

THE URSULA KEYES TRUST
TRUSTEES' REPORT AND ACCOUNTS
31 December 2020

Registered Charity No. 517200

THE URSULA KEYES TRUST
TRUSTEES' REPORT AND ACCOUNTS
31 December 2020

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THE URSULA KEYES TRUST
LEGAL AND ADMINISTRATIVE DETAILS

31 December 2020

Registered Charity No. 517200

Legal Status	The Ursula Keyes Trust was established under a Trust deed dated 11 December 1985 (as amended on 14 July 2016) and was approved by the Inland Revenue Charity Division on 14 March 1986.
Trustees	Mr J F Kane (Chairman) Mr J R Leaman Mr J A McLintock Mr J D Brimelow Mr E A Elliott Dr I A Russell Dr P G Reid Miss E J Redmond (Appointed 10 November 2020)
Address	c/o RSM One City Place Queens Road Chester CH1 3BQ
Bankers	Handelsbanken Albion House Albion Street Chester CH1 1RQ
Solicitors	DTM Legal LLP Archway House Station Road Chester CH1 3DR
Auditors	Champion Accountants LLP Statutory Auditors 2 nd Floor, Refuge House 33 – 37 Watergate Row Chester CH1 2LE

THE URSULA KEYES TRUST

TRUSTEES' REPORT

31 December 2020

The trustees present their report along with the financial statements of the charity for the year ended 31 December 2020. The financial statements have been prepared in accordance with the accounting policies set out on page 9 to 10 of the accounts and comply with the charity's Trust Deed, the Charities Act 2011 and Accounting and Reporting by Charities: Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1st January 2019).

Structure, governance and management

The Trust is an unincorporated trust, constituted under a trust deed dated 11 December 1985 as amended on 14 July 2016 and is a registered charity, number 517200. The Trust was established by Ursula Keyes prior to her death in 1989.

The Trustees are recruited in accordance with the Trust Deed which states that the Trustee body will be no more than 8 with at least 2 Trustees being medical practitioners. The Trustees meet quarterly to decide on the grant applications, review the investment portfolio and keep up to date on all policy decisions which are minuted. All grant requests falling in the correct geographical area are considered by the Trustees. The Trust assesses related party and conflict of interest issues annually by the completion of a related party form by each Trustee.

A list of Trustees who have served during the year are set out on page 1. New Trustees are proposed through recommendations from any of the Trustee body. The induction process for new Trustees involves meeting the Chair and one or two other Trustees to discuss investments, the grant making process and the responsibilities of a Trustee Board. Trustees attend training courses as appropriate.

There are no employees. The Trustees have appointed agents to collect rents due on the Trust's behalf and administrators who look after all the administrative and financial management requirements of the Trust.

Objectives of the Trust

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities and setting the grant making policy for the year. The objectives are:

- (i) Primarily (but not exclusively) for the benefit of the inhabitants of the area administered by Chester District Council.
- (ii) The dissemination and improvement of medical knowledge, skills and the care or treatment of patients whether in public or private hospitals or nursing homes (including hospices) or in their own homes.

Review of Activities and Achievements

During the year ended 31 December 2020 the Trust has supported a wide range of deserving causes in pursuit of its charitable objectives as summarised in Note 2 to the accounts. Grants were only made in response to a specific application either for a specific purpose or venture, for the general purposes of a charitable applicant and for emergency situations in the case of individuals. Grants of £5,000 or less can be agreed by a sub-committee consisting of the chairman and two other Trustees.

THE URSULA KEYES TRUST

TRUSTEES' REPORT

31 December 2020

(continued)

Financial Review

The Financial Activities for the year to 31 December 2020 can be summarised as follows:-

	2020	2019
	£'000	£'000
Income from rents, dividends and interest	308	352
Less: Property costs	(52)	(131)
Governance costs	(16)	(20)
Net income available for grants	240	201
Charitable grants	(185)	(228)
Net increase/ (decrease) in resources for the year	55	(27)
Add: Gains/ (losses) on investments	185	(315)
Net movement in funds for the year	240	(342)

Income for the year consisted of gross rents receivable on freehold investment properties £307,917 (2019: £350,655) and interest of £317 (2019: £749). Expenditure comprised property costs £52,023 (2019: £129,379), bad debt written off in the year of £nil (2019: £988), governance costs £16,170 (2019: £19,645), other costs of £476 (2019: £446) and charitable grants of £184,664 (2019: £228,202).

Following consultation with the Trusts property advisor, the valuation of the property market portfolio at 31 December 2020 has been revalued with a increase in the portfolio value of £185,000. As a result, the property portfolio valuation at 31 December 2020 is £4,295,000.

