

Charity Registration No 1144518

Company Registration number 7798716

TheKenilworthCentre

Directors/Trustees' Report and Unaudited Accounts

For the year ended 31 March 2019

TheKenilworthCentre

Financial statements for the year ended 31 March 2019

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theKenilworthCentre

Directors, officers and advisers

COMPANY DETAILS

Registered No:7798716

Incorporated 5th October 2011

CHARITY DETAILS

Registration No. 1144518

**Registered as a charity under the Charities Act
on 3rd November 2011**

DIRECTORS AND TRUSTEES

Mr J. R. Whitehouse (Chair)

Mrs A. Brougham

Mr J. Carter

Mr R. Dickson

Mrs L. Hanson (appointed 18 June 2019)

Mrs. R. Graham (appointed 5 June 2018)

Ms. L. Kenyon

Mrs R.S. Leadley (resigned 4 September 2018)

Mr. D. Littleford

Mr. J. Price

REGISTERED OFFICE

**The Kenilworth Centre,
Abbey End Car Park,
Abbey End,
Kenilworth,
Warwickshire,
CV8 1QJ.**

INDEPENDENT EXAMINERS

**Flemons and Co. Limited,
70 Priory Road,
Kenilworth,
Warwickshire,
CV8 1LQ.**

BANKER

**CAF Bank Limited,
25 Kings Hill Avenue,
Kings Hill,
West Malling,
Kent ME19 4JQ.**

The Directors/Trustees present their report and accounts for the year ended 31 March 2019.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)).

Structure, Governance and Management

The Company was incorporated on 5 October 2011 and is limited by Guarantee. It was registered as a charity under the Charities Act on 3 November 2011 and operates as theKenilworthCentre (tKC). The members of the company, who are also Trustees and Directors for the purpose of company law, each guarantee to contribute £10 in the event of a winding up.

Directors/Trustees are recruited from the local community by invitation where a particular skill need has been identified by the Board. A minimum of three Directors/Trustees is required.

The Directors/Trustees who served during the year are listed on page 1.

Four Directors/Trustees Meetings were held during the period covered by these accounts where the general business of the Charity was conducted. Scheduled meetings are held on an approximately quarterly basis ongoing. All Directors/Trustees are aware of the need to declare any potential conflicts of interest and appropriate action is taken and records made. In addition to formal meetings, business is conducted in informal committees and meetings which may contain both Directors/Trustees and non-Directors/Trustees, and by means of electronic forms of communication. During the period day to day management responsibility was delegated to the Centre Manager who reported to the Chair of the Board of Directors/Trustees.

All the Directors/Trustees give their time voluntarily and do not receive any benefits from the charity for acting in this capacity, other than what they would be entitled to as members of the local community.

Objectives and activities

TheKenilworthCentre is a non-profit making organisation whose principal objective is to provide activities and facilities for residents of Kenilworth and its surrounding areas with a particular emphasis on provision for young people to help them develop their capabilities and grow to full maturity as individuals and members of the community, and to achieve this by establishing, maintaining and managing a community centre for such activities.

Achievement and Performance

TheKenilworthCentre occupies the premises of the Kenilworth Youth and Community Centre under a fifteen year lease agreement which runs until 1 April 2027 at a peppercorn rent.

This year has continued to see an increase usage of the Centre facility by third party providers allowing a wide range of leisure activities and support services to be offered to the Kenilworth community, such as pre-school music, children's and adults dance and other physical activity classes, support groups for elderly and disabled people, and craft activities. It is used as meeting place for community groups, local businesses, statutory authorities and charities, and a venue for private events. On an ongoing basis TheKenilworthCentre continues to look for opportunities to introduce, extend and enhance services which may be of interest to local residents, complementing other provision within the town.

In accordance with its charitable objectives theKenilworthCentre continues to prioritise its programme to provide activities and support to young people. These activities are run by paid, qualified youth workers, supported by volunteers where appropriate, and are funded by specific grants and donations. These include popular weekly youth clubs, an embedded mentoring and advice service for young people within Kenilworth School, and a Friday evening detached youth work project which aims to make young people aware of the dangers of alcohol and drug abuse and keep them safe at times when they are particularly vulnerable. In addition there is a fortnightly volunteer-run Saturday cinema.

