

Company registration number (England and Wales): 08794342

Charity registration number (England and Wales): 1156511



"The Chellington Centre is the ideal place to get away from distractions of modern life and to focus on what matters!"

*Oxbridge Reading Week,
Surbition High School*



THE CHELLINGTON CENTRE

(Incorporated as a Company Limited by Guarantee
and not having a Share Capital)

FINANCIAL STATEMENTS AND ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2018

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REFERENCE AND ADMINISTRATIVE DETAILS
OF THE CHARITY, ITS TRUSTEES AND ADVISERS

Company number	08794342 (England and Wales)
Charity number	1156511 (England and Wales)
Board of trustees (Directors) (shown in order at Companies House)	CATCHPOLE, Claire GILBERT, Sally Elizabeth HAZELL, Martin Graeme HERALD, Peter Joseph LESITER, Rachel Mary MILROY, David Paterson (Chair) SWIDENBANK, Gareth Owen TUSTING, John Robert WILSON, Amanda Elizabeth
Company secretary	WILSON, Amanda Elizabeth
Independent examiner	Gavin Williams Premier FD 107 Leadenhall Street London EC3A 4AF
Bankers	Barclays Bank Plc 8 Market Street Wellingborough Northamptonshire NN8 1AP Cambridge & Counties Bank Charnwood Court New Walk Leicester LE1 6TE
Registered address	The Chellington Centre Felmersham Road Carlton Bedford MK43 7NA
Website	http://www.chellington.org/

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2018



Introduction

The Chellington Centre is an award winning, eco-friendly youth residential retreat, providing a base for exclusive-use learning, recreation and self-development in a rural environment. It is a place of expedition, contemplation, inspiration and invigoration, particularly but not exclusively for young people, providing many opportunities to build self-confidence and to reflect and celebrate life in a beautiful, rural setting. A place of transformation.

The Chellington Centre is flourishing. In recent years, the Centre has enjoyed significant growth in occupancy levels, with a record total of over 5,113 overnight or day visitors in 2018.

As the primary focus of the Charity is on young people, we are particularly delighted to report that in 2018, for the first time ever, the number of young people utilising the Centre either for day visits or overnight stays exceeded 3,000 (compared with 2,165 in 2014). Furthermore, the volume and range of charities working with young people that have chosen to run their residential programmes at Chellington has also increased dramatically.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2018

Structure

The Chellington Centre charity was set up with the singular purpose of supporting and developing the work at the Chellington Centre.

The Charity was established as a registered charity (number 1156511) on 2 April 2014 as the Chellington Centre, having been set up and incorporated as a company on 28 November 2013.

The governing document is the Memorandum and Articles of Association dated 21 November 2013, which were adopted by special resolution on the 13 March 2014.

In accordance with the Articles of Association, at least half the number of appointed directors reside within a 15-mile radius of the Chellington Centre.

Mission

Our mission is to provide an inspirational and rural setting for young people to develop their personal potential.

Charity's objects

The Provision, maintenance, organization and management of The Chellington Centre to:

- 1) Advance education, particularly of the young;*
- 2) Develop the physical, mental and spiritual capacities of those in need by reason of youth, age, ill health, disability, financial hardship or other disadvantage.*

In furtherance of the Objects but not for any other purpose the Charity may establish a bursary fund from which to provide bursaries so as to make the facilities of the Charity as accessible as possible to as wide a range of groups as possible.

Governance and management

The Charity's trustees meet every 4-6 weeks. They review monthly management information on the performance of the charity. In addition, Bursary Grants are reviewed. Discussion also takes place on projects, both those currently taking place and those proposed for the future.

The Charity's costs comprise largely staff costs, maintenance and administration costs. Costs are reduced by the efforts of volunteers on cleaning and maintenance tasks.



TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2018



Financial review

For the year ended 31 December 2018 total income was £104,091 (2017: £118,117) and expenditure was £105,979 (2017: £103,053).

Bookings Income at the Chellington Centre for the year totalled £86,231 (2017: £89,938). At the end of 2018 forward bookings stood at £51,335 (2017 £46,906) of which deposits had been received of £17,794 (2017 £13,391).

Available funds at the end of the year stood at £124,093 (2017: £125,981) with unrestricted funds of £21,571 (2017: £21,068) which maintains unrestricted funds retained in line with reserves policy.

