Company registration number 03114198 Charity registration number 1050794

### **Aylesham & District Community Workshop Trust**

(A company limited by guarantee)

Annual Report and Financial Statements for the Year Ended 31 March 2013



### **BATCHELOR COOP chartered accountants**

THE NEW BARN MILL LANE EASTRY SANDWICH KENT CT13 0JW

# Aylesham & District Community Workshop Trust Contents

Reference and Administrative Details	1 to 2
Trustees' Report	3 to 4
Independent examiner's report	5
Statement of financial activities	e
Balance Sheet	7 to 8
Notes to the financial statements	_ 9 to 17
The following pages do not form part of the statutory financial statements	
Statement of financial activities per fund	18 to 25

### **Aylesham & District Community Workshop Trust**

### **Reference and Administrative Details**

**Charity name** 

Aylesham & District Community Workshop Trust

Charity registration number

1050794

Company registration number

03114198

Principal office

Ackholt Road Aylesham Kent CT3 3AJ

Registered office

Ackholt Road Aylesham Kent CT3 3AJ

**Trustees** 

L M Ives

L J Brazier Rev R Fisk W Field

L Jeavons K Rogers A Hockley J Honnor

S Manion R Thompson

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

## Aylesham & District Community Workshop Trust Reference and Administrative Details

Patron

G Prosser

### **Aylesham & District Community Workshop Trust**

### 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

The year 2012 to 2013 was very challenging with local authorities and the National Health Service making economies in the delivery of their services and the economy flat lining

Our conference business is smaller than in previous year but an important source of income and is a service needed by local businesses

This year we have seen KCC reduce services in scrap store and the NHS move to St Martins to deliver their staff training. This has meant that their need for accommodation is reduced and we have spare capacity in the main building. We have agreed a contract with Aylesham Boxing Club to use that area for training of their young boxers, the boxing club does a good job especially now the KCC youth services provision is smaller.

In the year we have completed Garrity House - 17 modern offices and with E K S D C we hope that the take up will be good. At the moment we have let one office and are talking to East Kent Hosing to take up to four offices.

We have noticed that in the year there is more demand for offices and workshops but the competition is fierce, our small units and the ones 11 to 20 are full

### **Aylesham & District Community Workshop Trust**

### Trustees' Report

We have a problem with the rating authority demanding empty property rates from us and we are working with East Kent Services to resolve the problem. Local authorities are desperate for income and they are less likely to understand that we and EKSDC are regeneration partners and are establishing enterprise in the Aylesham area and therefore making Aylesham a good place to do business.

There is a problem that empty property tax is 100% and that needs to be addressed

Our new financial package Sage is still in development but it has given us more information about late payers I would like to thank Bachelor Coop who continue to give us support on its implementation

The expansion of extra workshop units and offices bring an increased work load but we are up to the challenge and I would like to thank Lisa and Keith for their support and hard work

I believe that next year will not be any easier for Aylesham and District Workshop Trust and we have gone through a new branding exercise and the services we offer will go under the promotional banner of Aylesham Business Park

There are challenges for the voluntary sector but we have expanded in the middle of a recession and we have got workshop units , modern offices , conference facilities and a commitment to the community that will continue and be successful in the coming year

### **Small company provisions**

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

Approved by the Board on 5 November 2013 and signed on its behalf by

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 2013, which are set out on pages 6 to 17

### 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

- (1) 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 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 BSC FCA Batchelor Coop Ltd Chartered Accountants

