

Registration Number 8961426

# Birch Hall Adventures

(A Company Limited by Guarantee)

Financial Statements

For the Period to Year End 31<sup>st</sup> March 2018

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## Report of the Trustees

The trustees, who are also the directors of the company for the purposes of the Companies Act 2006, present their report with the consolidated financial statements for the year ending 31 March 2019. The trustees have adopted the provisions of the Statement of Recommended Practices (SORP) 'Accounting and Reporting by Charities'.

### Company Details

Birch Hall Adventures  
(A Company Limited by Guarantee)  
Company Registration Number 8961426  
Charity Registration Number 1160251  
For the Period to Year End 31st March 2019

### Trustees

Miss Sara Haines  
Revd Mark Holdaway (Chairman)  
Dr Alasdair MacKenzie  
Mr Guy Main  
Mr Richard Myers  
Mr Nicholas Singleton  
Revd Andrew Winter

### Company Secretary

Mr Jordan Alex Phillips

### Address (Registered Office)

Birch Hall Adventures  
Birch Hall  
Kirby-le-socken  
Frinton-on-sea  
Essex  
CO13 0EL  
UK

### Bankers

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

### Independent Examiner

Ms Emma Baker ACA  
The Cottage  
Ickleton Road  
Elmdon  
Essex CB11 4LT

## Objects of the Charity

1 to advance the Christian faith in accordance with the statement of beliefs appearing in the schedule hereto in the United Kingdom or elsewhere as the trustees may from time to time think fit;

2 to advance education, including in the areas of outdoor pursuits, environmental studies, sport, music, arts and crafts, by such means as the trustees may consider appropriate in the United Kingdom or elsewhere as the trustees may from time to time think fit;

3 to provide facilities for recreation, sport or other leisure time occupation in the interest of social welfare for persons who have need of such facilities by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances with the object of improving the conditions of life for such persons in the United Kingdom or elsewhere as the trustees may from time to time think fit;

### Ensuring our work delivers its aims

We review our aims, objectives and activities each year. The review looks at what we achieved and the outcomes of our work in the previous 12 months. This on-going process reviews our key strategies for the charity, the benefits it has brought to the groups, individuals, local community and people we work with. The review also helps to ensure our aims, objectives and activities remain focused on our stated purpose.

## Achievements and Performance

### Overview

Birch Hall Adventures has worked hard on a number of fronts and it resulted in many good outcomes during 2018-19.

- We enjoyed a significant increase in the number of visits during the year up from just under 3000 in the 2015-16 season to just under 4000.
- We increased the number of residential groups visiting and enjoying our camping facilities.
- We completed a high ropes challenge course and introduced kayaking
- We were able to increase the centre director's pay from two days a week to three days, with the view to increasing this again in the following year.
- We were able to raise funds to replace buy a rescue boat for our newly recognised RYA Centre

### Context

Birch Hall Adventures occupies the site of a former dairy at Birch Hall Farm. The farm covers 400 acres comprising arable land, wooded areas and coastal saltmarshes. The centre benefits from the generosity of the farmer in being able to access the farm and sea for activities in and around the centre.

Visitors come from school groups both local to the centre and further afield; one group travels from Surrey for a residential trip. Many local groups, such as scouts, guides, church youth groups and other organisation also make use of the centre. Most groups visit for the day but some stay longer either in their own tents or hiring those belonging to the centre. The emphasis of the centre is to encourage young people to grow through enjoyment of the outdoors as well as learning about themselves and abilities through teamwork and challenge. The Christian message underpins the work of the centre with Christian staff supporting visitors and participants and where appropriate getting visitors to consider life's deeper questions.

## Staff Team

The Centre is managed by the Centre Director, Alex Phillips, who is supported by a part-time administrator and finance officer and, during the summer season, a Gap Student. Additional instructors are hired on an ad hoc basis. Volunteers are welcomed during the year on various work party projects and assisting in groups instruction from time to time.

