

CHARITY REGISTRATION NUMBER: 802572

Stowmarket Relief Trust

Unaudited Financial Statements

30 September 2021

March Accounting Ltd.
Accounting & taxation services
127 Ipswich Street, Stowmarket IP14 1BB

Financial Statements

Stowmarket Relief Trust

Year ended 30 September 2021

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Stowmarket Relief Trust
Trustees' Annual Report
Year ended 30 September 2021

The trustees present their report and the unaudited financial statements of the charity for the year ended 30 September 2021.

Reference and administrative details

Registered charity name Stowmarket Relief Trust

Charity Registration number 802572

Principal office c/o Milton House
Milton Road South
Stowmarket
Suffolk
IP14 1EZ

The trustees

Revd M W Eden

R A Taylor

Mrs L Mayes

H Slater

K Scarff

Mrs S Ingham

Mrs M Gray

D Blackburn

D Nicholson

D Palk

V Hart

(Resigned April 2021)

(Appointed July 2021)

Accountants

March Accounting Ltd.

Accounting & taxation services

127 Ipswich Street, Stowmarket IP14 1BB

Stowmarket Relief Trust

Trustees' Annual Report *(continued)*

Year ended 30 September 2021

Structure, governance and management

GOVERNING DOCUMENT

A scheme made by the Charity Commission for England and Wales, dated the 16 May 1986.

ADMINISTRATION

The Charity is administered by a body of 10 Trustees, comprising:

One Ex-Officio Trustee

The Vicar, for the time being, of the Ecclesiastical Parish Church of St. Peter and St. Mary, Stowmarket.

Four Nominative Trustees

Two appointed by Stowmarket Town Council.

Two appointed by the Parochial Church Council for the Ecclesiastical Parish of St. Peter and St. Mary, Stowmarket.

Five Co-optative Trustees

Appointed by the existing Trustees.

Four meetings of the Trustees were held during the financial year.

Urgent applications for financial assistance received between meetings were submitted to, and determined by, a sub-committee comprising a minimum of two trustees for grants up to and including £1,000 and three trustees for grants up to and including £1,500, appointed for that purpose and reports of its decisions were presented to the next ordinary meeting of the trustees.

The day-to-day work of the Charity was carried out, on a part-time basis by its Clerk, appointed by the trustees, namely Mr N G Gowrley, care of Stowmarket Town Council, Milton House, Milton Road South, Stowmarket Suffolk IP14 1EZ. Email clerk.relieftrust@gmail.com. Telephone 07838 196655.

Objectives and activities

OBJECTS

Relieving either generally or individually persons resident in the town of Stowmarket and resident in the parishes adjoining the said town and in the parish of Old Newton and Dagworth who are in conditions of need, hardship or distress.

Stowmarket Relief Trust

Trustees' Annual Report (*continued*)

Year ended 30 September 2021

Achievements and performance

GRANTS AND DONATIONS

The sum expended on grants and donations amounted to £41,975 compared with £36,316 last year. The number of recipients was 60 compared to 65 last year. The purpose for which funds were provided included the following:

Grants to pay the court fees for individuals going into bankruptcy, including Debt Relief Orders.

The purchase and repair of white goods.

Provision of specialist counselling.

The purchase and fitting of carpets and floor coverings.

The purchase of beds, bedding and household furniture.

The payment of living/household expenses.

The purchase of clothing/footwear.

Financial review

INVESTMENTS

The total value of managed investments at the 30 September 2021 was £1,060,526 of which £76,648 related to the unrestricted fund and £983,878 related to the original investment. The £1,060,526 represents an increase of £738,299 or 229% of the original investment of £322,227, made by the Trust's investment managers, on their appointment in 1998. Dividends received on investments managed by the investment managers were £26,890, compared with £26,217 last year.

RESERVES POLICY

The trust's general policy is to spend all its annual income over a 24-month period and that the minimum level of general reserves it shall hold at any given point in time shall not be less than 50% of Annual Salary Costs together with the commitment of grant expenditure for the forthcoming 6 months, or £30,000 whichever is the greater.

