

KING JOHN'S HOUSE AND TUDOR COTTAGE TRUST LIMITED
(A company limited by guarantee)

Directors' Report and Financial Statements
for the year ended 31 March 2021

KING JOHN'S HOUSE AND TUDOR COTTAGE TRUST LIMITED

ANNUAL REPORT FOR THE YEAR ENDED **31 MARCH 2021**

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KING JOHN'S HOUSE AND TUDOR COTTAGE TRUST LIMITED

COMPANY INFORMATION

Board of Trustees/Directors

Mrs B A Burbridge
Mr M Edgerley
Mr F Green
Mrs D Hargreaves
Mr S Hemsley
Mr J Parker
Mr N Puttock
Ms K Wardley

Company Secretary

Mr N Puttock

Company Number

1441318

Registered Charity Number

276961

Principal Address and Registered Office

Church Street
Romsey
Hampshire
SO51 8BT

Accountants

Silvasmiths Limited
5 Horseshoe Drive
Romsey
Hampshire
SO51 7TP

KING JOHN'S HOUSE AND TUDOR COTTAGE TRUST LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

Organisation and Governance

The Trust was formed in 1979 under its Memorandum and Articles of Association, which establishes the objects and powers of the charitable company. These have been amended twice recently to accommodate the running of Number 13 Church Street, and to include the care of the Trust's museum collections as a primary responsibility. The Trust is a company limited by guarantee, and in the event of the company being wound up, members would be required to contribute an amount of £1 each. The Directors of the Company are also the Trustees of the Charity. The Trustees are elected by the Members at the Annual General Meeting.

Objectives and Activities

The Charity's objects and principle activities are to advance the education of the public by the preservation for the benefit of the people of Romsey and of the nation at large all those buildings and premises of historical and architectural interest known as King John's House and Tudor Cottage, Romsey, and to operate as a museum and maintain and develop its museum collections and to offer the widest possible public access to King John's House and Tudor Cottage and its collections.

Review of Activity

The Trust achieved a surplus of £13,738 in the year to 31st March 2021 compared with a deficit of £15,841 in the year to 31st March 2020. At the start of the calendar year 2020, the Trust was entering into an ambitious programme of activities designed to develop the House and Museum audience and the visitor experience. This programme was interrupted and ultimately postponed due to the pandemic and the first lockdown which commenced on 23rd March 2020.

As with all businesses situated in the hospitality and heritage sectors, the Trust's activities were significantly impacted by the pandemic and it was only able to trade for the equivalent of four months in the financial year. The Trust opened to the public at the earliest possible opportunity after each lockdown phase to maximise income whilst ensuring at all times that there was compliance with Government regulations and that the health and safety of staff and customers was appropriately safeguarded.

The Trust has four key revenue streams; paid access to the Medieval House and Museum by individuals and groups, the use of facilities for the purposes of hire or for events (which include art and other public access exhibitions), any surplus generated by the wholly owned subsidiary company Miss Moody's Tudor Tea Room, which would be payable by a dividend to the Trust, and through donations and bequests. The latter represent risk income as they are not in the direct control of the Trust.

Paid access was made consistently available in compliance with Government regulations, however visitor numbers were understandably suppressed and, in the months where museum visits were allowed, visitor numbers were reduced to 40% on previous years. During this period all hire and event activities were precluded by rules on numbers of people meeting in indoor and outdoor spaces, even during the four months of trading and this represented a significant loss of revenue. The Tea Room generated no surplus in its trading year due to Covid. The Trust did receive a large bequest, which is treated as risk income, which represents the small surplus on the trading year.

The Trust is grateful for the level of government financial support, which covered the loss of turnover in the year.

Future Direction

As Covid restrictions are lifted, the Trust is now rolling out its programme of development held over from this financial year. This involves a strong focus on storytelling and living history and the introduction of costumed interpreters, tour guides and re-enactors. In addition the Trust is developing the next strategic plan representing the vision for the next five years of operation.

KING JOHN'S HOUSE AND TUDOR COTTAGE TRUST LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

Policies

The Trustees currently aim to hold approximately one year's overhead expenditure in free reserves. The reserves policy is kept under review to respond to internal and environmental factors. The trustees currently operate their investments themselves and pursue a low risk policy, investing in CAF, Scottish Widows and Secure Trust bank deposit accounts. The trustees have complied with their duty under the Charities Act 2011 to have due regard to the guidance on public benefit published by the Commission in exercising their powers or duties.

