

**Charity Registration No. 233695**

**LASLETT'S (ALMSHOUSE) CHARITY  
ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2017**

# LASLETT'S (ALMSHOUSE) CHARITY

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees**

Mr C R Anstey  
Mr T J Bridges  
Mr D B Dale  
Mr P W Hughes  
Mrs M Jones  
Mrs A E Lodge  
Mrs G T Newman  
Mr J V Panter  
Mrs E A Pugh-Cook  
Mr M J Tarver  
Mrs K Vincent (Appointed 31 October 2017)

**Chairman** Mr P W Hughes was appointed Chairman in January 2017

**Finance & Investment Committee**

Mr C R Anstey  
Mr D B Dale  
Mr P W Hughes  
Mr J V Panter  
Mr M J Tarver

**Almshouse Committee**

Mr P W Hughes  
Mrs M Jones  
Mrs A E Lodge  
Mrs G T Newman  
Mrs E A Pugh-Cook

**Investment Adviser to the Investment Committee** Mr A Taylor of Smith & Williamson Investment Management LLP

Each Committee meeting is attended by the Clerk and/or the Agent as appropriate

**Clerk to the trustees**

Mr S P Inman  
Kateryn Heywood House  
Berkeley Court  
The Foregate  
Worcester  
WR1 3QG

**Agent to the Trustees**

Mr A L Robinson MRICS  
The Estate Office  
Madresfield Road  
Malvern  
WR13 5AH

**Charity number** 233695

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# LASLETT'S (ALMSHOUSE) CHARITY

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Registered office</b>	Kateryn Heywood House Berkeley Court The Foregate Worcester WR1 3QG
<b>Independent Examiner</b>	Sarah Morley ACA Kendall Wadley LLP Chartered Accountants Merevale House 27 Sansome Walk Worcester WR1 1NU
<b>Bankers</b>	HSBC Plc 6 Broad Street Worcester WR1 3PL
<b>Investment Advisors</b>	Smith & Williamson Investment Management LLP 9 Colmore Row Birmingham B3 2BJ

By a Resolution passed at a duly constituted meeting of the Trustees of Laslett's (Almshouse) Charity on the 30th day of October 1962 there was conferred upon any three or more of the Trustees the power to execute Deeds or instruments in the names and on behalf of the Trustees in accordance with the provisions of Section 34 of the Charities Act 1960.

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# LASLETT'S (ALMSHOUSE) CHARITY

## CONTENTS

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	<b>Page</b>
Trustees' report	1 - 5
Statement of Trustees' responsibilities	6
Independent examiner's report	7
Statement of financial activities	8
Balance sheet	9
Statement of cash flows	10
Notes to the accounts	11 - 21

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# LASLETT'S (ALMSHOUSE) CHARITY

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 DECEMBER 2017

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The Trustees present their report and accounts for the year ended 31 December 2017.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Trust Deed, 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 the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

#### **Objectives and activities**

##### **Objective**

The principal object of the Charity is to provide and maintain the almshouses in Union Street, Worcester for aged poor people in the City of Worcester.

The Trustees' aim is to administer the almshouses in the most efficient and effective way by maintaining the buildings and accommodation in good and substantial repair thus ensuring a full level of occupancy throughout the year and thereby obtain a high level of income from the weekly maintenance charge levied on the residents.

##### **Public benefit**

The Trustees confirm that they have had regard to the Charity Commission's guidance on public benefit. The activities set out are consistent with achieving the object of the Charity for the benefit of the public. Specifically the programme of refurbishment, the discounted rents and the provision of the good quality accommodation are consistent with the Charity's aims and objects.

##### **Activities**

The main activities carried out by the Charity relate to the management of the flats within the almshouse complex together with the chapel, the community room and the gardens. In ensuring the residents have up-to-date, clean and safe accommodation and environment, there is regular contact with them primarily via the Warden but also by the Agent and Trustees.

#### **Achievements and performance**

During the course of the year two of the residents moved away and two new residents moved into replace them. Prior to the new occupants moving in, the opportunity was taken to redecorate and carry out minor repairs to both flats. Overall the rate of occupation of the almshouses for the year has exceeded 90%.

