

LONGTOWN MEMORIAL HALL COMMUNITY CENTRE

A CHARITABLE COMPANY LIMITED BY GUARANTEE

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2018

Registered number: 08552573

Charity number: 1153110



Lamont
Pridmore

LONGTOWN MEMORIAL HALL COMMUNITY CENTRE
FINANCIAL STATEMENTS
for the year ended 31st March 2018

CONTENTS

	Page
Legal and administrative information	1
Trustees' report	2
Accountant's report	3
Statement of financial activities	4
Detailed income and expenditure accounts	5
Balance sheet	6
Notes to the accounts	7 - 10

LONGTOWN MEMORIAL HALL COMMUNITY CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

31st March 2018

REGISTERED CHARITY NUMBER	1153110
COMPANY NUMBER	08552573
TRUSTEES	<p>Mr R D Bloxham (Chairman)</p> <p>Mr W Bundred</p> <p>Sir J F S Graham (President)</p> <p>Cllr John Mallinson</p> <p>Mrs J Richardson</p> <p>Mr G L Routledge (Resigned 31st May 2018)</p> <p>Mrs I Forsyth (Resigned 16th April 2018)</p> <p>Cllr Val Tarbitt</p> <p>Mrs Kristina Gray (Elected 25th October 2017)</p>
TREASURER	William Bundred
COMPANY SECRETARY AND CHARITY CORRESPONDENT	Nigel Williamson
PRINCIPAL OFFICE	<p>Arthuret Road</p> <p>Longtown</p> <p>Cumbria</p> <p>CA6 5SJ</p>
BANKERS	<p>Cumberland Building Society</p> <p>Cumberland House</p> <p>Castle Street</p> <p>Carlisle</p> <p>CA3 8RX</p> <p>HSBC</p> <p>29 English Street</p> <p>Carlisle</p> <p>Cumbria</p> <p>CA3 8JW</p>
ACCOUNTANTS	<p>Lamont Pridmore (West Cumbria) Limited</p> <p>Milburn House</p> <p>3 Oxford Street</p> <p>Workington</p> <p>Cumbria</p> <p>CA14 2AL</p>

LONGTOWN MEMORIAL HALL COMMUNITY CENTRE**TRUSTEES' ANNUAL REPORT****for the year ended 31st March 2018**

The trustees have pleasure in presenting their report and the unaudited financial statements of the charitable company for the year ended 31st March 2018 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)(effective 1 January 2015).

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is registered as a limited company and is governed by its Memorandum and Articles of Association.

The charity's strategy and objectives are set and reviewed by the trustees. The trustees are elected from the company members and are appointed in accordance with the terms of the Memorandum and Articles of Association.

The Trustees

The trustees are also directors of the charitable company for the purposes of the Companies Act 2006. The trustees who served the charitable company during the period are listed on page 1, together with their date of appointment if within the period.

Governing Documents

Longtown Memorial Hall Community Centre was constituted as a company limited by guarantee and an English Charity governed by its Memorandum and Articles of Association on the 1st June 2013. The liability of each of its members being limited to £1 each.

Directors and trustees

The directors of the charitable company are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. As set out in the Articles of Association, the chairperson of the trustees is nominated by the trustees.

OBJECTIVES AND ACTIVITIES

The object of the Charity is to maintain a community centre for use by the inhabitants of the area of benefit for the advancement of the education of the said inhabitants and for the provision of facilities in the interests of social welfare for recreational and other leisure time occupation with the object of improving the conditions of life for the inhabitants.

The community centre provides a wide range of recreational and social facilities, including a large hall and stage. This is used by the community and community groups for weddings, race nights, quizzes, public meetings etc, in addition there are a number of community groups currently totalling some 20 organisations that use the facilities. There is also a squash court, sauna, fitness suite.

Grant making policy

The charity does not distribute grants.

Investment policy

Under the memorandum and articles of association, the charity has the power to make any investments which the trustees see fit.

