

CHARITY NUMBER:1152177  
COMPANY NUMBER: 07684275

## **Marlow Youth and Community Centre Ltd**

(A company limited by guarantee)

### **Annual Report & Unaudited Financial Statements**

**For the Year Ended 31st December 2020**



#### **Chartered Certified Accountants**

3 Wyvis Drive  
Balloch  
Inverness  
IV2 7HP

CJC is a trading style of Gareth Jones Compliance Ltd / Registered in Scotland No. SC498367



**Marlow Youth and Community Centre Ltd**

**Trustees' Report**

**and Accounts**

**For the Year Ended 31st December 2020**

**CONTENTS**

	<b><u>Pages</u></b>
<b>Officers &amp; Professional Advisors</b>	<b>1</b>
<b>Trustees'</b>	<b>2-4</b>
<b>Independent Examiner's Report</b>	<b>5</b>
<b>Statement of Financial Activities</b>	<b>6</b>
<b>Balance Sheet</b>	<b>7</b>
<b>Notes to the Accounts</b>	<b>8-10</b>

**Marlow Youth & Community Centre Ltd**

**Officers & Advisors**

**For the year ended 31st December 2020**

**DIRECTORS**

Beryl Berrett  
Lorraine Jackman  
Andrew Southwood

**REGISTERED OFFICE**

Marlow Youth Centre  
113 Wycombe Road  
Marlow  
Buckinghamshire  
SL7 3JD

**BANKERS**

Barclays Bank plc  
10 High Street  
Marlow  
SL7 1AR

**INDEPENDENT EXAMINER**

Gareth Jones FCCA  
GJC  
Chartered Certified Accountants  
3 Wyvis Drive  
Balloch  
Inverness  
IV2 7HP

**REGISTERED CHARITY NUMBER:** 1152177

**COMPANY REGISTRATION NUMBER:** 07684275 (England & Wales)

**Directors' / Trustees Report**  
**Marlow Youth & Community Centre Ltd**  
**for the Year Ended 31st December 2020**

The trustees, who are also the 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 31st December 2020.

**Organisation**

The company was incorporated on 27th June 2011, is registered as a charity and is constituted as a company limited by guarantee and is therefore governed by a Memorandum and Articles of Association.

The trustees carry the responsibility for the charity in terms of financial stability and the implementation of the charitable aims and objectives.

The day to day management of the charity is delegated to the Centre manager.

**Appointment and Induction of Trustees**

Appointment of the Directors is governed by the Articles of Association of the Company. The Board of Directors is authorised to appoint new Directors according to the agreed guidelines for the appointment of new trustees. A new trustee would receive a copy of the previous year's annual report and accounts and a copy of the Charity Commission leaflet 'The Essential Trustee: What You Need to Know'.

**Risk management**

The board continues to keep the charity's activities under review, particularly with regard to any major risks that may arise from time to time and to monitor the effectiveness of the system of internal control and other viable means, including insurance cover where appropriate, by which those risks already identified by the Trustees can be mitigated.

**Objects of the Charity, principal activities of the Charity**

The charity was established (i) to take a long term lease of Marlow Youth Centre from Buckinghamshire County Council, (ii) to effectively run and manage the Youth Centre for the benefit of the local community and (iii) to provide youth services.  
The main object of the charity is:

1. To help young people within the boundaries of Wycombe District Council to advance in life through providing support and activities which develop their skills and capabilities to enable them to participate in society as mature and responsible individuals.
2. In furtherance of this objective, the trustees shall have power to establish or secure the establishment of a community centre and to maintain or manage or cooperate with any statutory authority in the maintenance of such a centre for the activities promoted by the charity in furtherance of its objects.

**Operational Policy**

The Vision, mission and Strategic objectives are as follows:

**1. Vision**

"To provide a creative, nurturing and encouraging place in which we aim to help young people explore their talents, abilities and enthusiasms"

**2. Mission**

We exist to provide accessible universal services to all young people in Marlow.

**Directors' / Trustees Report - continued**  
**Marlow Youth & Community Centre Ltd**  
**for the Year Ended 31st December 2020**

**3. Strategic Objectives**

- a) To build a strong public presence
- b) To ensure a cross section of members and users from across Marlow
- c) To provide more than just youth clubs
- d) To engage in community action projects
- e) To be embraced by the local corporates and businesses
- f) To create an attractive and easy to access organisation and facility
- g) To ensure young people matter and their voices are heard
- h) To remain financially solvent and with a reserves policy that covers one year's operating costs.

**Achievement and Performance**

The charity continues to develop the centre's use mainly for young people in Marlow. Funds from rental income enabled the charity to provide a wide range of youth provision in keeping with its charitable objectives.

