

The Yews (Haywards Heath) Community Partnership
A Charitable Social Enterprise

**TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE PERIOD ENDED
31ST MARCH 2019**



Registered Charity No. 1144700
Company Registration No. 07635719



The Yews (Haywards Heath) Community Partnership

TRUSTEES' ANNUAL REPORT

PERIOD ENDED 31 MARCH 2019

LEGAL AND ADMINISTRATIVE DETAILS

The Partnership was first registered as a Charity on 17th November 2011

Charity Commission Registration Number is 1144700. Company Ltd by Guarantee Number 07635719

Registered address	The Yews 55 Boltro Road Haywards Heath West Sussex RH16 1BJ
Trustees	Ian Sanderson (Chairman) Graham Cloake (died. 22 March 2019) Susan Darnell Timothy Fraser Malcolm Hulatt Norah Jefferys
Hon President	Elizabeth Peel B.E.M.
Bankers	Barclays Bank PLC 77 South Road Haywards Heath RH16 4LB
Independent Examiner	Eric Bassett

1. Governing Document

The organisation is a charitable company limited by guarantee, incorporated in 2011. The company was established on 16th May 2011 under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. It is registered as a charity with the Charity Commission. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

The Yews (Haywards Heath) Community Partnership has adopted the model Memorandum and Articles of Association from Community Matters, a charity that champions voluntary and community action at neighbourhood level.

The directors of the company are also charity trustees for the purposes of charity law, and under the company's Articles, are known as members of the Board of Directors.

Aims and activities of the Charity

The objectives of the Charity are:

- a. to promote the benefit of the inhabitants of Haywards Heath and the neighbourhood without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory 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;
- b. to establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects;
- c. to promote such other charitable purposes as may from time to time be determined

The main activity of the Charity is the running of the Yews Centre in Haywards Heath and the promotion of those groups who use the Centre's facilities.

2. Public Benefit

The Trustees consider that the Charity's activities reflect our aims and objectives and that they are designed to provide accessible accommodation to benefit the public in accordance with our charitable objectives.

3. Achievements and Performance

The Partnership continued its policy of refurbishment to maintain and improve the quality of the facilities on offer to the community, spending almost £20,000 on various structural improvements. The major project was a major refit of both parts of our downstairs kitchen with modern equipment. Other improvements included the implementation of an automated billing system and online diary for reference by our clients when our office is closed. These all helped to drive a continued increase in room hire income and occupancy rates compared with the prior year. While there is always an amount of churn in our clients there has been a net increase in the number of regular users during the year. During the year over 70 different organisations and individuals used our community centre, of which almost a third used the premises for the first time, including a number of new repeat users. There are well over 800 regular weekly visitors to the Centre. This reflects the efforts of the management staff and trustees to continue to increase the profile of The Yews in the community.

4. Risk Management

The Charity's Directors have conducted a review of the major risks to which the Charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity might face. Procedures and policies have been implemented to meet the requirements of new General Data Protection Act.

Internal control risks have been minimised by the implementation of sub-committee structures with responsibilities for transactions and projects. Procedures are in place to ensure compliance with Health and Safety regulations and requirements. Such procedures are reviewed regularly.

5. Organisational Structure

The Board of Directors administers the Charity. The Board meets regularly, as required, with sub committees covering such areas as publicity and promotion, fund raising, maintenance and health and safety, Centre matters and liaison with users. The day to day activities of the Charity are managed by a part time office manager and an assistant. The manager carries out certain delegated operational and staff supervision authorities within terms agreed by the Directors.

6. Financial Review

Throughout the year the Board of Directors has reviewed the activities of the Charity in the light of its Business Plan and the Budget set by the directors at commencement of the year.

7. Principal Funding Sources

The Charity's principal source of funding is the charges it levies for the use of the Yews premises, augmented by local authority grants and public donations from individuals and organisations.

8. Reserves Policy

The charity is mindful of the building under its charge and the uncertainty of its future income. In line with its responsibilities it has set specific reserves totalling £28,750 and intends to keep its reserve strategy under regular review.

9. Future Plans

The Board intends, in conjunction with its business plan and budget, to maintain its concept of the service it would like to deliver to the community and the enhancement to the Yews premises necessary to meet that challenge.

10. Statement of Directors/Trustees Responsibilities

Company law requires the Directors/Trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charitable company at the balance sheet date and its financial activities for that period. In preparing those financial statements, the Board is required to:

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

The Directors/Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Board of Directors is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Directors/Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report, are set out in page 2.

