

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 2015
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 2015**

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

**Report of the Trustees
for the Year Ended 31 March 2015**

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 2015. 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	Tutor	
Mrs Vivienne Jane Howarth	Co-ordinator	
Mrs Kathleen Hurst Knowles	Retired	
Mrs Anita Thorpe	Councillor	
Mrs Eileen Waldron	Retired	- resigned 15.7.14
Cllr Frederick Bown Walker	Councillor	
Mrs Shirley Yates	Housewife	

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 2015**

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
Ms Vivien J Howarth
Ms Kathleen H Knowles
Ms Anita Thorpe
Ms Eileen Waldron
Cllr Frederick B Walker
Ms 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:

Mrs 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 2015 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
Oldham
Lancashire
OL8 2PF

Date:

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

**Statement of Financial Activities
for the Year Ended 31 March 2015**

	Notes	Unrestricted fund £	Restricted fund £	Total 2015 funds £	Total 2014 funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		101,129	-	101,129	95,802
Activities for generating funds	2	45,541	-	45,541	33,735
Investment income	3	3	-	3	7
Other incoming resources		<u>23,563</u>	<u>-</u>	<u>23,563</u>	<u>23,763</u>
Total incoming resources		170,236	-	170,236	153,307
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income	4	(22,570)	-	(22,570)	-
Investment management costs	5	21,616	-	21,616	8,605
Governance costs		<u>(19,278)</u>	<u>-</u>	<u>(19,278)</u>	<u>3,297</u>
Other resources expended		<u>245,983</u>	<u>-</u>	<u>245,983</u>	<u>146,661</u>
Total resources expended		225,751	-	225,751	158,563
NET INCOMING/(OUTGOING) RESOURCES		(55,515)	-	(55,515)	(5,256)
RECONCILIATION OF FUNDS					
Total funds brought forward		127,748	-	127,748	133,004
TOTAL FUNDS CARRIED FORWARD		<u>72,233</u>	<u>-</u>	<u>72,233</u>	<u>127,748</u>

The notes form part of these financial statements

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

**Balance Sheet
At 31 March 2015**

	Notes	Unrestricted fund £	Restricted fund £	Total 2015 funds £	Total 2014 funds £
FIXED ASSETS					
Tangible assets	9	337,105	-	337,105	365,970
CURRENT ASSETS					
Debtors	10	10,347	-	10,347	11,609
Cash at bank and in hand		<u>15,756</u>	<u>-</u>	<u>15,756</u>	<u>63,683</u>
		26,103	-	26,103	75,292
CREDITORS					
Amounts falling due within one year	11	<u>(2,174)</u>	<u>-</u>	<u>(2,174)</u>	<u>(1,150)</u>
NET CURRENT ASSETS		<u>23,929</u>	<u>-</u>	<u>23,929</u>	<u>74,142</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		361,034	-	361,034	440,112
CREDITORS					
Amounts falling due after more than one year	12	<u>(288,801)</u>	<u>-</u>	<u>(288,801)</u>	<u>(312,364)</u>
NET ASSETS		<u><u>72,233</u></u>	<u><u>-</u></u>	<u><u>72,233</u></u>	<u><u>127,748</u></u>
FUNDS	14				
Unrestricted funds				72,233	127,748
Restricted funds				<u>-</u>	<u>-</u>
TOTAL FUNDS				<u><u>72,233</u></u>	<u><u>127,748</u></u>

The notes form part of these financial statements

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

**Balance Sheet - continued
At 31 March 2015**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2015.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2015 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 April 2008).

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

Mrs 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

	2015 £	2014 £
Room hire	39,102	27,833
Other income	<u>6,439</u>	<u>5,902</u>
	<u>45,541</u>	<u>33,735</u>

3. INVESTMENT INCOME

	2015 £	2014 £
Interest receivable - trading	<u>3</u>	<u>7</u>

4. COSTS OF GENERATING VOLUNTARY INCOME

	2015 £	2014 £
Support costs	<u>(22,570)</u>	<u>-</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2015**

5. INVESTMENT MANAGEMENT COSTS

	2015	2014
	£	£
Property improvement & repairs	13,880	9,036
Equipment purchases	7,736	4,542
Support costs	-	(4,973)
	<u>21,616</u>	<u>8,605</u>

6. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2015	2014
	£	£
Depreciation - owned assets	29,578	32,897
Hire of equipment	1,475	3,551
Surplus on disposal of fixed asset	-	(200)
	<u>-</u>	<u>(200)</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2015 nor for the year ended 31 March 2014.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2015 nor for the year ended 31 March 2014.

