

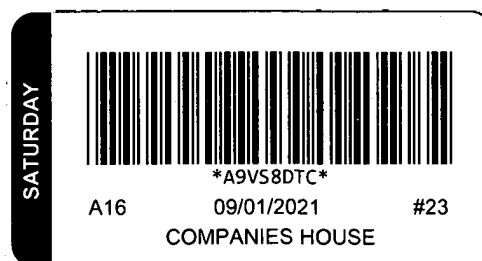
Orchard Vale Trust
Supporting Adults with Learning Disabilities to Live Life to the Full



ORCHARD VALE TRUST
LIMITED

COMPANY NUMBER: 1946592

REPORT AND FINANCIAL
STATEMENTS FOR THE YEAR
ENDED 31 JANUARY 2020



Patron: Dame Judi Dench
Registered Charity Number: 326940

East Court, Doctors Hill, Wookey, Wells, Somerset, BA5 1AR | Telephone: 01749 671 706 |

Orchard Vale Trust

Supporting Adults with Learning Disabilities to Live Life to the Full



Reference and Administrative Information

1. Name - Orchard Vale Trust Limited
2. Company House Registration Number - 1946592
3. Charity Commissioners Registration Number - 326940
4. Date of Incorporation – 11 September 1985
5. Type of Company - Company Limited by Guarantee and not having a share capital.
6. The Trustees during the year were:

Christopher Absolon

Rosemary Parr

Kate Steel

Adrian Lumley-Smith

Hannah Allan

Peter Crump

Joanna Sudell

Martha Venner

Tony Mullins

John Fox

All the Members of the Board of Trustees above were also Members of the Board of Trustees at the date that this Report and Accounts were approved unless indicated otherwise.

7. Chief Executive – Ms Liz Page, East Court, Wookey, Wells, Somerset BA5 1AR
8. Registered Office - East Court, Wookey, Wells, Somerset BA51AR Phone No: 01749 671 706
9. Bankers - Nat West PLC, 7 High Street, Wells, Somerset, BAS 2AD
10. Solicitors – Mogers Drewett, 24 Queen Square, Bath BA1 2HY
11. Auditors - Knight Goodhead Limited, 7 Bournemouth Road, Chandlers Ford, Eastleigh S053 3DA

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Governance of the Charity

The Charity is constituted as a Company Limited by Guarantee, therefore it is governed by its Articles of Association. The current Articles of Association were approved by the Charity Commission and subsequently adopted by the Trust in January 2015. Further minor amendments were adopted by the Trust at an EGM on 19th March 2016; - again following notification to and approval from the Charity Commission. No further amendments have taken place or are planned at present.

The Directors of the Company are also Trustees of the Charity. For the purpose of Charity Law, their responsibilities include all the responsibilities of Directors under the Companies Acts and of Trustees under Charity Law and under the Company's Act are known as members of the Board.

At the Annual General Meeting one third of the Directors retire on rotation but are eligible for reappointment. The Trustees of the Charity meet a minimum of four times each year. At these meetings they set the strategic direction of the Trust, and review and manage key risks.

The Trust has a Senior Management Team which is chaired by the Chief Executive and includes the Operations Manager, Home and Service Managers and is advised by the Finance Manager. There are terms of reference for the Senior Management Team which set out their powers and their accountability to the Board of Trustees. The Senior Management Team met bi-monthly in 2019 with Home and Service Managers meeting on the alternating months with the Operations Manager.

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Introduction

The Trustees present their Annual Report and Accounts for the year ended 31st January 2020. The Board of the Trustees are satisfied with the performance of the Charity during the year and the position at 31 January 2020. They consider that the Charity is in a satisfactory situation to continue its activities throughout the forthcoming year, and that the Charity's assets are adequate to fulfil its obligations.

Objectives and Activities of the Charity

The Charity is a non-profit making company incorporated on 11 September 1985, limited by guarantee and having no share capital. It was registered as a charity in September, 1985. The purpose of the Charity is to provide care to those people with a learning disability who need a level of support which might not otherwise be available to them in the family home and to further assist them to pursue a more independent life style. The majority of this care is provided in residential homes, in addition the Trust has a Community and Day service, which is accessed by adults with learning disabilities who are not residents. Since 1985, the Charity has opened 4 residential homes in the Somerset area. This development has been a gradual response to the demand for places, the changing needs of its residents, and the resources available to the Charity to purchase property suitable to its purpose. The Charity currently provides accommodation and support for 32 people. In addition, the Trust continues to develop a day programme of activities and support to other individuals that do not live in the Trust's accommodation that reside in its local area.

When places become available these are open to anyone with a learning disability whose care needs can be met by the service. All the Trust's current residents are in receipt of financial support from their Local Authority in order to meet the fees charged by the Charity. The level of residential fees is negotiated with the Local Authority using their costing model thereby ensuring that the fee charged

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is appropriate to the needs of the individual and is value for money. Currently, our service is provided to residents from 16 different Local Authorities throughout England and Wales. Day care residents are funded in different ways including from their own individual resources and from Local Authority Direct Payments schemes.

