

**Charity No. 1159054**

**Report of the Trustees and  
Financial Statements  
for the year ended 31st March 2019 for  
Henfield Leisure Centre**

**Henfield Leisure Centre**  
**Contents of the Financial Statements for the**  
**year ended 31st March 2019**

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## **Henfield Leisure Centre**

### **Charity Information for the year ended 31st March 2019**

<b>Chairman and trustee</b>	E Holder
<b>Treasurer and trustee</b>	S Vickers
<b>Secretary and trustee</b>	S Mitchell
<b>Management Committee</b> (* are also trustees)	E Holder * S Vickers * S Mitchell * B Mitchell * C Thorns * A Hillman * T Prescott * S Thompson
<b>Charity Offices</b>	The King's Field Henfield West Sussex BN5 9QB
<b>Independent Examiner</b>	Parkers Cornelius House 178/180 Church Road Hove East Sussex BN3 2DJ
<b>Bankers</b>	Barclays Bank plc 90-92 High Street Crawley West Sussex RH10 1BP

## **Henfield Leisure Centre**

### **Trustees' Report for the year ended 31st March 2019**

The trustees present their report for the financial statements for the year ended 31st March 2019 and confirm they comply with the requirements of the Charities Act 2011 and the Charities SORP (FRS 102).

#### **Trustees**

The trustees and management committee named on page one have served throughout the year.

Appointment of the trustees is governed by the Constitution of the charity.

#### **Investment powers**

The Constitution authorises the management committee to make and hold investments using the general funds of the charity, but no such investments are currently held.

#### **Constitution, objects and policies**

The Charitable Trust is constituted by Trust Deed, and its objects are to provide or to assist in the provision of facilities for physical recreation of all kinds for residents of Henfield and the surrounding area.

The management of the affairs of the association is directed by the Management Committee in accordance with the terms of the Constitution of the Association.

#### **Development, activities and achievements**

The management committee consider that the performance of the charity has been satisfactory.

The charity has been able to meet its ongoing objective of providing recreational facilities to the local community; in particular there has been substantial investment in the year.

#### **Financial review**

The charity has made a profit (loss) for the year of £72,578 (2018 - £40,404)

#### **Charity Governance Code**

The Trustees seek to apply the principles of the Charity Governance Code as they relate to the operations of the leisure centre.

#### **Future developments**

The trustees will continue to seek and exploit opportunities to develop and enhance the environment of the centre in a manner that is sustainable and does not jeopardise the provision of the core activities.

#### **Reserves policy**

Reserves are needed to bridge the gap between spending and receiving income and to cover unplanned emergency repairs and other expenditure. The trustees consider the ideal level of reserves at 31 March 2019 is £50,000.

## **Henfield Leisure Centre**

### **Trustees' Report for the year ended 31st March 2019**

#### **Risk management policy**

The trustees annually review the risks and uncertainties that the charity faces and have established policies, systems and procedures to mitigate those risks.

#### **Public benefit statement**

The trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the guidance published by the Charity Commission on public benefit when reviewing the charity's main aims and objectives in planning future activities.

#### **Statement of trustees' responsibility**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom and Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England 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 incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for maintaining 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 accounts 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.

#### **Approval**

This report was approved by the management committee on 18 September 2019 and signed on their behalf by:



**E Holder**  
Chairman and Trustee



**S Mitchell**  
Secretary and Trustee

**Henfield Leisure Centre**  
**Independent examiner's report to the Management Committee of the Henfield Leisure**  
**Centre for the year ended 31st March 2019**

I report on the accounts of the Charity for the year ended 31 March 2019, which are set out on pages 5 to 11.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that

- an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that
- an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

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

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Annette Watson*

Annette Watson FCA

Parkers  
Cornelius House, 178/180 Church Road  
Hove, East Sussex, BN3 2DJ

30 September 2019

**Henfield Leisure Centre**  
**Statement of Financial Activities for the year ended 31st March 2019**

		Restricted funds		Unrestricted funds			
	Notes	2019 £	2018 £	2019 £		2018 £	
<b>Income from:</b>							
Fitness, clubs, groups		-	-	206,227		175,006	
Children's clubs		-	-	60,248		58,092	
Soft play area admission fees		-	-	104,598		112,960	
Soft play area catering		-	-	137,370		147,771	
Hire and sale of equipment		-	-	-		433	
Fundraising		-	8,590	5,986		5,132	
Grants		78,985	-	-		1,500	
Total income		78,985	8,590	514,429		500,894	
<b>Expenditure on:</b>							
Direct charitable expenditure	2	-	-	518,298		466,077	
Management & administration	3	-	-	2,538		3,003	
Net resources for the year		78,985	8,590	(6,407)		31,814	
Amortisation of grants		(3,974)	(2,375)	3,974		2,375	
		75,011	6,215	(2,433)		34,189	
Funds brought forward		53,715	47,500	65,739		31,550	
<b>Funds carried forward</b>		<b>128,726</b>	<b>53,715</b>	<b>63,306</b>		<b>65,739</b>	

All of the amounts above related to continuing activities.

