



# Sir Josiah Mason Trust

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## **SIR JOSIAH MASON'S CARE CHARITY**

### **TRUSTEES' REPORT & FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR ENDING 31 MARCH 2017**

**Charity Registration No. 1073755**

**TRUSTEES' REPORT**

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SIR JOSIAH MASON'S CARE CHARITY

**Trustees, Officers and Advisors**

Trustees	Councillor Mr K I Meeson - Chairman Mr M H Goodwin - Vice Chairman Mrs A R Anderson Mrs B Foster Ms A Crawley Councillor Mr G Moore Mrs J Houlder Mr M Baylis Mr P Soule Mr J Pyke Mr M Smith
Chief Executive & Company Secretary	Mr Richard Hall
Registered Office	Mason Court Hillborough Road Birmingham B27 6PF
Bankers	HSBC Bank Plc 34 Poplar Road Solihull West Midlands B91 3AF
Solicitors	SGH Martineau LLP No.1 Colmore Square Birmingham B4 6AA
Auditor	Mazars LLP 45 Church Street Birmingham B3 2RT
Registered Charity No.	1073755

## TRUSTEES' REPORT

The Trustees present their report and the audited financial statements of the Charity for the year ended 31 March 2017.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the statements and comply with applicable law and the requirements of the Charities Act 2011 and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (Charities SORP (FRS 102)).

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing Document

The original Trust Deed dated 29 July 1868 and the Scheme of the Charity Commission sealed on 11 December 1963 were superseded by a new Scheme effective from 1 April 1995 and approved by the Charity Commission and sealed on 10 May 1995. Under the Scheme the original charity was divided into two separate charities, the Sir Josiah Mason's Relief in Need and Educational Charity and the Sir Josiah Mason's Almshouse, Care and Nursing Home Charity. Under a subsequent Scheme effective from 1 April 1998 and approved by the Charity Commission on 19 January 1999 the Sir Josiah Mason's Almshouse, Care and Nursing Home Charity was itself divided into two separate charities, the Sir Josiah Mason's Almshouse Charity and the Sir Josiah Mason's Care and Nursing Home Charity. Following a change in its activities, the latter is now known as the Sir Josiah Mason's Care Charity.

The charitable objects of the Relief in Need and Educational Charity enable it to provide assistance to the Care and Almshouse Charities and the residents thereof.

All three Charities have the same Trustees.

## TRUSTEES

When complete, the Board of Trustees consists of four nominated Trustees and eight co-opted Trustees. Of the nominated Trustees, two are put forward by Birmingham City Council and two by Solihull Metropolitan Borough Council. Each appointment is made for a term of three years.

The Trustees who served as the 'Board of Trustees' during the year and to the date of this report were:

Councillor K I Meeson - Chairman  
Mr M H Goodwin - Vice Chairman  
Mrs A R Anderson  
Mrs B Foster  
Mr P Soule (from September 2016)  
Mr M Smith (from April 2017)

Ms A Crawley  
Councillor Mr G Moore  
Mrs J Houlder  
Mr M Baylis  
Mr J Pyke (from December 2016)

## **TRUSTEE RECRUITMENT AND TRAINING**

The power and responsibility to appoint new Trustees lies with the existing Trustees and when recruiting new Trustees, they look for individuals whose skills and experience are such that they are able to make a significant contribution to strategic leadership and the future development of the Charity.

New Trustees are made aware of and update their responsibilities as charity trustees, the importance attached to 'good governance', and, are helped to familiarise themselves with the practical and financial aspects of the Charity's operations. To assist they are provided with an initial induction programme, a copy of the Charity Commission's Scheme, the latest published financial statements, strategic plans and also appropriate Charity Commission publications. In addition, new Trustees will be made aware of compliance issues and any reports / findings from the primary regulatory body, the Care Quality Commission.

## **ORGANISATIONAL STRUCTURE**

All Trustees sit on the Charity's Executive Committee of which Councillor K I Meeson is Chairman and Mr M H Goodwin is Vice-Chairman. Matters concerning business strategy, policy, and performance management are determined by this Committee at regular meetings, which are held at least quarterly through the year.