The former Chaplain's house situated within the almshouse complex which had previously been occupied by the Chaplain remains let by way of a shorthold letting agreement to a tenant who would otherwise have qualified for almshouse accommodation.

During the course of 2017 the separate modern property at 10 Union Street continued to be let by way of a shorthold letting agreement to the Worcester Diocese it previously having been the accommodation of a former Warden. The current Warden who was appointed to the role in late 2014 lives off-site but within easy reach of the almshouses.

The Warden provides a written report to a nominated Trustee and keeps in regular contact with those Trustees who are members of the Almshouse Committee. Her reports have highlighted how the residents are well integrated with one another and that there is a greater willingness to participate in social events including occasional garden parties and other celebrations arranged by the residents themselves and with her help.

# LASLETT'S (ALMSHOUSE) CHARITY

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2017**

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In terms of refurbishment of the flats, all work was completed in 2015. There is a general feeling that the flats are now of a high standard and that the residents are pleased overall with the facilities including the standard of decoration. There is a programme of planned general maintenance in place. Internal redecoration is carried out to flats as and when they become vacant.

The gardens situated at the front of the property continue to be extremely colourful with a wide range and variety of shrubs and flowers and are maintained to a high standard through the year. Some of the residents like to participate and assist the gardener in his work which is encouraged.

The administration of rental income has been smooth during the last year. There are no current rent arrears and liaison with the Council as to the provision of housing benefits to those who qualify has been good.

The Trustees will continue to support the residents of the almshouses to the best of their ability by improving the properties occupied and the services offered in accordance with the recommendations made by the Agent.

In addition to the almshouses the Charity has traditionally held some investments from which income can be derived to help to swell the funds available when required. The Trustees regularly consult with their investment advisers and take due regard of any recommendations and investments made.

### **Financial review**

The income for the Charity was £111,048 and the expenditure was £131,565 which together with net gains on investment assets of £21,536 and revaluation gain on tangible fixed assets of £30,970 produced an overall surplus of £31,989.

The majority of the income is derived from rents and is received regularly and consistently.

The Trustees' investment policy operated so that a 1.59% (2016 1.78%) yield had been achieved on their investments during the year.

### **Reserves policy**

Total reserves of the Charity are £2,692,162 (2016 - £2,660,173) of which £2,665,557 (2016 - £2,613,051) are endowed and held in connection with the land and buildings held by the Charity leaving unrestricted reserves of £26,605 (2016 - £47,122).

The Trustees aim to retain a level of unrestricted reserves equivalent to the running costs of the Charity for at least six months and if possible for one year. The unrestricted reserves decreased in the year by £20,517 to £26,605.

The Trustees are aware of the requirements to distribute as much income as possible under the terms of the Trust but believe this should be balanced with the need to have adequate reserves to maintain almshouse provision which is its primary objective.

# LASLETT'S (ALMSHOUSE) CHARITY

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2017**

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### **Investment powers**

The Trustees will invest the funds in accordance with the Trustee Act 2000. Within the Act the Trustees:-

\* shall exercise such power with the care that a prudent person of business would in making investments for a person for whom they felt morally obliged to provide;

\* shall not make any speculative or hazardous investment (and for avoidance of doubt this power to invest does not extend to laying out money on the acquisition of futures and or trading options);

\* shall have regard to the need for diversification of investments in the circumstances of the Charity and to the suitability of the proposed investments;

\* do not impose any ethical or geographical restrictions.

Trustees additionally have a duty to review their investments at regular intervals. The Trustees will review the investment policy at least annually. The Trustees may change any part of the policy at any time.

The Investment Manager must be an authorised person who is entitled to carry out investment business under the provisions of the Financial Services Act 1986.

The Trustees have delegated the powers of investment management to Smith & Williamson Investment Management LLP.

### **Performance**

The total value of the portfolios is measured by reference to the various FTSE "Total Return" indices.

The income earned by the portfolio in the year represented an overall yield of 1.59% (2016 1.78%).