Skilled staff teams are employed at each home to assist and enable residents to live an ordinary life. All residents have their own personal care plan which aims to maximise their physical, intellectual and social potential. Educational, work and leisure opportunities are provided in the local community to enable residents to live a life as ordinary as possible, commensurate with each individual's degree of disability. The homes are subject to regular inspections by the regulator for care homes, the Care Quality Commission and the local authority where the home is situated.

Historically, people with a learning disability were viewed by society as a minority group who had little or no rights to full citizenship. They were thought to be incapable of achieving any measure of self-dependency so that even the most personal of tasks were done for them by their carers, usually within a large institutional setting. Since 1985 Orchard Vale Trust has striven to extend the rights of people with learning disabilities through practical involvement within local community settings.

The focus of our work for greater social integration has been achieved through the setting up of residential homes in ordinary neighbourhoods. Daily contact between other members of the local community and the residents gradually breaks down society's stereotyped images of how a person with a learning disability might behave. We believe people with learning disabilities are full and participative members of our society with the same rights as all of us.

During the year, the Trust has remained focused on delivering its high quality services. Staff levels at each home are carefully monitored. The Trust only uses external agency staff when necessary and it has developed a working relationship with local care agencies which mean that a regular, core team

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are used who are familiar with both the residents within the residential homes that they work in and with the processes and procedures within the Trust. This means there is excellent continuity of care staff for service users.

The Trust keeps its overall staffing levels under continuous review. This reflects an increase in the number of staff as the Community and Day Service services continue to develop.

The Trust continues to operate in a changing world. To ensure it is equipped for the challenge, the Trust continues to provide a major in-house training programme covering essential and additional skills for staff. It continues to provide resources and support to ensure staff follow the Person-Centred Planning approach that is embedded into the organisation.

The Trust continues to successfully provide the Care Certificate and all new staff are required to undertake this as mandatory training. Specialist training is given in a number of areas such as medication administration, infection control, COSHH, and specialist epilepsy training, dysphagia, lone working, and speech and language.

The Trust has continued to invest in its IT systems to ensure all staff have access to appropriate and secure IT into the future to enable them to work effectively. The Trust is continuing to develop portals for Staff, Service Users, Family and Friends thus providing greater access to a wider range of Trust information securely. The Trust continues to develop its use of social media to share the developments and opportunities provided; this includes recruitment and developments in Community and Day Services.

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All four homes are regularly inspected by CQC. It is possible to access the individual reports via our web-site. All four homes are rated Good and it is pleasing to see a significant number of very positive comments from Inspectors.

The Community and Day Services continue to develop with groups on the site at East Court and an increasing number of groups who are based in the wider community. The Community and Day Services continues to broaden its focus and work in partnership with other organisations within the locality.

This has included the establishing of a Community Interest Company, Orchard Vale Social Enterprises CIC which has aided the development of the projects which focus on work readiness for adults with learning disabilities. The Trust now has a gardening project which offers support to individuals and groups in the local community with gardening and grounds maintenance and provides training, work experience and volunteering opportunities for adults with learning disabilities. The Stile Gardening Project has received a grant for 3 years from the National Lottery. The Trust also runs a café, known as The Orchard Café, which provides training and volunteering opportunities for adults with learning disabilities.

The quality assurance programme within the Trust continues to operate and is reviewed on a regular basis by the Chief Executive.

The Trust maintains its vehicle fleet, ensuring that there are a range of vehicles which meet the changing needs of service users.

The Trust during the financial accounting period has had one resident vacancy. A new resident joined in December 2019 and this meant that all residential homes were full. Appropriate financial

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arrangements were put into place to reflect the vacancy which included adjusted staffing levels and carefully managed capital expenditure.

Trustees have met regularly during the year and have overseen the work of the Trust, ensuring its financial viability. Trustees have looked closely at the work that has resulted from a strategy that was introduced in January 2018 which focused on developing the work of the Community and Day Services and in particular widening the reach of the Trust across the Mendip and East Somerset area.

Public Benefit

The Trustees give due regard to the public benefit guidance set out by the Charity Commission and believe that the Charity meets its obligation in this respect because:

- Its purpose is the relief of those in need by reason of their disability;
- The benefit provided is to that section of the public who are people with learning disabilities. Those who use our service benefit because they receive high quality care and support which enables them to gain access to the facilities available to any citizen;
- When available, residential places and day service places are open to all adults with a learning disability providing that their needs can be met within the service provided;
- The fees charged are reasonable and necessary for the Charity to fulfil its aims and are agreed with Local Authorities and other funders who are the Purchasers of the service.
- The fees charged for residential care are directly related to the level of support provided to meet the needs of individual service users and are not dependent upon their ability to pay. No financial contribution is required from residents other than the contributions which are set out in the rules relating to residential care provision or the state benefit rules;
- There is no third-party funding for the residential services provided.

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- Day care services are charged in a transparent rate depending on the service needed. The charges are aligned with the amount the local authority provides to local families to purchase such care.

The Trustees will continue to review the activities of the Charity to ensure that these are consistent with the legal objects set out in its constitution.

Fund Raising Activities - Revenue.