The Trust's Designated Reserves have been consolidated into the following areas of business activity :

- 1) Capital - Property Reserve: A capital reserve of £75,000 to cover a contribution to the renovation/conversion of the investment property
- 2) Contingency Fund: A contingency fund of £40,000 for any shortfall in rent and re-marketing costs should the existing tenants vacate the property at the end of the current lease in May 2022.
- 3) Maintenance Reserve: £1,500 allocation per annum to create a sinking fund to repair/maintain St Georges Car Park which requires resurfacing every 10 years.

To ensure the portfolio of designated reserves remains relevant and appropriate to the Trust's needs, this policy will be subject to formal review by the Trustees at least every 2 years.

Plans for future periods

As the charity relies on agencies, such as the Citizens' Advice Bureau, Social Services etc. sending applications to us on behalf of the needy, we have no plans to change in the immediate future, although this will be kept under constant review.

Stowmarket Relief Trust

Trustees' Annual Report (*continued*)

Year ended 30 September 2021

The trustees' annual report was approved on
board of trustees by:

2022 and signed on behalf of the

R A Taylor
Trustee

Mr N G Gowrley
Clerk to the Trustees

Stowmarket Relief Trust

Independent Examiner's Report to the Trustees of Stowmarket Relief Trust

Year ended 30 September 2021

I report on the financial statements for the year ended 30 September 2021, which comprise the statement of financial activities, balance sheet and the related notes.

Respective responsibilities of trustees and the examiner

The trustees are responsible for the preparation of the financial statements. 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.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to 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 my attention.

Basis of independent examiner's report

My 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 next statement.

Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect of the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act, and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Ian Coombes
Independent examiner
March Accounting Ltd.
Accounting & taxation services
127 Ipswich Street, Stowmarket IP14 1BB13
13th January 2022

Stowmarket Relief Trust

Statement of Financial Activities

30 September 2021

		2021		2020
		Unrestricted funds	Endowment funds	Total funds
	Note	£	£	£
Income & endowments				
Investment Income	4	76,351	-	80,547
Total Income		<u>76,351</u>	<u>-</u>	<u>80,547</u>
Expenditure on charitable activities	5,6	56,140	-	51,087
Other expenditure	9	18,978	-	2,937
Total expenditure		<u>75,118</u>	<u>-</u>	<u>54,024</u>
Net gains/losses on investments	10	11,054	138,954	-368,313
Net income/(expenditure) and net movement in funds		<u>12,287</u>	<u>138,954</u>	<u>-342,790</u>
Reconciliation of funds				
Total funds brought forward		142,444	1,193,345	1,677,579
Total fund carried forward		<u>154,731</u>	<u>1,332,299</u>	<u>1,335,789</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on page 8 to 15 form part of these financial statements

Stowmarket Relief Trust

Balance Sheet

30 September 2021

		2021	2020
Fixed assets			
Intangible assets	15	3,072	4,224
Tangible fixed assets	16	626	301
Investments	17	1,410,526	1,260,518
		<u>1,414,224</u>	<u>1,265,043</u>
Current assets			
Debtors	18	950	950
Cash at bank and in hand		82,377	78,508
		<u>83,327</u>	<u>79,458</u>
Creditors: amounts falling due within one year	19	10,521	8,712
Net current assets		72,806	70,746
Total assets less current liabilities		<u>1,487,030</u>	<u>1,335,789</u>
Funds of the charity			
Endowment funds		1,332,299	1,193,345
Unrestricted funds			
-General Fund		38,231	142,444
-Designated Fund		116,500	-
Total charity funds		<u>1,487,030</u>	<u>1,335,789</u>

These financial statements were approved by the board of trustees and authorised for issue on 2022, and are signed on behalf of the board by:

R A Taylor
Trustee

Mr N G Gowrley
Clerk to the Trustees

The notes on pages 8 to 15 form part of these financial statements.

Stowmarket Relief Trust

Notes to the Financial Statements

Year ended 30 September 2021

1. General information

The charity is a registered charity in England and Wales and is unincorporated. The address of the principal office is care of: Stowmarket Town Council, Milton House, Milton Road South, Stowmarket, Suffolk, IP14 1EZ.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The charity is a public benefit entity.

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain fixed assets and investments measured at market value.

