

**COPLESTON CENTRE LIMITED  
(A Company Limited By Guarantee)  
YEAR ENDED 31 DECEMBER 2019**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

**COMPANY REGISTRATION NUMBER 05651247**

**CHARITY REGISTRATION NUMBER 1116694**

**LONDON ACCOUNTANCY PRACTICE  
SOJOURNER TRUTH CENTRE  
161 SUMNER ROAD  
LONDON SE15 6JL**

**COPLESTON CENTRE LIMITED**  
**(A Company Limited By Guarantee)**  
**YEAR ENDED 31 DECEMBER 2019**

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**COPLESTON CENTRE LIMITED**  
**(A Company Limited By Guarantee)**  
**YEAR ENDED 31 DECEMBER 2019**

**ADMINISTRATIVE INFORMATION**

**GOVERNING DOCUMENT**     The organisation is governed by its Memorandum and Articles of Association and 2006 Companies Act.

The company is registered as a company limited by guarantee with the Companies House in England & Wales.

**COMPANY  
REGISTRATION NUMBER:**     05651247

**CHARITY REGISTRATION  
NUMBER:**     1116694

**BOARD OF DIRECTORS:**     Rev. Edward Collier  
Isabelle Gregory  
Stella Cardew  
Bob Simrick  
Peter Collumbell  
Sean O'Hagan  
Angie Bebb  
Rae Mascoll  
Deji Ajayi (resigned 28<sup>th</sup> January 2019)

**FORMAL ADDRESS**     Copleston Centre  
Copleston Road, Peckham,  
London SE15 4AN

**BANKERS**     HSBC Bank Plc.  
28 Borough High Street  
London SE1 1YB

**INDEPENDENT EXAMINER**     London Accountancy Practice  
Sojourner Truth Centre  
161 Sumner Road,  
London  
SE 15 6JL

**COPLESTON CENTRE LIMITED**  
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**REPORT OF THE BOARD OF DIRECTORS (TRUSTEES)**

The Board of Directors (Trustees) is pleased to present its Annual Report and the financial statements for the year ended 31 December 2019.

**REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS**

**Governing Document**

The organisation is a company limited by guarantee, incorporated on 12 December 2005, and registered as charity number 1116694. The company was established under a Memorandum of Association setting out the objects and powers of the charitable company, and is governed by its Articles of Association. In the event of the company being wound up its members may be required to contribute an amount not exceeding £5.

**Relation to Copleston Centre and Copleston Centre Church**

On 1 April 2006 the company took over the operations of the Copleston Centre (charity registration number 1044054), an unincorporated organisation formed under the terms of a Licence dated 9 May 1978, and registered as a charity in 1995. On the expiry of the Licence in 2006 responsibility for remaining business of the unincorporated organisation reverted to the Parochial Church Council (PCC) of St. Saviour's Peckham (Copleston Centre Church Local Ecumenical Project – see below). The directors of the company are also members of the Copleston Centre Trustee Board which is a sub-committee of the PCC.

**Board of Directors**

The directors of the company are also charity trustees for the purpose of charity law.

Not less than one-third of the directors shall be members of the Copleston Centre Church (see Related Parties below) and be approved as directors by the Church. The Licenced Minister(s) of the Copleston Centre Church is/are *ex officio* director(s).

**Related Parties**

Copleston Centre as an organisation inhabits the building also known as the Copleston Centre, situated on Copleston Road, London SE15 4AN. The building is owned by the Church of England, and the joint Church of England/United Reformed Church congregation worshipping there is known as the Copleston Centre Church.

The objectives and activities of Copleston Centre are consistent with the aims of the Church, but are not necessarily wholly an extension of them.

**COPLESTON CENTRE LIMITED**  
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**Objectives and Activities**

The mission statement of Copleston Centre:

**Aims:** Copleston Centre is a dynamic organisation that, in partnership with the Church, aims to:

- Work with the community to enable it to develop in a way that improves the quality of life of its members; and
- Enable people to develop their physical, mental and spiritual capacities so that they may grow to full maturity, self-respect and dignity as individuals and members of society.

