



*Caring for the Elderly*

**ASSOCIATION OF FRIENDS**  
**OF**  
**PRINCE EDWARD, DUKE OF KENT COURT**

**ACCOUNTS FOR THE YEAR ENDED**

**30<sup>th</sup> June 2023**

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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](http://www.friendsofpedokc.org.uk)



Regd. Charity No. 1057867

# ASSOCIATION OF FRIENDS OF PRINCE EDWARD, DUKE OF KENT COURT

## CHARITY INFORMATION

30<sup>th</sup> JUNE 2023

ELECTED TRUSTEES:

B M Stedman	President
R Whittingham	Chairman (Appointed 22 November 2023)
N Oldacre, MBE	Vice Chairman
D Badger	Secretary
G V C Elvidge	Treasurer
L Harris	Membership Secretary
K A Oldacre (Mrs.)	House Advisor
N Oldacre, MBE	Residents' Activity Organiser
R Vine	Summer Fete Organiser (Appointed 22 November 2023)
C R Dunnico	
G S Larke	
P Palmer (Resigned 22 November 2023)	
A McLeod (Resigned 22 November 2023)	

PRINCIPAL OFFICER: B M Stedman  
C/o Registered Address (below)

REGISTERED ADDRESS: Stisted Hall  
Stisted  
Braintree  
Essex  
CM77 8AG

REGISTERED CHARITY NUMBER: 1057867

BANKERS: Barclays Bank PLC  
Leicester  
LE87 2BB

INDEPENDENT EXAMINERS: Azets Audit Services  
Chartered Accountants  
7-8 Britannia Business Park  
Comet Way  
Southend on Sea  
Essex  
SS2 6GE

# ASSOCIATION OF FRIENDS OF PRINCE EDWARD, DUKE OF KENT COURT

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED

30<sup>th</sup> June 2023

The Trustees of the Charity present their report with the Financial Statements of the Charity for the year ended 30<sup>th</sup> June 2023.

GOVERNING DOCUMENT: The Charity was established on 31<sup>st</sup> 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:**

**R. Whittingham (Chairman)**

Approved by the Board on 25<sup>th</sup> March 2024

**Association of Friends of Prince Edward, Duke of Kent Court**  
**Statement of Financial Activities for the Year Ended 30<sup>th</sup> June 2023**

	<b><u>Total Funds</u></b>	<b><u>Total Funds</u></b>
	<b><u>Unrestricted</u></b>	<b><u>Unrestricted</u></b>
<b><u>Incoming Resources</u></b>	<b><u>2023</u></b>	<b><u>2022</u></b>
	<b>£</b>	<b>£</b>
Donations - Notes 1 & 9	15,999	11,799
Legacy - Note 10	119	--
Membership Fees:		
Annual Subscriptions	3,621	3,703
Grand, Vice Patron and Life	1,022	852
Tax Recoverable	578	1,000
Bank Interest Received	2,020	171
Events: Coffee Mornings	--	--
Garden Fête Income - Note 1	--	--
Golf Day	800	500
<b>Total Income (A):</b>	<b>24,159</b>	<b>18,025</b>
<b><u>Operating Expenditure</u></b>		
<b><u>Charitable Activities:</u></b>		
Donations		
Garden Fête Expenses -Note 1	--	--
<b><u>Management and Administration:</u></b>		
Sundry Expenses	159	191
<b><u>Governance Costs:</u></b>		
Professional Fees & Audit Fee	2,040	1,992
<b>Total Operating Expenditure (B):</b>	<b>2,199</b>	<b>2,183</b>
<b>Net Operating Incoming/(Outgoing) Resources (= A-B):</b>	<b>21,960</b>	<b>15,842</b>
<b>Fund Balances Brought Forward:</b>	101,796	98,611
Add Net Incoming Resources for Year	21,960	15,842
<b><u>Total Funds Available for Distribution:</u></b>	<b>123,756</b>	<b>114,453</b>
<b><u>Less: Distribution of Funds for Charitable Purposes:</u></b>		
Equipment/Facilities Provided - Note 8	2,851	2,797
Residents Amenity Fund	12,001	8,690
Residents Seasonal Gifts	830	1,170
<b>Total Charitable Expenditure (C):</b>	<b>15,682</b>	<b>12,657</b>
<b>Net Incoming/(Outgoing) Resources (=A-B-C):</b>	<b>6,278</b>	<b>3,185</b>
<b>Fund Balances Carried Forward at 30<sup>th</sup> June 2023:</b>	<b>£108,074</b>	<b>£101,796</b>