### **Cash Deposits**

Cash deposits are placed with approved banks with suitable credit ratings. Cash deposits may be also retained by Smith & Williamson Investment Management LLP as part of the investment portfolio.

### **Risk management**

The Trustees have considered the major risks to which they consider the Charity has been exposed and concluded that these lie in the inherent risks of maintaining an historic property both in terms of fabric of that property and the welfare of the elderly residents and investing in the Stock Market. The Trustees are well aware of the potential volatility in the Stock Market generally and will take whatever steps they think necessary after taking professional advice to mitigate and reduce any risks.

Risk identification and management are specifically discussed at all Trustees' meetings.

The Trustees confirm that no serious incident has taken place which they should have reported to the Charity Commission but have not.

### **Plans for the future**

The Trustees have no major plans to alter the level of almshouse provision. It is the intention to continue to utilise the almshouses as directed by the Trust Deeds upon which the Charity was formed. In practice this will entail maintaining the almshouse complex in good and substantial repair and condition and having plans in place for such to be carried out on a periodic basis. By operating in this way, the finances remain sound and the element of public benefit is fulfilled.

# LASLETT'S (ALMSHOUSE) CHARITY

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2017**

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### **Structure, governance and management**

The Charity was established by William Laslett, a Worcester mayor, civic dignitary and philanthropist. It operates under the terms of two Trust Deeds dated 19 September 1868 and 9 April 1875. Its registered Charity number is 233695. The Charity owns and manages almshouses built in 1912 in Union Street, Worcester together with one more modern end terraced house situated opposite the almshouses.

The Trustees who served during the year were:

Mr C R Anstey

Mr A P Baxter

(Resigned 31 January 2017)

Mr T J Bridges

Mr D B Dale

Mr P W Hughes

Mrs M Jones

Mrs A E Lodge

Mrs G T Newman

Mr J V Panter

Mrs E A Pugh-Cook

Mr M J Tarver

Mrs K Vincent

(Appointed 31 October 2017)

The Trustees of this Charity also serve as Trustees of Laslett's (Hinton) Charity and have been appointed by a long series of Deeds of Appointment since 1868. There is no provision as to the length of service or requirement for re-appointment after a specified period of time.

All Trustees give their time freely and no remuneration was paid to any of them during the year. Trustees are required to disclose all relevant interests and to register them with the Clerk. The Trustees are also required to give details of any interest that may relate to an agenda item in which event if there is a conflict or perceived conflict of interest, they will withdraw from the meeting.

### **Appointment of Trustees**

The Trustees have a wide range of professional and commercial experience including agriculture, charitable bodies, church architecture, estate management, social work, care for the elderly, and accountancy. The Charity seeks to appoint Trustees who have skills and expertise which are relevant to the areas in which the Charity operates.

At the time of appointment, new trustees are provided with an induction pack within which are notes setting out the history and background of the charity including its original objectives, current policies and copies of Board and Committee minutes for the preceding twelve months or longer period if necessary.

# LASLETT'S (ALMSHOUSE) CHARITY

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2017**

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### ***Organisational Structure***

The Board of Trustees meets on a regular quarterly basis at the boardroom in Laslett's Almshouses, Union Street, Worcester. With the input of the Agent, Clerk and Investment Advisor by way of written reports and/or attendance at the meetings, they initiate, review and adopt policies which further the objects of the Charity as set out in the Trust Deed and ensure compliance with current legislation and recommended good practice.

To enable the more expeditious conduct of business the Trustees have created two Committees which may examine relevant issues in more detail and which may make recommendations to the Trustee Board to make a formal decision.

The Trustees are also responsible for setting the remuneration levels of staff appointed by the Charity.

The Finance and Investment Committee meets with the Charity's Investment Advisors, Smith & Williamson Investment Management LLP, at least twice a year to review the Charity's stock exchange investments and to consider their investment advisers' recommendations.

The Almshouse Committee meets on an ad hoc basis to give preliminary and detailed consideration to any new policy or initiative required for the overall management of the almshouses prior to discussion and decision at the main Trustee Board.

