

PILGRIM HOUSE TRUST

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

E d w a r d s & K e e p i n g

Chartered Accountants

PILGRIM HOUSE TRUST

CONTENTS

Reference and Administrative Details	1
Trustees' Report	2 to 4
Independent Examiner's Report to the trustees	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Accounts	8 to 14

PILGRIM HOUSE TRUST

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Registration Number 298236

Trustees

Mr B Rezaei
Mr J Swindell
Mrs R Bruce
Mr J Way
Mr R Feltham
Mr N Price
Mr D Langridge
Mr R Fry

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

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2023.

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.

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.

Achievements and performance

Pilgrim House has again been able to provide a safe and accessible location for functions and for use by the service clubs and voluntary organisations. The Trustees continued throughout the period to manage the building, look at opportunities to develop the use of the facility for the benefit of the community and maintained a presence each week at Pilgrim House.

The Trustees are delighted to again welcome back the many community based meetings and working parties that enjoy the use of Pilgrim House and in addition we provide rooms for use by local support organisations.

The Rotary Club of Weymouth has continued its weekly use of the establishment for meetings and fellowship and its members provide the core of the Trustees for the Pilgrim House Trust.

The Trustees are pleased to report the success of the Rotary Club's blue-ribbon event the "Fayre in the Square". This event was held not long after the year end over the weekend of the 27th & 28th May 2023, the planning and preparations for which were carried out in the year to 31 March 2023. Pilgrim House was the base and co-ordination centre for the event which over the two days attracted in excess of 20,000 people to Hope Square. This event again raised over £20,000 for local charities and good causes in the surrounding area and has in the last few years raised over £100,000 in total. 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 each year.

PILGRIM HOUSE TRUST

TRUSTEES' REPORT

Following the re-opening of Pilgrim House after the pandemic and the additional work involved, the decision to employ an administrator on a part time basis to enable the Trust to more readily deal with the day to day running of the property and the regular communications that entails has been validated. The Co-ordinator has enabled a closer and more accessible avenue for interested parties and groups to obtain access to the Pilgrim House facilities. The Trust additionally maintains the services of one other employee, who was responsible for the cleaning of the building and a service function where needed. This change has allowed the Trustees to undertake more of the building and facilities management and focus on provision of services.

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 - Crafty Pilgrims, and a local disabled children support organisation who take them out for sea trips.

Additionally the Trust has continued 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 £77 (2022 £13,653) from donations, grants and subscriptions, the fall in which is due to Covid-19 related grants no longer being received, £18,428 (2022 £14,465) in rental income, £7,658 (2022 £6,637) from fundraising events and £660 (2022 £nil) in other, unrecorded, income. Expenditure in the year amounted to £24,495 (2022 £21,466) of which £3,859 (2022 £3,090) was used towards fundraising and £1,860 (2022 £500) was given in donations. Overall funds held by the charity increased by £2,328 (2022 £13,309). The funds carried forward are £62,802 (2022 £60,474).

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, although a precise numeric figure has not been put on this.

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.

Plans for future periods

Aims and key objectives for future periods

The Trustees will look to continue to grow the opportunities to provide a service centre for groups and organisations to use in promoting the wellbeing of people in Weymouth, Portland and the surrounding areas.

The external condition of Pilgrim House which as a listed building is an important structure within the area required the Trustees to commence the process for reviewing costs to maintain the building external image and condition. The plans are for quotes to be obtained and work to be progressed once Listed Building Consent and necessary approvals have been obtained and a suitable window within the next year is selected for this works.

Important as part of this planning is to ensure the continued accessibility for all the groups, tenants and service clubs using the premises.

PILGRIM HOUSE TRUST

TRUSTEES' REPORT

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.

Statement of Trustees' Responsibilities

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 25 March 2024 and signed on its behalf by:

Mr N Price
Trustee

PILGRIM HOUSE TRUST

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

I report to the trustees on my examination of the accounts of Pilgrim House Trust for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity 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 - matter of concern identified

I have completed my examination. In carrying out my examination it was noted that the Charity's cash accounting records are not of the standard required by section 130 of the Charities Act 2011 as a full record with appropriate detail has not been kept, although a partial record has been provided. The adjustment in the Accounts to agree the year end cash balance is to write off £660 to Other Income.

