

# **The Unknown Donors' Charities**

## **Report and Financial Statements**

**For the year-ended 28 February 2021**

Registered Charity no: 254840

# **The Unknown Donors' Charities**

**Year-ended 28 February 2021**

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# **The Unknown Donors' Charities**

**Year-ended 28 February 2021**

## **Legal and administrative information**

**Registered Charity name:** The Unknown Donors' Charities

**Registered Charity number:** 254840

**Trustees:** Rowena Atkinson  
Julia Fane De Salis  
Jonathon Green  
Dr Carole Hill  
Ian Mayers (until 26 May 2021)  
Peter Scott  
Rev Darren Thornton (until 22 June 2021)  
David Walker

**Principal office:** 437 Unthank Road  
Norwich  
NR4 7QN

**Independent examiners:** Sexty & Co  
124 Thorpe Road  
Norwich  
NR1 1RS

**Solicitors:** Cozens-Hardy LLP  
Castle Chambers  
Opie Street  
Norwich  
NR1 3DP

# **The Unknown Donors' Charities**

**Year-ended 28 February 2021**

## **Report of the Trustees**

The Trustees have pleasure in presenting their Report and the financial statements of the Charity for the Year-ended 28 February 2021.

### **Objectives and activities**

The Scheme of the Charity dated 9 October, 1959 states that *'the income of the Charity be applied for the benefit of:*

- 1. the Vicar of the Ecclesiastical Parish of St Giles with St Benedict*
- 2. the maintenance and upkeep of the Parish Church of St Giles in the City of Norwich and the upkeep of the churchyard thereof*
- 3. the poor of the City and County Borough of Norwich. (for details see clauses 26-29 inclusive of the scheme of the 9 October 1959 as amended by the scheme of the 19 October 1961.)'*

This is the purpose of the Charity.

The income referred to is principally derived from rent, net of costs, received from the leasing of shops, residential flats and an office provided in the Charity's endowed freehold property at 90-94 St Benedicts Street, Norwich. Another minor amount of income arises from the small endowment which is in now the form of 517 units of COIF Investment Funds (presumed to be the successor to the £1,420 11s 4d 3.5% War Stock, cited in the Schedule to the Scheme).

The Trustees' principal activity is, therefore, to manage 90-94 St Benedicts Street, Norwich in the best interests of the Charity and its beneficiaries. This involves ensuring that:

- the property is kept in good repair
- the terms of the leases are legal and fair and in the best interests of the Charity
- the leases are managed effectively and efficiently.

The Trustees consider that the Charity has a very long-term time horizon but will not necessarily exist in perpetuity. This implies that the real value of the endowed assets should, as far as possible, be maintained over time.

Over time, the mechanisms have changed by which the Charity's net income is distributed in thirds to the three beneficiaries set out above. The third which supports the Vicar is now paid to the Board of Finance of the Norwich Diocese; the third relating to Church of St Giles-on-the-Hill is paid to the Parochial Church Council; and the third for the benefit of the poor is paid to Norwich Consolidated Charities, the area of benefit of which is the City of Norwich. This Charity makes grants to people 'in financial need', providing, essential items for the home, such as cookers, beds and washing machines, among other grants.

The Trustees have regard to the guidance issued by the Charity Commission on public benefit. The Trustees are satisfied that the three beneficiaries all use their shares of income from the Charity in accordance with their own charitable purposes.

## **The Unknown Donors' Charities**

**Year-ended 28 February 2021**

### **Report of the Trustees - continued**

#### **Achievements and performance**

2020/21 was an extraordinary year by any standards, dominated by the global pandemic. Social and economic activity was severely limited in order to limit the loss of life and to ensure as far as possible that the NHS could treat the exceptional numbers of critically ill patients.

With regards to tenancies, Flat 90A remained vacant throughout the year, principally because of the uncertainty and restrictions posed by the pandemic. However, all the other units – the two flats, shops and office – were leased. Remarkably, the tenants mostly maintained their rent payments, with only £2,800 outstanding at the year-end. The Trustees express their thanks to the tenants. The new tenants in the office, SBM Media Ltd, took up occupation from 23 July 2020 with an initial rent-free period. The gross rental income for the year was £43,732 (2020: £40,918), (*Note 2*).

