

FOR VOLUNTARY CARING AGENCIES

**TRUSTEES ANNUAL REPORT
AND UNAUDITED FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2021

Charity number 1065777
Company number 03252842

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TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021

A) ADMINISTRATION

Charity Name	The Roy Fletcher Centre
Charity registration number	1065777
Company registration number	03252842
Registered Office and Principal address	The Roy Fletcher Centre 12-17 Cross Hill Shrewsbury Shropshire SY1 1JE
Other operating address:	Fletcher House 15 College Hill Shrewsbury Shropshire SY1 1LY

Trustees as at 31st March 2021

Mr A L Bain (Chair & Co Sec)	
Cllr J E Clarke	Shropshire Council
Mr A Downton	
Cllr R A Evans	Shropshire Council
Mrs Irene Ferguson	
Mrs E J Fletcher-Cooper	Roy Fletcher Charitable Trust
Ms Jackie Jeffrey	(resigned October 2020)
Mrs Margaret Pryce	
Mr T W Seston (Vice-chair)	
Mr P J Taylor	

Chief Executive

Mrs Jennifer Taylor

Accountants

TCA (Shrewsbury) LLP, 4 Claremont Bank, Shrewsbury SY1 1RW

Bankers

CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4TA

Triodos Bank, Deanery Road, Bristol, BS1 5AS

Shawbrook Bank, Lutea House, Warley Hill BP, The Drive, Great Warley, Brentwood CM13 3BE

Solicitors

Graham Withers & Co, Murivance House, Murivance, Shrewsbury, Shropshire, SY1 1JW

B) INTRODUCTION AND BACKGROUND

Introduction

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report and financial statements of the Roy Fletcher Centre, for the year ended 31st March 2020. The Trustees confirm that the Annual Report and Financial Statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Since the charitable company qualified as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Background

The Roy Fletcher Centre was established by the Roy Fletcher Charitable Trust (the Trust) set up by Roy Fletcher, builder and philanthropist of Shrewsbury. The Trust, administered by Roy Fletcher's son and daughters, acquired and converted the former Livesey Printing Works to fulfil their father's dream of providing a Centre for caring and charitable voluntary organisations in Shrewsbury. He wanted the charities to have a place where they could all be under one roof with high quality facilities without having to pay commercial level rents, thereby releasing more money for them to spend on delivering services to the community.

The Roy Fletcher Centre building opened in January 1997 and in 2007 the Trust acquired a second building, number 15 College Hill, Shrewsbury, to provide additional office space to meet demand. This building was converted and opened as Fletcher House in 2009.

C) OBJECTIVES AND ACTIVITIES

Policies and Objectives

The Roy Fletcher Centre is a charitable company whose principal objectives are to provide good quality affordable office accommodation and related services for charitable and voluntary organisations for the benefit of the people of Shrewsbury. The main activities undertaken in relation to these charitable purposes are;

- The leasing of two buildings from the Roy Fletcher Charitable Trust (the Trust) at peppercorn rents. One being the Roy Fletcher Centre and the other Fletcher House, and sub-letting the facilities to other charitable caring organisations. They provide a broad range of charitable services and support including, information and advice, counselling, support for families and individuals. Some organisations have suites of offices and interview rooms, others have single offices or share office space. The West Shropshire Talking Newspaper has its own purpose build recording studio.
- The provision of a staffed reception to act as a point of contact for the members of the public who visit the Roy Fletcher Centre for information about local services, to access the resident charities or to use the interview/counselling rooms.