LONGTOWN MEMORIAL HALL COMMUNITY CENTRE**TRUSTEES' ANNUAL REPORT (Continued)****for the year ended 31st March 2018****OBJECTIVES AND ACTIVITIES (continued)****Reserves policy**

Under the requirements of charity law the trustees are obliged to define the charity's policy for holding reserves. The intention in establishing this reserves policy is to ensure the continuation of the charity's activities. The policy will enable the charity to meet its legal objectives, provide confidence to supporters and donors seeking to give financial support to a prudently controlled charity and to ensure that the reserves are at a level sufficient to discharge all the charity's obligations in the event that it should cease operations. A large proportion of the charity's reserves are held in bank accounts. It is the trustees' considered opinion that in the event of the charity having to cease its operations there should be sufficient reserves available to allow the charity's obligations to be discharged. The reserves which the charity is required to maintain are those needed to fund ongoing monthly costs and further development. To this end the trustees have decided that the charity should seek to have reserves which are not invested in fixed assets of a sum equal to not more than six months' general running costs of the charity (described in the Statement of Financial Activities as total resources expended).

The general fund represents the unrestricted fund available from past operating results. It also represents the free reserves of the charity. At present the unrestricted funds, which amount to £33,291, are at a level whereby the charity would be able to continue non-restricted activities for a year in the event of a significant drop in funding.

Current Financial Position

During this financial year Longtown Memorial Hall Community Centre made a surplus of £26,489 showing total accumulated funds of £76,051.

Nigel Williamson continued in his role as Centre Manager and Company Secretary and funding is secured for him to continue in this role.

Grants were received during the year amounting to £85,982 to fund wages, repairs, redevelopment costs, and activity costs, and all these grants are utilised or will be fully utilised in the next financial year.

Future

The Committee and the Community Development Officer intend to increase usage of the Centre and facilities available to the community. Ultimately it is up to the community to play a part in ensuring the Centre delivers what they require.

LONGTOWN MEMORIAL HALL COMMUNITY CENTRE**TRUSTEES' ANNUAL REPORT (Continued)****for the year ended 31st March 2018****Statement of trustees' responsibilities**

Company law requires trustees, as directors of the company, to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for that period. In preparing those accounts, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

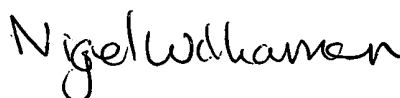
The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Accountants

Lamont Pridmore have agreed to offer themselves for reappointment as independent examiners and a resolution to reappoint them will be proposed at the annual general meeting.

Approved by the Board of Trustees on 1st August 2018 and signed on its behalf by:

Longtown Memorial Hall Community Centre
Arthuret Road
Longtown
Cumbria
CA6 5SJ



Nigel Williamson
Secretary

LONGTOWN MEMORIAL HALL COMMUNITY CENTRE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
LONGTOWN MEMORIAL HALL COMMUNITY CENTRE

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2018.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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.

Independent examiner's statement

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with accounting requirements concerning of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Susannah Nixon

Mrs Susannah Nixon
BA (Hons) ACA

Dated: 1st August 2018

Lamont Pridmore

Lamont Pridmore (West Cumbria) Limited
Milburn House
3 Oxford Street
Workington
Cumbria CA14 2AL

LONGTOWN MEMORIAL HALL COMMUNITY CENTRE

STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31st March 2018

		Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
	Note	£	£	£	£
INCOMING RESOURCES					
Donations		-	-	-	12
Grants receivable	3	-	85,982	85,982	62,364
Charitable activities		38,275	2,198	40,473	41,722
Other income		4,460	-	4,460	480
TOTAL INCOMING RESOURCES		42,735	88,180	130,915	104,578
RESOURCES EXPENDED					
Charitable activities		41,251	59,095	100,346	95,914
Governance costs		3,815	265	4,080	3,017
TOTAL RESOURCES EXPENDED		45,066	59,360	104,426	98,931
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR		(2,331)	28,820	26,489	5,647
Funds Brought forward		35,622	13,940	49,562	43,915
Transfer between funds		-	-	-	-
Balances carried forward		33,291	42,760	76,051	49,562

