

BROOMLEY GRANGE

Residential Outdoor Activity Centre

Broomley Grange
(A Charitable Incorporated Organisation)

Report and Financial Statements
For the Year Ended 28th February 2018

Charity number 1157688



BROOMLEY GRANGE

(A Charitable Incorporated Organisation)

TRUSTEES' REPORT

FOR THE YEAR ENDED 28TH FEBRUARY 2018.

Trustees

The names of the charity's Trustees for the reporting year:

Ian Gillespie (Chair)
David Johnson
James Clark
Alan Strong
Andi McLoughlin
David Strong
John Grierson

Charity Number

1157688

Registered Office

Broomley Grange, Hindley Road, Stocksfield, Northumberland. NE43 7RX

Independent auditor

David L Kilner, Chartered Accountant, 7, Eldon Square, Newcastle upon Tyne. NE1 7JG

Bankers

CAF Bank, 25, Kings Hill Avenue, Kings Hill, West Malling, Kent. ME19 7QJ.
Barclays Bank Plc, Priestpopple, Hexham, Northumberland. NE46 1PE
Virgin Money Plc., Jubilee House, Gosforth, Newcastle upon Tyne. NE3 4PL

Solicitors

The Richmond Partnership, 1 -2, Flake Cottage, Cone Terrace, Chester le Street DH3 3QH

The Trustees present their annual report together with the audited financial statements of Broomley Grange (BG) for 1st March 2017 to 28th February 2018. The trustees confirm that the Annual Report and financial statements for the CIO comply with current statutory requirements of the charities governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015) as amended by Bulletin 1 (effective 1st January 2015)

Purposes and Aims

Our charity aims and purposes as set out in our constitution are:

To act as a resource for the Boys' Brigade and young people by providing advice, assistance and organising programmes of physical, educational and other activities as a means of: -

- a) Enhancing their recreational and leisure time activities in the interest of social welfare designed to improve their conditions of life.
- b) Advancing in life and developing their skills, capabilities and capacities to enable them to participate in society as independent, mature and responsible individuals
- c) Advancing their education

The Focus of our work.



Outdoor education, training and recreation in a wide range of experiences including adventurous activities on land and water with an environmental focus. Methods used include skills-focused learning, problem solving, team building and an awareness of our environment with residential experience an especially important feature.

Using the outdoors to contribute to physical and environmental education and enhance other curriculum areas promoting personal growth, social awareness and build life skills.

How our activities deliver public benefit

All of our charitable activities focus on developing and delivering programmes designed to enhance the life skills, capabilities and capacities of the young people we work with. Through successfully facing up to challenges which only outdoor activities can provide, overcoming fears and apprehensions along the way young people make major strides in confidence which can stay with them throughout their lives.

Participation in exciting and enjoyable outdoor activities reinforces a positive attitude to education and contributes towards health and fitness and encourages the maintenance of a healthy life style.

Who uses our service.

We work with a number of schools, Uniformed Organisations and Youth Groups across the North of England with many of the children coming from disadvantaged areas of the region we try to keep our fees at an affordable level.

During the year we have worked with over 5,600 young people helping deliver key stage 2 objectives for the schools we work with helping them develop their self-confidence, social skills and improve their life skill. We welcome all young people regardless of personal background, faith, gender or personal circumstances. We believe that this philosophy of openness to all enriches everyone through the sharing of the skill, aptitude and the life experiences of the young people.



We continue to work successfully in partnership with the Phoenix Project and The Princes Trust delivering bespoke programmes of activities for the young people involved some of whom are on the margins.

Financial Review

Against a backdrop of limited resources and sustained pressure on school budgets it has continued to be difficult to plan improvements and to develop our services. Nevertheless, the charity with the aid of sound financial management and the support of both its staff and volunteers limited the negative outcome for the period to (£920) following the final payment of the bathroom refurbishment.

Principle Funding Sources

Our principle income is derived from the fees we charge for the courses and activities we provide for the young people both on site at Broomley Grange and off-site around the region. As mentioned earlier in this review we try to keep our fees as reasonable as possible to ensure that cost is not a barrier the result of which is that we need to fundraise for any capital expenditure we wish to undertake. This is by way of running additional events during the quieter periods and application to charitable trusts.

Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity funds are to be spent in the short term so there are no funds for longer term investment.

Reserves Policy.

The board has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed by the charity should be between 3 to 4 months of expenditure. The reserves are needed to meet the working capital requirements of the charity and the board are confident that at this level they would be able to continue in the event of a significant drop of income. We also hold additional funds to cover running costs during the winter months when bookings are limited and to meet any unplanned maintenance work.