- The making available of interview and counselling rooms, and meeting rooms for resident charities and other voluntary and community providers to hire for meetings and training events. The meeting rooms are fully equipped with Wi-Fi and media equipment can be hired for meetings.
- Provision of the Go-To Internet centre which has eight workstations and a fibre optic internet connection. The Go-To can be booked by resident charities or for wider community use. The Go-To would normally be staffed by a team of volunteers on a Monday and Wednesday for drop-in sessions where members of the public can receive help with a variety of IT problems. Unfortunately, Covid-19 has meant this was not able to continue during 2020-2021. The Thursday Fix I.T. group continued to run sessions between the lockdowns. They offer support with IT problems and carry out repairs to various IT devices. In order to continue assisting people on a weekly basis they have been running zoom sessions on a Thursday and have successfully helped a number of people via this method. The zoom facility has also been used by smaller charities and organisations to conduct meetings who do not have the funds to purchase such a service.
- The Thursday Fix I.T group have also been refurbishing donated desktop computers, laptops and tablets and then donating to schools around Shrewsbury.
- Provision of IT learning to senior members of our community. This arose from a collaboration between Andrea Miller, Shropshire Council Digital Champion Lead, who had identified many older people who realised the benefit during Covid-19 of being able to use IT devices to keep in touch with family, groups they are members of, on-line shopping etc. New volunteers were recruited by the RFC and the meeting rooms made available for this purpose in a Covid-19 safe environment. The delivery of this service has been by appointment and one to one tuition starting on a Monday and then eventually including a Wednesday. The RFC has been, for the majority of the last year, the only Centre open and able to deliver such a service. It soon became evident that for many of the learners the social aspect was as important as the IT learning.

"The Roy Fletcher has been invaluable to Shropshire Councils' Digital Skills Programme which supports older people who want to learn how to use the internet and digital devices. The Centre has hosted the programme's pilot IT Club and delivered numerous positive learning outcomes for learners. They have recruited a reliable and skilled group of Volunteer Digital Trainers who each feel valued and supported by the team at RFC. The staff have been flexible, welcoming and been 100% behind the pilot project from the outset. The Roy Fletcher Centre's IT Club will go forward as an excellent example for other community groups to learn from in the future". (Andrea Miller, Shropshire Council Digital Lead)

For both these projects i.e. refurbished devices and IT learning delivery, two sources of funding were obtained from Shrewsbury Town Council and Tesco Bags of Help respectively for which we are very grateful.

D) DELIVERING A PUBLIC BENEFIT

The Centre provides a public benefit by:

- Providing low cost, purpose designed office and interview/counselling space for charities. Thereby enabling them to utilise more resources in delivering their various services to the community, particularly to those in need and/or who are disadvantaged.
- Creating opportunities for people to volunteer their services, principally in the Go-To Internet drop-in Resource Centre and one to one IT learning delivery.
- Assisting local charities to promote their activities and to fund raise, through the production of newsletters and magazines, and display of posters and leaflets.
- A community led initiative supported by West Mercia Police, Mencap, Shropshire Council, Taking Part, Shropshire Disability Network, Shropshire Voluntary and Community Sector.

During the year, our two buildings have provided a home for the following organisations

Axis Counselling Branch	Safe Aging No Discrimination (SAND)
Citizens Advice Shropshire	Shrewsbury Food Hub
Crane Quality Counselling	Shrewsbury Homes For All
Cruse Bereavement Care	Shropshire Early Years Alliance
Fairshare Credit Union	Spectra Inclusion Support Team
On Line Transport Archive	The Roy Fletcher Charitable Trust
Omega – Association for End of Life Care	West Shropshire Talking Newspaper for the Blind

*The Charities employ some full/part-time staff but are assisted by volunteers. **The services provided by them have been beneficial to many people, and the extent and value of this supportive and preventative some of that work is outlined below.***

- *The RFC Go-To volunteers have donated 1062 hours during the year in providing help and advice to tenant charities and members of the public (reduced because of Covid-19 restraints)*
- *Citizens Advice: assisted some 7,251 clients which included some £3,468,109 of income gained for clients and £610,396 of debt written off.*

Tenant charities and counselling room hirers benefit from the service provided by the RFC as explained by some of them:

- *The **Omega** Chatterbox team are especially grateful to the RFC this year. The overflow space you have provided has helped us to continue operating safely following structural damage arising from an incident during the pandemic to our main premises.*
- ***SAND** is absolutely delighted and somewhat relieved to be part of the Roy Fletcher Centre. The thought of being a private tenant in an unsupported environment presents a horror scenario in current times and it is so valuable to us to be safely housed at RFC. Being here also gives us a safe postal address which is all important to older, potentially vulnerable LGBT+ people who would ordinarily call in to meet us face to face. We are looking forward to making use of those safe meeting spaces too. Thank you to all the lovely, friendly staff too!*

