

THE WORSHIPFUL COMPANY OF ENVIRONMENTAL CLEANERS CHARITY TRUST UNAUDITED FINANCIAL STATEMENTS 31 MARCH 2016



NEWBY CROUCH

Chartered Accountants
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KT8 9BE

YEAR ENDED 31 MARCH 2016

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GENERAL INFORMATION

YEAR ENDED 31 MARCH 2016

Trustees M G O'Connor (Chairman & Past Master Emeritus 2001-2002)

T J Doyle (Master)

I K Tahhan (Deputy Master) P R D J Morrish (Senior Warden)

J R Broadley (Junior Warden & Past Master Emeritus 2003-2004)

M J Poulter (Past Master Emeritus 2005-2006)

M A F Bizley (Almoner, Clerk Emeritus & Hon. Assistant)

Prof J C Richardson (Hon. Freeman)

Secretary of the Trust M A Marden (Mrs) (Past Master 2013-2014)

Secretary's Office 64 Ravensfield Gardens

Stoneleigh Epsom Surrey KT19 0SR

Almoner M A F Bizley

Charity number 271058 (England and Wales)

Accountants and Independent

Examiner

Newby Crouch Chartered Accountants

Ember House 35-37 Creek Road East Molesey Surrey

KT8 9BE

Bankers Clydesdale Bank plc Child & Co 35 Regent Street 1 Fleet Street

London London SW1Y 4ND EC4Y 1BD

Investment Advisor Brewin Dolphin Ltd

12 Smithfield London EC1A 9BD

CHARITY GOVERNANCE

YEAR ENDED 31 MARCH 2016

The Trustees of The Worshipful Company of Environmental Cleaners Charity Trust recognise the importance of good governance as a mechanism to improve transparency and for the effective management of the Charitable Trust. To this end the Trustees are disclosing the attendance record of the Trustees.

Charity Trustees		2015-2016	2014-2015
M G O'Connor	Past Master Emeritus 2001-2002/Chairman	4 (100%)	4 (100%)
T J Doyle	Master 2015-2016/Senior Warden	4 (100%)	3 (75%)
I K Tahhan	Deputy Master/Master 2014-2015	0 (0%)	3 (75%)
P R D J Morrish	Senior Warden/Junior Warden	4 (100%)	4 (100%)
J R Broadley	Junior Warden	3 (75%)	3 (75%)
M J Poulter	Past Master Emeritus 2005-2006	3 (75%)	-
Prof J C Richardson	Honorary Freeman	4 (100%)	-
M A F Bizley	Almoner (Clerk Emeritus/Honorary Court Assistant)	3 (75%)	4 (100%)
M A Marden (Mrs)	Secretary to the Trustees (Past Master 2013-2014)	4 (100%)	4 (100%)
K L Lambert	Secretary to the Trustees	-	2 (100%)

ANNUAL REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2016

The Trustees have pleasure in presenting their report and financial statements of the Charity for the year ended 31 March 2016.

Charity Trust

The Trust was established as a charity by a trust deed dated 29 September 1976 under the name of The Guild of Cleaners Benevolent Fund and a further trust deed dated 3 October 1988 under the name of The Worshipful Company of Environmental Cleaners Benevolent Fund and is registered with the Charity Commissioners under No. 271058 (England and Wales). On 3 June 1997, it changed its name from Benevolent Fund to Charity Trust.

Trustees

The Trustees are listed on page 1.

Objects, Organisation and Activities

The Trustees shall out of the income of the Charity Trust defray the expenses of the administration of the fund and subject thereto shall hold the same upon trust for such of the following objects and in such shares and proportions as they think fit that is to say:

- (a) The relief of poor persons engaged in cleaning in industry, commerce and the public service and the wives, widows, children and other dependents of such person being in necessitous financial circumstances:
- (b) The furtherance of education and training in connection with the advancement of hygiene within the community;
- (c) The benefit of such charitable institution or institutions purpose or purposes in such shares between them if more than one as the Trustees with the consent of the Worshipful Company of Environmental Cleaners shall from time to time think fit with power of such consent as aforesaid (but with prejudice to the generality of the foregoing) to apply the whole of any part or parts or such income in or towards the establishment of any charitable institution or organisation.

Review of Progress and Achievements

The Trust made donations amounting to £6,335 (2015: £6,975) during the year and spent £17,792 (£16,878) on other awards (see note 6 of the accounts).

