

**KNOLE PARK GOLF CLUB LIMITED (BY  
GUARANTEE)**

**ANNUAL REPORT AND FINANCIAL  
STATEMENTS**

**FOR THE YEAR ENDED  
31 DECEMBER 2010**

FRIDAY



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COMPANIES HOUSE

# **KNOLE PARK GOLF CLUB LIMITED (BY GUARANTEE)**

## **CLUB INFORMATION**

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<b>Board</b>	JD Williams DC Green	Chairman (appointed 27/03/10) (resigned 27/03/10)
<b>Company secretary</b>	R J Brewer	
<b>Company number</b>	00195492	
<b>Registered office</b>	Seal Hollow Road Sevenoaks Kent TN15 OHJ	
<b>Auditors</b>	Creaseys LLP Chartered Accountants & Statutory Auditors 12 Lonsdale Gardens Tunbridge Wells Kent TN1 1PA	
<b>President</b>	The Lord Sackville	
<b>Management Committee</b>	JD Williams MR Broomby DG Watkinson Mrs P Chatters Mrs K Breen Mrs H Sykes PM Marshall P Trinder AP Driver K Podmore PS Bailey P Cunningham JAE Simmonds	Chairman Captain Vice-Captain Lady Chairman Lady Captain Lady Vice-Captain Treasurer Chairman, House Committee Junior Organiser

# **KNOLE PARK GOLF CLUB LIMITED (BY GUARANTEE)**

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# **KNOLE PARK GOLF CLUB LIMITED (BY GUARANTEE)**

## **REPORT OF THE BOARD FOR THE YEAR ENDED 31 DECEMBER 2010**

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The board presents its report and the financial statements for the year ended 31 December 2010

### **Statement of board responsibilities**

The board are responsible for preparing the report of the board and the financial statements in accordance with applicable law and regulations

Company law requires the board to prepare financial statements for each financial year. Under that law the board has elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the board must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the club and of the surplus or deficit of the club for that period. In preparing these financial statements, the board is required to

- select suitable accounting policies and then apply them consistently,
- make judgments and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the club will continue in business.

The board are responsible for keeping adequate accounting records that are sufficient to show and explain the club's transactions and disclose with reasonable accuracy at any time the financial position of the club and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the club and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Principal activities**

The principal activity of the company continued to be that of providing golfing facilities at Knole Park, Sevenoaks.

### **Board**

The directors who served during the year was

JD Williams	Chairman (appointed 27/03/10)
DC Green	(resigned 27/03/10)

### **Provision of information to auditors**

The board at the time when this report of the board is approved has confirmed that

- so far as that the board is aware, there is no relevant audit information of which the club's auditors are unaware, and
- the board has taken all the steps that ought to have been taken as the board in order to be aware of any information needed by the club's auditors in connection with preparing their report and to establish that the club's auditors are aware of that information.

### **Auditors**

The auditors, Creaseys LLP, will be proposed for reappointment in accordance with section 485 of the Companies Act 2006.

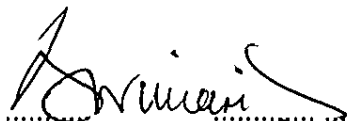
# **KNOLE PARK GOLF CLUB LIMITED (BY GUARANTEE)**

## **REPORT OF THE BOARD FOR THE YEAR ENDED 31 DECEMBER 2010**

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In preparing this report, the board have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006

This report was approved by the board on *24 February 2011* and signed on its behalf by

A handwritten signature in black ink, appearing to read 'JD Williams', with a long horizontal flourish extending to the right.

**JD Williams**  
Chairman

# **KNOLE PARK GOLF CLUB LIMITED (BY GUARANTEE)**

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF KNOLE PARK GOLF CLUB LIMITED (BY GUARANTEE)**

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We have audited the financial statements of Knole Park Golf Club Limited (By Guarantee) for the year ended 31 December 2010, set out on pages 5 to 15. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the club's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the club's members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the club and the club's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of board and auditors**

As explained more fully in the Statement of board responsibilities, the board is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the club's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the board, and the overall presentation of the financial statements.

