

THE SELSDON CENTRE TRUST

A Company Limited by Guarantee

Registered Company No. 4149038

REPORT AND STATEMENT OF FINANCIAL ACTIVITIES

31 MARCH 2004



THE SELSDON CENTRE TRUST

FINANCIAL STATEMENTS

31 MARCH 2004

Directors	Mr A Brookes Mr F Crosskey Mr D G Lawrence Mr D Moulton Mr V T Pates
Company Secretary	Mr F Crosskey
Main Operating Premises	Selsdon Centre for the Retired 136 Addington Road Selsdon, CR2 8LA
Bankers	Barclays Bank plc 188 Addington Road Selsdon, CR2 8LV
Independent Examiner	David C.Beckett Chartered Accountant 68 Kingswood Way South Croydon, CR2 8QQ
Registered Charity Number	1087131

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THE SELSDON CENTRE TRUST

DIRECTORS'/TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2004

Directors and Trust

The Selsdon Centre Trust was constituted by Deed of Trust dated 6 July 1981 and is a Registered Charity No 283214. On 29 January 2001 the Trust became a Company limited by Guarantee, Company No 4149038. The names of the directors and the company address are as stated on page 1. All the directors have been in office throughout the period except Alan Brookes who was appointed on 18 March 2004. Dr Ann Orchard resigned on that date.

Organisation and decision making strategy

General management of the company is carried out by a committee ('The Management Committee') appointed by the Board and comprising not less than two directors and co-opted members, the latter being drawn from local Churches, the Local Authority and the Selsdon Residents Association. Members of the Management Committee during the year under review were:

Mr D Moulton	Chairman and Director
Mr D Lawrence	Director
Mr V Pates	Director and Treasurer
Mrs M Petty	Anglican representative
Mrs S Smith	Baptist representative
Mrs E Bowden	Roman Catholic representative
Mrs M Frith	Selsdon Residents' Association
Mr P Shaw	Selsdon Residents' Association
The Local Authority did not nominate a representative.	

There were four part time, paid members of staff, all of whom served throughout the period:

Mr M Rundle Brown, Centre Manager. Mrs M Styles, Mrs S Childs and Mr C Ottewell served as Assistant Managers.

Principal activity

The principal activity of the company is the operation of a community centre primarily for the elderly people of the London Borough of Croydon.

Objectives

The objects of the Company are:

- to promote any charitable purpose for the benefit of elderly people who inhabit the area falling within a radius of one and a half miles of Selsdon Library in Selsdon, Greater London, and
- to provide leisure and recreation facilities in the interest of social welfare for inhabitants of the above-mentioned area, and in particular but not exclusively elderly people.

Review of activities and progress

This was a year of change and development for Selsdon Centre, the major task of moving to the new, larger premises having been effected smoothly on 8th December 2003. This seamless transition was brought about by the untiring efforts of all concerned, directors, staff and volunteers, who all merited the highest praise for their commitment.

THE SELSDON CENTRE TRUST

DIRECTORS'/TRUSTEES' REPORT - continued

Review of activities and progress - continued

The continuing difficulty in attracting volunteer helpers is of concern to the Directors, especially since it is the aim of the Centre to increase its user base to make full use of the excellent new facilities. Every effort continued to be made to recruit new volunteers to augment their numbers and replace those who leave, but the structure of present day society rendered this increasingly problematical.

The paid staff rendered excellent service during the period and their day to day supervision of the Centre's activities, together with the added responsibilities in the new premises was recognised in a substantive way by the Board. The Luncheon Club continued to thrive, together with varied social activities during the day, the evening and at weekends. In addition, the Meals on Wheels service for the local area continued to be operated from the Centre, on behalf of the Local Authority, by volunteer drivers and escorts.

The new premises offered the opportunity within a private room to develop ancillary services such as chiropody, hairdressing, aromatherapy and allied areas, and this range of activities has been and will be vigourously pursued by the Directors. Progress in this area has already been noted.

