

COPLESTON CENTRE LIMITED
(A Company Limited By Guarantee)
YEAR ENDED 31 DECEMBER 2018

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

COMPANY REGISTRATION NUMBER 05651247

CHARITY REGISTRATION NUMBER 1116694

LOCAL ACCOUNTANCY PROJECT
SOJOURNER TRUTH CENTRE
161 SUMNER ROAD
LONDON SE15 6JL

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YEAR ENDED 31 DECEMBER 2018

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ADMINISTRATIVE INFORMATION

GOVERNING DOCUMENT The organisation is governed by its Memorandum and Articles of Association and 2006 Companies Act.

The company is registered as a company limited by guarantee with the Companies House in England & Wales.

**COMPANY
REGISTRATION NUMBER:** 05651247

**CHARITY REGISTRATION
NUMBER:** 1116694

BOARD OF DIRECTORS: Rev. Edward Collier
Conrad Law (resigned 4th June 2018)
Roy Hampden (resigned 8th April 2018)
Isabelle Gregory
Stella Cardew
Bob Simrick
Peter Collumbell
Sean O'Hagan
Jerry Burden (resigned 25th December 2018)
Angie Bebb (appointed 27th March 2018)
Rae Mascoll (appointed 8th April 2018)
Deji Ajayi (appointed 4th June 2018)

FORMAL ADDRESS Copleston Centre
Copleston Road, Peckham,
London SE15 4AN

BANKERS HSBC Bank Plc.
28 Borough High Street
London SE1 1YB

INDEPENDENT EXAMINER LOCAL ACCOUNTANCY PROJECT
SOJOURNER TRUTH CENTRE
161 SUMNER ROAD,
LONDON SE 15 6JL

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REPORT OF THE BOARD OF DIRECTORS (TRUSTEES)

The Board of Directors (Trustees) is pleased to present its Annual Report and the financial statements for the year ended 31 December 2018.

REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS

Governing Document

The organisation is a company limited by guarantee, incorporated on 12 December 2005, and registered as charity number 1116694. The company was established under a Memorandum of Association setting out the objects and powers of the charitable company, and is governed by its Articles of Association. In the event of the company being wound up its members may be required to contribute an amount not exceeding £5.

Relation to Copleston Centre and Copleston Centre Church

On 1 April 2006 the company took over the operations of the Copleston Centre (charity registration number 1044054), an unincorporated organisation formed under the terms of a Licence dated 9 May 1978, and registered as a charity in 1995. On the expiry of the Licence in 2006 responsibility for remaining business of the unincorporated organisation reverted to the Parochial Church Council (PCC) of St. Saviour's Peckham (Copleston Centre Church Local Ecumenical Project – see below). The directors of the company are also members of the Copleston Centre Management Committee which is a sub-committee of the PCC.

Board of Directors

The directors of the company are also charity trustees for the purpose of charity law.

Not less than one-third of the directors shall be members of the Copleston Centre Church (see Related Parties below) and be approved as directors by the Church. The Licenced Minister(s) of the Copleston Centre Church is/are *ex officio* director(s).

Related Parties

Copleston Centre as an organisation inhabits the building also known as the Copleston Centre, situated on Copleston Road, London SE15. The building is owned by the Church of England, and the joint Church of England/United Reformed Church congregation worshipping there is known as the Copleston Centre Church.

The objectives and activities of Copleston Centre are consistent with the aims of the Church, but are not necessarily wholly an extension of them.

Objectives and Activities

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The mission statement of Copleston Centre:

Aims: Copleston Centre is a dynamic organisation that, in partnership with the Church, aims to:

- Work with the community to enable it to develop in a way that improves the quality of life of its members; and
- Enable people to develop their physical, mental and spiritual capacities so that they may grow to full maturity, self-respect and dignity as individuals and members of society.

Objectives

- To provide facilities in accordance with the agreed policies of the Centre for a wide range of groups and in particular for those whose needs are greatest. These include:
 - specific services to meet needs identified by the local community
 - facilities for youth work
 - facilities and support for local community groups and activities
 - provision of a Christian ecumenical worship centre;
- To encourage the involvement of the community in the organisation of the Centre's activities;
- To foster a sense of community among local people;
- To identify the needs of the local community and attempt to meet them through the use of the Centre's resources or by other means;
- To encourage and act as a support for new initiatives arising in the local community;
- To provide, where possible, support for individual members of the community;
- To contribute to a more equal and just society by encouraging each group in the Centre to develop an Equal Opportunities policy, looking particularly at discrimination on the grounds of age, class, disability, marital status, race, religion, sex or sexuality.

