

## SANDON HOUSE AGM & ANNUAL REPORT

1<sup>st</sup> October 2018

Meeting commenced 18.00

Members Present Susan Coates Vice Chair Trustee, Heather Stott Treasurer Trustee, Stephen McLoughlin Secretary, Brenda England Trustee, Roselyn Madeley member, Frances Doyle member.

Apologies. Christine Downham-Clarke, Beryl Taylor,

Minutes of the previous meeting were accepted as a true copy of the previous meeting

Heather Stott presented the audited accounts to the members

The accounts were accepted and signed off

Annual report was given by the vice chair

Mrs. Susan Coates thanked everyone for attending and said that 2017 to 2018 had yet again proved to be a most successful year this was predominantly due to all the hard work all our many volunteers had done.

Over the last 12 months Sandon House has continued to improve and work closely with local community groups and agencies. The Centre is now occupied 70% of the week

Our center was well all on target with the five-year Business plan and refurbishment. We have completed the refurbishment of the toilets and they have now been converted to disabled toilets and signed off by Viridor who providing some of the funding, the room next to the office has been insulated and refurbished making this the last of the rooms other than the kitchen to be fully insulated. It was agreed on completion of the décor of this lounge it would be named after our treasurer Heather. We also obtained funding from the Morrisons Foundation and in conjunction with RRG Rochdale we were able to obtain a van (£20,500) for use in the community . We were now an active well-known Centre with places on the Business group, the Charities Fete, and working consciously in partnership with majority of the of the community and statutory groups had been beneficial to everyone.

The board employed a new chef Donna Kirkland and she has turned out to be an asset.

Mrs. Coates praised the members and volunteers for all their hard work and complemented everyone on the improvements so far.

The meeting closed at 19.15

**Sandon House Community Centre**  
**Company Limited by Guarantee**  
**Financial Statements**  
**31 March 2018**

**Sandon House Community Centre  
Company Limited by Guarantee**

**Financial Statements**

**Year Ended 31 March 2018**

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Detailed Profit and Loss Account	<b>911</b>
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**Sandon House Community Centre  
Company Limited by Guarantee**

**Directors' Report**

**Year Ended 31 March 2018**

The directors present their report and the unaudited financial statements of the company for the year ended 31 March 2018.

**PRINCIPAL ACTIVITIES**

The principal activity of the company during the year was providing services to the elderly.

**DIRECTOR**

The director who served the company during the year were as follows:

**SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Registered office:

Signed on behalf of the directors

Approved by the directors on 31 May 2018

**Sandon House Community Centre  
Company Limited by Guarantee**

**Profit and Loss Account**

**Year Ended 31 March 2018**

<b>Turnover</b>	<b>2018</b>	<b>2017</b>
£	65,015	46,615
Cost of sales	9,911	6,504
<b>Gross Profit</b>	<b>55,104</b>	<b>40,111</b>
Distribution costs	1,096	—
Administrative expenses	50,032	34,996
<b>Profit on Ordinary Activities Before Taxation</b>	<b>3,976</b>	<b>5,115</b>
Tax on profit on ordinary activities	—	—
<b>Profit for the Financial Year</b>	<b>3,976</b>	<b>5,115</b>

The notes on pages 2 to 4 form part of these financial statements.

# Sandon House Community Centre Company Limited by Guarantee

## Balance Sheet

**31 March 2018**

Balance brought forward			<b>12,132</b>	7,017
Balance carried forward			<b>16,108</b>	12,132
<b>Fixed Assets</b>				
	<b>201</b>			
Tangible assets	<b>8</b>	3 2017	<b>7,845</b>	3,319
<b>Current Assets</b>				
Debtors	<b>4</b>		<b>2,220</b>	—
Cash at bank			<b>10,855</b>	11,772
			<b>13,075</b>	11,772
<b>Creditors: Amounts Falling due Within One Year</b>	<b>5</b>		<b>2,418</b>	565
<b>Net Current Assets</b>			<b>10,657</b>	11,207
<b>Total Assets Less Current Liabilities</b>			<b>18,502</b>	14,526
<b>Reserves</b>	<b>7</b>			
Share premium account	<b>8</b>		<b>2,394</b>	2,394
Profit and loss account			<b>16,108</b>	12,132
<b>Members' Funds</b>			<b>18,502</b>	14,526

For the year ended 31 March 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- 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

The notes on pages 2 to 4 form part of these financial statements.

**Sandon House Community Centre  
Company Limited by Guarantee**

**Balance Sheet**

**31 March 2018**

to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

These accounts were approved by the directors and authorised for issue on 31 May 2018, and are signed on their behalf by:

Director

**The notes on pages to form part of these financial statements.**



# **Sandon House Community Centre Company Limited by Guarantee**

## **Notes to the Financial Statements**

**Year Ended 31 March 2018**

### **1. Accounting Policies**

#### **Basis of Accounting**

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).

