Charity Registration No. 1123356

Company Registration No. 05995956 (England and Wales)

# THE NEWELL CENTRE ASSOCIATION ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

SATURDAY



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#### LEGAL AND ADMINISTRATIVE INFORMATION

**Trustees** J H Shippam

M P Taylor R L Carvey

S Stevens (Appointed 1 May 2019)

Secretary W E Dent

Charity number 1123356

Company number 05995956

Registered office The Bassil Shippam Centre

Tozer Way St Pancras Chichester West Sussex PO19 7LG

Independent examiner David Knight BA ACA

Jones Avens Limited

Piper House 4 Dukes Court

Bognor Road Chichester West Sussex PO19 8FX

Bankers Barclays Bank plc

74/75 East Street Chichester West Sussex PO19 1HT

Investment advisors

IEP Financial
119 Church Road

Hove

East Sussex BN3 2AF

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# TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2019

The trustees present their report and financial statements for the year ended 31 March 2019.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

#### Objectives and activities

The charity's objects are to promote the welfare of the aged in any manner which now is or hereafter may be deemed by law to be charitable within the City of Chichester and the surrounding district.

This is done by providing social meetings and organising outings for elderly people in Chichester. Regular meetings are held which are attended by the members where refreshments and entertainment are provided. To enable the charity to provide such services income is generated by renting out the halls and meeting rooms in the two properties it owns to local clubs and societies for their meetings or classes.

We review our objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The review helps us to ensure our objectives remain focused on our stated purpose.

The trustees have paid due regard to guidance on public benefit issued by the Charity Commission in deciding what activities the charity should undertake. In particular the trustees consider how planned activities will contribute to the aims and objectives they have set.

#### Achievements and performance

The charity had another successful year with the meetings and trips being well attended and the facilities in the Bassil Shippam and Newell Centres being used by the majority of members.

#### Financial review

Income for the year amounted to £46,681 (2018: £50,933) and resources expended amounted to £65,996 (2018: £59,848) resulting in a net decrease in funds of £19,315 (2017: £8,915) for the year. There were investment gains of £10,694 (2018: £6,662) resulting in an overall net (decrease) in funds of £(8,621) (2018: £(2,253)). At the balance sheet date the unrestricted income funds amount to £273,854 (2018: £282,885) and the unrestricted revaluation reserve is £978,857 (2018: £978,857), giving total unrestricted funds of £1,252,711 (2018: £1,261,742). Total restricted funds amount to £410 (2018: Nil) giving total funds of £1,253,121 (2018: £1,261,742).

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

The Charity plans to continue to provide the same services seeking to improve them where practical.

# TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2019

Structure, governance and management

The charity is a company limited by guarantee and does not have a share capital.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

J H Shippam

M P Taylor

R L Carvey

S Stevens

(Appointed 1 May 2019)

The charity is administered by a board of four trustees who meet regularly throughout the year.

Appointment of the trustees is governed by the Memorandum and Articles of Association. The trustees are authorised to appoint new trustees to fill vacancies arising through resignation or death of an existing trustee. The trustees are appointed both on the basis of the knowledge, experience and skills they can bring to the role. The trustees have a policy for appointment of new trustees. Potential new trustees are invited to attend at least one trustees' meeting before making their decision and are provided with copies of the constitution, minutes of trustees' meetings and the last two sets of accounts.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £10 in the event of a winding up.

The trustees' report was approved by the Board of Trustees.

J H Shippam

**Trustee** 

Dated: 05/07/2019

#### INDEPENDENT EXAMINER'S REPORT

#### TO THE TRUSTEES OF THE NEWELL CENTRE ASSOCIATION

I report to the trustees on my examination of the financial statements of The Newell Centre Association (the charity) for the year ended 31 March 2019.

#### Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

David Knight BA ACA

Jones Avens Limited
Piper House 4 Dukes Court
Bognor Road
Chichester

West Sussex PO19 8FX

Dated: 5 July 201

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

#### FOR THE YEAR ENDED 31 MARCH 2019

	Unrestricted funds	Restricted funds	Total	Total
	2019	2019	2019	2018
Note	s £	£	£	£
Income from:	0.747	0.500		
Voluntary income 3	3,747	2,500	6,247	6,736
Charitable activities 4	454	•	454	200
Other trading activities 5	39,836	-	39,836	40,612
Investments 6	144		144	3,385
Total income	44,181	2,500	46,681	50,933
Expenditure on:				
Raising funds 7	43,237	<del>-</del>	43,237	40,303
Charitable activities 8	21,158	2,090	23,248	19,545
Other 12	147	-	147	-
Total resources expended	64,542	2,090	66,632	59,848
Net gains/(losses) on investments 13	10,694	-	10,694	6,662
Net movement in funds	(9,667)	410	(9,257)	(2,253)
Fund balances at 1 April 2018	1,261,742	-	1,261,742	1,263,995
Fund balances at 31 March 2019	1,252,075	410	1,252,485	1,261,742