In March 2019 a part time Centre Manager was employed to take over the General Manager role from the Chair of Trustees. The staffing structure continues to be sustainable and comprises a part-time team

theKenilworthCentre

Directors/Trustees' Report for the year ended 31 March 2019

running the day to day operation of the building and finances, and a part-time team running the youth work, with all management oversight being performed by the Centre Manager alongside the Trustees.

Financial Review

Banking

The bank accounts of theKenilworthCentre are held with CAF Bank (Charities Aid Foundation). Funds surplus to immediate requirements are reviewed and placed on deposit in an interest earning deposit account which yielded bank interest of £110 during the year. At 31 March 2019 in excess of £110,000 was held on deposit, of which around £17,800 related to restricted funds. Two signatories are required to effect any banking transaction.

Income

TheKenilworthCentre has three principal income streams, these being lettings income from hire of rooms in the Centre to third party organisations, gifts and donations from individuals and organisations, and grant awards. Included in lettings income are licence fees for non-exclusive occupation of the ground floor of the Centre from ILEAP, a local charity whose objectives are to promote independence and learning for children, young people and adults with mild to moderate learning difficulties through inclusive leisure activities.

Gifts and donations from organisations and individuals continue to provide an important source of support. TheKenilworthCentre benefitted from £5,000 provided by the Kenilworth Lions Club. Support has also been received from The Rotary Club of Kenilworth.

Grant income during the year includes around £3,200 of funding from Kenilworth United Charities to support and continue theKenilworthCentre's embedded mentoring and advice for young people within Kenilworth School. Kenilworth Town Council provided grant funding of around £7,000 to continue theKenilworthCentre's detached work. We also received a £2,000 donation from the Mayor of Kenilworth.

A private donation was received to provide ongoing support to Radio Abbey. Throughout the year there have also been a number of other smaller donations.

Expenditure

Total expenditure during the period was £94,702 of which £68,443 related to operational management of the charity's activities and provision of Centre facilities including associated staff costs.

Policy on Reserves

It is the policy of theKenilworthCentre to retain general funds to cover working capital requirements and finance expenditure for at least six months, and the current level of general reserves of £62,628 meets this objective. In addition to reflect ongoing wear and tear on usage of the building the Directors/Trustees consider it appropriate to designate an additional £10,000 of funds to cover building dilapidations and equipment replacement. A further £10,000 is designated as a development fund to allow the charity to invest in and develop opportunities for young people and the wider community should alternative sources not be available.

Restricted Funds will be used appropriately for identified causes.

The Directors/Trustees are not aware of any actual or contingent liabilities for which provision has not been made and no major risks have been identified to which the Company is exposed.

Risk Management

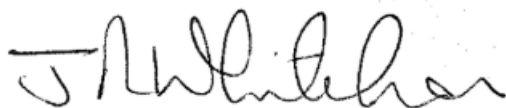
The Board of Directors/Trustees actively reviews the major risks which the Company faces on a regular basis and believes that the reserves maintained will provide sufficient resources in the event of adverse conditions. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the centre and with protection of children. Insurance is purchased to indemnify the Directors/Trustees and officers and to protect the charity from losses which may arise from neglect or default, subject to normal exclusions.

Directors/Trustees' Responsibilities

Company Law and Charity Regulations require the Directors/Trustees to prepare financial statements for each year which give a true and fair view of the state of the company and the income and expenditure of the company for that period. In preparing these statements the Directors/Trustees have;

- selected suitable policies and applied them consistently
- made judgments that are responsible and prudent
- prepared the financial statements on a going concern basis
- maintained proper accounting records which enable compliant financial statements to be produced
- regularly reviewed risks and provided appropriately
- engaged a reputable firm of Accountants to perform an independent examiners' review

On behalf of the Board of Directors and Trustees



Mr John Whitehouse

Chair

Dated 5/9/2019

THE KENILWORTH CENTRE

Independent Examiner's Report for the year ended 31 March 2019

I report on the accounts of the Charity for the year ended 31 March 2019 which are set out on pages 6 to 14.

Respective responsibilities of Directors/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 accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 statement below.

