

**PILGRIM HOUSE TRUST**

**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

**E d w a r d s   &   K e e p i n g**

Chartered Accountants

# **PILGRIM HOUSE TRUST**

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# PILGRIM HOUSE TRUST

## REFERENCE AND ADMINISTRATIVE DETAILS

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**Charity Registration Number** 298236

**Trustees**

Mr B Rezaei  
Mr J Swindell  
Mr A Prowse (resigned 24 May 2020)  
Mr D Smith (resigned 20 January 2021)  
Mrs R Bruce  
Mr J Way  
Mr R Feltham  
Mr N Price  
Mr D Langridge  
Mr R Fry (appointed 20 January 2021)

**Registered address**

Pilgrim House Trust  
Pilgrim House  
1 Hope Square  
Weymouth  
Dorset  
DT4 8TR

**Professional advisors**

**Bankers**

HSBC Bank  
18 St Mary Street  
Weymouth  
Dorset  
DT4 8PH

**Accountants**

Edwards and Keeping  
Chartered Accountants  
Unity Chambers  
34 High East Street  
Dorchester  
Dorset  
DT1 1HA

# **PILGRIM HOUSE TRUST**

## **TRUSTEES' REPORT**

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The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing documents, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in UK and Republic of Ireland published in October 2019.

### **Trustees**

Mr B Rezaei

Mr J Swindell

Mr A Prowse (resigned 24 May 2020)

Mr D Smith (resigned 20 January 2021)

Mrs R Bruce

Mr J Way

Mr R Feltham

Mr N Price

Mr D Langridge

Mr R Fry (appointed 20 January 2021)

### **Objectives and activities for the public benefit**

The objectives of the charity for the public benefit are as follows:

The trust continued its objective of supporting the people in the Weymouth area and managing the use of Pilgrim House. Income is received via donations, grants, rental income and fundraising events to enable the running of Pilgrim House. Pilgrim House is also used by Weymouth Rotary Club for their regular meetings and various events to generate additional funds, from bar and catering sales, to support the charity.

(a) To promote the wellbeing of people in Weymouth, Portland and the surrounding areas.

(b) To encourage, promote and organise direct and indirect services appropriate to the needs of individual people or groups of people and if thought fit to make reasonable charges for any services provided hereunder.

(c) To further such charitable purpose or purposes as the officers in their absolute discretion shall think fit but in particular through the making of grants and donations.

(d) To encourage, promote and organise community activities for the benefit of people in Weymouth, Portland and surrounding areas.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

# **PILGRIM HOUSE TRUST**

## **TRUSTEES' REPORT**

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### **Achievements and performance**

The ongoing CV-19 pandemic resulted in the closure of Pilgrim House for functions of any kind. The Trustees have continued to keep users advised of the situation and will endeavour to re-open for functions when permitted.

The Trustees look forward to welcoming back the many community based meetings and working parties that enjoy the use of Pilgrim House and we continue to offer support remotely where there is the need.

The Rotary Club of Weymouth will, when permitted continue to make regular use of the facilities for meetings and events.

The main event held during the year involving Pilgrim House was Rotary Club's blue-ribbon event the "Fayre in the Square" – and this too was cancelled. Pilgrim House normally acted as headquarters for the event held in May. This event has raised around £60,000 for local charities and good causes over the past five years. Without the support of the Pilgrim House Trust this event could not take place. Pilgrim House has been involved in the process of planning for the event for the next year.

The Trust had an employed post of administrator – this role has been taken on by the Trustees following the resignation of the previous employee. The Trust maintained the services of one employee Mrs Beasley, who was responsible for the cleaning of the building over the period of lockdown. The administration work required for the efficient day to day functioning of the Trust has been taken on by the Trustees over this period.

The Trust will continue to support many local groups including the bereavement counselling CRUSE, Read Easy - one to one reading for persons who have never learned to read, elderly craft group, local disabled children support organisation who take them out for sea trips.

More recently the Trust has developed a close working relationship with the local chaplain who works with families who lose loved ones at sea locally. We are able to offer a safe and quiet venue for grieving and concerned family and friends.

### **Financial review**

The charity received £15,503 (2020 £6,814) from donations, grants and subscriptions, £12,550 (2020 £16,625) in rental income and raised £600 (2020 £25,177 from fundraising events carried out during the year. Expenditure in the year amounted to £12,852 (2020 £35,543) of which £320 (2020 £12,372) was used towards fundraising and £nil (2020 £2,870) was given in donations.

Overall funds held by the charity increased by £15,801 (2020 £13,273). The funds carried forward are £47,165 (2020 £31,364).

### ***Policy on reserves***

The trustees' aim to maintain a sufficient level of reserves to enable it to carry out its objectives for the foreseeable future.

### ***Investment policy***

There are no restrictions on the trustees' power to invest. The charity rents out garage properties to derive income for charitable purposes. The management of the charity and its assets is vested in the trustees.

