Trustees' Annual Report – THE CAPEL ALMSHOUSES

For the year ended 31st December 2025 · Drafted Oct 14, 2026

Reference and administrative details

Item	Details
Charity name	The Capel Almshouses
Registered charity number	240581
Charity type	Trust
Company number (if applicable)	
Principal address	101 The Street, Capel, Surrey, RH5 5JX
Registered office (if different)	
Trustees who served in the year	Ben Ashwood (Chair), [Gary Collins (Treasurer), Kate Ware, Carole Melody
Chief officer / manager	None; run by trustees and volunteers
Bankers	CAF Bank
Independent examiner or auditor	A-Z Tax Return Company

Chair's foreword

This year The Capel Almshouses gave 6 people in our community a safe, affordable place to call home, and we are grateful to everyone who made that possible.

Demand for housing locally has stayed high over the past twelve months. Each of those homes represents a person who now has stability and privacy.

Our thanks go to our volunteers, our funders and donors, our partners in the community, and our fellow trustees. We look ahead to the year of 2026 with confidence.

Chair of Trustees

Objectives and activities

The charity exists to relieve need and hardship by providing affordable housing for people in need in Capel.

To meet these objects during the year we:

- let 6 homes at affordable rents to people in housing need
- assess applicants against our allocations policy.
- maintained our properties to a safe and decent standard, including gas, electrical and fire safety checks

Public benefit

The trustees have had regard to the Charity Commission's guidance on public benefit when setting the charity's aims and planning its activities. Our homes are available to people in need from the local community regardless of background, belief or personal characteristics, and the benefit is to people who would otherwise struggle to find suitable accommodation. Residents pay a monthly contribution, and our allocations are made based on our governing document.

Achievements and performance

During the year the charity housed households in [number] properties, compared with [number] households the year before.

Measure	This year	Last year
Homes owned or managed	6	6
Households housed at year end	6	5
New tenancies started	1	1

Key achievements

- 1 property completely renovated
- Significant funds raised through volunteering and support from community charities

Challenges

Rising costs for maintenance of the fabric of the building

Financial review

The charity’s total income for the year was £[ ] (last year £[ ]) and total expenditure was £[ ] (last year £[ ]), giving a [surplus / deficit] of £[ ]. These figures come from the full accounts, which are attached.

Item	This year (£)	Last year (£)
Rental income	26,899.55	21,682.78
Grants	0	0
Donations and fundraising	27,739.09	9,789.13
Other income	1,139.34	1,153.01

Item	This year (£)	Last year (£)
Total income	**55,777.98**	**32,624.92**
Property maintenance and repairs	17,838.20	45,596.03
Insurance, utilities and management costs	5,540.61	8,168.67
Governance and fundraising costs	2,625	2,625
Total expenditure	**26,003.81**	**56,389.70**

Reserves policy

The trustees' policy is to hold free reserves of six months of running costs, equal to about £5,000, to cover repairs, empty properties and unexpected costs. At the year end, free reserves were in line with that target.

Fundraising

Donations were received from the Capel Military Show bar, Capel Dine and Bingo, Quiz night, Horticultural show, Capel Men's Club and some individual donations. All fundraising has been through our own and others efforts voluntarily achieved without payment.

Going concern

The trustees have reviewed the charity's finances and forecasts and believe it can continue to operate for at least the next twelve months.

Plans for the future

In the coming year, the trustees aim to [headline aim, e.g. house a further X households].

- To completely renovate 1 of the flats to bring it up to current standards

Structure, governance and management

The charity is a governed by our Governing document dated 28 September 1983. It is run by a board of 5 trustees who meet 4 times a year.

Trustee appointment and induction. New trustees receive an induction covering their duties, the governing document and the charity's policies, and they are directed to the Charity Commission's guidance for trustees.

Volunteers. We are grateful for a small group of volunteers who assist in the running and fund raising of the Almshouses

Safeguarding. The trustees take their safeguarding duties seriously. We have a safeguarding policy, which was last reviewed on 14th September 2025, and Carole Melody is our safeguarding lead.

Conflicts of interest. Trustees declare conflicts of interest at the start of every meeting, and a register of interests is kept.

Other policies. [include: Health and Safety, Complaints, Anti-social policy, Whistle blowing, data protection, unreasonable behavior, Financial control

Principal risks and uncertainties

The trustees review the charity's major risks at least annually and have systems in place to manage them.

