Registered Charity Number 1106913

Registered Company Number 5079039

St James' Trust (Seaford)
Report and Accounts
31 March 2014



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COMPANIES HOUSE

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The report of the trustees for the year ended 31 March 2014

Introduction

The trustees present their annual report and accounts for the year ended 31st March 2014.

The board of trustees are satisfied with the performance of the charity during the year. Trading has been strong and the charity is, in their opinion in a satisfactory financial position. A new trustee James Austin joined the board in January 2014.

The disposal of the Old Wagon Factory and adjoining spaces is essential and the trustees have obtained outline planning permission for 3 houses and placed the site on the market. When a sale has been achieved they will be able to carry out urgent maintenance and improvements to the Club House and attached buildings. There are offers on the table at this time.

The Charities solicitors are instructed to ensure that anyone purchasing the property does not alter the planning in any way that could be detrimental to the Charity and its day to day workings.

Name, registered office and constitution of the charity

The full name of the charity is St James' Trust (Seaford).

The legal registration details are :-

Date of incorporation

19 March 2004

Company Registration Number

5079039

The Registered Office is

St James' Clubhouse, 11 Blatchington Road,

Seaford, East Sussex BN25 2AB

Charity Registration Number

1106913

Objectives and Activities of the Charity

The charity's objects are to undertake voluntary work in education, social services and similar charitable activities amongst those classes in need thereof. In the furtherance of these objectives the charity provides and maintains a centre and services for the elderly and disabled.

The centre is available for hire by individuals and organisations in accordance with the standard hiring agreement and scale charges adopted for the year.

During the year the trustees have continued their efforts to maintain the centre and establish policies to ensure the long term viability of the trust.

Achievements and Performance of the Charity

The trustees consider this to have been a satisfactory year, they have continued to keep up their services and adhere to their objectives in serving the elderly and disabled of the community.

Half lettings have remained steady, in spite of the retirement of a long standing client, to many and varied groups within the community including younger dance and drama groups, guitar lessons, yoga, TLC and one to one counselling / relaxation classes.

The report of the trustees for the year ended 31 March 2014

The trustees have managed to organise a new cooker for the main kitchen and hope to replace the windows in the upper halls in the near future. It is planned to provide a Defibrillator for emergency use in the Club House and this will be purchased in the near future.

The trust has continued to raise its profile within the community by holding several tin collection days at local supermarkets. Articles in local magazines have helped. There is again an active member of Seaford Town Council on the management committee.

The future

The Trustees still feel that the only way forward is to carry out essential repairs and maintenance to the Club House and attached buildings and Car Parks. To this end the Wagon Factory site with outlying planning permission has been placed, for sale, in the hands of Clifford Dann estate agents and they will use the proceeds to rebuild the Meeting Room and Lift Room both of which are in very poor states of repair. The decoration of the outside of the Club House (Long overdue) and the resurfacing of the Car Park are also urgent. The Trustees have decided to employ an Administrative Coordinator to oversee and consolidate the day to day running of the Trust and plans are underway to facilitate this move.

The trustees wish to create and maintain a three month financial operating reserve from the proceeds of the sale while carrying on with existing services to the elderly and disabled of the community and developing new outreach projects. It is aimed to make St. James' a local community centre for the good of the residents of Seaford and expand services. It has also been decided to aggressively apply for funds where ever they may be available.

The report of the trustees for the year ended 31 March 2014

Structure, Governance and Management

The charity is a private company limited by guarantee and is governed by its memorandum and articles of association.

At the annual general meeting one third of the trustees (or the number nearest to one third) who are subject to retirement by rotation shall retire from office. No person other than a trustee retiring by rotation shall be appointed or reappointed a trustee at any general meeting unless:

They are recommended by the trustees; or

Not less than 24 nor more than 35 clear days before the date appointed for the meeting, notice executed by a member qualified to vote at the meeting has been given to the charity of the intention to propose that person for appointment or reappointment stating the particulars which would, if they were so appointed or reappointed, be required to be included in the charity's register of trustees together with a notice executed by that person of their willingness to be appointed or reappointed.

