



Harvest Fields Centre

www.harvestfieldscentre.org.uk

HARVEST FIELDS CENTRE LIMITED
UNAUDITED FINANCIAL STATEMENTS

31 December 2018

Independent Examiner

Ian Holder FCA

Mazars LLP

45 Church Street

Birmingham

B3 2RT

Charity number 1116654
Company number 5932955

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GENERAL INFORMATION

CHARITY NUMBER: 1116654 (England & Wales)

COMPANY NUMBER: 5932955 (England & Wales)

KEY MANAGEMENT & PERSONNEL: Samuel Cozens (Operations)
Jayne Emery (Hospitality)
Craig Walford (Centre Manager)
(ceased employment within the year)

DIRECTORS: Mr E I Cole
Mr P T Gibbins
Mrs J A Gilmour
Mrs P S Gilmour
Mr R A Nicol
Mrs S J Robinson
(appointed 12th February 2019)

**REGISTERED OFFICE AND
OPERATING ADDRESS:** Harvest Fields Centre
Harvest Field Way
Sutton Coldfield
West Midlands
B75 5TJ

BANKERS: Barclays Bank
Leicester
LE87 2BB

INDEPENDENT EXAMINER: Ian Holder FCA
Mazars LLP
45 Church Street
Birmingham
B3 2RT

SOLICITORS: Anthony Collins Solicitors LLP
134 Edmund Street
Birmingham
B3 2ES

DIRECTORS' REPORT

The Directors present their report and financial statements for the year ended 31st December 2018.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity was established by Memorandum and Articles of Association under company number 5932955 and was recognised as a charity on 6th November 2006. A slightly revised Memorandum and Articles of Association were adopted by Special Resolution passed 30th June 2008 following approval of the revision by the Charity Commission.

It was set up to lease and operate the Harvest Fields Centre built on the Harvest Fields development in Sutton Coldfield.

The Directors, listed on page 1, served throughout the year and remain in office to date. Susan Robinson attended meetings throughout the year and formally became a Director after the year end on 12th February 2019. None of the Directors have received any remuneration directly or indirectly from the Charity. The power of appointing new or additional directors is vested in Harvest Fields Community Church (HFCC) from those recommended by this Charity's Directors at the time. Although HFCC is its sole member, because of the restrictions in this Charity's Articles of Association, it is not its parent undertaking.

It has been agreed that, as part of the induction process for new directors, before anyone considers appointment as a director, they should familiarise themselves with the responsibilities of directors and charity trustees, read the Charity commission booklet on this subject and carefully read the Charity's Memorandum and Articles of Association and its latest financial statements.

There are a number of registered charities that are associated by reason of having one or more directors/trustees in common. However, none of these are related parties to the Charity. The names of these charities and details of the transactions are set out in note 12.

The Directors have a risk management strategy which includes a regular review of the principal risks and uncertainties that the Charity faces. Policies and procedures are put in place to mitigate and manage those risks identified.

OBJECTIVES, ACTIVITIES AND PUBLIC BENEFIT

The Object as set out in the Charity's memorandum of association, one of its governing documents, is to operate the Harvest Fields Church and Community Centre in Sutton Coldfield for the benefit of the public at large; to advance the Christian faith and, in particular but without prejudice to the generality of the foregoing, to provide a place for a Christian church to meet.

Vision:

The vision for Harvest Fields Centre is to be the heart of the community by providing facilities to meet the social, spiritual and practical needs of local people.

Mission:

Social – to provide meeting rooms and sports facilities for the community within a safe, caring environment. To provide an environment where friendships can be made and can grow.

Spiritual – to provide a home for Harvest Fields Community Church, as a place for Christian worship, service and witness. To provide a prayer room - a place where people can find peace in the chaos of everyday life through reflection and Christian prayer.

Practical – to provide youth and children's facilities, a venue for learning. To provide facilities for people to meet together, build relationships and share interests. To promote and support local community groups.

