

Company registration number: 06754592

Charity registration number: 1135860

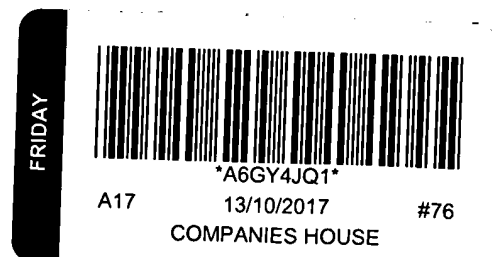
# A M Challis Trust Ltd

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2016

Tim Phillips & Co Ltd  
Accountants  
Cart House 2  
Copley Hill Business Park  
Cambridge Road  
Babraham  
Cambridge  
CB22 3GN



## **A M Challis Trust Ltd**

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## **A M Challis Trust Ltd**

### **Reference and Administrative Details**

<b>Trustees</b>	Mrs R J Phillips, Chairman Mr W A Fell, Deputy Chairman Mrs M C M Dicken, Secretary Mrs E Dockerill Mr J H Hunting Mr M Redshaw Mrs G Riley Mrs S Williams, Treasurer (appointed 24 April 2017)
<b>Principal Office</b>	68 High Street Sawston Cambridge CB22 3BG
<b>Registered Office</b>	68 High Street Sawston Cambridge CB22 3BG
<b>Company Registration Number</b>	06754592
<b>Charity Registration Number</b>	1135860
<b>Independent Examiner</b>	Tim Phillips & Co Ltd Accountants Cart House 2 Copley Hill Business Park Cambridge Road Babraham Cambridge CB22 3GN

## **A M Challis Trust Ltd**

### **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 December 2016.

The annual report was approved by the trustees of the charity on 10 October 2017 and signed on its behalf by:



Mrs E Dockerill  
Trustee

### **The Report of the Trustees for the period 1st January 2016 to 31st December 2016**

#### **Introduction**

The Trustees present their annual report and accounts for the year ended 31st December 2016. The Board of Trustees is satisfied with the performance of the company during the period and the position at 31st December 2016 and considers that the company is in a strong position to continue its activities during the coming year and that the company's assets are adequate to fulfil its obligations.

#### **Structure, Governance and Management**

The A M Challis Trust Ltd is a private company limited by guarantee (incorporated 20th November 2008) and is governed by its Memorandum and Articles of Association. The company was registered as a charity on 10th May 2010.

The Trustees are appointed with the following provisions:

- There shall never be fewer than four Trustees who are residents of Sawston.
- If and whenever the number of Trustees shall be reduced below the number of five, then the continuing Trustees shall appoint such number of new Trustees as shall be required to make up the number of total Trustees for the time being to be not less than five nor more than eight.
- There shall never be both husband and wife serving currently as Trustees.

#### **Public Benefit Statement**

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

#### **Objective and Activities**

The objects of the A M Challis Trust Ltd are:

To promote the permanent preservation for the benefit of the inhabitants of Sawston neighbourhood of its natural flora and wildlife.

To establish and maintain a museum devoted to the history of Sawston.

We continue to receive regular income from the rental of our four commercial properties and this money plus an increasing level of donations from visitors and supporters, enables us to move forward at a steady rate to fulfil the wishes of Mary Challis as set out in her will.

## **A M Challis Trust Ltd**

### **Trustees' Report**

#### **The House**

It has not been possible to open an exhibition in the Ground Floor Museum rooms during the year due to extensive ongoing restoration and building work resulting in Health and Safety issues and a great amount of dust.

We have however, continued to use the Ground Floor for other purposes such as serving teas for the Annual Fete, the Horticultural Show, the National Gardens Scheme opening and for many group visits. It has also provided the meeting room for all Trustee and Committee meetings.

Part of the First Floor development has involved a complete rewire and the installation of new plumbing. We were pleased to be able at the same time to continue both, up to all rooms on the top floor in preparation for future restoration work in 2017.

Work on the First Floor is nearing completion and will offer us a large multi-purpose meeting/lecture/recital room where we hope to install audio visual aids in the future. The next largest room will become our Library housing many hundreds of books, manuscripts, newspapers, parchments etc the vast majority with a direct connection to the village of Sawston.

A third smaller room will be used as a further museum room, greatly expanding the available exhibition space we will have available.

The old Art Deco bathroom fittings have been reinstated (not plumbed-in) and will form the focus of a static display area.

We have installed a First Floor cloakroom.

Original floor boards have been sanded back to excellent effect.

A decision was made to empty one of the large second floor rooms in order to ready it for redevelopment. This was a real challenge but it has now been cleared.

The second floor will eventually contain the Trust office and we were able to purchase an Apple MacBook for use in this office, partly funded by a community grant from South Cambridgeshire District Council in 2015.

