



**HENRIETTA PARKER TRUST**  
**Charity Number: 312094**

**Annual Report and Accounts**

**Year Ended 31 March 2022**

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**HENRIETTA PARKER TRUST**  
**Charity Registration No. 312094**

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The principal address of the Charity is as follows:

Henrietta Parker Trust  
Molesey Henrietta Parker Adult Learning  
Ray Road  
West Molesey  
Surrey KT8 2LG

The addresses of other relevant officials are as follows:

Representing the County Council as Trustee:

Councillor Julie Iles  
Cabinet Member for All-Age Learning  
Woodhatch Place  
Reigate  
RH2 8EF

Lead County Council Officers:

Francis Lawlor  
Service Principal Surrey Adult Learning  
Woking Adult Learning Centre  
Hoebridge Close  
Woking  
GU22 9PE

Ms Anna D'Alessandro  
Treasurer to the Charity  
Corporate Finance Group  
Surrey County Council  
Woodhatch Place  
Reigate  
RH2 8EF

**HENRIETTA PARKER TRUST**  
**Charity Registration No. 312094**

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BlackRock Investment Management (UK) Limited  
33 King William Street  
London  
EC4R 9AS

Independent Examiner  
DSK Partners LLP  
Chartered Accountants and Statutory Auditors  
D S House  
306 High Street  
Croydon,  
Surrey  
CR0 1NG

## **HENRIETTA PARKER TRUST**

**Charity Registration No. 312094**

### **Structure, Governance and Management**

Surrey County Council (SCC) is responsible for managing and administering the Henrietta Parker Trust Fund (HPT), which is a registered charity (#312094).

The Charity is governed by a Scheme from the Charity Commissioners for England and Wales sealed on 1 February 1984.

'The Board' was set up early March 2016. It consists of:

County Council as Trustee:

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County Council Lead Officers:

Ian Burrows, Elmbridge Borough Council

Francis Lawlor, Principal Surrey Adult Learning

Following the formation of the new management board in 2017, there was a major up-turn in the level of activity. Participation did fall during COVID lockdown, but participation levels at the Henrietta Parker and other adult learning centres is recovering and the programme offer has developed further during 2021/22. The offer of subsidised computing courses has been extended to include other centres because of increased demand. Other projects (e.g. website development) continue, and new projects are in the pipeline (e.g. Cookery at Woking). Additionally, there continues to be an increased focus on developing the 'Passport to Wellbeing' programme for adults recovering from mild to moderate mental health difficulties.

The profile of the programme continues to be raised through varied and new marketing strategies and the commitment and increased awareness of staff.

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A key objective for the next year is to work with local community groups and local businesses to attract more male residents to use the workshop, to engage in learning and to reduce isolation and loneliness.

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Specific restrictions to the operation of the charity as specified by the Charity Commissioners are as follows:

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***Annual Report for the year to 31 March 2022***

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The County Council has paid due regard to the guidance on public benefit produced by the Charities Commission and are confident that the work of the charity meets all the criteria for public benefit.

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**Charity Registration No. 312094**

## ***Annual Report for the year to 31 March 2022 (continued)***

### **Background**

The Henrietta Parker Trust Fund supports the provision of learning for adults predominantly in Elmbridge, through the Molesey Adult Learning Centre (Henrietta Parker Centre). In addition, learning opportunities are being supported in a few other centres and community venues.

The Trust fund is used to support access to learning, to provide and improve facilities at the Centre and to promote and engage the local community in the learning programmes provided. While many courses are funded from a grant from the Education and Skills Funding Agency and the contribution made by learners through fees charged, there are many in the community who require further support in order to be able to access learning. The Trust is enabling this to happen.

### **Review of progress and achievements during 2021/22**

During the 2021/22 academic year, there were 701 learners and 1,257 enrolments on courses administered by the Molesey (Henrietta Parker) Adult Learning Centre. Learners and enrolments were up 43% and 49% respectively on the previous year (when participation was affected due to Coronavirus (COVID-19)).

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**HENRIETTA PARKER TRUST**  
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***Annual Report for the year to 31 March 2022 (continued)***

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## **HENRIETTA PARKER TRUST**

### **Charity Registration No. 312094**

#### **Financial Review**

The attached Financial Statement shows the position of the of the Trust Fund as at 31 March 2022

Interest earned on investments totalled £30,996.

