



Touching Lives
Caring for the Elderly

ASSOCIATION OF FRIENDS
OF
PRINCE EDWARD, DUKE OF KENT COURT

ACCOUNTS FOR THE YEAR ENDED
30th June 2018

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Association of Friends of Prince Edward, Duke of Kent Court,
Stisted Hall, Stisted, Braintree, Essex CM77 8AG
www.friendsofpedokc.org.uk



Regd. Charity No. 1057867

ASSOCIATION OF FRIENDS OF PRINCE EDWARD, DUKE OF KENT COURT

CHARITY INFORMATION

30th JUNE 2018

ELECTED TRUSTEES:	A B Garner	President
	B H Procter	Vice President (Died 1 May 2018)
	C R Dunnico	Chairman
	N Oldacre, MBE	Vice Chairman
	D Badger	Secretary
	G Elvidge	Treasurer
	L Harris	Membership Secretary
	B Stedman	Asst Secretary
	K A Oldacre (Mrs.)	House Advisor
	N Oldacre, MBE	Residents' Activity Organiser
	A McLeod	Summer Fete Organiser (Elected 29 Nov 2017)
	J G Oliver	(Resigned 29 Nov 2017)
	J Finlay	
	G S Latke	

PRINCIPAL OFFICER: A B Garner
C/o Registered Address (below)

REGISTERED ADDRESS: Stisted Hall
Stisted
Braintree
Essex
CM77 8AG

REGISTERED CHARITY NUMBER: 1057867

BANKERS: Barclays Bank PLC
Leicester
LE87 2BBB

INDEPENDENT EXAMINERS: Wilkins Kennedy
1 Nelson Street
Southend-on-Sea
Essex
SS1 1EG

ASSOCIATION OF FRIENDS OF PRINCE EDWARD, DUKE OF KENT COURT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED

30th June 2018

The Trustees of the Charity present their report with the Financial Statements of the Charity for the year ended 30th June 2018.

GOVERNING DOCUMENT: The Charity was established on 31st July 1996 and is governed by its Constitution.

PRINCIPAL ACTIVITY: The principal activity of the Charity is to relieve and assist, by all charitable means, the Residents of Prince Edward Duke of Kent Court, currently situated at Stisted Hall, Braintree, Essex.

The Trustees can confirm that they have paid due regard to the guidance of the Charity Commission in respect of public benefit.

FINANCIAL POSITION The Charity's financial position continues to be healthy. The charity has sufficient net assets to fulfill its objectives.

RESERVES POLICY: The Charity's policy is to build up reserves in order to provide flexibility to cover shortages of funds in the short-term from donations and other forms of income.

The Trustees consider that the Charity holds satisfactory levels of reserves to allow it to fulfill this policy.

RISK MANAGEMENT: The Trustees can confirm that they have considered major risks which may arise and in their opinion, none are foreseen at the date of this report.

ORGANISATION: The Trustees are elected and appointed annually at the Annual General Meeting. The current serving Trustees are named on the Charity Information page of these Accounts.

TRUSTEES: The Trustees who held office throughout the year are detailed at the front of the Accounts.

TRUSTEES' RESPONSIBILITIES STATEMENT

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

The law applicable to charities in England & Wales 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 judgments 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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 Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They 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.

On behalf of the Board of Trustees:

Clive R. Dunnico (Chairman)

Approved by the Board on 23rd November 2018

Association of Friends of Prince Edward, Duke of Kent Court
Statement of Financial Activities for the Year Ended 30th June 2018