**Objectives**

- To provide facilities in accordance with the agreed policies of the Centre for a wide range of groups and in particular for those whose needs are greatest. These include:
  - specific services to meet needs identified by the local community
  - facilities for youth work
  - facilities and support for local community groups and activities
  - provision of a Christian ecumenical worship centre;
- To encourage the involvement of the community in the organisation of the Centre's activities;
- To foster a sense of community among local people;
- To identify the needs of the local community and attempt to meet them through the use of the Centre's resources or by other means;
- To encourage and act as a support for new initiatives arising in the local community;
- To provide, where possible, support for individual members of the community;
- To contribute to a more equal and just society by encouraging each group in the Centre to develop an Equal Opportunities policy, looking particularly at discrimination on the grounds of age, class, disability, marital status, race, religion, sex or sexuality.



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**Achievements and Performance**

In January 2019 Copleston Church welcomed Jo Patterson who was licensed by the United Reformed Church as a full-time Church Related Community Worker. As part of her role Jo was tasked with strengthening the relationships between the Church and the Centre, and assisting in the day-to-day management of the Centre. This has greatly assisted with the supervision, support and development of the Centre staff.

In February we received the good news of a successful funding application, with a grant for three years from City Bridge Trust to sustain and develop our work with older people (the Silver Linings Project), including a half-time project manager (Julia Honess) and part time project administrator (Ann Whitehead). Working with our Community Café which has gone from strength to strength with the energy and dedication of a fantastic team of volunteers headed up by Tracy Brook and Sean O'Hagan, this work has provided a welcome boost to the Centre's profile, the diversity of our user groups and our links to partner organisations.

We are very grateful for the continued commitment of an individual benefactor, Rowena Hughes, whose regular donation sustains our long-standing Art Therapy and Art Café groups. Alongside our Counselling Service, a grant from the Wakefield & Tetley Trust has enabled us to add Mindfulness Courses to our range of provision for people with Mental Health concerns.

Towards the end of the year we faced a number of significant maintenance issues which led to expenditure replacing and repairing kitchen equipment, alongside a major upgrade to our computer systems and broadband service, resulting in a small excess of expenditure over income on the year as a whole. However the energy and dedication of our Centre Administrator, Claire Pack, in promoting and advertising our spaces for hire, has helped to increase our income to the extent that we have been able to approach 2020 with greater confidence than has been the case for a number of years.

The main groups using the centre during this period have been:

- Copleston Creative Therapies – Counselling, Art Therapy & Mindfulness
- Southwark Day Centre for Asylum Seekers
- Silver Linings Soca, Tai Chi (for older people)
- Music appreciation group
- Copleston Together
- Destiny Kids Nursery
- Church based groups
- Parent & Toddler group
- The Looking at Books Group
- Peckham Rye Sings
- Begue Begue Drumming Group
- Magic Football (Football classes for Primary School children)
- Mini Athletics
- 3<sup>rd</sup> Southwark Scout Group
- Higher Praise Christian Fellowship
- Christ Consolation Church

**COPLESTON CENTRE LIMITED**  
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**FINANCIAL REVIEW**

The results of the year's operation are set out in the attached financial statements. The net deficit in funds for the year amounted to £2,870 and (deficit for year ended 31 December 2018: £9,245). The retained reserves at 31 December 2019 amounted to £84,161 (and year ended 31 December 2018: £87,031).

**RESERVE POLICY**

The company is required to determine and explain its policy for free reserves. The trustees have reviewed its free reserve policy and have turned its entire unrestricted fund into an emergency reserve to enable Copleston Centre Ltd to meet its obligations in the event of a shortfall in income or sudden upturn in expenditure. The organisation is aiming at reserves to cover at least 3 months' core expenditure, which is in the range of £13,000. This money would be used to maintain services for a short while in the event that income was lost or could be used to pay redundancy and other costs of closure if the centre was no longer viable and had to be closed. Additionally in the Trustees meeting held 21<sup>st</sup> November 2017 it was agreed that the Reserves Policy would be amended to include sufficient reserve funds to be accumulated over the next three financial years allow full settlement of the Centre's Trust pension liability in the event of Centre closure, either planned or unplanned. As of 31<sup>st</sup> December 2017 this was noted as £53,384 in the FRS 102 – SECTION 28 Accounting Disclosures document.

**RISK MANAGEMENT**

The trustees have examined the major risk which Copleston Centre Ltd faces and believe that maintaining our free reserves at a reasonable level, combined with our annual review of the controls over key financial systems will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which we face and confirm that they have established systems to mitigate the significant risks.

**TANGIBLE FIXED ASSETS**

The fixed assets comprise of computers, photocopier, kitchen equipment, nursery equipment and other equipment.

