

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR  
ENDED 31 DECEMBER 2018  
FOR  
THE WYKEHAM CENTRE & CHURCH HOUSE**

Clemence Hoar Cummings  
Chartered Accountants  
Riverside House  
1-5 Como Street  
Romford  
Essex  
RM7 7DN

**THE WYKEHAM CENTRE & CHURCH HOUSE**  
**CONTENTS OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2018**

---

	Page
Report of the Trustees	1 to 2
Independent Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5
Notes to the Financial Statements	6 to 10
Detailed Statement of Financial Activities	11

---

# **THE WYKEHAM CENTRE & CHURCH HOUSE**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2018**

---

The trustees present their report with the financial statements of the charity for the year ended 31 December 2018. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

The objects of the charity are that its property shall be held and used for the purpose of furthering the religious and other charitable work of the Church of England in the Ecclesiastical Parish of Romford. This includes the operation of the Collier Row & Romford Foodbank.

### **FINANCIAL REVIEW**

#### **Reserves policy**

It is the trustees policy to maintain reserves to finance the next two months expenditure.

#### **Financial review of year**

The charity had overall net incoming resources of -£9,840 (last year -£2,519 ) after deducting depreciation on freehold property of £12,310 (last year £12,310).

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

#### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

The Charity was established under a declaration of trust dated 10th July 1909, which has since been amended by a scheme sealed by order of the Charity Commissioners of England & Wales dated 20th June 2007.

#### **Recruitment and appointment of new trustees**

There has been an average of 3 trustees throughout the period. Any new appointments are at the recommendation of the board.

#### **Organisational structure**

The board currently consists of 3 members and meets on a regular basis to enact the running of the Charity.

#### **Induction and training of new trustees**

All new trustees are given, in the view of the board, sufficient training and have enough knowledge of their specific field to understand the nature of the charity and fully comply with the charity's current views of its progression.

#### **Related parties**

The PCC of St Edward the Confessor is a connected charity which produces its own annual accounts.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

#### **Registered Charity number**

291485

#### **Principal address**

Market Place  
Romford  
Essex  
RM1 3AB

#### **Trustees**

Rev M Power  
Mrs S Arbon  
Mrs J H van-den Beld

**THE WYKEHAM CENTRE & CHURCH HOUSE**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2018**

---

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Independent examiner**

MRW Spencer FCA  
Chartered Accountant  
Clemence Hoar Cummings  
Chartered Accountants  
Riverside House  
1-5 Como Street  
Romford  
Essex  
RM7 7DN

Approved by order of the board of trustees on 27 March 2019 and signed on its behalf by:



Rev M Power - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE WYKEHAM CENTRE & CHURCH HOUSE**

**Independent examiner's report to the trustees of The Wykeham Centre & Church House**

I report to the charity trustees on my examination of the accounts of the The Wykeham Centre & Church House (the Trust) for the year ended 31 December 2018.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



MRW Spencer FCA  
Chartered Accountant  
Clemence Hoar Cummings  
Chartered Accountants  
Riverside House  
1-5 Como Street  
Romford  
Essex  
RM7 7DN

28 March 2019



**THE WYKEHAM CENTRE & CHURCH HOUSE**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2018**

	Notes	Unrestricted fund £	Restricted fund £	Endowment fund £	2018 Total funds £	2017 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>						
Charitable activities		-	3,057	-	3,057	24,421
Other trading activities	2	80,761	-	-	80,761	102,267
Investment income	3	1	-	-	1	1
<b>Total</b>		<b>80,762</b>	<b>3,057</b>	<b>-</b>	<b>83,819</b>	<b>126,689</b>
<b>EXPENDITURE ON</b>						
Raising funds		42,481	2,088	12,310	56,879	92,110
Charitable activities						
Donations		36,000	-	-	36,000	36,318
Other		780	-	-	780	780
<b>Total</b>		<b>79,261</b>	<b>2,088</b>	<b>12,310</b>	<b>93,659</b>	<b>129,208</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>1,501</b>	<b>969</b>	<b>(12,310)</b>	<b>(9,840)</b>	<b>(2,519)</b>
Transfers between funds	11	969	(969)	-	-	-
<b>Net movement in funds</b>		<b>2,470</b>	<b>-</b>	<b>(12,310)</b>	<b>(9,840)</b>	<b>(2,519)</b>
<b>RECONCILIATION OF FUNDS</b>						
Total funds brought forward		30,682	-	430,839	461,521	464,040
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>33,152</b>	<b>-</b>	<b>418,529</b>	<b>451,681</b>	<b>461,521</b>