Finances and Reserves

During the year the Trust received covenants, donations and investment income of £82,910, made gifts and donations of £24,127 and spent £6,283 on investment management and £8,696 on governance costs, leaving a surplus of £43,804.

There were realised and unrealised losses of £41,800, disposals of £75,894 and additions of £83,426, giving an overall decrease in value of the investments of £34,358 to £790,434.

A statement of the Charity's policy on reserves is included in the accounting policies on page 9. At 31 March 2016 the balances in the Income Fund and Designated Fund were £69,744 and £790,434 respectively.

Public Benefit Statement

The Trustees are again pleased to report that they have been able to maintain a level of support similar to that of previous years.

In education two donations and three Bursaries were given to three schools in the City of London, a school in Hampshire with students who have special needs as well as the Mansion House Scholarship Scheme which assists Post Graduates studying in London. Three City of London Schools received funds for prizes and one college and one training centre received funds for the furtherance of education in cleaning relating subjects.

Prizes were awarded to three individuals in recognition of their excellent work in the cleaning industry. At a ceremony in September the Trustees presented awards to four successful graduates of the Environmental Heath Technicians Degree from the RAMC, RAF and the Reserves as well as a Post Graduate Medical Officer and four Cadets.

ANNUAL REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2016

Public Benefit Statement (Cont'd)

Funds were provided to three Cadet units and two Senior Citizens Clubs for furtherance of their education and activities. Donations were made to ten small charities following the receipt of appeals for assistance for their projects.

The Trustees confirm that they have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit.

Responsibilities of the Trustees

The Charity's Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each year. Under that law, the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable 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 Charity and the Income and Expenditure of the Charity for that year.

In preparing these financial statements, the Trustees are required to:

- · Select suitable accounting policies and then apply them consistently;
- Observe the methods and principals in the Charities SORP;
- Make judgements and accounting 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;
- Prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011. 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 and signed on behalf of the Trustees on
M G O'Connor – Chairman of the Trustees

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE WORSHIPFUL COMPANY OF ENVIRONMENTAL CLEANERS CHARITY TRUST

YEAR ENDED 31 MARCH 2016

I report on the accounts of the Trust for the year ended 31 March 2016, which are set out on pages 6 to 12.

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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 accordance 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 130 of the 2011 Act; and
- To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act 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.

Peter Crouch FCA
For and on behalf of:
Newby Crouch Chartered Accountants
Ember House
35-37 Creek Road
East Molesey
Surrey
KT8 9BE
Date

THE WORSHIPFUL COMPANY OF ENVIRONMENTAL CLEANERS CHARITY TRUST STATEMENT OF FINANCIAL ACTIVITIES YEAR ENDED 31 MARCH 2016

	Notes	Unrest Income £	ricted Designated £	Total 2016 £	Total 2015 £
Income and endowments from:					
Donations and legacies	2	19,883	-	19,883	18,193
Charitable activities	3	34,073	-	34,073	-
Investments	4	28,954	-	28,954	25,188
Total Income		82,910	-	82,910	43,381
Expenditure on:					
Raising funds	5	-	6,283	6,283	7,609
Charitable activities	6	32,823	-	32,823	30,821
Total Expenditure		32,823	6,283	39,106	38,430
Net Income (Expenditure) Before and Losses on Investments	e Gains	50,087	(6,283)	43,804	4,951
Net gains/(losses) on investments	9	-	(41,800)	(41,800)	41,191
Net Income/(Expenditure)		50,087	(48,083)	2,004	46,142
Transfers between funds		(13,725)	13,725	-	-
Net Movement in Funds		36,362	(34,358)	2,004	46,142
Total funds brought forward	12	33,382	824,792	858,174	812,032
Total Funds Carried Forward	12	69,744	790,434	860,178	858,174

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

BALANCE SHEET

YEAR ENDED 31 MARCH 2016

	Notes	2016 £	2016 £	2015 £	2015 £
Fixed Assets Tangible fixed assets Investments	8 9		4,525 829,310		4,525 836,957
			833,835		841,482
Current Assets Stock Debtors Cash in bank	10	1,266 6,617 21,359 29,242		2,933 3,753 20,102 26,788	
Current Liabilities Creditors falling due within one year	11	(2,899)		(10,096)	
Net Current Assets			26,343		16,692
Net Assets			860,178		858,174
Represented by					
Unrestricted Funds Income fund Designated fund	12 12		69,744		33,382 824,792
TOTAL CHARITY FUNDS			860,178		858,174 ———

The Trustees confirm that the Charity is exempt from an audit under Charity Law and the members have not required an audit.