8 November 2013

The New Barn Mill Lane Eastry Sandwich CT13 0JW

### **Aylesham & District Community Workshop Trust**

### Statement of Financial Activities (including Income and Expenditure Account) for the Year Ended 31 March 2013

		Unrestricted Funds	Restricted Funds	Total Funds 2013	Total Funds 2012
	Note	£	£	£	£
Incoming resources Incoming resources from generated funds					
Voluntary income	2	4,384	-	4,384	400
Activities for generating funds	3	60,578	-	60,578	67,485
Investment income	4	1,132	-	1,132	975
Incoming resources from charitable					
activities	5	134,466		134,466	114,457
Total incoming resources		200,560		200,560	183,317
Resources expended Costs of generating funds Fundraising trading cost of goods sold and other costs	6	16,646	17,000	33,646	34,344
Charitable activities	8,7	158,951	25,066	184,017	168,025
Governance costs	11	12,314	-	12,314	9,992
Total resources expended		187,911	42,066	229,977	212,361
Net expenditure before transfers		12,649	(42,066)	(29,417)	(29,044)
Transfers Gross transfers between funds		(9,953)	9,953		<u>-</u>
Net movements in funds		2,696	(32,113)	(29,417)	(29,044)
Reconciliation of funds					
Total funds brought forward		395,030	1,478,685	1,873,715	1,902,759
Total funds carried forward		397,726	1,446,572	1,844,298	1,873,715
· ····································					

### Aylesham & District Community Workshop Trust Balance Sheet as at 31 March 2013

Registration number 03114198

			2013		2012
	Note	£	£	£	£
Fixed assets					
Tangible assets	16		1,377,467		1,408,797
Investments	17	-	578,000		595,000
			1,955,467		2,003,797
Current assets					
Debtors	18	36,120		33,708	
Cash at bank and in hand		111,643		99,279	
		147,763		132,987	
Creditors: Amounts falling due					
within one year	19	(30,986)		(24,554)	
Net current assets		-	116,777		108,433
Total assets less current liabilities			2,072,244		2,112,230
Creditors: Amounts falling due			(227,946)		(238,515)
after more than one year	20	-	(221,540)		(230,313)
Net assets		-	1,844,298		1,873,715
The funds of the charity:					
Restricted funds in surplus			1,446,572		1,478,685
Restricted funds in deficit					
Farm		-	1,446,572		1,478,685
Total restricted funds			1,440,072		1,470,000
Unrestricted funds			207 726		30E (\30
Unrestricted income funds		-	397,726		395,030
Total charity funds			1,844,298		1,873,715

### Aylesham & District Community Workshop Trust Balance Sheet as at 31 March 2013

continued

For the financial year ended 31 March 2013, 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 5 November 2013 and signed on its behalf by

L Jeavons Trustee

### 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 24

#### 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

#### continued

#### Support costs

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
Motor vehicles

Leasehold improvements

Not depreciated
25% reducing balance
Straight line over 50 years
Straight line over 40 years

25% reducing balance

15% reducing balance

#### Investments

Investment asset

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

2	Voluntary	ıncome
---	-----------	--------

		Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
	Donations and legacies Appeals and donations	4,384	<u>-</u>	4,384	400
3	Activities for generating funds				
		Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
	Operating activities - "Miners Way" Rental income	60,578		60,578	67,485
4	Investment income				
	Interest on cash deposits	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £ 1,132	Total Funds 2012 £ 975
5	Incoming resources from charitable a	activities			
		Unrestricted Funds £	Restricted Funds £	Funds 2013	Total Funds 2012 £
	Rental income	134,466		134,466	114,457

continued

### 6 Fundraising trading cost of goods sold and other costs

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Operating activities - "Miners Way"		47,000	47.000	47.000
Depreciation of tangible fixed assets Support costs allocated	16,646	17,000	17,000 16,646	17,000 17,344
Support costs allocated	16,646	17,000	33,646	34,344
•	10,040	17,000		<del></del>
Analysis of charitable activities				

### 7 A

	Charitable Activities	Total
	£	£
Grant funding of activities	4,364	4,364
Employment costs	83,053	83,053
Establishment costs	18,070	18,070
Repairs and maintenance	22,073	22,073
Course / conference refreshments	12,447	12,447
Sundry and other costs	1,568	1,568
Cleaning	2,012	2,012
Motor expenses	836	836
Insurance	1,721	1,721
Depreciation of tangible fixed assets	37,873	37,873
	184,017	184,017