The Trustees are also Trustees of Sir Josiah Mason's Almshouse Charity and Sir Josiah Mason's Relief in Need and Educational Charity. In addition there are three standing committees which form part of overall governance arrangements:-

- The Finance Committee meets five times each year to consider financial matters, risk management and associated affairs.
- The Housing, Care & Property Services Committee meets bi-monthly to consider operational performance (relating to housing, care standards and property services), compliance matters, complaints, Health & Safety and resident related issues.
- The Remuneration Committee normally meets prior to budget formulation to consider remuneration of the Chief Executive, and pay, and any proposed changes to terms and conditions of staff employment.

Each meeting of the Trustees, including those of the committees, covers the affairs of all three of the Sir Josiah Mason Charities.

None of the Trustees has any beneficial interest in the Charity.

## **RISK MANAGEMENT**

The Trustees continue to keep under review, by regular reporting any significant risks which if materialised might have an adverse effect in delivering the charities' objectives, or on its reputation. Robust systems and procedures for ensuring internal control assurance are in place so to highlight potential exposures, together with mitigation plans. Financial forecasting and the preparation of regular management

accounts means that adequate funding is available for the continuation of the Charity's operations, and Financial Regulations ensures the control and proper authorisation of all major items of expenditure. The Charity is registered with the Care Quality Commission and fully accepts its responsibilities for ensuring regulatory compliance.

Detailed policies and procedures are also in place to ensure as far as possible the good Health and Safety of residents, staff, volunteers and visitors to the Charity's premises.

## **OBJECTS AND ACTIVITIES FOR THE PUBLIC BENEFIT**

The object of the Charity is the provision of accommodation and care for the following class of person:

- a) persons who have been almspeople of the Sir Josiah Mason's Almshouse Charity but who, because of their age, infirmity or illness can no longer be appropriately cared for in the almshouses of that charity; and
- b) other persons who are poor and aged.

The Charity meets this by providing high quality residential care at Alexandra House which is a 36 roomed Registered Care Home in Olton, Solihull, West Midlands. The facility is registered with the Care Quality Commission. The Charity operates on open admissions policy and advertises vacancies widely in the community, with the local Authority, Hospitals and other Health services, and with a number of other statutory organisations. In addition, full details of the work of the Charity and any vacancies are advertised on the website - [www.sjmt.org.uk](http://www.sjmt.org.uk)

Trustees refer to the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives, and in planning future activities. Applicants wishing to reside at Alexandra House go through a formal assessment process to ensure they are suitable and will benefit from the care services offered, and that their personal care needs can be properly met by the Charity.

The Trustees are committed to maintaining residents' contributions at a level which is affordable and is related to the Charity's costs of providing the service to reflect the objects of the Charity. It also aims to provide residential care at contribution levels which are below those generally available in the private / commercial sector.

The Charity does not seek to recover the initial cost of the building itself but continues to face very significant cost increases. Improvement and efficiency measures are constantly in place to contain operating costs (without adversely affecting the quality of services provided). However, financial pressures consistent with the sector continue, and quality management, the identification of efficiencies and control systems have become increasingly important.

All residents of Alexandra House are encouraged to participate in a broad range of social and other activities which are intended to provide a stimulating and healthy environment for older people. These take place predominantly within the home but external trips and other events are also held.

Occupancy rates experienced during the financial year reflect the very high reputation the home enjoys in the community, as does the continuing confidence of a number of Local Authorities who place vulnerable elderly people at Alexandra House. It is also pleasing to report that again occupancy rates at Alexandra House at the home remain high and generally in line with sector norms.

The Charity's management team continues to work hard to drive down operating costs and to ensure that we continue to receive value for money when procuring goods or services, with an embedded culture for seeking continual operational improvement.

The skills, experience and dedication of our Registered Manager, the staff teams, and the quality of the personalised care they offer are undoubtedly a major reason for the continuing excellent reputation. Trustees remain committed to ensure the provision of high quality staff training, over and above statutory requirements and invest significantly into structured staff development programmes.

Trustees also remain committed to ensuring that their governance arrangements fully conform to 'best practice', and all regulatory and other guidance is followed.

