

**Charity No. 1159054**

**Report of the Trustees and  
Financial Statements  
for the year ended 31st March 2020 for  
Henfield Leisure Centre**

**Henfield Leisure Centre**  
**Contents of the Financial Statements for the**  
**year ended 31st March 2020**

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## **Henfield Leisure Centre**

### **Charity Information for the year ended 31st March 2020**

<b>Chairman and trustee</b>	E Holder
<b>Treasurer and trustee</b>	S Vickers
<b>Secretary and trustee</b>	S Mitchell
<b>Management Committee</b> (* are also trustees)	E Holder * S Vickers * S Mitchell * B Mitchell * C Thorns * A Hillman * S Thompson
<b>Charity Offices</b>	The King's Field Henfield West Sussex BN5 9QB
<b>Independent Examiner</b>	Parkers Cornelius House 178/180 Church Road Hove East Sussex BN3 2DJ
<b>Bankers</b>	Barclays Bank plc 90-92 High Street Crawley West Sussex RH10 1BP

## **Henfield Leisure Centre**

### **Trustees' Report for the year ended 31st March 2020**

The trustees present their report for the financial statements for the year ended 31st March 2020 and confirm they comply with the requirements of the Charities Act 2011 and the Charities SORP (FRS 102).

#### **Trustees**

The trustees and management committee named on page one have served throughout the year. T Prescott resigned as a Trustee on 23 October 2019.

Appointment of the trustees is governed by the Constitution of the charity.

#### **Investment powers**

The Constitution authorises the management committee to make and hold investments using the general funds of the charity, but no such investments are currently held.

#### **Constitution, objects and policies**

The Charitable Trust is constituted by Trust Deed, and its objects are to provide or to assist in the provision of facilities for physical recreation of all kinds for residents of Henfield and the surrounding area.

The management of the affairs of the association is directed by the Management Committee in accordance with the terms of the Constitution of the Association.

#### **Development, activities and achievements**

In respect of the year covered by the financial statements, the management committee consider that the performance of the charity has been satisfactory. The charity has been able to meet its ongoing objective of providing recreational facilities to the local community.

The Covid-19 outbreak has had a significant impact on the activities of the Leisure Centre. The management committee initiated prompt action to maintain cash flow during the closure. The Leisure Centre has successfully re-opened and with good customer and member feedback.

During the closure a new floor was successfully installed in the main hall, the funding for which was provided by a combination of Sport England grant and section 106 funding from Horsham District Council. The management committee believe this is a key achievement and contribution to securing the future of the Leisure Centre.

#### **Financial review**

The charity has made a profit (loss) for the year of £ (8,718) (2019 - £72,578).

#### **Charity Governance Code**

The Trustees seek to apply the principles of the Charity Governance Code as they relate to the operations of the leisure centre.

#### **Future developments**

The trustees will continue to seek and exploit opportunities to develop and enhance the environment of the centre in a manner that is sustainable and does not jeopardise the provision of the core activities.



# **Henfield Leisure Centre**

## **Trustees' Report for the year ended 31st March 2020**

### **Reserves policy**

Reserves are needed to bridge the gap between spending and receiving income and to cover unplanned emergency repairs and other expenditure. The trustees consider the ideal level of reserves at 31 March 2020 is £50,000.

### **Risk management policy**

The trustees annually review the risks and uncertainties that the charity faces and have established policies, systems and procedures to mitigate those risks.

### **Public benefit statement**

The trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the guidance published by the Charity Commission on public benefit when reviewing the charity's main aims and objectives in planning future activities.

### **Statement of trustees' responsibility**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom and Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and apply them consistently
- observe the methods and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

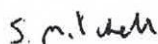
The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Approval**

This report was approved by the management committee on 17 December 2020 and signed on their behalf by:



**E Holder**  
Chairman and Trustee



**S Mitchell**  
Secretary and Trustee

## **Henfield Leisure Centre**

### **Independent examiner's report to the Management Committee of the Henfield Leisure Centre for the year ended 31st March 2020**

I report on the accounts of the Charity for the year ended 31 March 2020, which are set out on pages 5 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 commission under section 145(5)(b) of the 2011 Act
- 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 next statement.

#### **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 130 of the 2011 Act and
  - to prepare accounts which accord with the accounting records and 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.

