Company Registration number 7798716

TheKenilworthCentre

Directors/Trustees' Report and Unaudited Accounts

For the year ended 31 March 2020

Financial statements for the year ended 31 March 2020

Contents	
	Pages
Directors/Trustees, officers and advisers	•
Directors/Trustees' report	I.
Independent Examiner's Report	2-4
	5
Statement of Financial Activities	6
Balance sheet	
Notes to the financial statements	7-8
to the interior statements	9-14

Directors, officers and advisers

COMPANY DETAILS

Registered No:7798716

Incorporated 5th October 2011

CHARITY DETAILS

Registration No. 1144518

Registered as a charity under the Charities Act

on 3rd November 2011

DIRECTORS AND TRUSTEES

Mr J. R. Whitehouse (Chair)

Mrs A. Brougham

Mr J. Carter (reappointed 25 September 2019)

Mr R. Dickson

Ms. R Graham

Ms. L Kenyon (resigned 12 November 2019)

Mr. D Littleford

Mr. J Price (reappointed 25 September 2019)

Mrs L Hanson (appointed 18 June 2019)

REGISTERED OFFICE

The Kenilworth Centre,

Abbey End Car Park,

Abbey End, Kenilworth, Warwickshire, CV8 1QJ.

INDEPENDENT EXAMINERS

Flemons and Co. Limited,

70 Priory Road, Kenilworth, Warwickshire, CV8 1LQ.

BANKER

CAF Bank Limited,

25 Kings Hill Avenue,

Kings Hill, West Malling, Kent ME19 4JQ.

Directors/Trustees' Report for the year ended 31 March 2020

The Directors/Trustees present their report and accounts for the year ended 31 March 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)).

Structure, Governance and Management

The Company was incorporated on 5 October 2011 and is limited by Guarantee. It was registered as a charity under the Charities Act on 3 November 2011 and operates as the Kenilworth Centre (tKC). The members of the company, who are also Trustees and Directors for the purpose of company law, each guarantee to contribute £10 in the event of a winding up.

Directors/Trustees are recruited from the local community by invitation where a particular skill need has been identified by the Board. A minimum of three Directors/Trustees is required.

The Directors/Trustees who served during the year are listed on page 1.

Four Directors/Trustees Meetings were held during the period covered by these accounts where the general business of the Charity was conducted. Scheduled meetings are held on an approximately quarterly basis ongoing. All Directors/Trustees are aware of the need to declare any potential conflicts of interest and appropriate action is taken and records made. In addition to formal meetings, business is conducted in informal committees and meetings which may contain both Directors/Trustees and non-Directors/Trustees, and by means of electronic forms of communication. During the period day to day management responsibility was delegated to the Centre Manager who reported to the Chair of the Board of Directors/Trustees.

All the Directors/Trustees give their time voluntarily and do not receive any benefits from the charity for acting in this capacity, other than what they would be entitled to as members of the local community.

Objectives and activities

The Kenilworth Centre is a non-profit making organisation whose principal objective is to provide activities and facilities for residents of Kenilworth and its surrounding areas with a particular emphasis on provision for young people to help them develop their capabilities and grow to full maturity as individuals and members of the community, and to achieve this by establishing, maintaining and managing a community centre for such activities.

Achievement and Performance

The Kenilworth Centre occupies the premises of the Kenilworth Youth and Community Centre under a fifteen year lease agreement which runs until 1 April 2027 at a peppercorn rent.

We have continued to see an increase usage of the Centre facility by third party providers allowing a wide range of leisure activities and support services to be offered to the Kenilworth community, such as preschool music, children's and adults dance and other physical activity classes, support groups for elderly and disabled people, and craft activities. It is used as meeting place for community groups, local businesses, statutory authorities and charities, and a venue for private events. On an ongoing basis TheKenilworthCentre continues to look for opportunities to introduce, extend and enhance services which may be of interest to local residents, complementing other provision within the town.