# PILGRIM HOUSE TRUST

## TRUSTEES' REPORT

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### Plans for future periods

#### *Aims and key objectives for future periods*

The Trustees will look to put in place a plan for the re-opening of the facility to provide a service centre for groups and organisations to use in promoting the wellbeing of people in Weymouth, Portland and the surrounding areas.

### Structure, governance and management

Pilgrim House Trust was created on 30 September 1987 and is registered with the Charity Commission (registration number 298236). Pilgrim House Trust manages the use of Pilgrim House in furtherance of its objects noted above. The charity is managed by the trustees; the trustees being the officers and other members appointed at the annual general meeting by the members of the charity. Each member has one vote.

On 20 November 2018, the Charity's constitution was updated as noted above.

### Trustees' responsibilities in relation to the financial statements

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

The law applicable to charities 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;
- 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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 to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees 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.

The annual report was approved by the trustees of the charity on 19 January 2022 and signed on its behalf by:

.....  
Mrs R Bruce  
Trustee

## **PILGRIM HOUSE TRUST**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES TO THE TRUSTEES OF PILGRIM HOUSE TRUST**

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I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 6 to 14.

#### **Respective responsibilities of trustees and examiner**

As the charity's trustees of Pilgrim House Trust 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 Pilgrim House Trust's accounts carried out under section 145 of the 2011 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 Pilgrim House Trust 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 accounting 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.

Howard Jones FCCA  
Chartered Accountant

Unity Chambers  
34 High East Street  
Dorchester  
Dorset  
DT1 1HA

27 January 2022

# PILGRIM HOUSE TRUST

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

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	Note	Unrestricted funds £	Total 2021 £	Total 2020 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	15,503	15,503	6,814
Other trading activities	3	600	600	25,177
Investment income	4	12,550	12,550	16,625
Total income		<u>28,653</u>	<u>28,653</u>	<u>48,616</u>
<b>Expenditure on:</b>				
Raising funds	5	(320)	(320)	(12,372)
Charitable activities	6	<u>(12,532)</u>	<u>(12,532)</u>	<u>(22,971)</u>
Total expenditure		<u>(12,852)</u>	<u>(12,852)</u>	<u>(35,343)</u>
Net movement in funds		15,801	15,801	13,273
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>31,364</u>	<u>31,364</u>	<u>18,091</u>
Total funds carried forward	12	<u><u>47,165</u></u>	<u><u>47,165</u></u>	<u><u>31,364</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2020 is shown in note 12.

# PILGRIM HOUSE TRUST

(REGISTRATION NUMBER: 298236)  
BALANCE SHEET AS AT 31 MARCH 2021

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		2021		2020	
	Note	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	8		3,702		4,535
<b>Current assets</b>					
Debtors	9	154		-	
Cash at bank and in hand	10	<u>45,672</u>		<u>28,495</u>	
		45,826		28,495	
<b>Creditors: Amounts falling due within one year</b>	11	<u>(2,363)</u>		<u>(1,666)</u>	
<b>Net current assets</b>			<u>43,463</u>		<u>26,829</u>
<b>Net assets</b>			<u>47,165</u>		<u>31,364</u>
<b>Funds of the charity:</b>					
<b>Unrestricted income funds</b>					
Pilgrim House		<u>47,165</u>		<u>31,364</u>	
<b>Total funds</b>	12		<u>47,165</u>		<u>31,364</u>

The financial statements on pages 6 to 14 were approved by the trustees, and authorised for issue on 19 January 2022 and signed on their behalf by:

Mrs R Bruce  
Trustee

# **PILGRIM HOUSE TRUST**

## **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

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### **1 Accounting policies**

#### **Statement of compliance**

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 (FRS 102) (issued October 2019) and the Charities Act 2011.

#### **Basis of preparation**

Pilgrim House Trust 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.

#### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

#### **Going concern**

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

#### **Income and endowments**

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

#### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Legacy gifts are recognised on a case by case basis following the grant of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

Income from 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.

#### **Grants receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

# PILGRIM HOUSE TRUST

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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### **Donated services and facilities**

Where services or facilities are provided to the charity as a donation that would normally be purchased from our suppliers, this benefit is included in the financial statements at its fair value unless its fair value cannot be reliably measured, then at the cost to the donor or the resale value of goods that are to be sold.

### **Investment income**

Investment income is accounted for when receivable.

### **Expenditure**

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs are allocated or apportioned to the applicable expenditure headings in the statement of financial activities. Expenditure includes vat which cannot be recovered, and is reported as part of the expenditure to which it relates. Expenditure is classified under the following activity headings:

#### **(i) Raising funds**

Costs of raising funds comprises of costs of holding events to raise funds for charitable activities.

#### **(ii) Charitable activities**

Charitable expenditure represents all costs incurred identifiable as wholly or mainly in support of the charity's objectives. It includes grants payable and related support and governance costs. Governance costs include expenditure incurred in the governance of the charity's assets and compliance with constitutional and statutory requirements.

