

**REGISTERED CHARITY NUMBER: 293310**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2016  
FOR  
MEOPHAM SPORTS AND LEISURE ASSOCIATION**

Perrys Accountants Limited  
Chartered Accountants  
1st Floor  
12 Old Bond Street  
London  
W1S 4PW

**MEOPHAM SPORTS AND LEISURE ASSOCIATION**

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FOR THE YEAR ENDED 31 AUGUST 2016**

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## **MEOPHAM SPORTS AND LEISURE ASSOCIATION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2016**

The Trustees present their report with the financial statements of the Charity for the year ended 31st August 2016. The Trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard for the guidance published by the Charities Commission, including Public Benefit guidance. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2011.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**  
293310

**Principal address**  
13 Cheshunt Close  
Meopham  
Kent  
DA13 0HU

**Trustees**  
R Parker  
D Young  
M S Wilson  
J N Taylor  
A S Bak  
L V Small  
M Gofton - appointed 9.12.15

**Independent examiner**  
Declan McCusker  
ACA FCCA  
Perrys Accountants Limited  
Chartered Accountants  
1st Floor  
12 Old Bond Street  
London  
W1S 4PW

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, as registered with the Charities Commission and in accordance with the Charities Act 2011.

##### **Appointment and training of new trustees**

The Trustees are appointed and trained in accordance with the Charities governing document.

##### **Organisational structure**

The M.S.L.A. management committee was constituted as a subcommittee of the association with responsibility for the appointment and supervision of the management contractor, liaison with the school, maintenance of the facility, consideration of future investment proposals and the compliance with its obligations to the organisations and authorities who provided grant aid.

The management committee, which includes representatives from the school, borough council, parish council, sports council, as well as members of the association itself (M.S.L.A.), meet on a regular basis.

##### **Related parties**

The Charity has no related parties.

##### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

## **MEOPHAM SPORTS AND LEISURE ASSOCIATION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2016**

#### **OBJECTIVES AND ACTIVITIES**

##### **Constitution, Objects and Policies**

The objective of the Charity is to provide facilities for recreation and other leisure time occupation for the inhabitants of Meopham and the neighbourhood thereof in the interest of social welfare and with the object of improving the conditions of life of the said inhabitants.

The policy of the Association is now to ensure effective and efficient management of the facilities that it has developed and to meet its obligations to the Community and to the funding authorities and organisations that provided grant aid.

##### **Significant activities**

The Trustees consider that the performance of the Charity has been most satisfactory.

The Sports and Leisure Centre that was developed by the association comprises a full size (4 court) multi purpose sports hall, dance/aerobic studios, gymnasium and outdoor floodlit courts. These facilities are available for use by the community and surrounding neighbourhood and are shared with Meopham School during weekday/term time period.

The Centre is extensively used by all age groups and is available to both regular and casual users without membership requirement. Taking account of school use there are an estimated 7,000 users per week.

The range of activities is extensive and includes 5-a-side football, tennis, basketball, cricket practice nets, Judo/Karate/Martial Arts, Trampolining, Aerobics, Dance, Gymnasium, Physiotherapy and Beauty Therapy Clinics.

The management of the Centre is outsourced to a specialist management contractor under a six year contract, to 31 July 2018, and the performance of this contract is vetted by the M.S.L.A management committee.

##### **Public benefit**

The Association (MSLA) continues to demonstrate and satisfy the principals of Public Benefit by ensuring that its Charitable Purposes are fully integrated in the facilities and activities that are provided to all inhabitants of Meopham and the surrounding neighbourhood. The facilities are also extended to the use by the pupils of The Meopham School.

Use of the facilities is open to all on a casual use basis as well as on a membership basis.

The Charitable Purpose of the Association include:

- the advancement of health
- the advancement of Amateur Sport.