*Annette Watson*

Annette Watson FCA

Parkers

Cornelius House, 178/180 Church Road  
Hove, East Sussex, BN3 2DJ

21<sup>st</sup> December 2020

**Henfield Leisure Centre**  
**Statement of Financial Activities for the year ended 31st March 2020**

	Notes	Restricted funds		Unrestricted funds			
		2020	2019	2020	2019		
		£	£	£	£	£	£
<b>Income from:</b>							
Fitness, clubs, groups		-	-	211,916		206,227	
Children's clubs		-	-	63,137		60,248	
Soft play area admission fees		-	-	129,907		104,598	
Soft play area catering		-	-	126,696		137,370	
Hire and sale of equipment		-	-	-		-	
Fundraising		-	-	8,211		5,986	
Grants		-	78,985	-		-	
<b>Total income</b>			<b>78,985</b>	<b>539,867</b>		<b>514,429</b>	
<b>Expenditure on:</b>							
Direct charitable expenditure	3	-	-	545,536		518,298	
Management & administration	4	-	-	3,049	548,585	2,538	520,836
Net resources for the year		-	78,985	(8,718)		(6,407)	
Amortisation of grants		(11,416)	(3,974)	11,416		3,974	
		(11,416)	75,011	2,698		(2,433)	
Funds brought forward		128,726	53,715	63,306		65,739	
<b>Funds carried forward</b>		<b>117,310</b>	<b>128,726</b>	<b>66,004</b>		<b>63,306</b>	

All of the amounts above related to continuing activities.

There were no recognised gains or losses for 2020 or 2019 other than those included above.



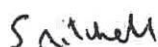
**Henfield Leisure Centre**  
**Schedule to the Statement of Financial Activities**  
**for the year ended 31st March 2020**

	Notes	2020 £	£	2019 £	£
<b>Fixed Assets</b>					
Tangible fixed assets	6		546,889		612,019
<b>Current Assets</b>					
Stock	7	2,278		1,928	
Debtors	8	3,023		2,418	
Cash at bank and in hand		<u>420</u>		<u>23,352</u>	
		5,721		27,698	
<b>Current Liabilities</b>					
Creditors: amounts falling due within one year	1, 9	<u>58,209</u>		<u>100,559</u>	
<b>Net current (liabilities)/assets</b>			<u>(52,488)</u>		<u>(72,861)</u>
			494,401		539,158
Creditors: amounts falling due after one year	1, 10		<u>311,087</u>		<u>347,126</u>
<b>Net Assets</b>			<u>183,314</u>		<u>192,032</u>
<b>Funds</b>					
Unrestricted funds			<u>66,004</u>		<u>63,306</u>
Restricted funds			<u>117,310</u>		<u>128,726</u>

Approved by the trustees on 17 December 2020 and signed on their behalf by:



**E Holder**  
Chairman and Trustee



**S Mitchell**  
Secretary and Trustee



**Henfield Leisure Centre**  
**Statement of Cash Flows for the year ended 31st March 2020**

<b>Statement of cash flows</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Cash flow from operating activities:</b>		
<i>Net cash provided by (used in) operating activities</i>	52,886	144,522
<b>Cash flows from investing activities:</b>		
Purchase of property plant and equipment	(2,728)	(264,348)
Net cash provided by (used in) investing activities	50,158	(119,826)
<b>Cash flows from financing activities:</b>		
Cash inflows from new borrowing	-	156,668
Cash outflows to repay borrowing	(74,049)	(57,805)
Grants received	-	-
Net cash provided by (used in) financing activities	(74,049)	98,863
Change in cash and cash equivalents in the year	(23,891)	(20,963)
Cash and cash equivalents at the beginning of the year	23,352	44,315
Cash and cash equivalents at the end of the year	(539)	23,352

**Reconciliation of net income (expenditure) to net cash flow from operating activities**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Net income/(expenditure) per the statement of financial activities</b>	(8,718)	72,578
Adjustments for depreciation charges	67,858	79,254
(Increase)/decrease in stocks	(350)	(78)
(Increase)/decrease in debtors	(605)	1,097
Increase/(decrease) in creditors	(5,299)	(8,329)
Net cash (used in)/ provided by operating activities	52,886	144,522

**Analysis of cash and cash equivalents**

Cash in hand	420	420
Bank (overdraft)/surplus	(959)	22,932
	(539)	23,352

# **Henfield Leisure Centre**

## **Notes to the Financial Statements for the year ended 31st March 2020**

### **1. Post balance sheet event - action in response to Covid-19**

In response to the Coronavirus outbreak the Leisure Centre closed on 23 March in line with government advice. The Trustees immediately initiated a number of actions to protect the future of the Leisure Centre. These included enrolling the employees on the government's Coronavirus Job Retention Scheme. In addition, they engaged with a number of creditors and successfully negotiated a payments holiday for lease repayments for the period April to September and agreed with Horsham District Council to defer the remaining loan repayments by one year. Furthermore, the Trustees also took the decision to defer the repayments of the capital sums due to bond holders.

