

REGISTERED COMPANY NUMBER: 06488972 (England and Wales)  
REGISTERED CHARITY NUMBER: 1126553

**Report of the Trustees and**  
**Unaudited Financial Statements for the Year Ended 31 March 2016**  
**for**  
**WHITSTABLE CASTLE TRUST**



Michael Martin Partnership Limited  
Chartered Certified Accountants  
18 Canterbury Road  
Whitstable  
Kent  
CT5 4EY

**WHITSTABLE CASTLE TRUST**

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**for the Year Ended 31 March 2016**

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## **WHITSTABLE CASTLE TRUST**

### **Report of the Trustees** **for the Year Ended 31 March 2016**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

06488972 (England and Wales)

**Registered Charity number**

1126553

**Registered office**

Whitstable Castle  
Tower Hill  
Whitstable  
Kent  
CT5 2BW

**Trustees**

Mrs E B Hargreaves MBE (Hon Treasurer)

Cllr J H Harrison

Mrs L M Annable

Mrs J P Law

Mr K E Pearson

Mr G A Wilson MBE

Mr B Morgan

Mr S J Bartley

- appointed 9.11.15

Mrs G Glover

- appointed 9.11.15

**Company Secretary**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Company and charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees have:

" selected suitable accounting policies and then applied them consistently;

" made judgements and estimates that are reasonable and prudent;

" stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

" prepared the financial statements on the going concern basis.

The trustees have overall responsibility for ensuring that the charity has appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

## **WHITSTABLE CASTLE TRUST**

### **Report of the Trustees** **for the Year Ended 31 March 2016**

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The charity is a charitable company limited by guarantee. It is governed by a memorandum and articles of association. Its objects are:

- to promote for the benefit of the public the renovation and preservation of Whitstable Castle and its grounds as a building of special architectural and historical interest
- to advance the education of the public in the historical and architectural value of the castle and in its renovation and preservation
- to promote for the benefit of the inhabitants of Whitstable and visitors to Whitstable and the surrounding area, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and local authorities, voluntary and other organisation in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants

The trustees do not foresee any material change in the activities of the company.

Approved by order of the board of trustees on 17 June 2016 and signed on its behalf by:



Mrs E B Hargreaves MBE (Hon Treasurer) - Trustee

**WHITSTABLE CASTLE TRUST**

**Statement of Financial Activities**  
**for the Year Ended 31 March 2016**

	Notes	Unrestricted fund £	Restricted funds £	31.3.16 Total funds £	31.3.15 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income		6,808	3,239	10,047	10,048
Activities for generating funds	2	440,381	-	440,381	431,246
Investment income	3	9,500	-	9,500	10,850
<b>Incoming resources from charitable activities</b>					
Castle upkeep & running		-	38,584	38,584	33,584
<b>Total incoming resources</b>		<b>456,689</b>	<b>41,823</b>	<b>498,512</b>	<b>485,728</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Fundraising trading: cost of goods sold and other costs		290,093	3,000	293,093	290,506
<b>Charitable activities</b>					
Castle upkeep & running		162,202	38,823	201,025	247,891
Governance costs		6,732	-	6,732	4,282
Other resources expended		1,000	-	1,000	1,000
<b>Total resources expended</b>		<b>460,027</b>	<b>41,823</b>	<b>501,850</b>	<b>543,679</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>					
		(3,338)	-	(3,338)	(57,951)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		(54,708)	-	(54,708)	3,243
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>(58,046)</b>	<b>-</b>	<b>(58,046)</b>	<b>(54,708)</b>

The notes form part of these financial statements

# WHITSTABLE CASTLE TRUST

## Balance Sheet At 31 March 2016

	Notes	Unrestricted fund £	Restricted funds £	31.3.16 Total funds £	31.3.15 Total funds £
<b>CURRENT ASSETS</b>					
Stocks		2,735	-	2,735	1,727
Debtors	6	1,475	-	1,475	1,281
Prepayments and accrued income		1,394	-	1,394	1,394
Cash at bank and in hand		10,327	10,680	21,007	9,079
		<u>15,931</u>	<u>10,680</u>	<u>26,611</u>	<u>13,481</u>
<b>CREDITORS</b>					
Amounts falling due within one year	7	(73,977)	(10,680)	(84,657)	(68,189)
		<u>(58,046)</u>	<u>-</u>	<u>(58,046)</u>	<u>(54,708)</u>
<b>NET CURRENT ASSETS/(LIABILITIES)</b>					
		<u>(58,046)</u>	<u>-</u>	<u>(58,046)</u>	<u>(54,708)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>(58,046)</u>	<u>-</u>	<u>(58,046)</u>	<u>(54,708)</u>
<b>NET ASSETS/(LIABILITIES)</b>					
		<u>(58,046)</u>	<u>-</u>	<u>(58,046)</u>	<u>(54,708)</u>
<b>FUNDS</b>					
Unrestricted funds	8			(58,046)	(54,708)
Restricted funds				-	-
<b>TOTAL FUNDS</b>					
				<u>(58,046)</u>	<u>(54,708)</u>