Plans for future periods

The charity plans to continue with the activities outlined above in the forthcoming years and have plans in place to set up a user group to give feedback and to help develop our work with young people. We are already licenced by AALA and have an application pending with the Learning Outside of The Classroom accreditation authority. Having now completed the refurbishment of both communal bathrooms we are turning our attention to the kitchen which when completed will allow us to offer cookery classes to the young people who visit us - another skill.



Broomley Grange is a large Victorian property built in 1897 as the home of W G Armstrong's (of Cragside fame) relative J H Armstrong another famous resident was Charles Sheridan Swan of the Swan Hunters ship building family.

Over the next few years and subject to satisfactory funding arrangements we will continue with our refurbishment plans which will include both the house and the outdoor activity site.

STRUCTURE, GOVERNANCE AND MANAGEMENT.

Governing Document.

Broomley Grange is a registered Charitable Incorporated Organisation (CIO) approved by the Charity Commission on 2nd July 2014 using the Commissions' standard constitution who's only voting members are its' charity trustees.

Recruitment and Appointment of Trustees.

Taking into consideration the nature of the work that Broomley Grange undertakes, the Trustees seek to ensure that the needs of the organisation and the community that it serves are appropriately reflected through the diversity of the trustee body. Under the constitution members are elected for a period of three years after which they must be re-elected at the next Annual General Meeting.

All members of the board give their time voluntarily and receive no benefit from the charity.

Trustee Recruitment and Training

The current trustees are familiar with the practical work of Broomley Grange the majority having served on the board of the charity prior to the move to a CIO.

The trustees have adopted an induction and training schedule for new trustees.

Any prospective appointment of a new trustee is discussed by the existing trustees in the first place before any approach is made. On the basis that the proposal is agreed the Chair will visit the potential new trustee with an induction pack of information, inviting him/her to attend the following meeting as an observer. Following that meeting the trustees will discuss the appointment once more and if considered suitable agree to the individual becoming a trustee.

Risk Management

The board has conducted a review of the major risks to which the charity is exposed and a risk register is being introduced which will be reviewed and updated at least annually. Where appropriate systems or procedures have been established to mitigate the risks the charity faces. 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 Broomley Grange. We have engaged the services of employment specialists to advise on all HR issues as and when they may arise.



Organisational Structure.

The board of trustees have ultimate responsibility for the charity and meet every other month. These meetings include the Centre Manager and Outdoor Activity Manager, to whom day-to-day responsibility for the running of BG is delegated. This responsibility includes managing appropriate budgetary areas. Overall financial and strategic issues remain with the trustees.

Related Parties.

Broomley Granges' outdoor activities are licensed and accredited by the Activities Adventure Licensing Authority (AALA). The certificate is on open display within the main entrance. We have also engaged the services of Jon Chamberlain (Adventure Training North East) as our technical advisor. Northumberland County Council along with the Foods Standards agency and the Fire and Rescue Service carry out regular inspections of the premises some announced and some unannounced. Broomley received a 5* Food Hygiene rating in the period of this report.

BROOMLEY GRANGE

(CHARITY No. 1157688)

FINANCIAL STATEMENTS


28 FEBRUARY 2018


BROOMLEY GRANGE

BALANCE SHEET

AS AT 28 FEBRUARY 2018

	£	<u>2017</u>	£	<u>2016</u>	£
<u>FIXED ASSETS</u>					
Tangible Assets (Note 1)			60,225		69,030
<u>CURRENT ASSETS</u>					
Stock		2,200		2,200	
Debtors & Prepayments		11,238		15,492	
Cash and Bank Balances		<u>103,712</u>		<u>126,165</u>	
		117,150		143,857	
<u>Less</u>					
<u>CURRENT LIABILITIES</u>					
Creditors repayable in twelve months		<u>21,527</u>	<u>95,623</u>	<u>20,896</u>	<u>122,961</u>
			155,848		191,991
<u>Less</u>					
<u>CREDITOR REPAYABLE AFTER TWELVE MONTHS</u>			<u>17,000</u>		<u>33,000</u>
<u>NET ASSETS</u>			<u>£ 138,848</u>		<u>£ 158,991</u>
<u>RESTRICTED FUNDS</u>			12,145		31,368
<u>UNRESTRICTED FUNDS</u>					
Capital Reserve		60,225		69,030	
General Reserve		<u>66,478</u>	<u>126,703</u>	<u>58,593</u>	<u>127,623</u>
			<u>£ 138,848</u>		<u>£ 158,991</u>