In accordance with its charitable objectives the Kenilworth Centre continues to prioritise its programme to provide activities and support to young people. These activities are run by paid, qualified youth workers, supported by volunteers where appropriate, and are funded by specific grants and donations. These include popular weekly youth clubs, an embedded mentoring and advice service for young people within Kenilworth School, and a Friday evening detached youth work project which aims to make young people aware of the dangers of alcohol and drug abuse and keep them safe at times when they are particularly vulnerable. In addition there is a fortnightly volunteer-run Saturday cinema.

The staffing structures comprises a part-time team running the day to day operation of the building and finances, and a part-time team running the youth work, with all management oversight being performed by the Centre Manager alongside the Trustees.

Directors/Trustees' Report for the year ended 31 March 2020

Impact of COVID-19 on the Centre's performance

Although the majority of the financial year was unaffected by COVID-19, the ongoing impact is significant. As for nearly all organisations, the pandemic has caused significant changes to the way we operate which brings significant financial and operational risk for the years ahead. In the face of these unprecedented challenges, the Centre took swift and decisive action to safeguard our staff and users, and to seek to protect our financial situation to ensure long-term survival.

The Trustees expects the next financial year to be challenging with a significant drop in centre usage impacting lettings income which forms a significant part of the Centre's overall income. To mitigate this immediate fall in income the Trustees reduced expenditure and made use of the Government's Business Grant Fund and Coronavirus Job Retention Scheme.

These actions alongside strong and prudent financial management over recent years means that we can withstand the short-term impact and has allowed the Trustees to be flexible in the approach to restarting operations.

The Centre's role in Kenilworth's community response to COVID-19

The Kenilworth Centre played a pivotal role in Kenilworth's community response to COVID-19, acting as a central physical hub for activities like leaflet and food distribution, as well as providing financial services to the COVID-19 Support Group to enable it to receive and distribute funds, some of which form part of these financial statements.

The Trustees are proud of role the Centre has played and want to thank all those involved in efforts and in particular our Centre Manager who played a central role in starting the support group.

Financial Review

Banking

The bank accounts of theKenilworthCentre are held with CAF Bank (Charities Aid Foundation). Funds surplus to immediate requirements are reviewed and placed on deposit in an interest earning deposit account which yielded bank interest of £160 during the year. At 31 March 2020 in excess of £99,000 was held on deposit, of which around £20,500 related to restricted funds. Two signatories are required to effect any banking transaction.

Income

The Kenilworth Centre has three principal income streams, these being lettings income from hire of rooms in the Centre to third party organisations, gifts and donations from individuals and organisations, and grant awards. Included in lettings income are licence fees for non-exclusive occupation of the ground floor of the Centre from ILEAP, a local charity whose objectives are to promote independence and learning for children, young people and adults with mild to moderate learning difficulties through inclusive leisure activities.

Gifts and donations from organisations and individuals continue to provide an important source of support. The Kenilworth Centre benefitted from generous donations from Kenilworth Lions Club and The Rotary Club of Kenilworth.

Grant income during the year includes funding from Kenilworth United Charities to support and continue the Kenilworth Centre's embedded mentoring and advice for young people within Kenilworth School. Kenilworth Town Council provided grant funding to continue the Kenilworth Centre's detached work. We also received a donation from the Round Table to provide ongoing support to Radio Abbey.

Throughout the year there have also been a number of other smaller donations.

Expenditure

Total expenditure during the period was £116,095 of which £83,255 related to operational management of the charity's activities and provision of Centre facilities including associated staff costs.

Directors/Trustees' Report for the year ended 31 March 2020

Policy on Reserves

It is the policy of the Kenilworth Centre to retain general funds to cover working capital requirements and finance expenditure for at least six months, and the current level of general reserves of £43,978 meets this objective. In addition to reflect ongoing wear and tear on usage of the building the Directors/Trustees consider it appropriate to designate an additional £10,000 of funds to cover building dilapidations and equipment replacement. A further £10,000 is designated as a development fund to allow the charity to invest in and develop opportunities for young people and the wider community should alternative sources not be available.