The notes form part of these financial statements

**THE WYKEHAM CENTRE & CHURCH HOUSE**

**BALANCE SHEET  
AT 31 DECEMBER 2018**

	Notes	Unrestricted fund £	Restricted fund £	Endowment fund £	2018 Total funds £	2017 Total funds £
<b>FIXED ASSETS</b>						
Tangible assets	7	11,059	-	418,529	429,588	437,803
<b>CURRENT ASSETS</b>						
Debtors	8	17,498	-	-	17,498	8,511
Cash at bank		5,374	-	-	5,374	17,371
		<u>22,872</u>	<u>-</u>	<u>-</u>	<u>22,872</u>	<u>25,882</u>
<b>CREDITORS</b>						
Amounts falling due within one year	9	(779)	-	-	(779)	(2,617)
<b>NET CURRENT ASSETS</b>		<u>22,093</u>	<u>-</u>	<u>-</u>	<u>22,093</u>	<u>23,265</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>33,152</u>	<u>-</u>	<u>418,529</u>	<u>451,681</u>	<u>461,068</u>
<b>CREDITORS</b>						
Amounts falling due after more than one year	10	-	-	-	-	453
<b>NET ASSETS</b>		<u>33,152</u>	<u>-</u>	<u>418,529</u>	<u>451,681</u>	<u>461,521</u>
<b>FUNDS</b>	11					
Unrestricted funds					33,152	30,682
Restricted funds					-	-
Endowment funds					418,529	430,839
<b>TOTAL FUNDS</b>					<u>451,681</u>	<u>461,521</u>

The financial statements were approved by the Board of Trustees on 27 March 2019 and were signed on its behalf by:

Rev M Power -Trustee

The notes form part of these financial statements

# THE WYKEHAM CENTRE & CHURCH HOUSE

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

### 1. ACCOUNTING POLICIES

#### Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

#### Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

#### Tangible fixed assets

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

Freehold property	- 2% on cost
Fixtures and fittings	- 25% on cost

#### 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.

### 2. OTHER TRADING ACTIVITIES

	2018	2017
	£	£
Fundraising events	13,890	20,129
Lettings income & fees	66,011	79,905
Costs reimbursed	860	2,233
	<u>80,761</u>	<u>102,267</u>



**THE WYKEHAM CENTRE & CHURCH HOUSE**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 DECEMBER 2018**

**3. INVESTMENT INCOME**

	<b>2018</b>	2017
	<b>£</b>	£
Deposit account interest	<u>1</u>	<u>1</u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2018 nor for the year ended 31 December 2017.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 December 2018 nor for the year ended 31 December 2017.

**5. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	<b>2018</b>	2017
	<b>-</b>	1
Project co-ordinator	<u>-</u>	<u>1</u>

No employees received emoluments in excess of £60,000.

**6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted fund £	Endowment fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>				
Charitable activities	15,700	8,721	-	24,421
Other trading activities	102,267	-	-	102,267
Investment income	<u>1</u>	<u>-</u>	<u>-</u>	<u>1</u>
<b>Total</b>	<b>117,968</b>	<b>8,721</b>	<b>-</b>	<b>126,689</b>
<b>EXPENDITURE ON</b>				
Raising funds	68,064	11,736	12,310	92,110
<b>Charitable activities</b>				
Donations	36,318	-	-	36,318
Other	<u>780</u>	<u>-</u>	<u>-</u>	<u>780</u>
<b>Total</b>	<b>105,162</b>	<b>11,736</b>	<b>12,310</b>	<b>129,208</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>12,806</b>	<b>(3,015)</b>	<b>(12,310)</b>	<b>(2,519)</b>
<b>Transfers between funds</b>	<b>(3,015)</b>	<b>3,015</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>9,791</b>	<b>-</b>	<b>(12,310)</b>	<b>(2,519)</b>

**THE WYKEHAM CENTRE & CHURCH HOUSE**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 DECEMBER 2018**

<b>6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued</b>	<b>Unrestricted fund</b>	<b>Restricted fund</b>	<b>Endowment fund</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>RECONCILIATION OF FUNDS</b>				
Total funds brought forward	20,891	-	443,149	464,040
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>30,682</b>	<b>-</b>	<b>430,839</b>	<b>461,521</b>

**7. TANGIBLE FIXED ASSETS**

	<b>Freehold property</b>	<b>Fixtures and fittings</b>	<b>Totals</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>COST</b>			
At 1 January 2018	615,489	19,053	634,542
Additions	-	9,904	9,904
At 31 December 2018	615,489	28,957	644,446
<b>DEPRECIATION</b>			
At 1 January 2018	184,650	12,089	196,739
Charge for year	12,310	5,809	18,119
At 31 December 2018	196,960	17,898	214,858
<b>NET BOOK VALUE</b>			
At 31 December 2018	418,529	11,059	429,588
At 31 December 2017	430,839	6,964	437,803

The original gift of the property on 10th July 1909 is shown at nil cost. The cost of £615,489 relates to the redevelopment costs between 1st January 2000 and 31st December 2002. The building is insured for a sum of £2,080,944.