Responsibilities of the Board of Trustees Company law 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 charitable company as at the Balance Sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014. The Trustees are responsible for maintaining accounting records which disclose with reasonable accuracy at any time, the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Board of Trustees The Trustees, who are also directors for the purpose of Company Law and Trustees for the purpose of Charity Law, who served during the year and up to the date of this report are set out on the company information page. This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102) and in accordance with the special provisions relating to companies subject to the small companies regime.

Approved by the Board of Trustees on *13th December 2021* and signed on its behalf by:



Mr J Parker Director/Chair of the Board of Trustees (Interim)

KING JOHN'S HOUSE AND TUDOR COTTAGE TRUST LIMITED
(A company limited by guarantee)

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
KING JOHN'S HOUSE AND TUDOR COTTAGE TRUST LIMITED**

We report on the accounts of the company for the year ended 31 March 2021 which are set out on pages 5 to 10.

Repective responsibilities of trustees and examiner

The Trustees (who are also the Directors of the Company for the purposes of Company Law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under Section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied ourselves that the company is not subject to an audit under company law and is eligible for independent examination, it is our responsibility to :-

- * examine the accounts under Section 145 of the 2011 Act
- * follow the procedures laid down in the general Directions given by the Charity Commission under Section 145 (5) (b) of the 2011 Act, and
- * to state whether particular matters have come to our attention.

Basis of independent examiners' report

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with our examination, no matter has come to our attention:

1. which gives us reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 396 of the Companies Act 2006, and ;
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of Section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities, have not been met, or
2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Silvasmiths Ltd

Silvasmiths Limited
Chartered Accountants

5 Horseshoe Drive
Romsey
Hampshire
SO51 7TP

Date: *17 December 2021*

KING JOHN'S HOUSE AND TUDOR COTTAGE TRUST LIMITED**(A company limited by guarantee)****Statement of Financial Activities****For the year ended 31 March 2021**

	<u>Notes</u>	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total Funds</u>	<u>Total Funds</u>
		<u>2021</u>	<u>2021</u>	<u>2021</u>	<u>2020</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Incoming resources	1.3				
Generated by Voluntary Income:					
Grants, donations and legacies		82,584	2,031	84,615	49,619
Other trading activities					
Shop income and sales		1,977	391	2,368	20,013
Tea Room		0		0	55,258
Investment income		161		161	218
Total incoming resources		84,722	2,422	87,144	125,108
 Resources expended					
Costs of generating funds					
Cost of goods sold and other costs	2	301	312	613	50,704
Charitable activities		17,398	2,536	19,934	33,192
Governance costs		52,789	70	52,859	57,053
Total resources expended		70,488	2,918	73,406	140,949
 Net incoming/(outgoing) resources		14,234	(496)	13,738	(15,841)
Transfers between funds					
Total funds brought forward		15,558	66,619	82,177	98,018
Total funds carried forward	8	29,792	66,123	95,915	82,177

The statement of Financial Activities includes all gains and losses in the year. All incoming resources derive from continuing activities.

KING JOHN'S HOUSE AND TUDOR COTTAGE TRUST LIMITED
(A Company limited by guarantee)
BALANCE SHEET
AS AT 31 MARCH 2021

	Notes	2021		2020	
		£	£	£	£
Investments					
Share in subsidiary	5		1		1
Fixed Assets					
Tangible assets	6		1		1
Current Assets					
Stock		1,264		1,444	
Debtors	7	13,246		11,766	
Cash at bank and in hand		87,469		73,701	
		<u>101,979</u>		<u>86,911</u>	
Liabilities					
Creditors: Amounts falling due within one year	8	(6,066)		(4,736)	
		<u></u>		<u></u>	
Net Current Assets			95,913		82,175
Net Assets			<u>95,915</u>		<u>82,177</u>
The Funds of the Charity:					
Members' guarantees	9	-		-	
Restricted funds	10	66,123		66,619	
Unrestricted funds	10	29,792		15,558	
		<u>95,915</u>		<u>82,177</u>	

KING JOHN'S HOUSE AND TUDOR COTTAGE TRUST LIMITED

(A company limited by guarantee)

Balance Sheet as at 31 March 2021


In approving these financial statements as Trustee Directors of the Company we hereby confirm the following:
For the financial 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.

Trustee Directors responsibilities:

- 1) The Members have not required the company to obtain an audit for its accounts for the year in question in accordance with section 476 of the Companies Act 2006,
- 2) The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

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

These accounts were approved by the board on 13th December 2021 and signed on its behalf.



Mr M Edgerley
Treasurer

The notes on pages 8 to 10 form part of these accounts.