At the year end the net assets comprise freehold investment properties at a valuation of £4,295,000 (2019: £4,110,000 and bank balances and debtors of £401,149 (2019: £354,331) less sundry creditors & accruals of £52,349 (2019: £60,432).

Reserve's policy

The Trustees have examined the requirement for free reserves which are those unrestricted funds not invested in fixed assets or otherwise committed. They consider free reserves of £250,000 to be appropriate. At the balance sheet date the Trust had £348,800 (2019: £293,899) of free reserves. The Trustees plan to maintain the free reserves at the level of £250,000 over the coming years in order :

- to fund a further property investment
- to provide larger charitable grants to important projects as and when required
- to protect its assets against fluctuations in the market
- to cover administration and property costs.

THE URSULA KEYES TRUST**TRUSTEES' REPORT****31 December 2020****(continued)****Risk review**

The Trustees have examined the major risks to which the charity is exposed and systems have been established to mitigate those risks. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects. External risks to funding had led to an investment portfolio which generates both income and capital growth over a number of years.

Future plans

The Trustees intend to continue providing grants in a similar way and they intend to continue looking for appropriate investment opportunities.

Trustees' responsibilities in relation to the financial statements

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by:

By order of the Trustees



Mr J D Brimelow

Date: 15 October 2021.

THE URSULA KEYES TRUST AUDITORS' REPORT

Independent Auditors' Report to the Trustees of The Ursula Keyes Trust

Opinion

We have audited the financial statements of The Ursula Keyes Trust (the 'the trust') for the year ended 31 December 2020 which comprise the statement of financial activities, the balance sheet and the 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 charity's affairs as at 31 December 2020 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- 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 accounts section of our report. We are independent of The Trust in accordance with the ethical requirements that are relevant to our audit of the accounts 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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the Trustee report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the Trustee report. Our opinion on the financial statements does not cover the other information and, we do not express any form of assurance conclusion thereon.

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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

We have nothing to report in this regard.

THE URSULA KEYES TRUST AUDITORS' REPORT

Independent Auditors' Report to the Trustees of The Ursula Keyes Trust (continued)

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

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, 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 the trustees 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 Trust'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 cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below:

Extent to which the audit is considered capable of detecting irregularities, including fraud

Irregularities are instances of non-compliance with laws and regulations. The objectives of our audit are to obtain sufficient appropriate audit evidence regarding compliance with laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements, to perform audit procedures to help identify instances of non-compliance with other laws and regulations that may have a material effect on the financial statements, and to respond appropriately to identified or suspected non-compliance with laws and regulations identified during the audit

Audit procedures

We determine significant applicable laws and regulations through discussion with those charged with governance and our own knowledge of the sector and design audit procedures to help identify instances of non-compliance with those laws and regulations that may have a material effect on the financial statements.

We consider the applicable laws and regulations to be the financial reporting framework - the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102), the Charities Act 2011 and relevant tax regulations.

We consider the control environment and the procedures in place to address identified risks, including management override, non-compliance with laws and regulations and to prevent and detect fraud or irregularity. Our procedures are designed to provide reasonable assurance that the financial statements are free from material misstatement or error and include: enquiries of individuals in key compliance functions; review of minutes of meetings of those charged with governance; review and testing of manual journals and significant transactions outside the normal course of business; review of financial statement disclosures and testing to supporting documentation; performance of analytical procedures.

**THE URSULA KEYES TRUST
AUDITORS' REPORT**

Independent Auditors' Report to the Trustees of The Ursula Keyes Trust (continued)

We are not responsible for preventing non-compliance and due to the inherent limitations of an audit, as described above, the audit cannot be relied upon to detect all instances of non-compliance with laws and regulations.

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

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. 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 auditors' 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.

Champion Accountants LLP

Susan Harris MA ACA (Senior Statutory Auditor)

for and on behalf of Champion Accountants LLP

19 October 2021
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**Chartered Accountants
Statutory Auditor**

2nd Floor Refuge House
33-37 Watergate Row
Chester
CH1 2LE

Champion Accountants LLP is eligible for appointment as auditor of The Trust by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006

THE URSULA KEYES TRUST
STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 December 2020

		Unrestricted	
	Note	2020 £	2019 £
INCOME			
Investment income:			
Rental income from investment properties in the UK		307,917	350,655
Bank interest		317	749
Total income		308,234	351,404
EXPENDITURE			
Costs of raising funds	3	52,499	130,813
Expenditure on charitable activities	2	200,834	247,847
Total expenditure		253,333	378,660
Net income before investments gains/ (losses)		54,901	(27,256)
Net investment gains/ (losses)	5	185,000	(315,000)
Net income and net movement in funds		239,901	(342,256)
Fund balances brought forward		4,403,899	4,746,155
Fund balances carried forward		4,643,800	4,403,899

All of the above results are derived from continuing activities.