Ian Sanderson
Chairman

The Yews (Haywards Heath) Community Partnership

Financial Statement

Period to 31st March 2019

This financial statement has been prepared in accordance with the Companies Act 2006 and the Statement of Recommended Practice issued by the Charities Commission in March 2005.

The Directors acknowledge their responsibility for:

- a. Ensuring that the company keeps accounting records which comply with section 386 of the Act.
- b. Preparing accounts which give a true and fair view of the state of affairs of the company at 31st March 2019, and of its income and expenditure for the year then ended in accordance with section 393(1), and otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company.

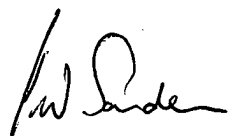
For the period ended 31st March 2019 the company is entitled to exemption from the audit requirement contained in section 477(2) of the Companies Act 2006.

No member of the company has posted a notice pursuant to section 476 of the Companies Act 2006 requiring an audit of these accounts.

Approved by the Directors/Trustees on

2019.

And signed on their behalf by



17.7.19

Ian Sanderson
Chairman

Independent Examiner's report to the Directors/Trustees of the Yews (Haywards Heath) Community Partnership

I report on the accounts of the Yews (Haywards Heath) Community Partnership for the period ending 31st March 2019, as set out hereunder.

Respective responsibilities of the Directors/Trustees and Examiner:

As the charity's Directors/Trustees you are responsible for the preparation of the accounts; you consider the audit requirements of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of the 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.

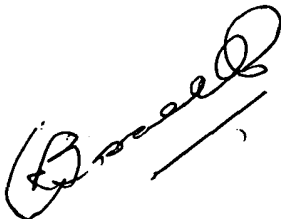
Basis of the Independent Examiner's report:

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 with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations for you as Directors/Trustees concerning any such matters. The procedures taken do not provide all the evidence 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 requirement to keep accounting records in accordance with section 41 of the Act, 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.



Eric Bassett
90 Sunnywood Dv,
Haywards Heath,
RH16 4PB

22nd June 2019

The Yews (Haywards Heath) Community Partnership

STATEMENT OF FINANCIAL ACTIVITIES (SOFA)

PERIOD ENDED 31ST MARCH 2019

		Unrestricted Funds & Total 12 month PERIOD ENDED 31 st March 2019	Unrestricted Funds & Total 12 month PERIOD ENDED 31 st March 2018
	Notes	£	£
<u>General Fund</u>			
<u>Income</u>			
Room hire	4	50,873	45,649
Grant from West Sussex County Council		0	975
Grant from Mid Sussex District Council		0	9,721
Grant from Haywards Heath Town Council		0	500
Other grants		0	0
Donations	9	18,495	6,057
Investment income		4	2
Fund Raising		1,954	2,583
<u>Total income</u>		71,326	59,030
<u>Expenses</u>			
Staff Costs	3	27,291	27,055
Cleaning & cleaning supplies		8,263	7,544
Other supplies & Miscellaneous items		839	620
Insurance and Licences		1,134	1,121
Water, sewage & refuse		942	1,084
Gas and Electricity		3,427	4,240
Equipment Servicing		2,862	1,647
Telephone & internet		651	914
Repairs & renewals		1,811	2,801
Stationery		504	570
Training		200	0
Fund Raising costs		527	188
Bad & Doubtful Debts		384	389
Contingency		0	0
Structural Projects		19,676	18,415
<u>Total expenses</u>		68,512	66,588
Increase(Reduction) in Funds		2,814	(1,101)
Transfer (to)/From General Reserve		15	(250)
Transfer (to)/From Advance Room Hire Reserve		-	944
Transfer (to)/From Capital Spending Reserve		(7,300)	(1,723)
Transfer (to)/From Dilapidations Reserve		(1,000)	(7,000)
Funds brought forward		20,673	29,803
Funds carried forward		15,202	20,673

The Yews (Haywards Heath Community Partnership)

STATEMENT OF FINANCIAL ACTIVITIES (SOFA)