Regrettably, it was impossible to make any payments to the Charity's three beneficiaries during the year, (2020: £3,549), (*Note 5*). This was partly because of the £8,000 made in part repayment of the concessionary loan from Norwich Consolidated Charities (*Note 3*) and partly because of the costs of repairing a collapsed drain and making safety improvements to the external staircase to the office premises. Total 'expenditure on raising funds' for the year was £26,224 (2020: £78,004 which included the cost of renovating Flat 90A), (*Note 4*).

#### **Financial review**

During the year, Trustees had again to pay careful attention to the cash flow of the Charity. With careful management, an adequate balance was maintained throughout the year.

At the year-end current assets were £14,713 (2020: £23,622). However, this was outweighed by current liabilities of £31,605, (2020: £57,382). The concessionary loan made to the Charity by Norwich Consolidated Charities in April 2019 for the renovation of Flats 92A and 94A accounted for £29,000 (2020: £37,000) of this amount, (*Notes 3 and 9*). This will be repaid progressively with the net income from these flats. Continual contact is maintained with the Director of Finance of NCC so that she concurs with the Charity's plans to repay the loan.

As a result of this position, the Balance Sheet shows Restricted Funds in deficit by £18,340, (2020: £34,937), but with a commensurate increase in Total Funds to £492,173 (2020: £474,640). Of these, all but £9,065, (2020: £8,400) is in the form of the value of the endowed property at 90-94 St Benedicts Street.

In most years, the reserves of the Charity are available for distribution to the beneficiaries, to meet the costs of running the fundraising activities, to cope with unexpected eventualities and to repay the concessionary loan in accordance with the terms agreed with the Trustees of Norwich Consolidated Charities. At the end of 2020/21, liquid reserves were very limited and were represented principally by the cash at the bank, as shown in the Balance Sheet. This remains the position to date in

## **The Unknown Donors' Charities**

**Year-ended 28 February 2021**

### **Report of the Trustees – continued**

2021/22. Clearly, great attention has to be paid to the cash-flow and this is in hand. The total reserves are shown in the table below.

At the year-end the reserves were as follows	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Total funds	492,173	474,640

### **Future plans and going concern**

Trustees plan to continue to manage the premises at 90-94 St Benedicts Street with a full complement of tenants. However, two of the three flats were vacant at the outset of the new financial year. Provided rents from the other properties are received regularly and in full, Trustees consider that it should be possible in 2021/22 to continue to repay the concessionary loan, to rebuild reserves and to re-start regular payments to the Charity's three beneficiaries. However, a major risk to these plans arises from the continuing direct and indirect effect of the pandemic although this may be diminishing as the national vaccination programme shows beneficial effects. The cost of unforeseen urgent repairs to the premises is also a risk. Trustees will monitor the position carefully and take any appropriate action. Trustees have also agreed to embark on a study to identify their preferred long-term investment strategy. The initial step has been to commission measured drawings of the building as a precursor to appointing an architect to develop outline development options for the St Benedicts Street site. A contribution towards the cost of this has been pledged by the Diocese of Norwich, one of the Charity's beneficiaries.

In the Trustees' opinion, the Charity is in a strong position to remain a going concern, (see Note 1e).

### **Structure, governance and management**

The Charity is an unincorporated body registered with the Charity Commission, with the registration number 254840.

There are 8 Trustees:

- one *ex officio* Trustee: the Vicar of St Giles-on-the-Hill
- two Nominative Trustees serving 4-year terms: one nominated by the PCC of St Giles-on-the-Hill and one by the Trustees of Norwich Consolidated Charities
- five Co-optative Trustees, serving 5-year terms

New Trustees are inducted by the Chairman and Secretary.

In June 2021, Trustees learned of the appointment of Father Darren Thornton to the new full time post of Chaplain to the Norfolk & Norwich University Hospitals NHS Foundation Trust, relinquishing his post as the incumbent of St Giles-on-the-Hill at the end of July 2021. His colleague Trustees would like to express their thanks to him for his wise and active leadership of the Charity over the last 16 years and their warm good wishes and prayers for his new role. He resigned as a Trustee on 22 June 2021.