Quality Assurance audits remain important and in addition to the regulatory responsibilities of the Care Quality Commission we continue to benefit from a range of external experts (nutritionists, dieticians, local authority audit, GP's and others), in our drive for the delivery of outstanding services.

## **FUTURE PLANS**

Trustees have previously reported that the social care sector presents significant challenges and uncertainties, particularly providers engaged in the provision of residential care. Sadly, the outlook remains largely unchanged and incidents of adverse publicity concerning abuse in a small number of care establishments damages confidence. We intend to actively engage with other similar high quality providers in the sector, to actively promote our work within the local communities.

Local Authority budgets remain under considerable pressure and fees for contracted placements continue to lag behind the real cost of providing the high quality services we strive to deliver. Nevertheless, Trustees remain committed to ensuring the highest standards are achieved.

Alexandra House remains attractive, very well maintained and is located in an exceptionally pleasant environment. We will continue to deliver top quality catering services utilising our own highly experienced and knowledgeable 'in house' catering team.

## FINANCIAL REVIEW

The year saw an overall increase in fee income from residents of £14,418. Loss of income from voids of £79,416 with a resultant occupancy level for the year of 92% (2016 92%). Other sources of income in the year included donations of £431 (2016 £411) and grants totalling £47,829 (2016 £8,694) from the Sir Josiah Mason's Relief in Need and Educational Charity to cover:-

- The cost of employing apprentices,
- Re-improvements to furnishings at Alexandra House, and
- The Open Day.

Spending at Alexandra House increased by £66,583 or 8% over the previous year. This increase was due to:-

- Staffing costs where the National Living Wage was introduced for the first time whilst still maintaining pay differentials,
- Maintenance where 13 rooms out of 36 were refurbished with new vanity units and new doors to the conservatory, and
- Building insurance.

The net result was Net Incoming Resources of £12,217 (2016 £29,962) for the year.

The Trustees are confident that, with the support available from Sir Josiah Mason's Relief in Need and Educational Charity, they will be able to fully meet the Charity's obligations for the foreseeable future, and are of the opinion that the balance sheet discloses funds adequate for those purposes.

## RESERVES

Net Incoming Resources of £12,217 in the year helped improve Funds overall to £1,206,838. Whilst the Capital Account fell marginally by £448 to £1,026,923 due to depreciation, Accumulated Reserves rose by £8,657 and Designated Reserves by £4,008 to cover future cyclical maintenance expenditure. Surpluses arising from the Charity's operations in future years will be retained to provide funds for exceptional repairs and other expenditure on the Charity's properties, and to meet operating deficits should these recur.

## INVESTMENT POLICY

The Charity has no investments.

## TRUSTEES LIABILITY INDEMNITY

The Trustees have confirmed that the Charity does have appropriate and adequate Members and Officers Insurance in place. The policy provides cover up to £1,000,000 at a cost of £999 and is shared along with Sir Josiah Mason's Almshouse Charity and Sir Josiah Mason's Relief In Need and Educational Charity.



## RESPONSIBILITIES OF THE TRUSTEES FOR THE FINANCIAL STATEMENTS

Charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of its financial year and of its incoming resources and the application of those resources for that year.

In preparing the financial statements the Trustees should follow best practice and:

- select suitable accounting practices and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue to operate.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and which enable the Trustees to ensure that the financial statements comply with the provisions of the Charities Act 2011.

The Trustees are also responsible for safeguarding the assets of the Charity and for taking reasonable steps for the prevention and detection of fraud or other irregularities.

The Trustees are responsible for the maintenance and integrity of the Charity's website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

## INFORMATION TO THE AUDITOR

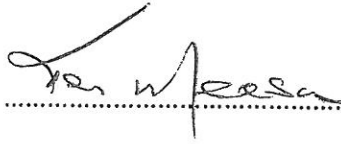
In accordance with charity law the Board of Trustees confirms that:

- so far as they are aware at the date of this report there is no information relevant to the audit of which the charity's auditor is unaware;
- they have taken all steps which should have been taken to make themselves aware of any information relevant to the audit and to ensure that the charity's auditor is aware of such information;
- they have prepared this report in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

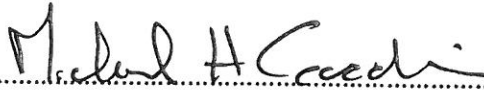
This report has been prepared in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (Charities SORP (FRS 102)).

