

THE DUNCAN TRUST
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

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THE DUNCAN TRUST
(A company limited by guarantee)

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THE DUNCAN TRUST
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TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2015

Trustees

Mr J Armitage
Mr M R Lett
Mrs S E Vandersteen

THE DUNCAN TRUST
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2015

Company registered number

8141500 (England & Wales)

Charity registered number

1149958

Registered office

The Duncan Trust
Purley Park
12 Huckleberry Close
Purley-on-Thames
Berkshire
RG8 8EH

Independent auditor

James Cowper Kreston
Statutory Auditor and Chartered Accountants
3 Wesley Gate
Queen's Road
Reading
Berkshire
RG1 4AP

Bankers

National Westminster Bank plc
Tilehurst
Reading
Berkshire

CAF Bank Ltd
Kings Hill
West Malling
Kent
ME19 4JQ

COIF Charity Funds
Senator House
85 Queen Victoria Street
London
EC4V 4ET

Solicitors

Field Seymour Parkes
1 London Street
Reading
Berkshire
RG1 4QW

THE DUNCAN TRUST
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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2015

The Trustees submit their report and the financial statements for the year ended 31 March 2015. They confirm that the accounts comply with the Companies Act 2006 and the Charities (Accounts and Reports) Regulations 2008 and have been prepared in accordance with the Statement of Recommended Practice – 'Accounting and Reporting by Charities' issued in 2005 and the governing document.

Trustees' Responsibilities

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

Company and charity law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these 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 judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

Charitable Objects

The Duncan Trust is a charity registered with the Charity Commission (no. 1149958) and a company limited by guarantee (no. 8141500), without share capital.

The objects of the Trust are as follows:

to provide facilities within the area of the unitary authorities of West Berkshire Council, South Oxfordshire District Council and Reading Borough Council including residential accommodation, to be used for the relief, care and support of adults with a learning disability, a mental illness, arrested or incomplete development of mind, neurocognitive condition or disorder or any other disorder or disability of mind and who, by reason of any such condition, are incapable of supporting or maintaining themselves as a member of ordinary society or participating in the normal life of the community.

In order to fulfil these objects, the Trust owns the freehold of the following properties:

- Purley Park, which comprises eight registered residential care homes, a recreational facility and a number of ancillary buildings
- a property at 4 Chestnut Grove, Purley-on-Thames. This property provides accommodation for up to 4 tenants. (This property was sold in March 2015).
- a property at 25 Reading Road, Pangbourne. This property provides accommodation for up to 2 tenants
- a property at 17 Westridge Avenue, Purley-on-Thames, providing accommodation for up to 3 tenants

These properties all accommodate adults with learning disabilities, all of whom receive support from Purley Park Trust Ltd, which is a charity (Registered Number 261726) that is independent of the Duncan Trust.

The Duncan Trust has no other current interests or activities.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2015

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Objects of the Charity and in planning future activities.

Governing Document and Trust's Constitution

The Trust is governed by Articles of Association, dated 12th July 2012, setting out the objects detailed above.

The general management and control of the Trust is vested in the Trustees, of which there must be at least three. The Trustees are also Directors of the charitable company.

The Trustees meet at least once a year and at other times as required to meet their duties and conduct the business of the Trust. The Duncan Trust has no employees.

Appointment of Trustees

The Articles of Association of Duncan Trust stipulate that the number of Trustees shall not be less than three or more than six.

New Trustees can be appointed by ordinary resolution of the current Trustees. This is also the case in relation to determining the rotation by which additional Trustees will retire.

Review of Past Year

The purchase of the property at 17 Westridge Avenue, Purley on Thames was completed in February 2014. This had been planned in response to the identified need for accommodation and support for 3 people with learning disabilities, who would require a carefully planned service to meet their specific needs. Although the property was in good condition it required a considerable amount of work to ensure it could meet the needs of the tenants and be fully compliant with health and safety guidance. The three tenants moved in in July 2014 and have been supported by Purley Park Trust. The service provided has been described as a considerable success by the local authority that commissioned the service.

The other major development for the Trust was the sale in March 2015 of the property at 4 Chestnut Grove in Purley on Thames. The potential disposal of this property was considered by the Trustees due to concerns regarding its suitability for tenants with social needs; it is in an area of high risk and local flooding had caused significant disruption to the tenants in recent years. In addition, the layout of the property limited its suitability to tenants who have (or develop) issues with mobility and independence.

Following consultation with the tenants and other interested parties, they determined to move into alternative accommodation and the property was placed on the market. A sale was achieved in March 2015.

