

# **Houghton Road Centre**

**(Company Ltd by Guarantee Number 4190211)**

**(Registered Charity No. 1089988)**

## **Financial statements**

**for the year ended 31 March 2014**

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# **Houghton Road Centre**

## **Legal Information**

### **Trustees**

V J McKenning  
J Chapman  
J E Hancock  
S Carne  
D Jenkins  
K Watts

Chair  
Treasurer  
Resigned 3 May 2013  
Appointed 31 January 2014  
Appointed 28 February 2014  
Appointed 28 February 2014

**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 2014

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 of 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 £12,524 (2013 £14,369) and this is from rental incomes. Expenditure is shown at £19,185 (2013 £22,273) with a year end carried forward of unrestricted funds balance of £7,783 (2013 £14,443).

### **Reserves Policy**

The trustees set aside three months running costs in addition to redundancy costs for the paid Centre Manager. The trustees decided not to renew the lease on the Centre from Barnsley Metropolitan Borough Council when the peppercorn rent on the building expired in June 2011, because of the high cost and the lack of funding. The trustees decided to accept the Management Agreement offered by Berneslai Homes at an annual cost of £240.

### **Public benefit statement**

The benefits of the charity are that all inhabitants of Thurnscoe have excellent facilities in which to meet, maintained to high standards by the Centre Manager and Committee. 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 (with room hire kept at competitive prices and distinction made for commercial organisations and community or voluntary groups). 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 or political, religious or other opinions, by associating together the said inhabitants and 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 furtherance of these objects.

## **Houghton Road Centre**

### **Trustees' report continued**

#### **Risk Review**

The trustees considered 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, although income from community groups fell by 12.5% from the previous year and income from business groups fell by 12.6%. This was in spite of the excellent work by the Centre Manager to find new hirers of the Centre.

The Centre continued to seek funding for specific items when required. A prudent use of resources and a longer term need of funding for the Centre Manager's wages remained high on the trustees' list of priorities since it was unlikely that income will ever be high enough to cover both running costs and the Centre Manager's wages. A number of applications were made to different funding agencies for help with the wages of the Centre Manager to no avail.

The trustees continued to maintain an interest account although interest rates are very low and little growth has been seen. Any grant monies are kept separate from general funds with a business account available to manage any grants used to pay the Centre Manager's wages.

A review was taken of 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 both the gas and electricity providers will be undertaken as the annual contracts approach the renewal dates.

The trustees met on a regular basis to review income and expenditure using a statement provided by the treasurer.

After much deliberation a meeting was called on 21<sup>st</sup> January 2014 to discuss the winding down of the Centre due to funds running out. The trustees decided to cease trading on 30<sup>th</sup> April 2014. A decision was made to send a redundancy notice to the Centre Manager, together with an up to date calculation of her redundancy payment.

A second meeting was necessary as the first meeting was not quorate. Susan Carne was appointed as a trustee/director to replace Councillor J Hancock and the second meeting was held on 25<sup>th</sup> February 2014.

A special resolution was proposed that Houghton Road Centre, a Charitable Company Ltd by Guarantee, should be closed down.

As a result of the loss of the Centre Manager through lack of funds, volunteers from Emmanuel Church offered to help with the running of the Centre. To organise this Kevin Watts and Deborah Jenkins were appointed as Directors, making 5 in total.

#### **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 since April 2013:

- 1 Barn Bingo
- 2 Emmanuel Pentecostal Church on Saturdays, Sundays and Thursdays
- 3 Shoots n Roots playgroup run by members of Emmanuel Church
- 4 Weight Watchers
- 5 Slimming World
- 6 Children's Parties
- 7 Keep Fit
- 8 Table tennis Club

## **Houghton Road Centre**

### **Trustees' report continued**

#### **Achievements and performance - continued**

The Centre held some coffee mornings, raising £300. A Christmas Fayre raised £400 and a Summer Fayre raised £600 which helped to offset rising costs.

The centre was also used for the local and general elections and as a surgery for the local MP.

The Centre was also used on one-off basis by Berneslai Homes, Dearne Approach and Kier Services.

A coffee morning was held for Macmillan Nurses.

#### **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 16/5/14 and is signed on their behalf by

V J McKenning  
Chair

*V McKenning*

## Houghton Road Centre

### Independent Examiner's report on the Accounts of Houghton Road Centre for the year ended 31 March 2014

I report on the accounts of the company for the year ended 31 March 2014, 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

15/5/14

## Houghton Road Centre

### Statement of Financial Activities incorporation Income and Expenditure Account for the year ended 31 March 2014

	Notes	Total funds 2014 £	Total funds 2013 £
<b>Incoming resources</b>	1		
Incoming resources from Charitable activities			
Rents receivable		10,650	12,176
Other income		1,344	1,528
Grants		500	610
Investment income		31	56
<b>Total Incoming resources</b>		<b>12,524</b>	<b>14,369</b>
 <b>Resources expended</b>			
Charitable activities.			
Staff costs		13,551	14,025
Premises		3,497	3,657
Cleaning and general		199	246
Travel expenses		885	1,210
Printing and stationery		87	250
Telephone		282	264
Insurance		471	1,215
Repairs and renewals		0	705
Other expenditure		13	411
Governance costs			
Accountancy		200	290
<b>Total resources expended</b>		<b>19,185</b>	<b>22,273</b>
<b>Net (outgoing)/incoming resources</b>		<b>(6,660)</b>	<b>(7,904)</b>
Brought forward		14,443	22,347
<b>Fund balances carried forward</b>	4	<b>7,783</b>	<b>14,443</b>

## Houghton Road Centre

### Balance Sheet as at 31 March 2014

	Notes	2014 £	2013 £
<b>Current assets</b>			
Balance at bank	3	7,983	14,733
Debtors		-	-
<b>Total current assets</b>		<u>7,983</u>	<u>14,733</u>
 <b>Creditors: amounts falling due within one year</b>			
Accruals	2	<u>(200)</u>	<u>(290)</u>
<b>Total current liabilities</b>		<u>(200)</u>	<u>(290)</u>
 <b>Net current assets</b>		<u>7,783</u>	<u>14,443</u>
 <b>Total assets</b>		<u>7,783</u>	<u>14,443</u>
 <b>Represented by</b>			
Designated funds		-	-
Unrestricted funds		<u>7,783</u>	<u>14,443</u>
<b>Total</b>		<u>7,783</u>	<u>14,443</u>

For the year ending 31 March 2014 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 16/5/14 and signed on its behalf by

  
V J McKenning  
Chair

  
J Chapman  
Treasurer



## **Houghton Road Centre**

### **Notes to the Accounts**

**for the year ended 31 March 2014**

#### **1 Accounting Policies**

**(a) General**

These financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) and include the results of the charity's operations which are described in the Trustees' Report and all of which are continuing. The financial statements have been prepared in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005 and SORP update Bulletin 1 issued in December 2002.

The Charity has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cashflow statement on the grounds that it qualifies as a small charity.

**(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 VAT. 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 purpose 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 2014**

##### **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

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Trade creditors	200	290

##### **3 Bank balances**

	<b>£</b>
Funding Business account	460
Funding Savings account	4,505
Money market account	2,321
HRC current account	647
Petty cash	50
	<b>7,983</b>