The charity may by ordinary resolution appoint a person who is willing to act to be a trustee either to fill a vacancy or as an additional trustee.

The trustees may appoint a person who is willing to act to be a trustee either to fill a vacancy or as an additional trustee provided this does not cause the number of trustees to exceed any number fixed or in accordance with the articles as a maximum. A trustee so appointed shall hold office only until the next annual general meeting and if not appointed shall vacate office.

Policies on reserves

The principal financial policy is to ensure scale charges are sufficient to generate enough income to meet the running costs of the centre.

The charity's reserves are maintained at a level to ensure the longterm viability of the centre.

Transactions and Financial position

The financial statements are set out on pages 7 to 16. The financial statements have been prepared implementing the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission for England and Wales (revised in June 2008) and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). As stated in the introduction to this report, the trustees consider the financial performance by the charity during the year to have been satisfactory.

The Statement of Financial Activities show net incoming resources for the year of a revenue nature of £74.

The total reserves at the year end stand at £207,002.

A majority of the expenditure is spent on charitable activities.

Specific changes in fixed assets

Changes in fixed assets are shown in detail in the notes to the accounts.

The report of the trustees for the year ended 31 March 2014

Share Capital

The company is limited by guarantee and therefore has no share capital.

The members of the Board of Trustees of the Charity during the year ended 31 March 2014 were :-

JS White BES Turner MD Ashley VE Reynolds J Austin (appointed January 2014)

All the directors of the company are also trustees of the charity, and their responsibilities include all the responsibilities of directors under the Companies Acts and of trustees under the Charities Act.

The directors are members of the company

The members of the Board of Trustees of the Charity at the date the report and accounts were approved were:-

JS White BES Turner MD Ashley VE Reynolds J Austin

Secretary

MD Ashley

Bankers

HSBC plc 3 Sutton Park Road Seaford East Sussex BN25 1QY

Solicitors

Barwells 10 Sutton Park Road Seaford East Sussex BN25 1RB

Independent Examiner

Andrew M Wells FMAAT 99 Western Road Lewes East Sussex

The report of the trustees for the year ended 31 March 2014

Statement of Directors' and Trustees' Responsibilities

Charity Law and the Companies Acts require the Board to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those accounts the Board is required to:-

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

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

The trustees are also responsible for the contents of the trustees' report, and the responsibility of the auditors in relation to the trustees' report is limited to examining the report and ensuring that , on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

Method of preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

BES Turner

Director and Trustee

Dated: \(2 -07 - 26\forall 4

St James' Trust (Seaford) Independent Examiner's Report to the trustees of the charity

I report on the accounts of the company for the year ended 31 March 2014 which are set out on pages 7 to 16.

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 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 the 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 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

Andrew M Wells FMAAT 99 Western Road Lewes

East Sussex

BN7 1RS

The date upon which my opinion is expressed is :-

3/7/2014

St James' Trust (Seaford) Statement of Financial Activities for the year ended 31 March 2014

	Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
Notes	2014	2014	2014	2013
	£	£	£	£
Incoming resources				
Incoming resources from generated funds Voluntary Income	7,977		7,977	12,753
Activities for generating funds	8,031	-	8,031	7,388
Investment Income	5	_	5,001	5
Incoming resources from charitable activities	35,997	-	35,997	32,722
Total incoming resources	52,010	-	52,010	52,868
Costs of charitable activities	38,281	3,672	41,953	35,883
Governance costs	9,983	-	9,983	28,238
Total resources expended	48,264	3,672	51,936	64,121
Net incoming resources/(net outgoing resources)				
before transfers between funds	3,746	(3,672)	74	(11,253)
Gross transfers between funds	-	-	-	-
Net incoming resources/(net outgoing resources) bet	fore			
Other recognised gains and losses	3,746	(3,672)	74	(11,253)
Other recognised gains and losses	• .			
Net movement in funds	3,746	(3,672)	74	(11,253)
Reconciliation of funds				
Total funds brought forward	192,241	14,687	206,928	218,181
Total Funds carried forward	195,987	11,015	207,002	206,928

The net movement in funds referred to above is the net incoming resources as defined in the SORP and is reconciled to the total funds as shown in the Balance Sheet on page 9 as required by the SORP.