#### **Turnover**

The turnover shown in the profit and loss account represents amounts invoiced during the year.

#### **Fixed Assets**

All fixed assets are initially recorded at cost.

#### **Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures & Fittings	-	25% Straight line
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#### **Operating Lease Agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

#### **Financial Instruments**

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the entity after deducting all of its financial liabilities.

Where the contractual obligations of financial instruments (including share capital) are equivalent to a similar debt instrument, those financial instruments are classed as financial liabilities. Financial liabilities are presented as such in the balance sheet. Finance costs and gains or losses relating to financial liabilities are included in the profit and loss account. Finance costs are calculated so as to produce a constant rate of return on the outstanding liability.

Where the contractual terms of share capital do not have any terms meeting the definition of a financial liability then this is classed as an equity instrument. Dividends and distributions relating to equity instruments are debited direct to equity.

# Sandon House Community Centre Company Limited by Guarantee

## Notes to the Financial Statements

**Year Ended 31 March 2018**

Operating profit is stated after charging:

	<b>2018</b>	2017
	<b>£</b>	£
Directors' remuneration	—	—
Depreciation of owned fixed assets	<b>2,388</b>	1,006
	<u>          </u>	<u>          </u>

### 3. Tangible Assets

	<b>Fixtures &amp; Fittings</b>
	<b>£</b>
<b>Cost</b>	
At 1 April 2017	<b>8,938</b>
Additions	<b>6,914</b>
<b>At 31 March 2018</b>	<u><b>15,852</b></u>
 <b>Depreciation</b>	
At 1 April 2017	<b>5,619</b>
Charge for the year	<b>2,388</b>
<b>At 31 March 2018</b>	<u><b>8,007</b></u>
 <b>Net Book Value</b>	
<b>At 31 March 2018</b>	<u><b>7,845</b></u>
 At 31 March 2017	<u><b>3,319</b></u>

### 4. Debtors

	<b>2018</b>	2017
	<b>£</b>	£
Trade debtors	<b>2,220</b>	—
	<u>          </u>	<u>          </u>

### 5. Creditors: Amounts Falling due Within One Year

**Sandon House Community Centre  
Company Limited by Guarantee**

**Notes to the Financial Statements**

**Year Ended 31 March 2018**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade creditors	<b>1,707</b>	205
Other creditors including taxation and social security:		
PAYE and social security	<b>179</b>	—
Other creditors	<b>508</b>	—
Accruals and deferred income	<b>24</b>	360
	<b>711</b>	360
	<b>2,418</b>	565

**8. Share Premium Account**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Other	<b>2,394</b>	2,394
Balance carried forward	<b>2,394</b>	2,394

**Sandon House Community Centre  
Company Limited by Guarantee**

**Management Information**

**Year Ended 31 March 2018**

**Sandon House Community Centre  
Company Limited by Guarantee**

**Detailed Profit and Loss Account**

**Year Ended 31 March 2018**

**The following pages do not form part of the statutory financial statements.**

**Turnover**

Voluntary Income	<b>2018</b>	2017	2016
Activities for generating funds		1,234	9,844
Charitable Activities		3,195	23,033
Other Charitable income		12,232	7,756
Grants		500	1,362
Insurance claim		26,353	4,170
Room Hire		—	450
Other income		21,116	—
Subscriptions received		240	—
		<b>145</b>	—
		<hr/>	<hr/>
		<b>65,015</b>	46,615

**£££**

**Cost of Sales**

Purchases	<b>5,878</b>	4,967
Direct costs	<b>2,083</b>	377
Subcontract	<b>1,950</b>	1,160
	<hr/>	<hr/>
	<b>9,911</b>	6,504

<b>Gross Profit</b>	<hr/>	<hr/>
	<b>55,104</b>	40,111
	<hr/>	<hr/>

**Overheads**

**Sandon House Community Centre**  
**Company Limited by Guarantee**

**Notes to the Detailed Profit and Loss Account**

**Year Ended 31 March 2018**

Transport	<b>1,096</b>		–
Administrative expenses	<b>50,032</b>		34,996
	<hr/>	<b>51,128</b>	<hr/> 34,996
<b>Profit on Ordinary Activities</b>		<hr/> <b>3,976</b> <hr/>	<hr/> 5,115 <hr/>
<b>Administrative Expenses</b>			
<b>Personnel Costs</b>			
Wages and salaries	<b>2018</b>	<b>2017</b>	<b>2016</b>
£££			
<b>Establishment Expenses</b>			
Rent	<b>1,500</b>		–
Rates and water	<b>1,045</b>		2,837
Light and heat	<b>3,743</b>		1,649
Insurance	<b>922</b>		819
Repairs and maintenance (allowable)	<b>25,955</b>		18,641
	<hr/>	<b>33,165</b>	<hr/> 23,946
<b>General Expenses</b>			
Travel and subsistence	<b>154</b>		2,770
Telephone	<b>1,128</b>		1,066
Hire of equipment	<b>714</b>		–
Printing, stationery and postage	<b>738</b>		50
Sundry expenses	<b>667</b>		243
Laundry and cleaning	<b>1,070</b>		1,388
Donations	<b>–</b>		300
Advertising	<b>25</b>		1,194
Legal and professional fees	<b>401</b>		441
Accountancy fees	<b>1,312</b>		420
Depreciation of fixtures and fittings	<b>2,388</b>		1,006
	<hr/>	<b>8,597</b>	<hr/> 8,878
<b>Financial Costs</b>			
Bank charges		<b>86</b>	50
		<hr/>	<hr/>