Going concern

There are no material uncertainties concerning the charity's ability to continue. The day to day expenses of the charity are met by dividends and investment income. The lease agreement with HSBC is due for renewal in May 2022. In the event that HSBC decide not to renew the lease at this time there are plans in place to convert the building into flats for subsequent rent.

Fund accounting

The charity has two funds: an endowment fund represented by unit trust investments and investment property and an unrestricted fund represented by assets which are available to make grants. From the investment income the charity makes grants to people in need in accordance with its objectives and constitution.

Incoming resources

Rent received under an operating lease is recognised on a straight line basis over the period of the lease.

Dividends are recognised when they are receivable.

Stowmarket Relief Trust

Notes to the Financial Statements *(continued)*

Year ended 30 September 2021

3. Accounting policies *(continued)*

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- Expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Intangible assets

Amortisation

Amortisation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful life of that asset as follows:

Software - 20% straight line

If there is an indication that there has been a significant change in amortisation rate, useful life or residual value of an intangible asset, the amortisation is revised prospectively to reflect the new estimates.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less accumulated depreciation and any impairment losses.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Office equipment - 25% reducing balance

Computer equipment - 33% straight line

Investments

Listed investments are measured at fair value with changes in fair value being recognised in profit or loss.

Stowmarket Relief Trust

Notes to the Financial Statements *(continued)*

Year ended 30 September 2021

Accounting policies *(continued)*

Investment property

Investment property is revalued to its fair value at each reporting date and any changes in fair value are recognised in profit or loss. No depreciation is provided on investment property.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.

4. Investment income

	2021	Total	2020	Total
	Unrestricted	funds	Unrestricted	funds
	funds		funds	
	£	£	£	£
Rental and investment	46,961	46,961	46,416	46,416
Dividends received	26,890	26,890	26,217	26,217
Grants Received	700	700	7,750	7,750
Donations & Legacies	1,796	1,796	-	-
Bank interest receivable	4	4	164	164
	<u>76,351</u>	<u>76,351</u>	<u>80,547</u>	<u>80,547</u>

5. Expenditure on charitable activities by fund type

	2021	Total	2020	Total
	Unrestricted	funds	Unrestricted	funds
	funds		Funds	
	£	£	£	£
Grants for relief of hardship	41,975	41,975	36,316	36,316
Support costs	14,165	14,165	14,771	14,771
	<u>56,140</u>	<u>56,140</u>	<u>51,087</u>	<u>51,087</u>

6. Expenditure on charitable activities by activity type

	Grant	Support	Total funds	Total
	funding	costs		funds
	of activities		2021	2020
	£	£	£	£
Grants for relief of hardship	41,975	12,840	54,815	48,747
Governance costs	-	1,325	1,325	2,340
	<u>41,975</u>	<u>14,165</u>	<u>56,140</u>	<u>51,087</u>

Governance costs relates to accountancy fees, and surveyor's fee (2020).

Stowmarket Relief Trust

Notes to the Financial Statements *(continued)*

Year ended 30 September 2021

7. Analysis of support costs

	Support costs	Total 2021	Total 2020
	£	£	£
Staff costs	12,140	12,140	11,729
Governance costs	1,325	1,325	2,340
Clerk's travel expenses and computer/telephone allowance	700	700	702
	<u>14,165</u>	<u>14,165</u>	<u>14,771</u>

8. Analysis of grants

	£	£
Grants to institutions	8,250	4,000
Grants to individuals	33,725	32,316
Total grants	<u>41,975</u>	<u>36,316</u>

9. Other expenditure

	2021		2020	
	Unrestricted funds	Total funds	Unrestricted funds	Total funds
	£	£	£	£
Depreciation of office equipment	275	275	101	101
Amortisation of software	1,152	1,152	1,152	1,152
Office & administrative	389	389	34	34
Advertising & Professional services	1,843	1,843	-	-
Repairs & maintenance	14,033	14,033	-	-
Insurance	578	578	589	589
Printing, stationery & postage	139	139	401	401
Training & software	569	569	660	660
	<u>18,978</u>	<u>18,978</u>	<u>2,937</u>	<u>2,937</u>