All activities derive from continuing operations

The notes on pages 10 to 16 form an integral part of these accounts.

St James' Trust (Seaford) Statement of Financial Activities for the year ended 31 March 2014

Income and Expenditure Account as required by the Companies Act for the year ended 31 March 2014

	2014 £	2013 £
Turnover	52,005	52,863
Direct costs of turnover	41,953	35,883
Gross surplus	10,052	16,980
Governance costs	9,983	28,238
Operating surplus/(deficit)	69	(11,258)
Interest receivable	5	5
Surplus/(deficit) on ordinary activities before tax	74	(11,253)
Surplus/(deficit) for the financial year	74	(11,253)
Gift Aid Payments	-	-
Retained surplus/(deficit) for the financial year	74	(11,253)

All activities derive from continuing operations

The notes on pages 10 to 16 form an integral part of these accounts.

St James' Trust (Seaford) Balance Sheet as at 31 March 2014

	Notes		2014 £		2013 £
The assets and liabilities of the char	ity :		~		~
Fixed assets Tangible assets Total fixed assets	7	_	177,453 177,453	_	186,869 186,869
Current assets Debtors Cash at bank and in hand Total current assets	8	2,958 27,791 30,749		953 20,306 21,259	
Creditors:- amounts due within one year	9	(1,200)		(1,200)	
Net current assets			29,549		20,059
Total assets less current liabilities		-	207,002	-	206,928
Creditors:- amounts due after more than one year			-		-
Net assets including pension ass	et / liability	, - -	207,002	_ _	206,928
The funds of the charity :					
Unrestricted income funds Unrestricted revenue accumulated fun Designated revenue funds Unrestricted capital funds	ds	35,863 -		28,478 -	
Designated fixed asset funds		160,124		163,763	
Total unrestricted funds Restricted fixed asset funds Total restricted funds	, *	11,015	195,987 11,015	14,687	192,241 14,687
Total charity funds		-	207,002	_	206,928

The directors are satisfied that for the year ended on 31 March 2014 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that no member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 145 of the Charities Act 2011, the accounts have been examined by an Independent Examiner whose report appears on page 6.

The director(s) acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

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

BES Turner

Trustee

Approved by the board of trustees on:

02/07/2014

The notes on pages 10 to 16 form an integral part of these accounts.

1 Accounting policies

Basis of preparation of the accounts

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, and all other applicable accounting standards, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, (revised June 2008) (The SORP). The accounts have been drawn up in accordance with the provisions of the Charities (Accounts and Reports) Regulations 2008 and the Companies Act 2006, and include the results of the charity's operations which are described in the Trustees' Report, all of which are continuing.

Insofar as the SORP requires compliance with specific Financial Reporting Standards other than the FRSSE then the specific Financial Reporting Standards have been followed where their requirements differ from those of the FRSSE.

Advantage has been taken of Section 396(5) of The Companies Act 2006 to allow the format of the financial statements to be adapted to reflect the special nature of the charity's operation and in order to comply with the requirements of the SORP.

Delete the following sentence if it does not apply

The charity has taken advantage of the exemption in the FRSSE from the requirement to produce a cash flow statement.

The particular accounting policies adopted are set out below.

Accounting convention

The financial statements are prepared, on a going concern basis, under the historical cost convention.

Incoming Resources

Donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received. Such income is only deferred when the donor specifies that the donation must only be used in future accounting periods or the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Donated capital assets are included at market valuation by the trustees.

Shop income is recognised as the related goods or services are provided.

Investment income is recognised on a receivable basis.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

Resources Expended

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the Statement of Recommended Practice for Accounting and Reporting (revised June 2008) issued by the Charity Commissioners for England & Wales .