Future Plans

Over the coming year the Trustees will be considering the following priorities:

- Of the eight care homes at Purley Park, three are of much older construction. They provide much less flexible accommodation than the newer properties and have far less space. In September 2014 a joint planning meeting was held between the Trustees of the Duncan Trust and those of Purley Park Trust to consider future plans for these properties. Agreement was reached that the properties will be redeveloped to provide single storey accommodation that will be more suitable for the needs of both the people currently living in the houses and potential new referrals. In the 2015/16 financial year further consideration will be given by Purley Park Trust in relation to more detailed planning and the considerable practical difficulties that redeveloping the properties will present.
- The Duncan Trust will also be supporting Purley Park Trust with a schedule of renovations and improvements to the properties and land on the main Purley Park site.
- Finally, the leases for the land and eight care homes on the main Purley Park Trust site are due to expire in the next financial year (February 2016). The Trustees will need to consider the terms of these leases to

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2015

ensure that they reflect a balance between income for the Trust and a sustainable proposition for the leaseholder to provide the vital services for the people living on the site.

Review of Finances

Income from rents and interest received, together with a small amount of donated income, amounted in total to £168,633 (2014: £103,995).

Expenditure related to the cost of repairs and improvements to the properties and grounds owned by the Trust, property redevelopment costs written off, fees paid to Purley Park Trust Ltd for administration and the cost of external audit services, a total of £41,024 (2014: £13,146).

The amount the Trust has paid within the year for repairs and improvements reflects an agreement between the Trustees of Duncan Trust and the Governors of Purley Park Trust that the leases between the two charities will be treated as if they bestowed full responsibility for repairs and maintenance on the lessee.

Reserves

The Duncan Trust does not trade, has no employees and its freehold properties are leased on a long-term, repair, maintenance and insuring basis.

Its only other liabilities are restricted to payments for administration and audit. The Trustees consider that to meet the annual cost of external administration and audit a reserve sum of £20,000 is sufficient.

The Trustees will consider whether a reserve policy should be in place to establish the level of funds that may need to be available for emergency use in the following financial year.

Apart from these reserves, the cash assets of the Duncan Trust are available for the furtherance of the objects of the Trust.

Investment Policy

The Trust has no stock or share investments nor any long-term cash investments. Cash reserves are invested with the Charity Offices Investment Fund (COIF) in accessible deposit accounts. This has allowed for development costs to be handled on an as required basis whilst achieving some investment income. Cash reserves are deposited in low-risk managed accounts with no specific ethical stipulations other than the general avoidance of especially contentious issues. Fund performance during the year was competitive in a period of generally very low interest returns. The Trustees review the policy periodically, and may consider moving some cash reserves into longer term deposit accounts offering higher interest rates if it becomes apparent that the free reserves are unlikely to be needed for further development for up to two years. Consideration was given to doing this during the year, but no provider could be found to better COIF's investment policy and return in the generally poor climate.

Risk Management

The Trustees, having identified the major risks to which the Trust is exposed, review them at least annually and where necessary systems to mitigate those risks are established where they did not already exist.

Review of Relationships with other Organisations

Purley Park Trust Ltd (Registered Charity Number 261726)

As Duncan Trust employs no staff, the day to day management and administration of the Charity is handled by Purley Park Trust Ltd, for which £10,000 is paid annually.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2015

Trustees

During the year, these were:

Mr J Armitage
Mrs S E Vandersteen
Mr M R Lett

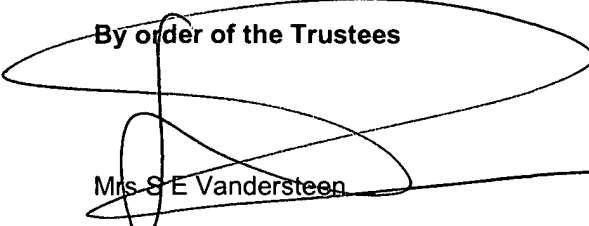
Auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditor is unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charity's auditor in connection with preparing its report and to establish that the charity's auditor is aware of that information.

James Cowper Kreston were appointed as auditors for the year 2014/15 by the Trustees. The Trustees will consider appointment of auditors for the year 2015/16 following the next General Meeting.

By order of the Trustees



Mrs S E Vandersteen

Trustee

Date: 9/12/2015

Address of the Duncan Trust:
The Duncan Trust
Purley Park
12 Huckleberry Close
Purley-on-Thames
Berkshire RG8 8EH

THE DUNCAN TRUST
(A company limited by guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE DUNCAN TRUST

We have audited the financial statements of The Duncan Trust for the year ended 31 March 2015 set out on pages 9 to 15. 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).