Breakdown of income, expenditure and occupancy

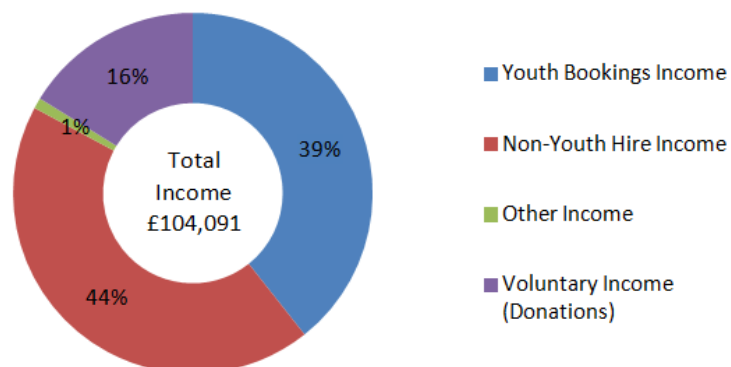
The Centre operates a simple business model with three main income streams:

- Youth bookings (includes Centre hire and additional services)
This includes schools, church youth groups, youth charities and local authority programmes.
- Non-youth bookings (includes Centre hire and additional services)
This includes weddings, family groups, companies and other organisations.
- Donations
This includes donations from trusts, corporations and individuals. We are particularly grateful to the Carlton Education Trust (CET) for their ongoing financial support.

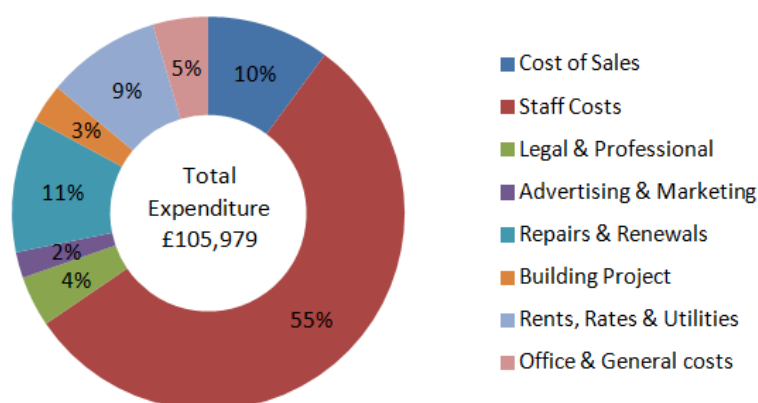
TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2018

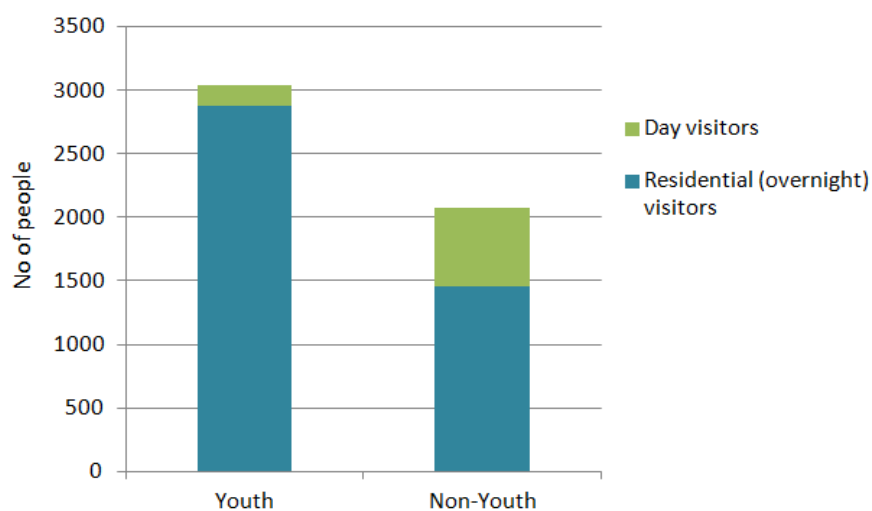
Income breakdown in 2018



Expenditure breakdown in 2018



Occupancy breakdown in 2018



TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2018

Bursary fund

THE ADVOCACY ACADEMY

Unleashing the Power of Young People to Transform their World



The Chellington Centre is our favourite venue, and not just because of the architecture.