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Achievements and Performance

2018 was a year of good progress and consolidation for Copleston Centre, during which we have been able to maintain the range of activities and services we provide. Our new staff have settled in to their roles and have had a significant impact in raising our profile in the area, as well as increasing the income we receive from both regular bookings and occasional hirers.

The high point of the year was an ambitious week of events to celebrate the 40th Anniversary of Copleston Church & Centre. The centrepiece was a church service with the Bishop of Southwark presiding and many old friends from across the 40 years coming from all over the country and beyond. In addition we held a May Ball, Art Exhibition, Street Party and Concert, and to put together a short film of individual reflections on the achievements of 40 years, and the challenges for the future.

The main groups using the centre this period have been:

- Copleston Creative Therapies
- Southwark Day Centre for Asylum Seekers
- Silver Linings Pilates and Tai Chi (for older people)
- Music appreciation group
- Copleston Together
- Destiny Kids Nursery
- Church based groups
- Parent & Toddler group
- Future Players Boxercise
- The Looking at Books Group
- Peckham Rye Sings
- Begue Begue Drumming Group
- Magic Football (Football classes for Primary School children)
- Mini Athletics
- 3rd Southwark Scout Group
- Higher Praise Christian Fellowship
- Christ Consolation Church

FINANCIAL REVIEW

The results of the year's operation are set out in the attached financial statements. The net deficit in funds for the year amounted to £9,245 and (deficit for year ended 31 December 2017: £24,168). The retained reserves at 31 December 2018 amounted to £87,031 and (year ended 31 December 2017: £96,276).

RESERVE POLICY

The company is required to determine and explain its policy for free reserves. The trustees have reviewed its free reserve policy and have turned its entire unrestricted fund into an emergency reserve to enable Copleston Centre Ltd to meet its obligations in the event of a shortfall in income or sudden upturn in expenditure. The organisation is aiming at reserves to cover at least 3 months' expenditure, which is in the range of £30,500. This

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money would be used to maintain services for a short while in the event that income was lost or could be used to pay redundancy and other costs of closure if the centre was no longer viable and had to be closed.

RISK MANAGEMENT

The trustees have examined the major risk which Copleston Centre Ltd faces and believe that maintaining our free reserves at a reasonable level, combined with our annual review of the controls over key financial systems will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which we face and confirm that they have established systems to mitigate the significant risks.

TANGIBLE FIXED ASSETS

The fixed assets comprise of computers, photocopier, kitchen equipment, nursery equipment and other equipment.

FUNDS AVAILABLE

The present level of funding is adequate to support the continuation of the company operations for the medium term, and the trustees consider the financial position of the company to be satisfactory.

VOLUNTEERS

Copleston Centre recognises the significant contributions made by volunteers.

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STATEMENT OF BOARD OF TRUSTEES RESPONSIBILITIES

The Trustees who are also the directors are required under the Companies Act 2006 to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the organisation's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable standards and statement of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The board of trustees is responsible for keeping proper records which disclose at any time the financial position of the company. They are also responsible for safe guarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

APPROVAL

This report was approved by the board of trustees on:

..... 20th January 2019/20

and signed on its behalf by

Signed.....  Director
Edward Collier

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INDEPENDENT EXAMINER'S REPORT

I report on the accounts of the company for the year ended 31st December 2018, which are set out on pages 10 to 11.

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 accounts. The 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.

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 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 statement below.

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 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

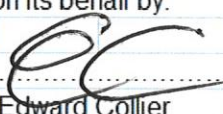
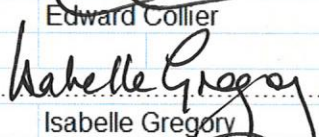

Ade Adebambo, MBA, ACIS, ACMA
Local Accountancy Project
161 Sumner Road
London SE15 6JL

