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 2014



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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 J Brazier

W Field
A Hockley
L Jeavons
S Manion
K Rogers
R Thompson

Rev L C Moncaster (Appointed 12 February 2014)

W R Cornelius (Appointed 12 February 2014) Rev R Fisk (Resigned 17 September 2013)

J Honnor (Resigned 17 September 2013)

L M Ives (Resigned 17 September 2013)

Secretary D Garrity M.B.E.

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

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 2014. 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

This year there was a change to the rating charge system operated by Dover District Council through their management agent East Kent Shared Services. Action from this was that we handed back to East Kent Spatial Development Company the management of units 21 to 30.

We continue to talk to East Kent Shared Services about the empty property rates liability which we estimate to be approximately £5,000. We have made a provision in the accounts for payment of this amount.

We continue to manage Garrity House which is fully occupied and financially viable for Aylesham & District Community Workshop Trust.

Aylesham & District Community Workshop Trust has delivered all of its aims and objectives as a charity this year. We have supported local organisations and clubs throughout the former coalfield area with granst totalling £8,266. Children from Eythorne football club visited England's national football stadium Wembley, we paid for work on Snowdown & Aylesham bowls green, Aylesham Youth Football went to a league match at Charlton and there were many other projects which would not have taken place without this grant.

The economy has had an upturn in the last nine months and all of our workshop units and offices are occupied, stimulating the local business community. This has attracted extra income into the trusts accounts and Aylesham Business Park is an important source of employment in Aylesham. There are now approximately 275 people working on site.

I would like to thank Lisa Pope for her work on our finance and conference control systems which give us a clearer view of our financial position.

We are still working with the Aylesham Carnival Committee who manage the Aylesham Minibus on our behalf which is used by many local organisations.

The maintenance of the site has been managed well by Keith Garrity our maintenance officer but we are now having to renew and replace equipment and maintain buildings that are now over 25 years old. The main priorities for the coming year are upgrading of external lighting, replacing the central heating system in the main building, repainting of units 1-9 and 11-20 and the normal maintenance programme.

Aylesham & District Community Workshop Trust Trustees' Report

I would also like to take this opportunity to thank Kenny Devine and Kelly Kirkham who are much more than cleaning maintenance operatives they are great working with clients in the evening bookings. The Aylesham Conference facility is still a great help to local businesses for training and Keith and Lisa are very good at customer care and give clients a great service.

We have also had close working relationships with East Kent Spatial Development Company despite handing the management of units 21-30 back. We work closely Debbie Spalding on those units and Garrity House we can say for business that development has been a success in creating jobs and giving business good professional facilities.

I would like to say that our team of Lisa, Keith, Kenny and Kelly go the extra mile for the trust and their work for and on behalf of the trust is first class. Aylesham & District Community Workshop Trust is in a good position to assist in Aylesham expansion and be the best Business Park in the local area.

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 2014 and signed on its behalf by:

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 2014, which are set out on pages 5 to 14.

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) 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

The accounting policy for the investment property is that it is shown at market value. The trustees consider that obtaining a professional valuation would not be an appropriate use of charitable funds every year and therefore they apply a depreciation rate of 2.5% on cost to reflect the wear and tear of the property. No professional valuation has been obtained since 2005 and this time span makes it increasingly difficult for me to make an assessment as to whether the property is included at market value.

In connection with my examination, apart from the matter referred to above, 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 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

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**

10 November 2014

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 2014

		Unrestricted Funds	Restricted Funds	Total Funds 2014	Total Funds 2013
	Note	£	£	£	£
Incoming resources Incoming resources from generated funds					
Voluntary income	2	-	-	-	4,384
Activities for generating funds	3	71,828	-	71,828	60,578
Investment income Incoming resources from charitable	4	1,887	-	1,887	1,132
activities	5	146,160	· -	146,160	134,466
Total incoming resources		219,875	-	219,875	200,560
Resources expended Costs of generating funds Fundraising trading: cost of goods				,	
sold and other costs	6	16,031	17,000	33,031	33,646
Charitable activities	7	171,004	24,815	195,819	184,017
Governance costs	10	14,051		14,051	12,314
Total resources expended		201,086	41,815	242,901	229,977
Net expenditure before transfers.	÷	18,789	(41,815)	(23,026)	(29,417)
Transfers Gross transfers between funds		(10,568)	10,568	· 	
Net movements in funds		8,221	(31,247)	(23,026)	(29,417)
Reconciliation of funds					
Total funds brought forward		397,726	1,446,572	1,844,298	1,873,715
Total funds carried forward		405,947	1,415,325	1,821,272	1,844,298

