

Charity No. 1159054

**Report of the Trustees and
Financial Statements
for the year ended 31st March 2018 for
Henfield Leisure Centre**

Henfield Leisure Centre
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year ended 31st March 2018

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Henfield Leisure Centre

Charity Information for the year ended 31st March 2018

Chairman and trustee	E Holder
Treasurer and trustee	S Vickers
Secretary and trustee	S Mitchell
Management Committee (all are also trustees)	B Mitchell D Clough (resigned 19 July 2018) C Thorns A Hillman T Prescott
Charity Offices	The King's Field Henfield West Sussex BN5 9QB
Independent Examiner	Parkers Cornelius House 178/180 Church Road Hove East Sussex BN3 2DJ
Bankers	Barclays Bank plc 90-92 High Street Crawley West Sussex RH10 1BP

Henfield Leisure Centre
Trustees' Report for the year ended 31st March 2018

The trustees present their report for the financial statements for the year ended 31st March 2018 and confirm they comply with the requirements of the Charities Act 2011 and the Charities SORP (FRS 102).

Trustees

The trustee and management committee named on page one have served throughout the year except where indicated.

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

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.

Financial review

The charity has made a profit (loss) for the year of £40,404 (2017- (£ 19,862))

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 2018

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 2018 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.

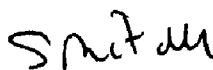
The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of 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 15 August 2018 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 2018

I report on the accounts of the Charity for the year ended 31 March 2018, which are set out on pages 5 to 11.

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

15 August 2018

Henfield Leisure Centre
Statement of Financial Activities for the year ended 31st March 2018

	Notes	Restricted funds		Unrestricted funds			
		2018 £	2017 £	2018 £	2017 £	2018 £	2017 £
Income from:							
Fitness, clubs, groups		-	-	175,006		162,004	
Children's clubs		-	-	58,092		36,832	
Soft play area admission fees		-	-	112,960		100,206	
Soft play area catering		-	-	147,771		122,405	
Hire and sale of equipment		-	-	433		336	
Fundraising		8,590	-	5,132		8,501	
Grants		-	-	1,500		1,000	
Other income	2	-	-	-		60	
Total income		8,590	-	500,894		431,344	
Expenditure on:							
Direct charitable expenditure	3	-	-	466,077		451,332	
Management & administration	4	-	-	3,003	469,080	2,374	453,706
Net resources for the year		8,590	-	31,814		(22,362)	
Amortisation of grant		(2,375)	(2,500)	2,375		2,500	
		6,215	(2,500)	34,189		(19,862)	
Funds brought forward		47,500	50,000	31,550		51,412	
Funds carried forward		53,715	47,500	65,739		31,550	

All of the amounts above related to continuing activities.

There were no recognised gains or losses for 2018 or 2017 other than those included above.

Henfield Leisure Centre
Statement of Financial Position at 31st March 2018

	Notes	2018 £	£	2017 £	£
Fixed Assets					
Tangible fixed assets	5		426,925		467,219
Current Assets					
Stock	6	1,850		2,142	
Debtors	7	3,515		2,205	
Cash at bank and in hand		<u>44,315</u>		<u>30,003</u>	
		49,680		34,350	
Current Liabilities					
Creditors: amounts falling due within one year	8	<u>76,559</u>		<u>100,210</u>	
Net current (liabilities)/assets			(26,879)		(65,860)
			400,046		401,359
Creditors: amounts falling due after one year	9		<u>280,592</u>		<u>322,309</u>
Net Assets			<u>119,454</u>		<u>79,050</u>
Funds					
Unrestricted funds			<u>65,739</u>		<u>31,550</u>
Restricted funds			<u>53,715</u>		<u>47,500</u>

Approved by the trustees on 15 August 2018 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 2018

Statement of cash flows	2018	2017
	£	£
Cash flow from operating activities:		
<i>Net cash provided by (used in) operating activities</i>	52,900	35,821
Cash flows from investing activities:		
Purchase of property plant and equipment	-	(11,919)
<i>Net cash provided by (used in) investing activities</i>	-	(11,919)
Cash flows from financing activities:		
Cash inflows from new borrowing	-	-
Cash outflows to repay borrowing	(38,588)	(9,784)
Grants received	-	-
<i>Net cash provided by (used in) financing activities</i>	(38,588)	(9,784)
Change in cash and cash equivalents in the year	14,312	14,118
Cash and cash equivalents at the beginning of the year	30,003	15,885
Cash and cash equivalents at the end of the year	44,315	30,003
 Reconciliation of net income (expenditure) to net cash flow from operating activities		
	2018	2017
	£	£
Net income/(expenditure) per the statement of financial activities	40,404	(22,362)
Adjustments for depreciation charges	40,294	46,639
(Increase)/decrease in stocks	292	(732)
(Increase)/decrease in debtors	(1,310)	36,761
Increase/(decrease) in creditors	(26,780)	(24,485)
<i>Net cash (used in)/ provided by operating activities</i>	52,900	35,821
 Analysis of cash and cash equivalents		
Cash in hand	44,315	30,003

Henfield Leisure Centre
Notes to the Financial Statements for the year ended 31st March 2018

1 Accounting policies

1.1 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)).