Independent examiner's statement

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

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- the accounts do not accord with such records;
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Flemons & Co Limited

Flemons and Co.,
Accountants,
70 Priory Road,
Kenilworth,
Warwickshire,
CV8 1LQ.

Dated 6/9/19

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Statement of financial activities including income and expenditure account

Year ended 31 March 2019

	Notes	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
		<u>Funds</u>	<u>funds</u>	<u>2018-19</u>	<u>2017-18</u>
		£	£	£	£
Income					
Donations	2	6,060	4,226	10,286	19,691
Charitable Activities	3	74,628	10,112	84,740	72,319
Other Trading Activities	4	718	-	718	781
Interest Income		110	-	110	50
Gross Income in the Reporting Period		81,516	14,338	95,854	92,841
Expenditure					
Raising Funds		-	-	-	-
Charitable Activities	5	84,373	10,329	94,702	80,686
Depreciation of Fixed Assets		2,622	826	3,448	2,817
Total Expenditure for the Reporting Period		86,995	11,155	98,150	83,503
Net Income (Expenditure) for the Financial Year		(5,479)	3,183	(2,296)	9,338
Transfers Between Funds		-	-	-	-
Net movement in funds		(5,479)	3,183	(2,296)	9,338
Reconciliation of Funds					
Fund balances at 1 April 2018		88,107	14,620	102,727	93,389
Fund balances at 31 March 2019		82,628	17,803	100,431	102,727

The notes on pages 9 to 14 form part of these financial statements.

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Balance sheet at 31 March 2019

	<u>Notes</u>	<u>2019</u>	<u>2018</u>
		£	£
Fixed assets			
Tangible assets	7	9,937	10,015
Current assets			
Debtors and Prepayments	8	5,444	3,650
Cash at bank and in hand		115,651	111,318
		<u>121,095</u>	<u>114,968</u>
Creditors: amounts falling due within one year	9	(30,601)	(22,256)
		<u>90,494</u>	<u>92,712</u>
Net current assets			
		<u>100,431</u>	<u>102,727</u>
Total assets less current liabilities		<u>100,431</u>	<u>102,727</u>
Income Funds			
Unrestricted funds	11	82,628	88,107
Restricted funds	11	17,803	14,620
	12	<u>100,431</u>	<u>102,727</u>

These accounts have been prepared in accordance with the provisions available to companies subject to the small companies' regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)).

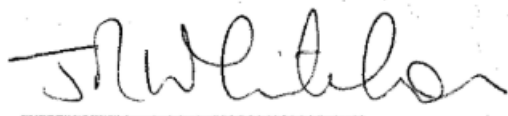
For the financial year ended 31 March 2019 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The Directors/Trustees acknowledge their responsibilities for ensuring that the company 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 company as at the end of the financial year and if 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 company.

THE KENILWORTH CENTRE

Balance sheet at 31 March 2019

Approved by the Board of Directors on 3/9/19 and signed on its behalf.



A handwritten signature in dark ink, appearing to read 'J.R. Whitehouse', is written over a horizontal dotted line.

Mr J.R Whitehouse – Chair of the Board of Directors

Company Registration No: 7798716

The notes on pages 9 to 13 form part of these financial statements.

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Notes to the financial statements for the year ended 31 March 2019

1 Accounting policies

a) Basis of accounting

The financial statements are prepared on the historical cost basis and have been prepared in accordance with 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The company has taken advantage of the exemption from presenting a cash flow statement as it qualifies as a small company.

b) Recognition of Income

All income is accounted for in the year to which they relate on a receivable basis and allocated to the appropriate category.

Donated goods, facilities and services are recognised as income when entitlement to the donation has passed to the charity, when there is certainty of receipt, and where the value of the donation can be fairly valued. Donated goods are recognised at their fair value. Donated facilities and services are valued at the cost of purchasing them on the open market.

c) Recognition of Expenditure

All expenditure, other than that which is capitalised, is included in the Statement of Financial Activities. The expenditure is accounted for on an accruals basis and is allocated to the activity to which it relates.

Fundraising costs comprise those costs directly attributable to fundraising activities.

Charitable expenditure comprises those costs directly attributable to charitable activities and includes the running costs of the Kenilworth Centre as a managed leisure facility.