During 2018, the Charity's main activities have remained consistently positive in both corporate and community pursuits:

- At year-end we had hosted 10,040 delegates against a target of 10,400. This has been our busiest year on record.
- Weekly fitness, tuition, children's activities and church meetings continue. Repeat events hosted included: Crafty Connections, the Macmillan Coffee Morning, quiz nights and Carols on Christmas Eve (with Harvest Fields Community Church). The Centre hosted a prayer room for the nationwide '100 Days of Prayer' campaign leading up to its second Remembrance Day celebration in collaboration with HFCC. Other events included: Local Links Christmas Fare, DOXA Christian worship conference, The Gap's 'BIG 10' anniversary, Buddy Bag Foundation bag packs, Give Blood, coffee mornings, local choir and church events and charity support groups were hosted. The Centre participated in Sutton Coldfield's 'In Bloom' competition entry, which later won a silver gilt award. Further, the weekly Elevenses group received the 'Community Group of the Year' award from Sutton Coldfield Town Council. In addition, the Centre acquired a £5232.60 grant from Sutton Coldfield Town Council. This helped finance the provision of a memorial flag and pole for the Remembrance Day alongside a World War I bench and Silent Soldier silhouette installed on Harvest Fields Park. The remaining funds have been designated for furniture upgrades due in 2019. These activities collectively contributed towards the Centre's vision being fulfilled.
- We continued to provide a home for the Little Sutton Nursery and the Harvest Fields Community Church throughout 2018. As the year comes to a close the offices for Harvest Fields Centre and Harvest Fields Community Church are being moved into the flat and will be shared, in order to release the original offices to provide additional delegate capacity and maintain community activities during the working week.

The Directors have taken account of the Charity Commission's general guidance relating to public benefit when reviewing the Charity's achievements and performance.

ACHIEVEMENTS, PERFORMANCE AND PUBLIC BENEFIT

The Centre remains available for use by members of the general public and other use that is charitable in line with the Centre's vision and mission. The Charity receives positive feedback about the quality and availability of the Centre to its local community as well as from its commercial users.

The Directors consider that the Charity's achievements and performance meet the public benefit requirements by operating a venue that is positioned at the centre of the community providing facilities with a vision to meet the social, spiritual and practical needs of local people of all ages, from a wide range of backgrounds and other charitable use.

FINANCIAL REVIEW

The Charity has achieved an operating surplus this year.

The Directors now hope to build unrestricted reserves to the point where they amount to at least three months operating costs.



After reviewing the forecasts and projections, the directors have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. They have therefore continued to adopt the going concern basis in preparing the financial statements.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Directors to prepare financial statements for each financial year. Under that law the Directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of the surplus or deficit of the Charity for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the Charity will continue operating;
- prepare the Directors' report and the financial statements in accordance with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 (FRS102).

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

In preparing this report, the Directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006 and Section 1A of the FRS102.

AUDIT EXEMPTION

The Charity is exempt from the requirements to have its financial statements audited but, as its income is above £25,000, it does have them independently examined.

Approved and signed on behalf of the Directors on 16th August 2019

J A Gilmour, Director

Independent Examiner's Report to the Trustees of Harvest Fields Centre Limited



I report on the financial statements of Harvest Fields Centre Limited for the year ended 31st December 2018, which are set out on pages 7 to 13.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements 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(b) of the 2011 Act.

This report, including my statement, has been prepared for and only for the charity's trustees as a body. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body for my examination work, for this report, or for the statements I have made.

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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, which is complete, no matters have come to my attention which give me reasonable cause to believe that in any material respect:

- accounting records were not kept in respect of Harvest Fields Centre Limited in accordance with section 386 of the 2006 Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principals 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, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



A handwritten signature in black ink, appearing to read "Ian Holder".