As a small charity working with low income youth it's incredibly hard to find the funding to take our young leaders out of South London and broaden their horizons.

It's Chellington's bursary scheme that has made our annual visits possible.

Chellington is so much more than a centre – Claire, Scott and the Trustees do everything in their power to provide a transformative experience for the young people that visit them.

Their generosity has allowed us to give these young people experiences they simply would never have had without the support.



Key to meeting our objectives of helping young people is the Chellington Centre Bursary Fund. The purpose of the fund is to ensure that the Chellington Centre is accessible to all regardless of means. It is particularly aimed at assisting young people in areas of greater deprivation where funding is not easily available for residential activity. The Trustees are responsible for approving bursaries for groups requiring financial assistance.

In 2018, the Bursary Fund generated £2,952 in additional funds (opening balance £4,198) and awarded nine Bursaries totalling £2,839 during the year. The balance of the Bursary Fund at year end was £4,311.

Two further bursaries to the value of £411 had been approved for 2019 by year end.

We are particularly grateful to the Leathersellers' Company for its continued financial contributions to the Bursary Fund. We continue to look for ways to of generating additional funds to build the Bursary Fund in future years through individual, trust and corporate donations. This will enable the Charity to further increase the number of bursaries granted to disadvantaged groups.



Highlights of 2018

1) Increase in occupancy levels

- Record total of over 5,113 overnight or day visitors in 2018.
- Number of young people utilising the Centre either for day visits or overnight stays exceeded 3,000 (compared with 2,165 in 2014).

2) Working with youth charities new to Chellington

Each year, we have seen an increase in the number of youth charities utilising the Centre. In 2018, we were delighted to work with the following youth charities for the first time:

- **Joseph Clark School** – special school based in London for children with vision impairment and additional or complex needs.
- **Hear2Listen** – community interest company based in Bedfordshire.
- **Action4Youth** - energetic youth charity focused on providing positive, often transformational experiences and activities which inspire children and young people.
- **The Kite Trust** – summer residential for LGBTQ young people.

3) Significant improvements to accounting and administrative processes

- Appointment of local resident, Martin Hazell to the Board of Trustees in November 2017, and at the end of the year, as the new Treasurer. Martin is a qualified accountant with a strong background in financial management and consultancy.
- Implementation of online accounts software, Xero™, to manage all book keeping and accounts processing.
- Replacement of the online bookings system, 247™, with Checkfront™ in May 2018 to improve the quality of experience for customers, the efficiency of back office processing and reporting, and the security of the platform.

4) Green Tourism Board silver certification award

It is our ambition to be as environmentally friendly as we can be, for the sustainability of the running of the Centre and our responsibility to the environment. This is particularly important to us as we work with young people whose future will be impacted by how we operate.

During the course of 2018, we:

- Switched to 100% renewable energy.
- Insulated kitchen ceiling (belfry) with eco-friendly wool system.
- Created a Green Policy document including purchasing policy i.e local suppliers, recycling, community projects, local food and green cleaning products.
- Change of 80% of all lighting to low-consumption LED with thanks to the Ibbett Trust for their kind support.



As a result, we were delighted to achieve Silver Award certification from the Green Tourism Board - recognition for the extensive work and effort that has been put into making the Centre more energy efficient and improving its green credentials.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2018



5) Education sector

Bespoke marketing materials have been developed, in consultation with local contacts in education, specifically targeted at schools and colleges:

- Schools promotional video – filmed using schools at Chellington
- Schools leaflet – featuring school children at the Centre
- Facebook campaigns – outsourced to a local social media expert, the last few months of 2018 were spent testing variable Facebook campaigns targeting people connected with schools, ready to launch the successful campaigns in 2019.

The combination of these powerful marketing tools will be used to effectively target the education market in 2019.