The Agent to the Charity is Mr A Robinson of ARC Chartered Surveyors Ltd The Estate Office, Madresfield, Malvern, WR13 5AH. The duties and responsibilities of the Agent include the following:

- The general day-to-day management of the Almshouses;
- Reporting to each quarterly meeting of the Trustees
- All aspects of financial administration including the Charity's needs and cash flow position and the preparation of half yearly management accounts.

The Clerk to the Charity is Mr Stephen Inman whose duties and responsibilities include the following:

- Preparation of agendas for quarterly Trustee Board meetings, Committee meetings and drafting of minutes;
- Provision of guidance on legal and governance issues at meetings and generally
- Liaison with the Agent, Accountants, Investment Manager and Trustees as to administrative matters.

### ***Related charities***

The Charity has a close relationship with the Laslett's (Hinton) Charity and its professional advisers, as well as its Trustees, being the same. Both Charities have a common benefactor and founding philosophy.

The main object of Laslett's (Hinton) Charity is to manage its land and agricultural holdings together with associated residential properties situated at Hinton on the Green near Evesham, Worcestershire and to create a return of income which can be applied for charitable purposes including when necessary the support of Laslett's (Almshouse) Charity.

The Trustees' report was approved by the Board of Trustees.

**Mr P W Hughes**

Trustee

Dated: 31 July 2018

# **LASLETT'S (ALMSHOUSE) CHARITY**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 DECEMBER 2017***

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The Trustees are responsible for preparing the Trustees' Report 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 and 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 year.

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 operation.

The Trustees are responsible for keeping sufficient 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.

# LASLETT'S (ALMSHOUSE) CHARITY

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF LASLETT'S (ALMSHOUSE) CHARITY

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I report on the financial statements of the Charity for the year ended 31 December 2017, which are set out on pages 8 to 21.

#### **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:

- (i) examine the financial statements under section 145 of the 2011 Act;
- (ii) 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
- (iii) 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 statement below.

#### **Independent examiner's statement**

In connection with my examination, no other matter except that referred to in the previous paragraph has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - (ii) to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

#### **Sarah Morley ACA**

for and on behalf of Kendall Wadley LLP

Merevale House  
27 Sansome Walk  
Worcester  
WR1 1NU

Dated: 31 July 2018

# LASLETT'S (ALMSHOUSE) CHARITY

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2017

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	Notes	Unrestricted funds £	Endowment funds £	Total 2017 £	Total 2016 £
<b><u>Income and endowments from:</u></b>					
Charitable activities	3	106,171	-	106,171	110,924
Investments	4	3,764	-	3,764	3,739
Other income	5	1,113	-	1,113	1,355
<b>Total income and endowments</b>		<b>111,048</b>	<b>-</b>	<b>111,048</b>	<b>116,018</b>
<b><u>Expenditure on:</u></b>					
Raising funds	6	826	-	826	667
Charitable activities	7	130,739	-	130,739	107,186
<b>Total resources expended</b>		<b>131,565</b>	<b>-</b>	<b>131,565</b>	<b>107,853</b>
Net incoming/(outgoing) resources before investment movements		(20,517)	-	(20,517)	8,165
Net gains on investments	11	-	21,536	21,536	24,484
<b>Net (outgoing)/incoming resources</b>		<b>(20,517)</b>	<b>21,536</b>	<b>1,019</b>	<b>32,649</b>
<b>Other recognised gains and losses</b>					
Revaluation of tangible fixed assets		-	30,970	30,970	15,000
<b>Net movement in funds</b>		<b>(20,517)</b>	<b>52,506</b>	<b>31,989</b>	<b>47,649</b>
Fund balances at 1 January 2017		47,122	2,613,051	2,660,173	2,612,524
<b>Fund balances at 31 December 2017</b>		<b>26,605</b>	<b>2,665,557</b>	<b>2,692,162</b>	<b>2,660,173</b>

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The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# LASLETT'S (ALMSHOUSE) CHARITY