Whilst basic care and accommodation costs are funded by Local Authority contracts, the Charity relies on donations and fund-raising projects to finance the provision of the extra quality of service for which the Charity is well known. The Partnership Manager has responsibility for the management of regular fund-raising projects such as the Gold Bond runners in the London Marathon; one sponsored Golf Day, and the restricted funds income through applications for grants for specific projects, particularly in relation to the development of Community and Day Services. The Trust Board approve the Fundraising Strategy on an annual basis and the Trust conducts an annual Fundraising Audit, to ensure that activities are both compliant and transparent.

The arrangements for administering the London Marathon are managed by an organisation which specialises in recruiting runners. The process continues to be successful and all the Bond places including some held over from previous years were filled and in 2019 the net income from the 2019 Marathon currently stands at over £7,917.01 after expenses.

The Trust is grateful for all those who have supported it during the last 12 months including some significant, generous donations from charitable trusts and individuals. This includes Somerset Community Foundation, Melhuish and Saunders, the National Lottery Community Fund, Morrisons, Waitrose and Tesco.

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Fund Raising Activities – Capital

Any major building improvement or a new home requires considerable capital funding. This is raised in the main part by funds from the Trust's activities and appeals to Grant Making Trusts.

Employment Policies

The Charity is an equal opportunities employer and is fully committed to a policy of treating all of its existing employees and job applicants equally. The Equal Opportunities Forum, involving all staff, meets on a quarterly basis.

The Trust is currently reviewing its existing terms and conditions of employment to ensure that they remain current and appropriate.

Recruitment, Appointment and Training of Trustees

Nominations for new Trustees are considered by the Trust Board. A decision is taken regarding the nominee's suitability in terms of their personal skills and experience, their interest in people with learning disabilities and what they can contribute to the work of the Charity. If felt appropriate the candidate then attends an information event and is also interviewed by a sub-group of existing Trustees and asked to attend a Trust Board Meeting. A majority decision by the existing Trustees is

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needed in order to appoint the nominee. An Induction pack is issued to new Trustees and training will be made available if required. One third of trustees resign each year but can offer themselves for re-election. A chairperson and vice-chairperson is elected from the trustees for a two-year term. These arrangements were introduced following the last major review of the Articles of Association.

There have been no changes to the Board of Trustees since January 2019.

Risk Management

Reviews of the major risks to which the Charity may be exposed are undertaken on an ongoing basis by the Senior Management Team using an agreed matrix model and reviewed by the Board of Trustees on a quarterly basis. Mitigating action is taken as and when necessary.

Future Plans - 2020

The Trust expects to continue to operate its four residential homes into the future. It also continues to work in developing its Community and Day-care programme to meet the local need.

During the year the Trust will undertake on-going maintenance work at all of its homes to ensure the facilities remain suitable for use.

The bungalow purchased with a generous donation in 2013 will continue to be successfully commercially let to provide an appropriate return on the investment. This will ensure that it will be available for the Trust's future use whilst not creating an ongoing financial liability. It also ensures the integrity of the neighbouring Trust property.

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The Trust continues to develop its IT infrastructure and capacity using donated software and support from the Microsoft Community Programme.

The Trust has conducted a detailed review of staff training needs and a new staff development training programme has been put into place which commenced in January 2019.

There is an on-going focus on developing and providing further training of the Senior Management Team and Central Services Team, this has included work with an external facilitator which has focused on developing communication within the Trust, with wider community partners and all stakeholders.

The Board of Trustees has agreed a strategy for 2018-2020, which is revised annually to ensure its relevance. Whilst the Charity expects to continue to operate it will undertake a review of the implementation and impact of the two year strategy with a view to developing a new strategy which will continue to further the charitable purpose of the Trust and reflect the needs of the individuals who currently use the services provided by the Trust and adults with learning disabilities in the wider community.

The Trust will continue to keep under review all its residents' and service users' needs with a view to adapting its services to meet the future care needs of a population, which includes those who are ageing and young adults who have only recently left their family homes, ensuring the high quality personalised services it provides continue. It is expected that the health care demands of some of the Trust's residents will continue to lead to increased demands on our services.

The Trust conducts regular surveys of all individuals who access the Trust's services, family members, staff and professionals. The results of all the surveys are analysed and considered in

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detail and key actions for development are identified. The Trust will continue to conduct surveys of all key stakeholders on a regular basis.

Statement as to disclosure of information to the Auditors

The Trustees in their capacity as Directors, state that as far as each of the Directors at the time that this Report was approved are aware:

- a. There is no relevant audit information of which the Auditors are unaware.
- b. The Trustees have taken all steps that they ought to have been taken to make themselves aware of any relevant audit information and to ensure that the Auditors are aware of that information.

Results and State of Affairs

The results for the year and the state of affairs of the Trust are satisfactory and there has been no material change since the date of the balance sheet. There was a deficit of income over expenditure for the year of £68,979. This deficit has decreased reserves which now stand at £2,229,645. As in previous years the Charity could not have continued to develop without significant donation income.

Auditors

Knight Goodhead have signified their willingness to continue in office and their reappointment will be proposed at the forthcoming Annual General Meeting.