The report was approved by the Board of Trustees on Friday, 22<sup>nd</sup> September 2017  
and signed on their behalf by:-

Councillor Mr K I Meeson - Chairman .....



Mr M H Goodwin – Vice Chairman .....



## INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF SIR JOSIAH MASON'S CARE CHARITY

We have audited the financial statements of Sir Josiah Mason's Care Charity for the year ended 31 March 2017 which comprise the statement of financial activities, the statement of financial position, the statement of cash flows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS102 the Financial Reporting Standard applicable in the UK and the Republic of Ireland.

### **Respective responsibilities of Trustees and the Auditor**

As explained more fully in the Trustees Responsibilities Statement set out on page 7 and 8, the Trustees are responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors. This report, including our opinion, has been prepared for and only for the charity's trustees as a body. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body for our audit work, for this report, or for the opinions we have formed.

### **Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's web-site at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate).

### **Opinion on the financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2017 and of its results for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including FRS102; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

### **Matters on which we are required to report by exception**

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

- the information given in the Trustees' Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

## SIR JOSIAH MASON'S CARE CHARITY

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2017

	Notes	Unrestricted Funds £	Capital Funds £	2017 Total £	2016 Total £
<b>INCOMING RESOURCES</b>					
<b>CHARITABLE ACTIVITIES</b>					
Income receivable from Residents accommodation		940,937	-	940,937	926,519
Less losses arising from vacant accommodation		( 79,416)	-	( 79,416)	( 74,659)
		<u>861,521</u>	<u>-</u>	<u>861,521</u>	<u>851,860</u>
<b>VOLUNTARY INCOME</b>					
Grants and donations		431	-	431	411
Relief in Need and Educational Charity capital grant		31,664	16,165	47,829	8,694
		<u>893,616</u>	<u>16,165</u>	<u>909,781</u>	<u>860,965</u>
<b>ACTIVITIES FOR GENERATING FUNDS</b>					
Interest receivable		-	-	-	-
Sundry Income		22	-	22	-
		<u>893,638</u>	<u>16,165</u>	<u>909,803</u>	<u>860,965</u>
<b>TOTAL INCOMING RESOURCES</b>					
<b>RESOURCES EXPENDED</b>					
Charitable activities		872,509	16,613	889,122	823,231
Governance costs		8,464	-	8,464	7,772
		<u>880,973</u>	<u>16,613</u>	<u>897,586</u>	<u>831,003</u>
<b>TOTAL RESOURCES EXPENDED</b>					
<b>NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR</b>					
		12,665	( 448)	12,217	29,962
Fund balances brought forward at 1 April 2016					
		<u>167,250</u>	<u>1,027,371</u>	<u>1,194,621</u>	<u>1,164,659</u>
Fund balances carried forward at 31 March 2017					
	13	<u>179,915</u>	<u>1,026,923</u>	<u>1,206,838</u>	<u>1,194,621</u>

The statement of financial activities includes all gains and losses for the year. All incoming resources and resources expended relate to continuing activities.

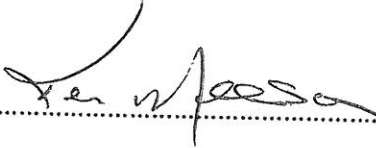
**STATEMENT OF FINANCIAL POSITION  
AS AT 31 MARCH 2017**