# **KNOLE PARK GOLF CLUB LIMITED (BY GUARANTEE)**

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF KNOLE PARK GOLF CLUB LIMITED (BY GUARANTEE)**

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### **Opinion on financial statements**

In our opinion the financial statements

- give a true and fair view of the state of the club's affairs as at 31 December 2010 and of its surplus for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, and
- have been prepared in accordance with the requirements of the Companies Act 2006

### **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion the information given in the report of the board for the financial year for which the financial statements are prepared is consistent with the financial statements

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of director's remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit, or
- the board was not entitled to prepare the financial statements and the report of the board in accordance with the small companies regime



Robert Blundell BSc FCA (Senior statutory auditor)

for and on behalf of

**Creaseys LLP**

Chartered Accountants

Statutory Auditors

12 Lonsdale Gardens

Tunbridge Wells

Kent

TN1 1PA

Date

20 / 2 / 2011

# **KNOLE PARK GOLF CLUB LIMITED (BY GUARANTEE)**

## **INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2010**

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	<b>Note</b>	<b>2010 £</b>	<b>2009 £</b>
Income		1,043,820	1,046,046
Expenditure		(1,024,426)	(962,806)
		<hr/>	<hr/>
<b>Surplus for the year before taxation</b>		19,394	83,240
Taxation		(2,812)	(1,999)
		<hr/>	<hr/>
<b>Surplus for the year to accumulated reserve fund</b>		<b>16,582</b>	<b>81,241</b>
		<hr/>	<hr/>

The notes on pages 9 to 15 form part of these financial statements



# KNOLE PARK GOLF CLUB LIMITED (BY GUARANTEE)

## DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2010

	Note	2010 £	2009 £
<b>Income</b>			
Golf subscriptions and locker rents		751,316	733,123
Entrance fees		17,350	28,405
Green fees		78,414	86,461
Bar gross profits	2	83,794	83,205
Catering gross profits	3	85,453	82,451
Squash subscriptions and fees		8,281	10,913
Miscellaneous income	4	19,212	21,488
		<hr/>	<hr/>
		1,043,820	1,046,046
<b>Staff Costs</b>			
Salaries and wages		432,268	439,143
Professional's retainer and pension		25,250	25,000
		<hr/>	<hr/>
		(457,518)	(464,143)
<b>Other operating costs</b>			
Rent and rates		173,275	167,528
Course maintenance and materials		65,388	65,412
Heat, light, cleaning and insurance		62,123	68,161
Property maintenance and repairs		62,249	16,568
Depreciation of tangible fixed assets		75,640	73,630
Office		23,878	29,005
Sundry	5	78,241	60,323
Audit and accountancy		3,905	4,121
Other professional fees		1,155	1,747
		<hr/>	<hr/>
		(545,854)	(486,495)
<b>Corporation tax - current year</b>			
Irrecoverable VAT		2,812	1,999
		21,054	12,168
		<hr/>	<hr/>
		(23,866)	(14,167)
		<hr/>	<hr/>
		16,582	81,241
		<hr/>	<hr/>

# **KNOLE PARK GOLF CLUB LIMITED (BY GUARANTEE)**

## **STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES FOR THE YEAR ENDED 31 DECEMBER 2010**

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	<b>Note</b>	<b>2010 £</b>	<b>2009 £</b>
<b>Surplus for the financial year</b>		16,582	81,241
Unrealised surplus on revaluation of investment properties		20,000	-
		<hr/>	<hr/>
<b>Total recognised gains and losses relating to the year</b>		<b>36,582</b>	<b>81,241</b>
		<hr/>	<hr/>

The notes on pages 9 to 15 form part of these financial statements

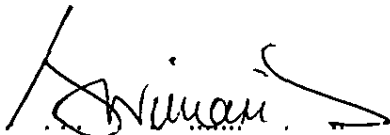
**KNOLE PARK GOLF CLUB LIMITED (BY GUARANTEE)**  
**REGISTERED NUMBER: 00195492**

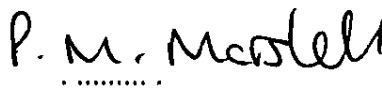
**BALANCE SHEET**  
**AS AT 31 DECEMBER 2010**

	Note	£	2010 £	£	2009 £
<b>Fixed assets</b>					
Tangible assets	9		413,456		410,424
Investment property	10		220,000		200,000
			<u>633,456</u>		<u>610,424</u>
<b>Current assets</b>					
Stocks		15,831		15,100	
Debtors	11	27,783		76,450	
Cash at bank and in hand		665,420		541,724	
		<u>709,034</u>		<u>633,274</u>	
<b>Creditors</b> amounts falling due within one year	12	(538,513)		(476,303)	
<b>Net current assets</b>			<u>170,521</u>		<u>156,971</u>
<b>Total assets less current liabilities</b>			<u>803,977</u>		<u>767,395</u>
<b>Reserves</b>					
Accumulated Reserve Fund	13		491,058		484,476
Deferred CGT			14,244		14,244
Green Shed Reserve			30,000		30,000
Clubhouse Rebuild/Renovation Reserve			125,000		115,000
Revaluation Reserve			143,675		123,675
			<u>803,977</u>		<u>767,395</u>

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the board on *24 February 2011* and were signed on its behalf by

  
**JD Williams**  
Chairman

  
**PM Marshall**  
Hon Treasurer

The notes on pages 9 to 15 form part of these financial statements

# **KNOLE PARK GOLF CLUB LIMITED (BY GUARANTEE)**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2010**

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### **1 Accounting policies**

#### **1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention as modified by the revaluation of investment properties and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

#### **1.2 Share Capital**

The company is limited by guarantee and has no share capital. The liability of the members is limited to the sum of £1 per member.