Date.....21-1-2020

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2018				
	Unrestricted	Restricted	2018	2017
	Fund	Fund	Total	Total
	£	£	£	£
Incoming Resources				
Incoming Resources from generated funds:				
Voluntary Income	34,279	10,000	44,279	47,402
Investment Income	76	0	76	38
Incoming resources from charitable activities	67,950	0	67,950	60,523
Total Incoming Resources	102,305	10,000	112,305	107,963
Costs of generating funds				
Charitable activities	101,643	19,907	121,550	132,131
Total Resources Expended	101,643	19,907	121,550	132,131
Net Incoming Resources	662	-9,907	-9,245	-24,168
Balances brought forward	52,581	43,695	96,276	120,444
Fund balances carried forward	53,243	33,788	87,031	96,276

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BALANCE SHEET					
AS AT 31 DECEMBER 2018					
			2018		2017
			Total		Total
FIXED ASSETS	£	£	£	£	£
Equipment			29		216
CURRENT ASSETS					
Debtors	10,698			4,993	
Prepayments and Deposits	5,900			9,594	
Cash at Bank	76,643			90,976	
Cash at Hand	108			375	
			93,350		105,938
CURRENT LIABILITIES					
Creditors and Accruals	3,658			9878	
Hall Deposits Received	2,690			0	
			6,348		9,878
NET ASSET			87,031		96,276
REPRESENTED BY:					
FUNDS:					
Unrestricted			53,243		52,581
Restricted			33,788		43,695
			87,031		96,276
Approved by the Board of Trustees on <u>20th January</u> 2019 <u>20</u>					
and signed on its behalf by:					
Sign.....		Director/Chair			
	Edward Collier				
Sign.....		Director			
	Isabelle Gregory				

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BALANCE SHEET (Continued)

The directors who are also the trustees consider that for the year ended 31st December 2018 the Company was entitled to exemption under subsection 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain the audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts,
- These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies regime.

The financial statements on pages 9–11 were approved by the board of directors on 2019 and signed on its behalf by:


.....Director/Chair
Edward Collier


.....Director
Isabelle Gregory

NOTES TO THE ACCOUNTS

1. ACCOUNTING POLICIES

1.1 Basis of preparation of Financial Statements

The financial statements are prepared under the historic cost convention and include the results of the company's operations which are described in the Board of trustees' Report and all of which are continuing.

The accounts have been prepared in accordance with the Companies Act 1985 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

1.2 Incoming Resources

1.2.1 Revenue grants are credited to the Statement of Financial Activities on the earlier date of when they are received or when they are receivable, unless they relate to a specific future period, in which case they are included on the Balance Sheet as deferred income to be recognised in the future accounting period.

1.2.2 Grants received for specific purposes are accounted for as restricted funds in the Statement of Financial Activities.

1.3 Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

1.4 Unrestricted Funds

Unrestricted funds are donations and other incomes received or generated for the objects of the organisation without further specified purpose and are available for general funds.

1.5 Tangible Fixed Assets

All fixed assets are stated at cost, with a lower limit of £1,000 for capitalisation. Depreciation is calculated so as to write off the cost of the asset, less any estimated residual value over the useful economic life of the asset, as follows:

Computers	3 Years
Photocopier	3 Years
Kitchen Equipment	5 Years
Other Equipment	3 Years

1.6 Resources Expended

Expenditure is recognised on accruals basis as liabilities are incurred. VAT cannot be recovered, and is included within expenditure to which it relates.

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2 Debtors

	2018	2017
	Dec	Dec
	£	£
Debtors	<u>10,698</u>	<u>4,993</u>

3 Creditors & Accruals

	2018	2017
	Dec	Dec
	£	£
Creditors – falling due within 1 year:		
Accountancy fee	400	400
Hire Deposits received	2,690	3,280
Accruals	500	8,665
Accounts Payable – Other	<u>2,758</u>	<u>(2,467)</u>
	<u>6,348</u>	<u>9,878</u>

4 Tangible Fixed Assets

	Computers	Kitchen	Nursery	Other	Total
	£	Equipment	Equipment	Equipment	£
		£	£	£	
Cost					
At 1 January 2018	4,419	8,138	1,788	2,445	16,790
Additions	-	-	-	-	-
At 31 December 2018	<u>4,419</u>	<u>8,138</u>	<u>1,788</u>	<u>2,445</u>	<u>16,790</u>
Accumulated Depreciation					
At 1 January 2018	4,419	8,138	1,788	2,229	16,574
Charge for the year	-	-	-	187	187
At 31 December 2018	<u>4,419</u>	<u>8,138</u>	<u>1,788</u>	<u>2,416</u>	<u>16,761</u>
Net Book Value					
At 31 December 2018	<u>-</u>	<u>-</u>	<u>-</u>	<u>29</u>	<u>29</u>
At 31 December 2017	<u>-</u>	<u>-</u>	<u>-</u>	<u>216</u>	<u>216</u>