- As always, **Spectra Inclusion Support Team** has found that both the support from staff at the Roy Fletcher Centre and our office space have added real value to us as a team and the service that we can provide for the children and young people with needs linked to the autism spectrum that we support, and their families. Having an office space has given the team a safe and secure place to meet with children and young people for direct intervention and support sessions, and also a neutral place for us to meet with parents/carers (outside of their schools and homes). The staff at the Roy Fletcher Centre have been tremendously supportive over the last year, when our service has faced various crises and challenges of surviving as a small not-for-profit service within the challenges presented by the pandemic. I cannot thank the team enough for helping us, and for setting up systems that have kept us all safe. Thank you RFC!!
- 2020/21 has shown us here at **Axis**, perhaps more than ever, the benefits of being part of the RFC. Throughout Covid, the support that we have received has been fantastic. Being an organisation who supports victims of crime, our staff were defined by the government as Key Workers, and as such we were able to continue to provide a face-to-face service to our clients. While our other landlords closed our other premises entirely during lockdowns, which prevented us from being able to provide a service, the RFC remained open and worked with us to find a compromise on suitable working hours and Covid-secure procedures to enable us to continue to provide our vulnerable clients with a much-needed service at this unprecedented time. Without the support of the RFC, some of our clients could have found themselves in potentially life-threatening situations.
- As an organisation **Shrewsbury Homes for All**, along with many others, had to suddenly temporarily leave The Roy Fletcher Centre due to the national COVID-19 lockdown. Although an uncertain time for all, the management and staff team at The Roy Fletcher Centre kept charities up to date with new procedures and any changes. They developed and sent out professional and considered risk assessments and dealt with the seriousness of the situation very calmly and reassuringly. The Centre has remained flexible but acted within COVID guidelines. It has been accommodating and fair to charities, letting us rent out meeting rooms with no charge and by not increasing rent fees for this year. The centre has changed its practises as needed and kept charities up to date throughout. We look forward to returning to work more from our offices within the centre as 2021 develops.
- **Sherylann Davies Private Counsellor**): Staying open, being able to see my clients face to face in a safe environment has been their lifeline, as not all clients want or have the facilities to continue counselling online. The Roy Fletcher Centre is such a valuable service to me and my clients and has demonstrated the need for this centre to remain open for business. Also, just to add the staff at the Centre have been always professional, friendly and a can-do attitude they have been amazing, so I thank you all very much, without your staff, I could not continue to do my work.

Enabling our tenants to assist people in need

Prior to the pandemic people would contact or come into the Centre's two buildings seeking help and support. This is largely an unrecognised contribution to the social fabric of our community, as these caring organisations make a difference to the circumstances of vulnerable people. In doing so, they help to prevent emergency interventions and further demands on our already over-stretched public sector, as well as meeting some people's needs that are no longer being met as a result of

services being cut. During the last year, under extremely difficult operating circumstances, our charities continued to deliver their services to those requiring their help.

Creating a welcoming place to meet and to learn

Hiring of the main two meeting rooms at the Roy Fletcher Centre normally generates much needed additional income. This year, all groups/organisations ceased to meet face to face. However, thanks to Shropshire Council, £1485 for use of our meeting rooms was received for the IT learning sessions. To assist our charities in continuing to deliver their services the meeting rooms were made available free of charge to them (and Fletcher House meeting room) as an overspill area to meet with clients/service users who could not be helped remotely.

Quiet spaces for counselling

During the first lockdown we were unable to hire our counselling rooms. However, the counsellors were keen to return as soon as they could. Hiring began in June in a Covid safe environment. The number of sessions per week were reduced and all evening sessions cancelled. This enabled robust cleaning between sessions. From the end of June saw a very steady demand for counselling rooms and £5044 achieved in revenue. The Roy Fletcher Centre is very grateful to the private counsellors who have supported the charity and continue to do so, by choosing to work from the Centre.

Office services

The Centre offers photocopying and desk-top publishing of newsletters and flyers. Our admin staff have also been providing a dictation transcribing service during the last year. Income for these services Income during the year was £2577.