Revenue spend in the 2021/22 financial year was £74,173, predominantly on the delivery of computing & cookery courses at the Henrietta Parker Centre. The estimate for governance costs is £1,740 and Capital expenditure of £195,589 relating to the HPT Shed Project has also been incurred in 2021/22.

The total reserves of the charity as at 31 March 2022 are £1,157,239. The Reserves are split between a current Surplus of £141,002 against the Restricted fund and Capital funds of £1,016,237. The market value of investments has increased from £989,416 as at 31 March 2021 to £1,016,237 as at 31 March 2022.

#### **Investment Policy**

There is currently no formal Investment Policy of the Trustee.

The management board is working with the finance department to identify options on generating a higher return on the capital assets of the fund. In particular the monies currently held in a bank account that constitutes carried forward income.

#### **Future Developments**

Governance arrangements for the Trust have led to an increase in activity funded for residents in the community over the last two years. The current plans are to build on this work.

#### **Responsibilities of the Trustees**

The Charities Act 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 at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the Trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The Trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

**HENRIETTA PARKER TRUST**  
**Charity Registration No. 312094**

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. The Trustees are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**This report was approved by Trustee Board on:**

**and signed on its behalf by:**  
**Francis Lawlor**

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF Henrietta Parker Trust**

I report to the trustees on my examination of the accounts of Henrietta Parker Trust for the year ended 31 March 2022, which are set out on pages thirteen to seventeen.

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

As the charity trustees of the 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 Trustee'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 2011 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 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 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.

Romit Basu FCA  
DSK Partners LLP  
Chartered Accountants and Statutory Auditors  
D S House  
306 High Street  
Croydon,  
Surrey  
CR0 1NG

**Date:** .....



**HENRIETTA PARKER TRUST**

**ACCOUNTS FOR THE YEAR ENDED**  
**31 MARCH 2022**

**Accounts prepared by ELLC Finance Team,  
Surrey County Council, Woodhatch Place, Reigate, RH2 8EF**

# HENRIETTA PARKER TRUST

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	Restricted Fund £	Capital Fund £	Total Funds 2021/22 £	Total Funds 2020/21 £
<b><u>Incoming Resources</u></b>				
Investment Income - Interest	30,996	-	30,996	32,289
<b>Total Incoming Resources</b>	<b>30,996</b>	<b>-</b>	<b>30,996</b>	<b>32,289</b>
<b><u>Resources Expended</u></b>				
Charitable activities:				
Education courses at Henrietta Parker Centre ( <i>Note 4</i> )	74,173	-	74,173	129,000
Governance cost ( <i>Note 5</i> )	1,740	-	1,740	660
<b>Total Resources Expended</b>	<b>75,913</b>	<b>-</b>	<b>75,913</b>	<b>129,660</b>
Net Incoming Resources Before Transfer				
Transfer Between Funds	-	-	-	-
<b>Net Incoming Resources for the Year</b>	<b>(44,917)</b>		<b>(44,917)</b>	<b>(97,371)</b>
<b><u>Other Recognised Gains And Losses:</u></b>				
Unrealised Gain / (Loss) on Investment Assets		26,821	26,821	124,597
<b>Net Movement in Funds</b>	<b>(44,917)</b>	<b>26,821</b>	<b>(18,096)</b>	<b>27,226</b>
Balances Brought Forward as at 1 April 2021	185,919	989,416	1,175,335	1,148,109
<b>Balances Carried Forward as at 31 March 2022</b>	<b>141,002</b>	<b>1,016,237</b>	<b>1,157,239</b>	<b>1,175,335</b>

