REGISTERED COMPANY NUMBER: 05771984 (England and Wales) REGISTERED CHARITY NUMBER: 1122566

Report of the Trustees and Financial Statements for the Year Ended 31st March 2019 for Riverside Community Resource Trust

> Beak Kemmenoe Chartered Accountants 1-3 Manor Road Chatham Kent ME4 6AE

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# Report of the Trustees for the year ended 31st March 2019

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2019. 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 Charity's principal objective is to provide community facilities for local organisations and groups. The charity is run by the trustees.

The charity has a business action plan in place which details the main objectives of the charity. This is then broken down further into action points and when it is anticipated these action points will be addressed. The main objectives of the charity are:

- Develop marketing of the Trust's opportunities and facilities.
- Develop the Trust's reputation through marketing opportunities.
- Develop the Trust's financial viability.
- Develop the quantum of secondary spend by Trust customers.
- Develop staff & directors to support Trust's Marketing & Financial Plans.

#### Public benefit

The trustees have referred to the guidance in the Charity Commission & general guidance on public benefit when reviewing their aims and objectives and in planning future activities. In particular the trustees regularly consider how planned activities will contribute to the aims and objectives that have been set.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission for England and Wales.

# ACHIEVEMENT AND PERFORMANCE

#### Charitable activities

Riverside welcomed a number of long term bookings at the centre, these included Mind to deliver one-to-one counselling and therapy sessions, Diabetes Prevention programme and NHS Skills and Support who deliver support services to individuals with impulsion, sensitivity and self-harming issues. Footfall for the year has remained steady at just under 28,000 visitors for the year.

The Community Development element of the organisation remains to be a steady programme of events and training. During the last 12 months there has been a number of accredited training courses ranging from Health and Safety, first Aid and Manual Handling, non accredited courses such as Dementia Awareness and Mindfulness and Relaxation and vocational courses including British Sign Language and 3D Card making. In addition to the adult based education plan there has also been a number of children based community events. Included in this plan is the on-going weekly football coaching, school holiday activities such as mini petting zoo with farm animals at Easter, weekly summer holiday events and the annual Christmas Panto.

Riverside was fortunate enough to receive funding from the local council to deliver a big summer community event in August. Over 600 people attended throughout the day to enjoy the variety of fun filled attractions such as fun fair rides, inflatables, Go-Karts and craft stalls.

Riverside is again very fortunate to have a great team of staff who are all dedicated in providing a clean, safe, well organised and friendly environment for all our users.

### FINANCIAL REVIEW

#### Financial position

During the year total income of £191,811 was received. Expenditure of £183,621 was incurred bringing in a net surplus of £8,190.

# Report of the Trustees for the year ended 31st March 2019

#### FINANCIAL REVIEW

Reserves policy

The policy of the charity is to have an amount in reserves sufficient to cover at least six months of operating costs. Any funds above this amount may be reinvested into the organisation.

Going concern

The trustees consider the going concern of the Charity on a regular basis in relation to the risks faced with future funding. The trustees are confident of the Charity's ability to continue as a going concern and that there are no known uncertainties faced by the Charity.

#### **FUTURE PLANS**

Over the next 12 months Riverside aim to maintain strong links with the community by improving marketing for community based events, increase the educational programmes and introduce more children based sporting groups.

Parts of the building are starting to look tired so a mores structured approach on repairs and maintenance and minor developments will be undertaken to improve standards and customer perception.

The catering unit will be closely monitored to ensure that catering procedures are being followed and the Riverside Community Café is performing to its full potential.

# STRUCTURE, GOVERNANCE AND MANAGEMENT

**Governing document** 

The organisation is a charitable company limited by guarantee and was set up for the provision of a community resource centre. It is governed by a memorandum and articles of association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of new trustees

The power of appointing and removing trustees is vested by the members of the charity. The trustees have the power at any time to appoint any person to be a trustee either to fill a casual vacancy or as an additional trustee.

Induction and training of new trustees

New trustees are invited to the centre for the day to see how the charity operates. They are also provided with the aims and objectives of the charity along with the last set of accounts. Each trustee is provided with a booklet "how to be a good trustee" and all have to sign an indemnity form. Training for both new and existing trustees is carried out on a periodic basis.

# REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

05771984 (England and Wales)

### Registered Charity number

1122566

#### Registered office

The Riverside Centre Dickens Road Gravesend Kent DA12 2JY

# Report of the Trustees for the year ended 31st March 2019

### REFERENCE AND ADMINISTRATIVE DETAILS

#### **Trustees**

L J Beven Trustee
Mrs P Jefford Trustee
Mrs S Whatmough Trustee
A Ridgers Trustee
Mrs C Stone Trustee
D Mead Trustee

### **Company Secretary**

L J Beven

#### Independent examiner

Natalie Harrison

ACA FCCA CTA TEP

Beak Kemmenoe

Chartered Accountants

1-3 Manor Road

Chatham

Kent

ME4 6AE

Approved by order of the board of trustees on 16 July 2019 and signed on its behalf by:

L J Beven - Trustee

# Independent Examiner's Report to the Trustees of Riverside Community Resource Trust

Independent examiner's report to the trustees of Riverside Community Resource Trust ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2019.

#### 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 statement

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 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

Natalie Harrison

ACA FCCA CTA TEP

Beak Kemmenoe

Chartered Accountants

1-3 Manor Road

Chatham

Kent

ME4 6AE

Date: 16 July 19

# Statement of Financial Activities for the year ended 31st March 2019

INCOME AND ENDOWMENTS FROM	UI Notes	nrestricted funds £	Restricted funds £	2019 Total funds £	2018 Total funds £
Donations and legacies		-	-	-	6,457
Charitable activities Operational facilities at centre		191,723	-	191,723	182,884
Investment income	2	88	F	88	40
Total		191,811	-	191,811	189,381
EXPENDITURE ON Charitable activities		150.000	2012		
Operational facilities at centre		179,809	3,812	183,621	182,520
NET INCOME/(EXPENDITURE)		12,002	(3,812)	8,190	6,861
RECONCILIATION OF FUNDS					
Total funds brought forward		99,912	11,213	111,125	104,264
TOTAL FUNDS CARRIED FORWARD		111,914	7,401	119,315	111,125

The notes form part of these financial statements

### Balance Sheet At 31st March 2019

FIXED ASSETS Tangible assets	Un Notes	nrestricted funds £ 10,169	Restricted funds £	2019 Total funds £ 17,299	2018 Total funds £
Taligible assets	,	10,107	7,130	11,200	21,525
CURRENT ASSETS Stocks Debtors Cash at bank and in hand	8 9	412 18,438 91,366 110,216	271 ————————————————————————————————————	412 18,438 91,637 110,487	349 19,139 76,203 95,691
CREDITORS Amounts falling due within one year	10	(8,471)	-	(8,471)	(5,891)
NET CURRENT ASSETS		101,745	271	102,016	89,800
TOTAL ASSETS LESS CURRENT LIABILITIES		111,914	7,401	119,315	111,125
NET ASSETS		111,914	7,401	119,315	111,125
FUNDS Unrestricted funds Restricted funds	11			111,914 7,401	99,912 11,213
TOTAL FUNDS				119,315	111,125

The notes form part of these financial statements

#### Balance Sheet - continued At 31st March 2019

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 16 500 and were signed on its behalf by:

L J Beven -Trustee

#### 1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, 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 Companies Act 2006. 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.

Tangible fixed assets

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

Fixtures and fittings

- 20% on cost

#### Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

#### **Taxation**

The charity is exempt from corporation 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.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

#### 2. INVESTMENT INCOME

	2019	2018
	£	£
Deposit account interest	88	40

# Notes to the Financial Statements - continued for the year ended 31st March 2019

3. NET INCOME/(EXPENDITU
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Net income/(expenditure) is stated after charging/(crediting):

	2019	2018
	£	£
Depreciation - owned assets	7,061	6,106

# 4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2019 nor for the year ended 31st March 2018.

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31st March 2019 nor for the year ended 31st March 2018.