KING JOHN'S HOUSE AND TUDOR COTTAGE TRUST LTD
(A Company limited by guarantee)

Notes to the financial statements for the year ended 31 March 2021

1.1 Accounting convention

The accounts have been prepared under the historical cost convention as modified for valuations, in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities. The accounts have been prepared in accordance with FRS 102 and in accordance with applicable charity and company law.

1.2 Fixed assets and depreciation

The Trust own King John's House and the interlinked Tudor Cottage, which was sold to the Trust by Hampshire County Council in 1979 for the notional purchase price of £1. The asset is a "heritage asset" which, in the opinion of the trustees cannot be sensibly valued for the following reasons: 1. The property is inalienable, having been gifted to the town of Romsey by Miss M.A.M. Moody, the last of her branch of the family which had owned the property since 1918. Should the present Trust fail then the property would default to Romsey Town Council. 2. The property is Grade I listed and cannot be adapted for any contemporary use, even minor changes are subject to scrupulous consideration by Historic England. 3. The property is landlocked with no right of way except by way of the main foyer. There is also a historic right of way to the south side via the entrance way to the Abbey Hotel. Equipment costing more than £500 is capitalised and depreciated over 5 years on a straight line basis.

1.3 Income

Income relates entirely to the principal continuing activities. Donations and Legacies represent donations and grants, they are recognised when the donation is given or grant becomes unconditional. Other trading income represent gift shop sales, and fees for hiring, events and tours, the income of which is recognised when the sale is made, or the event occurs. Investment income relates entirely to bank interest received on bank deposits.

1.4 Fund accounting

- (i) Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- (ii) Restricted funds are subjected to restrictions on their expenditure, imposed by the donor or through the terms of an appeal.
- (iii) Designated funds are unrestricted funds earmarked by the Board of Trustees for a particular purpose.

1.5 Stock

Stocks of retail items are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

1.6 Debtors

Debtors are measured at cost and recognised when a right to receive economic benefit, goods or services arises.

1.7 Cash at bank and in hand

Cash at bank and in hand represents monies held in bank accounts or on hand including cash in transit.

1.8 Creditors

Creditors are recognised at cost when a present obligation arises as a result of past events.

2 Employees

The Trust has two permanent members of staff; one full-time and one fractional. The Trustees do not draw salaries; they are entitled to reimbursement of the costs of attending Board meetings. During the year under review no trustees were paid a salary or expenses. No employees received employee benefits of more than £60,000.

3 Taxation

As a registered charity the Trust is not liable to Corporation Tax on its profits, as long as these are directed to its charitable objects.

4 Going Concern

There are no material uncertainties about the charity's ability to continue.

KING JOHN'S HOUSE AND TUDOR COTTAGE TRUST LIMITED
(A company limited by guarantee)

Notes to the financial statements for the year ended 31 March 2021
(continued)

	<u>2021</u>	<u>2020</u>
5 Investments		
One Ordinary share in Miss Moody's Tudor Tea Room Ltd representing 100% of the issued share capital	£1	-
	<u>2021</u>	<u>2020</u>
6 Tangible fixed assets		
<u>King John's House (bequeathed 1979)</u>		
Tudor Cottage (gifted by Hampshire County Council)		
Cost	£1	£1

The above properties are classed as "Heritage Assets" as they are of great historical significance and are maintained to advance the preservation and education objectives of the charity. These assets cannot be reasonably valued, in the opinion of the trustees. The buildings are listed properties which are situated in Romsey Town centre opposite Romsey Abbey, and are important in the town's history and character. (See also note 1.2)

7 Debtors: amounts receivable within one year:	<u>2021</u>	<u>2020</u>
	£	£
Amount due from subsidiary company	12,880	11680
Other debtors and prepayments	366	86
	<u>13,246</u>	<u>11,766</u>
8 Creditors: amounts falling due within one year:	<u>2021</u>	<u>2020</u>
	£	£
Taxes due	4,978	2,635
Trade creditors	238	901
Accruals	850	1,200
Other creditors	-	-
	<u>6,066</u>	<u>4,736</u>

9 Members' guarantees and related party transactions

The Trust is a company limited by guarantee and not having an issued share capital.
The members' liability is limited to £1 each.
As at the balance sheet date there were 8 (2020: 15) Members.

On 1 October 2019 the subsidiary company, Miss Moody's Tudor Tea Room Limited took over the trade of the tea rooms from the Trust, acquiring the equipment and stock at net book value. The Trust has charged its subsidiary company £100 per month for service charges to include wages, telephone, credit card charges etc. paid for by the Trust.