#### **1.3 Turnover**

Turnover represents amounts receivable for goods and services net of value added tax and trade discounts.

#### **1.4 Revenue recognition**

Golf membership subscription income is recognised in the income and expenditure account in the period to which it relates.

Other income streams are recognised as the activity arises.

#### **1.5 Deferred Tax**

Deferred taxation is provided in respect of taxation deferred by timing differences between the treatment of certain items for taxation and accounting purposes. The deferred tax balance has not been discounted.

#### **1.6 Small Companies Exemption**

The accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985. However, in the interests of due disclosure, the board has decided to prepare an abbreviated cash flow statement, see Note 17 below.

**KNOLE PARK GOLF CLUB LIMITED (BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2010**

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**1. Accounting policies (continued)**

**1.7 Tangible fixed assets and depreciation**

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

**a) Improvements to Leasehold Property**

By equal annual instalments over the remaining term of the current lease (2028)

Course Water

Squash Courts

Other Clubhouse Improvements

Parking Ground Extension

Kitchen Improvements

**b) Plant and Equipment**

By equal instalments over

10 years - Fixtures and Fittings

8 years - Course Expenditure

6 years - Plant and Implements

4 years - Motor Vehicles and Computer Software Licenses

**c) Fully Depreciated Assets**

The cost and related depreciation of fully depreciated assets has been written out of these statements (Note 9)

**1.8 Investment properties**

Investment properties are included in the Balance sheet at their open market value in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) and are not depreciated. This treatment is contrary to the Companies Act 2006 which states that fixed assets should be depreciated but is, in the opinion of the board, necessary in order to give a true and fair view of the financial position of the club.

**1.9 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

**1.10 Leases**

Operating lease costs are charged to the income and expenditure account as incurred.

**1.11 Pension Costs**

The company contributes to a separately administered defined contribution scheme for the benefit of its employees. Contributions payable are charged to the income and expenditure account in the year in which they are payable.

# KNOLE PARK GOLF CLUB LIMITED (BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2010

### 2 Bar

	2010 £	2009 £
Bar receipts	157,869	162,253
Payment card discount	(14,073)	(17,996)
Cost of sales	(60,002)	(61,052)
<b>Gross profit for the year</b>	<b>83,794</b>	<b>83,205</b>
Salaries and casual labour	(70,303)	(69,657)
<b>Net profit/(loss) for the year</b>	<b>13,491</b>	<b>13,548</b>

### 3 Catering

	2010 £	2009 £
Catering receipts	146,023	137,362
Payment card discount	(6,324)	(6,341)
Cost of sales	(54,246)	(48,570)
<b>Gross profit for the year</b>	<b>85,453</b>	<b>82,451</b>
Salaries and casual labour	(88,726)	(92,032)
<b>Net profit/(loss) for the year</b>	<b>(3,273)</b>	<b>(9,581)</b>

### 4. Schedule of miscellaneous income

	2010 £	2009 £
Bank interest	5,675	3,124
Property rental income	8,614	6,372
Other income	(2,965)	4,692
Payment cards unredeemed	7,821	7,106
Snooker receipts (net)	67	194
<b>Total Miscellaneous Income</b>	<b>19,212</b>	<b>21,488</b>

# **KNOLE PARK GOLF CLUB LIMITED (BY GUARANTEE)**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2010**

### **5 Sundry**

	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Competitions and prizes	2,646	1,829
Staff and match meals	7,144	7,178
Bank charges	4,143	4,318
Television and radio	4,709	4,362
Clubhouse	25,425	13,818
Signwriting and renewal of boards	992	893
Engraving	2,736	3,224
Papers and journals	1,617	1,946
General advertising	200	1,163
Other expenses	6,659	3,593
Junior section expenses	2,712	(601)
Squash activities	650	551
Committee expenses	1,852	2,324
Secretary's expenses	1,012	1,185
Ladies section expenses	116	85
Marketing	7,003	5,989
Gardening	8,625	8,466
Total	<u>78,241</u>	<u>60,323</u>

### **6 Irrecoverable Value Added Tax**

The Club is only able to recover value added tax on expenditure attributable to taxable supplies. The input tax on purchases used in making exempt supplies is not recoverable. The amount not recovered in 2010 was £29,476 of which £ 8,422 has been included (2009 - £19,402 and £ 1,723 respectively) in the cost of fixed asset additions (Note 9). The remaining £ 21,054 has been written off in the Income and Expenditure Account (2009 - £12,168).