**HENRIETTA PARKER TRUST**  
**STATEMENT OF FINANCIAL POSITION**

**AS AT 31 MARCH 2022**

	2021/22 £	2020/21 £
<u>Fixed Assets</u>		
Investments ( <i>Note 2 &amp; 9</i> )	989,416	864,819
Unrealised Gain / (Loss) on Investment Assets ( <i>Note 2 &amp; 9</i> )	26,821	124,597
HPT Workshop - Contracts	195,589	
	<u>1,211,826</u>	<u>989,416</u>
 <u>Current Assets</u>		
Cash at bank	(53,927)	186,579
 <u>Current Liabilities</u>		
Amounts falling due within one year ( <i>Note 8</i> )	(660)	(660)
 <u>Net Assets</u>	<u>1,157,239</u>	<u>1,175,335</u>
 <u>Funds</u>		
Restricted Funds ( <i>Note 2 &amp; 10</i> )	141,002	185,919
Capital Funds ( <i>Note 2 &amp; 10</i> )	<u>1,016,237</u>	<u>989,416</u>
 Total Funds	<u>1,157,239</u>	<u>1,175,335</u>

And signed on its behalf by:

Councillor Julie Iles  
Representing Surrey County Council as trustee

Date:

## NOTES TO THE ACCOUNTS

### YEAR ENDED 31 MARCH 2022

#### 1. Accounting Policies

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP FRS 102 'Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

#### 2. Investments and Reconciliation of Funds

All of the income of the charity can be applied under the terms of the trust deed. The investments can be allocated between two different funds: the Capital Fund which has the original capital invested; interest from these investments is placed in the Revenue Fund to meet costs in promoting the education of the public by the provision of technical and manual instruction in the domestic sciences and allied subjects.

The Capital fund are invested by our fund managers, BlackRock, in two pooled investment funds, Charinco and Charishare, which are specifically tailored to meet the needs of the smaller charity. The following tables are included as a requirement of the new reporting arrangements contained within the Statement of Recommended Practice

The balance held in cash as at 31 March 2022 by SCC is (£53,927).

Surrey County Council Finance in conjunction with 'The Board' are reviewing this balance, to ensure that any surpluses are invested or disbursed appropriately.

#### 3. Proceeds from sales

No items were sold in this financial year.

#### 4. Running costs of Henrietta Parker Trust

Running costs consist of the cost of the utilities, cleaning costs and the insurance of the property. These are currently met by Surrey County Council. £195,589 of this expenditure relates to Capital and a draw-down from the Capital fund is required in 22-23.

**NOTES TO THE ACCOUNTS**  
**YEAR ENDED 31 MARCH 2022**

5. Management and Administrative Costs

These costs relate to officers' time for the general and financial administration of the charity. These are currently met by Surrey County Council

The revised scheme proposes that:

“The Trustee shall first defray out of the income of the Charity all the proper costs, charges and expenses incidental to the administration and management of the Charity”

6. Trustees Remuneration

No remuneration was paid, or expenses reimbursed to the trustees.

7. Inventory of Contents

There is currently no inventory of contents.

8. Creditors: Amounts falling due within one year

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Accruals	<u>660</u>	<u>660</u>
	<u>660</u>	<u>660</u>



**NOTES TO THE ACCOUNTS**  
**YEAR ENDED 31 MARCH 2022**

**HENRIETTA PARKER TRUST FUND (312094) FINAL ACCOUNTS 2021/22**

**9. Fixed Assets**

**Quoted Investments**

	<b>2021/22</b>	<b>2020/21</b>
	<b>£</b>	<b>£</b>
Market Value as at 1 April 2021	989,416	864,819
Net Unrealised Gains/(Losses)	26,821	124,597
<b>Market Value as at 31 March 2022</b>	<b>1,016,237</b>	<b>989,416</b>
Original Cost	531,513	531,513

**10. Restricted Fund**

	<b>Balance 01/04/2021</b>	<b>Surplus/(Deficit) For Year</b>	<b>Balance 31/03/2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Surrey County Council Amounts falling due within one year Revenue Fund	185,919	(44,917)	141,002
	<u>185,919</u>	<u>(44,917)</u>	<u>141,002</u>

	<b>Balance 01/04/2021</b>	<b>Unrealised Gain</b>	<b>Balance 31/03/2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Capital Fund	989,416	26,821	1,016,237
	<u>989,416</u>	<u>26,821</u>	<u>1,016,237</u>

**Analysis of Net Assets between funds**

	<b>Investments</b>	<b>Other assets</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Revenue Fund as at 31 March 2022	-	141,002	141,002
Capital Fund as at 31 March 2022	1,016,237	-	1,016,237
<b>Total Funds</b>	<b>1,016,237</b>	<b>141,002</b>	<b>1,157,239</b>



