(A company limited by guarantee)

Annual Report and Financial Statements for the Year Ended 31 March 2012

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BATCHELOR COOP chartered accountants

THE NEW BARN MILL LANE EASTRY SANDWICH KENT CT13 0JW

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Reference and Administrative Details

Charity name

Aylesham & District Community Workshop Trust

Charity registration number

1050794

Company registration number

03114198

Principal office

Ackholt Road Avlesham Kent **CT3 3AJ**

Registered office

Ackholt Road Aylesham Kent **CT3 3AJ**

Trustees

L M Ives

Cllr L Keen

(Resigned 23 May 2011)

L J Brazier

Rev R Fisk

D Jennings

(Retired 31 December 2011)

W Field

L Jeavons

K Rogers

A Hockley

J Honnor

S Manion

R Thompson

(appointed 15 May 2011)

Secretary

Mr D Garrity M B E , Company secretary

Solicitor

Furley Page 52-54 High Street Whitstable

Kent CT5 1BG

Bankers

Lloyds TSB Bank PLC

49 High Street Canterbury

Kent CT1 2SE

Accountant

Batchelor Coop Ltd

The New Barn Mill Lane

Eastry

Sandwich CT13 0JW

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Aylesham & District Community Workshop Trust Reference and Administrative Details

Patron

G Prosser

Trustees' Report

The Directors, who are all Trustees of the charity for the purposes of the Companies Act, submit their annual report and the financial statements of Aylesham and District Community Workshop Trust (the charity) for the year ended 31 March 2012. The Directors confirm that the annual report and financial statements of the charity comply with current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended practice "Accounting and Reporting by Charities" 2005 (SORP 2005).

Organisational Structure and decision making

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum and Articles of Association of the company. They form a board of Directors which is responsible for the general control of the charity. Trustees/Directors are volunteers, give their time freely and receive no remuneration or other financial benefits in respect of their voluntary position, save that reasonable expenses (notably travel) may be paid. Trustees/Directors meet together on a regular basis.

Day to day management of the charity and its assets are delegated to paid staff and volunteers

Constitution, Objects and Policies

The charity is registered as a charitable company limited by guarantee and was set up by a memorandum of association on 16 October 1995

The principal object of the charity to is benefit the persons of Aylesham and the rural district with the objective of improving the quality of life for those persons, by providing or assisting in the provision of facilities for the advancement of education, recreation and employment

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charities Commission's general guidance on public benefit, Charities and Public Benefit

Reserves

The Trustees review the amount of reserves that are required to ensure that they are adequate to provide financial stability and fulfil the charity's continuing obligations in order to meet its charitable objective for the foreseeable future

Risk Management

The Trustees examine the major risks that the Charity faces each financial year and where necessary seeks to develop systems to monitor and control these risks to mitigate any impact that they may have on the future of the charity

Development, activities, achievements and financial review

Aylesham & District Community Workshop trust delivered their charitable objectives and aims this year

We supported small local charities and villages organisations with £10,000 of grants to organisations from youth football clubs, bowling clubs and schools

Aylesham Community Workshop is fully sustainable generating all of its revenue and capital income and has reserves that will make it sustainable into the medium future

Our income is generated from activities as diverse as supplying conference facilities, workshop units and office facilities

We also work with training organisations such as Learn Direct and Want to Learn to help local people attain qualifications

We are working with the carnival committee who are running the community minibus on our behalf and they have been very successful reaching a wider range of groups using the minibus

We continue to keep our property and facilities to a high standard of repair and our maintenance manager, Keith Garrity, supervises the contractors that we employ

Our cleaners quality service operators Kenny Devine and Lesley Sellwood continue to do a good job keeping the centre clean

Trustees' Report

This year we are transferring out financial and administration to Sage this has been a difficult exercise and myself and Lisa Pope are confident that it will eventually give us greater control of our finances and administration

The conference part of our business has and remains an integral part of the service we give to local businesses

The economy is the most important driver in the generation of funds and although the economy at large is fragile we have witnessed a strong demand for units at the right price

In the year we have worked with East Kent Spatial Development Company to deliver 5 times 2,500 square feet of workshop unit and have got 17 serviced offices coming on stream in December 2012

We have come to the conclusion that some of the great facilities and services we have on offer are not wider acknowledge and therefore we are going to launch a marketing and press relations exercise for the whole site

The objective is to heighten the profile of the site and to let the new workshop units and offices

My staff work hard on your behalf and I thank them for their loyalty and hard work

d by the Board on 16 October 2012 and signed on its behalf by

Small company provisions

This report has been prepared in accordance with the small companies' regime under the Companies Act 2006