Sharing information, and promoting local sources of advice and support

The Centre is frequently used by the public seeking information and advice on local services and events, or to visit the tenant charities, with staff on reception able to direct them as appropriate. Information is made available via leaflets, the internet and community noticeboards in the reception area.

Census 2021

This year the Centre was approached by the area representative for the 2021 Census for help in reaching people in the 'marginalised' communities in Shrewsbury who otherwise possibly would not engage with the Census. This was achieved by our charities who work with the homeless, LGBT+ and Eastern European Communities.

Helping people to get online and learn IT skills with the Go – To Internet Resource Centre

- The Go-To Internet Suite has seen a change in its delivery of IT support to the public as a direct result of the pandemic. The Monday and Wednesday drop-in sessions ceased but were replaced with the one-to-one tuition. The Go-To is a registered member of the Good Things Foundation (Learn My Way). As a response to the greater need for people to be able to access the internet and knowing that thousands of people do not have access to this facility, companies donated new Lenovo tablets together with Mifi with free data to the Good Things Foundation. All the member Centres were invited to apply for these free devices to distribute to people meeting the defined criteria. The Roy Fletcher Centre applied for and received 10 devices which were delivered to those learners involved in our IT learning project so have also received tuition.

E) FINANCIAL REVIEW

Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

Reserves Policy

After setting aside a working balance of approximately 15% of annual turnover to ensure that sufficient money is available for the day-to-day operation of the Centre, the Trustees reserves policy is to designate funds:

- a) for known or potential expenditure and liabilities and
- b) the long-term repair and maintenance or renewal of the two buildings and their plant and machinery.

The free reserves, calculated as the unrestricted funds less the designated funds, at the year end were £71,290 (2020: £58,008).

F) STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Constitution

The Roy Fletcher Centre is a charitable company limited by guarantee incorporated in September 1996 and registered as a charity on 13th November 1997. The Charity's Memorandum of Association sets out its objects and powers and its Articles of Association sets out its governance. In the event of the Company being wound up members are required to contribute £1.

b. Method of Appointment or Election of Trustees

The directors of the company are also the charity trustees for the purposes of charity law and under the company's Articles are known as Trustees. The Articles provide that three Trustees are appointed (two by Shropshire Council and one by the Roy Fletcher Charitable Trust) and up to six Trustees are elected to the Board at the annual general meeting, four of which have traditionally been elected to represent the tenant charities. Other than the appointed Trustees, up to one third of the Trustees retire by rotation each year but are eligible for re-election.

c. Policies Adopted for The Induction and Training of Trustees

All the Trustees have an interest in and/or are already involved in charities/voluntary organisations. They are therefore familiar with the roles, funding, management and regulation of charities. Additionally, most of the Trustees have had a long association with the Centre and up to four of them are appointed by charities based at the Centre and thus have a sound understanding of the objectives and work of the Charity. On appointment/election new Trustees are given a briefing by the Chief Executive who is also available at any time to discuss any matters with the Trustees.

d. Organisational structure and decision making

The Trustees meet a minimum of quarterly per year and are responsible for strategic direction and policy. Day to day operational management of the Centre is the responsibility of the Chief Executive who is also responsible for staff supervision. The Chief Executive reports to and attends Board meetings. There is a standing Finance & General Purposes Sub-Committee, and the Board also establishes smaller sub-groups from time to time to address particular issues.

G) PLANS FOR FUTURE PERIOD

The Centre will concentrate on its core business of providing affordable office space and meeting rooms in the heart of Shrewsbury. But in the process, it will also seek to increase its ability to sell itself, broaden the services it provides and the people it reaches, through:

- Build on the new IT model that has been developed during the last year. Raise awareness of the Thursday Fix IT group and their amazing service.
- Develop its ability to deliver services such as a social meeting place or improve our position as a facilitator for other organisations to use our meeting rooms.
- Being pro-active in looking for ways to work with others to meet, and to further the charitable objectives of the Centre. To follow on from the successful collaboration with Shropshire Council in IT delivery.
- Effective fund raising

H) CHAIR'S STATEMENT AND THANKS AND ACKNOWLEDGEMENTS

a) Summary

I am pleased to present the annual report and accounts for the year 2020-21. At the end of the last financial year, we were positively looking forward to this year, but it has of course been very challenging because of the Covid 19 pandemic and the three periods of lock-down. Nevertheless, to meet the needs of our tenants and with the commitment of our Chief Executive and staff we managed to keep both the Roy Fletcher Centre and Fletcher House open throughout the year, huge thanks for that are due to all.