**FUNDS AVAILABLE**

The present level of funding is adequate to support the continuation of the company operations for the medium term, and the trustees consider the financial position of the company to be satisfactory.

**VOLUNTEERS**

Copleston Centre recognises the significant contributions made by volunteers.



**COPLESTON CENTRE LIMITED**  
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**STATEMENT OF BOARD OF TRUSTEES RESPONSIBILITIES**

The Trustees who are also the directors are required under the Companies Act 2006 to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the organisation's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable standards and statement of recommended practice 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 company will continue in operation.

The board of trustees is responsible for keeping proper records which disclose at any time the financial position of the company. They are also responsible for safe guarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

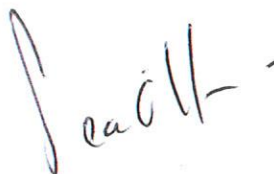
**APPROVAL**

This report was approved by the board of trustees on:

..... 23rd October ..... 2020

and signed on its behalf by

Signed..........Director  
**Edward Collier**





**COPLESTON CENTRE LIMITED**  
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**INDEPENDENT EXAMINER'S REPORT**

I report on the accounts of the company for the year ended 31<sup>st</sup> December 2019, which are set out on pages 10 to 12.

**Respective responsibilities of 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 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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**

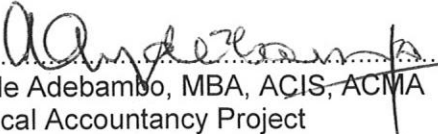
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

  
Ade Adebambo, MBA, ACIS, ACMA  
Local Accountancy Project  
161 Sumner Road  
London SE15 6JL

Date..... 23/10/20

**COPLESTON CENTRE LIMITED**  
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**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

	<b>Unrestricted Fund</b>	<b>Restricted Fund</b>	<b>2019 Total</b>	<b>2018 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Incoming Resources</b>				
<b>Incoming Resources from generated funds:</b>				
Voluntary Income	42,271	10,325	52,596	44,279
Investment Income	123	0	123	76
Incoming resources from charitable activities	86,410	0	86,410	67,950
<b>Total Incoming Resources</b>	<b>128,804</b>	<b>10,325</b>	<b>139,129</b>	<b>112,305</b>
<b>Costs of generating funds</b>				
Charitable activities	112,652	29,348	141,999	121,550
<b>Total Resources Expended</b>	<b>112,652</b>	<b>29,348</b>	<b>141,999</b>	<b>121,550</b>
<b>Net Incoming Resources</b>	<b>16,152</b>	<b>(19,023)</b>	<b>(2,870)</b>	<b>(9,245)</b>
<b>Balances brought forward</b>	<b>53,243</b>	<b>33,788</b>	<b>87,031</b>	<b>96,276</b>
<b>Transfer between Funds</b>	<b>(10,238)</b>	<b>10,238</b>	<b>0</b>	<b>0</b>
<b>Fund balances carried forward</b>	<b>59,158</b>	<b>25,003</b>	<b>84,161</b>	<b>87,031</b>

**COPLESTON CENTRE LIMITED**  
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**BALANCE SHEET (Continued)**

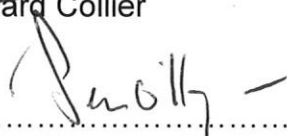
The directors who are also the trustees consider that for the year ended 31<sup>st</sup> December 2019 the Company was entitled to exemption under subsection 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain the audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts,
- These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies regime.

The financial statements on pages 9–11 were approved by the board of directors on 2019 and signed on its behalf by:

  
.....Director/Chair  
Edward Collier

  
.....Director  
Sean O'Hagan

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<b>BALANCE SHEET</b>					
<b>AS AT 31 DECEMBER 2019</b>					
				<b>2019</b>	<b>2018</b>
				<b>Total</b>	<b>Total</b>
				<b>£</b>	<b>£</b>
<b>FIXED ASSETS</b>					
Equipment				0	29
<b>CURRENT ASSETS</b>					
Debtors	12,744			10,698	
Prepayments and Deposits	1,527			5,900	
Cash at Bank	82,462			76,643	
Cash at Hand	1,857			108	
				<b>98,590</b>	<b>93,350</b>
<b>CURRENT LIABILITIES</b>					
Creditors and Accruals	12,404			3,658	
Hall Deposits Received	2,025			2,690	
				<b>14,429</b>	<b>6,348</b>
<b>NET ASSET</b>				<b>84,161</b>	<b>87,031</b>
<b>REPRESENTED BY:</b>					
<b>FUNDS:</b>					
Unrestricted				59,158	53,243
Restricted				25,003	33,788
				<b>84,161</b>	<b>87,031</b>



## **NOTES TO THE ACCOUNTS**

### **1. ACCOUNTING POLICIES**

#### **1.1 Basis of preparation of Financial Statements**

The financial statements are prepared under the historic cost convention and include the results of the company's operations which are described in the Board of trustees' Report and all of which are continuing.