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Statement of Directors and Trustees Responsibilities

Company law requires the trustees or directors to prepare the report of the trustees and accounts for each financial period which give a true and fair view of the state of affairs of the charity and of the profit or loss of the charity for that period.

In preparing those accounts the Directors are required to:-

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

As far as the Trustees are aware, there is no relevant audit information of which the auditors are unaware. Each Trustee has taken all the steps that they ought to have taken as a Director in order to

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make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

This report has been prepared in accordance with the small company's regime in Part 15 of the Companies Act 2006, and in accordance with the Charities Statement of Recommended Accounting and Reporting by Charities.

Christopher Absolon

Director and Trustee

Date: 24 November 2020

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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ORCHARD VALE TRUST LIMITED FOR THE YEAR ENDED 31 JANUARY 2020

OPINION

We have audited the financial statements of Orchard Vale Trust Limited for the year ended 31 January 2020 on pages 19 to 33, which comprises the consolidated Statement of Financial Activities, the consolidated Balance Sheet, the consolidated Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 January 2020 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Charities Act 2011.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs(UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report on page 18. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ORCHARD VALE TRUST LIMITED FOR THE YEAR ENDED 31 JANUARY 2020

OTHER INFORMATION

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report on in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

RESPONSIBILITIES OF THE TRUSTEES

As explained more fully in the trustees' responsibilities statement set out on page 14, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ORCHARD VALE TRUST LIMITED FOR THE YEAR ENDED 31 JANUARY 2020

OUR RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities]. This description forms part of our auditor's report.


CJ GOODHEAD FCA

25 November 2020

Senior Statutory Auditor

For and on behalf of:

KNIGHT GOODHEAD LIMITED

Statutory Auditor and
Chartered Accountants

7 Bournemouth Road
Chandler's Ford
Eastleigh
Hampshire SO53 3DA

ORCHARD VALE TRUST LIMITED

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JANUARY 2020 (including Income and expenditure account)

	Notes	Unrestricted funds £	Restricted funds £	2020 Total £	2019 Total £
INCOME					
Voluntary income	3	38,310	58,577	96,887	64,152
Charitable activities	3	1,911,674	-	1,911,674	1,817,100
Investment income	3	3,202	192	3,394	3,512
Income from trading subsidiary		-	47,687	47,687	12,410
TOTAL INCOME		<u>1,953,186</u>	<u>106,456</u>	<u>2,059,642</u>	<u>1,897,174</u>
EXPENDITURE					
Fundraising costs	4	7,329	-	7,329	5,125
Charitable activities	4	2,031,964	89,328	2,121,292	1,842,317
TOTAL EXPENDITURE		<u>2,039,293</u>	<u>89,328</u>	<u>2,128,621</u>	<u>1,847,442</u>
NET (EXPENDITURE)/INCOME FOR THE YEAR		(86,107)	17,128	(68,979)	49,732
TOTAL FUNDS AT 1 FEBRUARY 2019		<u>2,265,923</u>	<u>32,701</u>	<u>2,298,624</u>	<u>2,248,892</u>
TOTAL FUNDS AT 31 JANUARY 2020		<u>2,179,816</u>	<u>49,829</u>	<u>2,229,645</u>	<u>2,298,624</u>

All of the above results are derived from continuing operations. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 12 to the financial statements.

ORCHARD VALE TRUST LIMITED
COMPANY NUMBER: 1946592
**BALANCE SHEET
AS AT 31 JANUARY 2020**

	Notes	GROUP		CHARITY	
		2020	2019	2020	2019
		£	£	£	£
FIXED ASSETS					
Tangible fixed assets	7	1,914,935	1,932,086	1,914,935	1,932,086
CURRENT ASSETS					
Stock		2,025	-	-	-
Debtors	8	88,851	87,596	118,777	89,139
Cash at bank and in hand		562,318	625,152	530,621	617,383
		653,194	712,748	649,398	706,522
CREDITORS: amounts falling due within one year	9	(108,050)	(87,609)	(106,019)	(81,383)
NET CURRENT ASSETS		545,144	625,139	543,379	625,139
TOTAL ASSETS LESS CURRENT LIABILITIES		2,460,079	2,557,225	2,458,314	2,557,225
CREDITORS: amounts due after more than one year	10	(230,434)	(258,601)	(230,434)	(258,601)
NET ASSETS	13	2,229,645	2,298,624	2,227,880	2,298,624
FUNDS					
Restricted funds	12	49,829	32,701	48,064	32,701
Unrestricted funds					
General funds	12	589,519	652,200	589,519	652,200
Designated funds	12	1,590,297	1,613,723	1,590,297	1,613,723
Total unrestricted funds		2,179,816	2,265,923	2,179,816	2,265,923
TOTAL FUNDS		2,229,645	2,298,624	2,227,880	2,298,624

Approved by the board of trustees on 24 November 2020
and signed on its behalf by