	<u>Total Funds</u> <u>Unrestricted</u>	<u>Total Funds</u> <u>Unrestricted</u>
<u>Incoming Resources</u>	<u>2018</u>	<u>2017</u>
	£	£
Donations - Notes 1 & 9	2,455	2,763
Legacy - Note 10	600	5,000
Membership Fees:		
Annual Subscriptions	5,489	5,190
Grand, Vice Patron and Life	1,036	1,036
Tax Recoverable	1,000	1,074
Bank Interest Received	259	344
Events: Coffee Mornings	447	247
Garden Fête Income - Note 1	17,305	12,962
Golf Day	300	900
Sales: Books	30	125
Badges and Ties	--	--
Total Income (A):	28,921	29,641
<u>Operating Expenditure</u>		
<u>Charitable Activities:</u>		
Donations		400
Garden Fête Expenses -Note 1	7,195	7,197
<u>Management and Administration:</u>		
Postage & Stationery		298
Sundry Expenses	372	202
<u>Governance Costs:</u>		
Professional Fees & Audit Fee	1,668	1,670
Total Operating Expenditure (B):	9,235	9,767
Net Operating Incoming/(Outgoing) Resources (= A-B):	<u>19,686</u>	<u>19,874</u>
Fund Balances Brought Forward:	111,403	109,902
Add Net Incoming Resources for Year	19,686	19,874
<u>Total Funds Available for Distribution:</u>	<u>131,089</u>	<u>129,776</u>
<u>Less: Distribution of Funds for Charitable Purposes:</u>		
Equipment/Facilities Provided - Note 8	11,068	728
Social Events	3,005	1,037
Residents Amenity Fund	16,314	14,603
Residents Seasonal Gifts	2,500	2,005
Total Charitable Expenditure (C):	<u>32,887</u>	<u>18,373</u>
Net Incoming/(Outgoing) Resources (=A-B-C):	(13,201)	1,501
Fund Balances Carried Forward at 30th June 2018:	<u>£98,202</u>	<u>£111,403</u>

ASSOCIATION OF FRIENDS OF PRINCE EDWARD, DUKE OF KENT COURT

BALANCE SHEET as at 30th JUNE 2018

	<u>General Fund</u> <u>All Unrestricted</u> <u>2018</u>	<u>Total Funds</u> <u>2017</u>
<u>Current Assets</u>		
Bank Current Account - Main	12,810	8,253
Bank Current A/c - Garden Fête	7,484	3,556
COIF Charities Fund Deposit	84,333	104,074
Tax Recoverable	2,120	1,120
Home Advisor	500	500
Garden Fête - Prepayments	997	1,480
	108,244	118,983
<u>Less Liabilities</u>		
Creditors and Accruals	Note 4 4,776	2,315
Garden Fête - Advanced Ticket Sales	5,265	5,265
<u>Net Assets</u>	<u>98,202</u>	<u>111,403</u>
<u>Funds</u>		
Unrestricted	Note 6 46,560	90,153
Specially Designated	Note 9 51,642	21,250
Total Funds	<u>98,202</u>	<u>111,403</u>

On behalf of the Board of Trustees:

Approved by:

C R Dunnico (Chairman).....

D Badger (Secretary).....

Date.....23rd November 2018.....

The notes on pages 5 and 6 form part of these accounts.

ASSOCIATION OF FRIENDS OF PRINCE EDWARD, DUKE OF KENT COURT
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30th June 2018

1. GENERAL INFORMATION & ACCOUNTING POLICIES

Association of Friends of Prince Edward, Duke of Kent Court is an unincorporated charity registered in England. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are shown in the Report of the Trustees.

The charity constitutes a public benefit entity as defined by FRS 102. 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 United Kingdom and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

Income

Gifts, donations and other forms of voluntary income have been included within the Financial Statements as and when they are received. No permanent endowments have been received during this year.

Garden Fête Income

The net 2017 Garden Fête surplus amounted to £10,110.

Tangible Fixed Assets

Tangible Fixed Assets are stated at cost or valuation less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value over their expected useful lives on the following base: Fixtures & Fittings - 15% straight line method.

The Association does not hold any fixed assets at the present time.

Resources Expended

All Charitable Expenditure is included in the Statement of Financial Activities on the accruals basis. Garden Fête expenditure has been shown separately from the relevant income for the current year.

Unrestricted Funds

Unrestricted Funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Specially Designated Funds

Specially Designated Funds are allocations from the Unrestricted Funds which have been assigned to specific requests from the Home and approved by the Trustees. A Specially Designated Fund of £16,250 was created on receipt of donations from the Provincial "8-Aid Appeal". In addition, a further S.D. Fund following receipt of a legacy of stands at £392. (Note 10). In addition, a further S.D. Fund was created to provide for replacement of mini-buses at the end of their life, which stands at £35,000.