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Support costs

Support costs are allocated to activity cost categories on a basis consistent with the use of resources eg. allocating property costs by floor area.

Fixed assets and depreciation

Items of less than £100 are not capitalised.

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful economic lives.

Freehold land and buildings
Vehicles
Plant and machinery

2% straight line
25% reducing balance
25% reducing balance

Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company , and is therefore included in the relevant costs in the Statement of Financial Activities.

Funds structure policy

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the board of trustees to carefully the monitor the application of those funds in accordance with the restrictions placed upon them.

A fixed asset fund is maintained which represents the written down value of tangible fixed assets, and is divided into a restricted fixed asset fund representing the written down value of those assets subject to restrictions, with the balance being in a designated fund representing the written down value of freehold land and buildings. The detailed operation of these funds is described under the accounting policy 'Capital grants'

There is no formal policy of transfer between funds or on the allocation of funds to designated funds, other than that described above.

2 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

3	Surplus/(deficit) for the financial year	2014 £	2013 £
	This is stated after crediting :-	_	_
	Revenue Turnover from ordinary activities	<u>52,005</u>	52,863
	and after charging:-	•	
	Depreciation of owned fixed assets Independent Examiner's Fees	9,416 900	<u>11,342</u> <u>900</u>

Funds belonging to the charity have not been used for the purchase of insurance to protect the charity from loss arising from the neglect or defaults of its trustees, employees or agents, or to indemnify its trustees, employees or agents, against the consequences of any neglect or default on their part.

4 Trustees remuneration and expenses

No remuneration was paid to trustees or persons connected with them. Expenses incurred were reimbursed upon production of a receipt.

Detailed analysis of certain transactions required by the 2005 revision to the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales (effective April 2005 and revised May 2008)

Various items of support costs and charitable expenditure which are required by the SORP to be disclosed in the notes to the accounts are set out in the Detailed Schedule to the Statement of Financial Activities and its appendices on pages 15 and 16 which should be read together with these notes.

6	Investment Income	2014	2013
	•	£	£
	Bank deposit interest received	5	5

7 Tangible functional fixe	ed assets
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·	Freehold Land and buildings £	Plant, Machinery & Vehicles £	Total £
Asset cost, valuation or revalued amount	•		•
At 1 April 2013	181,958	49,049	231,007
At 31 March 2014	181,958	49,049	231,007
Accumulated depreciation and impairment pro	visions		
At 1 April 2013	18,195	25,943	44,138
Depreciation on revaluation	-	-	· -
Charge for the year	3,639	5,777	9,416
At 31 March 2014	21,834	31,720	53,554
Net book value			
At 31 March 2014	160,124	17,329	177,453
At 31 March 2013	163,763	23,106	186,869

All assets are used for direct charitable purposes and there are no inalienable or heritage assets

8	Debtors	2014 £	2013 £
	Other Debtors	2,958	953
9	Creditors: amounts falling due within one year	2014 £	2013 £
	Accrued expenses	1,200	1,200
10	Analysis of the Net Movement in Funds	2014 £	2013 ∵£
	Net movement in funds from Statement of Financial Activities Net resources applied on functional fixed assets Net movement in funds available for future activities	74 - 74	(11,253) - (11,253)

The net resources applied on functional fixed assets less proceeds of any disposals.