## **The Unknown Donors' Charities**

**Year-ended 28 February 2021**

### **Report of the Trustees - continued**

The Trustees look forward to hearing of the appointment of his successor.

Dr Carole Hill was elected Chairman of the Board of Trustees with effect from 22 June 2021.

The principal long-term risk to the Charity as perceived by the Trustees remains the deterioration of the value and standard of maintenance of the endowed property in St Benedicts Street. This had been offset by securing a lease which ensured that the tenant has full responsibility for the maintenance of the property and by placing the day-to-day management of the lease in the hands of an experienced agent. However, since the Trustees have reassumed the direct management of the property, the risks have now shifted very much towards the Trustee body. These risks are being carefully judged, managed and mitigated wherever possible by the Trustee body, with appropriate professional advice.

Another significant risk relates to the management of the Charity's liquid finances. These are managed by the Secretary who accounts to the Board of Trustees. All financial transactions require two authorised signatures. Unfortunately, this precludes electronic banking.

The policy of the Trustees to use an accountant in practice to act as Independent Examiner of the accounts continues to prove successful.

#### **Reference and administrative details**

The reference and administrative details of the Charity, including the list of Trustees, are shown on page 1.

#### **Trustees' responsibilities**

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them

**The Unknown Donors' Charities**

**Year-ended 28 February 2021**

**Report of the Trustees - continued**

to ensure that the financial statements comply with the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report and the financial statements were approved by the Trustees on 22 June 2021 and were signed on their behalf by

A handwritten signature in black ink, appearing to read 'Carole Hill', followed by a small dot.

Dr Carole Hill, Chairman of Trustees



## **The Unknown Donors' Charities**

**Year-ended 28 February 2021**

### **Independent Examiner's Report to the Trustees**

I report to the Charity Trustees on my examination of the accounts of the Charity for the Year-ended 28 February 2021 which are set out on pages 8 to 12.

#### **Responsibilities and basis of report**

As the Charity's Trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



I A Barlow FCCA  
Sexty & Co  
Chartered Certified Accountants  
and Registered Auditors  
124 Thorpe Road  
Norwich  
NR1 1RS

22 June 2021

# The Unknown Donors' Charities

Year-ended 28 February 2021

## Statement of Financial Activities

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2021 £	Total 2020 £
<b>Incoming resources</b>						
Investments	2	271	43,732	665	44,668	42,719
<b>Total incoming resources</b>		<b>271</b>	<b>43,732</b>	<b>665</b>	<b>44,668</b>	<b>42,719</b>
<b>Resources expended</b>						
Raising funds	4	-	26,224	-	26,224	78,004
Other	5	-	911	-	911	4,419
<b>Total resources expended</b>		<b>-</b>	<b>27,135</b>	<b>-</b>	<b>27,135</b>	<b>82,423</b>
<b>Net movement in funds</b>		<b>271</b>	<b>16,597</b>	<b>665</b>	<b>17,533</b>	<b>(39,704)</b>
Fund balances brought forward		<b>1,177</b>	<b>(34,937)</b>	<b>508,400</b>	<b>474,640</b>	<b>514,344</b>
<b>Fund balances carried forward</b>		<b>1,448</b>	<b>(18,340)</b>	<b>509,065</b>	<b>492,173</b>	<b>474,640</b>

# The Unknown Donors' Charities

Year-ended 28 February 2021

## Balance Sheet

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2021 £	Total 2020 £
<b>Fixed assets</b>						
Investments	7	-	-	509,065	509,065	508,400
<b>Total fixed assets</b>				<b>509,065</b>	<b>509,065</b>	<b>508,400</b>
<b>Current assets</b>						
Cash at bank and in hand		1,448	8,874	-	10,322	19,025
Debtors	8	-	4,391	-	4,391	4,597
<b>Total current assets</b>		<b>1,448</b>	<b>13,265</b>	<b>-</b>	<b>14,713</b>	<b>23,622</b>
<b>Current liabilities</b>						
Creditors: amounts falling due within one year	9	-	2,605	-	2,605	20,382
Creditors: amounts falling due after more than one year	9	-	29,000	-	29,000	37,000
		-	31,605	-	31,605	57,382
<b>Total assets less current liabilities</b>		<b>1,448</b>	<b>(18,340)</b>	<b>-</b>	<b>(16,892)</b>	<b>(33,760)</b>
<b>Total net assets or liabilities</b>		<b>1,448</b>	<b>(18,340)</b>	<b>509,065</b>	<b>492,173</b>	<b>474,640</b>
<b>Funds of the charity</b>						
Endowment funds					509,065	508,400
Restricted income funds					(18,340)	(34,937)
Unrestricted funds					1,448	1,177
<b>Total funds</b>					<b>492,173</b>	<b>474,640</b>