1.2 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.

1.3 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.

1.4 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 audit fees.

1.5 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
Soft play equipment	evenly over five years

1.6 Stock

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

Henfield Leisure Centre
Notes to the Financial Statements for the year ended 31st March 2018

1.7 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.

2 Other income	2018	2017
	£	£
Investment income:		
Interest receivable on cash deposits	-	60
	<u> </u>	<u> </u>

3 Direct charitable expenditure	2018	2017
	£	£
Staffing costs	275,651	255,481
Bar and catering	48,946	46,197
Premises	48,096	42,861
Supplies and services	35,650	37,602
Financial services	17,440	22,552
Depreciation	40,294	46,639
	<u>466,077</u>	<u>451,332</u>

4 Management and administration	2018	2017
	£	£
Independent examination fee	800	800
Telephone and internet	2,203	1,574
	<u>3,003</u>	<u>2,374</u>

Henfield Leisure Centre
Notes to the Financial Statements for the year ended 31st March 2018

5 Tangible fixed assets

	Building	Squash courts	Fixtures & fittings	Sports & other equipment	Soft play equipment	Total
	£	£	£	£	£	£
Cost						
At 1st April 2017	372,982	1	62,578	7,797	70,500	513,858
Additions	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
At 31st March 2018	372,982	1	62,578	7,797	70,500	513,858
Depreciation						
At 1st April 2017	18,649	-	12,375	1,515	14,100	46,639
Charge for the year	17,717	-	10,041	1,256	11,280	40,294
On disposals	-	-	-	-	-	-
At 31st March 2018	36,366	-	22,416	2,771	25,380	86,933
Net book value						
At 31st March 2018	336,616	1	40,162	5,026	45,120	426,925
At 31st March 2017	354,333	1	50,203	6,282	56,400	467,219

All fixed assets are used for charitable purposes.

6 Stock	2018	2017
	£	£
Catering goods	1,850	1,382
Finished goods for resale	-	760
	<u>1,850</u>	<u>2,142</u>

7 Debtors	2018	2017
	£	£
Due within one year:		
Trade debtors	569	799
Prepayments and accrued income	2,946	1,406
	<u>3,515</u>	<u>2,205</u>

Henfield Leisure Centre
Notes to the Financial Statements for the year ended 31st March 2018

8	Creditors falling due within one year	2018	2017
		£	£
	Horsham District Council Loan	27,003	26,229
	Finance lease	14,713	12,358
	Trade creditors	929	10,688
	Sundry creditors	3,300	-
	Other taxes and social security	12,054	13,876
	Accruals and prepaid income	18,560	24,333
	VAT underpayment settlement	-	12,726
		<u>76,559</u>	<u>100,210</u>
9	Creditors falling due after one year	2018	2017
		£	£
	Horsham District Council Loan	246,767	273,771
	Finance lease	33,825	48,538
		<u>280,592</u>	<u>322,309</u>
10	Obligations under operating leases	2018	2017
		£	£
	Future minimum rentals payable under non-cancellable operating leases are:		
	Within one year	-	16,528
	Within two to five years	-	-
		<u>-</u>	<u>16,528</u>
11	Borrowings	2018	2017
		£	£
	The total amount of loans and overdrafts was as follows:		
	Horsham District Council (i)	273,770	300,000
	Finance leases (ii)	48,538	60,896
	Bank overdraft	-	-
	Interest free loan	-	-
		<u>322,308</u>	<u>360,896</u>

- (i) Repayable over 10 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 term of the leases is five years, total monthly lease payments are £1,462.

12 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 2018

	2018	2017
	£	£
Staffing		
Staff salaries	271,684	251,524
Instructors and coaches	2,160	2,150
Pension contributions	1,507	1,507
Training	300	300
	<u>275,651</u>	<u>255,481</u>
 Premises		
Insurance	8,108	8,643
Heat, light & power	13,378	14,998
Water	9,493	3,340
Rates	2,224	2,907
Building repairs and maintenance	12,173	10,608
Cleaning and domestic supplies	2,720	2,365
	<u>48,096</u>	<u>42,861</u>
 Supplies and services		
Sports equipment purchased	2,189	2,029
Repairs to equipment	1,003	507
Printing, postage, stationery and computer	6,102	8,084
Advertising	2,302	2,409
Leasing and hire charges	19,074	20,510
Licences and subscriptions	2,564	2,941
Professional fees	250	-
Sundry expenses	2,166	1,122
	<u>35,650</u>	<u>37,602</u>
 Financial services		
Bank charges and interest	<u>17,440</u>	<u>22,552</u>
 Depreciation		
Amortisation of buildings	17,717	18,649
Depreciation of sports equipment	1,256	1,515
Depreciation of fixtures and fittings	10,041	12,375
Depreciation of soft play equipment	11,280	14,100
	<u>40,294</u>	<u>46,639</u>