	Notes	2017 £	2016 £
TANGIBLE FIXED ASSETS	9	1,026,923	1,027,371
CURRENT ASSETS			
Stock		1,917	2,097
Sundry debtors and prepayments		22,279	19,800
Contributions due from residents		33,634	77,239
Due from Sir Josiah Mason's Almshouse Charity		3,483	-
		61,313	99,136
Cash at bank and in hand		155,483	107,821
		216,796	206,957
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
Accruals		17,091	13,687
Trade creditors		8,545	10,083
Other creditors		11,245	13,726
Due to Sir Josiah Mason's Almshouse Charity		-	2,181
Due to Sir Josiah Mason's Relief in Need & Educational Charity		-	30
		36,881	39,707
NET CURRENT ASSETS		179,915	167,250
TOTAL NET ASSETS	13	1,206,838	1,194,621
FUNDS			
Capital accounts	11	1,026,923	1,027,371
Accumulated reserve	12	159,873	151,216
Designated reserve	12	20,042	16,034
		1,206,838	1,194,621

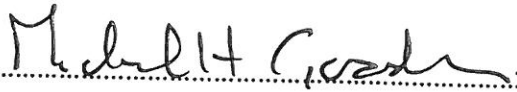
These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements on pages 10 to 22 were approved by the Trustees on Friday, 22<sup>nd</sup> September 2017 and were signed on their behalf by:-

Councillor Mr K I Meeson - Chairman



Mr M H Goodwin – Vice Chairman



**STATEMENT OF CASH FLOWS**  
**For the year ended 31 March 2017**

	Notes	2017 £	2016 £
<b>Cash flows from operating activities:</b>			
Net cash from operating activities	A	63,826	(4,323)
Interest from investments		-	-
Purchase of tangible fixed assets	9	<u>(16,164)</u>	<u>(2,196)</u>
<b>Cash from investing activities</b>		<u><u>47,662</u></u>	<u><u>(6,519)</u></u>
Increase/ (decrease) in cash and cash equivalents in the year		47,662	(6,519)
Cash and cash equivalents at the beginning of the year		<u>107,821</u>	<u>114,340</u>
<b>Total cash and cash equivalents at the end of the year</b>		<u><b>155,483</b></u>	<u><b>107,821</b></u>
A) RECONCILIATION OF OPERATING SURPLUS TO NET CASH FLOW FROM OPERATING ACTIVITIES			
		2017	2016
		£	£
Operating surplus for the year		12,217	29,962
Movement in debtors		37,823	(38,365)
Movement in creditors		(2,826)	(9,004)
Add back depreciation charges		<u>16,612</u>	<u>13,084</u>
Net cash flow from operating activities		<u><u>63,826</u></u>	<u><u>(4,323)</u></u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

**1 ACCOUNTING POLICIES**

These accounts have been prepared in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (Charities SORP (FRS 102)).

Sir Josiah Mason's Care Charity 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 note(s).

Information on the impact of the first time adoption of FRS102 is given in note 16.

The preparation of financial statements in compliance with FRS102 requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the Charity's accounting policies (see note 4).

**(a) Basis of preparation**

The accounts are prepared on the historical cost basis of accounting.

Incoming resources and the application of those resources have been accounted for under the accruals basis of accounting.

Expenditure includes VAT which cannot be recovered and which is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs directly incurred by the Charity in operating its property and costs of an indirect nature necessary to support this activity.

Governance costs are those associated with the constitutional and statutory requirement of the Charity and include audit fees and costs incurred in the strategic management of the Charity.

Costs are allocated between categories of expenditure in the Statement of Financial Activities on an appropriate basis as set out in note 5.

**(b) Depreciation**

Depreciation is charged so as to write down the cost of freehold property to its estimated residual value on a straight line basis over their expected useful economic lives as follows:

Freehold land	Not depreciated
Housing property	100 years
Fixtures and fittings	20 years & 4 years
Computer equipment	4 years



**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

**(c) Donations**

Cash donations are accounted for when receipt is recorded in the accounting records. Material donations of items other than cash are included in income at market value on receipt.

**(d) Leases**

Rental costs under operating leases are charged in the Statement of Financial Activities in equal annual amounts over the period of the lease.

**(e) Grants**

Grants received from the Sir Josiah Mason's Relief in Need and Educational Charity are accounted for in the accounting period to which they relate.

**(f) Gains on fixed assets for charity use**

Gains and losses on fixed assets used by the Charity are accounted for through the Capital Account.

**(g) Voluntary help**

No value has been put on the voluntary help received by the Charity during the year.