Computersation of the records and accounts of the Company was undertaken during the year with beneficial effect on the affairs of the Centre. This will continue to be developed increasingly to facilitate the day-to-day running of the organisation.

Review of financial activities

The major financial impact resulted from the move to new premises, the shell of which was provided free of charge by Sainsburys as part of their obligation to construct new community premises within their supermarket site. That development had entailed the demolition of the Selsdon Centre's previous building.

The cost of necessary alterations and additions to the original architect's plans together with fitting-out expenses (furniture, curtains, kitchen facilities, etcetera) fell to the charge of the Company to the extent of approximately £64,100. This sum was fortunately available to the Board as a result of having prudently built up a Building Fund over many years in the expectation of having itself to fund the construction of new premises for the Centre.

The above-mentioned purchase of fresh capital assets, together with the necessary replacement of an ageing minibus has faced the Company with a heavy annual depreciation charge (£7,736 p.a.) which will need to be funded from increased income generated from within the Centre and, it is to be hoped, from Local Authority support.

The Directors were concerned that, at the year-end date, no advice had been received from Croydon Council as to the anticipated annual service charge to be levied, nor had any utility bill been submitted. It is, however, sure that a significant increase will have to be faced, compromising the future viability of the Company unless additional funding is acquired as suggested above.

General observations. During the year of extreme expenditure, income benefited from a major legacy amounting to £5,000 from the will of a former founding member and Trustee of the Centre. In addition the generosity of local individuals following a plea for help with costs associated with the move to new premises enabled a combined figure of almost £17,000 to be reached in donations and legacies. Furthermore the importance of Selsdon Centre to the local community was recognised by Croydon Council by an increased grant, for which the Board were duly grateful. Normal fundraising activities, together with the above-mentioned factors enabled a satisfactory financial result to be achieved for the year under review, but concerns for the future remain.

THE SELSDON CENTRE TRUST

DIRECTORS'/TRUSTEES' REPORT - continued

Reserves policy

The policy of the company regarding Capital Reserves is outlined in note 1(f) of the accounts. The policy on the General Reserve is to endeavour to maintain at least a level equivalent to six months expenditure. This will enable paid staff at least to feel a certain level of stability.

Risks

The Directors have reviewed the risks to which the Charitable Trust is exposed and arrangements are in place for regular attention to be continued in this area of responsibility.

Responsibilities for producing financial statements

The directors prepare accounts which give a true and fair view of the state of affairs of the Charity and of its income and expenditure for that period. In preparing those accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonably prudent; and
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare accounts on a going concern basis unless it is appropriate to assume that the Charity will not continue in operation.

The directors are responsible for keeping 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 current legislation.

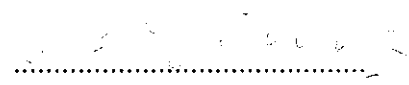
The directors are also responsible for safeguarding the assets of the Charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Appreciation

The Directors wish to place on record their appreciation of the efforts of the Management Committee and Volunteers, the dedication of the paid staff and the generosity and goodwill of local community members. Without these the Selsdon Centre for the Retired could not continue to function and the gratitude of the Directors is extended to them all.

This report was approved by the Board of Directors on 28 October 2004, and signed on their behalf.


.....
David Lawrence


.....
David Moulton

THE SELSDON CENTRE TRUST

INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS OF THE SELSDON CENTRE TRUST

I report on the accounts of The Selsdon Centre Trust for the year ended 31 March 2004, which are set out on pages 6 to 10.

Respective responsibilities of directors and examiner

As the charity's directors you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, 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 Commissioners. 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 directors concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

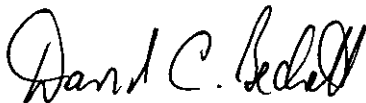
(1) which gives me reasonable cause to believe that in any material respect the requirements

(a) to keep accounting records in accordance with section 41 of the Act; and

(b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.