## BALANCE SHEET

AS AT 31 DECEMBER 2017

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	Notes	2017		2016	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	12		2,410,000		2,379,029
Investments	13		237,393		217,536
			<hr/>		<hr/>
			2,647,393		2,596,565
<b>Current assets</b>					
Debtors	15	5,653		6,178	
Cash at bank and in hand		52,376		69,602	
		<hr/>		<hr/>	
		58,029		75,780	
<b>Creditors: amounts falling due within one year</b>					
	16	(13,260)		(12,172)	
		<hr/>		<hr/>	
Net current assets			44,769		63,608
<b>Total assets less current liabilities</b>					
			<hr/>		<hr/>
			2,692,162		2,660,173
			<hr/> <hr/>		<hr/> <hr/>
<b>Capital funds</b>					
<u>Endowment funds - general</u>					
General endowment funds		2,634,587		2,598,051	
Revaluation reserve		30,970		15,000	
		<hr/>		<hr/>	
	18		2,665,557		2,613,051
<b>Income funds</b>					
Unrestricted funds			26,605		47,122
			<hr/>		<hr/>
			2,692,162		2,660,173
			<hr/> <hr/>		<hr/> <hr/>

The financial statements were approved by the Trustees on 31 July 2018

Mr P W Hughes  
Trustee

# LASLETT'S (ALMSHOUSE) CHARITY

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2017

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	Notes	2017 £	£	2016 £	£
<b>Cash flows from operating activities</b>					
Cash absorbed by operations	20		(22,668)		(2,416)
<b>Investing activities</b>					
Purchase of investments		(15,265)		(12,427)	
Proceeds on disposal of investments		16,944		10,513	
Interest received		3,763		3,739	
		<u>          </u>		<u>          </u>	
<b>Net cash generated from investing activities</b>			5,442		1,825
<b>Net cash used in financing activities</b>			-		-
			<u>          </u>		<u>          </u>
<b>Net decrease in cash and cash equivalents</b>			(17,226)		(591)
Cash and cash equivalents at beginning of year			69,602		70,193
			<u>          </u>		<u>          </u>
<b>Cash and cash equivalents at end of year</b>			<u>52,376</u>		<u>69,602</u>

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# LASLETT'S (ALMSHOUSE) CHARITY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

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### 1 Accounting policies

#### Charity information

Laslett's (Almshouse) Charity is charity which was established by William Laslett, a Worcester mayor, civic dignitary and philanthropist. It operates under the terms of two Trust Deeds dated 19 September 1868 and 9 April 1875. Its registered address is Kateryn Heywood House, Berkeley Court, The Foregate, Worcester, WR1 3QG.

#### 1.1 Accounting convention

The accounts have been prepared in accordance with the Charity's trust deed, 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 the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes and are maintained at a level sufficient to enable the Charity to operate efficiently and without risk.

Endowed funds represent those assets which must be held permanently by the Charity, principally property and investments.

#### 1.4 Incoming resources

Income from investments and property is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

# LASLETT'S (ALMSHOUSE) CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2017

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### 1 Accounting policies

(Continued)

#### 1.5 Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Governance costs are the costs associated with the general running of the Charity.

#### 1.6 Tangible fixed assets

The trustees have adopted a policy of revaluation with regards the land and buildings and this is based on a valuation supplied by ARC Chartered Surveyors Limited at 31 December 2017. This valuation is a full valuation reviewed as necessary.

The Statement of Recommended Practice (FRS 102) requires that a provision be made for depreciation of tangible fixed assets having a finite use of life. However, the Trustees are of the opinion that the residual value at the end of the estimated useful life of the property is not likely materially to differ from its cost, or re-valued amount (reviewed annually). Therefore, any element of depreciation is considered to be immaterial and no provision is made, movements in valuation are taken to the Statement of Financial Activities as determined.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

#### 1.8 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in income/(expenditure) for the year, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately, unless the relevant asset is carried in at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

# LASLETT'S (ALMSHOUSE) CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2017

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### 1 Accounting policies

(Continued)