A Lumley-Smith
Trustee

K. J. Stratton
K Stratton
Company Secretary

ORCHARD VALE TRUST LIMITED

CASHFLOW STATEMENT

FOR THE YEAR ENDED 31 JANUARY 2020

	Notes	2020 £	2019 £
NET CASH FLOW PROVIDED BY OPERATING ACTIVITIES	1	24,804	111,128
CASH FLOWS FROM INVESTING ACTIVITIES			
Interest received		3,394	3,512
CASH FLOWS FROM FINANCING ACTIVITIES			
Fixed asset additions		(64,416)	(63,130)
Proceeds from the sale of fixed assets		4,550	9,795
Bank loan repayments		(31,166)	(31,347)
NET CASH FLOW		<u>(62,834)</u>	<u>29,958</u>
Change in cash and cash equivalents in the year		(62,834)	29,958
Cash and cash equivalents at start of the year		625,152	595,194
Cash and cash equivalents at the end of the year	2	<u>562,318</u>	<u>625,152</u>

ORCHARD VALE TRUST LIMITED

NOTES TO THE CASHFLOW STATEMENT FOR THE YEAR ENDED 31 JANUARY 2020

	2020	2019
	£	£
1 RECONCILIATION OF NET INCOME TO NET CASH FLOW		
FROM OPERATING ACTIVITIES		
Net (expenditure)/income for the year	(68,979)	49,732
Interest received	(3,394)	(3,512)
Interest paid	5,509	5,812
Depreciation	78,121	67,359
Profit on disposal of fixed assets	(1,104)	(8,122)
(Increase)/decrease in stocks	(2,025)	-
(Increase)/decrease in debtors	(1,255)	(15,904)
(Decrease)/increase in creditors	17,931	15,763
Net cash flow from operating activities	<u>24,804</u>	<u>111,128</u>
2 ANALYSIS OF CASH AND CASH EQUIVALENTS	£	£
Cash at bank and in hand	<u>562,318</u>	<u>625,152</u>
3 ANALYSIS OF CHANGES IN NET DEBT		
	At 1 Feb 2019	Cash flows At 31 Jan 2020
Cash at bank and in hand	625,152	(62,834) 562,318
Debt due within one year	(23,486)	(2,510) (25,996)
Debt due after one year	(258,601)	28,167 (230,434)
	<u>343,065</u>	<u>(37,177) 305,888</u>

ORCHARD VALE TRUST LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2020

1 ACCOUNTING POLICIES

a) Basis of preparation of the accounts

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 UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and the Companies Act 2006.

The charity meets the definition of the public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The accounts have been prepared on the going concern basis. There are no material uncertainties about the charity's ability to continue.

b) Consolidation

The charity controls Orchard Vale Social Enterprises CIC, a company incorporated in England and Wales by virtue of its voting rights and being the sole member. The results of that company have been consolidated in these accounts.

c) Income

Fees and contributions are accounted for in full in the statement of financial activities when receivable. Income subject to terms and conditions which must be met before the charity is entitled to the resources is not recognised until the conditions have been met. Fees received in advance are deferred and released in the subsequent accounting period.

Donations and legacies are received by way of donations and gifts and are included in full in the statement of financial activities when receivable.

Grants are recognised in full in the statement of financial activities in the year in which they are receivable.

d) Expenditure

Expenditure is recognised in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered.

Fundraising costs relate to the costs incurred by the charitable company in raising funds for the charitable work.

Charitable activities costs represent the direct costs of running the residential homes including the maintenance, insurance, rates, cleaning, lighting and heating of the properties, the staffing costs for the homes and residents food, activities and transport.

ORCHARD VALE TRUST LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2020

1 ACCOUNTING POLICIES (continued)

e) Tangible fixed assets

All tangible fixed assets, including freehold land and buildings, are stated at cost less depreciation.

Items of equipment are capitalised where the purchase price exceeds £1,000. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use.

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Freehold land and buildings	2% straight line
Vehicles	25% reducing balance
Equipment	25% reducing balance

f) Provisions

Provisions are set up only where it is probable that a present obligation exists as a result of an event prior to the balance sheet date and that a payment will be required in settlement that can be estimated.

g) Liabilities

Liabilities are recognised on the accruals basis in accordance with normal accounting principles.

h) Funds

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in the furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

i) Finance and operating leases

Finance leases are accounted for in accordance within the requirements of the Financial Reporting Standard 102.

Rentals payable in respect of operating leases are charged to the Statement of Financial Activities as incurred.

j) Pension Commitments

The charity operates a defined contributions pension scheme in accordance with the National Employment Savings Trust (NEST). Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

ORCHARD VALE TRUST LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2020

1 ACCOUNTING POLICIES (continued)

k) Legacies

Income from legacies is recognised when the charity has sufficient evidence that a gift has been left to the charity, and the amount to be received can be estimated with sufficient accuracy, and that any conditions attached to the legacy are either within the control of the charity or have been met.

2. LEGAL STATUS

The charity is a company limited by guarantee and has no share capital. The charitable company was incorporated on 11 September 1985 in England and Wales and was registered on 4 October 1985 with the Charity Commission in England and Wales. The charity is a public benefit entity.

The registered office of the charitable company is East Court, Wookey, Wells, Somerset, BA5 1AR.

