

REGISTERED COMPANY NUMBER: 03560600 (England and Wales)
REGISTERED CHARITY NUMBER: 1076911

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2016
for

Higher Folds Community Centre
(Leigh) Limited

Clarity Company Solutions
Earl Business Centre
Dowry Street
Oldham
Lancashire
OL8 2PF

**Higher Folds Community Centre
(Leigh) Limited**

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for the Year Ended 31 March 2016**

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**Higher Folds Community Centre
(Leigh) Limited**

**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

03560600 (England and Wales)

Registered Charity number

1076911

Registered office

Higher Folds Community Centre
Stirling Close
Higher Folds
Leigh
Lancashire
WN7 2UB

Trustees

Mrs Hazel Dixon
Mrs Vivienne Jane Howarth
Mrs Kathleen Hurst Knowles
Cllr Anita Thorpe
Cllr Frederick Bown Walker
Mrs Shirley Yates

Principle Staff

Mr D Rainford - Centre Manager

Company Secretary

Mrs Hazel Dixon

Independent examiner

Clarity Company Solutions
Earl Business Centre
Dowry Street
Oldham
Lancashire
OL8 2PF

Bankers

Lloyds TSB plc
Bolton Hotel Branch
9 - 13 Hotel Street
Bolton
Lancashire
BL1 1DB

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.

Recruitment and appointment of new trustees

The number of trustees shall not be less than three, but is not subject to a maximum.

The Chair of the trustees is nominated and elected by the Board of Trustees. If the Chair is not able to be

Trustees are recruited for their skills and expertise. New trustees are briefed on their legal obligations under Charity and Company Law, Charity's governing documents, its structures, committees, decision making processes, planning and the strategic objectives of the organisation.

**Higher Folds Community Centre
(Leigh) Limited**

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

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The directors of the charitable company (the Charity) are its trustees for the purpose of Charity law and directors for the purpose of Company law. The trustees who served the charity during the year were as follows:

Mrs Hazel Dixon
Mrs Vivien J Howarth
Mrs Kathleen H Knowles
Cllr Anita Thorpe
Cllr Frederick B Walker
Mrs Shirley Yates

The Board of Trustees, which can have an unlimited number of members, but never less than 3, administers the Charity. To facilitate effective management and control, authority has been delegated for operational matters, including finance, employment and other charitable activities.

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.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the charity are to provide benefits for the inhabitants of Higher Folds in Leigh, Wigan without distinction of sex, or of political, religious or other opinions. By associating the local authorities, voluntary organisations and the local inhabitants in the following manner:

- (a) To advance education for the public benefit by providing advice and guidance upon questions of housing, social welfare benefits, unemployment, health and related topics.
- (b) To relieve sickness and preserve and protect the good health of persons resident in the area of benefit
- (c) The advancement of education and training of young people and adults with particular reference to equipping them for employment and facilitating their obtaining work in industry, commerce and the professions.
- (d) To provide in the interests of social welfare, facilities for the recreation and leisure time occupation with the object of improving the conditions of life of persons who have need of such facilities by reason of their youth, age, infirmity or disablement, poverty or social economic circumstances.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

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

.....
Cllr Anita Thorpe - Trustee

**Independent Examiner's Report to the Trustees of
Higher Folds Community Centre
(Leigh) Limited**

I report on the accounts for the year ended 31 March 2016 set out on pages four to ten.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) 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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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.

Basis of the independent examiner's report

My examination was carried out in accordance with the 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 you as 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 statements 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 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

Clarity Company Solutions
Earl Business Centre
Dowry Street
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Lancashire
OL8 2PF

Date:

**Higher Folds Community Centre
(Leigh) Limited**

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

	Notes	Unrestricted fund £	Restricted fund £	2016 Total funds £	2015 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		93,495	-	93,495	101,130
Activities for generating funds	2	40,897	-	40,897	45,540
Investment income	3	-	-	-	3
Other incoming resources		<u>23,563</u>	-	<u>23,563</u>	<u>23,563</u>
Total incoming resources		157,955	-	157,955	170,236
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income	4	17,937	-	17,937	(22,570)
Investment management costs	5	13,759	-	13,759	21,616
Governance costs		<u>4,361</u>	-	<u>4,361</u>	<u>(19,278)</u>
Other resources expended		<u>155,272</u>	-	<u>155,272</u>	<u>245,983</u>
Total resources expended		191,329	-	191,329	225,751
NET INCOMING/(OUTGOING) RESOURCES		(33,374)	-	(33,374)	(55,515)
RECONCILIATION OF FUNDS					
Total funds brought forward		72,233	-	72,233	127,748
TOTAL FUNDS CARRIED FORWARD		<u>38,859</u>	-	<u>38,859</u>	<u>72,233</u>

The notes form part of these financial statements

**Higher Folds Community Centre
(Leigh) Limited**

**Balance Sheet
At 31 March 2016**

	Notes	Unrestricted fund £	Restricted fund £	2016 Total funds £	2015 Total funds £
FIXED ASSETS					
Tangible assets	9	310,085	-	310,085	337,105
CURRENT ASSETS					
Debtors	10	1,840	-	1,840	10,347
Cash at bank and in hand		321	-	321	15,756
		<u>2,161</u>	-	<u>2,161</u>	<u>26,103</u>
CREDITORS					
Amounts falling due within one year	11	(8,149)	-	(8,149)	(2,174)
NET CURRENT ASSETS/(LIABILITIES)		<u>(5,988)</u>	-	<u>(5,988)</u>	<u>23,929</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		304,097	-	304,097	361,034
CREDITORS					
Amounts falling due after more than one year	12	(265,238)	-	(265,238)	(288,801)
NET ASSETS		<u>38,859</u>	-	<u>38,859</u>	<u>72,233</u>
FUNDS					
Unrestricted funds	13			38,859	72,233
TOTAL FUNDS				<u>38,859</u>	<u>72,233</u>