THE URSULA KEYES TRUST

BALANCE SHEET
at 31 December 2020

	Note	2020		2019	
		£	£	£	£
Fixed assets					
Investments	5		4,295,000		4,110,000
Current assets					
Debtors	6	108,485		89,436	
Cash at bank and in hand		292,664		264,895	
		<u>401,149</u>		<u>354,331</u>	
Creditors: Amounts falling due within one year	7	(52,349)		(60,432)	
Net current assets			<u>348,800</u>		<u>293,899</u>
Net assets			<u>4,643,800</u>		<u>4,403,899</u>
Funds					
Unrestricted - General			<u>4,643,800</u>		<u>4,403,899</u>

Approved and authorised for issue by the Trustees on 15 OCTOBER 2021 and signed on their behalf by:



Mr J D Brimelow

Trustee

THE URSULA KEYES TRUST**NOTES TO THE ACCOUNTS****31 December 2020****1 Accounting policies****Basis of accounting**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2019) and the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the entity and rounded to the nearest £.

The trust constitutes a public benefit entity as defined by FRS 102.

Going Concern

The Trustees have considered the likely level of income and expenditure for the foreseeable future. The Trustees are satisfied that the charity can meet its obligations as and when they fall due. Accordingly, the going concern basis of preparation is appropriate for these financial statements.

Incoming Resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Investment income and bank interest is included when receivable.
- Rental income is included in full in the Statement of Financial Activities in the period in which the Trust is entitled to the receipt.

Direct charitable expenditure

Expenditure is accounted for on an accruals basis.

Costs of generating funds are those costs incurred in maintaining the property portfolio.

Charitable activities include expenditure associated with the running of the charity and include both the direct costs and support costs relating to those activities.

Grants payable are payments made to third parties in furtherance of the charity's objects under the terms of the trust deed. Grants that are approved by the Trustees and authorised for payment are accrued in the financial statements. Grants approved but not authorised for payment are not accrued as expenditure.

Governance costs comprise the costs of running the charitable trust, including strategic planning for its future development, audit and legal fees and all the costs of complying with constitutional and statutory requirements, such as any costs of trustee meetings, of preparing statutory accounts and satisfying public accountability.

THE URSULA KEYES TRUST

NOTES TO THE ACCOUNTS

31 December 2020

1 Accounting policies (continued)

Taxation

The Trust is a registered charity and generally exempt from taxation.

Freehold investment properties

Freehold investment properties are initially recognised at their transaction value and subsequently measured at their market value as at the balance sheet date. The properties are formally valued by an external valuer every five years and on an annual basis the Trustees update the valuation following consultation with the Trusts property adviser if there has been a significant change in market values. The next full external valuation is due to take place on 31 December 2021.

Debtors

Debtors are measured on initial recognition at settlement amount. Subsequently they are measured at the cash or other consideration expected to be received.

Creditors

The Trust has creditors which are measured at settlement amounts less any discounts.

Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

Irrecoverable VAT

Irrecoverable VAT is charged as a cost to the SOFA.

Fund Accounting

General Funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

2 Charitable Expenditure

	Basis of Apportionment		Total 2020 £	Total 2019 £
Grants payable	Actual	Note 2a	184,664	228,202
Governance costs	Actual	Note 2d	16,170	19,645
			<u>200,834</u>	<u>247,847</u>

THE URSULA KEYES TRUST

NOTES TO THE ACCOUNTS

31 December 2020

2a Grants payable

The charity did not undertake any activity directly but met its charitable purposes by making grants to Institutions and individuals. The total amount of grants payable, analysed between institutional grants and grants to individuals are as follows;

	Institutions (note 2b) £	Individuals (note 2c) £	Total 2020 £	Total 2019 £
Charitable grants payable	184,664	-	184,664	228,202