2.1 WINDING UP OR DISSOLUTION OF THE CHARITY

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

3 INCOME

	Unrestricted funds £	Restricted funds £	2020 Total £	2019 Total £
VOLUNTARY INCOME				
Donations and legacies	16,778	58,577	75,355	49,854
Fundraising	21,532	-	21,532	14,298
<i>Total voluntary income</i>	<u>38,310</u>	<u>58,577</u>	<u>96,887</u>	<u>64,152</u>
CHARITABLE ACTIVITIES				
Fees and contributions	1,902,680	-	1,902,680	1,806,810
Other income	8,994	-	8,994	10,290
<i>Total charitable activities</i>	<u>1,911,674</u>	<u>-</u>	<u>1,911,674</u>	<u>1,817,100</u>
INVESTMENT INCOME				
Investment income	3,202	192	3,394	3,512
INCOME FROM TRADING SUBSIDIARY	-	47,687	47,687	12,410
TOTAL INCOME	<u>1,953,186</u>	<u>106,456</u>	<u>2,059,642</u>	<u>1,897,174</u>

ORCHARD VALE TRUST LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2020

4 EXPENDITURE

	Unrestricted funds	Restricted funds	2020 Total	2019 Total
	£	£	£	£
FUNDRAISING COSTS				
Fundraising and publicity	7,329	-	7,329	5,125
CHARITABLE ACTIVITIES				
Costs of income from public bodies	246,399	8,863	255,262	244,370
Personal allowances paid to residents	57,144	-	57,144	57,144
Employed staff costs (see note 5)	1,571,411	34,543	1,605,954	1,404,004
Payroll costs	2,545	-	2,545	2,160
Staff recruitment costs	4,426	-	4,426	7,715
Indemnity Insurance	561	-	561	509
Legal fees	11,728	-	11,728	1,349
Telephone and internet	3,596	-	3,596	3,387
Bank charges	1,967	-	1,967	1,850
Care Standards Commission	4,333	-	4,333	4,440
Interest payable	5,509	-	5,509	5,812
Staff training and welfare	25,455	-	25,455	18,389
Travel costs	3,762	-	3,762	3,873
Depreciation	78,121	-	78,121	67,359
Profit on disposal of fixed assets	(1,104)	-	(1,104)	(8,122)
Office costs, stationery and advertising	2,667	-	2,667	2,580
Subscriptions	2,866	-	2,866	1,700
Sundry expenses	1,328	-	1,328	927
Accountancy fees	4,750	-	4,750	5,961
Auditors' remuneration	4,500	-	4,500	4,500
Orchard Vale Enterprises CIC	-	45,922	45,922	12,410
Total charitable activities	2,031,964	89,328	2,121,292	1,842,317
TOTAL EXPENDITURE	2,039,293	89,328	2,128,621	1,847,442

During the year the amounts paid to the auditors included audit fees of £4,500 (2019: £4,500) and £1,320 (2019: £1,320) in respect of other services.

ORCHARD VALE TRUST LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2020

5 EMPLOYED STAFF COSTS AND NUMBERS

Employed staff costs were as follows:

	2020	2019
	£	£
Salaries and wages	1,493,495	1,297,372
Social security costs	88,464	91,560
Pension costs	23,995	15,072
	<u>1,605,954</u>	<u>1,404,004</u>

No employee earned more than £60,000 during this or the prior year.

During the year £116,991 (2019: 104,300) was paid to 3 (2019: 3) members of key management personnel, including pension contributions.

As at 31 January 2020 the charity had outstanding pension payment liabilities of £4,970 (2019: £3,167).

The average number of full time employees and part time staff during the year was as follows:

	2020	2019
	No.	No.
Engaged on charitable activities	70	65
Engaged on management and administration	4	4
	<u>74</u>	<u>69</u>

6 TAXATION

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

7 TANGIBLE FIXED ASSETS

GROUP AND CHARITY

	Freehold land & buildings £	Equipment and Vehicles £	Total £
COST			
At 1 February 2019	2,763,231	167,077	2,930,308
Additions in year	6,312	58,104	64,416
Disposals in year	-	(18,676)	(18,676)
At 31 January 2020	<u>2,769,543</u>	<u>206,505</u>	<u>2,976,048</u>
DEPRECIATION			
At 1 February 2019	867,422	130,800	998,222
Charge for the year	55,394	22,727	78,121
Eliminated on disposal	-	(15,230)	(15,230)
At 31 January 2020	<u>922,816</u>	<u>138,297</u>	<u>1,061,113</u>
NET BOOK VALUE			
At 31 January 2020	<u>1,846,727</u>	<u>68,208</u>	<u>1,914,935</u>
At 31 January 2019	<u>1,895,809</u>	<u>36,277</u>	<u>1,932,086</u>

ORCHARD VALE TRUST LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2020

8 DEBTORS

	GROUP		CHARITY	
	2020	2019	2020	2019
	£	£	£	£
Trade debtors	75,221	62,295	75,221	61,940
Other debtors	-	10,100	29,926	11,998
Taxation recoverable	1,194	914	1,194	914
Prepayments and accrued income	12,436	14,287	12,436	14,287
	<u>88,851</u>	<u>87,596</u>	<u>118,777</u>	<u>89,139</u>