I confirm that no other matters have come to my attention in connection with the examination giving me reasonable 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 confirm that there are no other matters to which your attention should be drawn 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

26 March 2024

PILGRIM HOUSE TRUST

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

	Note	Unrestricted £	Total 2023 £	Total 2022 £
Income and Endowments from:				
Donations and legacies	2	77	77	13,653
Other trading activities	3	7,658	7,658	6,637
Investment income	4	18,428	18,428	14,465
Other income	5	660	660	-
Total income		<u>26,823</u>	<u>26,823</u>	<u>34,755</u>
Expenditure on:				
Raising funds	6	(3,859)	(3,859)	(3,090)
Charitable activities	7	<u>(20,636)</u>	<u>(20,636)</u>	<u>(18,356)</u>
Total expenditure		<u>(24,495)</u>	<u>(24,495)</u>	<u>(21,446)</u>
Net movement in funds		2,328	2,328	13,309
Reconciliation of funds				
Total funds brought forward		<u>60,474</u>	<u>60,474</u>	<u>47,165</u>
Total funds carried forward	15	<u><u>62,802</u></u>	<u><u>62,802</u></u>	<u><u>60,474</u></u>

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

The funds breakdown for 2022 is shown in note 15.

PILGRIM HOUSE TRUST

(REGISTRATION NUMBER: 298236)
BALANCE SHEET AS AT 31 MARCH 2023

	Note	2023		2022	
		£	£	£	£
Fixed assets					
Tangible assets	11		5,816		2,974
Current assets					
Debtors	12	1,272		-	
Cash at bank and in hand	13	<u>58,054</u>		<u>58,590</u>	
		59,326		58,590	
Creditors: Amounts falling due within one year	14	<u>(2,340)</u>		<u>(1,090)</u>	
Net current assets			<u>56,986</u>		<u>57,500</u>
Net assets			<u>62,802</u>		<u>60,474</u>
Funds of the charity:					
Unrestricted income funds					
Pilgrim House		<u>62,802</u>		<u>60,474</u>	
Total funds	15		<u>62,802</u>		<u>60,474</u>

The financial statements on pages 6 to 14 were approved by the trustees, and authorised for issue on 25 March 2024 and signed on their behalf by:

Mr N Price
Trustee

PILGRIM HOUSE TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

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. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

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 legacy being communicated in writing and the expected amount can be reasonably estimated. 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 2023

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:

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

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.

PILGRIM HOUSE TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

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 General £	Total 2023 £	Total 2022 £
Grants, including capital grants;			
Local Authority Coronavirus support grants	-	-	12,502
Coronavirus Job Retention Scheme grant income	-	-	1,130
Donations and gifts	77	77	21
	<u>77</u>	<u>77</u>	<u>13,653</u>

3 Income from other trading activities

	Unrestricted Charitable and fundraising £	Total 2023 £	Total 2022 £
Bar takings	7,658	7,658	6,637
	<u>7,658</u>	<u>7,658</u>	<u>6,637</u>

4 Investment income

	Unrestricted General £	Total 2023 £	Total 2022 £
Office rent	8,150	8,150	7,250
Room hire	4,403	4,403	2,295
Garage rent	5,875	5,875	4,920
	<u>18,428</u>	<u>18,428</u>	<u>14,465</u>

PILGRIM HOUSE TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

5 Other income

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Other income	660	660	-

The £660 classified as other income is the amount included to bring the cash balance at the year end to nil, which could not be connected to any particular income stream.