The accounts have been prepared in accordance with the Companies Act 1985 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

#### **1.2 Incoming Resources**

1.2.1 Revenue grants are credited to the Statement of Financial Activities on the earlier date of when they are received or when they are receivable, unless they relate to a specific future period, in which case they are included on the Balance Sheet as deferred income to be recognised in the future accounting period.

1.2.2 Grants received for specific purposes are accounted for as restricted funds in the Statement of Financial Activities.

#### **1.3 Restricted Funds**

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

#### **1.4 Unrestricted Funds**

Unrestricted funds are donations and other incomes received or generated for the objects of the organisation without further specified purpose and are available for general funds.

#### **1.5 Tangible Fixed Assets**

All fixed assets are stated at cost, with a lower limit of £1,000 for capitalisation. Depreciation is calculated so as to write off the cost of the asset, less any estimated residual value over the useful economic life of the asset, as follows:

Computers	3 Years
Photocopier	3 Years
Kitchen Equipment	5 Years
Other Equipment	3 Years

#### **1.6 Resources Expended**

Expenditure is recognised on accruals basis as liabilities are incurred. VAT cannot be recovered, and is included within expenditure to which it relates.

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**2 Debtors**

	<b>2019</b>	<b>2018</b>
	<b>Dec</b>	<b>Dec</b>
	<b>£</b>	<b>£</b>
Debtors	<u>12,744</u>	<u>10,698</u>

**3 Creditors & Accruals**

	<b>2019</b>	<b>2018</b>
	<b>Dec</b>	<b>Dec</b>
	<b>£</b>	<b>£</b>
Creditors – falling due within 1 year:		
Accountancy fee	400	400
Hire Deposits received	2,025	2,690
Accruals	500	500
Accounts Payable – Other	11,504	2758
	<u>14,429</u>	<u>6,348</u>

**4 Tangible Fixed Assets**

	<b>Computers</b>	<b>Kitchen</b>	<b>Nursery</b>	<b>Other</b>	<b>Total</b>
	<b>£</b>	<b>Equipment</b>	<b>Equipment</b>	<b>Equipment</b>	<b>£</b>
		<b>£</b>	<b>£</b>	<b>£</b>	
<b>Cost</b>					
At 1 January 2019	4,419	8,138	1,788	2,445	16,790
Additions	-	-	-	-	-
At 31 December 2019	<u>4,419</u>	<u>8,138</u>	<u>1,788</u>	<u>2,445</u>	<u>16,790</u>
<b>Accumulated Depreciation</b>					
At 1 January 2019	4,419	8,138	1,788	2,416	16,761
Charge for the year	-	-	-	29	29
At 31 December 2019	<u>4,419</u>	<u>8,138</u>	<u>1,788</u>	<u>2,445</u>	<u>16,790</u>
<b>Net Book Value</b>					
At 31 December 2019	-	-	-	0	0
At 31 December 2018	-	-	-	29	29

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5.

<b>Net Movement in Funds</b>					
<b>As at 31 December 2019</b>					
	<b>At 1 January 2019</b>	<b>Incoming Resources</b>	<b>Outgoing Resources</b>	<b>Transfers</b>	<b>At 31 December 2019</b>
	£	£	£	£	£
<b>Restricted Funds</b>					
Youth Work	5,663	-	-	-	5,663
Children's Work	25,530	-	-	-	25,530
Art Therapies	764	-	(1,920)	(1,080)	(2,236)
Creative Therapies	-	-	(23,295)	20,424	(2,871)
Lambeth & Southwark Happiness & Well- being Fund	-	-	-	(113)	(113)
Neighbourh ood Fund	-	-	-	-	-
Veolia Trust	-	-	-	-	-
Awards for All	-	-	-	200	200
Catchpole Fund	-	-	-	-	-
Silver Lining	1,831	10,325	(4,133)	(9,194)	(1,171)
	<b>33,788</b>	<b>10,325</b>	<b>(29,348)</b>	<b>10,238</b>	<b>25,003</b>
<b>General Funds</b>	<b>53,243</b>	<b>128,804</b>	<b>(112,652)</b>	<b>(10,238)</b>	<b>59,158</b>
<b>Total Funds</b>	<b>87,031</b>	<b>139,129</b>	<b>(142,000)</b>	<b>0</b>	<b>84,161</b>