9 CREDITORS: amounts falling due within one year

	GROUP		CHARITY	
	2020	2019	2020	2019
	£	£	£	£
Bank loans (see note 10)	25,996	23,486	25,996	23,486
Trade creditors	34,594	17,035	33,162	17,035
Taxation and social security	25,484	25,420	24,885	25,420
Other creditors	7,917	5,077	7,917	5,077
Accruals and deferred income	14,059	16,591	14,059	10,365
	<u>108,050</u>	<u>87,609</u>	<u>106,019</u>	<u>81,383</u>

10 CREDITORS: amounts falling due after more than one year

	GROUP		CHARITY	
	2020	2019	2020	2019
	£	£	£	£
Bank loans	<u>230,434</u>	<u>258,601</u>	<u>230,434</u>	<u>258,601</u>

Secured loans and creditors due after more than five years

	GROUP		CHARITY	
	2020	2019	2020	2019
	£	£	£	£
Amounts falling due for payment after more than five years	<u>119,252</u>	<u>156,460</u>	<u>119,252</u>	<u>156,460</u>

The bank loans are secured on the freehold properties concerned. The loans represent 14% (2019: 15%) of the net book value of the freehold properties.

ORCHARD VALE TRUST LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2020

11 OPERATING LEASES

At the year end the charity had total operating commitments under non-cancellable operating leases of £14,282 (2019: £10,500).

The operating leases includes one lease for photo copiers which expires in February 2025 for which the annual charge is £1,128, and the other lease expires in February 2025 for which the annual charge is £1,128. There is also an operating lease in respect of the telephone system, which expires in July 2022 for which the annual cost is £2,028.

12 MOVEMENT IN FUNDS

	Funds at 1 February 2019 £	Income £	Expenditure £	Transfers £	Funds at 31 January 2020 £
RESTRICTED FUNDS					
Community Gardening	5,000	-	(269)	-	4,731
Funeral fund	18,101	192	-	-	18,293
Big Lottery Fund	9,600	42,926	(39,000)	-	13,526
IT Delivery Fund	-	15,651	(4,137)	-	11,514
Orchard Vale Enterprises CIC	-	47,687	(45,922)	-	1,765
Total restricted funds	32,701	106,456	(89,328)	-	49,829
DESIGNATED FUNDS:					
Property Capital fund	1,613,723	-	(60,903)	37,477	1,590,297
UNRESTRICTED GENERAL FUND:					
General funds	652,200	1,953,186	(1,978,390)	(37,477)	589,519
Total unrestricted funds	2,265,923	1,953,186	(2,039,293)	-	2,179,816

Community Gardening

This fund relates to donations made specifically for purchases for the new gardening project.

Funeral Fund

This fund has been set up to provide funeral arrangements for residents whose families participate in the scheme.

Big Lottery Fund

This relates to funding received from Big Lottery in order to set up the café and gardening services provided by Orchard Vale Social Enterprises CIC as work activities for the residents.

IT Delivery Fund

This fund was to run IT workshops in the community and was used to purchase ipads and pay a specialist trainer.

ORCHARD VALE TRUST LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2020

12 MOVEMENT IN FUNDS (CONTINUED)

Orchard Vale Enterprises CIC

This represents the reserves of Orchard Vale Enterprises CIC.

Property Capital fund

The charity maintains a Property Capital fund. This fund has been created to reflect the book value of the land and buildings held by the charity, net of bank loans outstanding at the balance sheet date.

General fund

The charity maintains one general unrestricted fund.

13 ANALYSIS OF NET ASSETS BETWEEN FUNDS

Year ended 31 January 2020	Restricted funds £	Designated funds £	General funds £	2020 Total funds £
Tangible fixed assets	13,438	1,846,727	68,208	1,914,935
Net current assets	36,391	(25,996)	534,749	545,144
Long term liabilities	-	(230,434)	-	(230,434)
NET ASSETS	<u>49,829</u>	<u>1,590,297</u>	<u>602,957</u>	<u>2,229,645</u>

Year ended 31 January 2019	Restricted funds £	Designated funds £	General funds £	2019 Total funds £
Tangible fixed assets	-	1,895,809	36,277	1,932,086
Net current assets	32,701	(23,485)	615,923	625,139
Long term liabilities	-	(258,601)	-	(258,601)
NET ASSETS	<u>32,701</u>	<u>1,613,723</u>	<u>652,200</u>	<u>2,298,624</u>

14 RELATED PARTIES

The following transactions with related parties have occurred during the year:

Hannah Allen and Martha Venner are both trustees and are related to beneficiary, Matthew Charnaud.

Peter Crump (trustee) is related to beneficiary Bronwen Crump.

Chris Absolon and Joanna Sudell are trustees. The related beneficiary to both of them is Jonathon Absolon.

Adrian Lumley-Smith (trustee) is related to beneficiary Timothy Lumley-Smith.

No reimbursements are made to Trustees for expenses incurred on Trust business.

Although the trustees are entitled to be reimbursed for travel costs etc, they do not claim this.

Mrs H Allan was paid £378 (2019: £2,108) for services provided that do not form part of her duty as a trustee.

