

Houghton Road Centre

(Company Ltd by Guarantee Number 4190211)

(Registered Charity No. 1089988)

Financial statements

for the year ended 31 March 2017

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COMPANIES HOUSE

Houghton Road Centre

Legal Information

Trustees

S G Carne	Resigned 7 October 2016
J Chapman	Treasurer
K Watts	Chair
D Jenkins	
P Gilliland	Appointed 15 February 2017
P Lees	Appointed 14 February 2017
J Gilliland	Appointed 14 February 2017

Registered Charity number

1089988

Company Ltd by Guarantee number

4190211

Registered office

Houghton Road Centre
Houghton Road
Thurnscoe
Rotherham
S63 0JY

Independent examiner

Craig Williamson
White Rose Accounting for Charities
Castlemere
Castle Lane
Penistone
S36 6AN

Bank

HSBC
Montgomery Road
Wath Upon Dearne
Rotherham
S63 7QW

Houghton Road Centre

Trustees' report

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report and financial statements for the year ended 31 March 2017

The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005 in preparing the annual report and financial statements of the charity.

Structure, governance and management

Houghton Road Centre is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. Charity Number is 1089988. Company Number is 4190211. The Company was incorporated in March 2001.

The board of trustees administers the charity. The board meet regularly as required in order to carry out their responsibilities and activities. The board appoint a chairperson to act.

The trustees who served during the year are listed on page 2 on the report.

As set out in the Articles of Association the trustees are elected by the membership at the Annual General Meeting. The trustees may at any time co-opt other persons to fill any casual vacancies occurring within the board between Annual General Meetings.

Financial review

Income for the year is shown at £9,009 (2016: £8,679) and this is from rental incomes

Expenditure is shown at £7,624 (2016: £7,236) with a year end carried forward of unrestricted funds balance of £7,998 (2016: £6,613)

Reserves Policy

The trustees did not renew the lease on the Centre from Barnsley Metropolitan Borough Council after the peppercorn rent on the building expired in 2011. This was as a result of the high cost and the lack of funding.

The trustees accepted the Management Agreement offered by Berneslai Homes at the annual cost of £240.

Public benefit statement

The benefits of the charity are that all the inhabitants of Thurnscoe have excellent facilities in which to meet, maintained to high standards by the Centre Manager and the trustees.

The beneficiaries (listed below) are from a wide cross-section of the community, who have the benefit of local provision that is accessible from both a geographical and economic viewpoint. Room hire is kept at competitive prices and a distinction is made for commercial organisations and community or voluntary groups.

The trustees are not aware of any harm or detriment which may arise and have given due consideration to the Commission's guidance in deciding what activities they should undertake. Membership is restricted to adults over 18, but associate membership is possible to younger people and to affiliated groups.

Objectives and activities

To promote for the benefit of the inhabitants of Thurnscoe without distinction of gender, sexual orientation, race, political, religious or other opinions, by associating together the said inhabitants, the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

To establish a community centre and to maintain and manage the same in the furtherance of these objectives.

Houghton Road Centre

Trustees' report continued

Risk Review

The trustees continue to consider carefully the potential problems caused by the transitory natures of the Centre's business, since income is mainly from hire of the building which is not guaranteed. However, there was a good balance between community and business group hire, due mainly to the excellent work by the Centre Manager to find new hirers of the Centre.

Kevin Watts has spent a lot of time in the Centre and this has enabled local people to come and see the facilities. Bookings from new groups have been made and the Centre has been the venue for an increasing number of private party bookings.

The clubs and societies continue to support the Centre and a team of volunteers from the Church help to clean, maintain and hold keys for the Centre. A great deal of goodwill is present between the clubs and societies who use the Centre and the volunteers from the Church.

The trustees continued to maintain an interest account in the bank although interest rates were very low and little growth has been seen.

The treasurer is constantly reviewing utility costs to ensure that the best deals are achieved by the Centre in order to ensure efficient handling of financial matters. A further review of both the rates offered by the gas and electricity providers will be undertaken as the contracts approach the renewal dates.

The trustees communicate regularly to review income and expenditure using a monthly statement provided by the treasurer.

Achievements and performance

The centre has had a moderately busy year with a number of regular and one-off hirers.

The following groups have been meeting regularly

1. Emmanuel Pentecostal Church throughout various days of the week primarily Sunday and Monday.

Every week the Church runs according to 'Charity Commission regulations' and aims to reach the community with social outreaches such as 'food banks', 'Rehabilitation centre's' and much more. Over the year we have hire the Centre for our main service on Sunday, prayer meeting on Monday, as well as various days throughout the week when needed.

2. Shoots and Roots Playgroup run by Emmanuel Pentecostal Church. The Playgroup has a regular set of mothers that come to the group and is growing from strength to strength. We try to stay open as much as possible only closing 'Bank Holidays' and at 'Christmas'

3. Weight Watchers. Every Thursday 'Weight watchers' run a group that has been going on for many years. They have regularly members and have been a big support to the Centre.

4. Slimming World. Danielle has been running 'Slimming World' every Tuesday and has always been helpful to the Centre. Her group is always full and active. Danielle is leaving this year but she will be replaced ensuring 'Slimming World's' continual booking of the Centre.

5. Table Tennis Club. Ever Wednesday a group meets to run a 'Table Tennis club'. Again the group has been meeting for several years and have always been supportive of the Centre.