VI Tamur

Mr D Garrity M B E

Secretary

Independent Examiner's Report to the Trustees of

Aylesham & District Community Workshop Trust

I report on the accounts of the company for the year ended 31 March 2012, which are set out on pages 6 to

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 145 of the Charities Act 2011 (the 2011 Act) or Part 16 of the Companies Act 2006, and that an independent examination is needed

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.
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- state whether particular matters have come to my attention

Basis of 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 statement below

Independent examiner's statement

In connection with my examination, no matter has come to my attention

- which gives me reasonable cause to believe that in any material respect the 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 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

Mark A Batchelor Batchelor Coop Ltd Chartered Accountants

19 October 2012

The New Barn Mill Lane Eastry Sandwich CT13 0JW

Statement of Financial Activities (including Income and Expenditure Account) for the Year Ended 31 March 2012

		Unrestricted Funds	Restricted Funds	Total Funds 2012	Total Funds 2011
	Note	£	£	£	£
Incoming resources Incoming resources from generated funds					
Voluntary income	2	400	-	400	1,490
Activities for generating funds	3	67,485	-	67,485	59,118
Investment income Incoming resources from charitable	4	975	-	975	62
activities	5	114,457	-	114,457	144,735
Total incoming resources		183,317		183,317	205,405
Resources expended Costs of generating funds Fundraising trading cost of goods sold and other costs Charitable activities	6 8,7	17,344 141,901	17,000 26,124	34,344 168,025	34,913 198,491
Governance costs	0, <i>1</i> 11	9,992	20,124	9,992	15,567
Total resources expended	11	169,237	43,124	212,361	248,971
Net expenditure before transfers		14,080	(43,124)	(29,044)	(43,566)
Transfers Gross transfers between funds		(9,252)	9,252		
Net movements in funds		4,828	(33,872)	(29,044)	(43,566)
Reconciliation of funds					
Total funds brought forward		390,202	1,512,557	1,902,759	1,946,325
Total funds carried forward		395,030	1,478,685	1,873,715	1,902,759

Aylesham & District Community Workshop Trust Balance Sheet as at 31 March 2012

Registration number 03114198

			2012		2011
	Note	£	£	£	£
Fixed assets					
Tangible assets	15		1,408,797		1,443,626
Investments	16		595,000		612,000
			2,003,797		2,055,626
Current assets					
Debtors	17	33,708		42,194	
Cash at bank and in hand	-	99,279		84,061	
		132,987		126,255	
Creditors: Amounts falling due		(04.554)		(00.055)	
within one year	18	(24,554)		(30,655)	
Net current assets			108,433		95,600
Total assets less current liabilities			2,112,230		2,151,226
Creditors: Amounts falling due after more than one year	19		(238,515)		(248,467)
und more than one year		•			
Net assets		•	1,873,715		1,902,759
The funds of the charity:					
Restricted funds in surplus			1,478,685		1,512,556
Restricted funds in deficit					
Farm Total restricted funds			1,478,685		1,512,556
			1,770,000		1,012,000
Unrestricted funds Unrestricted income funds			395,030		390,203
Total charity funds		•	1,873,715		1,902,759
Total Ullulity Idlias		•			

Balance Sheet as at 31 March 2012

continued

For the financial year ended 31 March 2012, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

The members have not required the charity 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 accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

Approved by the Board on 16 October 2012 and signed on its behalf by

L Jeavons Trustee

Notes to the Financial Statements for the Year Ended 31 March 2012

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose

Further details of each fund are disclosed in note 23

Incoming resources

Grants that provide core funding or are of a general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability

Investment income is recognised on a receivable basis

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are the costs of trading for fundraising purposes

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Grants payable are payments made to third parties in the furtherance of the charitable objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specific service or output.

Grants payable without performance conditions are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters

Support costs

Notes to the Financial Statements for the Year Ended 31 March 2012

continued

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage

Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred

Fixed assets

Individual fixed assets costing £50 or more are initially recorded at cost

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows

Plant and machinery Fixtures and fittings Freehold property

25% reducing balance 15% reducing balance Not depreciated 25% reducing balance Motor vehicles Leasehold improvements Straight line over 50 years Investment asset Straight line over 40 years

Investments

Fixed asset investments are included at market value at the balance sheet date

Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the statement of the financial activities in the period of disposal

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the statement of financial activities based on the market value at the year end

Pensions

The charity operates a defined contribution pension scheme Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme

continued

2	Voluntary income				
		Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
	Donations and legacies				
	Appeals and donations	400		400	1,490
3	Activities for generating funds				
		Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
	Operating activities - "Miners Way"	07.405		07.405	50.440
	Rental income	67,485		67,485	59,118
4	Investment income				
		Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
	Interest on cash deposits	975		975	62
5	Incoming resources from charitable	activities			
		Unrestricted Funds £	Restricted Funds £	Funds 2012	Total Funds 2011 £
	Rental income	114,457		- 114,457	144,735