There were no recognised gains or losses for 2019 or 2018 other than those included above.

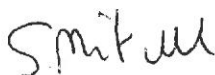
**Henfield Leisure Centre**  
**Statement of Financial Position at 31st March 2019**

	Notes	2019 £	£	2018 £	£
<b>Fixed Assets</b>					
Tangible fixed assets	5		612,019		426,925
<b>Current Assets</b>					
Stock	6	1,928		1,850	
Debtors	7	2,418		3,515	
Cash at bank and in hand		23,352		44,315	
		<u>27,698</u>		<u>49,680</u>	
<b>Current Liabilities</b>					
Creditors: amounts falling due within one year	8	<u>100,559</u>		<u>76,559</u>	
<b>Net current (liabilities)/assets</b>			<u>(72,861)</u>		<u>(26,879)</u>
			539,158		400,046
Creditors: amounts falling due after one year	9		<u>347,126</u>		<u>280,592</u>
<b>Net Assets</b>			<u>192,032</u>		<u>119,454</u>
<b>Funds</b>					
Unrestricted funds			<u>63,306</u>		<u>65,739</u>
Restricted funds			<u>128,726</u>		<u>53,715</u>

Approved by the trustees on 18 September 2019 and signed on their behalf by:



**E Holder**  
Chairman and Trustee



**S Mitchell**  
Secretary and Trustee



**Henfield Leisure Centre**  
**Statement of Cash Flows for the year ended 31st March 2019**

<b>Statement of cash flows</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Cash flow from operating activities:</b>		
<i>Net cash provided by (used in) operating activities</i>	144,522	52,900
<b>Cash flows from investing activities:</b>		
Purchase of property plant and equipment	(264,348)	-
<i>Net cash provided by (used in) investing activities</i>	<u>(119,826)</u>	<u>-</u>
<b>Cash flows from financing activities:</b>		
Cash inflows from new borrowing	156,668	-
Cash outflows to repay borrowing	(57,805)	(38,588)
Grants received	-	-
<i>Net cash provided by (used in) financing activities</i>	<u>98,863</u>	<u>(38,588)</u>
Change in cash and cash equivalents in the year	(20,963)	14,312
Cash and cash equivalents at the beginning of the year	<u>44,315</u>	<u>30,003</u>
Cash and cash equivalents at the end of the year	<u><u>23,352</u></u>	<u><u>44,315</u></u>
 <b>Reconciliation of net income (expenditure) to net cash flow from operating activities</b>		
	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Net income/(expenditure) per the statement of financial activities</b>	72,578	40,404
Adjustments for depreciation charges	79,254	40,294
(Increase)/decrease in stocks	(78)	292
(Increase)/decrease in debtors	1,097	(1,310)
Increase/(decrease) in creditors	(8,329)	(26,780)
<i>Net cash (used in)/ provided by operating activities</i>	<u>144,522</u>	<u>52,900</u>
 <b>Analysis of cash and cash equivalents</b>		
Cash in hand	<u>23,352</u>	<u>44,315</u>

**Henfield Leisure Centre**  
**Notes to the Financial Statements for the year ended 31st March 2019**

**1 Accounting policies**

**1.1 Basis of accounting**

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS102)).

**1.2 Income**

Voluntary income and donations are accounted for as received by the charity. The income from fundraising is shown gross with the associated costs included in fundraising costs. No permanent endowments have been received in the period but these are dealt with through the Statement of Financial Activities when received. Investment income plus associated tax recoverable is credited to income on an accruals basis, using a daily accrual for interest.

**1.3 Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the Charity. Restricted funds are donations or grants which the donor has specified are to be used solely for particular areas of the Charity's work or for specific projects being undertaken by the Charity.

**1.4 Expenditure on management and administration**

Administration expenditure includes all expenditure not directly related to the charitable activity or fundraising ventures. This includes the cost of running office premises, staff salaries for administrative staff and examination fees.

**1.5 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual values, over their expected useful lives on the following basis:

Buildings	5% pa reducing balance
Squash courts	evenly over ten years
Fixtures and fittings	20% pa reducing balance
Sports and other equipment	20% pa reducing balance
Soft play equipment	evenly over five years

**1.6 Stock**

Stock is valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stock.

# Henfield Leisure Centre

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

### 1.7 Leases

Assets obtained under finance leases are capitalised as tangible fixed assets.

Depreciation is charged over the estimated useful life of the asset. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the charity. Obligations under such leases are included in creditors net of the finance charge allocated to future periods. The finance element of each payment is charged to the Statement of Financial Activities so as to produce a constant periodic rate on the net obligation outstanding in each period.

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are reflected in the Statement of Financial Activities.