The impact of these actions was to reduce the current liabilities at the balance sheet date by £43,300.

The Leisure Centre received further support of £25,000 in respect of a COVID discretionary business grant from Horsham District Council.

### **2 Accounting policies**

#### **2.1 Basis of accounting**

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS102)).

#### **2.2 Income**

Voluntary income and donations are accounted for as received by the charity. The income from fundraising is shown gross with the associated costs included in fundraising costs. No permanent endowments have been received in the period but these are dealt with through the Statement of Financial Activities when received. Investment income plus associated tax recoverable is credited to income on an accruals basis, using a daily accrual for interest.

#### **2.3 Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the Charity. Restricted funds are donations or grants which the donor has specified are to be used solely for particular areas of the Charity's work or for specific projects being undertaken by the Charity.

#### **2.4 Expenditure on management and administration**

Administration expenditure includes all expenditure not directly related to the charitable activity or fundraising ventures. This includes the cost of running office premises, staff salaries for administrative staff and examination fees.

# Henfield Leisure Centre

## Notes to the Financial Statements for the year ended 31st March 2020

### 2.5 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual values, over their expected useful lives on the following basis:

Buildings	5% pa reducing balance
Squash courts	evenly over ten years
Fixtures and fittings	20% pa reducing balance
Sports and other equipment	20% pa reducing balance
Office equipment	20% pa reducing balance
Soft play equipment	evenly over five years

### 2.6 Stock

Stock is valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stock.

### 2.7 Leases

Assets obtained under finance leases are capitalised as tangible fixed assets.

Depreciation is charged over the estimated useful life of the asset. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the charity. Obligations under such leases are included in creditors net of the finance charge allocated to future periods. The finance element of each payment is charged to the Statement of Financial Activities so as to produce a constant periodic rate on the net obligation outstanding in each period.

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are reflected in the Statement of Financial Activities.

3 Direct charitable expenditure	2020	2019
	£	£
Staffing costs	314,078	286,199
Bar and catering	59,385	60,048
Premises	56,915	51,090
Supplies and services	25,657	17,655
Financial services	21,643	24,052
Depreciation	67,858	79,254
	<u>545,536</u>	<u>518,298</u>



**Henfield Leisure Centre**  
**Notes to the Financial Statements for the year ended 31st March 2020**

<b>4 Management and administration</b>	<b>2020</b>	<b>2019</b>
	£	£
Independent examination fee	600	600
Telephone and internet	2,449	1,938
	<u>3,049</u>	<u>2,538</u>

<b>5 Employee numbers</b>	<b>2020</b>	<b>2019</b>
	£	£
The average number of staff employed during the year:	16	16

**6 Tangible fixed assets**

	Building	Office equipment	Squash courts	Fixtures & fittings	Sports & other equipment	Soft play equipment	Total
	£		£	£	£	£	£
<b>Cost</b>							
At 1st April 2019	482,340	-	1	123,319	102,046	70,500	778,206
Additions	-	2,728	-	-	-	-	2,728
Disposals	-	-	-	-	-	-	-
At 31st March 2020	<u>482,340</u>	<u>2,728</u>	<u>1</u>	<u>123,319</u>	<u>102,046</u>	<u>70,500</u>	<u>780,934</u>
<b>Depreciation</b>							
At 1st April 2019	58,665	-	-	42,596	22,626	42,300	166,187
Charge for the year	21,184	545	-	16,145	15,884	14,100	67,858
On disposals	-	-	-	-	-	-	-
At 31st March 2020	<u>79,849</u>	<u>545</u>	<u>-</u>	<u>58,741</u>	<u>38,510</u>	<u>56,400</u>	<u>234,045</u>
<b>Net book value</b>							
At 31st March 2020	<u>402,491</u>	<u>2,183</u>	<u>1</u>	<u>64,578</u>	<u>63,536</u>	<u>14,100</u>	<u>546,889</u>
At 31st March 2019	<u>423,675</u>	<u>-</u>	<u>1</u>	<u>80,723</u>	<u>79,420</u>	<u>28,200</u>	<u>612,019</u>

All fixed assets are used for charitable purposes.