6 Fundraising trading: cost of goods sold and other costs

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Operating activities - "Miners Way"				
Depreciation of tangible fixed assets	-	17,000	17,000	17,000
Support costs allocated	17,344	-	17,344	17,913
	17,344	17,000	34,344	34,913

continued

7 Analysis of charitable activit

7	Analysis of charitable activities				
				Charitable Activities	Total
				£	£
	Grant funding of activities			9,767	9,767
	Employment costs			70,670	70,670
	Establishment costs			11,694	11,694
	Repairs and maintenance			23,834	23,834
	Course / conference refreshments			7,187	7,187
	Sundry and other costs			1,459	1,459
	Cleaning			1,882	1,882
	Motor expenses			953	953
	Insurance			1,684	1,684
	Depreciation of tangible fixed assets			38,895	38,895
	(Profit)/loss on sale of fixed assets held for o	charity's own use	e .	-	-
			•	168,025	168,025
					
8	Details of charitable activities				
		Activities undertaken directly £	Grant funding of activities £	2012 £	2011 £
		158,258	9,767	168,025	198,491
					100,101
9	Support costs				
			Operating activities - "Miners Way"	Costs of generating funds	Total
			c	6	_
	Establishment costs		£	£ 3,156	£ 3,156
	Telephone		_	2,540	2,540
	Printing, posting and stationery		_	1,592	1,592
	Sundry and other costs		_	1,532	1,332
	Motor expenses		-	451	451
	Payroll administration		_	630	630
	Independent examiner's fee		-	1,250	1,250
	Legal and professional costs		_		-,250
	Bank charges and interest payable		17,344	359	17,703

17,344

9,992

27,336

continued

10 Grantmaking

Grants to
institutions
£
9,767

11 Governance costs

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Support costs allocated	9,992		9,992	15,567

12 Trustees' remuneration and expenses

No trustees received any remuneration during the year

13 Net expenditure

Net expenditure is stated after charging

		2012		2011
	£	£	£	£
Depreciation of tangible fixed assets (Profit)/loss on sale of intangible		55,895		57,797
fixed assets		<u> </u>		1,270

14 Taxation

No provision for taxation is included in the financial statements as the company is a charity entitled to the exemption from tax afforded by Section 505, ICTA 1988

continued

15 Tangible fixed assets

	Freehold interest in land and buildings (including heritage assets)	Long leasehold and other interests in land and buildings £	Plant and machinery including motor vehicles	Fixtures, fittings and equipment £	Total £
Cost					
As at 1 April 2011	426,790	1,297,713	30,668	206,136	1,961,307
Additions				4,066	4,066
As at 31 March 2012	426,790	1,297,713	30,668	210,202	1,965,373
Depreciation					
As at 1 April 2011	-	346,736	17,780	153,165	517,681
Charge for the year	<u>-</u>	27,144	3,195	8,556	38,895
As at 31 March 2012	_	373,880	20,975	161,721	556,576
Net book value					
As at 31 March 2012	426,790	923,833	9,693	48,481	1,408,797
As at 31 March 2011	426,790	950,977	12,888	52,971	1,443,626

16 Investments held as fixed assets

	Investment properties £
Market value As at 1 April 2011 and 31 March 2012	680,000
Market value As at 1 April 2011 Charge for the year As at 31 March 2012	68,000 17,000 85,000
Net book value As at 31 March 2012 As at 31 March 2011 All investment assets were held in the UK	595,000 612,000

continued

17 Debtors

		2012	2011
		£	£
	Trade debtors	31,618	41,989
	Other debtors	-	205
	Prepayments and accrued income	2,090	
		33,708	42,194
18	Creditors: Amounts falling due within one year		
		2012 £	2011 £
	Trade creditors	2,187	8,984
	Taxation and social security	10,165	8,969
	Other creditors	9,953	9,256
	Accruals and deferred income	2,249	3,446
		24,554	30,655
19	Creditors Amounts falling due after more than one year		
		2012	2011
	Others and descri	£ 238,515	£ 248,467
	Other creditors		
	Included in the creditors are the following amounts due after more that	n 5 years	
		2012	2011 £
		£	204,290
	After more than five years by instalments	191,229	204,290

20 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital Each of the members is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation

21 Pension scheme

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the charity to the scheme and amounted to £756 (2011 - £1,372).