Restricted Funds will be used appropriately for identified causes.

The Directors/Trustees are not aware of any actual or contingent liabilities for which provision has not been made and no major risks have been identified to which the Company is exposed.

Risk Management

The Board of Directors/Trustees actively reviews the major risks which the Company faces on a regular basis and believes that the reserves maintained will provide sufficient resources in the event of adverse conditions. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the centre and with protection of children. Insurance is purchased to indemnify the Directors/Trustees and officers and to protect the charity from losses which may arise from neglect or default, subject to normal exclusions.

Directors/Trustees' Responsibilities

Company Law and Charity Regulations require the Directors/Trustees to prepare financial statements for each year which give a true and fair view of the state of the company and the income and expenditure of the company for that period. In preparing these statements the Directors/Trustees have;

- selected suitable policies and applied them consistently
- made judgments that are responsible and prudent
- prepared the financial statements on a going concern basis
- maintained proper accounting records which enable compliant financial statements to be produced
- regularly reviewed risks and provided appropriately
- engaged a reputable firm of Accountants to perform an independent examiners' review

On behalf of the Board of Directors and Trustees

Mr John Whitehouse

Chair

Dated 8 Sup 2020

Independent Examiner's Report for the year ended 31 March 2020

I report on the accounts of the Charity for the year ended 31 March 2020 which are set out on pages 6 to

Respective responsibilities of Directors/Trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) 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 of the Charities Act 2011 (the Charities Act) and that an independent examination

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 connection with my examination, no matter has come to my attention to indicate that:

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- the accounts do not accord with such records:

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- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Flemons and Co.,

Accountants, 70 Priory Road. Kenilworth.

Warwickshire.

CV8 1LO.

Statement of financial activities including income and expenditure account

Year ended 31 March 2020					
	Notes	Unrestricted	Restricted	Total	Total
		<u>Funds</u>	funds	2019-20	2018-19
Income		£	£	£	£
Donations	2	7 270			
Charitable Activities	3	7,379 73,520	5,864	13.243	10,286
Other Trading Activities	4	2,803	11,038	84,558	84,740
Interest Income		161	590	3,393	718
		101	-	161	110
Gross Income in the Reporting Per	iod	83,863	17,492	101,355	95,854
Expenditure					
Raising Funds					
Charitable Activities	5	100,892	15,203	116,095	-
Depreciation of Fixed Assets		1,621	826	2,447	94,702 3,448
Total Expenditure for the Reportin	g Period	102,513	16,029	118,542	98,150
Net Income (Expenditure) for the F	inancial		-		
Year		(18,650)	1,463	(17,187)	(2,296)
Transfers Between Funds			-	-	(2,290)
Net movement in funds		(18,650)	1,463	(17,187)	(2,296)
Reconciliation of Funds					
Fund balances at 1 April 2019		82,628	17,803	100.421	100 707
Fund balances at 31 March 2020		63,978	19,266	100,431 83,244	102,727 100,431
			-		

The notes on pages 9 to 14 form part of these financial statements.

Balance sheet at 31 March 2020

	Notes	2020	2019
ESI		£	£
Fixed assets			
Tangible assets	7	9,167	9,937
Current assets			
Debtors and Prepayments	8	2,602	5 111
Cash at bank and in hand	0		5,444
		101,663	115,651
Cuaditana		104,265	121,095
Creditors: amounts falling due within one year	9	(30,188)	(30,601)
Net current assets			
200015		74,077	90,494
Total assets less current liabilities		83,244	100,431
			100,431
Income Funds			
Unrestricted funds	11	63,978	92 (20
Restricted funds	11	19,266	82,628
	11	19,400	17,803
	12	83,244	100,431

These accounts have been prepared in accordance with the provisions available to companies subject to the small companies' regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)).

For the financial year ended 31 March 2020 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The Directors/Trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and if its profit or loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Balance sheet at 31 March 2020

Approved by the Board of Directors on . \$ 2020 and signed on its behalf.