Aylesham & District Community Workshop Trust Balance Sheet as at 31 March 2014

Registration number: 03114198

	,		2014		2013
	Note	£	£	£	£
Fixed assets					
Tangible assets	14		1,341,453		1,377,467
Investments	15	-	561,000		578,000 1,955,467
			1,902,453		1,955,467
Current assets					
Debtors	16	43,142		36,120	
Cash at bank and in hand		140,027		111,643	
		183,169		147,763	
Creditors: Amounts falling due	47	(47,850)		(30,986)	
within one year	17	(47,830)		(30,300)	
Net current assets		-	135,319		116,777
Total assets less current liabilities			2,037,772		2,072,244
Creditors Amounto folling due					
Creditors: Amounts falling due after more than one year	18	-	(216,500)		(227,946)
Net assets			1,821,272		1,844,298
The funds of the charity:			•	. •••	•
•			1,415,325		1,446,572
Restricted funds in surplus			1,410,525		1,440,072
Unrestricted funds Unrestricted income funds			405,947		397,726
Onrestricted income funds		-			
Total charity funds		:	1,821,272		1,844,298

For the financial year ended 31 March 2014, 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 2014 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 22.

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

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.

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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 25% reducing balance
Fixtures and fittings 15% reducing balance
Freehold property Not depreciated
Motor vehicles 25% reducing balance
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.

2 - Voluntary income

		Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
	Donations and legacies Appeals and donations				4,384
3	Activities for generating funds				
		Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
	Operating activities - "Miners Way" Rental income	71,828		71,828	60,578
4	Investment income				
		Unrestricted Funds	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
	Interest on cash deposits	1,887		1,887	1,132

..... continued

5 Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Rental income	146,160		146,160	134,466

6 Fundraising trading: cost of goods sold and other costs

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Operating activities - "Miners Way"				
Depreciation of tangible fixed assets	-	17,000	17,000	17,000
Support costs allocated	16,031	-	16,031	16,646
	16,031	17,000	33,031	33,646
•				

7 Details of charitable activities

Activities undertaken directly £	Grant funding of activities £	2014 £	2013 £
187,553	8,266	195,819	184,017

8 Support costs

Operating activities - "Miners Way"	Governance costs	Total
£	£	£
-	5,167	5,167
-	3,105	3,105
-	1,158	1,158
-	13	13
-	154	154
-	580	580
-	2,200	2,200
-	1,305	1,305
16,031	369	16,400
16,031	14,051	30,082
	activities - "Miners Way" £ 16,031	### Activities - Governance costs way" #### E

 continued

9 Grantmaking

Grants to)
institutions	ò
£	
8,266	

The support costs associated with grant making are £0.

10 Governance costs

	Unrestricte d Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Support costs allocated	14,051		14,051	12,314

11 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

12 Net expenditure

Net expenditure is stated after charging:

	2014	2013
	£	£
Depreciation of tangible fixed assets	53,810	54,873

13 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.

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14 Tangible fixed assets

	Freehold interest in land and le 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 2013	426,790	1,297,713	30,917	216,496	1,971,916
Additions					796
As at 31 March 2014	426,790	1,297,713	31,713	216,496	1,972,712
Depreciation		•			
As at 1 April 2013	-	401,051	23,461	169,937	594,449
Charge for the year		27,171	2,654	6,985	36,810
As at 31 March 2014		428,222	26,115	176,922	631,259
Net book value					
As at 31 March 2014	426,790	869,491	5,598	39,574	1,341,453
As at 31 March 2013	426,790	896,662	7,456	46,559	1,377,467
7.5 at 51 March 2015					

15 Investments held as fixed assets

	Investment properties £
Market value	
As at 1 April 2013 and 31 March 2014	680,000
Market value	
As at 1 April 2013	102,000
Charge for the year	17,000
As at 31 March 2014	119,000
Net book value	
As at 31 March 2014	561,000
As at 31 March 2013	578,000
All investment assets were held in the UK.	

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16 Debtors

	2014	2013
•	£	£
Trade debtors	39,863	33,239
Other debtors	1,461	1,121
Prepayments and accrued income	1,818	1,760
	43,142	36,120

17 Creditors: Amounts falling due within one year

	2014 £	2013 £
Bank loans and overdrafts	11,448	10,568
Trade creditors	3,578	6,899
Taxation and social security	16,573	10,651
Other creditors	5,627	558
Accruals and deferred income	10,624	2,310
	47,850	30,986

18 Creditors: Amounts falling due after more than one year

	2014 £	2013 £
Bank loans and overdrafts	216,500	227,946
Included in the creditors are the following amounts due after more	than 5 years:	
	2014	2013
	£	£
After more than five years by instalments	162,284	177,246

19 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.