KING JOHN'S HOUSE AND TUDOR COTTAGE TRUST LIMITED**(A company limited by guarantee)****Notes to the financial statements for the year ended 31 March 2021****(continued)****10 Reconciliation of funds**

	At 31 March 2020	Assets	Current Liabilities	Net Surplus/ (deficit)	Transfers between funds	At 31 March 2021
Freehold fund	1	1	-	-		1
Accumulated general fund	15,558	33,672	(6,066)	14,234		29,792
Garden fund	12,570	11,014		(496)		12,074
King John's House reserve fund	54,048	57,292		0		54,048
	82,177	101,979	(6,066)	13,738		95,915

KING JOHN'S HOUSE AND TUDOR COTTAGE TRUST LIMITED
(A company limited by guarantee)

**Information for management purposes
for the year ended 31 March 2021**

KING JOHNS HOUSE AND TUDOR COTTAGE TRUST LIMITED
(A Company limited by guarantee)

Profit and Loss Account
for the year ended 31 March 2021

	<u>General Fund</u> £	<u>Garden Fund</u> £	<u>Reserve Fund</u> £	<u>Tea Room</u> £	<u>Total</u> £	<u>2020</u> £
INCOME						
Sales	151	391	-	-	542	58,794
Entrance fees and groups	666		-	-	666	6,618
Events	(100)		-	-	(100)	4,795
Hires	60		-	-	60	4,439
Wedding photography			-	-	-	25
Service charges to subsidiary	1,200		-	-	1,200	600
	<u>1,977</u>	<u>391</u>	<u>-</u>	<u>-</u>	<u>2,368</u>	<u>75,271</u>
COST OF SALES						
Opening Stock	1,444	-	-	-	1,444	1,615
Purchases	45	312	-	-	357	16,831
Wages		-	-	-	-	29,326
Events	76		-	-	76	3,355
Closing Stock	(1,264)	-	-	-	(1,264)	(1,444)
	<u>301</u>	<u>312</u>	<u>-</u>	<u>-</u>	<u>613</u>	<u>49,683</u>
Trading contribution	1,676	79	-	-	1,755	25,588
Donations	1,338	2,031	-	-	3,369	2,255
Legacies	16,873		-	-	16,873	-
Grants	64,373	-	-	-	64,373	47,364
Bank Interest	161	-	-	-	161	218
Total Contribution	<u>84,421</u>	<u>2,110</u>	<u>-</u>	<u>-</u>	<u>86,531</u>	<u>75,425</u>

KING JOHN'S HOUSE AND TUDOR COTTAGE TRUST LIMITED

(A company limited by guarantee)

Profit and Loss Account
for the year ended 31 March 2021

	<u>General</u> <u>Fund</u> £	<u>Garden</u> <u>Fund</u> £	<u>Reserve</u> <u>Fund</u> £	<u>Tea</u> <u>Room</u> £	<u>Total</u> £	<u>2020</u> £
OVERHEAD EXPENDITURE						
Salaries and Employers NIC	43,412	-	-	-	43,412	43,164
Improvements and maintenance	183	908	-	-	1,091	11,129
Ground rent	10	-	-	-	10	10
Light and heating	4,866	-	-	-	4,866	4,730
Telephone	1,643	-	-	-	1,643	2,105
Insurances	3,137	-	-	-	3,137	3,605
Alarms and security	594	-	-	-	594	790
Bins and waste	60	-	-	-	60	289
Pension contributions	283	-	-	-	283	273
Staff development	-	-	-	-	-	809
Equipment	379	-	-	-	379	2,690
Advertising and promotion	690	-	-	-	690	2,365
Printing	729	-	-	-	729	1,141
Postage and stationary	1,666	-	-	-	1,666	1,925
Cleaning	2,479	-	-	-	2,479	6,058
Independent examiner	850	-	-	-	850	1,300
Bookkeeping	-	-	-	-	-	160
Displays	-	1,478	-	-	1,478	3,158
Travel and expenses	-	-	-	-	-	106
Health & Safety	1,584	-	-	-	1,584	2,673
Bank and card charges and interest	1,758	70	-	-	1,828	1,371
Computer support	621	-	-	-	621	605
Sundry expenses	243	150	-	-	393	1,067
Depreciation of equipment	-	-	-	-	-	-
Profit on equipment disposal	-	-	-	-	-	(257)
Exceptional item - audience development survey	5,000	-	-	-	5,000	-
	<u>70,187</u>	<u>2,606</u>	<u>-</u>	<u>-</u>	<u>72,793</u>	<u>91,266</u>
Net fund surplus/(deficit)	<u>14,234</u>	<u>- 496</u>	<u>0</u>	<u>-</u>	<u>13,738</u>	<u>(15,841)</u>