The Trustees of the Association have full regard for their Public Benefit duties which are to:

- ensure that they carry out their charity's aims for the public benefit.
- have regard to guidance published by the Charity Commissioners.
- report on their charity's public benefit in their Annual Trustees Report and Accounts.

#### **ACHIEVEMENT AND PERFORMANCE**

The Statement of Financial Activities on page 5 shows a gross income of £407,190 and the total reserves at £307,998.

## **MEOPHAM SPORTS AND LEISURE ASSOCIATION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2016**

#### **FINANCIAL REVIEW**

##### **Financial Review**

M.S.L.A Management Subcommittee, acting on behalf of M.S.L.A. entered into an Agency Agreement with SERCO Leisure Operating Limited for a six year period, due to expire on 31 July 2018.

The Agreement replaced the previous Management Agreement and is designed to maximise the benefits of M.S.L.A.'s charitable status.

Under the terms of the Agency Agreement, M.S.L.A. benefit from the payment of the sum of £7,800 payable from income received, on a quarterly basis (£1,950 each quarter).

The Management Contractors remain responsible under the terms of the Agency Agreement for the financial operation of the Centre, including decoration, general maintenance and replacement of equipment.

##### **Financial Risks and Reserving Policy**

The management contractors take full responsibility for the operational financial viability of the Centre, including general maintenance of the main structure of the building, which was erected in 1994/1995.

The insurance is arranged on a commercial "All Risks" basis and no significant exposure to unsecured risks is anticipated for the foreseeable future.

Under the Agency Agreement, M.S.L.A. benefit from a Reinvestment Fund of up to £6,000 per annum, retained by SERCO but to be used as authorised by M.S.L.A. Management Committee for maintenance and improvements to the facilities.

The Agency Agreement has helped to stabilise the Associations financial commitments and provide funds for building maintenance costs that remain responsibility of M.S.L.A.

##### **Principal funding sources**

The charity is principally funded by the memberships sold and other sports facilities made available.

#### **FUTURE DEVELOPMENTS**

The development, successful management and usage of the Centre have achieved the principal objectives of the association. The management committee will from time to time examine options to extend or to vary the facilities to meet the changing needs of the community but there are no significant plans for development for the foreseeable future.

Approved by order of the board of trustees on 15 August 2017 and signed on its behalf by:

  
.....  
M Goffon - Trustee

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MEOPHAM SPORTS AND LEISURE ASSOCIATION**

I report on the accounts for the year ended 31 August 2016 set out on pages five to nine.

### **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 required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ACCA and ICAEW.

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 the 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 statements 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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Declan McCusker  
ACA FCCA  
Perrys Accountants Limited  
Chartered Accountants  
1st Floor  
12 Old Bond Street  
London  
W1S 4PW

Date: 15 August 2017

**MEOPHAM SPORTS AND LEISURE ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 AUGUST 2016**

	Not es	Unrestricted fund £	Restricted fund £	Total 2016 funds £	Total 2015 funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income		372,471	-	372,471	402,465
Activities for generating funds	2	8,914	-	8,914	10,688
Investment income	3	<u>25,805</u>	<u>-</u>	<u>25,805</u>	<u>8,509</u>
<b>Total incoming resources</b>		407,190	-	407,190	421,662
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income	4	<u>26,268</u>	<u>-</u>	<u>26,268</u>	<u>23,647</u>
		26,268	-	26,268	23,647
<b>Net incoming/(outgoing) resources available for charitable application</b>		380,922	-	380,922	398,015
<b>Governance costs</b>		2,430	-	2,430	2,360
<b>Other resources expended</b>		<u>376,101</u>	<u>11,007</u>	<u>387,108</u>	<u>445,953</u>
<b>Total resources expended</b>		<u>404,799</u>	<u>11,007</u>	<u>415,806</u>	<u>471,960</u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		2,391	(11,007)	(8,616)	(50,298)
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>900</u>	<u>315,714</u>	<u>316,614</u>	<u>366,912</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>3,291</u></u>	<u><u>304,707</u></u>	<u><u>307,998</u></u>	<u><u>316,614</u></u>