6) Pricing Review

- Small price increases were introduced at the start of 2018 to raise the youth group rates by 5%, increasing the weekend rate to £840 and the week day overnight rate to £385.
- Non-youth rates were raised by 6% to £950 for weekend stays, and retained at £440 for week day overnight stays.
- At the end of 2018, following a further review of pricing in line with our strategic review, weekend non-youth group rates have been increased to £1,050 to take effect from January 2019. There has been no further increase to youth rates.
- Furthermore, the Charity continues to encourage financially disadvantaged youth groups to apply to the Chellington Bursary for up to 40% of the cost of accommodation.

7) Building strong relationship with the local community

- Ongoing relationship with local media (The Bridge magazine, Ouse Valley Living magazine, The PhoneBox magazine) to enable regular contributions.
- Recruited more local volunteers and trustees.
- Supported and promoted bookings where local youth and/or rest of community are invited to participate eg Wytoto choir – perform both at Chellington and at local schools during their stay
- Continued to develop links with local networks, charities and businesses.
- Member of Bedfordshire Partnership Network – local network for voluntary sector to share ideas and insight into funding sources etc.
- Bedford Community Network – run by Bedford Borough Council to encourage networking amongst a broader network.

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2018

8) Work experience opportunities for local school students

Launched in May 2018, this new initiative offered two work experience placements at the Centre for 6 months, each student rotating once a fortnight; and one placement in the office, working every Thursday.

All placements proved a huge success; the Centre placements were repeated in September for two new students and the placement in the office has continued.

9) Enhanced range of activities on offer

In 2018, we continued to widen the range of activities on offer to groups staying at the Centre, working with local 3rd party providers to deliver bespoke packages. These now include:

- **Creative Art workshops** – local artist works with schools to create bespoke package tailored to schools' needs incorporates all-natural flora and fauna into workshop
- **Wassledine, Storytelling in the woods** - workshop participants are encouraged to use the local environment as a stimulus to retell a familiar tale or create their own stories. Performances and workshops can be tailored to suit any age, and storytelling training to youth group leaders or teachers is also available.
- **Teaching Talons** - educational animal encounters, including a fantastic collection of friendly, exotic and companion animals, led by experienced, fully insured animal handlers. Topics include: Diet, Habitat, Adaptation, Classification, Natural Behaviour, Rainforest Animals, Nocturnal Animals, Mini Beasts/Invertebrates.
- **Flotsam Weaving workshops** - offers students the opportunity to meet a professional artist and learn more about creating work from found objects. The artist, Jo Atherton, weaves vibrant tapestries from materials collected on the UK coastline. Her popular workshops consider the importance of recycling, sustainability and consider what the archaeologists of the future will think of the everyday materials we are leaving behind. Students have the chance to weave their own tapestry from beachcombed materials and other everyday objects.
- **Forest Skills** - offering a variety of forest skills, shelter building, fire lighting, wood craft, taught by experienced fully insured tutors
- **Archery** - a great way to focus, archers learn how to tune out distractions, it improves core strength, arms, hands and chest. Its good exercise, helps improve confidence and relaxation. It's also great fun. Optional tournaments and opportunity to learn about the history of archery.
- **Boot camp** – full day's activity (boxing, tug of war etc) – new for 2019.



**Mental Health and Emotional Wellbeing
Service for Children and Young People**

“

The activities that the group engaged in were fantastic. They provided the children and young people with a unique opportunity to try something new which otherwise would not be available to them.

”

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2018



Carlton C of E Primary School



*The children were engaged from beginning to end of the time there
Active, with excellent teaching. Lovely atmosphere!
Great to have down time with all the activities available.*



Priorities for 2019

Focus on Charity's objectives

1) Greater focus on youth occupancy and development work at Chellington

A team, consisting of staff and trustees, will develop and deliver a strategic plan that focuses on the key objectives of the Charity. This team will report directly to the Board of Trustees.

2) Commitment to further supporting young people in the local community

- Introduction of an apprenticeship to commence in September 2019.
- Continue to offer work experience opportunities both at the Centre and in the office.
- Increase participation of Green Genies.
- Develop more Chellington-led specific aims projects, eg stone wall project.

3) Target Education Sector

Combining the resources developed in 2018, target the local schools and colleges to increase residential and day occupancy levels.

4) Build the Bursary Fund

To enable growth in the number of groups and individuals the Fund can assist financially.