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

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Other debtors	17,498	8,511

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

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Other creditors	779	2,617

**10. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Other creditors	-	(453)

**THE WYKEHAM CENTRE & CHURCH HOUSE**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 DECEMBER 2018**

**11. MOVEMENT IN FUNDS**

	At 1.1.18 £	Net movement in funds £	Transfers between funds £	At 31.12.18 £
<b>Unrestricted funds</b>				
General fund	30,682	1,501	969	33,152
<b>Restricted funds</b>				
Foodbank	-	969	(969)	-
<b>Endowment funds</b>				
Endowment funds	430,839	(12,310)	-	418,529
<b>TOTAL FUNDS</b>	<u>461,521</u>	<u>(9,840)</u>	<u>-</u>	<u>451,681</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	80,762	(79,261)	1,501
<b>Restricted funds</b>			
Foodbank	3,057	(2,088)	969
<b>Endowment funds</b>			
Endowment funds	-	(12,310)	(12,310)
<b>TOTAL FUNDS</b>	<u>83,819</u>	<u>(93,659)</u>	<u>(9,840)</u>

**Comparatives for movement in funds**

	At 1.1.17 £	Net movement in funds £	Transfers between funds £	At 31.12.17 £
<b>Unrestricted Funds</b>				
General fund	20,891	12,806	(3,015)	30,682
<b>Restricted Funds</b>				
Foodbank	-	(3,015)	3,015	-
<b>Endowment funds</b>				
Endowment funds	443,149	(12,310)	-	430,839
<b>TOTAL FUNDS</b>	<u>464,040</u>	<u>(2,519)</u>	<u>-</u>	<u>461,521</u>



**THE WYKEHAM CENTRE & CHURCH HOUSE**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 DECEMBER 2018**

**11. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	117,968	(105,162)	12,806
<b>Restricted funds</b>			
Foodbank	8,721	(11,736)	(3,015)
<b>Endowment funds</b>			
Endowment funds	-	(12,310)	(12,310)
<b>TOTAL FUNDS</b>	<u>126,689</u>	<u>(129,208)</u>	<u>(2,519)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.17 £	Net movement in funds £	Transfers between funds £	At 31.12.18 £
<b>Unrestricted funds</b>				
General fund	20,891	14,307	(2,046)	33,152
<b>Restricted funds</b>				
Foodbank	-	(2,046)	2,046	-
<b>Endowment</b>				
Endowment funds	443,149	(24,620)	-	418,529
<b>TOTAL FUNDS</b>	<u>464,040</u>	<u>(12,359)</u>	<u>-</u>	<u>451,681</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	198,730	(184,423)	14,307
<b>Restricted funds</b>			
Foodbank	11,778	(13,824)	(2,046)
<b>Endowment funds</b>			
Endowment funds	-	(24,620)	(24,620)
<b>TOTAL FUNDS</b>	<u>210,508</u>	<u>(222,867)</u>	<u>(12,359)</u>

**12. RELATED PARTY DISCLOSURES**

Donations of £34,000 were made in the year ended 31/12/18 to St Edwards PCC, and £2,000 to St Edward's Music Society which are both related entities.  
Part of the donation to St Edwards PCC is used to pay the salary of the Project Co-ordinator"



**THE WYKEHAM CENTRE & CHURCH HOUSE**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2018**

	Unrestricted funds £	Restricted funds £	Endowment funds £	2018 Total funds £	2017 Total funds £
<b>INCOME AND ENDOWMENTS</b>					
<b>Charitable activities</b>					
Donations	-	3,057	-	3,057	24,421
<b>Other trading activities</b>					
Fundraising events	13,890	-	-	13,890	20,129
Lettings income & fees	66,011	-	-	66,011	79,905
Costs reimbursed	860	-	-	860	2,233
	<u>80,761</u>	<u>-</u>	<u>-</u>	<u>80,761</u>	<u>102,267</u>
<b>Investment income</b>					
Deposit account interest	1	-	-	1	1
<b>Total incoming resources</b>	<u>80,762</u>	<u>3,057</u>	<u>-</u>	<u>83,819</u>	<u>126,689</u>
<b>EXPENDITURE</b>					
<b>Raising donations and legacies</b>					
Wages	-	-	-	-	10,054
Cleaning	13,134	-	-	13,134	12,900
Insurance	3,393	-	-	3,393	3,274
Electricity, gas & water	9,855	-	-	9,855	10,593
Telephone	453	-	-	453	52
Repairs & maintenance	8,651	-	-	8,651	34,744
Foodbank expenditure	-	2,088	-	2,088	1,681
	<u>35,486</u>	<u>2,088</u>	<u>-</u>	<u>37,574</u>	<u>73,298</u>
<b>Other trading activities</b>					
Coffee shop expenditure	1,186	-	-	1,186	3,168
Freehold property	-	-	12,310	12,310	12,310
Fixtures and fittings	5,809	-	-	5,809	3,334
	<u>6,995</u>	<u>-</u>	<u>12,310</u>	<u>19,305</u>	<u>18,812</u>
<b>Charitable activities</b>					
Donations	36,000	-	-	36,000	36,318
<b>Support costs</b>					
<b>Governance costs</b>					
Independent examination & professional fees	780	-	-	780	780
<b>Total resources expended</b>	<u>79,261</u>	<u>2,088</u>	<u>12,310</u>	<u>93,659</u>	<u>129,208</u>
<b>Net expenditure</b>	<u>1,501</u>	<u>969</u>	<u>(12,310)</u>	<u>(9,840)</u>	<u>(2,519)</u>

This page does not form part of the statutory financial statements