**Sandon House Community Centre  
Company Limited by Guarantee**

**Notes to the Detailed Profit and Loss Account**

**Year Ended 31 March 2018**

<b><u>50,032</u></b>	<b><u>34,996</u></b>
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**Sandon House Community Centre  
Company Limited by Guarantee  
Financial Statements  
31 March 2018**



**Sandon House Community Centre  
Company Limited by Guarantee**

**Financial Statements**

**Year Ended 31 March 2018**

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**Year Ended 31 March 2018**

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<b>Current Assets</b>				
Debtors	<b>4</b>		<b>2,220</b>	—
Cash at bank			<b>10,855</b>	11,772
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**Sandon House Community Centre  
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**Balance Sheet**

**31 March 2018**

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# **Sandon House Community Centre Company Limited by Guarantee**

## **Notes to the Financial Statements**

**Year Ended 31 March 2018**

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# Sandon House Community Centre Company Limited by Guarantee

## Notes to the Financial Statements

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### 3. Tangible Assets

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At 1 April 2017	<b>5,619</b>
Charge for the year	<b>2,388</b>
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	<u>          </u>
<b>Net Book Value</b>	
<b>At 31 March 2018</b>	<b>7,845</b>
	<u>          </u>
At 31 March 2017	<u>3,319</u>

### 4. Debtors

	<b>2018</b>	2017
	<b>£</b>	£
Trade debtors	<b>2,220</b>	—
	<u>          </u>	<u>          </u>

### 5. Creditors: Amounts Falling due Within One Year

**Sandon House Community Centre  
Company Limited by Guarantee**

**Notes to the Financial Statements**

**Year Ended 31 March 2018**

	<b>2018</b>	<b>2017</b>
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Other creditors	<b>508</b>	—
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	<b>711</b>	360
	<b>2,418</b>	565

**8. Share Premium Account**

	<b>2018</b>	<b>2017</b>
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Other	<b>2,394</b>	2,394
Balance carried forward	<b>2,394</b>	2,394



**Sandon House Community Centre  
Company Limited by Guarantee**

**Management Information**

**Year Ended 31 March 2018**

**Sandon House Community Centre  
Company Limited by Guarantee**

**Detailed Profit and Loss Account**

**Year Ended 31 March 2018**

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**Turnover**

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Insurance claim		26,353	4,170
Room Hire		—	450
Other income		21,116	—
Subscriptions received		240	—
		<b>145</b>	—
		<hr/>	<hr/>
		<b>65,015</b>	46,615

**£££**

**Cost of Sales**

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	<b>55,104</b>	40,111
	<hr/>	<hr/>

**Overheads**

**Sandon House Community Centre**  
**Company Limited by Guarantee**

**Notes to the Detailed Profit and Loss Account**

**Year Ended 31 March 2018**

Transport	<b>1,096</b>		–
Administrative expenses	<b>50,032</b>		34,996
	<hr/>	<b>51,128</b>	<hr/> 34,996
<b>Profit on Ordinary Activities</b>		<hr/> <b>3,976</b> <hr/>	<hr/> 5,115 <hr/>
<b>Administrative Expenses</b>			
<b>Personnel Costs</b>			
Wages and salaries	<b>2018</b>	<b>2017</b>	<b>2016</b>
£££			
<b>Establishment Expenses</b>			
Rent	<b>1,500</b>		–
Rates and water	<b>1,045</b>		2,837
Light and heat	<b>3,743</b>		1,649
Insurance	<b>922</b>		819
Repairs and maintenance (allowable)	<b>25,955</b>		18,641
	<hr/>	<b>33,165</b>	<hr/> 23,946
<b>General Expenses</b>			
Travel and subsistence	<b>154</b>		2,770
Telephone	<b>1,128</b>		1,066
Hire of equipment	<b>714</b>		–
Printing, stationery and postage	<b>738</b>		50
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<b>Financial Costs</b>			
Bank charges		<b>86</b>	50
		<hr/>	<hr/>

**Sandon House Community Centre  
Company Limited by Guarantee**

**Notes to the Detailed Profit and Loss Account**

**Year Ended 31 March 2018**

<b><u>50,032</u></b>	<b><u>34,996</u></b>
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