The notes form part of these financial statements

**Higher Folds Community Centre
(Leigh) Limited**

**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 and were signed on its behalf by:

.....
Mrs Hazel Dixon -Trustee

.....
Mrs Vivienne Jane Howarth -Trustee

.....
Cllr Anita Thorpe -Trustee

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.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Land and buildings	- 4% on cost
Plant and machinery etc	- 25% on reducing balance

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.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. ACTIVITIES FOR GENERATING FUNDS

	2016	2015
	£	£
Room hire	34,117	39,102
Other income	6,780	6,438
	<u>40,897</u>	<u>45,540</u>

3. INVESTMENT INCOME

	2016	2015
	£	£
Interest receivable - trading	-	3
	<u>-</u>	<u>3</u>

4. COSTS OF GENERATING VOLUNTARY INCOME

	2016	2015
	£	£
Support costs	17,937	(22,570)
	<u>17,937</u>	<u>(22,570)</u>

5. INVESTMENT MANAGEMENT COSTS

	2016 £	2015 £
Property improvement & repairs	7,091	13,880
Equipment purchases	6,668	7,736
	<u>13,759</u>	<u>21,616</u>

6. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2016 £	2015 £
Depreciation - owned assets	27,020	29,578
Hire of equipment	2,181	1,475
	<u>29,201</u>	<u>31,053</u>

7. 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.

8. STAFF COSTS

	2016 £	2015 £
Wages and salaries	<u>115,912</u>	<u>138,513</u>

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

	2016	2015
Office staff	12	11
Office management	1	1
	<u>13</u>	<u>12</u>

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

There were no staff members earning more than £60,000 during this year or the previous year.

**Higher Folds Community Centre
(Leigh) Limited**

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

9. TANGIBLE FIXED ASSETS

	Land and buildings £	Plant and machinery etc £	Totals £
COST			
At 1 April 2015 and 31 March 2016	483,652	92,938	576,590
DEPRECIATION			
At 1 April 2015	177,243	62,242	239,485
Charge for year	19,346	7,674	27,020
At 31 March 2016	196,589	69,916	266,505
NET BOOK VALUE			
At 31 March 2016	287,063	23,022	310,085
At 31 March 2015	306,409	30,696	337,105

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Trade debtors	760	9,553
Other debtors	1,080	794
	<u>1,840</u>	<u>10,347</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Bank loans and overdrafts	2,900	-
Trade creditors	733	733
Taxation and social security	3,616	541
Other creditors	900	900
	<u>8,149</u>	<u>2,174</u>

12. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2016 £	2015 £
Other creditors	<u>265,238</u>	<u>288,801</u>

13. MOVEMENT IN FUNDS

	At 1.4.15 £	Net movement in funds £	At 31.3.16 £
Unrestricted funds			
General fund	72,233	(33,374)	38,859
TOTAL FUNDS	<u>72,233</u>	<u>(33,374)</u>	<u>38,859</u>

13. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	157,955	(191,329)	(33,374)
TOTAL FUNDS	<u>157,955</u>	<u>(191,329)</u>	<u>(33,374)</u>

14. COMPANY LIMITED BY GUARANTEE

The trustees of the charity have undertaken to contribute to the assets of the Company, in the event of the same being wound up whilst a member, or within one year after ceasing to be a member, for the payment of the debts and liabilities of the charity contracted before they cease to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributors among themselves, such amount as may be required not exceeding £10.

15. APB ETHICAL STANDARDS

In common with many other charities of our size, we use our accountants to assist with the preparation of the financial statements.

**Higher Folds Community Centre
(Leigh) Limited**

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

	2016 £	2015 £
INCOMING RESOURCES		
Voluntary income		
Donations	-	475
Grants from Wigan Council	91,058	63,244
PB Grants	-	5,016
CRT Grants	-	9,650
CIF Grants	2,437	22,745
	<hr/>	<hr/>
	93,495	101,130
Activities for generating funds		
Room hire	34,117	39,102
Other income	6,780	6,438
	<hr/>	<hr/>
	40,897	45,540
Investment income		
Interest receivable - trading	-	3
Other incoming resources		
Capital grant written off	23,563	23,563
	<hr/>	<hr/>
Total incoming resources	157,955	170,236
RESOURCES EXPENDED		
Investment management costs		
Property improvement & repairs	7,091	13,880
Equipment purchases	6,668	7,736
	<hr/>	<hr/>
	13,759	21,616
Governance costs		
Accountancy	900	900
Professional fees	3,461	4,168
	<hr/>	<hr/>
	4,361	5,068
Other resources expended		
Hire of equipment	2,181	1,475
Support costs		
Management		
Wages and salaries - admin	115,912	138,513
Rates and water	-	1,211
Insurance	1,575	2,036
Light and heat	7,335	4,944
Telephone	991	914
Postage and stationery	436	411
Advertising	513	2,954
Sundries	11,972	7,236
Computer expenses	3,015	5,375
Cleaning materials	1,559	2,236
Training costs	277	1,201
	<hr/>	<hr/>
	143,585	167,031

This page does not form part of the statutory financial statements

**Higher Folds Community Centre
(Leigh) Limited**

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

	2016 £	2015 £
Finance		
Bank charges	423	332
Depreciation of tangible fixed assets	27,020	29,578
	<hr/>	<hr/>
	27,443	29,910
Information technology		
Repairs and renewals	-	651
	<hr/>	<hr/>
Total resources expended	191,329	225,751
Net expenditure	<hr/> <hr/> (33,374)	<hr/> <hr/> (55,515)