Approved by the Board of Trustees, and authorised for distribution, on	

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

1. ACCOUNTING POLICIES

Basis of Accounting, Significant Judgements and Assessment of Going Concern

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value. The financial statements have been prepared in accordance with the Charities Act 2011 and in accordance with the Statement of Recommended Practice (SORP): Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) as amended by the early adoption of Update Bulletin 1 published on 2nd February 2016 reflecting amendments to FRS102. FRS102 has been applied for the first time for the year ended 31 March 2016. The prior year's accounts were prepared in accordance with the Charities SORP (2005).

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

The Trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

The Trustees have taken advantage of the option for early application of the amendments to the SORP outlined in Update Bulletin 1 which does not require charities not meeting the definition of "larger" to present a cash flow statement in accordance with amendments to FRS102.

In preparing these accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charites SORP (as amended by Update Bulletin 1) a restatement of comparative items was needed. No restatements were required.

Investments and Investment Income

Investments are a form of basic financial instrument and are initially recorded at their transaction value and are subsequently measured at their fair value at the balance sheet date using the closing quoted market price. The SOFA includes the net gains and losses arising on revaluations and disposals throughout the year. The Trust does not acquire options, derivatives or other complex financial instruments. The main form of financial risk faced by the Trust is that of volatility in equity markets and investment markets due to wider economic conditions and investment sentiments concerning equities in certain sectors.

Investments also include cash held for re-investment purposes.

Fixed Assets

All tangible fixed assets are initially recorded at cost.

The assets are not depreciated as the Trustees feel the value remains consistent.

Taxation

The Charity is exempt from tax on its charitable activities. Value Added Tax is not recoverable by the Charity and as such is included in the relevant costs in the Statement of Financial Activities.

Income

The Charity's income is recognised when the Charity has entitlement to the funds, it is probable that the income will be received and the amount of income received can be measured reliably.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

Expenditure (Cont'd)

Expenditure is classified under the following activity headings:

- Expenditure on raising funds consists of Investment Management costs.
- Expenditure on Charitable activities include donations made and support costs (support
 costs are those functions that assist the work the Charity but do not directly undertake
 Charitable activities).

Financial Reserves

The Worshipful Company of Environmental Cleaners Charity Fund gives financial assistance to poor persons connected with the environmental cleaning industry, for the furtherance of education and training, in connection with the advancement of hygiene within the community and for the benefit of charitable institutes generally. The Charity has no regular income other than the interest and dividends received from its investments as donations given to the Charity tend to be small and vary from year to year and cannot be relied upon as a regular source of income. It is therefore the policy of the Trustees to build up the Charity's financial reserves wherever possible as the best way of generating income which can be distributed annually, while at the same time, ensuring continuing financial stability for the Charity's finances.

The Trustees have, therefore, decided that a transfer should be made from the general reserve to a designated reserve of an amount equivalent to the Charity's investment assets as at 1 April 1997. Surpluses or deficits on investment dealings and Investment Manager's charges will also be dealt with through the designated fund as from 1 April 1997. Donations and other income unless stipulated to the contrary by the donor, are placed in the Charity's bank account and normally spent within the year of receipt or shortly afterwards.

2. INCOME FROM DONATIONS AND LEGACIES

	Donations (including gift aid)	2016 £ 19,883	2015 £ 18,193
3.	INCOME FROM CHARITABLE ACTIVITIES		
	Net Surplus from Charity Ball	2016 £ 34,073	2015 £ -
4.	INCOME FROM INVESTMENTS		
	Dividends and interest received	2016 £ 28,954	2015 £ 25,188
5.	EXPENDITURE ON RAISING FUNDS		
	Investment management costs	2016 £ 6,283	2015 £ 7,609