6. Keep Fit Class. For several weeks a 'Keep Fit Class' ran on Monday evenings. It was well attended but came to a natural conclusion.

7. One off parties. We have had many one of parties throughout the year both children's parties, wedding anniversary, baby showers and much more. The parties have gone down well.

8. Family Photo Shoots. Melissa has been running 'Family Photo Shoots' for the local community. Some of the shoots have been for charity and social groups. Melissa has been very helpful to the Centre and even stepped in to help when the radiator's broke one Monday.

9. Robert Ogden Training for Staff. 'RO School' have been using the centre regularly for a couple of years now. They have had different leaders throughout the year and have booked more events with us.

Houghton Road Centre

Trustees' report continued

The Centre has also been used for:

10. Local and general elections. The centre has been booked for local and general elections which has seen a huge amount of people come through the centre.

11. ASDA training. Few a few sessions the ASDA group have booked the centre for a few mornings in order to train their staff/

General report from team on site:

Throughout the year Kevin Watts and the team at the Church have provided cleaning supplies for the Centre and have been key holders as well as cleaning the centre. Kevin and Deborah have been involved with building maintenance liasoning with 'Bernslai homes' with the majority of the work needed being an issue with the boilers. A Community Garden has been started with vegetables for people to come and use as needed. Kevin has been involved in bookings and general concerns and the centre has been involved in various community outreaches.

We are planning to change the carpets and repaint the walls but before we can do this we need to have the boilers sorted first. After this Kevin wants to really push publicity for the Centre.

Trustees responsibilities for the financial statements

Company and charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

This report was approved by the Trustees on 17/17 and is signed on their behalf by:

K Watts
Chair

Houghton Road Centre

Independent Examiner's report on the Accounts of Houghton Road Centre for the year ended 31 March 2017

I report on the accounts of the company for the year ended 31 March 2017, which are set out on pages 7 to 10.

Respective responsibilities of trustees and examiner

The charity's trustees 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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.

Signed: _____

Craig Williamson
White Rose Accounting for Charities
Castlemere
Castle Lane
Penistone
S36 6AN

Date: _____

Houghton Road Centre

Statement of Financial Activities incorporation Income and Expenditure Account for the year ended 31 March 2017

	Notes	Total funds 2017 £	Total funds 2016 £
Income from	1		
Incoming resources from Charitable activities			
Rents receivable		8,790	8,134
Other income		216	542
Grants		-	-
Investment income		3	3
Total Incoming resources		9,009	8,679
 Resources on			
Charitable activities:			
Premises		5,659	4,720
Cleaning and general		-	122
Garden		299	-
Telephone		746	618
Insurance		288	433
Equipment, repairs and renewals		18	327
Vending machine		87	609
Other expenditure		13	192
Governance costs:			
Accountancy		215	215
Total resources expended		7,624	7,236
Net (outgoing)/incoming resources		1,385	1,443
 Brought forward		6,613	5,170
Fund balances carried forward	4	7,998	6,613

Houghton Road Centre

Balance Sheet as at 31 March 2017

Company number: 4190211	Notes	2017 £	2016 £
Current assets			
Balance at bank	3	8,213	6,828
Total current assets		8,213	6,828
Creditors: amounts falling due within one year			
Accruals	2	(215)	(215)
Total current liabilities		(215)	(215)
Net current assets		7,998	6,613
Total assets		7,998	6,613
Represented by			
Unrestricted funds		7,998	6,613
Total		7,998	6,613

For the year ending 31 March 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities;

The members have not required the company to obtain an 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 the small companies regime.

The financial statements are approved by the Board on 1/7/17 and signed on its behalf by:

K Watts
Chair



Houghton Road Centre

Notes to the Accounts

for the year ended 31 March 2017

1 Accounting Policies

(a) Basis of Preparation

The Financial Statements have been prepared in accordance with the Companies Act 2006 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS102 (effective from January 2015 and updated with effect from January 2016) - (the Charities SORP (FRS102)), as modified for smaller charities.

The Charity meets the definition of a public benefit entity as defined under FRS102.

(b) Income

Grants donations and Income from charitable trading activities are recognised in full in the Statement of Financial Activities in the year in which they are received.

(c) Restricted Funds

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

(d) Unrestricted Funds

Unrestricted Funds are other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

(e) Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of V.A.T. The company is not VAT registered.

Governance costs of the charity relate to the costs of running the charity such as the costs of meetings, professional costs and statutory compliance, and includes any costs which cannot be specifically identified to another expenditure classification. In the opinion of the trustees all support costs relate to charitable expenditure.

(f) Tangible Fixed Assets and Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its useful life.

(g) Fund Accounting

Funds held by the charity are either restricted funds or unrestricted general funds. Unrestricted funds are funds which can be used in accordance with the charitable objects at the discretion of the trustees. Restricted funds that can only be used for a particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Houghton Road Centre

Notes to the accounts for the year ended 31 March 2017

2 Creditors: amounts falling due within one year

These are expenses that have been incurred but have not been billed or paid for during the accounting period. They are in respect of:

	2017	2016
	£	£
Trade creditors	215	215

3 Bank balances

	2017	2016
	£	£
Money market account	6,601	5,097
HRC current account	1,599	1,718
Petty cash	12	12
	<u>8,213</u>	<u>6,827</u>