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**Purpose of Restricted Funds**

**Youth Work:** For work with young people

**Children's Work:** Formerly termed Copleston Children's Centre, the remainder of the fund will be used for work with and for the development of children and families following the cessation of the operation.

**Creative Therapies Project:** Project funded by the Big Lottery Fund (started 1<sup>st</sup> November 2008) to provide free counselling and culturally sensitive therapeutic interventions to residents of the London Borough of Southwark. Big Lottery Fund terminated its funding as of 1<sup>st</sup> July 2016. The Centre is actively looking for, and has been successful, in securing additional funding to continue certain activities at a reduced scale.

**Lambeth & Southwark Happiness & Well-Being Fund:** support Creative Therapies Project to run a well-being hour once a week.

**Neighbourhood Fund:** for logo design and Taster Day event

**Veolia Trust:** for refurbishment of the facilities of the Copleston Centre

**Awards For All (Furniture Grant):** for purchase of furniture for the Copleston Centre

**Catchpole Fund:** for cost of improving the website of the Copleston Centre

**Silver Lining:** for activities to promote the health and welfare of the older generation in the community



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<b>DETAILED INCOME AND EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2019</b>				
	<b>Unrestricted Fund</b>	<b>Restricted Fund</b>	<b>2019 Total</b>	<b>2018 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Incoming Resources from generated Funds</b>				
Donations	27,846	0	27,846	34,279
Silver Lining	0	10,325	10,325	0
Grants - Creative Therapies A4A	0	0	0	10,000
Grants - Govt & Agencies	11,925	0	11,925	0
Other grants	2,500	0	2,500	0
Investment Income	123	0	123	76
	<b>42,394</b>	<b>10,325</b>	<b>52,719</b>	<b>44,355</b>
<b>Incoming Resources from charitable activities</b>				
Hall & Room Hire	68,117	0	68,117	49,183
Nursery Income	6,738	0	6,738	10,200
Fees	8,451	0	8,451	4,490
Event and others	3,103	0	3,103	4,077
	<b>86,410</b>	<b>0</b>	<b>86,410</b>	<b>67,950</b>
<b>Total Incoming Resources</b>	<b>128,804</b>	<b>10,325</b>	<b>139,129</b>	<b>112,305</b>
<b>Outgoing Resources Expended</b>				
	<b>Unrestricted Fund</b>	<b>Restricted Fund</b>	<b>2019 Total</b>	<b>2018 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Charitable Expenditure</b>				
Staff Costs	27,683	10,945	38,628	33,645
Volunteers & Travel	0	0	0	40
Staff Training	0	0	0	146
<b>Total Staff Costs</b>	<b>27,683</b>	<b>10,945</b>	<b>38,628</b>	<b>33,831</b>
Utilities	10,449	0	10,449	11,576
Cleaning/Materials & Wages	11,678	0	11,678	11,742
Furniture & Equipments	4,422	0	4,422	4,912
Depreciation - Equipment	29	0	29	186
Repairs & Maintenance	11,170	0	11,170	4,172
Insurance	8,991	0	8,991	8,925
<b>Total Building Costs</b>	<b>46,739</b>	<b>0</b>	<b>46,739</b>	<b>41,513</b>
Programme Costs	3,483	18,023	21,505	17,779
Website /IT costs	12,141	0	12,141	9,962
Fundraising	2,053	0	2,053	2,048
Book keeping & Accounts	7,872	0	7,872	0
Support Costs	11,050	380	11,430	16,016
Examiners Fees	400	0	400	400
Professional Fees	1,028	0	1,028	0
Bank Charges	202	0	202	0
	<b>38,230</b>	<b>18,403</b>	<b>56,632</b>	<b>46,206</b>
<b>Total Resources Expended</b>	<b>112,652</b>	<b>29,348</b>	<b>141,999</b>	<b>121,550</b>