Governance costs comprise the costs which are directly attributable to the management of the charity's assets, organisational procedures and the necessary legal procedures for compliance with statutory requirements.

d) Depreciation of tangible fixed assets

Purchased or donated assets with a value greater than £500 are capitalised and depreciated at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life.

Fixtures and fittings	20% straight line
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Furniture, Equipment and Computers	33% straight line
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e) Financial Assets and Financial Liabilities

Current Assets and Current Liabilities arising from contractual obligations are carried in the Balance Sheet at the cash amount or equivalent consideration expected to be received or paid in their settlement.

f) Provisions

Provisions are measured at the best estimate of the settlement amount at the Balance Sheet date..

g) Accumulated funds

Unrestricted funds are available for use at the discretion of the Directors/Trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

h) Retirement benefits

Payments to defined contribution retirement benefit schemes are charged an expense as they fall due.

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Notes to the financial statements for the year ended 31 March 2019

2 Donations

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>2018-19</u>
	£	£	£
Donations	6,060	4,226	10,286
General Grants	-	-	-
Gifts-in-Kind	-	-	-
	<u>6,060</u>	<u>4,226</u>	<u>10,286</u>

3 Income from Charitable Activities

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>2018-19</u>
	£	£	£
Lettings and Licence Fees	67,880	-	67,880
Grants and Awards	2,000	10,112	12,112
Subscriptions and Attendance fees	2,156	-	2,156
Contract for Provision of Youth Services	-	-	-
Other	2,592	-	2,592
	<u>74,628</u>	<u>10,112</u>	<u>84,740</u>

4 Income from Other Trading Activities

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>2018-19</u>
	£	£	£
Fundraising Events	-	-	-
Business Sponsorship	300	-	300
Contract for Provision of Administrative Support	418	-	418
	<u>718</u>	<u>-</u>	<u>718</u>

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Notes to the financial statements for the year ended 31 March 2019

5 Expenditure on Charitable Activities

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2018-19</u> £
<u>Centre Running Costs</u>			
Direct Letting Costs	-	-	-
Staff and Staff-related Costs	39,729	-	39,729
Property and Equipment Costs	25,578	-	25,578
Administrative Costs	3,136	-	3,136
	<u>68,443</u>	<u>-</u>	<u>68,443</u>
Costs of Providing Contracts	-	-	-
Youth Activities	14,800	7,575	22,375
Radio Abbey	-	2,754	2,754
Transition	-	-	-
Governance Costs	1,130	-	1,130
	<u>84,373</u>	<u>10,329</u>	<u>94,702</u>

Included in Governance costs are £850 payable to the Independent Examiner for finalising and examining the annual statutory accounts.

6 Staff Emoluments

Expenditure on staff costs during the year was:

	<u>Administration</u> <u>and</u> <u>Management</u> £	<u>Caretaking</u> £	<u>Youth and</u> <u>Community</u> <u>Projects</u> £	<u>Total</u> <u>2018-19</u> £
Salaries and Wages	33,050	5,684	19,215	57,949
Employers National Insurance	-	-	-	-
Employer's Pension	488	-	-	488
	<u>33,538</u>	<u>5,684</u>	<u>19,215</u>	<u>58,437</u>
Freelance Contractors	-	1,345	-	1,345
	<u>33,538</u>	<u>7,029</u>	<u>19,215</u>	<u>59,782</u>
Average Headcount				
Full Time	-	-	-	-
Part Time	3.0	0.9	4.8	7.1
Full-time Equivalent Headcount	0.7	0.3	0.5	1.5

None of the Directors/Trustees has been paid any remuneration or received any other benefits from an employment with the charity or a related entity.

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Notes to the financial statements for the year ended 31 March 2019