David C. Beckett
Chartered Accountant
28 October 2004

68 Kingswood Way
South Croydon
Surrey CR2 8QQ

THE SELSDON CENTRE TRUST

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2004

		<u>Unrestricted</u>		<u>Restricted</u>		
	Notes	General Fund £	Other Funds £	Minibus Fund £	Total £	2003 £
<u>Incoming resources</u>						
Donations and legacies		16,966	-	-	16,966	13,149
Activities to further charity's objectives	2	39,380	-	-	39,380	32,168
Activities to generate funds		7,381	-	-	7,381	7,850
Investment income		3,682	-	-	3,682	5,046
Total incoming resources		£67,409	-	-	£67,409	£58,213
<u>Resources expended</u>						
Costs of generating funds		422	-	-	422	162
<u>Charitable expenditure</u>						
Activity costs to further charity's objectives		23,717	-	-	23,717	20,068
Support costs	3	36,046	-	-	36,046	24,485
Minibus direct costs		5,943	-	-	5,943	3,962
Administration		470	-	-	470	441
Total resources expended	4	£66,598	-	-	£66,598	£49,118
Net movement in funds	10	811	-	-	811	9,095
At 1 April 2003		3,211	142,320	500	146,031	136,936
Transfer of funds	10	41,594	(41,094)	(500)	-	-
Balance at 31 March 2004		£45,616	£101,226	£500	£146,842	£146,031

THE SELSDON CENTRE TRUST

2003

BALANCE SHEET - 31 MARCH 2004


	Notes	£	£	£
Fixed Assets				
Tangible assets	1,5		83,695	2,635
Current Assets				
Cash at bank and in hand	6	98,823		143,404
Debtors and prepayments	7	1,204		846
		<u>100,027</u>		<u>144,250</u>
Current Liabilities				
Creditors - amounts falling due within one year	8	<u>36,880</u>		854
Net Current Assets			<u>63,147</u>	<u>143,396</u>
NET ASSETS			<u>£146,842</u>	<u>£146,031</u>
Capital and Reserves				
Share Capital	9		-	-
Unrestricted funds - Capital				
Building fund	1,10		-	97,005
Capital reserve fund	1,10		65,226	9,943
Minibus fund	1,10		<u>36,000</u>	<u>35,372</u>
Sub total - designated funds			<u>101,226</u>	<u>142,320</u>
General fund	1,10		45,616	3,211
Restricted fund				
Minibus fund	1,10		<u>-</u>	<u>500</u>
CHARITY'S FUNDS			<u>£146,842</u>	<u>£146,031</u>

The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 249A(1) of the Companies Act 1985. Shareholders holding 10% or more of the company's issued share capital have not issued a notice requiring an audit under section 249B(2) of the Companies Act 1985. The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 221 of the Companies Act 1985 and for 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 result for the period in accordance with the requirements of section 226 and which otherwise comply with the requirements of the Act relating to the accounts so far as applicable to the company.

The financial statements, which have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 applicable to small companies, were approved by the Board on 28 October 2004 and signed on its behalf.



 Mr D G Lawrence



 Mr D Moulton

THE SELSDON CENTRE TRUST

NOTES TO THE FINANCIAL STATEMENTS - 31 MARCH 2004

1. ACCOUNTING POLICIES

(a) Basis of preparation of financial statements

The financial statements have been drawn up under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities.

(b) Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at the following annual rates:

Building plant	Over the lease term - 30 years
Furniture, fixtures and equipment	10 per cent on cost
Computer equipment	25 per cent on cost
Minibus	12.5 per cent on cost

(c) Income

Income is credited to the Statement of Financial Activities generally on the date it is received.

(d) Donations in kind

Donations in kind are valued at nil cost to the Trust. A record of such assets is kept by the Trustees. When such assets are sold the proceeds are brought in as donation income in the Statement of Financial Activities.