The notes form part of these financial statements

# MEOPHAM SPORTS AND LEISURE ASSOCIATION

## BALANCE SHEET AT 31 AUGUST 2016

	Notes	Unrestricted fund £	Restricted fund £	Total 2016 funds £	Total 2015 funds £
<b>FIXED ASSETS</b>					
Tangible assets	7	2,942	304,707	307,649	319,175
<b>CURRENT ASSETS</b>					
Stocks	8	1,668	-	1,668	1,070
Debtors	9	125,270	-	125,270	233,978
Cash at bank		<u>129,409</u>	<u>-</u>	<u>129,409</u>	<u>102,355</u>
		256,347	-	256,347	337,403
<b>CREDITORS</b>					
Amounts falling due within one year	10	(255,998)	-	(255,998)	(339,964)
<b>NET CURRENT ASSETS/(LIABILITIES)</b>		<u>349</u>	<u>-</u>	<u>349</u>	<u>(2,561)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>3,291</u>	<u>304,707</u>	<u>307,998</u>	<u>316,614</u>
<b>NET ASSETS</b>		<u>3,291</u>	<u>304,707</u>	<u>307,998</u>	<u>316,614</u>
<b>FUNDS</b>	11				
Unrestricted funds				3,291	900
Restricted funds				<u>304,707</u>	<u>315,714</u>
<b>TOTAL FUNDS</b>				<u>307,998</u>	<u>316,614</u>

The financial statements were approved by the Board of Trustees on 15 August 2017 and were signed on its behalf by:

  
.....  
M Gofton -Trustee



# MEOPHAM SPORTS AND LEISURE ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2016

### 1. ACCOUNTING POLICIES

#### Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the financial reporting standard for smaller entities (effective January 2015), the charities act 2011 and the requirements of the statement of recommended practice, accounting and reporting by charities.

#### Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

#### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Short leasehold	- Straight line over 50 years
Fixtures and fittings	- 15% on reducing balance

#### Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

#### Taxation

The charity is exempt from tax on its charitable activities.

#### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

### 2. ACTIVITIES FOR GENERATING FUNDS

	2016	2015
	£	£
Food and beverages	<u>8,914</u>	<u>10,688</u>

### 3. INVESTMENT INCOME

	2016	2015
	£	£
Other income	<u>25,805</u>	<u>8,509</u>

# MEOPHAM SPORTS AND LEISURE ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 AUGUST 2016

### 4. COSTS OF GENERATING VOLUNTARY INCOME

	2016 £	2015 £
Purchases	<u>26,268</u>	<u>23,647</u>

### 5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2016 nor for the year ended 31 August 2015.

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 August 2016 nor for the year ended 31 August 2015.

### 6. STAFF COSTS

	2016 £	2015 £
Wages and salaries	<u>194,069</u>	<u>206,803</u>

### 7. TANGIBLE FIXED ASSETS

	Short leasehold £	Fixtures and fittings £	Totals £
<b>COST</b>			
At 1 September 2015 and 31 August 2016	<u>550,354</u>	<u>7,662</u>	<u>558,016</u>
<b>DEPRECIATION</b>			
At 1 September 2015	234,640	4,201	238,841
Charge for year	<u>11,007</u>	<u>519</u>	<u>11,526</u>
At 31 August 2016	<u>245,647</u>	<u>4,720</u>	<u>250,367</u>
<b>NET BOOK VALUE</b>			
At 31 August 2016	<u>304,707</u>	<u>2,942</u>	<u>307,649</u>
At 31 August 2015	<u>315,714</u>	<u>3,461</u>	<u>319,175</u>