7 Tangible fixed assets

	<u>Fixtures and Fittings</u> £	<u>Equipment</u> £	<u>Leasehold improvements</u> £	<u>Furniture</u>	<u>Computers</u>	<u>Total</u> £
Cost:						
At 1 April 2018	9,564	12,936	9,083	-	-	31,583
Additions	1,692	-	-	1,148	530	3,370
Disposals	-	-	-	-	-	-
	<u>11,256</u>	<u>12,936</u>	<u>9,083</u>	<u>1,148</u>	<u>530</u>	<u>34,953</u>
At 31 Mar 2019	11,256	12,936	9,083	1,148	530	34,953
Depreciation:						
At 1 April 2018	7,732	12,185	1,651	-	-	21,568
Provision for the year	1,840	375	826	230	177	3,448
Disposals	-	-	-	-	-	-
	<u>9,572</u>	<u>12,560</u>	<u>2,477</u>	<u>230</u>	<u>177</u>	<u>25,016</u>
At 31 Mar 2019	9,572	12,560	2,477	230	177	25,016
Net book value:						
At 1 April 2018	<u>1,833</u>	<u>751</u>	<u>7,431</u>	<u>-</u>	<u>-</u>	<u>10,015</u>
At 31 Mar 2019	<u>1,684</u>	<u>376</u>	<u>6,606</u>	<u>918</u>	<u>353</u>	<u>9,937</u>

8 Debtors

	<u>2019</u> £	<u>2018</u> £
Lettings income receivable	3,996	2,962
Other income receivable	348	105
Prepayments	1,100	583
	<u>5,444</u>	<u>3,650</u>

9 Creditors: amounts falling due within one year

	<u>2019</u> £	<u>2018</u> £
Trade Creditors	2,495	1,854
Provisions and Accruals	28,106	20,355
Contract Payments on Account	-	-
Pension contributions payable to a defined contribution scheme	-	47
	<u>30,601</u>	<u>22,256</u>

THE KENILWORTH CENTRE

Notes to the financial statements for the year ended 31 March 2019

10 Provisions

The lease agreement with Warwickshire County Council includes a warranty for the disabled lift which is reducing on a straight-line basis from £15,000 to nil over 5 years to 31.3.2017. As the warranty has now expired the Directors/Trustees have deemed it prudent to provide for the full replacement of the lift. This is estimated to be £18,000.

	£
Provision at 1 April 2018	18,000
Charge in Year	-
	<u>18,000</u>
Provision at 31 March 2019	<u>18,000</u>

The Directors/Trustees have deemed it prudent to provide the full cost of a new heating and cooling system for the Centre. The current system is inadequate to meet the needs of our customers and is located on the roof where there is no access for maintenance or repair. The cost of a new system is estimated to be £7,000.

Provision at 1 April 2018	-
Charge in Year	7,000
	<u>7,000</u>
Provision at 31 March 2019	<u>7,000</u>

11 Summary of Funds Movements

The income funds of the charity include unrestricted general funds; an unrestricted designated fund covering building dilapidations and equipment replacement, an unrestricted designated fund for unfunded development work; and restricted funds comprising the unexpended balances of donations and grants held on trust for specific purposes.

	<u>Fund Balances</u> b/f £	<u>Income</u> £	<u>Expenditure</u> £	<u>Transfers</u> £	<u>Fund Balances</u> c/f £
Unrestricted Funds					
General	68,107	81,516	86,995	-	62,628
Designated - Dilapidations	10,000	-	-	-	10,000
Designated - Development	10,000	-	-	-	10,000
	<u>88,107</u>	<u>81,516</u>	<u>86,995</u>	<u>-</u>	<u>82,628</u>
Total Unrestricted Funds	<u>88,107</u>	<u>81,516</u>	<u>86,995</u>	<u>-</u>	<u>82,628</u>
Restricted Funds					
Transition Funds	7	-	-	-	7
Youth and Community Projects	3,596	11,338	7,575	-	7,359
Building Project	9,134	-	825	-	8,309
Radio Abbey	1,883	3,000	2,755	-	2,128
	<u>14,620</u>	<u>14,338</u>	<u>11,155</u>	<u>-</u>	<u>17,803</u>
Restricted Funds	<u>14,620</u>	<u>14,338</u>	<u>11,155</u>	<u>-</u>	<u>17,803</u>

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Notes to the financial statements for the year ended 31 March 2019

12 Analysis of net assets between funds

Fund balances at 31 March 2019 are represented by:

	<u>Unrestricted</u> <u>funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2019</u>
	£	£	£
Tangible fixed assets	9,937	-	9,937
Current assets	103,292	17,803	121,095
Creditors: amounts falling due within one year	(30,601)	-	(30,601)
	<u>82,628</u>	<u>17,803</u>	<u>100,431</u>