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Mr J.R Whitehouse – Chair of the Board of Directors Company Registration No: 7798716

The notes on pages 9 to 13 form part of these financial statements.

Notes to the financial statements for the year ended 31 March 2020

1 Accounting policies

a) Basis of accounting

The financial statements are prepared on the historical cost basis and have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The company has taken advantage of the exemption from presenting a cash flow statement as it qualifies as a small company.

b) Recognition of Income

All income is accounted for in the year to which they relate on a receivable basis and allocated to the appropriate category.

Donated goods, facilities and services are recognised as income when entitlement to the donation has passed to the charity, when there is certainty of receipt, and where the value of the donation can be fairly valued. Donated goods are recognised at their fair value. Donated facilities and services are valued at the cost of purchasing them on the open market.

c) Recognition of Expenditure

All expenditure, other than that which is capitalised, is included in the Statement of Financial Activities. The expenditure is accounted for on an accruals basis and is allocated to the activity to which it relates.

Fundraising costs comprise those costs directly attributable to fundraising activities.

Charitable expenditure comprises those costs directly attributable to charitable activities and includes the running costs of the Kenilworth Centre as a managed leisure facility.

Governance costs comprise the costs which are directly attributable to the management of the charity's assets, organisational procedures and the necessary legal procedures for compliance with statutory requirements.

d) Depreciation of tangible fixed assets

Purchased or donated assets with a value greater than £500 are capitalised and depreciated at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life.

Fixtures and fittings

20% straight line

Furniture, Equipment and Computers

33% straight line

Leasehold improvements

20% straight line

e) Financial Assets and Financial Liabilities

Current Assets and Current Liabilities arising from contractual obligations are carried in the Balance Sheet at the cash amount or equivalent consideration expected to be received or paid in their settlement.

f) Provisions

Provisions are measured at the best estimate of the settlement amount at the Balance Sheet date..

g) Accumulated funds

Unrestricted funds are available for use at the discretion of the Directors/Trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

h) Retirment benefits

Payments to defined contribution retirement benefit schemes are charged an expense as they fall due.

Notes to the financial statements for the year ended 31 March 2020

196	
,	Donations
.Am	Donations

	Donations General Grants Gifts-in-Kind	Unrestricted Funds £ 7,379 7,379	Restricted Funds £ 5,864 5,864	Total 2019-20 £ 13,243
3	Income from Charitable Activities			
	Lettings and Licence Fees Grants and Awards Subscriptions and Attendance fees Contract for Provision of Youth Services Other	Unrestricted Funds £ 69,596 - 1,874 - 2,050 73,520	Restricted Funds £ 10,082 - 956 11,038	Total 2019-20 £ 69,596 10,082 1,874 3,006 84,558
4	Income from Other Trading Activities			

	Unrestricted Funds £	Restricted Funds £	Total 2019-20 £
Fundraising Events Business Sponsorship Contract for Provision of Administrative Support	1,016 1,170 617	500 90	1,516 1,260 617
	2,803	590	3,393

Notes to the financial statements for the year ended 31 March 2020

5 Cost of Providing Contracts

Centre Running Costs	Unrestricted Funds	Restricted Funds	Total 2019-20 £
Direct Letting Costs Staff and Staff-related Costs Property and Equipment Costs Administrative Costs	44,272 33,107 5,876		44,272 33,107 5,876
	83,255	-	83,255
Costs of Providing Contracts Youth Activities Radio Abbey Transition	16,845	12,897 2,068	29,742 2,068
Governance Costs	792	9	792
	100,892	14,965	115,857
COVID-19 Support Group		238	238
	100,892	15,203	116,095

Included in Governance costs are £850 payable to the Independent Examiner for finalising and examining the annual statutory accounts.