### **7. Capital Commitments**

Capital expenditure on fixed assets authorised by the Board at the year end, but not provided for in the accounts totalled nil (2009 - £ nil). Following receipt of a full survey of the Clubhouse, a partial reserve has been established in anticipation of a substantial refurbishment of the Clubhouse. In addition, in accordance with the terms of the lease, the Nissen Hut in the greenkeepers' compound will be replaced, a partial reserve for this has been made in the accounts.

### **8. Employees- average number**

	<b>2010</b>	<b>2009</b>
Greens	6	6
Bar & Catering	6	5
Administration	4	4
Total	<u>16</u>	<u>15</u>

# KNOLE PARK GOLF CLUB LIMITED (BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2010

### 9 Tangible fixed assets

	Plant and equipment £	Improvement to leasehold property £	2010 £
<b>Cost</b>			
01 January 2010	361,365	477,560	838,925
Additions	66,964	11,732	78,696
Fully depreciated assets	(118,588)	(3,738)	(122,326)
31 December 2010	309,741	485,554	795,295
<b>Depreciation</b>			
01 January 2010	229,301	199,200	428,501
Charge for year	59,552	16,112	75,664
Fully depreciated assets	(118,588)	(3,738)	(122,326)
31 December 2010	170,265	211,574	381,839
<b>Net book value</b>			
31 December 2010	139,476	273,980	413,456
31 December 2009	132,064	278,360	410,424

### 10 Investment property

	Investment property £
<b>Cost</b>	
At 1 January 2010	200,000
Surplus/(deficit) on revaluation	20,000
At 31 December 2010	220,000

The investment property was professionally valued on an open market basis as at 31st December 2008 by Mr EC Stewart, the Principal of Taylor and Tester Estate Agents, Sevenoaks. The board has reconsidered the value at the balance sheet date and believes that the open market value has increased to £220,000. No depreciation is provided in respect of the freehold investment property. On a historical cost basis the investment property would have been included at a cost of £62,081.

### 11 Debtors

	2010 £	2009 £
Other debtors	27,783	76,450



# KNOLE PARK GOLF CLUB LIMITED (BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2010

### 12 Creditors Amounts falling due within one year

	2010 £	2009 £
Trade creditors	33,451	101,013
Corporation tax	3,005	1,998
Social security and other taxes	12,244	10,958
Subscriptions in advance	427,964	266,152
Other creditors	61,849	96,182
	<u>538,513</u>	<u>476,303</u>

### 13 Accumulated Reserve Fund

	2010 £	2009 £
At 1 January 2010	484,476	478,235
Surplus for the year from income and expenditure account	16,582	81,241
Transfer to Clubhouse Rebuild/Renovation Reserve	(10,000)	(75,000)
At 31 December 2010	<u>491,058</u>	<u>484,476</u>

### 14 Reserves

	Income & Expenditure £	Revaluation £	Deferred CGT £	Green Shed £	Clubhouse £	Total £
01 January 2010	484,476	123,675	14,244	30,000	115,000	767,395
Surplus for the year	16,582	-	-	-	-	16,582
Transfers	(10,000)	-	-	-	10,000	-
Revaluation movements	-	20,000	-	-	-	20,000
31 December 2010	<u>491,058</u>	<u>143,675</u>	<u>14,244</u>	<u>30,000</u>	<u>125,000</u>	<u>803,977</u>

### 15. Post balance sheet events

None

### 16 Financial commitments

At 31 December 2010 the Company has annual commitments under non-cancellable operating leases amounting to a minimum of £90,000 (2009- £90,000) expiring in eighteen years

# **KNOLE PARK GOLF CLUB LIMITED (BY GUARANTEE)**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2010**

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### **17 Cash flow statement**

<b>Reconciliation of operating surplus to the net cash inflow from operating activities</b>	<b>2010 £</b>	<b>2009 £</b>
Operating surplus	40,448	95,409
Depreciation charge	75,642	73,630
Decrease/(Increase) in stock	(731)	604
Decrease/(Increase) in debtors and prepayments	48,667	(51,329)
Increase/(Decrease) in creditors	62,210	98,003
Net cash inflow from operating activities	226,236	216,317
Taxation	(23,866)	(14,167)
Capital expenditure	(78,674)	(18,646)
Total	123,696	183,504