2020
	Unrestricted	Restricted	Total
	£	£	£
House & Museum Support costs:			
Insurance	4,052	-	4,052
Repairs & Maintenance	14,529	5,266	19,795
Subscriptions	320	-	320
Office costs	1,309	-	1,309
Sundry	945	-	945
Professional fees	-	-	-
Depreciation	905	-	905
Governance costs:			
Accountancy	3,120	-	3,120
	25,181	5,266	30,447

8 NET INCOME/(EXPENDITURE) FOR THE YEAR	2021	2020
	£	£
This is stated after charging:		
Fees payable to the independent examiner for accountancy services.	3,120	3,120
Depreciation	1,532	905

9 STAFF COSTS

No salaries or wages have been paid to employees, including the members of the council, during the year.

The Charity's Tea Room and Functions activities were carried out by its subsidiary trading company Alford Manor House Limited during the year. Associated staff costs are included in the accounts of that company.

10 COUNCIL MEMBERS & RELATED PARTY TRANSACTIONS

None of the council members (or any persons connected with them) received any remuneration or travelling expenses during the year. There have been no related party transactions in the reporting periods that require disclosure.

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

11 TAXATION

The company is a registered charity and as such is exempt from taxation on its income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied for charitable purposes.

12 TANGIBLE FIXED ASSETS

	Equipment £
Cost	
At 1 April 2020	18,616
Additions	3,408
Disposals	-
At 31 March 2021	<u><u>22,024</u></u>
Depreciation	
At 1 April 2020	16,346
Disposals	-
Provided during the year	1,532
At 31 March 2021	<u><u>17,878</u></u>
Net book value	
At 31 March 2021	<u><u>4,146</u></u>
At 31 March 2020	<u><u>2,270</u></u>

13 HERITAGE ASSETS

Heritage assets in the Balance Sheet are represented by Alford Manor House, which was built in 1611 and is reputedly the largest thatched manor house in the country, together with its grounds and outbuildings. The property was extensively restored by the Trust and reopened to the public in 2006.

	Alford Manor House £
Cost	
At 1 April 2020	1,201,717
Additions	14,385
At 31 March 2021	<u><u>1,216,102</u></u>
Depreciation	
At 1 April 2020	-
At 31 March 2021	<u><u>-</u></u>
Net book value	
At 31 March 2021	<u><u>1,216,102</u></u>
At 31 March 2020	<u><u>1,201,717</u></u>

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

14 INVESTMENTS

	Total £
Carrying amount At 31 March 2021	100
At 31 March 2020	100

The investment above is shown at cost.

The company owns 100% of the issued share capital of the company listed below:

	2021 £	2020 £
Aggregate capital and reserves		
Alford Manor House Ltd	100	100
Profit and (loss) for the year		
Alford Manor House Ltd	-	-

The wholly owned trading subsidiary Alford Manor House Ltd is incorporated in the United Kingdom (company number 07564261) and all profits generated by Alford Manor House Limited through trading and associated activities are donated under Gift Aid to Alford and District Civic Trust Limited. Alford Manor House Ltd operates the tea room and functions carried out at the Alford Manor House.

The summary financial performance of the subsidiary alone is:

	2021 £	2020 £
Turnover	6,566	66,480
Government grants - Job retention scheme	12,259	-
Government grants - Small business grant	25,000	-
Expenses	(31,109)	(60,789)
Net profit	12,716	5,691
Gift aided to the charity	(12,716)	(5,691)
Retained in subsidiary	-	-

Under the provision of section 398 of the Companies Act 2006 the company is exempt from preparing consolidated accounts and has not done so, therefore the accounts show information about the company as an individual entity.

15 DEBTORS

	2021 £	2020 £
Amounts owed by group undertakings	10,364	9,563
Prepayments	3,068	1,887
	13,432	11,450

16 CREDITORS: Amounts falling due within one year

	2021 £	2020 £
Accruals	3,120	3,120
	3,120	3,120

ALFORD & DISTRICT CIVIC TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

17 ANALYSIS OF MOVEMENT OF FUNDS	Balance at 01.04.20 £	Incoming Resources £	Outgoing Resources £	Balance at 31.03.21 £
Unrestricted general funds	14,798	23,671	(4,465)	34,004
Designated funds				
Sinking fund (extraordinary repairs)	27,800	12,200	(2,821)	37,179
Machinery restoration	2,089	-	-	2,089
Orangery	376	-	-	376
Barn extension/Thompson Millwrights Collection	7,196	35,658	(27,567)	15,287
Restricted funds : -				
Building restoration & improvement	1,048,789	-	-	1,048,789
Garden restoration	131,875	-	-	131,875
Museummaker2	19,553	-	-	19,553
House information boards	1,500	-	-	1,500
Barn extension/Thompson Millwrights Collection	323	-	(323)	-
	1,254,299	71,529	(35,176)	1,290,652
	Balance at 01.04.19 £	Incoming Resources £	Outgoing Resources £	Balance at 31.03.20 £
Unrestricted general funds	23,147	17,702	(26,051)	14,798
Designated funds				
Sinking fund (extraordinary repairs)	18,200	9,600	-	27,800
Machinery restoration (Congregational Church Trustees donation)	3,084	-	(995)	2,089
Orangery	376	-	-	376
Barn extension/Thompson Millwrights Collection	-	7,196	-	7,196
Restricted funds : -				
Building restoration & improvement	1,048,789	-	-	1,048,789
Garden restoration	131,875	-	-	131,875
Museummaker2	19,553	-	-	19,553
House information boards	1,500	-	-	1,500
Barn extension/Thompson Millwrights Collection	12,383	(6,793)	(5,266)	323
	1,258,906	27,705	(32,312)	1,254,299

Building Restoration & Improvement Fund: This fund arose from various grants made for the restoration of Alford Manor House.

Garden Restoration Fund: This fund is from various grants made for the restoration of the rear garden of the Manor House, primarily by the Rural Development Programme for England & the Heritage Lottery Fund. The project included an initial phase of site investigation & design development, followed by the physical restoration of the garden.

Museummaker 2 Fund: This fund was from a grant made under the Renaissance East Midlands project, supported by Arts Council England and the Museums, Libraries and Archives Council, for the design of a contemporary garden house to receive visitors and was inspired by the museum's collection of corn dollies and rural artefacts.

House Information Boards Fund: This fund was a grant from Renaissance East Midlands to provide updated information boards throughout the manor house.

Cont.

**ALFORD & DISTRICT CIVIC TRUST LIMITED
 COMPANY LIMITED BY GUARANTEE
 NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 MARCH 2021**

17 ANALYSIS OF MOVEMENT OF FUNDS (Continued)

Barn extension/Thompson Millwrights Collection: This fund was a grant received, following the gift of the entire contents of a millwrights workshop belonging to R Thompson & Son towards the removal, labelling/cataloguing, storage & assessment of the collection as well as funding for new displays and interpretation, adding to the museum's collection of industrial heritage.

18 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets	Investments	Current Assets	Current Liabilities	Total
	£	£	£	£	£
Unrestricted general funds	18,531	100	18,493	(3,120)	34,004
Designated funds			54,931		54,931
Restricted funds :-					
Building restoration & improvement	1,048,789	-	-	-	1,048,789
Garden restoration	131,875	-	-	-	131,875
Museummaker2	19,553	-	-	-	19,553
House information boards	1,500	-	-	-	1,500
	<u>1,220,248</u>	<u>100</u>	<u>73,424</u>	<u>(3,120)</u>	<u>1,290,652</u>