Restricted Funds

Restricted Funds can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for a particular restricted purpose.

Fundamental Accounting Concept

The trustees are currently pursuing options to raise donations and to cover the Charity's operating costs for the 12 months from the date of approval of these accounts. It is the Trustee's opinion that the Charity will be able to raise the suitable finance necessary to continue as a going concern and the accounts of the Charity have therefore been prepared on a 'going concern' basis.

2. EMOLUMENTS

No remuneration was paid to any Trustee of the charity.

3. TAXATION

Agreement has been reached with HM Revenue & Customs Claims Branch for Trusts and Charities that there will be no liability to income tax.

4. CREDITORS AND ACCRUALS

	<u>2018</u>	<u>2017</u>
Sundry Creditors	--	765
Accrued Expenses	4,776	1,550
Total	<u>£4,776</u>	<u>£2,315</u>

THESE NOTES FORM AN INTEGRAL PART OF THE ACCOUNTS

ASSOCIATION OF FRIENDS OF PRINCE EDWARD, DUKE OF KENT COURT
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED
30th June 2018

5. RELATED PARTY TRANSACTIONS

There is no remuneration paid to Trustees and the only expenses paid to Trustees are done so in order to reimburse them for amounts already paid on behalf of the Charity towards the achievement of its objects.

In the event of the Charity being dissolved any assets remaining after the satisfaction of all debts and liabilities shall be paid or transferred as set out in the Constitution.

No one person ultimately controls the Charity.

6. MOVEMENT IN FUNDS

	<u>As at 1st July 2017</u>	<u>Net Movement in Funds *</u>	<u>As at 30th June 2018</u>
Unrestricted Funds	90,153	(43,593)	46,560
Specially Designated 1	16,250	0	16,250
Specially Designated 2	5,000	(4,608)	392
Specially Designated 3	0	35,000	35,000
Restricted Fund	0	0	0
	111,403	(13,201)	98,202

* Net movement in funds, included in the above are as follows:

	<u>Incoming</u>	<u>Resources</u>	<u>Movement</u>		<u>Net Movement</u>
	<u>Resources</u>	<u>Expended</u>	<u>in Funds</u>	<u>Transfers</u>	<u>in Funds</u>
Unrestricted General Fund	28,921	(37,514)	0	(35,000)	(43,593)
Specially Designated	0	(4,608)	0	35,000	30,392
Restricted Fund	0	0	0	0	0
	28,921	(42,122)	0	0	(13,201)

7. REVENUE RESERVE

	2018	2017
	£	£
Opening Balance 1 st July 2017	111,403	109,902
Surplus/(Deficit) for the year	(13,201)	1,501
Closing Balance 30 th June 2018	<u>98,202</u>	<u>111,403</u>

8. EQUIPMENT AND FACILITIES PROVIDED

During the year the Charity provided the following Equipment and Facilities for the Home:

6 Profile Beds	4,608
Renew Christmas Decorations	805
Residents Bicycle	5,655
	<u>£11,068</u>

9. SPECIALLY DESIGNATED FUND

In conjunction with the RMBI, the Trustees have agreed that the special project for the application of the "8-Aid Appeal" funds is to be the refurbishment of the pond, paths and surrounding area. Permission was received and work was undertaken after the year end. In consequence, the funds of £16,250 received from Province continue to be held as a restricted Fund.

10. LEGACY

A legacy was held by the Charity during the current financial year in the amount of £5,000 from a deceased member of the Edward Alleyn Lodge No.186. The Trustees have agreed to designate these funds to the purchase of Profile Beds and Equipment for use of the Residents. So far £4,608 has been spent and £392 remains for this purpose.

THESE NOTES FORM AN INTEGRAL PART OF THE ACCOUNTS

Independent Examiner's Report to the Trustees of Association of Friends of Prince Edward, Duke of Kent Court

I report on the accounts of the charity for the year ended 30th June 2018 which are set out on pages three to six.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's 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;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 statement below.

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, 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 Acthave 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.

Mark Norton
Wilkins Kennedy
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Southend on Sea
Essex
SS1 1EG

23rd November 2018