This report is made solely to the charity's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. 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 its trustees, as a body, for our audit work, for this report, or for the opinion we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITOR

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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 Ethical Standards for Auditors.

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 website at www.frc.org.uk/auditscopeukprivate.

OPINION ON FINANCIAL STATEMENTS

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2015 and of its incoming resources and application of resources, including its income and expenditure, 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 Companies Act 2006.

OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.

THE DUNCAN TRUST
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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE DUNCAN TRUST

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to take advantage of the small companies' exemption from the requirement to prepare a Strategic report.

James Cowper Kreston

Alexander Peal BSc(Hons) FCA DChA (Senior Statutory Auditor)

for and on behalf of

James Cowper Kreston

Statutory Auditor and Chartered Accountants

3 Wesley Gate
Queen's Road
Reading
Berkshire
RG1 4AP

Date: *14 December 2011*

THE DUNCAN TRUST
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STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)
FOR THE YEAR ENDED 31 MARCH 2015

	Note	Unrestricted funds 2015 £	Total funds 2014 £
INCOMING RESOURCES			
Incoming resources from generated funds:			
Voluntary income	2	-	420
Investment income	3	1,030	1,885
Incoming resources from charitable activities	4	141,600	101,650
Other incoming resources	5	26,003	3,369,495
TOTAL INCOMING RESOURCES		168,633	3,473,450
RESOURCES EXPENDED			
Charitable activities	6	34,973	9,387
Governance costs	7	6,051	3,759
TOTAL RESOURCES EXPENDED		41,024	13,146
NET INCOMING RESOURCES BEFORE UNREALISED GAINS AND LOSSES		127,609	3,460,304
Gains and losses on revaluation of investment property	12	35,978	(25,050)
NET MOVEMENT IN FUNDS FOR THE YEAR		163,587	3,435,254
Total funds at 1 April 2014		3,435,254	-
TOTAL FUNDS AT 31 MARCH 2015		3,598,841	3,435,254

The notes on pages 11 to 15 form part of these financial statements.

THE DUNCAN TRUST
(A company limited by guarantee)
REGISTERED NUMBER: 8141500 (ENGLAND & WALES)

BALANCE SHEET
AS AT 31 MARCH 2015

	Note	£	2015 £	£	2014 £
FIXED ASSETS					
Tangible assets	12		3,014,978		3,303,294
CURRENT ASSETS					
Cash at bank		694,379		252,163	
CREDITORS: amounts falling due within one year	14	(5,624)		(15,311)	
NET CURRENT ASSETS			688,755		236,852
TOTAL ASSETS LESS CURRENT LIABILITIES			3,703,733		3,540,146
CREDITORS: amounts falling due after more than one year	15		(104,892)		(104,892)
NET ASSETS			3,598,841		3,435,254
CHARITY FUNDS					
Unrestricted funds	16	3,392,218		3,264,609	
Revaluation reserve	14	206,623		170,645	
			3,598,841		3,435,254
TOTAL FUNDS			3,598,841		3,435,254

The financial statements were approved by the Trustees on 9/12/2015
 behalf, by:

and signed on their

.....
 Mr J Armitage
 Trustee

The notes on pages 11 to 15 form part of these financial statements.

THE DUNCAN TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

1. ACCOUNTING POLICIES

Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, applicable accounting standards and the Companies Act 2006.

Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

Interest

Deposit interest is accounted for in the period in which it is receivable.

Donations and bequests

Donations and bequests are accounted for on a receivable basis.

Legacy income

Any legacy income is accounted for on a receivable basis.

Rental income

Rental income is accounted for on an accruals basis.

Recognition of liabilities

Liabilities and related expenditure are recognised in full as soon as an obligation arises.

Investment property

Investment property which has been specifically built for the charity's purpose is valued at cost since there is no readily available market value and the cost of obtaining a valuation outweighs the benefit to the users of the accounts. The trustees believe that the current value as shown in the financial statements is the best estimate of an open market value. Consequently no depreciation was charged during the year on this class of property.

All other investment property for which a readily available market exists is included in the financial statements at valuation and not depreciated. This treatment is contrary to the Companies Act 2006 which states that fixed assets should be depreciated but is, in the opinion of the trustees, necessary in order to give a true and fair view of the financial position of the company.