### **Details of charitable activities**

Activities undertaken directly	Grant funding of activities	2013 £	2012 £
£	£	_	_
179,653	4,364	184,017	168,025

continued

9	Support costs
---	---------------

	Operating activities - "Miners Way"	Governance costs	Total
	£	£	£
Establishment costs	-	4,088	4,088
Telephone	-	2,611	2,611
Printing, posting and stationery	-	1,457	1,457
Sundry and other costs	-	14	14
Motor expenses	-	211	211
Payroll administration	-	560	560
Independent examiner's fee	-	1,600	1,600
Legal and professional costs	-	1,421	1,421
Bank charges and interest payable	16,646	352	16,998
	16,646	12,314	28,960

### 10 Grantmaking

Grants to
institutions
£
4,364

### 11 Governance costs

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Support costs allocated	12,314		12,314	9,992

### 12 Trustees' remuneration and expenses

No trustees received any remuneration during the year

### 13 Net expenditure

Net expenditure is stated after charging

	2013	2012
	£	£
Depreciation of tangible fixed assets	54,873	55,895

continued

### 14 Employees' remuneration

The average number of persons employed by the charity (including trustees) during the year, analysed by category, was as follows

	2013 No.	2012 No.
Charitable activities	3	3
Administrative	2	2
	5	5
The aggregate payroll costs of these persons were as follows		
	2013	2012
	£	£
Wages and salaries	75,670	63,362
Social security	6,627	6,552
Other pension costs	756	756
•	83,053	70,670

There are no employees with emoluments in excess of £60,000

### 15 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

### 16 Tangible fixed assets

	Freehold interest in land and I buildings (including heritage assets)	Long easehold and other interests in land and buildings £	Plant and machinery including motor vehicles £	Fixtures, fittings and equipment £	Total £
Cost					
As at 1 April 2012	426,790	1,297,713	30,668	210,202	1,965,373
Additions			249	6,294	6,543
As at 31 March 2013	426,790	1,297,713	30,917	216,496	1,971,916
Depreciation					
As at 1 April 2012	-	373,880	20,975	161,721	556,576
Charge for the year	<del>-</del>	27,171	2,486	8,216	37,873
As at 31 March 2013		401,051	23,461	169,937	594,449
Net book value					
As at 31 March 2013	426,790	896,662	7,456	46,559	1,377,467
As at 31 March 2012	426,790	923,833	9,693	48,481	1,408,797

continued

### 17 Investments held as fixed assets

			Investment properties £
	Market value		
	As at 1 April 2012 and 31 March 2013		680,000
	Market value		
	As at 1 April 2012		85,000
	Charge for the year		17,000
	As at 31 March 2013		102,000
	Net book value		
	As at 31 March 2013		578,000
	As at 31 March 2012		595,000
	All investment assets were held in the UK		
18	Debtors		
		2013	2012
	Trade debters	£ 33,239	£ 31,618
	Trade debtors Other debtors	1,121	31,010
	Prepayments and accrued income	1,760	2,090
	- Topaymonia and assided moonie	36,120	33,708
19	Creditors: Amounts falling due within one year		
		2013 £	2012 £
	Bank loans and overdrafts	10,568	9,953
	Trade creditors	6,899	2,187
	Taxation and social security	10,651	10,165
	Other creditors	558	-
	Accruals and deferred income	2,310	2,249
		30,986	24,554
	Creditors amounts falling due within one year includes the following libeen given by the charity	abilities, on whi	ch security has
		2013	2012
		£	£
	Bank loans and overdrafts	10,568	9,953

continued

### 20 Creditors. Amounts falling due after more than one year

	2013 £	2012 £
Bank loans and overdrafts	227,946	238,515
Creditors amounts falling due after more than one year includes the security has been given by the charity	ne following liabilities	s, on which
	2013	2012
Bank loans and overdrafts	227,948	238,515
Included in the creditors are the following amounts due after more than	5 years	
	2013	2012
	£	£
After more than five years by instalments	177,246	191,229