Ian Holder FCA
For and on behalf of Mazars LLP
Chartered Accountants and Statutory Auditor
45 Church Street
Birmingham
B3 2RT

Date: 21 August 2019

STATEMENT OF FINANCIAL ACTIVITIES AND SUMMARY INCOME AND EXPENDITURE ACCOUNT

For the year ended 31 December 2018

	Notes	2018 £	2017 £
Income:			
Donations:			
Donations in money		5,232	61,923
Donations in kind		<u>2,920</u>	<u>480</u>
		8,152	62,403
Charitable activities:			
Gross charitable rental income		33,509	34,787
Charges for other charitable use of Centre		<u>382,884</u>	<u>330,766</u>
		416,393	365,553
Other investment income		<u>2</u>	<u>-</u>
Total Income	2	<u><u>424,547</u></u>	<u><u>427,956</u></u>
Expenditure on:			
Charitable activities:	3		
Expenses re charitable rental income		29,365	27,819
Expenses re other charitable use of Centre		<u>345,510</u>	<u>360,771</u>
Total Expenditure		<u><u>374,875</u></u>	<u><u>388,590</u></u>
Net Income for the Year and Net Movement in Funds		49,672	39,366
Surplus/deficit brought forward		21,341	(18,025)
Surplus/deficit carried forward		<u><u>71,013</u></u>	<u><u>21,341</u></u>

The Statement of Financial Activities includes all gains and losses recognised in the year.

All the incoming and expended resources were unrestricted funds and derived from continuing activities.

The notes on pages 10 to 13 form part of these financial statements.

**BALANCE SHEET****For the year ended 31 December 2018**

	Notes	2018 £	2017 £
Fixed Assets			
Tangible assets: Furniture and equipment	8	<u>12,935</u>	<u>20,635</u>
Current Assets			
Debtors	9	<u>17,788</u>	<u>17,103</u>
Cash at bank and in hand		<u>63,092</u>	<u>5,385</u>
		80,880	22,488
Current Liabilities			
Creditors: Amounts falling due within one year	10	<u>(22,802)</u>	<u>(21,782)</u>
Net Current Assets		<u>58,078</u>	<u>706</u>
Total Assets less Current Liabilities		71,013	21,341
Net Assets		<u>71,013</u>	<u>21,341</u>
Represented by:			
Surplus/deficit on Unrestricted Fund		<u>71,013</u>	<u>21,341</u>

The Directors consider that the Charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and the Member has not required the Charity to obtain an audit for the year in question in accordance with section 476 of the Act. 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 31 December 2018 and of its income and expenditure for the year then ended in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Act relating to the financial statements as so far as applicable to the Charity.

The financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with Section 1A of the FRS102.

Approved and signed on behalf of the Directors on 16th August 2019

J A Gilmour
Director

Company number 5932955

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2018



I ACCOUNTING POLICIES

Basis of preparation

These financial statements are prepared under the historical cost convention and in accordance with:

- The Charities Act 2011
- The Companies Act 2006
- The Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS102)
- Accounting & Reporting by Charities: Statement of Recommended Practice (Charities SORP FRS102) (effective January 2015)

The accounts present a true and fair view and no changes in the basis of accounting have been made during the year.

Cash Flow Exemption

The charitable company has not produced a statement of Cash Flows, as the charity is within the small company and charity thresholds.

Income

Donations in money are included on a cash received basis. There would be no material difference if an accruals basis were adopted. Any tax recoverable will be included in the period to which the gift generating the tax recovery relates (accruals basis). Donations in kind are included on an accruals basis. Income from investments and rental income are included in the SOFA in the period in which it is receivable.

Expenditure

Expenditure is included on an accruals basis when incurred. Costs relating to more than one category are apportioned based upon estimated usage. As the Charity is not registered for Value Added Tax, irrecoverable VAT is included in the expense heading to which it relates.

Fixed Tangible Assets

Purchases of individual items of furniture and equipment over £1,500 are capitalised; other items are expensed when incurred in the SOFA.

Depreciation

Depreciation is provided on capitalised furniture and equipment at rates calculated to write off the cost of each asset on a straight line basis over five years.

Judgements and Estimations

Management has not made any significant judgements in the process of applying the accounting policies and there are no areas of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

Going concern

The Directors are of a view that there are sufficient reserves to secure the immediate future of the charity for the next 12 to 18 months and on that basis the charity is a going concern.

Cash at bank and in hand

Cash at bank and cash in hand includes cash which is available.

Creditors and accruals

Creditors and accruals are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2018



2 INCOME

The income for the year arises from the various sources as set out in the SOFA on page 8 and as more particularly described in the Directors' Report.