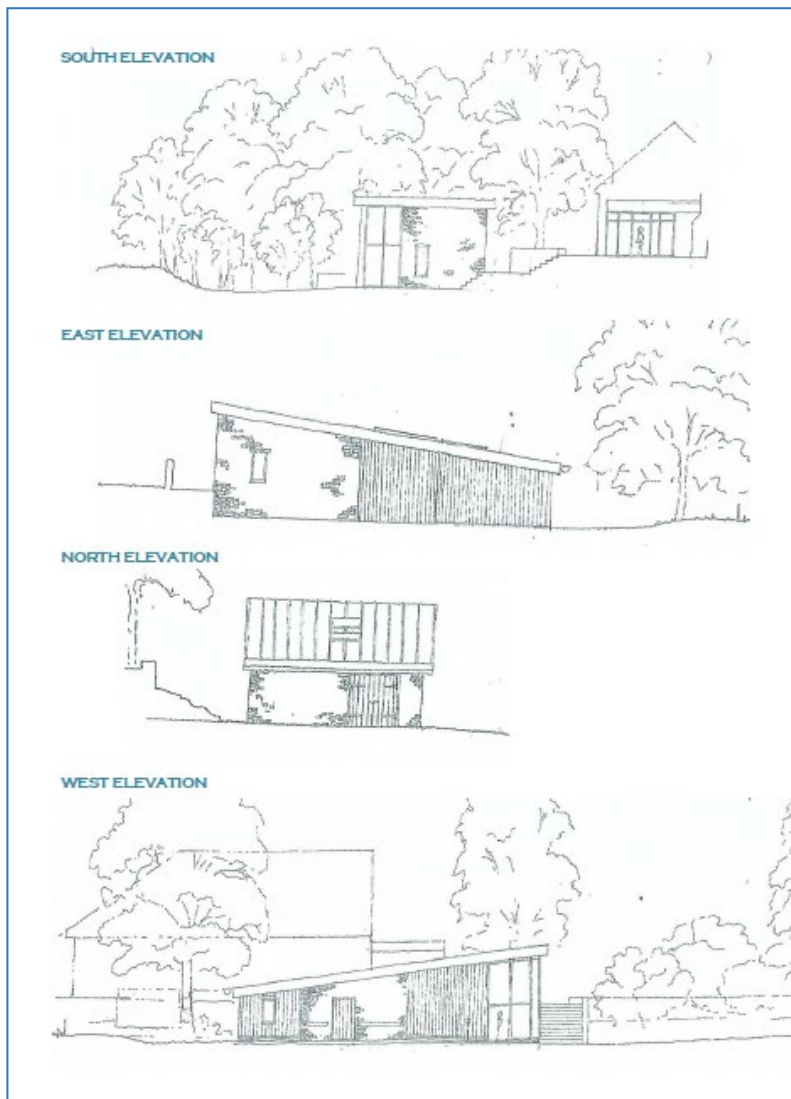
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2017

5) Increasing capacity/creation of onsite administration space

Phase 2 of our plan to increase capacity continues. The project entails developing the area outside the Centre to create a camping area for up to 20 people in small tents, optimising/reorganising the existing car park. It also involves the building of a self-contained administration space for staff and volunteers, incorporating a small shower and toilet block to be made available to campers.

This is a key part of our development plan and will allow staff to work on-site, rather than off site as they do at present, and allow the Centre to offer camping to complement the indoor accommodation, raising the total capacity to 60. The new building will also give our volunteers from the local community, such as the Green Genies, a place to work and to have a break. Inevitably, this will enable us to encourage more local volunteering initiatives in the future.

The project continues to be generously and patiently supported by the Edith Winifred Hall Trust.



6) Investment in staff resources

In 2018, the Centre's Business Development Manager, Claire Merrick, with experience in youth charity development work, increased her part-time hours from 21 to 27 per week to focus more time on working with schools and youth charities to build youth occupancy levels. Unfortunately, due to staffing issues, Claire was required to help cover day-to-day operational functions, impacting the progress made with the youth development plans. The recruitment of a new assistant manager, starting at the beginning of 2019, should enable Claire to focus more on youth work in 2019.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2017

7) Continue to work closely with charities that use The Chellington Centre regularly

- for their own young people programmes
- and identify other youth charities to target.