**(h) Pensions**

The Charity contributes to a defined contribution scheme.

Contributions are charged in the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

**2 CHARITABLE STATUS**

The Charity is registered with the Charity Commission, number 1073755, and is exempt from Income Tax and Capital Gains Tax provided its income and gains are applied for charitable purposes.

**3 ACCOMMODATION**

Number of units of accommodation in use at 31 March was

	2017 No's	2016 No's
	36	36
	<u>          </u>	<u>          </u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

Although Alexandra House continues to be fully occupied there have been periods of vacancies when there has been a change in residents.

**4 JUDGEMENTS IN APPLYING ACCOUNTING POLICIES AND KEY SOURCES OF ESTIMATION UNCERTAINTY**

The preparation of the financial statements in conformity with generally accepted accounting principles requires the Trustees to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results in the future could differ from those estimates. In this regard, the trustees believe that the critical accounting policies where judgements or estimations are necessarily applied are summarised below:

**Depreciation and residual values**

The Trustees have reviewed the asset lives and associated residual values of all fixed asset classes and have concluded that asset lives and residual values are appropriate.

**Provisions and accruals**

Management bases its judgements on the circumstances relating to each specific event and upon currently available information. However, given the inherent difficulties in estimating liabilities in these areas, it cannot be guaranteed that additional costs will not be incurred beyond the amounts accrued.

**Impairment of trade debtors**

An estimate of the collectible amount of trade debtors is made when collection of the full amount is no longer probable. This estimation is performed on an individual basis.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

**5 TOTAL RESOURCES EXPENDED**

	Basis of Allocation	Charitable activities £	Governance £	Total 2017 £	Total 2016 £
Costs directly related to activities					
Staff costs	Direct	581,886	-	581,886	554,737
Premises	Direct	94,550	-	94,550	63,132
Site security	Direct	-	-	-	533
Domestic expenses	Direct	76,415	-	76,415	74,450
Insurance	Direct	14,331	167	14,498	11,121
Audit and accountancy	Direct	-	4,356	4,356	4,296
Support costs allocated to activities					
Office staff costs	Staff time	58,910	3,680	62,590	60,057
Maintenance staff	Staff time	12,594	-	12,594	14,504
Training	Usage	6,464	-	6,464	6,203
Communications	Usage	2,597	-	2,597	2,788
Professional charges	Usage	7,388	261	7,649	6,488
Bank interest and charges	Transactions	578	-	578	612
Depreciation	Usage	17,149	-	17,149	13,962
Other costs	Usage	16,260	-	16,260	18,120
		<u>889,122</u>	<u>8,464</u>	<u>897,586</u>	<u>831,003</u>

Resources expended include the following charges:

Auditors' remuneration	4,356	4,296
Legal and professional fees	<u>7,649</u>	<u>6,488</u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

	2017 Nos	2016 Nos
<b>6 EMPLOYEES</b>		
The average number of people employed by the Charity during the year were:		
Full time	36	36
Part time	1	1
	37	37
	37	37
	£	£
The aggregate payroll costs of these employees were:		
Wages and salaries	586,586	541,361
Social security costs	37,877	35,473
Pension contributions	12,783	12,680
	637,246	589,514
	637,246	589,514
Agency staff	13,113	33,136

**7 PENSION SCHEME**

The Charity operates a defined contribution pension scheme for certain of its employees. Contributions paid for the year amounted to £12,783 (2016 £12,680). No contributions were outstanding at the year-end (2016 £Nil).