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5. Movement in Funds

	At 1 January 2018	Incoming Resources	Outgoing Resources	Transfers	At 31 December 2018
	£	£	£	£	£
Youth Work	5,663	-	-	-	5,663
Children's Work	25,530	-	-	-	25,530
Art Therapies	2,414	-	(1,650)	-	764
Creative Therapies	(1,650)	10,000	(14,487)	6,137	-
Lambeth & Southwark Happiness & Well- being Fund	-	-	-	-	-
Neighbourhood Fund	-	-	-	-	-
Veolia Trust	-	-	-	-	-
Awards for All	4,907	-	(4,885)	(22)	-
Catchpole Fund	5,000	-	(4,800)	(200)	-
Silver Lining	1,831	-	-	-	1,831
	43,695	10,000	(25,822)	5,915	33,788
 General Funds	 52,581	 102,305	 (95,728)	 (5,915)	 53,243
 Total Funds	 96,276	 112,305	 (121,550)	 -	 87,031

Purpose of Restricted Funds

Youth Work: For work with young people

Children's Work: Formerly termed Copleston Children's Centre, the remainder of the fund will be used for work with and for the development of children and younger teenagers following the cessation of the operation.

Creative Therapies Project: Project funded by the Big Lottery Fund (started 1st November 2008) to provide free counselling and culturally sensitive therapeutic interventions to residents of the London Borough of Southwark. Big Lottery Fund terminated its funding as of 1st July 2016. The Centre is actively looking for, and has been successful, in securing additional funding to continue certain activities at a reduced scale.

Lambeth & Southwark Happiness & Well-Being Fund: support Creative Therapies Project to run a well-being hour once a week.

Neighbourhood Fund: for logo design and Taster Day event

Veolia Trust: for refurbishment of the facilities of the Copleston Centre

Awards For All (Furniture Grant): for purchase of furniture for the Copleston Centre

Catchpole Fund: for cost of improving the website of the Copleston Centre

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Silver Lining: for activities to promote the health and welfare of the older generation in the community

DETAILED INCOME AND EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2018				
	Unrestricted Fund	Restricted Fund	2018 Total	2017 Total
	£	£	£	£
Incoming Resources from generated Funds				
Donations	34,279	0	34,279	21,899
Award For All	0	0	0	9,986
Veolia Trust	0	0	0	4,018
Grants - Creative Therapies A4A	0	10,000	10,000	-
Catchpole Fund	0		0	6,500
Accuscript Consult	0		0	5,000
Investment Income	76	0	76	38
	34,355	10,000	44,355	47,441
Incoming Resources from charitable activities				
Hall & Room Hire	49,183	0	49,183	42,560
Nursery Income	10,200	0	10,200	10,200
Fees	4,490	0	4,490	4,170
Event and others	4,077	0	4,077	3,592
	67,950	0	67,950	60,522
Total Incoming Resources	102,305	10,000	112,305	107,963

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Outgoing Resources Expended		Unrestricted	Restricted	2018	2017
		Fund	Fund	Total	Total
Charitable Expenditure		£	£	£	£
Staff Costs		33,645		33,645	20,328
Volunteers & Travel		40		40	213
Staff Training		146		146	95
Total Staff Costs		33,831	0	33,831	20,636
Utilities		11,576	0	11,576	10,307
Cleaning/Materials & Wages		11,742		11,742	10,921
Furniture & Equipments		26.94	4885	4,912	0
Depreciation - Equipment		186		186	0
Repairs & Maintenance		4,172		4,172	30,707
Insurance		8,925		8,925	8,866
Total Building Costs		36,628	4,885	41,513	60,801
Programme Costs		7,580	10,200	17,779	25,465
Website /IT costs		5,162	4,800	9,962	0
Support Costs		15,994	22	16,016	22,928
Examiners Fees		400		400	400
Fundraising		2,048		2,048	1,901
		31,184	15,022	46,206	50,694
Total Resources Expended		101,643	19,907	121,550	132,131