2. VOLUNTARY INCOME

	Unrestricted funds 2015 £	Total funds 2014 £
Donations	-	420

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015**

3. INVESTMENT INCOME

	Unrestricted funds 2015 £	Total funds 2014 £
Interest receivable	1,030	1,885
	<u>1,030</u>	<u>1,885</u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2015 £	Total funds 2014 £
Rent from Purley Park Trust Limited	141,600	101,650
	<u>141,600</u>	<u>101,650</u>

5. OTHER INCOMING RESOURCES

	Unrestricted funds 2015 £	Total funds 2014 £
Transfer of net assets (see note 17)	-	3,369,495
Profit on sale of fixed assets	26,003	-
	<u>26,003</u>	<u>3,369,495</u>

6. CHARITABLE ACTIVITIES

	Unrestricted funds 2015 £	Total funds 2014 £
Repairs and maintenance	541	-
Management fee	10,000	7,917
Legal and professional fees	-	1,462
Bank charges	88	8
Property redevelopment costs written off	24,344	-
	<u>34,973</u>	<u>9,387</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015**

7. GOVERNANCE COSTS

	Unrestricted funds 2015 £	Total funds 2014 £
Auditors' remuneration	2,060	2,000
Auditors' non audit costs	2,830	1,080
Trustee indemnity insurance	1,161	679
	<u>6,051</u>	<u>3,759</u>

8. EMPLOYEES EMOLUMENTS

There were no employees during the year.

9. AUDITORS' REMUNERATION

	2015 £	2014 £
Audit fee	<u>2,060</u>	<u>2,000</u>

10. TRUSTEES EMOLUMENTS

The trustees received no emoluments or expenses during the year.

11. TAXATION

In view of the Company's charitable status no provision for taxation is required.

THE DUNCAN TRUST
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015**

12. TANGIBLE FIXED ASSETS

	Property redevelopment at cost £	Investment property at cost £	Investment property at valuation £	Total £
Cost or valuation				
At 1 April 2014	24,344	2,708,169	570,781	3,303,294
Disposals	-	-	(299,950)	(299,950)
Transfer between classes	-	(372,191)	372,191	-
Revaluation surplus	-	-	35,978	35,978
Amounts written off	(24,344)	-	-	(24,344)
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2015	-	2,335,978	679,000	3,014,978
	<hr/>	<hr/>	<hr/>	<hr/>
Depreciation				
At 1 April 2014 and 31 March 2015	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Net book value				
At 31 March 2015	-	2,335,978	679,000	3,014,978
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2014	24,344	2,708,169	570,781	3,303,294
	<hr/>	<hr/>	<hr/>	<hr/>

13. INVESTMENT PROPERTY AT VALUATION

	Investment property £
Cost or valuation at 31 March 2015 is represented by:	
Cost	472,377
Valuations to 16 June 2013	195,695
Valuation in 2014	(25,050)
Valuation in 2015	35,978
	<hr/>
Valuation at 31 March 2015	679,000
	<hr/>

The above properties were valued at open market value by the trustees as at 31 March 2015.

**14. CREDITORS:
Amounts falling due within one year**

	2015 £	2014 £
Trade creditors	2,534	12,311
Accruals	3,090	3,000
	<hr/>	<hr/>
	5,624	15,311
	<hr/>	<hr/>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015**

15. CREDITORS:
Amounts falling due after more than one year

	2015 £	2014 £
Other loans	<u>104,892</u>	<u>104,892</u>

The loan is interest free and there are no fixed terms for repayment.

The loan is secured by a charge over an investment property owned by the Company.

16. STATEMENT OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Expended £	Gains £	Carried Forward £
Unrestricted funds	3,264,609	168,633	(41,024)	-	3,392,218
Revaluation reserve	170,645	-	-	35,978	206,623
	<u>3,435,254</u>	<u>168,633</u>	<u>(41,024)</u>	<u>35,978</u>	<u>3,598,841</u>

17. RELATED PARTY TRANSACTIONS

- The Duncan Trust leases its investment property to the Purley Park Trust Limited for an annual rent. One member of the Committee (the Trustees) is also a trustee of Purley Park Trust Limited. Rent paid to the Duncan Trust during the year amounted to £141,600 (2014: £101,650).
- Purley Park Trust Limited charges the Duncan Trust fees to cover the administration costs incurred on its behalf. These amounted to £10,000 for the year (2014: £7,917).
- Last year the assets, liabilities and operations of the unincorporated charity, also named The Duncan Trust, were transferred to the company. One trustee of the unincorporated charity is a trustee of the company. Assets and liabilities with a net book value of £3,369,495 were transferred on this date.

18. CONTROLLING PARTY

The ultimate controlling party is that of the trustees as detailed on page 1 of the accounts.

19. INDEMNITY INSURANCE

Funds of the charity amounting to £1,161 (2014: £679) have been used in the purchase of insurance to cover the liability of the members of the Board, which by virtue of any rule of law would otherwise attach to them in respect of negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Trust.