3 EXPENDITURE

In the year the expenditure charged in the SOFA includes:

	2018	2017
	£	£
Employment costs (note 4a)	128,607	129,224
Agency staff etc. (note 4b)	25,784	41,395
Catering and other service costs	98,403	91,908
Utility charges (gas, electric, water and telephone)	28,797	26,855
Rent payable for use of Centre (note 12)	15,115	14,555
Business rates and council tax for the current year	2,933	2,866
Depreciation of furniture and equipment	7,700	8,106
Governance costs (note 6)	1,393	2,365

4 STAFF COSTS

a) Direct Employees

	2018	2017
	£	£
Salaries	122,295	121,084
Employer's National Insurance net of employment allowance	5,636	6,829
Pension contribution	676	1,311
	<u>128,607</u>	<u>129,224</u>

The average headcount and average number of whole time equivalent persons directly employed by the Charity for the year was 9 (2018: 8) and 5.5 (2018: 5.8) respectively.

No employee was paid more than £60,000 per annum.

b) Agency

In addition to its own staff, the Charity has used the services of staff on an agency basis to provide a flexible workforce.

5 DIRECTORS' & KEY MANAGEMENT REMUNERATION

None of the Directors has received any remuneration for services rendered, nor been reimbursed any expenses by, the Charity directly or indirectly.

The Centre Manager (who left within the year) received £14,267 in 2018 (2017: £42,801). Following our change of management structure, the Operations Manager and Hospitality Manager became key management personnel. They received £24,147 and £27,052 respectively. These figures include salary, expenses, bonuses and pension contributions.

Transactions with related parties are set out in note 02.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2018



6 GOVERNANCE COSTS

This comprises a provision for the Independent Examiner's fee of £1,440 (2017: £2,352) including VAT and Companies House filing fee of £13 (2017: £13).

7 TAXATION

The company is a registered charity and, as all its income will be applied for charitable purposes, no liability to tax arises in respect of the year ended 31st December 2018.

8 FIXED TANGIBLE ASSETS

Furniture and Equipment £

Cost

At 31st December 2017

91,482

Additions in year

-

At 31st December 2018

91,482

Depreciation

At 31st December 2017

70,847

Charge in year

7,700

At 31st December 2018

78,547

Net Book Value

At 31st December 2018

12,935

At 31st December 2017

20,635

9 DEBTORS

	2018 £	2017 £
This comprises:-		
Trade debtors	8,923	12,778
Other debtors	46	50
Prepayments	8,819	4,275
	17,788	17,103

10 CREDITORS FALLING DUE WITHIN TWELVE MONTHS

	2018 £	2017 £
This comprises:-		
Trade creditors	14,567	17,945
Other creditors	3,854	3,731
Accruals	4,381	(459)
Flat Deposit	-	565
	22,802	21,782

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2018



11 SHARE CAPITAL

The Charity is limited by guarantee and has no share capital. Each member of the Charity has undertaken to contribute a sum, not exceeding £1, to the Charity's assets if it is wound up whilst that person is a member or within one year after ceasing to be a member.

12 ASSOCIATED PARTY TRANSACTIONS ETC

This Charity has a 999 year lease of the Centre executed in 2007. Its superior landlord is Harvest Fields Community Church (HFCC). The rent is £12,000 per annum plus RPI, which for 2018 was £15,115 (2017: £14,555). This was on the condition that this Charity did not breach the terms of its lease, if it did, the rent was to be £100,000 per annum plus RPI.

HFCC used the Centre in accordance with the lease contributing at cost £16,353 (2017: £15,548) to the utilities and servicing expenditure. This is reported as part of the gross charitable rental income in the SOFA.

The Second Quothquan Charitable Trust provided this Charity with bookkeeping services. The directors without a conflict of loyalties agreed that this Charity should pay for these services based upon the cost to SQCT and the charge for this year was £3,476 (2017: £2,027).

13 FINANCIAL COMMITMENTS

The Charity is committed to paying rent for the Centre with an annual charge of £12,000 (2017: £12,000) plus Indexation from 2008 under its lease which expires after more than a hundred years. For 2019 the commitment is £15,610 (2018: £15,155).