A number of activities and clubs were run throughout the year for the youth of Marlow and the surrounding districts and these were appropriately staffed and funded by the charity. We continue to run a minimum of 3 hours per week of universal youth provision. Our hiring out policy continues to favour service providers aiming their services at young people. On average we have approx 300 visitors to the centre each week.

We would like to thank our financial supporters and also the numerous volunteers without whom the centre would not operate.

**Financial Review**

**Results**

Income was £29,271 (£46,150 - 2019) and expenditure was £23,484 (£36,404 - 2019) producing a surplus of £5,787 (£9,746 - 2019). The surplus was as a result of Covid 19 related grant support and related reduced staff and premises costs. Debtors stood at £115 (£804 - 2019) and relate to rental income due from tenants. Creditors were £1,883 (£3,243 - 2019) and relate to operating expenses of the centre.

**Reserves Policy**

The board has decided that the reserves policy of the centre is to continue to invest in the centre, its fabric and development. It is the policy of the board to grow the reserves annually by 10% in the years when the centre is not engaged in development and investment. This target has been set after careful consideration given the need to ensure the continued security of the centre and maintaining its asset base. The plans for the next few years are aimed at growing the use of the centre by the community. Reserves this year grew by 15.6%

**Investment Policy and objectives**

The Trustees are authorised by the Memorandum of Association to invest monies not immediately required for the centre's purposes in investments, securities or property as may be thought fit. At present reserves are held of £42,899 (£37,112 - 2019) of which £42,899 (£37,112 - 2019) are deposited in a savings account.

**Directors' / Trustees Report - continued**  
**Marlow Youth & Community Centre Ltd**  
**for the Year Ended 31st December 2020**

**Future Developments**

We expect to work in closer cooperation with other youth service providers in Marlow in order to enhance our youth offerings

We expect to maximise our income generation by renting out space at the Centre, for young people related activities, when the Centre is not otherwise used.

The Trustees are confident about the charity's future and its ability to deliver its youth work in the community.

**Statement of trustees' responsibilities**


The trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the financial activities of the charity and of its financial position at the end of that year. In preparing those financial statements, the trustees are required to:

- (a) select suitable accounting policies and then apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

**Approval**

This report was approved by the Board of Directors and Trustees on 29th September 2021 and signed on its behalf



Mr A D Southwood  
Chairman & Trustee

**Independent Examiners Report to the members of**  
**Marlow Youth and Community Centre Ltd**  
**For the Year Ended 31st December 2020**

Report to the trustees/members of Marlow Youth & Community Centre Ltd for the year ended 31 December 2020 set out on pages 6 to 10, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared in accordance with the accounting policies set out therein.

**Respective responsibilities of trustees and auditors**

The responsibilities of the trustees (who are also the directors of Marlow Youth & Community Centre Ltd for the purposes of company law) for preparing the Annual Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statements of Trustees' Responsibilities.

The trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for an independent examination, it is my responsibility to:

- examine the accounts (under section 43 of the Act, as amended)
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended), and
- to state whether particular matters have come to my attention.

**Basis of Independent Examiner's statement**

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 organisation and a comparison of the accounts presented with these records. It also includes consideration of any such 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 the course of my examination, no matter has come to my attention

\* which gives me reasonable cause to believe that in, any material respect, the trustees 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 principles of the Statement of recommended Practice: Accounting and Reporting by Charities, have not been met.

\* to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Gareth Jones FCCA

GJC

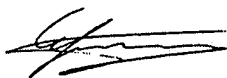
**Chartered Certified Accountants**

3 Wyvis Drive

Balloch

Inverness

IV2 7HP



**Date:- 29th September 2021**

Company Number : 07684275 (England & Wales)  
Charity Number: 152177

**Marlow Youth and Community Centre Ltd**

**Statement of Financial Activities**

**For the year ended 31st December 2020**

**Income & Expenditure Account**

	<u>Note</u>	<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>Total Funds</u> <u>Y/E 31/12/20</u> <u>£</u>	<u>Total Funds</u> <u>Y/E 31/12/19</u> <u>£</u>
<b>Incoming Resources</b>					
Incoming resources from generated funds					
Voluntary income	2	13,863	-	13,863	12,407
Incoming resources from charitable activities	4	15,379	-	15,379	33,681
Income from Investments	5	29	-	29	62
<b>Total Incoming Resources</b>		<b>29,271</b>	<b>-</b>	<b>29,271</b>	<b>46,150</b>
<b>Resources Expended</b>					
Charitable activities	5	23,484	-	23,484	36,404
<b>Total Resources Expended</b>		<b>23,484</b>	<b>-</b>	<b>23,484</b>	<b>36,404</b>
<b>Net Incoming / (Outgoing) Resources for the year</b>		<b>5,787</b>	<b>-</b>	<b>5,787</b>	<b>9,746</b>
Transfers (to)/from Restricted Funds		-	-	-	-
Total funds brought forward		37,112	-	37,112	27,366
<b>Total funds carried forward</b>		<b>42,899</b>	<b>-</b>	<b>42,899</b>	<b>37,112</b>

The notes on pages 8 to 10 form part of these accounts.