**ASSOCIATION OF FRIENDS OF PRINCE EDWARD, DUKE OF KENT COURT**

**BALANCE SHEET as at 30<sup>th</sup> JUNE 2023**

	<b><u>Total Funds</u></b> <b><u>All Unrestricted</u></b> <b><u>2023</u></b>	<b><u>Total Funds</u></b> <b><u>All Unrestricted</u></b> <b><u>2022</u></b>
<b><u>Current Assets</u></b>		
Bank Current Account - Main	30,852	23,849
Bank Current A/c - Garden Fête	4,364	5,038
COIF Charities Fund Deposit	77,316	75,315
Tax Recoverable	1,078	2,036
Other Debtor	-	-
Home Advisor	500	500
Garden Fête – Prepayments	<u>674</u>	<u>-</u>
	<b><u>114,784</u></b>	<b><u>106,738</u></b>
<b><u>Less Liabilities</u></b>		
Creditors and Accruals	Note 4 6,710	4,942
Garden Fête - Advanced Received	<u>-</u>	<u>-</u>
<b><u>Net Assets</u></b>	<b><u>108,074</u></b>	<b><u>101,796</u></b>
<b><u>Funds</u></b>		
Unrestricted	Note 6 81,682	75,404
Specially Designated	Note 9 <u>26,392</u>	<u>26,392</u>
<b>Total Funds</b>	<b><u>108,074</u></b>	<b><u>101,796</u></b>

On behalf of the Board of Trustees:

Approved by:

R Whittingham (Chairman).....

B Stedman (President).....

Date <sup>25<sup>th</sup></sup> March 2024

The notes on pages 5 to 7 form part of these accounts.

**ASSOCIATION OF FRIENDS OF PRINCE EDWARD, DUKE OF KENT COURT**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30<sup>th</sup> June 2023**

**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) (effective 1 January 2019), 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**

We cancelled our Garden Fetes between 2020 and 2022 due to COVID-19 restrictions and uncertainty. We have planned a much reduced Garden Party for summer 2023.

**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 an accruals basis.

**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 following receipt of a legacy now stands at £392. (Note 10). In addition, a further S.D. Fund to benefit the residents of the Dementia Care Unit stands at £1,000. A further S.D. Fund to provide for replacement of the small mini-buses at the end of its life now stands at £25,000.

**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.

**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**  
**30<sup>th</sup> June 2023**

<b>4. CREDITORS AND ACCRUALS</b>	<u>2023</u>	<u>2022</u>
Sundry Creditors	4,840	3,072
Accrued Expenses	1,870	1,870
<b>Total</b>	<u><b>£6,710</b></u>	<u><b>£4,942</b></u>

**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 1<sup>st</sup> July 2022</u>	<u>Net Movement in Funds *</u>	<u>As at 30<sup>th</sup> June 2023</u>
Unrestricted Funds	75,404	6,278	81,682
Specially Designated 1	1,000	--	1,000
Specially Designated 2	392	--	392
Specially Designated 3	25,000	--	25,000
Restricted Fund	--	--	--
	<u><b>101,796</b></u>	<u><b>6,278</b></u>	<u><b>108,074</b></u>

\* 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	24,159	(17,881)	6,278	--	6,278
Specially Designated	--	--	--	--	--
Restricted Fund	--	--	--	--	--
	<u><b>24,159</b></u>	<u><b>(17,881)</b></u>	<u><b>6,278</b></u>	<u><b>--</b></u>	<u><b>6,278</b></u>

**7. REVENUE RESERVE**

	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
<b>Opening Balance</b> 1 <sup>st</sup> July 2022	101,796	98,611
Surplus/(Deficit) for the year	6,278	3,185
<b>Closing Balance</b> 30 <sup>th</sup> June 2023	<u>108,074</u>	<u>101,796</u>

**ASSOCIATION OF FRIENDS OF PRINCE EDWARD, DUKE OF KENT COURT**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED**  
**30<sup>th</sup> June 2023**

**8. EQUIPMENT AND FACILITIES PROVIDED**

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

Gazebos	2,513
Picture Framing	338
	<hr/>
	2,851
	<hr/>

**9. SPECIALLY DESIGNATED FUND**

We hold designated (but not Restricted) funds for the replacement of a resident transport vehicle at the end of its useful life. This fund stands at £25,000 (2022: £25,000).

We hold a £1,000 donation which was specially designated for the benefit of the Dementia Unit.

**10. LEGACY**

A legacy of £5,000 was received in 2017 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. £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 30<sup>th</sup> June 2023 which are set out on pages three to seven.

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

As the charity's trustees 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 charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **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**

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 charity 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.

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Adam Hubbard BA(Hons) FCA  
Azets Audit Services  
Chartered Accountants  
7-8 Britannia Business Park  
Comet Way  
Southend on Sea  
Essex  
SS2 6GE

Date: 25<sup>th</sup> March 2024