(e) Expenditure

Expenditure is charged to the Statement of Financial Activities inclusive of Value Added Tax.

(f) Capital funds - Designated

The building fund was disbanded in the year as the the new premises were taken up. It was transferred to the general fund although some of the fund value was used to boost the capital reserve fund in view of the refurbishment costs of the new premises.

The capital reserve fund represents amounts set aside for replacement of the fixed assets and is equal to the relevant tangible assets at their gross book value. The fund does not represent the estimated replacement value of the relevant assets.

The minibus fund has been set up to allow for the estimated replacement value of the minibus. Based on past experience the bus is estimated to last 8 years and the current cost incurred in 2003 has been increased by 4 per cent per annum to give an estimated replacement cost. The directors believe that this is a reasonable estimate.

Transfers are made to or from the general fund to maintain the value of funds in line with the above definitions as appropriate.

THE SELSDON CENTRE TRUST

NOTES TO THE FINANCIAL STATEMENTS - 31 MARCH 2004

2. GRANTS AND ALLOWANCES

The grants and allowances are received from the London Borough of Croydon. The amount included in the year is £14,472.

3. EMPLOYEES REMUNERATION

An average of 4 part time staff were employed by the Charity. The total of employees remuneration (excluding national insurance contributions) for the year amounted to £18,523.

4. DIRECTORS' REMUNERATION

No remuneration or benefits were received by the directors during the year. Any expenses paid were re-imbursement for costs incurred.

5. FIXED ASSETS - TANGIBLE

	Building plant £	Furniture fixtures & equipment £	Computer equipment £	Minibus £	Total £
Cost					
At 1 April 2003	28,370	8,784	1,159	25,872	64,185
Write off/sales in year	(28,370)	(8,784)	-	(25,872)	(63,026)
Additions in the year	34,100	29,967	-	26,495	90,562
At 31 March 2004	£34,100	£29,967	£1,159	£26,495	£91,721
Depreciation					
At 1 April 2003	28,370	7,597	290	25,293	61,550
Write off/sales in year	(28,370)	(7,597)	-	(25,293)	(61,260)
Charge for the year	1,137	2,997	290	3,312	7,736
At 31 March 2004	£1,137	£2,997	£580	£3,312	£8,026
Net book value at 31 March 2004	£32,963	£26,970	£579	£23,183	£83,695
Net book value at 31 March 2003	-	£1,187	£869	£579	£2,635

THE SELSDON CENTRE TRUST

NOTES TO THE FINANCIAL STATEMENTS - 31 MARCH 2004

		2003
6. CASH AT BANK AND IN HAND	£	£
Charities Official Investment Fund Account	89,309	139,897
Barclays Bank No 1 Current Account	2,880	737
Barclays Bank No 2 Current Account	3,356	654
Barclays Bank Business Premium Account	3,253	2,091
Cash in hand	25	25
	<u>£98,823</u>	<u>£143,404</u>

Investment cash balances held have been redesignated into the above category.

7. DEBTORS AND PREPAYMENTS

Debtor	<u>£1,204</u>	<u>£846</u>
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8. CREDITORS - due within one year

Provisions for future costs	<u>£36,880</u>	<u>£854</u>
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9. SHARE CAPITAL

The company is limited by guarantee and as such has no share capital issued.

10. FUNDS

	<-----Unrestricted----->				Restricted	
	Building Fund	Capital Reserve	General Fund	Minibus Fund	Minibus Fund	Total
	£	£	£	£	£	£
At 1 April 2003	97,005	9,943	3,211	35,372	500	146,031
Transfer between funds	(97,005)	55,283	41,594	628	(500)	-
Surplus for the year	-	-	811	-	-	811
At 31 March 2004	<u>-</u>	<u>£65,226</u>	<u>£45,616</u>	<u>£36,000</u>	<u>-</u>	<u>£146,842</u>

The re-location to the new premises means that the Building fund can be withdrawn. The trustees have designated that two funds (Capital & Minibus) shall be set aside for the specific purposes as outlined in note 1(f). Transfers are made in line with these purposes.