These include:

- **The Prince's Trust**
- **CAFPH** (Centre for all families' positive health) - families with HIV
- **TOKKO** – Luton Youth Centre
- **Youthscape** (LCET)
- **Bedford Borough Children's Services**
- **May Day Trust** – equivalent to Young Ambassadors programme – first time in 2016
- **Hope UK**
- **Advocacy Academy** – work in London schools offering leadership courses
- **Trad UK** (not for profit)
- **Hear2Listen**
- **Action4Youth**



Young Ambassadors from The Prince's Trust at Chellington, Summer 2013

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2017

Reserves policy

The Trustees have determined that it is appropriate that unrestricted reserves should be maintained to cover approximately three months of fixed expenditure.

Risk policy

The Trustees have assessed the risks that the charity faces. The major financial risk is a reduction in occupation of the Centre. This risk is controlled by close monitoring of advance bookings and adjustment of budgeted spend for flexible costs, when required.

Trustees' responsibilities

Charity law 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 deficit or surplus of the charity for that YEAR. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then 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 material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the ongoing concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping 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 financial statements 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.

The company has taken advantage of small company exemptions, being a small company, not to include a Strategic Report, however the content in the Trustees Report constitutes similar content to a Strategic Report as described in SORP Information Sheet 5, published by the Charity Commission.

Independent Examiner

A proposal to reappoint Gavin Williams of Premier FD as the Independent Examiner will be proposed at our forthcoming AGM and they have expressed a willingness to accept.

Approval

Approved and authorised for issue by the Board of Trustees on 25 January 2019 and signed on their behalf by:



D Milroy – Chair



R Lesiter – Director

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE CHELLINGTON CENTRE
FOR THE YEAR ENDED 31 DECEMBER 2018**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 December 2018 as set out on pages 17 to 25.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the '2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's report

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the bodies listed in section 145 of the 2011 Act.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2) the accounts do not accord with those accounting records; or
- 3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- 4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Gavin Williams FCA DChA BSc
Premier FD
107 Leadenhall Street, London EC3A 4AF
www.premier-fd.com

25 January 2019

**STATEMENT OF FINANCIAL ACTIVITIES
INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2018**

	Notes	Unrestricted /Designated £	Restricted £	Total 2018 £	Total 2017 £
Incoming resources					
Incoming resources from charitable activities:					
Voluntary income		14,183	3,677	17,860	28,169
Bookings income		86,231	-	86,231	89,938
Total incoming resources	2	100,414	3,677	104,091	118,107
Resources expended					
Charitable activities		97,340	8,639	105,979	103,053
Total resources expended	3 & 4	97,340	8,639	105,979	103,053
Transfers		-571	571	-	-
Net movement in funds		2,503	-4,391	-1,888	15,054
Reconciliation of funds					
Total funds brought forward		21,068	104,913	125,981	110,927
Total funds carried forward		23,571	100,522	124,093	125,981

All income and expenditure is derived from continuing activities.

All recognised gains and losses are included in the Statement of Financial Activities.

The notes on pages 19 to 25 form part of these financial statements

BALANCE SHEET
AS AT 31 DECEMBER 2018

		2018		2017	
	Notes	£	£	£	£
Fixed assets					
Tangible fixed assets	7		2,690		1,500
Current assets					
Cash in hand and in bank		149,842		150,459	
Prepaid fire & security policy		478		-	
Accounts Receivable		-		130	
		<u>150,320</u>		<u>150,589</u>	
Creditors: amounts falling due within one year	8	<u>(28,917)</u>		<u>(26,108)</u>	
Net current assets			<u>121,403</u>		<u>124,481</u>
Net assets			<u>124,093</u>		<u>125,981</u>
Funds					
Unrestricted fund			21,571		21,068
Designated fund			2,000		-
Restricted funds			<u>100,522</u>		<u>104,913</u>
Total funds	9,10		<u>124,093</u>		<u>125,981</u>

The notes on pages 19 to 25 form part of these financial statements.

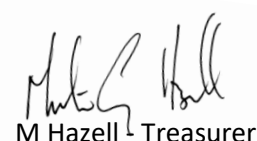
For the financial year ended 31 December 2018 the charity was entitled to exemption from audit under section 477 Companies Act 2006. No member of the charity has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the charity.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime within Part 15 of the Companies Act 2006.