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

DETAILED INCOME AND EXPENDITURE ACCOUNTS

for the year ended 31st March 2018

	Unrestricted Funds £	Youth Fund £	Dementia Signage £	CCC Wages £	Wind farm Grants £	Peoples Project £	Heritage Gala £	Total 31.03.18 £	Total 31.03.17 £
INCOME									
Donations and grants									
Donations	-	-	-	-	-	-	-	-	12
Grants	-	2,000	1,385	30,872	10,500	41,225	-	85,982	62,364
Longtown MHCC Club Ltd	4,926	-	-	-	-	-	-	4,926	4,081
Charitable activities									
Lettings	14,220	1,368	-	-	-	-	-	15,588	12,769
Catering	1,139	-	-	-	-	-	-	1,139	3,823
Sunbed, Sauna, Toning tables	1,079	-	-	-	-	-	-	1,079	1,209
Gym	4,705	-	-	-	-	-	-	4,705	4,650
squash	2,841	-	-	-	-	-	-	2,841	3,108
Bowling	2,972	-	-	-	-	-	-	2,972	3,026
Badminton	460	-	-	-	-	-	-	460	919
Coffee Bar	5,016	-	-	-	-	-	-	5,016	4,264
Membership	271	-	-	-	-	-	-	271	541
Fundraising activities	646	830	-	-	-	-	-	1,476	3,332
other income	4,409	-	-	-	-	-	-	4,409	471
Bank Interest received	51	-	-	-	-	-	-	51	9
TOTAL INCOME	42,735	4,198	1,385	30,872	10,500	41,225	-	130,915	104,578
EXPENSES									
Catering expenses	962	-	-	-	-	-	-	962	2,545
Gym maintenance	192	-	-	-	-	-	-	192	180
Coffee Bar	2,544	-	-	-	-	-	-	2,544	3,255
Insurance	1,190	-	-	-	-	-	-	1,190	1,622
Event costs	-	1,564	-	-	-	3,334	544	5,442	8,839
Rent	-	1,536	-	-	-	-	-	1,536	2,028
Repairs and maintenance	1,399	257	940	-	-	121	-	2,717	2,194
Telephone and internet	1,873	-	-	-	-	-	-	1,873	2,174
Printing, stationery and postage	827	230	-	-	-	-	-	1,057	1,876
Advertising	57	-	-	-	-	860	-	917	330
Rates and water	1,036	-	-	-	-	-	-	1,036	1,773
Heat and light	10,936	-	-	-	-	-	-	10,936	9,439
Licences & subscriptions	2,090	-	-	-	-	-	-	2,090	2,257
Wages	15,341	8,675	-	30,872	2,500	4,290	-	61,678	53,735
Laundry & cleaning	1,454	-	-	-	-	-	-	1,454	1,674
Sundry Expenses	651	214	-	-	-	-	-	865	1,494
Depreciation	498	-	-	-	-	-	-	498	498
Professional costs	1,644	225	-	-	-	-	-	1,869	961
Accountancy	1,811	-	-	-	-	-	-	1,811	1,811
Bank charges	287	40	-	-	-	-	-	327	246
Computer expenses	274	-	-	-	-	3,158	-	3,432	-
TOTAL EXPENSES	45,066	12,741	940	30,872	2,500	11,763	544	104,426	98,931
NET INCOMING/(OUTGOING)									
RESOURCES FOR THE YEAR	(2,331)	(8,543)	445	-	8,000	29,462	(544)	26,489	5,647
FUND BALANCES B/FWD	35,622	13,396		-			544	49,562	43,915
FUND BALANCES CARRIED FORWARD	33,291	4,853	445	-	8,000	29,462	-	76,051	49,562

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

LONGTOWN MEMORIAL HALL COMMUNITY CENTRE
Registered number 08552573
Statement of Financial Position

as at 31st March 2018

	Note	2018		2017	
		£	£	£	£
Fixed Assets					
Tangible assets	4		713		1,211
Current assets					
Debtors	6	2,414		2,792	
Cash at bank and in hand		75,826		48,046	
		<hr/>		<hr/>	
		78,240		50,838	
Creditors: amounts falling due within one year	7	(2,902)		(2,487)	
		<hr/>		<hr/>	
Net current assets			75,338		48,351
			<hr/>		<hr/>
Total assets less current liabilities			76,051		49,562
			<hr/>		<hr/>
Accumulated funds					
Unrestricted funds	8	33,291		35,622	
Restricted funds	10	42,760		13,940	
		<hr/>		<hr/>	
		76,051		49,562	
		<hr/>		<hr/>	

For the year ending 31st March 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- 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 financial statements were approved by the members of the committee on 1st August 2018 and signed on their behalf by:

Director

CHR MALLINSON



The notes on pages 7 to 10 form part of these financial statements.

LONGTOWN MEMORIAL HALL COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31st March 2018

1 General Information

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Longtown Memorial Hall Community Centre, Arthuret Road, Longtown, Cumbria, CA6 5SJ.

2 Accounting policies

Basis of accounting

The financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Grants receivable

Revenue grants are credited to the income and expenditure account as received, unless related to a specific period, when they are placed in a restricted fund until used. Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.