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# BALANCE SHEET AS AT 31 MARCH 2019

		20	2019		18
	Notes	£	£	£	£
Fixed assets					
Tangible assets	14		989,415		991,426
Investments	15		238,738		250,542
			1,228,153		1,241,968
Current assets					
Debtors	17	4,554		4,565	
Cash at bank and in hand		24,033		19,527	
		28,587		24,092	
Creditors: amounts falling due within one year	18	(4,255)		(4,318)	
Net current assets			24,332	<del></del>	19,774
Total assets less current liabilities			1,252,485		1,261,742
Income funds					
Restricted funds	19		<b>4</b> 10		-
<u>Unrestricted funds</u>					
General unrestricted funds		273,218		282,885	
Revaluation reserve		978,857		978,857	
		<del></del>	1,252,075		1,261,742
			1,252,485		1,261,742

### BALANCE SHEET (CONTINUED) AS AT 31 MARCH 2019

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2019.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The accounts were approved by the Trustees on .OS O7 2019

J H Shippam Trustee

Company Registration No. 05995956

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

#### 1 Accounting policies

#### Charity information

The Newell Centre Association is a private company limited by guarantee incorporated in England and Wales. The registered office is The Bassil Shippam Centre, Tozer Way, St Pancras, Chichester, West Sussex, PO19 7LG.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Grants are included in full in the Statement of Financial Activities when receivable.

Investment income is included when receivable.

Incoming resources for charitable trading activity is accounted for when earned.

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

#### 1 Accounting policies

(Continued)

#### 1.5 Resources expended

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 comprise the costs associated with generating rents for the use of the halls and meeting rooms in the two properties owned by the charity.

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 directly allocated to such activities and those costs of an indirect nature to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include fees and costs linked to the strategic management of the charity.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings

Not depreciated

Fixtures, fittings & equipment

15% reducing balance basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

#### 1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). There was no such impairment as at 31 March 2019.

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

#### 1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

#### 1 Accounting policies

(Continued)

#### 1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3	Voluntary income				
		Unrestricted funds	Restricted funds	Total	Total
		2019 £	2019 £	2019 £	2018 £
	Donations and gifts Grants	3,747 -	2,500	3,747 2,500	3,736 3,000
		3,747	2,500	6,247	6,736
	For the year ended 31 March 2018	3,736	3,000	<del></del>	6,736
4	Charitable activities		2019	)	2018
			2019 £		2018 £
	Membership joining fees & subscriptions		454	} =	200
5	Other trading activities				
			Un	restricted funds	Total
				2019 £	2018 £
	Funds raised from lettings			39,836	40,612

6	Investments		
		Unrestricted funds	Total
		2019 £	2018 £
	Income from listed investments Interest receivable	126 18	3,375 10
	•	144	3,385
7	Raising funds		
		Unrestricted funds	Total
		2019 £	2018 £
	Management of lettings Other fundraising costs Staff costs Depreciation and impairment	29,621 9,594 1,398	26,580 9,360 1,664
	Management of lettings	40,613	37,604
	Investment management	2,624	2,699
		43,237	40,303

3	Charitable activities		
		2019	2018
		£	£
	Staff costs	7,460	6,860
	Depreciation and impairment	466	555
	Outings and minibus	845	960
	Meeting refreshments and entertainment	1,391	1,246
	Water rates and rubbish collection	1,073	871
	Insurance	881	848
	Light and heat	1,043	1,088
	Cleaning	1,663	1,642
	Repairs and maintenance	3,430	701
	Printing, postage and stationary	119	70
	Telephone	153	136
	Licenses	232	267
	Gardening	180	168
	Sundry expenses	3	55
	Bookkeeping and accountancy	3,186	3,015
		22,125	18,482
:	Share of governance costs (see note 9)	1,123	1,063
		23,248	19,545
	Analysis by fund		
	Analysis by fund Unrestricted funds	21 150	10 545
		21,158	19,545
ļ	Restricted funds	2,090	
		23,248	19,545
1	For the year ended 31 March 2018	<del></del>	<del></del>
	Unrestricted funds	19,545	
		===	

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

Support costs					
	Support Go	vernance costs	2019	2018	Basis of allocation
	£	£	£	£	
Accountancy fees	_	1.110	1.110	1.050	Governance
Legal and professional	-	13	13	•	Governance
	-	1,123	1,123	1,063	
Analysed between			=======================================		
Charitable activities	-	1,123 ———	1,123	1,063	
	Accountancy fees Legal and professional Analysed between	Accountancy fees Legal and professional  Analysed between	Accountancy fees Legal and professional  Analysed between	Support Governance costs   Costs   E   E	Support Governance costs         2019         2018           £         £         £         £         £         £           Accountancy fees         -         1,110         1,110         1,050         1,050         1,123         1,123         1,123         1,063 </td

Governance costs includes amounts payable to the independent examiners of £1,110 (2018- £1,050).