#### 5. STAFF COSTS

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

	2019	2018
Charitable activities	6	6

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

# 6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM		~	2
Donations and legacies	_	6,457	6,457
Charitable activities		7.8.7.	0,107
Operational facilities at centre	182,884		182,884
Investment income	40	-	40
Total	182,924	6,457	189,381
EXPENDITURE ON			
Charitable activities			
Operational facilities at centre	177,876	4,644	182,520
Total	177,876	4,644	182,520
NET INCOME/(EXPENDITURE)	5,048	1,813	6,861

# Notes to the Financial Statements - continued for the year ended 31st March 2019

6.	COMPARATIVES FOR THE STATEMENT OF FI	INANCIAL ACTIVITIE	S - continued	
		Unrestricted funds	Restricted funds	Total funds
	RECONCILIATION OF FUNDS	£	£	£
	Total funds brought forward	94,864	9,400	104,264
	TOTAL FUNDS CARRIED FORWARD	99,912	11,213	111,125
7.	TANGIBLE FIXED ASSETS			
		Other tangible fixed assets	Fixtures and fittings	Totals £
	COST	2		
	At 1st April 2018	18,254	47,631	65,885 3,035
	Additions		3,035	
	At 31st March 2019	18,254	50,666	68,920
	DEPRECIATION			
	At 1st April 2018	8,747 2,377	35,813 4,684	44,560 7,061
	Charge for year	2,311	4,004	7,001
	At 31st March 2019	11,124	40,497	51,621
	NET BOOK VALUE			
	At 31st March 2019	7,130	10,169	17,299
	At 31st March 2018	9,507	11,818	21,325
8.	STOCKS			
			2019	2018
	Finished goods		£ 412	£ 349
9.	DEBTORS: AMOUNTS FALLING DUE WITHIN	ONE YEAR		
			2019	2018
			£	£
	Trade debtors Prepayments and accrued income		16,867 1,571	16,018 3,121
	Trepayments and accrued meonie		-	
			18,438	19,139

# Notes to the Financial Statements - continued for the year ended 31st March 2019

0.	CREDITORS: AMOUNTS FALLING DU	E WITHIN ONE	YEAR		
	Trade creditors Accruals and deferred income			2019 £ 1,881 6,590 8,471	200 £ 1,07 4,81 5,89
1.	MOVEMENT IN FUNDS				
		At 1.4.18 £	Net movement in funds £	Transfers between funds £	At 31.3.1 £
	Unrestricted funds			~	2
	General fund	98,150	13,622	(4,000)	107,77
	Designated - Community Development	1,762	(1,620)	4,000	4,14
		99,912	12,002	-	111,91
	Restricted funds				
	Tesco Play Equipment	9,623	(2,377)		7.2
	Tesco Funding	133	(71)		7,2
	GBC Summer Activity Funding	1,457	(1,364)	-	
		11,213	(3,812)		7,40
	TOTAL FUNDS	111,125	8,190		119,31
	Net movement in funds, included in the above	are as follows:			
	Unrestricted funds		Incoming resources	Resources expended £	Movement i
	General fund		191,811	(178,189)	13,62
	Designated - Community Development		-	(1,620)	(1,62
			191,811	(179,809)	12,00
	Restricted funds			15	
	Tesco Play Equipment		-	(2,377)	(2,37
	Tesco Funding		-	(71)	(2,57
	GBC Summer Activity Funding		-	(1,364)	(1,36
			-	(3,812)	(3,81
				46 125K 700 1880	, ,
	TOTAL FUNDS		191,811	(183,621)	0 10
			171,011	(103,021)	8,19

# Notes to the Financial Statements - continued for the year ended 31st March 2019

# 11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds	At 1.4.17	Net movement in funds £	Transfers between funds £	At 31.3.18 £
Unrestricted Funds				
General fund	92,943	9,207	(4,000)	98,150
Designated - Community Development	1,921	(4,159)	4,000	1,762
	94,864	5,048	-	99,912
Restricted Funds				
CCTV	400	(400)	-	-
Tesco Play Equipment	9,000	623	-	9,623
Tesco Funding	-	133 1,457	-	133 1,457
GBC Summer Activity Funding		1,457		1,437
	9,400	1,813	-	11,213
			-	111 125
TOTAL FUNDS	104,264	6,861		111,125
Comparative net movement in funds, included in the	ne above are a	s follows:		
		Incoming	Resources	Movement in
		resources	expended	funds
		£	£	£
Unrestricted funds		102.024	(172 717)	0.207
General fund		182,924	(173,717) (4,159)	9,207 (4,159)
Designated - Community Development			(4,139)	
		182,924	(177,876)	5,048
Restricted funds				
Tesco Play Equipment		3,000	(2,377)	623
Tesco Funding		2,000	(1,867)	133
GBC Summer Activity Funding		1,457	(400)	1,457 (400)
CCTV			(400)	
		6,457	(4,644)	1,813
			(400 500)	
TOTAL FUNDS		189,381	(182,520)	6,861