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**Annual Report and Accounts**

**Year Ended 31 March 2022**

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## ***Annual Report for the year to 31 March 2022 (continued)***

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***Annual Report for the year to 31 March 2022 (continued)***

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#### **Responsibilities of the Trustees**

The Charities Act 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 at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the Trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The Trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

**HENRIETTA PARKER TRUST**  
**Charity Registration No. 312094**

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. The Trustees are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**This report was approved by Trustee Board on:**

**and signed on its behalf by:**  
**Francis Lawlor**

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF Henrietta Parker Trust**

I report to the trustees on my examination of the accounts of Henrietta Parker Trust for the year ended 31 March 2022, which are set out on pages thirteen to seventeen.

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

As the charity trustees of the 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 Trustee'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 2011 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 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 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.

Romit Basu FCA  
DSK Partners LLP  
Chartered Accountants and Statutory Auditors  
D S House  
306 High Street  
Croydon,  
Surrey  
CR0 1NG

**Date:** .....



**HENRIETTA PARKER TRUST**

**ACCOUNTS FOR THE YEAR ENDED**  
**31 MARCH 2022**

**Accounts prepared by ELLC Finance Team,  
Surrey County Council, Woodhatch Place, Reigate, RH2 8EF**

# HENRIETTA PARKER TRUST

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	Restricted Fund £	Capital Fund £	Total Funds 2021/22 £	Total Funds 2020/21 £
<b><u>Incoming Resources</u></b>				
Investment Income - Interest	30,996	-	30,996	32,289
<b>Total Incoming Resources</b>	<b>30,996</b>	<b>-</b>	<b>30,996</b>	<b>32,289</b>
<b><u>Resources Expended</u></b>				
Charitable activities:				
Education courses at Henrietta Parker Centre ( <i>Note 4</i> )	74,173	-	74,173	129,000
Governance cost ( <i>Note 5</i> )	1,740	-	1,740	660
<b>Total Resources Expended</b>	<b>75,913</b>	<b>-</b>	<b>75,913</b>	<b>129,660</b>
Net Incoming Resources Before Transfer				
Transfer Between Funds	-	-	-	-
<b>Net Incoming Resources for the Year</b>	<b>(44,917)</b>		<b>(44,917)</b>	<b>(97,371)</b>
<b><u>Other Recognised Gains And Losses:</u></b>				
Unrealised Gain / (Loss) on Investment Assets		26,821	26,821	124,597
<b>Net Movement in Funds</b>	<b>(44,917)</b>	<b>26,821</b>	<b>(18,096)</b>	<b>27,226</b>
Balances Brought Forward as at 1 April 2021	185,919	989,416	1,175,335	1,148,109
<b>Balances Carried Forward as at 31 March 2022</b>	<b>141,002</b>	<b>1,016,237</b>	<b>1,157,239</b>	<b>1,175,335</b>

**HENRIETTA PARKER TRUST**  
**STATEMENT OF FINANCIAL POSITION**

**AS AT 31 MARCH 2022**

	2021/22 £	2020/21 £
<u>Fixed Assets</u>		
Investments ( <i>Note 2 &amp; 9</i> )	989,416	864,819
Unrealised Gain / (Loss) on Investment Assets ( <i>Note 2 &amp; 9</i> )	26,821	124,597
HPT Workshop - Contracts	195,589	
	<u>1,211,826</u>	<u>989,416</u>
 <u>Current Assets</u>		
Cash at bank	(53,927)	186,579
 <u>Current Liabilities</u>		
Amounts falling due within one year ( <i>Note 8</i> )	(660)	(660)
 <u>Net Assets</u>	<u>1,157,239</u>	<u>1,175,335</u>
 <u>Funds</u>		
Restricted Funds ( <i>Note 2 &amp; 10</i> )	141,002	185,919
Capital Funds ( <i>Note 2 &amp; 10</i> )	<u>1,016,237</u>	<u>989,416</u>
 Total Funds	<u>1,157,239</u>	<u>1,175,335</u>

And signed on its behalf by:

Councillor Julie Iles  
Representing Surrey County Council as trustee

Date:

## NOTES TO THE ACCOUNTS

### YEAR ENDED 31 MARCH 2022

#### 1. Accounting Policies

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP FRS 102 'Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

#### 2. Investments and Reconciliation of Funds

All of the income of the charity can be applied under the terms of the trust deed. The investments can be allocated between two different funds: the Capital Fund which has the original capital invested; interest from these investments is placed in the Revenue Fund to meet costs in promoting the education of the public by the provision of technical and manual instruction in the domestic sciences and allied subjects.