There were no outstanding or prepaid contributions at either the beginning or end of the financial year

continued

22 Related parties

Controlling entity

The charity is controlled by the trustees who are all directors of the company

23 Analysis of funds

	At 1 April 2011	Incoming resources	Resources expended	Transfers	At 31 March 2012
	£	£	£	£	£
General Funds					
Unrestricted income fund	390,202	183,317	(169,237)	(9,252)	395,030
Restricted Funds					
Land and buildings	699,687	-	(8,629)	-	691,058
Workshop	554,127	-	(22,710)	9,252	540,669
Verandah	231,539	-	(6,616)	-	224,923
Telecentre	8,874	-	(1,158)	-	7,716
Farm	-	-	-	-	-
Minibus	12,614	-	(3,154)	-	9,460
Windows	5,716	-	(857)	_	4,859
	1,512,557		(43,124)	9,252	1,478,685
	1,902,759	183,317	(212,361)	_	1,873,715

24 Net assets by fund

	Unrestricted Funds	Restricted Funds	Total Funds 2012	Total Funds 2011
	£	£	£	£
Tangible assets	276,644	1,132,153	1,408,797	1,443,626
Investments	-	595,000	595,000	612,000
Current assets Creditors Amounts falling due	132,987	-	132,987	126,255
within one year Creditors Amounts falling due	(14,601)	(9,953)	(24,554)	(30,655)
after more than one year	-	(238,515)	(238,515)	(248,467)
Net assets	395,030	1,478,685	1,873,715	1,902,759

	Unrestricted income fund 2012	Unrestricted income fund 2011
	£	£
Incoming resources Incoming resources from generated funds		
Voluntary income	400	1,490
Activities for generating funds	67,485	59,118
Investment income	975	62
Incoming resources from charitable activities	114,457	144,735
Total incoming resources	183,317	205,405
Resources expended Costs of generating funds Fundraising trading cost of goods sold and other costs Charitable activities Governance costs Total resources expended	17,344 141,901 9,992 169,237	17,913 188,992 15,567 222,472
Net expenditure before transfers	14,080	(17,067)
Transfers Gross transfers between funds	(9,252)	8,795
Net movements in funds	4,828	(8,272)
Reconciliation of funds		
Total funds brought forward	390,202	398,475
Total funds carried forward	395,030	390,203

	Land and buildings 2012	Land and buildings 2011 £
	£	
Resources expended		
Charitable activities	8,629	6,663
Total resources expended	8,629	6,663
Net movements in funds	(8,629)	(6,663)
Reconciliation of funds		
Total funds brought forward	699,687	706,349
Total funds carried forward	691,058	699,686

	Workshop 2012	Workshop 2011
	£	£
Resources expended Costs of generating funds		
Fundraising trading cost of goods sold and other costs	17,000	17,000
Charitable activities	5,710	(9,514)
Total resources expended	22,710	7,486
Net expenditure before transfers	(22,710)	(7,486)
Transfers		
Gross transfers between funds	9,252	
Net movements in funds	(13,458)	(7,486)
Reconciliation of funds		
Total funds brought forward	554,127	561,613
Total funds carried forward	540,669	554,127

	Verandah 2012 £		Verandah 2011
		£	
Resources expended			
Charitable activities	6,616	6,616	
Total resources expended	6,616	6,616	
Net movements in funds	(6,616)	(6,616)	
Reconciliation of funds			
Total funds brought forward	231,539	238,155	
Total funds carried forward	224,923	231,539	

	Telecentre 2012	Telecentre 2011
	£	£
Resources expended Charitable activities Total resources expended	1,158 1,158	1,355 1,355
Net movements in funds	(1,158)	(1,355)
Reconciliation of funds Total funds brought forward Total funds carried forward	8,874 7,716	10,229 8,874

	Farm 2012	Farm 2011
	£	£
Incoming resources		
Incoming resources from charitable activities		174
Total incoming resources		174
Net expenditure before transfers	-	174
Transfers Gross transfers between funds		(8,795)
Net movements in funds	-	(8,621)
Reconciliation of funds		
Total funds brought forward		8,621
Total funds carried forward	_	

	Mınibus 2012	Mınibus 2011
	£	£
Resources expended		
Charitable activities	3,154	4,553
Total resources expended	3,154	4,553
Net movements in funds	(3,154)	(4,553)
Reconciliation of funds		
Total funds brought forward	12,614	17,167
Total funds carried forward	9,460	12,614

	Windows 2012	Windows 2011
	£	£
Resources expended Charitable activities Total resources expended	857 857	<u>-</u>
Net movements in funds	(857)	-
Reconciliation of funds Total funds brought forward Total funds carried forward	5,716 4,859	5,716 5,716