Approved by the Board and authorised for issue on 25 January 2019


D Milroy – Chair


M Hazell – Treasurer

Registered company number: 08794342 (England and Wales)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018**

1. Accounting policies

1.1 Accounting convention

The financial statements are prepared in accordance with the Statement of Recommended Practice: Accounting and reporting by charities (SORP 2015 – FRS 102 version), applicable accounting standards and the Companies Act 2006. The charity has taken advantage of the Small Entity provisions of FRS 102. The financial statements are presented in Sterling (£).

Statement on going concern

After reviewing the charity's forecasts and projections, the directors have reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

1.2 Company status

The charity is a company limited by guarantee. The directors of the company are the trustees named on page 3. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

1.3 Incoming resources

Incoming resources represents the total income receivable during the year comprising of donated income, income from events and bookings. All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable certainty.

1.4 Expenditure

All expenditure is included on an accruals basis and is inclusive of all VAT, which cannot be reclaimed, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the Independent Examiner's fees and costs linked to the strategic management of the charity.
- All costs are allocated directly, as such there are no support costs to apportion.

1.5 Funds

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds are set aside by the Trustees for specific purposes. The aim and use of the designated funds are set out in the notes of the financial statements.

Restricted funds are funds, which are to be used in accordance with specific restrictions imposed by the donor. The aim and use of the restricted funds are set out in the notes of the financial statements.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2018

1.6 Tangible fixed assets and depreciation

Capital expenditure on items costing £500 or higher are recorded as tangible fixed assets. Tangible fixed assets are stated at cost valuation less depreciation.

Depreciation is provided on a straight-line basis at rates calculated to write off the cost or valuation less estimated residual of each asset over its expected useful life. Kitchen Equipment is depreciated over a three-year useful life and Games equipment valued at less than £1,000 is fully depreciated in the year of acquisition.

Expenses towards obtaining planning permission for the new building have not been capitalised.

1.7 Pensions

The Charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the Charity pays fixed contributions into a separate entity. Once the contributions have been paid the Charity has no further payment obligations.

The contributions are recognised as an expense in the Income and Expenditure Account when they fall due. Amounts not paid are shown in accruals as a liability in the Balance Sheet. The assets of the plan are held separately from the Company in independently administered funds.

1.8 Taxation

The Chellington Centre is a registered charity and is not liable to Corporation Tax.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2018

2. Incoming resources from charitable activities

	Unrestricted 2018 £	Restricted 2018 £	Total 2018 £	Total 2017 £
Voluntary income				
Donation – Carlton Education Trust	13,000	-	13,000	16,000
Donation – New Building				
Donations - Bursary Fund	-	2,373	2,373	2,674
Donation – Lighting upgrade	-	-	-	5,000
Donations – Games equipment	-	-	-	1,175
Donation – Contract cleaning	-	-	-	625
Donations – General	-	-	-	525
Income from fund raising events	183		183	1,102
Sundry receipt (Anglian Water)	1,000		1,000	-
Other income (bank interest)	-	1,304	1,304	1,068
Bookings income				
Youth bookings	40,941	-	40,941	45,484
Non-Youth bookings	45,290		45,290	45,454
	100,414	3,677	104,091	118,107

Donations include any associated Gift Aid of £nil, (2017, £360) received from HMRC during the year

Income from fund raising events is shown net of any associated direct costs.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2018

3. Charitable activities (including Governance costs)

	Unrestricted 2018 £	Restricted 2018 £	Total 2018 £	Total 2017 £
Charitable Activities				
Direct costs of bookings	7,864	-	7,864	5,111
Bursaries	-	2,839	2,839	3,717
Staff costs	58,701	-	58,701	56,813
Legal & professional fees	4,435	-	4,435	4,944
Advertising & marketing	2,257	-	2,257	1,396
Repairs & renewals	9,291	260	9,551	10,736
Rent, Rates and Utilities	9,953	-	9,953	10,436
Office & general costs	4,839	-	4,839	3,819
New building project	-	3,375	3,375	1,615
EWB Refurbishment	-	456	456	-
Lighting Replacement	-	1,349	1,349	3,651
Table Football and Games Packs	-	360	360	815
	97,340	8,639	105,979	103,053

4. Governance costs

	2018 £	2017 £
Independent examiner's remuneration (included in Note 3)	1,200	1,500
Trustees' expenses	-	-
c	1,200	1,500

5. Trustees remuneration

The trustees received no remuneration (2017: £nil) and received no reimbursements (2017: £nil).