The Capital fund are invested by our fund managers, BlackRock, in two pooled investment funds, Charinco and Charishare, which are specifically tailored to meet the needs of the smaller charity. The following tables are included as a requirement of the new reporting arrangements contained within the Statement of Recommended Practice

The balance held in cash as at 31 March 2022 by SCC is (£53,927).

Surrey County Council Finance in conjunction with 'The Board' are reviewing this balance, to ensure that any surpluses are invested or disbursed appropriately.

#### 3. Proceeds from sales

No items were sold in this financial year.

#### 4. Running costs of Henrietta Parker Trust

Running costs consist of the cost of the utilities, cleaning costs and the insurance of the property. These are currently met by Surrey County Council. £195,589 of this expenditure relates to Capital and a draw-down from the Capital fund is required in 22-23.



**NOTES TO THE ACCOUNTS**  
**YEAR ENDED 31 MARCH 2022**

5. Management and Administrative Costs

These costs relate to officers' time for the general and financial administration of the charity. These are currently met by Surrey County Council

The revised scheme proposes that:

“The Trustee shall first defray out of the income of the Charity all the proper costs, charges and expenses incidental to the administration and management of the Charity”

6. Trustees Remuneration

No remuneration was paid, or expenses reimbursed to the trustees.

7. Inventory of Contents

There is currently no inventory of contents.

8. Creditors: Amounts falling due within one year

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Accruals	<u>660</u>	<u>660</u>
	<u>660</u>	<u>660</u>

**NOTES TO THE ACCOUNTS**  
**YEAR ENDED 31 MARCH 2022**

**HENRIETTA PARKER TRUST FUND (312094) FINAL ACCOUNTS 2021/22**

**9. Fixed Assets**

**Quoted Investments**

	<b>2021/22</b>	<b>2020/21</b>
	<b>£</b>	<b>£</b>
Market Value as at 1 April 2021	989,416	864,819
Net Unrealised Gains/(Losses)	26,821	124,597
<b>Market Value as at 31 March 2022</b>	<b>1,016,237</b>	<b>989,416</b>
Original Cost	531,513	531,513

**10. Restricted Fund**

	<b>Balance 01/04/2021</b>	<b>Surplus/(Deficit) For Year</b>	<b>Balance 31/03/2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Surrey County Council Amounts falling due within one year Revenue Fund	185,919	(44,917)	141,002
	<u>185,919</u>	<u>(44,917)</u>	<u>141,002</u>

	<b>Balance 01/04/2021</b>	<b>Unrealised Gain</b>	<b>Balance 31/03/2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Capital Fund	989,416	26,821	1,016,237
	<u>989,416</u>	<u>26,821</u>	<u>1,016,237</u>

**Analysis of Net Assets between funds**

	<b>Investments</b>	<b>Other assets</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Revenue Fund as at 31 March 2022	-	141,002	141,002
Capital Fund as at 31 March 2022	1,016,237	-	1,016,237
<b>Total Funds</b>	<b>1,016,237</b>	<b>141,002</b>	<b>1,157,239</b>

DSK Partners LLP  
D S House  
306 High  
Street  
Croydon  
Surrey  
CR0 1NG

13<sup>th</sup> March 2023  
Registered Charity Number: 312094

Dear Sirs,

During the preparation and Independent Examination of your financial statements for the period ending 31<sup>st</sup> March 2022 for Henrietta Parker Trust, the following representations were made to you by management and directors/trustees.