8. STAFF COSTS

	2015	2014
	£	£
Wages and salaries	<u>138,513</u>	<u>76,739</u>

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

	2015	2014
Office staff	-	4
Office management	-	1
	<u>-</u>	<u>5</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 2015**

9. TANGIBLE FIXED ASSETS

	Land and buildings £	Plant and machinery etc £	Totals £
COST			
At 1 April 2014	483,652	92,225	575,877
Additions	<u>-</u>	<u>713</u>	<u>713</u>
At 31 March 2015	<u>483,652</u>	<u>92,938</u>	<u>576,590</u>
DEPRECIATION			
At 1 April 2014	157,897	52,010	209,907
Charge for year	<u>19,346</u>	<u>10,232</u>	<u>29,578</u>
At 31 March 2015	<u>177,243</u>	<u>62,242</u>	<u>239,485</u>
NET BOOK VALUE			
At 31 March 2015	<u>306,409</u>	<u>30,696</u>	<u>337,105</u>
At 31 March 2014	<u>325,755</u>	<u>40,215</u>	<u>365,970</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015 £	2014 £
Trade debtors	9,553	11,040
Other debtors	<u>794</u>	<u>569</u>
	<u>10,347</u>	<u>11,609</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015 £	2014 £
Trade creditors	733	250
Taxation and social security	541	-
Other creditors	<u>900</u>	<u>900</u>
	<u>2,174</u>	<u>1,150</u>

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

	2015 £	2014 £
Other creditors	<u>288,801</u>	<u>312,364</u>

13. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	2015 £	2014 £
Expiring: Within one year	<u>-</u>	<u>1,368</u>

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

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2015**

14. MOVEMENT IN FUNDS

	At 1.4.14 £	Net movement in funds £	At 31.3.15 £
Unrestricted funds			
General fund	127,748	(55,515)	72,233
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>127,748</u>	<u>(55,515)</u>	<u>72,233</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	170,236	(225,751)	(55,515)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>170,236</u>	<u>(225,751)</u>	<u>(55,515)</u>

15. 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.

16. 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 2015**

	2015 £	2014 £
INCOMING RESOURCES		
Voluntary income		
Donations	474	65
Grants from Big Lottery	-	75,849
Grants from Wigan Council	63,244	19,888
PB Grants	5,016	-
CRT Grants	9,650	-
CIF Grants	<u>22,745</u>	<u>-</u>
	101,129	95,802
Activities for generating funds		
Room hire	39,102	27,833
Other income	<u>6,439</u>	<u>5,902</u>
	45,541	33,735
Investment income		
Interest receivable - trading	3	7
Other incoming resources		
Gain on sale of tangible fixed assets	-	200
Capital grant written off	<u>23,563</u>	<u>23,563</u>
	<u>23,563</u>	<u>23,763</u>
Total incoming resources	170,236	153,307
RESOURCES EXPENDED		
Investment management costs		
Property improvement & repairs	13,880	9,036
Equipment purchases	<u>7,736</u>	<u>4,542</u>
	21,616	13,578
Governance costs		
Accountancy	900	900
Professional fees	<u>4,168</u>	<u>6,945</u>
	5,068	7,845
Other resources expended		
Hire of equipment	1,475	3,551
Support costs		
Management		
Wages and salaries - admin	138,513	76,739
Rates and water	1,211	980
Insurance	2,036	1,024
Light and heat	4,944	5,073
Telephone	914	761
Postage and stationery	411	1,066
Advertising	2,954	3,314
Carried forward	150,983	88,957

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 2015

	2015 £	2014 £
Management		
Brought forward	150,983	88,957
Sundries	7,236	2,480
Computer expenses	5,375	2,882
Cleaning materials	2,236	2,190
Training costs	1,201	2,557
Subscriptions	-	1,374
	<hr/>	<hr/>
	167,031	100,440
Finance		
Bank charges	332	251
Depreciation of tangible fixed assets	29,578	32,898
	<hr/>	<hr/>
	29,910	33,149
Information technology		
Repairs and renewals	651	-
	<hr/>	<hr/>
Total resources expended	225,751	158,563
	<hr/>	<hr/>
Net expenditure	<u>(55,515)</u>	<u>(5,256)</u>