#### 10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

#### 11 Employees

12

#### **Number of employees**

The average monthly number of employees during the year was:	2019	2018
N	umber	Number
	1	1
=		===
Employment costs	2019	2018
• •	£	£
Wages and salaries	17,054	16,220
=		====
Other		
Unre	estricted	Total
	funds	
	2019	2018
		£
Net loss on disposal of tangible fixed assets	147	-

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

13	Net gains/(losses) on investments			
			Unrestricted funds	Total
			2019 £	2018 £
	Revaluation of investments		10,694	6,662
14	Tangible fixed assets	•		
	-	Freehold land and buildings	Fixtures, fittings & equipment	Total
		£	£	£
	Cost			
	At 1 April 2018	978,857	26,114	1,004,971
	Disposals	-	(203)	(203)
	At 31 March 2019	978,857	25,911	1,004,768
	Depreciation and impairment			
	At 1 April 2018	-	13,545	13,545
	Depreciation charged in the year	-	1,864	1,864
	Eliminated in respect of disposals	-	(56)	(56)
	At 31 March 2019	-	15,353	15,353
	Carrying amount	<del></del> -		
	At 31 March 2019	978,857	10,558	989,415
	At 31 March 2018	978,857	12,569	991,426
			=======================================	

Freehold investment properties were revalued on an open market basis on 29 January 2008 by the charity's insurers, Aviva. The historic cost and accumulated depreciation of those properties is £nil.

cost or valuation t 1 April 2018 dditions disposals at carrying value dd net gain on revaluation t 31 March 2019 carrying amount		Old Mutual Wealth £ 250,542 126 (22,624 10,694
t 1 April 2018 dditions isposals at carrying value dd net gain on revaluation t 31 March 2019		250,542 126 (22,624
dditions isposals at carrying value dd net gain on revaluation t 31 March 2019		126 (22,624
isposals at carrying value dd net gain on revaluation t 31 March 2019		(22,624
dd net gain on revaluation t 31 March 2019		•
t 31 March 2019		
arn/ing amount		238,738
t 31 March 2019		238,738
t 31 March 2018		250,542
inancial instruments	2019 F	2018 £
arrying amount of financial assets	~	_
ebt instruments measured at amortised cost	1,307	1,592
quity instruments measured at cost less impairment	238,738	250,542 
arrying amount of financial liabilities		
leasured at amortised cost	4,036	4,318 
ebtors		
	2019	2018
mounts falling due within one year:	£	£
rade debtors	1,307	1,592
repayments and accrued income	3,247	2,973
	4,554	4,565 
the second of th		
reditors: amounts failing due within one year	2010	2018
	£	£
ther taxation and social security	219	-
ther creditors	1,936	1,778
ccruals and deferred income	2,100	2,540 ———
	4,255	4,318
	inancial instruments  arrying amount of financial assets ebt instruments measured at amortised cost quity instruments measured at cost less impairment arrying amount of financial liabilities easured at amortised cost ebtors mounts falling due within one year: adde debtors repayments and accrued income	tinancial instruments  arrying amount of financial assets ebt instruments measured at amortised cost quity instruments measured at cost less impairment quity instruments measured at quity instruments quity instruments measured at amortised cost quity instruments measured at cost less impairment quity instruments measured at cost less impairment quity instruments measured at cost less impairment quit

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

#### 19 Restricted funds

	Movement in funds		
	Incoming resources £	Resources expended £	Balance at 31 March 2019 £
Grants	2,500	(2,090)	410

Grants consist of £2,500 received from The Bassil Shippam & Alsford Charitable Trust for decorating. Costs incurred in the year with respect to this totalled £2,090.

#### 20 Analysis of net assets between funds

Unrestricted funds	Restricted funds	Total	Total
2019	2019	2019	2018
3	£	£	£
•			
989,415	-	989,415	991,426
238,738	-	238,738	250,542
23,922	410	24,332	19,774
1,252,075	410	1,252,485	1,261,742
	989,415 238,738 23,922	funds 2019 2019 £ £  989,415 - 238,738 - 23,922 410	funds 2019 2019 2019 £ £ £  989,415 - 989,415 238,738 - 238,738 23,922 410 24,332