THE SELSDON CENTRE TRUST
DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2004

	<u>Unrestricted funds</u>		<u>Restricted</u>		
	<u>General</u>	<u>Others</u>	<u>Minibus Fund</u>	<u>Total</u>	<u>2003</u>
<u>Incoming Resources -Income</u>					
Donations					
Donations	10,114	-	-	10,114	4,027
Legacy	5,000	-	-	5,000	7,624
Tax reclaimed on donations	799	-	-	799	502
Contributions from minibus users	1,053	-	-	1,053	996
	<u>16,966</u>	<u>-</u>	<u>-</u>	<u>16,966</u>	<u>13,149</u>
Activities to further charity's objectives					
Meals on wheels revenue	20,792	-	-	20,792	17,583
Refreshment sales	2,314	-	-	2,314	2,165
Meals on wheels allowance - L B Croydon	1,328	-	-	1,328	1,393
Minibus allowance - LB Croydon	2,812	-	-	2,812	2,812
Light and heat allowance - LB Croydon	1,875	-	-	1,875	1,875
General grant - LB Croydon	8,457	-	-	8,457	6,000
Profit on sale of minibus	1,421	-	-	1,421	-
Diesel rebate	381	-	-	381	340
	<u>39,380</u>	<u>-</u>	<u>-</u>	<u>39,380</u>	<u>32,168</u>
Activities to generate funds					
Fundraising income	2,470	-	-	2,470	2,806
Use of hall by outside parties	4,911	-	-	4,911	5,044
	<u>7,381</u>	<u>-</u>	<u>-</u>	<u>7,381</u>	<u>7,850</u>
Investment Income					
Interest	3,682	-	-	3,682	5,046
	<u>£67,409</u>	<u>-</u>	<u>-</u>	<u>£67,409</u>	<u>£58,213</u>
<u>Total income</u>					
<u>Resources expended - Expenditure</u>					
Costs of generating funds					
Fundraising costs	422	-	-	422	162
Charitable expenditure					
Activity costs to further charity's activities					
Meals on wheels supplies	21,123	-	-	21,123	17,584
Volunteer travel expenses	1,039	-	-	1,039	1,000
Refreshment purchases	1,555	-	-	1,555	1,484
	<u>23,717</u>	<u>-</u>	<u>-</u>	<u>23,717</u>	<u>20,068</u>
Support costs					
Staff salaries and national insurance	18,996	-	-	18,996	16,550
Rent and rates	289	-	-	289	695
Repairs and maintenance	609	-	-	609	428
Insurance	1,513	-	-	1,513	1,457
Telephone	840	-	-	840	318
Light and heat	1,417	-	-	1,417	1,223
Print postage and stationery	502	-	-	502	412
Cleaning	2,416	-	-	2,416	1,769
Service charge	1,000	-	-	1,000	-
Equipment depreciation (incl. Write off loss)	5,611	-	-	5,611	533
Other expenses	2,853	-	-	2,853	1,100
	<u>36,046</u>	<u>-</u>	<u>-</u>	<u>36,046</u>	<u>24,485</u>
Minibus direct costs					
Insurance	1,035	-	-	1,035	833
Diesel	950	-	-	950	991
Repairs and maintenance	646	-	-	646	1,889
Vehicle depreciation	3,312	-	-	3,312	249
	<u>5,943</u>	<u>-</u>	<u>-</u>	<u>5,943</u>	<u>3,962</u>
Administration					
Independent examiner fees	470	-	-	470	441
	<u>£66,598</u>	<u>-</u>	<u>-</u>	<u>£66,598</u>	<u>£49,118</u>
<u>Total expenditure</u>					
	<u>£811</u>	<u>-</u>	<u>-</u>	<u>£811</u>	<u>£9,095</u>
<u>Surplus for the period</u>					