6 Expenditure on raising funds

	Unrestricted General £	Total 2023 £	Total 2022 £
Bar purchases	3,859	3,859	3,090
	3,859	3,859	3,090

7 Expenditure on charitable activities

	Note	Unrestricted General £	Total 2023 £	Total 2022 £
Depreciation		1,026	1,026	728
Wages		4,988	4,988	4,005
Insurance		2,510	2,510	2,631
Rates		171	171	152
Water rates		525	525	37
Light and heat		4,783	4,783	2,143
Repairs and maintenance		1,088	1,088	5,086
Telephone		1,314	1,314	1,081
Charitable donations		1,860	1,860	500
Sundry expenses		364	364	51
Cleaning		364	364	162
Accountancy fees		537	537	870
Independent examination		1,106	1,106	910
		20,636	20,636	18,356

	Note	Unrestricted General £	Total 2023 £	Total 2022 £
Governance costs (included with the above)		1,643	1,643	1,780
		1,643	1,643	1,780

PILGRIM HOUSE TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

8 Staff costs

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year was as follows:

	2023 No	2022 No
Employees	<u>2</u>	<u>2</u>

No employee received emoluments of more than £60,000 during the year

9 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.

10 Independent examiner's remuneration

	2023 £	2022 £
Examination of the financial statements	<u>1,106</u>	<u>910</u>
Other fees to examiners		
All other services	<u>537</u>	<u>870</u>

11 Tangible fixed assets

	Leasehold Improvements £	Furniture and Fittings £	Office Equipment £	Total £
Cost				
At 1 April 2022	4,316	22,594	1,502	28,412
Additions	<u>-</u>	<u>3,868</u>	<u>-</u>	<u>3,868</u>
At 31 March 2023	<u>4,316</u>	<u>26,462</u>	<u>1,502</u>	<u>32,280</u>
Depreciation				
At 1 April 2022	4,316	19,620	1,502	25,438
Charge for the year	<u>-</u>	<u>1,026</u>	<u>-</u>	<u>1,026</u>
At 31 March 2023	<u>4,316</u>	<u>20,646</u>	<u>1,502</u>	<u>26,464</u>
Net book value				
At 31 March 2023	<u>-</u>	<u>5,816</u>	<u>-</u>	<u>5,816</u>
At 31 March 2022	<u>-</u>	<u>2,974</u>	<u>-</u>	<u>2,974</u>

PILGRIM HOUSE TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

12 Debtors

	2023 £	2022 £
Prepayments	1,272	-

13 Cash and cash equivalents

	2023 £	2022 £
Cash in hand	-	1,175
Current account	58,054	57,415
	58,054	58,590

14 Creditors: amounts falling due within one year

	2023 £	2022 £
Accruals	2,340	1,090

15 Funds

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
Unrestricted					
General	50,621	26,823	(24,495)	9,853	62,802
Designated	9,853	-	-	(9,853)	-
Total funds	60,474	26,823	(24,495)	-	62,802

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
Unrestricted				
General	37,312	34,755	(21,446)	50,621
Designated	9,853	-	-	9,853
Total funds	47,165	34,755	(21,446)	60,474

PILGRIM HOUSE TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

The balance on the designated fund arose from a change in the Trust's constitution on 20 November 2018, which widened the Trust's primary charitable purposes to include bar income. The fund represents ancillary trading income from the bar in that period, before the new constitution came into effect, and the Trustees consider this separation of funds to be no longer helpful in aiding users' understanding of the Accounts and so a transfer has been made to general funds.

16 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 March 2023 £
Tangible fixed assets	5,816	5,816
Current assets	59,326	59,326
Current liabilities	<u>(2,340)</u>	<u>(2,340)</u>
Total net assets	<u>62,802</u>	<u>62,802</u>

17 Related party transactions

During the year the charity made the following related party transactions:

Rotary Club of Weymouth

(The Pilgrim House Trust's Trustees have significant influence over the Rotary Club of Weymouth and vice versa, due to the high level of overlap between the Trustees and Officers of the two charities.) Transactions between the related parties in the year consist of a £90 donation from the Pilgrim House Trust to a fundraising event held by Weymouth Rotary Club. At the balance sheet date the amount due to/from Rotary Club of Weymouth was £Nil (2022 - £Nil).