PERIOD ENDED 31ST MARCH 2019

	Unrestricted Funds & Total 12 month PERIOD ENDED 31 st March 2019 £	Unrestricted Funds & Total 12 month PERIOD ENDED 31 st March 2018 £
Capital Spending Reserve		
Reserve brought forward	4,200	2,477
Transfer From/(To) General Fund	7,300	1,723
Reserve Carried Forward	<u>11,500</u>	<u>4,200</u>
Advance Room Hire Reserve		
Reserve Brought Forward	0	944
Transfer From/(To) General Fund	0	(944)
Reserve Carried Forward	<u>0</u>	<u>0</u>
General Reserve		
Reserve brought forward	9,250	9,000
Transfer From/(To) General Fund	0	250
Reserve Carried Forward	<u>9,250</u>	<u>9,250</u>
Dilapidation Reserve		
Reserve brought forward	7,000	0
Transfer From/(To) General Fund	1,000	7,000
Reserve Carried Forward	<u>8,000</u>	<u>7,000</u>
Restricted Funds		
12 month PERIOD ENDED 31 st March 2019 £		12 month PERIOD ENDED 31 st March 2018 £
<u>0</u>		<u>0</u>

Notes
7

6

NONE

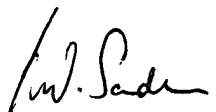
The Yews (Haywards Heath) Community Partnership

BALANCE SHEET AT MARCH 31ST 2019

		12 month PERIOD ENDED 31 ST March 2019	12 month PERIOD ENDED 31 ST March 2018
	Notes	£	£
Fixed Assets		0	0
Tangible assets		0	0
Investments		0	0
Current Assets			
Debtors: Room Hire	4	2,925	11,389
Debtors: Accrued income	4	6,559	400
Cash at bank and in hand		39,535	31,597
		<u>49,019</u>	<u>43,386</u>
Creditors: amounts falling due within one year	5	<u>(5,067)</u>	<u>(2,263)</u>
Net Current Assets		<u>43,952</u>	<u>41,123</u>
Net Assets		<u>43,952</u>	<u>41,123</u>
Represented by:			
Restricted Funds		0	0
Unrestricted Funds			
General Fund		15,202	20,673
Capital Spending Reserve		11,500	4,200
Dilapidation Reserve		8,000	7,000
General Reserve		9,250	9,250
Total Funds		<u>43,952</u>	<u>41,123</u>

Approved by the Directors/Trustees on 2019

and signed on their behalf by:

 17.7.19

Ian Sanderson
Chairman

Notes to the accounts

1. Accounting policies

In preparing the accounts the following accounting policies have been complied with:

- a) The accounts have been prepared on the historic cost convention with the exception that investments are valued at market value. The accounts are in accordance with applicable accounting standards, the Charities SORP 2005 (Accounting and Reporting by Charities) and comply with the Charities (Accounts and Reports) Regulations 2005 issued under the Charities Act 1993
- b) Investment income is recorded when receivable.
- c) The value of any voluntary help received is not included in the accounts but is described in the Trustees annual report.
- d) Other expenditure is included in the accounts on an accruals basis. Irrecoverable VAT is charged to the SOFA as incurred.
- f) Incoming resources from fundraising and related fundraising costs are reported gross in the SOFA.

2. Taxation

The Yews (Haywards Heath) Community Partnership is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

3. Analysis of employee costs:

	2018/19	2017/18
	£	£
Salaries	26,859	26,899
Social Security Costs	0	0
Pension Costs	432	156
Total	27,291	27,055

No employee received emoluments of over £60,000 during the year.

The average number of full-time equivalent employees for the year was 1.22 (2018 – 1.39), represented by two part time staff employed as centre co-ordinators throughout the year and a part time caretaker for part of the year.

4. Analysis of debtors

The room hire debtor figure is for room hire charges invoiced but not yet paid. Accrued income represents room hire bookings unbilled at the year end.

5. Analysis of creditors

The creditor figure is an accrual for trade creditors.

6. Dilapidation Reserve

The dilapidation reserve was established to provide for the obligations of making good dilapidations to the Yews building, such as external decoration.

7. Capital Spending Reserve

These are amounts committed but where work is not yet completed and for which no invoice has yet been received.

8. Related party transactions

None of the Trustees were paid any remuneration by the charity while Trustees during the year. Out of pocket expenses of £439, £151 & £121 were incurred by and re-imbursed to 3 Trustees.

9. Grants and donations

The Yews is grateful to a number of individuals, organisations and groups, including the following, for their financial support during the year.

Haywards Heath Rotary Society
Friends of the Yews
Waitrose Haywards Heath

Mid Sussex Masonic Lodge
Sundry anonymous donors