

**REGISTERED COMPANY NUMBER: 06749627 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1131148**

**Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 30 November 2016  
for  
The Jordan Trust**



George Hay Partnership LLP  
Chartered Accountants  
Brigham House  
High Street  
Biggleswade  
Bedfordshire  
SG18 0LD

**Contents of the Financial Statements  
for the Year Ended 30 November 2016**

	Page
Report of the Trustees	1 to 2
Independent Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5 to 6
Notes to the Financial Statements	7 to 10

## **The Jordan Trust**

### **Report of the Trustees for the Year Ended 30 November 2016**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 November 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

06749627 (England and Wales)

**Registered Charity number**

1131148

**Registered office**

Holme Mills  
Langford Rd  
Biggleswade  
Bedfordshire  
SG19 9JK

**Trustees**

W J Jordan

R D Jordan

J W Sutcliffe

Miller

Company Director

Company Director - resigned 24.5.16

**Company Secretary**

**Independent examiner**

George Hay Partnership LLP  
Chartered Accountants  
Brigham House  
High Street  
Biggleswade  
Bedfordshire  
SG18 0LD

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document & constitution**

The Charitable Company is registered as a charitable company limited by guarantee, and was set up by a Memorandum of Association.

The Charitable Company is constituted under a Memorandum of Association and is a registered charity, number: 1131148.

The principal objective of the Charitable Company is to preserve the heritage of Holme Mills, Biggleswade, and its environs.

**Recruitment and appointment of new trustees**

The management of the Charitable Company is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

**Organisational structure**

Mr R D Jordan has been delegated with the day-to-day management of the Trust.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Trustees have assessed the major risks to which the charitable company is exposed, in particular those related to the operations and finances of the charitable company, and are satisfied that systems and procedures are in place to mitigate any exposure to major risks.

**Report of the Trustees  
for the Year Ended 30 November 2016**

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The charitable companies objectives are:-

(a) To promote the education of the public by preserving for the benefit of the people of Biggleswade, Bedfordshire and the nation, the historical, architectural and construction heritage that may exist in the building known as Holme Mills, Biggleswade and its Environs, it being of particular historical and constructional interest.

(b) To advance the education of the general public in the history of grain milling and associated subjects, through the provision of an educational and interpretive facility at Holme Mills.

**Public benefit**

The trustees have continually reviewed the tour offerings to the general public to try and make the most of the mill. They have introduced a self guided leaflet so that people can enjoy the mill without having to go on an arranged tour. They have also continued working on improving the gardens and meadow to increase the offering to the public. We have a children's activity whilst on a mill tour to try and make the tour enjoyable for the whole family.

The trustees have had due regard to guidance published by the Charity Commissioner on public benefit. The trustees confirm that they have referred to the guidance when reviewing the charity's aim and objectives.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The mill visitor experience continues to benefit from a variety of enhancements to the site and also from exhibitions run periodically alongside normal activities.

**FINANCIAL REVIEW**

**Reserves policy**

At the year end the trusts unrestricted reserves, excluding fixed assets, are £205,734. These reserves are held to promote the conservation of Holme Mills and its Environment. To Increase and advance public knowledge of milling.

**Financial review and principal funding sources**

Income was mainly in the form of rent received from the charity's trading subsidiary. In addition a small amount of voluntary payments were also received during the year.

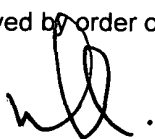
Total income amounted to £12,265 from which had to be deducted expenditure amounting to £175,887, leaving a net deficit of £163,622. This has been included in the unrestricted funds carried forward at the financial year end of £1,501,860.

The trustees are satisfied that the Charity's assets are available and adequate to fulfil its obligations.

**FUTURE DEVELOPMENTS**

Considerations for further development of the site are being investigated having regard to the charity's objectives, including audio guides for seasonal tours of the mill and gardens.

Approved by order of the board of trustees on 24/08/17 and signed on its behalf by:



Trustee

WJ Jordan

## **Independent Examiner's Report to the Trustees of The Jordan Trust**

I report on the accounts for the year ended 30 November 2016 set out on pages four to ten.

### **Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) 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 required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

### **Basis of the 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 statements below.

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

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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



A P Newman ACA FCCA  
George Hay Partnership LLP  
Chartered Accountants  
Brigham House  
High Street  
Biggleswade  
Bedfordshire  
SG18 0LD

Date: 24/8/17

**Statement of Financial Activities  
for the Year Ended 30 November 2016**

		2016 Unrestricted fund £	2015 Total funds £
	Notes		
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds</b>			
Voluntary income		265	161,874
Investment income	2	12,000	12,000
		<hr/>	<hr/>
<b>Total incoming resources</b>		12,265	173,874
 <b>RESOURCES EXPENDED</b>			
<b>Charitable activities</b>			
Heritage Preservation		173,887	167,976
<b>Governance costs</b>		2,000	2,500
		<hr/>	<hr/>
<b>Total resources expended</b>		175,887	170,476
		<hr/>	<hr/>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		(163,622)	3,398
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		1,665,482	1,662,084
		<hr/>	<hr/>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>1,501,860</u>	<u>1,665,482</u>