There are no other gains or losses apart from those recognised above.  
All incoming resources expended derive from continuing activities.



**Marlow Youth and Community Centre Ltd**

**Balance Sheet as at 31st December 2020**


	<u>Note</u>	<u>Total Funds</u> <u>31/12/2020</u> <u>£</u>	<u>Total Funds</u> <u>31/12/2019</u> <u>£</u>
<b>CURRENT ASSETS</b>			
Debtors	7	116	804
Cash at Bank and in hand		46,555	40,684
		<u>46,671</u>	<u>41,488</u>
<b>LIABILITIES</b>			
Creditors Due within one year	8	<u>(3,772)</u>	<u>(4,376)</u>
<b>NET CURRENT ASSETS</b>		<b>42,899</b>	<b>37,112</b>
<b>NET ASSETS</b>		<b><u>42,899</u></b>	<b><u>37,112</u></b>
<b>REPRESENTED BY:</b>			
Unrestricted funds			
General fund	9	42,899	37,112
Restricted funds	10	-	-
		<u>42,899</u>	<u>37,112</u>

For the financial period ended 31 December 2020, the company was entitled to exemption from audit under section 477(1) of the Companies Act 2006; and no notice has been deposited under section 476(1) requesting an audit.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the period and of its profit or loss for the financial period in accordance with the requirements of section 394 and which otherwise comply with the Companies Act 2006, so far as applicable to the company.

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

Approved by the Board of Directors on 29th September 2021 and signed on its behalf by



..... - Mr A D Southwood - Chairman & Trsustee

The notes on pages 8 to 10 form part of these accounts

**Marlow Youth and Community Centre Ltd**  
**Notes to the accounts**  
**For the year ended to 31st December 2020**

**1 ACCOUNTING POLICIES**

**a) Accounting convention**

The accounts are prepared under the historical cost convention, as modified by the revaluation of certain fixed assets, and include the results of the charity's operations which are described in the Directors' Report.

The accounts have been prepared in accordance with the Revised Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2015) and the Companies Act 2006, subject to the departures referred to below. Also in accordance with the provisions applicable to entities subject to the small entities regime.

**b) The principal accounting policies of the charity are shown below:**

**i) Income**

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

**ii) Resources expended**

Charitable expenditure comprises all expenditure directly relating to the objects of the charity, and is included when incurred. Costs are allocated across the three main charitable activities according to the relevant use of financial and staff resources. Directly attributable costs are allocated directly to the charitable activity heading whereas staff costs and support costs are allocated on a basis relating to the use of staff resources.

Gifts are included when approved by the Directors.

The charity is not registered for VAT and as such irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

**iii) Fixed assets**

Acquisitions in excess of £250 have been capitalised and depreciation provided to write off the cost of fixed assets over their estimated useful lives. The annual depreciation rates and methods used are as follows:-

Equipment, fixtures & fittings	25% on reducing balance
IT Equipment	10% on Cost

**iv) Unrestricted funds**

The general fund represents funds that are not subject to any restrictions regarding their use and are available for general purposes.

**v) Restricted funds**

The restricted income of the charity relates to funds on which the donors have placed a restriction and may only be used for the purposes specified.

**2 VOLUNTARY INCOME**

	<u>General</u>	<u>Restricted</u>	<u>Total Funds</u>	<u>Total Funds</u>
	<u>Fund</u>	<u>Funds</u>	<u>Y/E 31/12/20</u>	<u>Y/E 31/12/19</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Wycombe District Council	572	-	572	500
Bucks County Council	1,334	-	1,334	-
Willis Trust	1,000	-	1,000	-
EE & DM Griffiths	750	-	750	-
Marlow Round Table	-	-	-	1,500
Shanley Foundation	-	-	-	652
Garfield Weston Foundation	-	-	-	3,000
Marlow Town Council	-	-	-	500
Louis Baylis Charitable Trust	-	-	-	500
Tourle Gift	-	-	-	5,000
Other Small Grants & Donations	207	-	207	755
Wycombe District Council Covid 19 Business Rates Grant	10,000	-	10,000	-
	<u>13,863</u>	<u>-</u>	<u>13,863</u>	<u>12,407</u>

**Marlow Youth and Community Centre Ltd**  
**Notes to the accounts - cont.**  
**For the year ended 31st December 2020**