2 Direct charitable expenditure	2019	2018
	£	£
Staffing costs	286,199	275,651
Bar and catering	60,048	48,946
Premises	51,090	48,096
Supplies and services	17,655	35,650
Financial services	24,052	17,440
Depreciation	79,254	40,294
	<u>518,298</u>	<u>466,077</u>

3 Management and administration	2019	2018
	£	£
Independent examination fee	600	800
Telephone and internet	1,938	2,203
	<u>2,538</u>	<u>3,003</u>

4 Employee numbers	2019	2018
	£	£
The average number of staff employed during the year:	16	14

**Henfield Leisure Centre**  
**Notes to the Financial Statements for the year ended 31st March 2019**

**5 Tangible fixed assets**

	Building	Squash courts	Fixtures & fittings	Sports & other equipment	Soft play equipment	Total
	£	£	£	£	£	£
<b>Cost</b>						
At 1st April 2018	372,982	1	62,578	7,797	70,500	513,858
Additions	109,358	-	60,741	94,249	-	264,348
Disposals	-	-	-	-	-	-
At 31st March 2019	482,340	1	123,319	102,046	70,500	778,206
<b>Depreciation</b>						
At 1st April 2018	36,366	-	22,416	2,771	25,380	86,933
Charge for the year	22,299	-	20,180	19,855	16,920	79,254
On disposals	-	-	-	-	-	-
At 31st March 2019	58,665	-	42,596	22,626	42,300	166,187
<b>Net book value</b>						
At 31st March 2019	423,675	1	80,723	79,420	28,200	612,019
At 31st March 2018	336,616	1	40,162	5,026	45,120	426,925

All fixed assets are used for charitable purposes.

**6 Stock**

	2019	2018
	£	£
Catering goods	1,928	1,850
	<u>1,928</u>	<u>1,850</u>

**7 Debtors**

	2019	2018
	£	£
Due within one year:		
Trade debtors	1,106	569
Prepayments and accrued income	1,312	2,946
	<u>2,418</u>	<u>3,515</u>

**8 Creditors falling due within one year**

	2019	2018
	£	£
Horsham District Council Loan	27,800	27,003
Finance leases	36,245	14,713
Bonds	10,000	-
Trade creditors	2,263	929
Sundry creditors	-	3,300
Other taxes and social security	10,287	12,054
Accruals and prepaid income	13,964	18,560
	<u>100,559</u>	<u>76,559</u>

**Henfield Leisure Centre**  
**Notes to the Financial Statements for the year ended 31st March 2019**

<b>9 Creditors falling due after one year</b>	<b>2019</b>	<b>2018</b>
	£	£
Horsham District Council Loan	218,967	246,767
Finance leases	88,159	33,825
Bonds	40,000	-
	347,126	280,592

<b>10 Obligations under operating leases</b>	<b>2019</b>	<b>2018</b>
	£	£
Future minimum rentals payable under non-cancellable operating leases are:		
Within one year	-	-
Within two to five years	-	-
	-	-

<b>11 Borrowings</b>	<b>2019</b>	<b>2018</b>
	£	£
The total amount of loans and overdrafts was as follows:		
Horsham District Council (i)	246,767	273,770
Finance leases (ii)	124,404	48,538
Bonds (iii)	50,000	-
Bank overdraft (iv)	-	-
	421,171	322,308

- (i) Repayable over 10 years with annual repayments of £35,763 commencing 30 June 2017. The loan is unsecured and the annual interest rate is fixed at the annuity rate for 10 year loans as published by the UK Debt Management Office on 28 August 2015.
- (ii) The initial term of the leases is five years, total monthly lease payments are £3,481.
- (iii) The bonds are unsecured and redeemable at the discretion of the Trustees but within five years of issue. Interest rate is 4%.
- (iv) An overdraft facility of £40,000 is available.

**13 Trustees' expenses**

None of the trustees received any remuneration or reimbursement of expenses during the year.

**Henfield Leisure Centre**  
**Schedule to the Statement of Financial Activities**  
**for the year ended 31st March 2019**

	2019	2018
	£	£
<b>Staffing</b>		
Staff salaries	278,475	271,684
Instructors and coaches	4,727	2,160
Pension contributions	2,997	1,507
Training	-	300
	<u>286,199</u>	<u>275,651</u>
<b>Premises</b>		
Insurance	10,464	8,108
Heat, light & power	19,714	13,378
Water	3,735	9,493
Rates	3,890	2,224
Building repairs and maintenance	10,431	12,173
Cleaning and domestic supplies	2,856	2,720
	<u>51,090</u>	<u>48,096</u>
<b>Supplies and services</b>		
Sports equipment purchased	1,165	2,189
Repairs to equipment	1,906	1,003
Printing, postage, stationery and computer	4,248	6,102
Advertising	1,679	2,302
Leasing and hire charges	5,481	19,074
Licences and subscriptions	1,450	2,564
Professional fees	249	250
Sundry expenses	1,477	2,166
	<u>17,655</u>	<u>35,650</u>
<b>Financial services</b>		
Bank charges and interest	<u>24,052</u>	<u>17,440</u>
<b>Depreciation</b>		
Amortisation of buildings	22,299	17,717
Depreciation of sports equipment	19,855	1,256
Depreciation of fixtures and fittings	20,180	10,041
Depreciation of soft play equipment	16,920	11,280
	<u>79,254</u>	<u>40,294</u>