Income

Donations are accounted for when received by the charitable company. Other income is accounted for on an accruals basis as far as it is prudent to do so.

Funds

The charitable company's funds consist of unrestricted and restricted amounts. The charitable company may use unrestricted amounts at its discretion. Restricted funds represent income contributions which are restricted to a particular purpose, in accordance with the donor's wishes.

Expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the Statement of Financial Activities. The charitable company is not registered for Value Added Tax and accordingly expenditure is shown gross of irrecoverable Value Added Tax.

Tangible assets and depreciation

Tangible fixed assets are included in the balance sheet at cost or at market value at the date of the gift.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the full cost or valuation less estimated residual value of each asset over its estimated useful life. The principal rates in use are:

Fixtures and fittings	20% straight line
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LONGTOWN MEMORIAL HALL COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31st March 2018

3 Grants Receivable -Restricted

	31 March 2018 £	31 March 2017 £
CCC Wages	30,872	38,136
Peoples Project	41,225	-
Windfarm Grants	10,500	-
Dementia Grant	1,385	-
Lottery Grant (YP)	-	9,978
PCC (YP)	2,000	5,000
CCY (YP)	-	5,000
Heritage Grants	-	4,250
	<u>85,982</u>	<u>62,364</u>

4 Tangible Fixed assets

	Equipment Fixtures & Fittings £	Total £
Cost		
At 1 April 2017	4,456	4,456
Additions	-	-
At 31 March 2018	<u>4,456</u>	<u>4,456</u>
Depreciation		
At 1 April 2017	3,245	3,245
Provision for the year	498	498
At 31 March 2018	<u>3,743</u>	<u>3,743</u>
Net book value		
At 31 March 2018	<u>1,336</u>	<u>1,336</u>
At 31 March 2017	<u>713</u>	<u>713</u>

LONGTOWN MEMORIAL HALL COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2018

5 Staff costs

	2018	2017
	£	£
Wages and salaries	11,605	10,293
Social security costs	1,360	398
	<hr/>	<hr/>
	12,965	10,691
	<hr/>	<hr/>

The average weekly number of full-time equivalent employees during the financial year was 1 (1).

None of the trustees received any emoluments or reimbursed expenses during the year. None of the employees received £60,000 or more in the year.

6 Debtors: amounts falling due within one year

	2018	2017
	£	£
Trade Debtors	1,085	834
Prepayments	1,328	1,958
	<hr/>	<hr/>
	2,413	2,792
	<hr/>	<hr/>

7 Creditors: amounts falling due within one year

	2018	2017
	£	£
Accrued expenses	1,884	2,184
Trade Creditors	1,018	303
	<hr/>	<hr/>
	2,902	2,487
	<hr/>	<hr/>

LONGTOWN MEMORIAL HALL COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31st March 2018

8 Unrestricted funds

The movement in the year is as follows:

	Balance 01.04.17 £	Incoming Funds £	Funds Used £	Transfers £	Balance 31.3.18 £
General Fund	35,622	42,735	(45,066)	-	33,291
	<u>35,622</u>	<u>42,735</u>	<u>(45,066)</u>	<u>-</u>	<u>33,291</u>

9 Analysis of net assets among funds

The movement in the year is as follows:

	Unrestricted Funds £	Restricted Funds £	Balance 31.03.18 £	Balance 31.3.17 £
Tangible fixed assets	713	-	713	1,136
Net current assets	32,578	42,760	75,338	48,426
	<u>33,291</u>	<u>42,760</u>	<u>76,051</u>	<u>49,562</u>

10 Restricted funds

The movement in the year is as follows:

	Balance 01.04.17 £	Incoming Funds £	Funds Used £	Transfers £	Balance 31.03.18 £
Youth Fund	13,396	4,198	(12,741)	-	4,853
Heritage Gala	544	-	(544)	-	-
CCC Wages	-	30,872	(30,872)	-	-
Dementia Signage	-	1,385	(940)	-	445
Windfarm Grants	-	10,500	(2,500)	-	8,000
Peoples Project	-	41,225	(11,763)	-	29,462
	<u>13,940</u>	<u>88,180</u>	<u>(59,360)</u>	<u>-</u>	<u>42,760</u>

11 Company Limited by Guarantee

Longtown Memorial Hall Community Centre is a company limited by guarantee, and does not have a share capital. The members of the company are the trustees listed on page 1.