### 8. STOCKS

	2016 £	2015 £
Stocks	<u>1,668</u>	<u>1,070</u>

**MEOPHAM SPORTS AND LEISURE ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 AUGUST 2016**

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2016 £	2015 £
Trade debtors	2,585	7,457
Other debtors	<u>122,685</u>	<u>226,521</u>
	<u>125,270</u>	<u>233,978</u>

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2016 £	2015 £
Trade creditors	14,764	8,770
Taxation and social security	15,745	1,831
Other creditors	<u>225,489</u>	<u>329,363</u>
	<u>255,998</u>	<u>339,964</u>

**11. MOVEMENT IN FUNDS**

	At 1.9.15 £	Net movement in funds £	At 31.8.16 £
<b>Unrestricted funds</b>			
General fund	900	2,391	3,291
<b>Restricted funds</b>			
Restricted	315,714	(11,007)	304,707
	<u>316,614</u>	<u>(8,616)</u>	<u>307,998</u>
<b>TOTAL FUNDS</b>			

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	407,190	(404,799)	2,391
<b>Restricted funds</b>			
Restricted	-	(11,007)	(11,007)
	<u>407,190</u>	<u>(415,806)</u>	<u>(8,616)</u>
<b>TOTAL FUNDS</b>			

The restricted fund holds and ring-fences the short leasehold property.

# MEOPHAM SPORTS AND LEISURE ASSOCIATION

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2016

	2016 £	2015 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Subscriptions	371,373	401,368
Admissions	<u>1,098</u>	<u>1,097</u>
	372,471	402,465
<b>Activities for generating funds</b>		
Food and beverages	8,914	10,688
<b>Investment income</b>		
Other income	<u>25,805</u>	<u>8,509</u>
<b>Total incoming resources</b>	407,190	421,662
<b>RESOURCES EXPENDED</b>		
<b>Costs of generating voluntary income</b>		
Purchases	26,268	23,647
<b>Governance costs</b>		
Accountancy	2,430	2,360
<b>Other resources expended</b>		
Short leasehold	11,007	11,007
Fixtures and fittings	<u>519</u>	<u>611</u>
	11,526	11,618
<b>Support costs</b>		
<b>Management</b>		
Wages	194,069	206,803
Hire of plant and machinery	14,041	16,435
Insurance	8,865	9,722
Light and heat	12,352	14,565
Telephone	2,135	1,942
Postage and stationery	2,469	-
Sundries	4,271	5,971
Cleaning	5,719	5,073
Repairs and maintenance	26,500	58,342
Machine hire	271	201
Advertising	12,708	9,915
Consumables	3,766	3,561
Legal and professional	10,594	14,674
Management fee	<u>67,977</u>	<u>78,707</u>
	365,737	425,911
<b>Finance</b>		
Bank charges	<u>9,845</u>	<u>8,424</u>
<b>Total resources expended</b>	415,806	471,960

This page does not form part of the statutory financial statements

**MEOPHAM SPORTS AND LEISURE ASSOCIATION**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 AUGUST 2016**

	2016 £	2015 £
	<hr/>	<hr/>
<b>Net expenditure</b>	<b><u>(8,616)</u></b>	<b><u>(50,298)</u></b>

## **MEOPHAM SPORTS AND LEISURE ASSOCIATION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2016**

#### **OBJECTIVES AND ACTIVITIES**

##### **Constitution, Objects and Policies**

The objective of the Charity is to provide facilities for recreation and other leisure time occupation for the inhabitants of Meopham and the neighbourhood thereof in the interest of social welfare and with the object of improving the conditions of life of the said inhabitants.

The policy of the Association is now to ensure effective and efficient management of the facilities that it has developed and to meet its obligations to the Community and to the funding authorities and organisations that provided grant aid.

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## **MEOPHAM SPORTS AND LEISURE ASSOCIATION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2016**

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##### **Financial Review**

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Approved by order of the board of trustees on 15 August 2017 and signed on its behalf by:

  
.....  
M Gofton - Trustee