11 Particulars of Individual Funds and analysis of assets and liabilities representing funds

At 31 March 2014 Tangible Fixed Assets Current Assets Current Liabilities	Unrestricted funds £ 6,314 30,749 (1,200) 35,863	Designated funds £ 160,124 - 160,124	Restricted funds £ 11,015 - 11,015	Total Funds £ 177,453 30,749 (1,200) 207,002
At 1 April 2013	Unrestricted funds	Designated funds	Restricted funds	Total Funds
Tangible Fixed Assets Current Assets Current Liabilities	8,419 21,259 (1,200) 28,478	163,763 - - 163,763	14,687	186,869 21,259 (1,200) 206,928
	Funds at 2013	Movements in Funds as below	Transfers Between funds	Funds at 2014
•	£	as below £	£	£
General fund	28,478	7,385	-	35,863
Minibus fund	14,687	(3,672)	_	11,015
Designated buildings fund	163,763	(3,639)	-	160,124
	206,928	74		207,002
			,	
	Incoming Resources £	Outgoing Resources £	Gains & Losses £	Movement in funds
	50.040	(44.005)		7.005
General fund	52,010	(44,625)	-	7,385
Minibus fund	-	(3,672)	-	(3,672)
Designated buildings fund	- FO 010	(3,639)		(3,639)
	52,010	51,936		

12 Share Capital

The charity is incorporated under the Companies Acts and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding one pound as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter

There are 5 members of the company (2013 - 4 members)

St James' Trust (Seaford) Schedule to the Statement of Financial Activities for the year ended 31 March 2014

Status of this schedule to the Statement of Financial Activities

This schedule is an intrinsic part of the accounts required to comply with the 2008 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, revised June 2008. However, it is not a part of the statutory accounts required under the provisions of the Companies Act 2006 in relation to incorporated charities.

	Unrestricted Funds 2014 £	Restricted Funds 2014 £	Total Funds 2014 £	Prior Period Total Funds 2013
Incoming Resources Incoming Resources from generated funds Non government and non public bodies Incoming resources of a revenue nature - grants, dor	nations and le	aacies		
Appeals and donations	7,977	-	7,977	12,753
Total Voluntary Income	7,977		7,977	12,753
Activities for generating funds				
Fundraising activities	8,031		8,031	7,388
Total of activities for generating funds	8,031	<u> </u>	8,031	7,388
Investment Income				
Bank deposit interest received	. 5	-	5	. 5
Total Investment Income	5	-	5	5
Incoming resources from charitable activities				
Rental income Other income	24,614 11,383	-	24,614 11,383	21,845 10,877
Total Incoming resources from				·
charitable activities	35,997	-	35,997	32,722
Total Incoming Resources	52,010		52,010	52,868
Charitable expenditure		,		
Costs of activities in furtherance of the charity's obje	ctives			
Cost of goods sold	5,964	-	5,964	2,051
Establishment costs	11,709	· -	11,709	6,995
Repairs and maintenance	6,454	-	6,454	7,190
Office expenses	1,424	-	1,424	1,467
Sundry and other costs	-	-	-	330
Cleaning	5,030	-	5,030	4,665
Motor expenses	1,956	-	1,956	1,843
Depreciation of tangible fixed assets	5,744	3,672	9,416	11,342
Total Expended on Charitable Activities	38,281	3,672	41,953	35,883

St James' Trust (Seaford) Schedule to the Statement of Financial Activities for the year ended 31 March 2014

Status of this schedule to the Statement of Financial Activities

This schedule is an intrinsic part of the accounts required to comply with the 2008 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, revised June 2008. However, it is not a part of the statutory accounts required under the provisions of the Companies Act 2006 in relation to incorporated charities.

·				
	Unrestricted	Restricted	Total	Prior Period
	Funds	Funds	Funds	Total Funds
	2014	2014	2014	2013
·	£	£	£	£
Governance costs that are not direct managem	ent functions	inherent in	generatin	g
funds, service delivery and programme or proje	ect work			
(including management and administration cos	ts)			
Specific governance costs				
Trustees' remuneration	-	-	-	-
Employers' NI - Trustees	-	-	-	-
Pension contributions - Trustees	-	-	-	-
Indemnity Insurance	-	-	-	-
Trustees' expenses	-	-	-	-
Reporting Accountant's Fees	-	-	-	-
Other accountancy fees	-	-	<u> </u>	-
Independent Examiner's Fees	900	-	900	900
Legal and professional costs	9,083	-	9,083	27,338
Depreciation of fixed assets used for governance	-	-	•	-
Total governance costs	9,983	_	9,983	28,238