#### **The Garden**

There has been complete restoration, conservation and refurbishment of the 'pig sties' into three very attractive and useful buildings: a potting shed, a marquee store and a wheelbarrow store. Electricity has also been installed.

Window grilles and stronger doors for the long barn were manufactured and fitted.

A new side-gate to enter the garden was added.

One section of the boundary fence (adjacent to 7 Mill Lane) was replaced.

Several (14) sycamores saplings were removed (we must think now about the next phase, finances permitting).

Some of this work has been paid for with the garden funds raised through the sale of plants and produce, donations from group visits and public events in the garden, and donations by generous members of the public.

We have received a gift of two Flow Hives.

## **A M Challis Trust Ltd**

### **Trustees' Report**

DNA fingerprinting of our apple collection has been completed. Nine varieties known and/or confirmed, but our "Dr Harvey" did not match the East Malling DNA database.

Six public events were held – Children's Easter Saturday, Annual Fete, NGS Open Gardens, Horticultural Show, an overnight Bioblitz and Children's Spooky Saturday.

A local student gained his Gold DofE Award after completing all three sections as a Challis garden volunteer.

14 garden bookings for Groups/Clubs/schools/Brownies & Beavers were received. Many of these groups were offered refreshments and guided tours of the House and Garden.

An outing was arranged to Docwra's Manor and RSPB Fowlmere for 40 of our almost 70 volunteers to thank them for all their hard work throughout the year.

## **A M Challis Trust Ltd**

### **Statement of Trustees' Responsibilities**

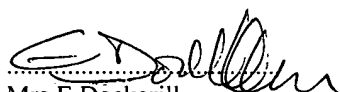
The trustees (who are also the directors of A M Challis Trust Ltd for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK 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 charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 10 October 2017 and signed on its behalf by:



Mrs E Dockerill  
Trustee

## **A M Challis Trust Ltd**

### **Independent Examiner's Report to the trustees of A M Challis Trust Ltd**

I report on the accounts of the charity for the year ended 31 December 2016 which are set out on pages 7 to 15.

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

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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.

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 independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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


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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 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.



Tim Phillips  
Accountants

Cart House 2  
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Babraham  
Cambridge  
CB22 3GN

10 October 2017



# A M Challis Trust Ltd

## Statement of Financial Activities for the Year Ended 31 December 2016 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2016 £
<b>Income and Endowments from:</b>			
Donations and legacies	3	4,932	4,932
Investment income		15	15
Other income	4	36,250	36,250
Total Income		41,197	41,197
<b>Expenditure on:</b>			
Raising funds	5	(22,251)	(22,251)
Charitable activities	6	(52,006)	(52,006)
Total Expenditure		(74,257)	(74,257)
Net expenditure		(33,060)	(33,060)
Net movement in funds		(33,060)	(33,060)
<b>Reconciliation of funds</b>			
Total funds brought forward		41,758	41,758
Total funds carried forward	12	8,698	8,698
	Note	Unrestricted funds £	Total 2015 £
<b>Income and Endowments from:</b>			
Donations and legacies	3	7,201	7,201
Investment income		39	39
Other income	4	36,250	36,250
Total Income		43,490	43,490
<b>Expenditure on:</b>			
Raising funds	5	(8,945)	(8,945)
Charitable activities	6	(27,919)	(27,919)
Total Expenditure		(36,864)	(36,864)
Net income		6,626	6,626
Net movement in funds		6,626	6,626
<b>Reconciliation of funds</b>			
Total funds brought forward		35,132	35,132
Total funds carried forward	12	41,758	41,758

All of the charity's activities derive from continuing operations during the above two periods.  
The funds breakdown for 2015 is shown in note 12.

# A M Challis Trust Ltd

(Registration number: 06754592)  
Balance Sheet as at 31 December 2016

	Note	2016 £	2015 £
<b>Fixed assets</b>			
Tangible assets	10	-	1,026
<b>Current assets</b>			
Cash at bank and in hand		11,158	43,017
<b>Creditors: Amounts falling due within one year</b>	11	<u>(2,460)</u>	<u>(2,285)</u>
<b>Net current assets</b>		<u>8,698</u>	<u>40,732</u>
<b>Net assets</b>		<u>8,698</u>	<u>41,758</u>
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>8,698</u>	<u>41,758</u>
<b>Total funds</b>	12	<u>8,698</u>	<u>41,758</u>

For the financial year ending 31 December 2016 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

## Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 7 to 15 were approved by the trustees, and authorised for issue on 10 October 2017 and signed on their behalf by:

  
Mrs E Dockerill  
Trustee

## **A M Challis Trust Ltd**

### **Notes to the Financial Statements for the Year Ended 31 December 2016**

#### **1. Charity status**

The charity is a charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **Statement of compliance**

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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

##### **Basis of preparation**

A M Challis Trust Ltd meets the definition of a 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 notes.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

##### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

##### **Transition to FRS 102**

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was required. No restatements are required as a result of the transition to FRS 102.

##### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

##### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

## **A M Challis Trust Ltd**

### **Notes to the Financial Statements for the Year Ended 31 December 2016**

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### **Raising funds**

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

#### **Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £0.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Plant and machinery	25% straight line
Fixtures and fittings	25% straight line

## **A M Challis Trust Ltd**

### **Notes to the Financial Statements for the Year Ended 31 December 2016**

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

#### **Financial instruments**

##### ***Classification***

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

##### ***Recognition and measurement***

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

### **3 Income from donations and legacies**

# A M Challis Trust Ltd

## Notes to the Financial Statements for the Year Ended 31 December 2016

	Unrestricted funds	Total 2016	Total 2015
	General £	£	£
Donations and legacies;			
Donations from individuals	636	636	4,780
Other income from donations and legacies	2,169	2,169	2,421
	<u>2,805</u>	<u>2,805</u>	<u>7,201</u>

### 4 Other income

	Unrestricted funds	Total 2016	Total 2015
	General £	£	£
Rental income	36,250	36,250	36,250

### 5 Expenditure on raising funds

#### a) Costs of generating donations and legacies

		Unrestricted funds	Total 2016	Total 2015
	Note	General £	£	£
Donations		5,087	5,087	2,648

#### b) Costs of trading activities

		Unrestricted funds	Total 2016	Total 2015
	Note	General £	£	£
Membership subscriptions		30	30	142
Other direct costs of activities for generating funds		10,305	10,305	1,084
Allocated support costs	7	5,262	5,262	5,071
		<u>15,597</u>	<u>15,597</u>	<u>6,297</u>

# **A M Challis Trust Ltd**

## **Notes to the Financial Statements for the Year Ended 31 December 2016**

### **c) Investment management costs**

		<b>Unrestricted funds</b>	<b>Total 2016 £</b>
	<b>Note</b>	<b>General £</b>	
Allocated support costs	7	1,074	1,074
		<u>1,074</u>	<u>1,074</u>

### **6 Expenditure on charitable activities**

		<b>Unrestricted funds</b>	<b>Total 2016 £</b>	<b>Total 2015 £</b>
	<b>Note</b>	<b>General £</b>		
Museum		51,706	51,706	26,567
Governance costs	7	300	300	1,352
		<u>52,006</u>	<u>52,006</u>	<u>27,919</u>

### **7 Analysis of governance and support costs**

#### **Governance costs**

	<b>Unrestricted funds</b>	<b>Total 2016 £</b>	<b>Total 2015 £</b>
	<b>General £</b>		
Marketing and publicity	300	300	482
	<u>300</u>	<u>300</u>	<u>482</u>

# A M Challis Trust Ltd

## Notes to the Financial Statements for the Year Ended 31 December 2016

### 8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year. Expenses incurred were repaid at cost.

### 9 Taxation

The charity is a registered charity and is therefore exempt from taxation.

### 10 Tangible fixed assets

	Other tangible fixed asset £	Total £
<b>Cost</b>		
At 1 January 2016	7,123	7,123
At 31 December 2016	7,123	7,123
<b>Depreciation</b>		
At 1 January 2016	6,097	6,097
Charge for the year	1,026	1,026
At 31 December 2016	7,123	7,123
<b>Net book value</b>		
At 31 December 2016	-	-
At 31 December 2015	1,026	1,026

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

	2016 £	2015 £
Other creditors	1,500	1,500
Accruals	959	785
	2,459	2,285

### 12 Funds

	Balance at 1 January 2016 £	Incoming resources £	Resources expended £	Balance at 31 December 2016 £
<b>Unrestricted funds</b>				
General	(41,758)	(41,197)	74,257	(8,698)



# A M Challis Trust Ltd

## Notes to the Financial Statements for the Year Ended 31 December 2016

	Balance at 1 January 2015 £	Resources expended £	Balance at 31 December 2015 £
<b>Unrestricted funds</b>			
General	<u>(35,132)</u>	<u>(6,626)</u>	<u>(41,758)</u>

### 13 Analysis of net assets between funds

	Unrestricted funds General £	Total funds £
Current assets	11,158	11,158
Current liabilities	<u>(2,460)</u>	<u>(2,460)</u>
Total net assets	<u>8,698</u>	<u>8,698</u>

### 14 Analysis of net funds

	At 1 January 2016 £	Cash flow £	At 31 December 2016 £
Cash at bank and in hand	43,017	(31,859)	11,158
Net debt	<u>43,017</u>	<u>(31,859)</u>	<u>11,158</u>