#### 1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less.

#### 1.10 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

#### 1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

# LASLETT'S (ALMSHOUSE) CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2017

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### 2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Charitable activities

	2017 £	2016 £
Received from residents	106,171	110,924

### 4 Investments

	2017 £	2016 £
Income from listed investments	3,764	3,738
Interest receivable	-	1
	<u>3,764</u>	<u>3,739</u>

### 5 Other income

	2017 £	2016 £
Other income	1,113	1,355

# LASLETT'S (ALMSHOUSE) CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2017

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### 6 Raising funds

	2017	2016
	£	£
<u>Fundraising and publicity</u>		
Investment management costs	826	667
	<u>826</u>	<u>667</u>
<b>For the year ended 31 December 2016</b>		
Fundraising and publicity		667
		<u>667</u>

# LASLETT'S (ALMSHOUSE) CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2017

### 7 Charitable activities

	2017	2016
	£	£
<b>Property expenditure</b>		
Staff costs	51	13
Rates	3,226	3,403
Insurance	7,485	7,235
Property expenditure	50,430	13,271
Chaplain's salary	1,620	1,710
Warden	11,071	10,842
Gardener	2,143	1,977
Electricity	8,769	8,246
Gas	7,634	8,251
Telephone	319	303
Call aid rental	3,089	3,525
Sundry	1,226	1,667
Legal fees	-	1,740
Cleaning	4,210	3,557
Refurbishment costs	1,562	17,719
	<u>102,835</u>	<u>83,459</u>
Share of support costs (see note 8)	27,354	23,187
Share of governance costs (see note 8)	550	540
	<u>130,739</u>	<u>107,186</u>
	<u><u>130,739</u></u>	
<b>Analysis by fund</b>		
Unrestricted funds	130,739	
	<u>130,739</u>	
	<u><u>130,739</u></u>	
<b>For the year ended 31 December 2016</b>		
Unrestricted funds		107,186
		<u>107,186</u>
		<u><u>107,186</u></u>

# LASLETT'S (ALMSHOUSE) CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2017

### 8 Support costs

	Support costs	Governance costs	2017	2016	Basis of allocation
	£	£	£	£	
Agent's management fees	17,507	-	17,507	13,975	To principal charitable activity
Clerk's fees	5,852	-	5,852	6,155	" "
Charity office expenses	1,138	-	1,138	313	" "
Subscriptions	215	-	215	211	" "
Accountancy	1,490	-	1,490	1,542	" "
Accountancy - agents	1,152	-	1,152	991	" "
Independent examiners fees	-	550	550	540	Governance
	<u>27,354</u>	<u>550</u>	<u>27,904</u>	<u>23,727</u>	
Analysed between Charitable activities	<u>27,354</u>	<u>550</u>	<u>27,904</u>	<u>23,727</u>	

Within Clerks fees as shown above are staff costs of £3,088 (2016 - £2,546).

Governance costs include payment to the independent examiners of £550 (2016 - £540) for examination fees.

### 9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or expenses during the year.

During the year the Charity took out insurance for the Trustees' and individual liability, employment practices liability and professional and legal liability in each instance to a limit of £1 million.

# LASLETT'S (ALMSHOUSE) CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2017

### 10 Employees

#### Number of employees

The average monthly number employees during the year was:

	2017 Number	2016 Number
Clerk and warden	2	2

#### Employment costs

	2017 £	2016 £
Wages and salaries	12,691	13,388
Other pension costs	51	13

There were no employees whose annual remuneration was £60,000 or more.

### 11 Net gains/(losses) on investments

	2017 £	2016 £
Revaluation of investments	20,594	23,977
Gain/(loss) on sale of investments	942	507
	<u>21,536</u>	<u>24,484</u>

### 12 Tangible fixed assets

	Freehold land and buildings £
<b>Cost or valuation</b>	
At 1 January 2017	2,379,030
Revaluation	30,970
At 31 December 2017	<u>2,410,000</u>
<b>Carrying amount</b>	
At 31 December 2017	<u>2,410,000</u>
At 31 December 2016	<u>2,379,029</u>

Land and buildings with a carrying amount of £2,410,000 were revalued at 31 December 2017 by ARC Chartered Surveyors, independent valuers not connected with the Charity on the basis of market value. The valuation conforms to International Valuation Standards and was based on recent market transactions on arm's length terms for similar properties.