**3 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	<u>General</u>	<u>Restricted</u>	<u>Total Funds</u>	<u>Total Funds</u>
	<u>Fund</u>	<u>Funds</u>	<u>Y/E 31/12/20</u>	<u>Y/E 31/12/19</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Membership Fees	149	-	149	443
Other Income	970	-	970	1,948
Rental Income	14,260	-	14,260	31,290
	<u>15,379</u>	<u>-</u>	<u>15,379</u>	<u>33,681</u>

**4 COSTS OF CHARITABLE ACTIVITIES**

	<u>General</u>	<u>Restricted</u>	<u>Total Funds</u>	<u>Total Funds</u>
	<u>Fund</u>	<u>Funds</u>	<u>Y/E 31/12/20</u>	<u>Y/E 31/12/19</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Staff Costs (note 6)	4,267	-	4,267	9,592
Fund Raising Costs	947	-	947	4,233
Premises Costs	10,045	-	10,045	11,221
Office Costs	5,138	-	5,138	8,159
Administration	982	-	982	889
Youth Club Provisions	500	-	500	881
Building Upgrade	780	-	780	604
Governance Costs (note 5)	825	-	825	825
	<u>23,484</u>	<u>-</u>	<u>23,484</u>	<u>36,404</u>

**5 INCOME FROM INVESTMENTS**

	<u>General</u>	<u>Restricted</u>	<u>Total Funds</u>	<u>Total Funds</u>
	<u>Fund</u>	<u>Funds</u>	<u>Y/E 31/12/20</u>	<u>Y/E 31/12/19</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Bank Interest	29	-	29	62
	<u>29</u>	<u>-</u>	<u>29</u>	<u>62</u>

**6 GOVERNANCE COSTS**

	<u>General</u>	<u>Restricted</u>	<u>Total Funds</u>	<u>Total Funds</u>
	<u>Fund</u>	<u>Funds</u>	<u>Y/E 31/12/20</u>	<u>Y/E 31/12/19</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Accountancy & Independent Examiners Fees	825	-	825	825
	<u>825</u>	<u>-</u>	<u>825</u>	<u>825</u>

**7 STAFF COSTS**

	<u>Y/E 31/12/20</u>	<u>Y/E 31/12/19</u>
	<u>£</u>	<u>£</u>
Wages & salaries	4,267	9,592
Social security costs	-	-
Pension costs	-	-
	<u>4,267</u>	<u>9,592</u>
No employee earned £50,000 p.a. or more		

**8 DEBTORS**

	<u>Y/E 31/12/20</u>	<u>Y/E 31/12/19</u>
	<u>£</u>	<u>£</u>
Accounts Receivable (Rentals)	116	804
Other Debtors	-	-
	<u>116</u>	<u>804</u>

**9 CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<u>Y/E 31/12/20</u>	<u>Y/E 31/12/19</u>
	<u>£</u>	<u>£</u>
Corporate credit card	175	308
Trade Creditors	1,888	3,243
Income received in advance	884	-
Other creditors and accruals	825	825
	<u>3,772</u>	<u>4,376</u>

**Marlow Youth and Community Centre Ltd**  
**Notes to the accounts - cont.**  
**For the year ended to 31st December 2020**

**10 UNRESTRICTED FUNDS**

	<u>Total Funds</u> <u>Y/E 31/03/20</u>	<u>Total Funds</u> <u>Y/E 31/03/19</u>
	£	£
Incoming Resources	29,271	46,150
Resources expended	(23,484)	(36,404)
	<u>5,787</u>	<u>9,746</u>
Transfers to/from Restricted Funds	-	-
Balances, brought forward at 1 January	37,112	27,366
Balances, carried forward at 31 December	<u>42,899</u>	<u>37,112</u>

**11 RESTRICTED FUNDS**

	<u>Total Funds</u> <u>Y/E 31/03/20</u>	<u>Total Funds</u> <u>Y/E 31/03/19</u>
	£	£
Incoming Resources	-	-
Outgoing Resources	-	-
Transfer to/from General Fund	-	-
Balances, brought forward at 1 January	-	-
Balances, carried forward at 31 December	<u>-</u>	<u>-</u>

**12 TAXATION**

The trust is a registered charity and as such is not liable to direct taxation. The Company is not registered for VAT and therefore these costs are included within the relevant expenses.

**13 DIRECTORS/TRUSTEES REMUNERATION**

All services undertaken by the Directors and Trustees whilst serving on the board are honorary. There were no Trustee's expenses paid for the year. All expenses were waived.

**14 RISK ASSESSMENT**

The trustees review their assessment of the major risks to which the charity is exposed on a regular basis each or when circumstances significantly change if earlier. Procedures and systems are reviewed at least annually to mitigate these risks.

**15 PUBLIC BENEFIT**

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or "aims" that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees/Directors' report. The trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.