## Booking Analysis

	2018-19	2017-18	2016-17	2015-16
Number Groups	147	143	105	65
Number Participants	4364	3141	2386	999
Number Adults	658	647	466	153
Total Visits	5022	3788	2852	1152

## Income

96% of income was received from centre operations and 4% from fundraising activities. The centre is particularly thankful to those donors that make regular contributions and those who have supported the events run throughout the year.

## Financial planning

The trustees recognise the need for careful stewardship of limited funds but also the need to invest in a growing business. The financial health of the charity is reviewed on a regular basis and spending plans reflect the income available.

## Plans for the Future Period

- Focus for the year ahead (2020) will be the building of a bunk house as an interim accommodation solution. This will provide 51 bed spaces for groups but makes use of the existing facilities: kitchen/meeting room/changing rooms. This will allow the centre to open for long periods in the year and provide opportunities to attract new groups.
- Ongoing decoration work will continue in the changing room, other centre buildings and the climbing barn.

## Public Benefit

The centre is open to all people of all ages. The Trust benefits individuals, groups, staff volunteers and the local community in a wide range of ways. These include:

- Life skills
- Transferable employability skills
- Education – through school residentials, adventure activities, through Royal Yachting Association, Grand National Archery Courses and leadership & development training.
- Community links – with local primary schools, youth groups, sailing clubs and churches.
- Engagement with and work with the local wildlife reserves.
- Promotion & development of physical wellbeing.

## Structure, Governance and Management Report of The Trustees

### Governing Document

The Company was formed on 26 March 2014. The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members. All members of the trustee board give their time voluntarily and receive no benefit from the charity. There have been no changes to the trustee board this year. Every effort is made to ensure that we have a broad range of skills on the board, with training and support where appropriate. Members of the board volunteer and support the centre throughout the year in various forms.

### Risk Management

A structured matrix of potential risks (Governance, Financial, External and Compliance) is in place, and regular review is maintained. In 2016 the trustees, took the services of PHAROS, providers of risk management services to assist with disaster planning. The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that necessary steps can be taken to reduce those risks as necessary.

### Organisation

The Directors/Trustees determine the general policy of the Trust. The day to day management of the Centre is delegated to the staff team members led by the Centre Director. The centre has a team of experienced instructors who deliver the various residential programmes.

### Financial Results

The results for the year to 31 March 2019 are set out on pages 8 to 9.

### Resources

As stated, the funds are split between those held for restricted purposes and those available for the day to day requirements of the Centre.

### Restricted Funds

Funds raised for specific purposes are disclosed in the notes and show balances held towards future expenditure. The Centre's assets are sufficient to meet its obligations.

### Statement of Trustees' Responsibilities

Company law requires the directors/trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those accounts the trustees are required to:

1. Select suitable accounting policies and then apply them consistently;
2. Make judgements and estimates that are reasonable and prudent;
3. Prepare the Accounts on the going concern basis unless it is inappropriate to assume
4. That the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

This report and the accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime in accordance with the Companies Act 2006.

Approved by the board on 28 December 2019 and signed on its behalf by:

Revd Mark Holdaway

Chairman

## Independent Examiner's report to the charity trustees of Birch Hall Adventures

I report on the accounts of the company for the year ended 31<sup>st</sup> March 2019, which are set out on pages 1 to 2.

### Respective responsibilities of charity trustees and examiner

As the charity trustees (and also the directors of the company 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. Having satisfied myself that the charity is not subject to audit under company law, and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 65 of the Charities Act
- follow the procedures laid down in the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act
- state whether particular matters have come to my attention.

### Basis of independent examiner's report

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act. The examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as charity trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

- 1) That accounting records were not kept in accordance with section 386 of the Companies Act 2006
- 2) That the accounts do not accord with those accounting records
- 3) That the accounts do not comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Charities Statement of Recommended Practice CCNI ARR07 – supporting document 7 August 2016 applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland
- 4) That there is further information needed for a proper understanding of the accounts to be reached.

### Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and I have found no matters that require drawing to your attention.

Name: Emma Baker

Relevant professional qualification if any: ACA

Address: The Cottage, Ickleton Road, Elmdon, Essex, CB11 4LT

Date: 29<sup>th</sup> January 2020



## Statement of Financial Activities

For the year ending 31st March 2019

<b>INCOME</b>	<b>2018-19</b>	<b>2017-18</b>
Group Income	65,183	38,492
Hire Income	1740	0
Restricted Donation	425	1,500
Unrestricted Donation	2,400	1,313
<b>Total Income</b>	<b>69,748</b>	<b>41,305</b>
<b>EXPENDITURE</b>		
Activity Costs	12,444	7,120
Centre Costs	11,701	3,511
Equipment	4,379	4,103
Instruction	10,990	2,450
Marketing	184.14	293
Office	1,182	2,508
Salaries	16,827	19,387
Staff Costs	397	718
Training	874	400
<b>Total Expenditure</b>	<b>58,977</b>	<b>40,490</b>
<b>Movement of funds</b>		
Opening Balance	9,811	8,996
Net Change	10770	815
<b>Closing Balance</b>	<b>20,581</b>	<b>9,811</b>

## Balance Sheet

As at 31st March 2018

	<b>2019</b>	<b>2018</b>
	£	£
<b>Fixed Assets</b>	12,646	8,594
<b>Current Assets</b>	7,935	1,217
<b>Pre-payment and accrued income</b>	0	0
<b>Creditors: amounts falling within one year</b>	0	0
<b>Net current Assets (liabilities)</b>	<u>7,935</u>	<u>1,217</u>
<b>Total assets less current liabilities</b>	<u>20,581</u>	<u>9,811</u>
<b>Creditors: amounts falling due after more than one year</b>		
<b>Provisions for liabilities</b>	0	0
<b>Accruals and deferred income</b>	0	0
<b>Total net assets</b>	<u>20,581</u>	<u>9,811</u>
<b>Funds</b>		
Unrestricted	20,156	9,611
Restricted	425	200
<b>Reserves</b>	<u>20,581</u>	<u>9,811</u>

In approving these financial statements as directors of the company, we hereby confirm:

- i. that for the period in question the company was entitled to the exemption conferred by section 249a(1) of the Companies Act 1985,
- ii. that no notice has been deposited at the registered office of the company pursuant to section 249b(2) requesting that an audit be conducted for the year ended 31st July 2014,
- iii. that we acknowledge our responsibilities for:
  - a. ensuring that the company keeps accounting records which comply with section 221, and
  - b. preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit for the period then ended and which otherwise comply with the provisions of the Companies Act relating to accounts, so far as applicable to the company.
- iv. the directors have taken advantage of certain exemptions from disclosure conferred by Schedule 8, Companies Act 1985, on the grounds that the company is a small company as defined in that Act.

## Notes to financial statements

### Accounting Policies

#### a. Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2005 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

#### b. Fund accounting

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

#### c. Incoming resources

All income is recognised in the Statement of Financial Activities when the conditions for receipt are met and there is a reasonable assurance of receipt. It comprises donations, fees and charges excluding VAT. The following accounting policies are applied to income:

*Fees and similar income*

*Fees receivable are accounted for in the period in which they are received.*

#### d. Resources expended

Expenditure is accounted for on a payments and receipts basis. Expenditure is allocated to expense headings either directly or apportioned according to time spent.

Charitable Activities comprises all expenditure directly related to the objects of the centre.

The Centre is not registered for Value Added Tax.

### Fixed Assets

<b>Cost</b>	<b>£</b>
As at 31 <sup>st</sup> March 2018	8594
<i>Rescue Boat</i>	750
<i>15hp Outboard Engine</i>	1,250
<i>Kayaks x6</i>	2,052
As at 31st March 2019	12,646