# LASLETT'S (ALMSHOUSE) CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2017

### 12 Tangible fixed assets

(Continued)

The property consists of 16 flats, a Chaplain's House, Board Room and Chapel, all situated at Laslett's Almshouses, Union Street, Worcester and 10 Union Street, Worcester.

### 13 Fixed asset investments

	<b>Listed investments £</b>
<b>Cost or valuation</b>	
At 1 January 2017	217,536
Additions	15,265
Valuation changes	21,536
Disposals	(16,944)
At 31 December 2017	<u>237,393</u>
<b>Carrying amount</b>	
At 31 December 2017	<u>237,393</u>
At 31 December 2016	<u>217,536</u>

### 14 Financial instruments

	<b>2017 £</b>	<b>2016 £</b>
<b>Carrying amount of financial assets</b>		
Debt instruments measured at amortised cost	3,054	3,633
Equity instruments measured at cost less impairment	237,393	217,536
<b>Carrying amount of financial liabilities</b>		
Measured at amortised cost	<u>12,382</u>	<u>10,811</u>

### 15 Debtors

	<b>2017 £</b>	<b>2016 £</b>
<b>Amounts falling due within one year:</b>		
Other debtors	3,054	3,633
Prepayments and accrued income	2,599	2,545
	<u>5,653</u>	<u>6,178</u>

# LASLETT'S (ALMSHOUSE) CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2017

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

	Notes	2017 £	2016 £
Other taxation and social security		150	119
Deferred income	17	728	1,242
Other creditors		7,352	3,604
Accruals and deferred income		5,030	7,207
		<u>13,260</u>	<u>12,172</u>

### 17 Deferred income

	2017 £	2016 £
Arising from Rents received in advance	<u>728</u>	<u>1,242</u>
Current liabilities	<u>728</u>	<u>1,242</u>
	<u>728</u>	<u>1,242</u>

### 18 Endowment funds

The endowment funds represent those assets which must be held permanently by the Charity, principally investments and property.

	Movement in funds				
	Balance at 1 January 2017 £	Incoming resources £	Resources expended £	Gains and losses £	Balance at 31 December 2017 £
<b>Permanent endowments</b>					
Endowment Fund	2,613,051	-	-	52,506	2,665,557
	<u>2,613,051</u>	<u>-</u>	<u>-</u>	<u>52,506</u>	<u>2,665,557</u>

Income arising on the endowment fund can be used in accordance with the objects of the Charity and is included as unrestricted income. Any capital gains or losses arising on the investment form part of the fund.

# LASLETT'S (ALMSHOUSE) CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2017

### 19 Analysis of net assets between funds

	Unrestricted Funds £	Endowment Funds £	Total £
Fund balances at 31 December 2017 are represented by:			
Tangible assets	-	2,410,000	2,410,000
Investments	-	237,393	237,393
Current assets/(liabilities)	26,605	18,164	44,769
	<u>26,605</u>	<u>2,665,557</u>	<u>2,692,162</u>

Included in endowment funds are unrealised gains in investments for the year of £20,594 (2016 - £23,977) and unrealised gains on tangible fixed assets for the year of £30,970 (2016 - £15,000).

### 20 Cash generated from operations

	2017 £	2016 £
Surplus for the year	31,989	47,649
Adjustments for:		
Investment income recognised in profit or loss	(3,764)	(3,739)
Fair value gains and losses on tangible fixed assets	(30,970)	(15,000)
Gain on disposal of investments	(942)	(507)
Fair value gains and losses on investments	(20,594)	(23,977)
Movements in working capital:		
Decrease in debtors	525	756
Increase/(decrease) in creditors	1,602	(7,387)
(Decrease) in deferred income	(514)	(211)
<b>Cash absorbed by operations</b>	<u>(22,668)</u>	<u>(2,416)</u>