Charitable donations payable are charged against income in the year in which they are paid.

### **Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

### **Tangible fixed assets**

Tangible fixed assets are initially recorded at cost, less subsequent accumulated depreciation and subsequent accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of fixed assets, less residual value over their expected useful lives.

### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Furniture and Fittings	15% reducing balance basis
Office equipment	25% straight line basis

# PILGRIM HOUSE TRUST

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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### Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

### Cash and cash equivalents

Cash at bank and cash in hand includes cash held on investment accounts.

### Creditors

Creditors and provisions 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 and provisions are normally recognised at their settlement amount after allowing for any discounts due.

### Fund structure

Unrestricted funds can be spent on any purpose within the charity's objects at the discretion of the trustees.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

## 2 Income from donations and legacies

	Unrestricted funds		
	General	Total	Total
	£	2021	2020
		£	£
Grants, including capital grants;			
Local Authority Coronavirus support grants	13,302	13,302	-
Coronavirus Job Retention Scheme grant income	1,951	1,951	-
Donations and gifts	250	250	6,674
Donated services and facilities	-	-	140
	<u>15,503</u>	<u>15,503</u>	<u>6,814</u>

# PILGRIM HOUSE TRUST

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

### 3 Income from other trading activities

	Unrestricted funds Charitable and fundraising £	Total 2021 £	Total 2020 £
Fundraising; functions, bar income	-	-	15,568
Fundraising; other	-	-	1,970
Bar takings	600	600	7,183
Food	-	-	456
	<u>600</u>	<u>600</u>	<u>25,177</u>

### 4 Investment income

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Room hire	6,925	6,925	7,000
Garage rent	5,625	5,625	9,625
	<u>12,550</u>	<u>12,550</u>	<u>16,625</u>

### 5 Expenditure on raising funds

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Catering	-	-	1,508
Bar purchases	-	-	7,962
Events	320	320	2,309
Laundry	-	-	593
	<u>320</u>	<u>320</u>	<u>12,372</u>

# PILGRIM HOUSE TRUST

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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### 6 Expenditure on charitable activities

		Unrestricted funds	Total 2021	Total 2020
	Note	General £	£	£
Depreciation		832	832	1,102
Grants		-	-	2,870
Wages		4,136	4,136	5,675
Insurance		1,768	1,768	3,662
Rates		41	41	352
Water rates		131	131	376
Light and heat		2,684	2,684	1,318
Repairs and maintenance		104	104	2,239
Refurbishment costs		-	-	490
Telephone		981	981	1,120
Printing, postage and stationery		-	-	79
Sundry expenses		70	70	713
Cleaning		97	97	965
Advertising		-	-	747
Accountancy fees		779	779	588
Independent examination		909	909	675
		<u>12,532</u>	<u>12,532</u>	<u>22,971</u>

### 7 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

# PILGRIM HOUSE TRUST

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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### 8 Tangible fixed assets

	Leasehold Improvements £	Furniture and Fittings £	Office Equipment £	Total £
<b>Cost</b>				
At 1 April 2020	4,316	22,594	1,502	28,412
At 31 March 2021	4,316	22,594	1,502	28,412
<b>Depreciation</b>				
At 1 April 2020	4,316	18,477	1,084	23,877
Charge for the year	-	618	215	833
At 31 March 2021	4,316	19,095	1,299	24,710
<b>Net book value</b>				
At 31 March 2021	-	3,499	203	3,702
At 31 March 2020	-	4,117	418	4,535

### 9 Debtors

	2021 £	2020 £
Other debtors	154	-

### 10 Cash and cash equivalents

	2021 £	2020 £
Cash in hand	59	59
Current account	45,613	28,436
	45,672	28,495

### 11 Creditors: amounts falling due within one year

	2021 £	2020 £
Other creditors	-	458
Accruals	2,363	1,208
	2,363	1,666

# PILGRIM HOUSE TRUST

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

### 12 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>				
General	21,511	28,653	(12,852)	37,312
Designated	9,853	-	-	9,853
<b>Total funds</b>	<u>31,364</u>	<u>28,653</u>	<u>(12,852)</u>	<u>47,165</u>

### Unrestricted funds

	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Balance at 31 March 2020 £
<b>Unrestricted funds</b>				
General	8,238	48,616	(35,343)	21,511
Designated	9,853	-	-	9,853
<b>Total funds</b>	<u>18,091</u>	<u>48,616</u>	<u>(35,343)</u>	<u>31,364</u>

### 13 Analysis of net assets between funds

	Unrestricted funds General £	Total funds £
Tangible fixed assets	3,702	3,702
Current assets	45,826	45,826
Current liabilities	<u>(2,363)</u>	<u>(2,363)</u>
Total net assets	<u>47,165</u>	<u>47,165</u>