### 21 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

#### 22 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 (2012 - £756).

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

continued

### 23 Related parties

### **Controlling entity**

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

### 24 Analysis of funds

	At 1 April 2012	Incoming resources	Resources expended	Transfers	At 31 March 2013
	£	£	£	£	£
General Funds					
Unrestricted income fund	395,030	200,560	(187,911)	(9,953)	397,726
Restricted Funds					
Land and buildings	691,058	-	(8,656)	-	682,402
Workshop	540,669	-	(22,710)	9,953	527,912
Verandah	224,923	-	(6,616)	-	218,307
Telecentre	7,716	-	(990)	-	6,726
Farm	-	-	-	-	-
Minibus	9,460	-	(2,365)	-	7,095
Windows	4,859	-	(729)	-	4,130
	1,478,685	-	(42,066)	9,953	1,446,572
	1,873,715	200,560	(229,977)	_	1,844,298

### 25 Net assets by fund

	Unrestricted Funds	Restricted Funds	Total Funds 2013	Total Funds 2012
	£	£	£	£
Tangible assets	270,380	1,107,087	1,377,467	1,408,797
Investments	-	578,000	578,000	595,000
Current assets Creditors Amounts falling due	147,763	-	147,763	132,987
within one year Creditors Amounts falling due	(20,418)	(10,568)	(30,986)	(24,554)
after more than one year	-	(227,946)	(227,946)	(238,515)
Net assets	397,725	1,446,573	1,844,298	1,873,715

	£
£	Ł
Incoming resources	
Incoming resources from generated funds	400
Voluntary income 4,384	400
·	,485
Investment income 1,132	975
<u></u>	,457
Total incoming resources 200,560 183	,317
Resources expended Costs of generating funds	
	.344
	,901
$\cdot$	992
	,237
Net expenditure before transfers 12,649 14	,080,
Transfers	0-0\
Gross transfers between funds(9,953)(9,	252)
Net movements in funds 2,696 4	,828
Reconciliation of funds	
	,202
<b>▼</b>	,030

	Land and buildings 2013	Land and buildings 2012
	£	£
Resources expended		
Chantable activities	8,656	8,629
Total resources expended	8,656	8,629
Net movements in funds	(8,656)	(8,629)
Reconciliation of funds		
Total funds brought forward	691,058	699,687
Total funds carried forward	682,402	691,058

	Workshop 2013	Workshop 2012
	£	£
Resources expended Costs of generating funds		
Fundraising trading cost of goods sold and other costs	17,000	17,000
Charitable activities	5,710	5,710
Total resources expended	22,710	22,710
Net expenditure before transfers	(22,710)	(22,710)
Transfers		
Gross transfers between funds	9,953	9,252
Net movements in funds	(12,757)	(13,458)
Reconciliation of funds		
Total funds brought forward	540,669	554,127
Total funds carried forward	527,912	540,669

	Verandah 2013	Verandah 2012
	£	£
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	224,923	231,539
Total funds carried forward	218,307	224,923

	Telecentre 2013	Telecentre 2012
	£	£
Resources expended		
Charitable activities	990	1,158
Total resources expended	990	1,158
Net movements in funds	(990)	(1,158)
Reconciliation of funds		
Total funds brought forward	7,716	8,874
Total funds carried forward	6,726	7,716

	Farm 2013	Farm 2012
	£	£
Net movements in funds	-	-
Reconciliation of funds Total funds brought forward Total funds carried forward		

	Minibus 2013	Minibus 2012
	£	£
Resources expended		
Charitable activities	2,365	3,154
Total resources expended	2,365	3,154
Net movements in funds	(2,365)	(3,154)
Reconciliation of funds		
Total funds brought forward	9,460	12,614
Total funds carried forward	7,095	9,460

	Windows 2013	Windows 2012
	£	£
Resources expended		
Chantable activities	729	857
Total resources expended	729	857
Net movements in funds	(729)	(857)
Reconciliation of funds		
Total funds brought forward	4,859	5,716
Total funds carried forward	4,130	4,859