<b>7 Stock</b>	<b>2020</b>	<b>2019</b>
	£	£
Catering goods	2,278	1,928
	<u>2,278</u>	<u>1,928</u>

<b>8 Debtors</b>	<b>2020</b>	<b>2019</b>
	£	£
Due within one year:		
Trade debtors	1,813	1,106
Prepayments and accrued income	1,210	1,312
	<u>3,023</u>	<u>2,418</u>



**Henfield Leisure Centre**  
**Notes to the Financial Statements for the year ended 31st March 2020**

<b>9 Creditors falling due within one year</b> (as adjusted – see Note 1)	<b>2020</b>	<b>2019</b>
	£	£
Bank overdraft	959	-
Horsham District Council Loan (Note 1)	-	27,800
Finance leases	26,035	36,245
Bonds	10,000	10,000
Trade creditors	4,562	2,263
Sundry creditors	-	-
Other taxes and social security	8,253	10,287
Accruals and prepaid income	8,400	13,964
	<u>58,209</u>	<u>100,559</u>

<b>10 Creditors falling due after one year</b> (as adjusted – see Note 1)	<b>2020</b>	<b>2019</b>
	£	£
Horsham District Council Loan	218,967	218,967
Finance leases	62,120	88,159
Bonds	30,000	40,000
	<u>311,087</u>	<u>347,126</u>

<b>11 Obligations under operating leases</b>	<b>2020</b>	<b>2019</b>
	£	£
Future minimum rentals payable under non-cancellable operating leases are:		
Within one year	-	-
Within two to five years	-	-
	<u>-</u>	<u>-</u>

<b>12 Borrowings</b>	<b>2020</b>	<b>2019</b>
	£	£
The total amount of loans and overdrafts was as follows:		
Horsham District Council (i)	218,967	246,767
Finance leases (ii)	88,155	124,404
Bonds (iii)	40,000	50,000
Bank overdraft (iv)	959	-
	<u>348,081</u>	<u>421,171</u>

**Henfield Leisure Centre**  
**Notes to the Financial Statements for the year ended 31st March 2020**

- (i) Repayable over 11 years with annual repayments of £35,763 commencing 30 June 2017. The loan is unsecured and the annual interest rate is fixed at the annuity rate for 10-year loans as published by the UK Debt Management Office on 28 August 2015.
- (ii) The initial term of the leases is five years, total monthly lease payments are £3,482.
- (iii) The bonds are unsecured and redeemable at the discretion of the Trustees but within five years of issue. Interest rate is 4%.
- (iv) An overdraft facility of £40,000 is available.

**14 Trustees' expenses**

None of the trustees received any remuneration or reimbursement of expenses during the year.

**Henfield Leisure Centre**  
**Schedule to the Statement of Financial Activities**  
**for the year ended 31st March 2020**

	2020	2019
	£	£
<b>Staffing</b>		
Staff salaries	305,992	278,475
Instructors and coaches	3,241	4,727
Pension contributions	4,845	2,997
Training	-	-
	<u>314,078</u>	<u>286,199</u>
 <b>Premises</b>		
Insurance	9,919	10,464
Heat, light & power	22,556	19,714
Water	5,166	3,735
Rates	5,805	3,890
Building repairs and maintenance	10,364	10,431
Cleaning and domestic supplies	3,105	2,856
	<u>56,915</u>	<u>51,090</u>
 <b>Supplies and services</b>		
Sports equipment purchased	2,992	1,165
Repairs to equipment	3,350	1,906
Printing, postage, stationery and computer	7,413	4,248
Advertising	1,925	1,679
Leasing and hire charges	6,276	5,481
Licences and subscriptions	-	1,450
Professional fees	1,789	249
Sundry expenses	1,912	1,477
	<u>25,657</u>	<u>17,655</u>
 <b>Financial services</b>		
Bank charges and interest	<u>21,643</u>	<u>24,052</u>
 <b>Depreciation</b>		
Amortisation of buildings	21,184	22,299
Depreciation of sports equipment	15,884	19,855
Depreciation of fixtures and fittings	16,145	20,180
Depreciation of office equipment	545	-
Depreciation of soft play equipment	14,100	16,920
	<u>67,858</u>	<u>79,254</u>