6 Staff Emoluments

Expenditure on staff costs during the year was:

Salaries and Wages Employers National Insurance Employer's Pension	Administration and Management £ 35,528 872 36,400	<u>Caretaking</u> £ 4.471 4.471	Youth and Community Projects £ 25,995	Total 2019-20 £ 65,994 872
Freelance Contractors	36,400	2,095 6,566	25,995	2,095
Average Headcount Full Time Part Time	1.0 2.0	1.5	4.4	1.0 7.9
Full-time Equivalent Headcount	0.7	0.2	0.5	1.4

None of the Directors/Trustees has been paid any remuneration or received any other benefits from an employment with the charity or a related entity.

7 Tangible fixed assets

	Fixtures and Fittings	Equipment £	Leasehold improvements	<u>Furniture</u>	Computers	Total
Cost: At 1 April 2019 Additions Disposals	11,256 1,678	12,936	9,083	1,148	530	34,953 1,678
At 31 Mar 2020	12,934	12,936	9,083	1,148	530	36,631
Depreciation: At 1 April 2019 Provision for the year Disposals	9,572 839	12,560 376	2,477 826	230 230	177 177	25,016 2,448
At 31 Mar 2020	10,411	12,936	3,303	460	354	27,464
Net book value: At 1 April 2019 At 31 Mar 2020	1,684 2,523	376	6,606 5,780	918	353 176	9,937
8 Debtors						
Lettings income receipt Other income receipt Prepayments					2020 £ 1,525 1,077 2,602	2019 £ 3,996 348 1,100 5,444
9 Chaditana	4- 6-11:					

9 Creditors: amounts falling due within one year

	<u>2020</u> €	2019 £
Trade Creditors	3,460	2,495
Provisions and Accruals	26,728	28,106
	30,188	30,601

Notes to the financial statements for the year ended 31 March 2020

10 Provisions

The lift in the Centre is reaching the end of it's working life so the Directors/Trustees have deemed it prudent to provide for a full replacement. This is estimated to be £18,000.

18,000
18,000

The Directors/Trustees have deemed it prudent to provide the cost of replacement equipment for heating and ventilation including a new hot water boiler.

Provision at 1 April 2019 Charge in Year	7,000 -
Provision at 31 March 2020	7,000
	Control of the Contro

11 Summary of Funds Movements

The income funds of the charity include unrestricted general funds; an unrestricted designated fund covering building dilapidations and equipment replacement, an unrestricted designated fund for unfunded development work; and restricted funds comprising the unexpended balances of donations and grants held on trust for specific purposes.

	Fund Balances b/f	Income	Expenditure	<u>Transfers</u>	Fund Balances
	<u>5/1</u> £	£	£	c	c/f
Unrestricted Funds		~	L	£	£
General	62,628	83,863	102 512		40.000
Designated - Dilapidations	10,000	65,665	102,513	-	43,978
Designated - Development		-	-	~	10,000
2 to granted Development	10,000	-	-	-	10,000
Total Unrestricted Funds	00 (00		-		-
Total Offestifeted Funds	82,628	83,863	102,513	-	63,978
Restricted Funds	CHI STORY CHARLES IN				-
Transition Funds	7	-		_	7
Youth and Community Projects	7,359	12,946	12,897	_	7,408
Building Project	8.309	-	826	1 -	
Radio Abbey	2,128	3,546		-	7,483
COVID-19 Support Group			2,068	-	3,606
o support Stoup	-	1,000	238	-	762
Restricted Funds	17.002	15.400			-
restricted Fullus	17,803	17,492	16,029	-	19,266
	Contract Con	-	STATE OF THE SPRING SEC. LANS	OUT THE REAL PROPERTY AND ADDRESS OF	THE REST CONTRACTOR WITH THE PARTY.

During the year a £1,000 donation was received to support Kenilworth's COVID-19 response

Notes to the financial statements for the year ended 31 March 2020

12 Analysis of net assets between funds

Fund balances at 31 March 2020 are represented by:

Tangible fixed assets Current assets Creditors: amounts falling due within one year	Unrestricted <u>funds</u> £ 9,167 84,999 (30,188)	Restricted Funds £ - 19,266	Total 2020 £ 9,167 104265 (30,188) 83,244
	63,978	19,266	