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2018

6. Staff remuneration and numbers

	Total 2018 £	Total 2017 £
Wages and salaries	55,261	55,720
Accrued holiday pay	547	-
Social Security costs	2,040	629
Pension costs	853	464
	58,701	58,813

The average number of full and part-time employees during the year were as follows:

	2018	2017
Full time – Centre Manager	1	1
Part time – Business Development Manager	0.7	0.6
Part time – Assistant Caretaker	0.1	0.2
Part time – Finance Assistant	0.1	0.1
	2	2

No employees received emoluments of more than £60,000 per annum.

7. Tangible fixed assets

	Games Equipment £	Kitchen Equipment £	Total £
Cost or valuation			
At 1 January 2018	529	2,249	2,778
Acquisitions	-	3,111	3,111
At 31 December 2018	529	5,360	5,889
Depreciation			
At 1 January 2018	529	749	1,278
Charge for year on owned assets	-	1,921	1,921
At 31 December 2018	529	2,670	3,199
Net book value			
At 31 December 2017	-	1,500	1,500
At 31 December 2018	-	2,690	2,690

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2018

8. Creditors: amounts falling due within one year

	2018	2017
	£	£
Deferred booking income	17,794	13,391
Deferred voluntary income	3,000	4,000
Accruals	3,045	1,900
Accounts payable	266	6,189
Barclaycard	1,844	506
Pensions contributions	162	122
HMRC – PAYE	2,259	-
Holiday Pay	547	-
	28,917	26,108

Deferred income of £17,794 (2017 £13,391) relates to pre-payments for bookings in future years. Deferred voluntary income of £3,000 relates to Carlton Education Trust donation for the first quarter of 2019 (2017 £4,000 for first quarter of 2018).

9. Analysis of net assets between funds

	Unrestricted Fund £	Designated Fund £	Restricted Funds £	Total Funds £
Tangible fixed assets	2,690	-	-	2,690
Current assets	47,798	2,000	100,522	150,320
Current liabilities	(28,917)	-	-	(28,917)
Net assets at 31 December 2018	21,571	2,000	100,522	124,093

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2018

10. Movements in funds

	At 1 January 2018 £	Incoming Resources £	Resources Expended £	Transfers £	At 31 December 2018 £
Unrestricted general fund	21,068	100,477	97,403	-2,571	21,571
Designated fund					
Fire Alarm				2,000	2,000
Restricted funds:					
Bursary	4,198	2,381	2,839	571	4,311
New building	98,290	1,296	3,375		96,211
EWB refurbishment	456	-	456		-
Lighting upgrade	1,349	-	1,349		-
Entertainment / games	360	-	360		-
Cleaning	260	-	260		-
	125,981	104,154	106,042	-	124,093

Bursary fund - The aim of the Chellington Bursary Fund is to make The Chellington Centre as accessible as possible, particularly for young people in areas of deprivation where funding is not easily available for residential activity. In 2018 nine Bursary awards were made to a value of £2,839 (2017 ten awards to a value of £3,717).

New building fund - This is restricted funding to build the new administration building, to incorporate a small shower and toilet block to be made available to campers. Planning permission should be granted in 2019 when further fund raising will be required for completion by the end of 2020.

Designated fund - The directors have resolved to set aside £2,000 per year towards the future cost of replacing the present, aging, fire alarm and monitoring system.

Restricted funds closed in 2018

EWB refurbishment fund – The EWB (Edith Winifred Hall) refurbishment fund was restricted funding to refurbish the Edith Winifred Hall room within the Chellington Centre building. Finishing touches were completed in 2018.

Lighting upgrade fund - This was restricted funding to upgrade the lighting within the Centre to low energy LED lighting, eliminating mercury vapour bulbs and reducing ongoing energy costs. Completed in 2018.

Entertainment / Games fund - This was restricted funding to provide games equipment for the use of groups using the Centre.

Cleaning fund - This was restricted funding to provide contract cleaning services to the Centre.