Ian Gillespie Chairman


David Johnson Treasurer

BROOMLEY GRANGEINCOME AND EXPENDITURE ACCOUNTYEAR ENDING 28 FEBRUARY 2018

	<u>Unrestricted Fund</u>	<u>Restricted Fund</u>	<u>2017/18</u>	<u>2016/17</u>
<u>INCOMING RESOURCES</u>				
Accommodation etc (Note 2)	199,288		199,288	241,346
Grants & Donations	668		668	34,048
Interest Received	357		357	560
Ofgen RHI Payments	11,075		11,075	12,078
	<u>£ 211,388</u>	<u>£ ---</u>	<u>£ 211,388</u>	<u>£ 288,032</u>
<u>RESOURCES EXPENDED</u>				
<u>DIRECT CHARITABLE EXPENDITURE</u>				
Garden Upkeep	13,180		13,180	11,643
Outdoor Activities	3,619		3,619	1,613
Domestic Supplies	5,206		5,206	5,411
Insurance & Licences	10,240		10,240	9,121
Light & Heat	15,274		15,274	15,606
Motor Running Expenses	1,439		1,439	1,442
Wages & Salaries	119,617		119,617	140,761
Purchases of Food	15,646		15,646	20,100
Property Expenses (Rates & Repairs)	10,757	19,223	29,980	16,202
	<u>£ 194,978</u>	<u>£ 19,223</u>	<u>£ 214,201</u>	<u>£ 221,899</u>
<u>ADMINISTRATION</u>				
Accountancy	1,700		1,700	1,700
Advertising	459		459	915
Bank Charges	6		6	35
Consultancy	2,100		2,100	1,200
Telephone	904		904	1,027
Postages & Stationery	1,513		1,513	1,295
Loan Interest	1,843		1,843	1,596
Depreciation	8,805		8,805	8,966
	<u>£ 17,330</u>	<u>£ ---</u>	<u>£ 17,330</u>	<u>£ 16,734</u>
<u>TOTAL EXPENDITURE</u>	<u>£ 212,308</u>	<u>£ 19,223</u>	<u>£ 231,531</u>	<u>£ 238,633</u>
<u>NET INCOMING (OUTGOING)</u>				
<u>RESOURCES FOR THE YEAR</u>	(920)	(19,223)	(20,143)	49,399
<u>RESERVE AT 28 FEBRUARY 2017</u>	58,593	31,368	89,961	31,596
<u>TRANSFER FROM</u>				
<u>CAPITAL RESERVE</u>	8,805	--	8,805	8,966
<u>RESERVE AT 28 FEBRUARY 2018</u>	<u>£ 66,478</u>	<u>£ 12,145</u>	<u>£ 78,623</u>	<u>£ 89,961</u>

BROOMLEY GRANGENOTES TO THE ACCOUNTSAS AT 28 FEBRUARY 2018

<u>1. FIXED ASSETS</u>	<u>Boiler</u>	<u>Plant and Camp Equipment</u>	<u>Motor Vehicle</u>	<u>Total</u>
<u>COST</u>				
As at 1 March 2017	<u>£ 80,000</u>	<u>£ 6,270</u>	<u>£ 888</u>	<u>£ 87,158</u>
<u>Depreciation as at 28 February 2017</u>	16,000	1,740	388	18,128
<u>Depreciation provision for the year</u>	<u>8,000</u>	<u>680</u>	<u>125</u>	<u>8,805</u>
<u>Depreciation at 28 February 2018</u>	<u>£ 24,000</u>	<u>2,420</u>	<u>513</u>	<u>26,933</u>
<u>NET BOOK VALUE AT 28 FEBRUARY 2018</u>	<u>£ 56,000</u>	<u>3,850</u>	<u>375</u>	<u>60,225</u>
 <u>2. ACCOMMODATION ETC</u>			<u>2017/18</u>	<u>2016/17</u>
Accommodation, Meals & Shop Sales			129,555	149,483
Camping & Equipment Hire			3,329	4,954
Events & Sundry Income			<u>66,404</u>	<u>86,909</u>
			<u>£ 199,288</u>	<u>£ 241,346</u>

INDEPENDENT EXAMINER'S REPORT TO

BROOMLEY GRANGE

(CHARITY NO. 1157688)

YEAR ENDED 28th FEBRUARY 2018

I report on the accounts of Broomley Grange for the year ended 28th February 2018.

Respective responsibilities of Management Board and Examiner

As the Management Board you are responsible for the preparation of the accounts; you consider that the audit requirement of s144(2) of the Charities Act 2011 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under s145(5)(b) of the Act, 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 Commissioners. 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 the seeking of explanations from you as the Management Board concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

Independent Examiner's statement

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

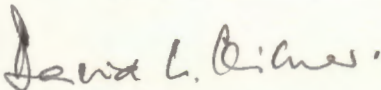
1. which gives me reasonable cause to believe that, in any material respect the requirements:

to keep accounting records in accordance with s130 of the Act; and

to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.



David L Kilner
Chartered Accountant
7 Eldon Square
Newcastle upon Tyne
NE1 7JG

15 June 2018