The notes form part of these financial statements

**The Jordan Trust**

**Balance Sheet  
At 30 November 2016**

		2016 Unrestricted fund £	2015 Total funds £
<b>FIXED ASSETS</b>	Notes		
Tangible assets	6	1,296,123	1,411,984
Investments	7	3	3
		<hr/>	<hr/>
		1,296,126	1,411,987
 <b>CURRENT ASSETS</b>			
Debtors	8	204,993	209,459
Cash at bank		9,862	48,932
		<hr/>	<hr/>
		214,855	258,391
 <b>CREDITORS</b>			
Amounts falling due within one year	9	(9,121)	(4,896)
		<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		205,734	253,495
		<hr/>	<hr/>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		1,501,860	1,665,482
		<hr/>	<hr/>
<b>NET ASSETS</b>		1,501,860	1,665,482
		<hr/>	<hr/>
 <b>FUNDS</b>	10		
Unrestricted funds		1,501,860	1,665,482
		<hr/>	<hr/>
<b>TOTAL FUNDS</b>		1,501,860	1,665,482
		<hr/>	<hr/>

The notes form part of these financial statements

**The Jordan Trust**

**Balance Sheet - continued  
At 30 November 2016**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 November 2016.

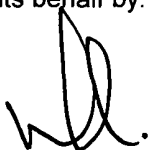
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 30 November 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 24/08/17 and were signed on its behalf by:



.....  
Trustee

W J Jordan

The notes form part of these financial statements



**Notes to the Financial Statements  
for the Year Ended 30 November 2016**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Preparation of consolidated financial statements**

The financial statements contain information about The Jordan Trust as an individual charity and do not contain consolidated financial information as the parent of a group. The charity has taken the option under Section 398 of the Companies Act 2006 not to prepare consolidated financial statements.

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc	- 20% on cost
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**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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 particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Investment in subsidiary undertaking**

Investments in subsidiaries are stated at historical cost at the balance sheet date. This is a departure from the SORP which requires investments to be stated at market value. The Trustees judge that this treatment is more appropriate because there is no readily available market price.

**2. INVESTMENT INCOME**

	2016	2015
	£	£
Rents received	<u>12,000</u>	<u>12,000</u>

**Notes to the Financial Statements - continued  
for the Year Ended 30 November 2016**

**3. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	2016	2015
	£	£
Auditors' remuneration	-	2,500
Depreciation - owned assets	115,861	115,851
Independent examination fee	2,000	-
	<u>117,861</u>	<u>118,351</u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 30 November 2016 nor for the year ended 30 November 2015.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 30 November 2016 nor for the year ended 30 November 2015.

**5. STAFF COSTS**

	2016	2015
	£	£
Wages and salaries	8,867	24,416
Social security costs	851	-
	<u>9,718</u>	<u>24,416</u>

The average monthly number of employees during the year was as follows:

	2016	2015
Gardening	-	1

No employees received emoluments in excess of £60,000.

**6. TANGIBLE FIXED ASSETS**

	Plant and machinery etc £
<b>COST</b>	
At 1 December 2015 and 30 November 2016	<u>1,652,411</u>
<b>DEPRECIATION</b>	
At 1 December 2015	240,427
Charge for year	115,861
At 30 November 2016	<u>356,288</u>
<b>NET BOOK VALUE</b>	
At 30 November 2016	<u>1,296,123</u>
At 30 November 2015	<u>1,411,984</u>

Notes to the Financial Statements - continued  
for the Year Ended 30 November 2016

7. FIXED ASSET INVESTMENTS

	Unlisted investments £
<b>MARKET VALUE</b>	
At 1 December 2015 and 30 November 2016	3
<b>NET BOOK VALUE</b>	
At 30 November 2016	3
At 30 November 2015	3

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

**Holme Mills Heritage Centre Ltd**  
Nature of business: Café and shop

Class of share:	% holding
Ordinary	100

	2016 £	2015 £
Aggregate capital and reserves	(847,918)	(693,117)
(Loss) for the year	(154,801)	(171,012)

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Amounts owed by group undertakings	199,138	203,243
VAT	964	211
Prepayments and accrued income	4,891	6,005
	204,993	209,459

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Trade creditors	6,136	1,708
Social security and other taxes	545	688
Accruals and deferred income	2,440	2,500
	9,121	4,896

**Notes to the Financial Statements - continued  
for the Year Ended 30 November 2016**

**10. MOVEMENT IN FUNDS**

	At 1.12.15 £	Net movement in funds £	At 30.11.16 £
<b>Unrestricted funds</b>			
General fund	1,665,482	(163,622)	1,501,860
<b>TOTAL FUNDS</b>	<u>1,665,482</u>	<u>(163,622)</u>	<u>1,501,860</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	12,265	(175,887)	(163,622)
<b>TOTAL FUNDS</b>	<u>12,265</u>	<u>(175,887)</u>	<u>(163,622)</u>

All the charity's funds are unrestricted general funds held for the preservation of the heritage of Holme Mills, Biggleswade.

**11. RELATED PARTY DISCLOSURES**

The charity leased the mill building and gardens to its subsidiary Holme Mills Heritage Centre Ltd for £12,000 (2015 - £12,000) it also invoiced its subsidiary for associated premises costs of £5,982.

At the year end Holme Mills Heritage Centre Ltd owed the charity £83,239 (2015 - £87,343).

At the year end the charity was also owed £115,900 (2015 - £115,900) by W Jordan & Son (Holdings) Ltd a company under the common control of the trustees Mr WJ Jordan and Mr RD Jordan,