Risk	How we manage it
Loss of grant or rental income	Diversified funding, reserves policy, regular budget monitoring
Unexpected repair costs or empty homes	We have a planned maintenance programme, adequate insurance and reserves
Tenant safety and property compliance	Regular gas, electrical, fire and legionella checks; compliance log reviewed by trustees
Safeguarding incident	We follow our safeguarding policy with a clear reporting route

Statement of trustees' responsibilities and approval

The trustees are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and regulations. Charity law requires the trustees to prepare financial statements for each financial year that give a true and fair view of the charity's incoming resources and application of resources for that year. In doing so the trustees must:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed
- prepare the financial statements on the going concern basis unless it is inappropriate to presume the charity will continue

The trustees are responsible for keeping proper accounting records, for safeguarding the charity's assets, and for taking reasonable steps to prevent and detect fraud and other irregularities.

This report was approved by the trustees on [date] and signed on their behalf by:

Signature: _____

Name: Ben Ashwood, Chair of Trustees Date: 14th October 2026

THE CAPEL ALMSHOUSES

FINANCIAL REPORT

END OF YEAR ACCOUNTS TO DECEMBER 2025

Prepared by Gary Collins - Treasurer

2nd September 2026

THE CAPEL ALMSHOUSES
END OF YEAR ACCOUNTS TO
DECEMBER 31st 2025
INCOME & EXPENDITURE

	2025	2025	2024	2024
INCOME	£	£	£	£
FROM RESIDENTS	£ 26,899.55		£ 21,682.78	
DONATIONS	£ 27,739.09		£ 9,789.13	
CAF BANK INTEREST	£ 67.39		£ 66.55	
CAF BANK GOLD INTEREST	£ 119.81		£ 95.17	
CAFF INVESTMENT RETURNS	£ 952.14		£ 991.29	
		£ 55,777.98		£ 32,624.92
EXPENDITURE				
AA LOAN REPAYMENT	£ 2,625.00		£ 2,625.00	
GARDENING	£ 910.00			
WINDOWS			£ 13,680.00	
BUILDING MAINTENANCE	£ 1,545.62		£ 741.94	
135 RESTORATION	£ 15,382.58			
135 GAS & ELECTRIC	£ 331.67			
133 RESTORATION			£ 16,304.64	
141 RESTORATION			£ 4,747.88	
137 RESTORATION			£ 10,121.57	
TV LICENCE	£ 15.00		£ 7.50	
OTHER	£ 1,233.11		£ 808.09	
WATER CHARGES	£ 2,014.56		£ 1,606.50	
INSURANCE	£ 1,168.27		£ 1,132.42	
ALMSHOUSE ASSOCIATION	£ 718.00		£ 343.00	
TRANSFER TO GOLD A/C			£ 4,211.16	
BANK FEES	£ 60.00		£ 60.00	
		£ 26,003.81		£ 56,389.70
SURPLUS FOR YEAR		£ 29,774.17		£ (23,764.78)

THE CAPEL ALMSHOUSES
END OF YEAR ACCOUNTS TO
DECEMBER 31st 2025
BALANCE SHEET

	2025 £	2025 £	2024 £	2024 £
BALANCE AT BANKS				
CAF GOLD A/C	£ 6,840.41		£ 5,768.46	
CAF CASH A/C	£ 52,033.45		£ 23,331.23	
		£ 58,873.86		£ 29,099.69
CCLA INVESTMENT BALANCES				
775077001D - ERF SCHEME	£ 3,000.00		£ 3,000.00	
CAPITAL 776293001S	£ 19,517.41		£ 20,330.17	
CAPITAL 776293002S	£ 8,764.33		£ 9,129.30	
		£ 31,281.74		£ 32,459.47
TOTALS		90,155.60		61,559.16

Independent examiner's report to the trustees of The Capel Almshouses

I report to the trustees on my examination of the accounts of The Capel Almshouses for the year ended 31st December 2025.

Responsibilities and basis of report

As the charity trustees of The Capel Almshouses you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of The Capel Almshouses accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the Charities Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Signed:
Name: Lisa Carter
Relevant professional qualification or membership of professional bodies: FFA FIPA, FCCA
Address: Peter Lawson & Co Limited, 225 London Road, Burgess Hill, RH15 9QU
Date: 23/09/2026