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

6. EXPENDITURE ON CHARITABLE ACTIVITIES

EXPENDITURE ON CHARITABLE ACTIVITIES		
	2016	2015
Donations:	£	£
Lord Mayor's Appeal	1,500	1,500
Royal British Legion	100	100
Sir Ralph Perring Senior Citizens Club	700 700	700 500
Three Score & Wingate Club	700 750	500 750
Friends of St Olave's City of London Police Widows' and Orphans' Fund	750 100	750 100
RAMC Benevolent Fund	1,250	1,000
United Guilds Trust (including prior year adjustment)	25	275
Dementia UK	-	50
RNLI	_	50
Skills Force Ltd	_	1,000
Royal Ballet School	-	500
Woking Hospice	-	50
SSAFA	-	50
Treloar Trust	-	100
Barthay Trust	-	100
Cadet Guillemot	-	150
Defence Medical Welfare Service	250	-
Sir John Cass Foundation	500	-
London Play	360	-
Red Cross Christmas Market	100	-
	6,335	6,975
Awards and Gifts:		
Guildhall School of Music & Drama Annual Bursary	800	500
Bursary to City of London School for Girls	4,992	4,803
SELACF Annual Donation (75 Detachment)	1,000	1,000
ATC Annual Donation (50F Squadron)	1,000	1,000
Sea Cadets Annual Donation (TS Narvik)	1,000 125	1,000
Best Army Cadet Prize Best ATC Cadet Prize (inc. prior year adjustment)	125	125 125
Best Sea Cadet Prize	75	125
Best Marine Cadet Prize	75 75	-
Annual Army Senior NCO EHT Prize	450	450
Annual Army Junior NCO EHT Prize	350	350
Annual RAF EHT Prize	450	450
City of London School Prizes	400	400
City of London Freemen's School Prizes	400	400
City of London Girl's School Prizes	400	400
City of London Sweepers of the Year Prizes	375	375
RAMC Reserve Environmental Health Award	350	350
RAMC General Practice Prize	500	500
Mansion House Scholarship Scheme	1,500	1,500
Treloar Trust Bursary	1,000	1,000
Gifts to WCEC Widows Eric Hill Memorial Prize (Jigsaw Training Ltd)	1,800 500	1,600 500
City & Guilds Cleaners Prize	250	500
Uncashed cheque prior year donation	-	(75)
	17,792	16,878

The notes on pages 8 to 12 form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

6. Expenditure on Charitable activities (Cont'd)

	2016	2015
Governance Costs:	£	£
Salary (2016 inc. Employers' NI) (inc. prior year adjustment)	4,900	4,347
Independent Examiner's fee, accounts & bookkeeping	1,672	1,888
Bank charges	187	197
General expenses (inc. stock adjustment)	1,937	536
	8,696	6,968
Total Charitable Expenditure	32,823	30,821

7. Employees

There was only one employee who was paid a salary of £4,900 (2015: £4,347). This was on a part time basis.

The full time equivalent number of employees is less than 1 (2015: less than 1).

No Trustees received any remuneration and were not reimbursed in respect of any out of pocket expenses.

8. Tangible fixed assets

0.	Cost at 31 March 2015 & 31 March 2016	£ 4,525
9.	Fixed Asset Investments - Quoted	Total £
	Market value at 1 April 2015 Additions at cost Disposal proceeds Realised and unrealised losses in year	824,792 83,426 (75,984) (41,800)
	Market value at 31 March 2016 Cash held as part of the investment portfolio Accrued income on investments	790,434 36,731 2,145
	Total	829,310
	Historical cost at 31 March 2016	681,726

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

9. Fixed Asset Investments (Cont'd)

From the investments held the current asset allocation is as follows:	£
UK Bonds (12.1%)	100,025
Overseas Bonds (1.1%)	9,053
UK Equities (37.9%)	314,213
North American Equities (11.3%)	94,029
European Equities (5.4%)	44,603
Japanese Equities (1.9%)	15,471
Asia Pacific Equities (2.0%)	16,718
Emerging Market Equities (3.8%)	31,897
Global Investments (7.4%)	61,100
Absolute Return (1.0%)	8,010
Property (5.1%)	41,913
Private Equity (3.5%)	29,290
Other Investments (2.9%)	24,112
	790,434

10. Debtors

Gift Aid debtor Amount due to The Worshipful Company of Environmental Cleaners	2016 £ 6,517	2015 £ 3,753
Charity Trust	100	-
	6,617	3,753
Creditors		

11. Creditors

	2016 £	2015 £
Accruals and deferred income	2,688	5,142
PAYE	211	266
Amount due to WCEC		4,688
	2,899	10,096

12. Unrestricted Funds

	Unrestricted £	Designated £
Balance brought forward at 1 April 2015	33,382	824,792
Net movement in funds	36,362	(34,358)
Balance carried forward at 31 March 2016	69,744	790,434

The Designated Fund was created by setting aside a proportion of the Charity's Unrestricted Funds in order to ensure continuing financial stability for the Charity without hindering the Charity's ability to promote its objectives over the long term.