2b Grants to Institutions

	Total unrestricted funds	
	2020 £	2019 £
Grants to Institutions		
Alder Hey Children's Charity	-	7,096
Bishops Blue Coat Church of England School	-	1,730
Broughton Belles Netball club	-	5,000
Bread Together	-	2,340
Chapter (West Cheshire) Ltd	-	2,350
Cheshire Phoenix Wheelchair Basketball Club	2,500	4,000
Cheshire Autism Practical School	5,000	-
Chester Aid to the Homeless	-	14,470
The Chester Male Voice Choir	2,877	-
Chester FC Community Trust	-	40,000
Chester Scouts	-	5,000
Cheshire Young Carers Ltd	2,906	-
City of Chester Swimming Club	1,250	-
The Countess Charity	5,000	-
Claire House	2,341	3,704
Court Based Support	-	2,000
DSL	2,325	-
Friends of Mulberry	-	5,000
Go Kids Go	1,000	-
Guide Dogs	1,000	-
Head Injured People in Cheshire	-	2,660
Hearing Dogs for Deaf People	1,500	1,500
The Helping Hand Co Ltd	-	500
Hospice of the Good Shepard	100,000	23,842
Huntington's Disease Foundation	-	2,000
INSPIRE Foundation	-	5,000
Kingsway Chapel	-	2,000
Lache Primary School	-	1,300
New Scene Youth Club	-	2,000
Mickle Trafford School	-	8,000
North West Air Ambulance	13,995	-
Neuro Therapy Centre	-	10,308
Oldfield Pre School	25,000	-
Passion for Learning	-	2,600

THE URSULA KEYES TRUST

NOTES TO THE ACCOUNTS

31 December 2020

2b Grants to Institutions (continued)

Royal Chester Rowing Club	-	2,000
Save the Family Limited	-	8,008
Shine Charity	2,000	-
Space	-	5,000
Stick & Step	-	9,000
Stroke Association	-	1,165
The Drugwatch	9,000	-
The Garden Quarter Association	-	1,000
The Wingdale Special Children Trust	3,970	-
Vision Support	-	2,000
Vital Signs Foundation	-	3,000
Walking with the Wounded	-	1,500
West Cheshire Athletic Club	-	30,000
Whizz - Kidz	-	1,000
Woodwork to Wellness	2,000	-
Donations under £1,000	1,000	2,129
Grants written off	-	-
	<u>184,664</u>	<u>220,202</u>

2c Grants to Individuals

	2020 £	2019 £
Grants to Individuals		
Total amount paid in aggregate	-	8,000
	<u>-</u>	<u>8,000</u>
	No.	No.
Number of individuals who received grants	-	2
	<u>-</u>	<u>2</u>
Total of charitable grants payable	<u>184,664</u>	<u>228,202</u>

2d Governance costs

	Basis of Apportionment	Total 2020 £	Total 2019 £
Legal and Professional fees	Actual	11,985	15,660
Statutory audit fees	Actual	4,185	3,985
		<u>16,170</u>	<u>19,645</u>

THE URSULA KEYES TRUST
NOTES TO THE ACCOUNTS

31 December 2020

3 Costs of raising funds

	Basis of Apportionment	Total 2020 £	Total 2019 £
Property costs	Actual	52,023	129,379
Website costs	Actual	150	160
Bank interest and charges	Actual	326	286
Bad debts (recovered)/ charged	Actual	-	988
		<u>52,499</u>	<u>130,813</u>

4 Total resources expended

No staff are employed by the Trust.

The Trustees received no remuneration, or incurred any other expenses during the year.

5 Fixed asset investments

	Total 2020 £	Total 2019 £
Market value – b/fwd at 1 January	4,110,000	4,425,000
Disposals	-	-
Revaluation	185,000	(315,000)
Market value - c/fwd at 31 December	<u>4,295,000</u>	<u>4,110,000</u>
Historical cost	<u>4,062,154</u>	<u>4,062,154</u>

The investment properties were formally valued at 28 January 2015 by Mr R Heyes FRICS, Chartered Surveyor on behalf of Bolton Birch Chartered Surveyors. Following consultation with the Trusts property advisor, the valuation of the property market portfolio has been amended to the values included in this report updated for further property valuation movements in the year ended 31 December 2020.

6 Debtors

	2020 £	2019 £
Rents due from tenants and property agents	104,320	84,782
Prepayments and accrued income	4,165	4,654
Value Added Tax	-	-
	<u>108,485</u>	<u>89,436</u>

THE URSULA KEYES TRUST
NOTES TO THE ACCOUNTS

31 December 2020

7 Creditors: amounts falling due within one year

	2020	2019
	£	£
Accruals and deferred income	40,506	48,704
Value added tax	10,178	11,728
Other creditors	1,665	-
	<u>52,349</u>	<u>60,432</u>

8 Related Parties

The trustees all give their time and expertise freely without any form of remuneration or other benefit in cash or kind (2019: £nil). No related party transactions arose during the year.