# Notes to the Financial Statements - continued for the year ended 31st March 2019

### 11. MOVEMENT IN FUNDS - continued

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

	At 1.4.17	Net movement in funds £	Transfers between funds £	At 31.3.19
Unrestricted funds	2 2			
General fund	92,943	22,829	(8,000)	107,772
Designated - Community Development	1,921	(5,779)	8,000	4,142
Restricted funds				
CCTV	400	(400)	-	-
Tesco Play Equipment	9,000	(1,754)	-:	7,246
Tesco Funding	-	62	-	62
GBC Summer Activity Funding		93		93
	9,400	(1,999)		7,401
TOTAL FUNDS	104,264	15,051		119,315

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

Unrestricted funds General fund Designated - Community Development	Incoming resources £	Resources expended £	Movement in funds £
	374,735	(351,906)	22,829
	-	(5,779)	(5,779)
	374,735	(357,685)	17,050
Restricted funds			
Tesco Play Equipment	3,000	(4,754)	(1,754)
Tesco Funding	2,000	(1,938)	62
GBC Summer Activity Funding	1,457	(1,364)	93
CCTV	-	(400)	(400)
	6,457	(8,456)	(1,999)
TOTAL FUNDS	381,192	(366,141)	15,051

# 12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2019.

# Detailed Statement of Financial Activities for the year ended 31st March 2019

	Unrestricted funds £	Restricted funds £	2019 Total funds £	2018 Total funds £
INCOME AND ENDOWMENTS				
<b>Donations and legacies</b>				
Grants	-	-	-	6,457
Investment income				
Deposit account interest	88	-	88	40
Charitable activities				
Catering Income	36,166	-	36,166	37,358
Room Hire	151,445	_	151,445	141,035
Other Income	4,112	=	4,112	4,491
	191,723	-	191,723	182,884
Total incoming resources	191,811		191,811	189,381
EXPENDITURE				
Charitable activities				
Wages	105,405		105,405	102,773
Social security	3,571	-	3,571	3,486
Pensions	972	-	972	320
Rates and water	5,677	-	5,677	4,004
Insurance	839		839	730
Light and heat	14,246	-	14,246	13,679
Telephone	2,730	-	2,730	3,005
Postage and stationery	324	_	324	1,276
Advertising	1,523	=	1,523	241
Sundries	301	***	301	19
Repairs & Maintenance	10,678	-	10,678	16,728
Bank charges	60	-	60	95
Cleaning	2,029	-	2,029	1,515
PRU Cleaning		-	4 000	1,170
Refuse	1,879	-	1,879	1,727
Uniform	343	-	343	551
Tesco funding expenditure	1	71	72	1,867
Community development	4,958	-	4,958	4,159
Catering costs	17,974	1 264	17,974	17,238
GBC Summer Activities	-	1,364	1,364	2 277
Plant and machinery	4,684	2,377	2,377 4,684	2,377 3,729
Fixtures and fittings	4,004		.,00 .	- ,

**Support costs** 

This page does not form part of the statutory financial statements

# Detailed Statement of Financial Activities for the year ended 31st March 2019

	Unrestricted funds £	Restricted funds £	2019 Total funds £	2018 Total funds £
Management				
Sundries	13	-	13	13
Accountancy fees	750		750	967
Governance costs	763	*	763	980
Independent examiners' fees	852		852	851
Total resources expended	179,809	3,812	183,621	182,520
Net income	12.002	(2.012)		
Net income	12,002	(3,812)	8,190	6,861

This page does not form part of the statutory financial statements