**8 TRUSTEES**

None of the Trustees or any person known to be connected with them received any remuneration or reimbursed expenses in respect of the year.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

**9 PROPERTY, PLANT AND EQUIPMENT**

	Freehold land and buildings £	Fixtures and fittings £	Computer equipment £	Total £
<b>COST</b>				
At 1 April 2016	1,062,718	81,748	2,882	1,147,348
Additions in the year	-	15,615	549	16,164
Less disposals	-	( 5,532)	( 1,352)	( 6,884)
	<u>1,062,718</u>	<u>91,831</u>	<u>2,079</u>	<u>1,156,628</u>
At 31 March 2017	<u>1,062,718</u>	<u>91,831</u>	<u>2,079</u>	<u>1,156,628</u>
<b>DEPRECIATION</b>				
At 1 April 2016	68,986	48,726	2,265	119,977
Charge for the year	6,929	9,238	445	16,612
Less disposals	-	( 5,532)	( 1,352)	( 6,884)
	<u>75,915</u>	<u>52,432</u>	<u>1,358</u>	<u>126,175</u>
At 31 March 2017	<u>75,915</u>	<u>52,432</u>	<u>1,358</u>	<u>126,175</u>
<b>NET BOOK VALUE</b>				
31 March 2016	<u>993,732</u>	<u>33,022</u>	<u>617</u>	<u>1,027,371</u>
31 March 2017	<u>986,803</u>	<u>39,399</u>	<u>721</u>	<u>1,026,923</u>
These assets have been financed by:				
Capital account				<u>1,026,923</u>

The freehold land and buildings are occupied for the purpose of the Charity. In the event of a cessation of the Charity's activities and the disposal of its assets, surplus funds after all liabilities had been settled would be due to the Sir Josiah Mason's Relief in Need and Educational Charity.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

**10 FINANCIAL INSTRUMENTS**

*Financial assets*

Measured at fair value - cash (see Statement of Financial Position)

Measured at amortised cost - trade debtors (see Statement of Financial Position)

*Financial liabilities*

Measured as amortised cost - trade creditors (see Statement of Financial Position)

**11 CAPITAL ACCOUNT**

	Total £
At 1 April 2016	1,027,371
Grant from Relief in Need and Educational Charity in respect of:	
Additions to freehold property	16,165
Resources expended	-
Depreciation charge	( 16,613)
	1,026,923
At 31 March 2017	1,026,923
Represented by:	
Fixed assets (note 9)	1,026,923

The Capital Account represents the book value of assets held for the purpose of the Charity including funds provided for subsequent additions to fixed assets either from the disposal of existing assets, transfers from accumulated income or grants from the Sir Josiah Mason's Relief in Need and Educational Charity.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

**12 OTHER RESERVES**

	Accumulated reserve £	Designated reserve £
At 1 April 2016	151,216	16,034
Net incoming resources		
Transfer from cyclical maintenance	8,657	4,008
	159,873	20,042
At 31 March 2017	159,873	20,042

**13 ANALYSIS OF ASSETS BETWEEN FUNDS**

	Capital Funds £	Unrestricted Funds £	Total £
Fixed assets	1,026,923	-	1,026,923
Stock, sundry debtors and accrued income	-	57,830	57,830
Due from:			
Sir Josiah Mason's Almshouse Charity	-	3,483	3,483
Bank and cash balances	-	155,483	155,483
	1,026,923	216,796	1,243,719
Accruals	-	17,091	17,091
Trade creditors	-	8,545	8,545
Other creditors	-	11,245	11,245
	-	36,881	36,881
	1,026,923	179,915	1,206,838

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

	2017 £	2016 £
<b>14 OPERATING LEASE COMMITMENTS</b>		
<b>Leases not relating to land and buildings</b>		
The total future minimum lease payments under non-cancellable operating leases are as follows:		
Expiring:		
Within one year	5,020	5,020
Within 2 to 5 years	7,949	12,969
	<u>12,969</u>	<u>17,989</u>
<b>15 RELATED PARTY TRANSACTIONS</b>		
	2017 £	2016 £
Grants received from:		
Sir Josiah Mason's Relief in Need and Educational Charity	47,829	8,694
	<u>47,829</u>	<u>8,694</u>

Trustees, Councillor Mr G Moore is the representative of Birmingham City Council, and Councillor Mr K I Meeson and Mr M H Goodwin are representatives of Solihull MBC. Sir Josiah Mason's Care Charity is contracted at arm's length with both Councils and is not in receipt of any preferred terms of contract.

**16 FIRST TIME ADOPTION OF FRS 102**

The policies applied under the Charity's previous accounting framework are not materially different to FRS102 and have not impacted on reserves or surplus or deficit.