20 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 (2013 - £756).

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

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21 Related parties

Controlling entity

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

Related party transactions

During the year the company charged rent of £320 (2013 £Nil) to a business operated by S Manion, one of the trustees. This transaction was carried out at arms length on normal commercial terms. At the end of the year no monies were due to the company in respect of this rental.

During the year the company charged rent of £1,000 (2013 £Nil) to Aylesham Amateur Boxing Club, an organisation of which R Thompson, one of the trustees, is an officer. This transaction was carried out at arms length on normal commercial terms. At the end of the year no monies were due to the company in respect of this rental.

During the year the company charged rent and electricity recharges totalling £7,052 (2013 £5,857l) to Bechange, an organisation of which K Rogers, one of the trustees, is an officer. This transaction was carried out at arms length on normal commercial terms. At the end of the year no monies were due to the company in respect of this rental.

22 Analysis of funds

CHÔr.	At 1 April 2013	Incoming resources	Resources expended	Transfers	At 31 March 2014
	£	£	£	£	£
General Funds Unrestricted income fund	397,726	219,875	(201,086)	(10,568)	405,947
Restricted Funds					
Land and buildings	682,402	-	(8,656)	-	673,746
Workshop	527,912	-	(22,710)	10,568	515,770
Verandah	218,307	-	(6,616)	-	211,691
Telecentre	6,726	-	(848)	-	5,878
Minibus	7,095	-	(2,365)	-	4,730
Windows	4,130	-	(620)	-	3,510
	1,446,572	_	(41,815)	10,568	1,415,325
•	1,844,298	219,875	(242,901)		1,821,272

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23 Net assets by fund

	Unrestricted Funds	Restricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£	£
Tangible assets	259,181	1,082,272	1,341,453	1,377,467
Investments	-	561,000	561,000	578,000
Current assets	183,169	-	183,169	147,763
Creditors: Amounts falling due within one year	(36,402)	(11,448)	(47,850)	(30,986)
Creditors: Amounts falling due after more than one year	<u> </u>	(216,500)	(216,500)	(227,946)
Net assets	405,948	1,415,324	1,821,272	1,844,298

	Unrestricted income fund 2014	Unrestricted income fund 2013
	£	£
Incoming resources Incoming resources from generated funds		
Voluntary income	-	4,384
Activities for generating funds	71,828	60,578
Investment income	1,887	1,132
Incoming resources from charitable activities	146,160	134,466
Total incoming resources	219,875	200,560
Resources expended Costs of generating funds Europroperty tradings costs of goods sold and other costs	16,031	16,646
Fundraising trading: cost of goods sold and other costs Charitable activities	171,004	158,951
Governance costs	14,051	12,314
Total resources expended	201,086	187,911
Net expenditure before transfers	18,789	12,649
Transfers Gross transfers between funds	(10,568)	(9,953)
Net movements in funds	8,221	2,696
Reconciliation of funds		
Total funds brought forward	397,726	395,030
Total funds carried forward	405,947	397,726

	Land and buildings 2014	Land and buildings 2013
	£	£
Resources expended		
Charitable activities	8,656	8,656
Total resources expended	8,656	8,656
Net movements in funds	(8,656)	(8,656)
Reconciliation of funds		
Total funds brought forward	682,402	691,058
Total funds carried forward	673,746	682,402

	Workshop 2014	Workshop 2013
	£	£
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	40.500	0.050
Gross transfers between funds	10,568	9,953
Net movements in funds	(12,142)	(12,757)
Reconciliation of funds		
Total funds brought forward	527,912	540,669
Total funds carried forward	515,770	527,912

	Verandah 2014	Verandah 2013
	£	£
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	218,307	224,923
Total funds carried forward	211,691	218,307

	Telecentre 2014	Telecentre 2013
	£	£
Resources expended		
Charitable activities	848	990
Total resources expended	848	990
Net movements in funds	(848)	(990)
Reconciliation of funds		•
Total funds brought forward	6,726	7,716
Total funds carried forward	5,878	6,726

Farm 2014	Farm 2013
£	£
-	-
	2014 £ -

	Minibus 2014 £	
		££
Resources expended		
Charitable activities	2,365	2,365
Total resources expended	2,365	2,365
Net movements in funds	(2,365)	(2,365)
Reconciliation of funds		
Total funds brought forward	7,095	9,460
Total funds carried forward	4,730	7,095

	Windows 2014	
	£	
Resources expended		
Charitable activities	620	729
Total resources expended	620	729
Net movements in funds	(620)	(729)
Reconciliation of funds		
Total funds brought forward	4,130	4,859
Total funds carried forward	3,510	4,130