The notes form part of these financial statements

**WHITSTABLE CASTLE TRUST**

**Balance Sheet - continued**

**At 31 March 2016**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 17 June 2016 and were signed on its behalf by:



Mrs E B Hargreaves MBE (Hon Treasurer)-Trustee

## **WHITSTABLE CASTLE TRUST**

### **Notes to the Financial Statements** **for the Year Ended 31 March 2016**

#### **1. ACCOUNTING POLICIES**

##### **Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

##### **Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### **Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

##### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for 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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### **2. ACTIVITIES FOR GENERATING FUNDS**

	31.3.16	31.3.15
	£	£
Events and fundraising	8,171	4,328
Catering	333,384	322,722
Venue hire and hospitality	71,065	65,757
Tea gardens	27,761	38,439
	<u>440,381</u>	<u>431,246</u>

#### **3. INVESTMENT INCOME**

	31.3.16	31.3.15
	£	£
Rents received	<u>9,500</u>	<u>10,850</u>

#### **4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

##### **Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.



**WHITSTABLE CASTLE TRUST**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2016**

**5. STAFF COSTS**

	31.3.16	31.3.15
	£	£
Wages and salaries	222,065	213,276

The average monthly number of employees during the year was as follows:

31.3.16	31.3.15
-	-

No employees received emoluments in excess of £60,000.

**6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.16	31.3.15
	£	£
Trade debtors	1,475	1,281

**7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.16	31.3.15
	£	£
Bank loans and overdrafts	-	7,242
Other loans	5,000	-
Trade creditors	344	345
Advance venue hire & deposits	28,532	20,110
VAT	13,401	9,958
Other creditors	10,680	8,909
Refurbishment reserve	25,000	20,000
Accrued expenses	1,700	1,625
	84,657	68,189

**8. MOVEMENT IN FUNDS**

	At 1.4.15	Net movement in funds	At 31.3.16
	£	£	£
<b>Unrestricted funds</b>			
General fund	(54,708)	(3,338)	(58,046)
<b>TOTAL FUNDS</b>	(54,708)	(3,338)	(58,046)

**WHITSTABLE CASTLE TRUST**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2016**

**8. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	456,689	(460,027)	(3,338)
<b>Restricted funds</b>			
Ground maintenance	38,584	(38,584)	-
Catering equipment	3,000	(3,000)	-
Hearing Loop	239	(239)	-
	<hr/> 41,823	<hr/> (41,823)	<hr/> -
<b>TOTAL FUNDS</b>	<hr/> <hr/> 498,512	<hr/> <hr/> (501,850)	<hr/> <hr/> (3,338)

# WHITSTABLE CASTLE TRUST

## Detailed Statement of Financial Activities for the Year Ended 31 March 2016

	31.3.16 £	31.3.15 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	2,669	2,798
Friends' membership	245	168
Tips and gratuities	3,894	4,832
Grants	3,239	2,250
	<hr/> 10,047	<hr/> 10,048
<b>Activities for generating funds</b>		
Events and fundraising	8,171	4,328
Catering	333,384	322,722
Venue hire and hospitality	71,065	65,757
Tea gardens	27,761	38,439
	<hr/> 440,381	<hr/> 431,246
<b>Investment income</b>		
Rents received	9,500	10,850
<b>Incoming resources from charitable activities</b>		
Grounds maintenance	38,584	33,584
	<hr/>	<hr/>
<b>Total incoming resources</b>	498,512	485,728
<b>RESOURCES EXPENDED</b>		
<b>Fundraising trading: cost of goods sold and other costs</b>		
Opening stock	1,727	588
Catering supplies	134,045	140,425
Catering equipment	8,746	5,545
Catering wages	151,310	145,675
Closing stock	(2,735)	(1,727)
	<hr/> 293,093	<hr/> 290,506
<b>Charitable activities</b>		
Castle wages	70,755	67,601
Rates and water	5,278	5,542
Insurance	10,402	6,010
Light and heat	27,025	37,272
Telephone	2,432	1,994
Printing postage & stationery	1,917	2,018
Advertising	1,026	1,725
Sundries	760	214
Castle expenses	27,966	33,575
Gate House expenses	895	1,429
Travelling	66	609
Tea garden costs	20,416	29,383
Carried forward	168,938	187,372

This page does not form part of the statutory financial statements

**WHITSTABLE CASTLE TRUST**

**Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2016**

	31.3.16 £	31.3.15 £
<b>Charitable activities</b>		
Brought forward	168,938	187,372
Events and fundraising	1,541	2,197
Payroll costs	883	765
Grounds maintenance	833	9,523
Grounds wages	28,830	48,034
	<hr/> 201,025	<hr/> 247,891
<b>Governance costs</b>		
Accountancy	1,675	1,725
Professional fees	5,044	2,544
Sundries	13	13
	<hr/> 6,732	<hr/> 4,282
<b>Other resources expended</b>		
Hospitality	1,000	1,000
	<hr/> 501,850	<hr/> 543,679
<b>Total resources expended</b>		
	<hr/>	<hr/>
<b>Net expenditure</b>	<hr/> <u>(3,338)</u>	<hr/> <u>(57,951)</u>