The financial statements on pages 8 to 12 were approved by the Trustees on 22 June 2021 and signed on their behalf by:



David J Walker - Trustee

# **The Unknown Donors' Charities**

**Year-ended 28 February 2021**

## **Notes forming part of the financial statements**

### **1 Accounting policies**

#### **(a) Basis of preparation**

The Charity constitutes a public benefit entity as defined by FRS 102. These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

#### **(b) Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

#### **(c) Incoming resources**

All incoming resources are included in the statement of financial activities on an accruals basis.

#### **(d) 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 use of the resources.

#### **(e) Going concern**

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the Charity to be able to continue as a going concern.

# The Unknown Donors' Charities

Year-ended 28 February 2021

## Notes forming part of the financial statements

### 2 Income from investments

	2021	2020
	£	£
Dividends from 517 COIF investment units	271	265
Rent from 90 – 94 St Benedicts Street	43,732	40,918
Reimbursement by tenant(s) of insurance premiums	-	819
Listed investments	665	717
	<b>44,668</b>	<b>42,719</b>

### 3 Concessionary loan

On 10 April, 2019, the Trustees received a concessionary loan of £41,000 from Norwich Consolidated Charities, one of the three beneficiaries of the Charity. This loan has no interest and no specific repayment date attached to its agreed terms. However, there is a formal understanding between the Trustees of the two Charities that it will be repaid from the net income received from the rental of flats 92A and 94A at 90-92 St Benedicts Street. The loan paid for the upgrading of this accommodation during the financial year 2019/20. This has facilitated an increase in the market rent which is now being charged and received. The outstanding balance at the year-end 2019/20 was £37,000. During the course of 2020/21 further repayments of £8,000 were made, bringing the balance at the year-end to £29,000. At the date of signing these Accounts the outstanding balance to repay was £25,000.

### 4 Expenditure on raising funds

	2021	2020
	£	£
Cozens-Hardy LLP legal fees	1,020	-
Brown & Co management fees	7,648	11,386
Building & rent insurance premium	1,365	1,920
Energy	752	495
Council Tax on voids	3,806	4,771
Fire risk assessment	-	390
Repairs to properties	11,633	59,042
	<b>26,224</b>	<b>78,004</b>

### 5 Other expenditure

	2021	2020
	£	£
Donations to beneficiaries	-	3,549
Fees Sexty & co re Independent Examination	911	870
	<b>911</b>	<b>4,419</b>

# The Unknown Donors' Charities

Year-ended 28 February 2021

## Notes forming part of the financial statements

### 6 Trustees' remuneration

The Trustees have neither received nor waived any emoluments or expenses during the current or previous year.

### 7 Current asset investments

	2021 £	2020 £
Listed investments	9,065	8,400
Investment properties	500,000	500,000
	<u>509,065</u>	<u>508,400</u>

### 8 Debtors and prepayments

	2021 £	2020 £
Debtors	4,280	4,423
Prepayments and accrued income	111	174
	<u>4,391</u>	<u>4,597</u>

### 9 Creditors and accruals

	2021 £	2020 £
Creditors - falling due within one year	-	17,777
Accruals and deferred income	2,605	2,605
Concessionary loan – falling due after more than one year	29,000	37,000
	<u>31,605</u>	<u>57,382</u>

### 10 Restricted funds purpose

The purpose of the restricted funds is for the management and maintenance of the rental flats, shops and office which the Charity owns.

### 11 Related party transactions and donated facilities

Such costs have not been included in the financial statements as their value cannot be quantified.

### 12 Ultimate controlling party

The Charity is controlled by the Board of Trustees.