1. We have fulfilled our responsibilities as directors/trustees under the Companies Act 2006 and for preparing financial statements in accordance with the Charities SORP FRS 102 'Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), that give a true and fair view and for making accurate representations to you as independent examiners.
2. We confirm that all accounting records have been made available to you for the purpose of your independent examination, in accordance with your terms of engagement, and that all the transactions undertaken by the charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management and shareholders' meetings, have been made available to you. We have given you unrestricted access to persons within the charity in order to obtain audit evidence and have provided any additional information that you have requested for the purposes of your independent examination.
3. We confirm that significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
4. We confirm that all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to the independent examiner and accounted for and disclosed in accordance with the Charities SORP FRS 102 'Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).
5. We confirm that there have been no events since the Statement of Financial Position date which require disclosing or which would materially

affect the amounts in the accounts, other than those already disclosed or included in the accounts.

6. We confirm that all related party relationships and transactions have been accounted for and disclosed in accordance with the Charities SORP FRS 102 'Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).
7. We confirm that the charity has had, at no time during the year, any arrangement, transaction or agreement to provide credit facilities (including loans, quasi-loans or credit transactions) for directors, not to guarantee or provide security for such matters, except as disclosed in the financial statements.
8. We confirm that the charity has not contracted for any capital expenditure other than as disclosed in the financial statements. Capital expenditure of £ 195,589 has been incurred during the year for construction of 'Man Shed' (later changed to 'HPT Workshop'). The building was made available and ready for use in the month of May 2022 and no further expenses to be incurred in relation to the construction of the building.
9. We confirm that the list of expenses are correct, complete and all are incurred for charitable purposes. These have been approved for payment at Trustees meetings. None of these expenses are personal to the Trustees or any connected persons.
10. We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal framework within which the charity conducts its business, and which are central to the charity's ability to conduct its business, except as explained to you and as disclosed in the financial statements.
11. We acknowledge our responsibility for the design and implementation of controls to prevent and detect fraud. We confirm that we have disclosed to you the results of our risk assessment of the risk of fraud in the business. We also confirm the completeness of disclosure of deficiencies in internal control of which we are aware.
12. We confirm that there have been no actual or suspected instances of fraud involving management or employees who have a significant role in internal control or that could have a material effect on the financial statements. We also confirm that we are not aware of any allegations of fraud by former employees, regulators or others.
13. We confirm that, having considered our expectations and intentions for the next thirteen months, and the availability of the working capital, the charity is a going concern.
14. The effects of unadjusted misstatements are immaterial, both individually and in aggregate, to the financial statements as a whole. There are no unadjusted misstatements other than those we consider trivial. The list of

adjusted misstatements has been annexed to this letter. Refer annexure – 1.

15. We confirm that there are no charities associated with this charity for tax purposes

We understand that charities are associated for tax purposes if they are under the control of the same person or persons. We also understand that for this purpose a person might be treated as one and the same person as: a close relative; a business partner; a trustee of a settlement of which the person or a relative was the settler; and any charity in which any of these is also a shareholder.

16. We confirm the bank balance as at 31<sup>st</sup> March 2022 was £ (53,927).

17. We acknowledge our legal responsibilities regarding disclosure of information to you as independent examiners and confirm that:

- ☐ So far as each director/trustee is aware, there is no relevant information of which you as independent examiners are unaware; and
- ☐ Each director/trustee has taken all the steps that they ought to have taken as a director to make themselves aware of any relevant audit information and to establish that you are aware of that information.

18. We confirm that our charity's governing document does not specify any form of professional audit. Furthermore, we acknowledge there are no grant conditions which demand an audit by reviewing major grants.

We confirm that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and expertise (and, where appropriate, of supporting documentation) sufficient to satisfy ourselves that we can properly make these representations to you and that to the best of our knowledge and belief they accurately reflect the representations made to you by the directors during the course of your independent examination.

Yours faithfully,

Signed on behalf of the board of directors by:

Director/Trustee:

Date:

**Annexure - 1 : List of Adjusted Misstatement:**

<b>S.no</b>	<b>Account</b>	<b>Debit</b>	<b>Credit</b>
<b>1</b>	HPT Workshop - Contractors	195,588.90	
	Expenditure		195,588.90
	(Being capitalization of expenditure)		
<b>2</b>	Audit fees	660	
	Accruals		660
	(Being accrual of audit fees for the FY22)		