10. Net gains on investments

	Unrestricted funds	Endowment funds	Total funds
	£	£	2021 £
Gains/(losses) on listed investments	<u>11,054</u>	<u>138,954</u>	<u>150,008</u>
	Unrestricted funds	Endowment funds	Total funds
	£	£	2020 £
Gains/(losses) on listed investments	<u>-8,185</u>	<u>-103,550</u>	<u>-111,735</u>

Stowmarket Relief Trust

Notes to the Financial Statements (*continued*)

Year ended 30 September 2021

11. Net income / (expenditure)

Net income/expenditure is stated after:

	2021	2020
	£	£
Amortisation of intangible assets	1,152	1,152
Depreciation of tangible fixed assets	275	101

12. Independent examination fees

	2021	2020
	£	£
Independent examination of the financial statements	1,250	2,005

13. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	11,663	11,164
Employer contributions to pension plans	477	565
	12,140	11,729

No employee received employee benefits of more than £60,000 in the year (2020: Nil)

14. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees. No trustees expense has been incurred.

15. Intangible assets

	Software
Cost	£
At 1st October & 30th September 2021	5,760
Amortisation	
At 1st October 2020	1,536
Charge for the year	1,152
At 30 September 2021	2,688
Carrying amount	
At 30 September 2021	3,072
At 30 September 2020	4,224

Stowmarket Relief Trust

Notes to the Financial Statements *(continued)*

Year ended 30 September 2021

16. Tangible fixed assets	Computer Equipment £	Fixtures & fittings £	Total £
Cost			
At 1st October 2020	-	1,069	1,069
Additions	600	-	600
At 30th September 2021	<u>600</u>	<u>1,069</u>	<u>1,669</u>
Depreciation			
At 30 September 2020	-	768	768
Charge for the year	200	75	275
At 30 September 2021	<u>200</u>	<u>843</u>	<u>1,043</u>
Carrying amount			
At 30 September 2021	<u>400</u>	<u>226</u>	<u>626</u>
At 30 September 2020	<u>-</u>	<u>301</u>	<u>301</u>
17. Investments	Listed investments £	Investment properties £	Total £
Cost or valuation			
At 1 October 2019	910,518	606,578	1,628,831
Additions	-	-	-
Fair value movements	150,008	-	150,008
At 30th September 2020	<u>1,060,526</u>	<u>606,578</u>	<u>1,667,104</u>
Impairment			
At 1 October 2020 and 30 September 2021	-	-256,578	-256,578
Carrying amount			
At 30th September 2021	<u>1,060,526</u>	<u>350,000</u>	<u>1,410,526</u>
At 30th September 2020	<u>910,518</u>	<u>350,000</u>	<u>1,260,518</u>

All investments shown above are held at valuation

Investment properties

The investment property was revalued on 25th January 2020, and re-affirmed in November 2020, at the current estimated market value reflecting the significant impact of current economic conditions on such a building. The property was valued by a firm of chartered surveyors having experience in similar investment properties. The property is held freehold subject to a tenancy granted for ten years ending in May 2022.

Financial assets held at fair value

The fair value of investments is the listed value.

Stowmarket Relief Trust

Notes to the Financial Statements (*continued*)

Year ended 30 September 2021

18. Debtors

	2021	2020
	£	£
Charitable loans (interest free)	<u>950</u>	<u>950</u>

The charitable loan is interest free and is secured on the property of the debtor.

Repayment is required when the property is sold or on demand if requested by the charity.

19. Creditors: amounts falling due within one year

	2021	2020
	£	£
Accruals and deferred income	<u>10,521</u>	<u>8,712</u>

20. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans: £477 (2020 £565)

21. Analysis of net assets between funds

	Unrestricted Funds	Endowment funds	Total Funds 2021
	£	£	£
Intangible assets	3,072	-	3,072
Tangible fixed assets	626	-	626
Investments	78,227	1,332,299	1,410,526
Current assets	83,327	-	83,327
Creditors less than 1 year	-10,521	-	-10,521
Net Assets	<u>154,731</u>	<u>1,332,299</u>	<u>1,487,030</u>

22. Related parties

There were no related party transactions in the year