Funds belonging to the charity have been used for the purchase of insurance to protect the charity from loss arising from the neglect or defaults of its trustees, employees or agents, or to indemnify its trustees, employees or agents, against the consequences of any neglect or default on their part. The sum expended on such insurance was £561 (2019: £509).

ORCHARD VALE TRUST LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2020

15 SHARE CAPITAL

The charity is incorporated under the Companies Act and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding one pound as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter.

There were 10 members of the company (2019: 10 members) at the year end.

16 DONATED SERVICES AND ASSETS

There were no donated assets received during the year. Volunteer services given to the charity have not been valued in the year to 31 January 2020, as the amount is not material to the accounts.

17 NET INCOME FROM TRADING ACTIVITIES OF SUBSIDIARY

Orchard Vale Trust is the sole subscriber to Orchard Vale Social Enterprises CIC (company number 11528772). The CIC was incorporated on 21 August 2018. 2020 is the first year the CIC has been consolidated into the charity accounts.

The results for the CIC for the period ended 31 January 2020 are as follows:

	2020	2019
	£	£
Turnover	47,687	12,410
Cost of sales	(29,816)	(7,081)
Administrative expenses	(15,507)	(5,329)
Net profit	2,364	-
Corporation tax	(599)	-
	<u>1,765</u>	<u>-</u>

18 PARENT CHARITY

Below are summarised results for Orchard Vale Trust excluding income from the subsidiary company:

	2020	2019
	£	£
Income		
Donations and Legacies	96,887	64,152
Charitable activities	1,911,674	1,817,100
Investment income	3,394	3,512
	<u>2,011,955</u>	<u>1,884,764</u>
Expenditure		
Charitable activities	<u>2,082,699</u>	<u>1,847,442</u>
(Deficit)/surplus for the year	<u>(70,744)</u>	<u>37,322</u>

During the year £47,825 of Big Lottery funding was awarded. £4,899 of this was deferred to the year ending January 2021 and £42,926 is included in Donations and legacies above.

ORCHARD VALE TRUST LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2020

19 POST BALANCE SHEET EVENTS - COVID 19

Whilst COVID19 has had a major impact on both our residents and staff, the considerable increase in costs for extra staff cover and PPE has been partially off-set by COVID19 and Infection Control Grants from Central Government (via Local Authorities). Thus whilst the financial threat of a COVID19 outbreak in one of the Trust's Homes, which would require significant use of extra agency staff, remains, to date the financial impact has been mitigated. With regard to Orchard Vale Trust Social Enterprise the restrictions that were placed around business during the initial lockdown impacted on the delivery of the two main areas of the company: gardening and café. The gardening has now recovered and is operational but the ongoing restrictions on hospitality have led to the closure of the café but these have been managed effectively in terms of the overall financial position.

20 PRIOR YEAR STATEMENT OF FINANCIAL ACTIVITIES

		Unrestricted funds	Restricted funds	2019 Total
	Notes	£	£	£
INCOME				
Voluntary income	3	29,565	34,587	64,152
Charitable activities	3	1,817,100	-	1,817,100
Investment income	3	3,512	-	3,512
Income from trading subsidiary			12,410	12,410
TOTAL INCOME		1,850,177	46,997	1,897,174
EXPENDITURE				
Fundraising costs		5,125	-	5,125
Charitable activities		1,828,021	14,296	1,842,317
TOTAL EXPENDITURE	4	1,833,146	14,296	1,847,442
NET (EXPENDITURE) / INCOME FOR THE YEAR		17,031	32,701	49,732
TOTAL FUNDS AT 1 FEBRUARY 2018		2,248,892	-	2,248,892
TOTAL FUNDS AT 31 JANUARY 2019		2,265,923	32,701	2,298,624

ORCHARD VALE TRUST LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2020

21 PRIOR YEAR MOVEMENT IN FUNDS

	Funds at 1 February 2018 £	Income £	Expenditure £	Transfers £	Funds at 31 January 2019 £
RESTRICTED FUNDS					
Community Gardening	-	6,886	(1,886)	-	5,000
Funeral fund	-	18,101	-	-	18,101
Big Lottery Fund	-	9,600	-	-	9,600
Orchard Vale Enterprises CIC	-	12,410	(12,410)	-	-
	<u>-</u>	<u>46,997</u>	<u>(14,296)</u>	<u>-</u>	<u>32,701</u>
DESIGNATED FUNDS:					
Property Capital fund	1,594,585	-	(61,080)	80,218	1,613,723
East Court refurbishment fund	59,000	-	-	(59,000)	-
Total designated funds	<u>1,653,585</u>	<u>-</u>	<u>(61,080)</u>	<u>21,218</u>	<u>1,613,723</u>
UNRESTRICTED GENERAL FUND:					
General funds	<u>595,307</u>	<u>1,850,177</u>	<u>(1,772,066)</u>	<u>(21,218)</u>	<u>652,200</u>
Total unrestricted funds	<u>2,248,892</u>	<u>1,850,177</u>	<u>(1,833,146)</u>	<u>-</u>	<u>2,265,923</u>