However, the effects of the lockdowns and social distancing meant reduced services, attendance and working within the buildings forcing us to review our opening hours and staffing levels with the sad result that we had to lose two part-time staff through redundancy. Despite the difficulties and the loss of one charity tenant because of operational changes, the others managed to continue to pay their rent throughout and this together with the Government Job Retention scheme and our business interruption insurance meant that we were able to end the year financially stable. Once again we look forward to better times next year.

b) Thanks and Acknowledgements

Our gratitude is expressed to:

- Our tenants who have continued to pay their rent throughout the year.
- The support of our partners, especially our landlord, the Roy Fletcher Charitable Trust both financially and otherwise and also Shropshire Council who have used our meeting room space.
- Our Chief Executive and our staff, especially our caretaking and cleaning staff, who have done sterling work in difficult circumstances keeping the buildings open, clean and, particularly, safe.
- Our 14 IT volunteers – eight who deliver one to one support and six who provide Zoom and face to face support.

- And, on my own behalf, to my fellow trustees, especially Vice chair, Terry Seston, for their support and for streamlining our management arrangements by delegation to our committee, and to our committee members for attending meetings throughout the year.

Mr A L Bain
Trustee/ Director and Chair of the Board

Date 12th October 2021

I) TRUSTEES' RESPONSIBILITIES STATEMENT


The Trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 12th October 2021 and signed on their behalf by:


.....
Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE ROY FLETCHER CENTRE**

Independent examiner's report to the trustees of The Roy Fletcher Centre ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

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

Having satisfied myself that the accounts of the Company 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the 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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.

C Moelwyn-Williams

C Moelwyn-Williams
FCA
TCA (Shrewsbury) LLP
4 Claremont Bank
Shrewsbury
Shropshire
SY1 1RW

Date: *17th November 2021*

THE ROY FLETCHER CENTRE

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted fund £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		-	1,000	1,000	2,602
Charitable activities					
General		120,132	-	120,132	138,280
Investment income	2	<u>1,035</u>	<u>-</u>	<u>1,035</u>	<u>967</u>
Total		121,167	1,000	122,167	141,849
EXPENDITURE ON					
Charitable activities					
General		115,083	-	115,083	143,768
NET INCOME/(EXPENDITURE)		6,084	1,000	7,084	(1,919)
RECONCILIATION OF FUNDS					
Total funds brought forward		183,231	-	183,231	185,150
TOTAL FUNDS CARRIED FORWARD		<u>189,315</u>	<u>1,000</u>	<u>190,315</u>	<u>183,231</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

THE ROY FLETCHER CENTRE

STATEMENT OF FINANCIAL POSITION
31 MARCH 2021

	Notes	2021 £	2020 £
CURRENT ASSETS			
Debtors	7	4,227	3,442
Cash at bank		<u>196,970</u>	<u>193,826</u>
		201,197	197,268
CREDITORS			
Amounts falling due within one year	8	(3,896)	(5,760)
		<u>197,301</u>	<u>191,508</u>
NET CURRENT ASSETS			
		<u>197,301</u>	<u>191,508</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		197,301	191,508
PROVISIONS FOR LIABILITIES	9	(6,986)	(8,277)
		<u>190,315</u>	<u>183,231</u>
NET ASSETS			
		<u>190,315</u>	<u>183,231</u>
FUNDS	11		
Unrestricted funds		189,315	183,231
Restricted funds		<u>1,000</u>	<u>-</u>
TOTAL FUNDS		<u>190,315</u>	<u>183,231</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

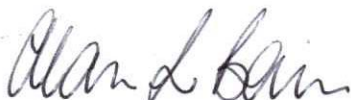
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 12 October 2021 and were signed on its behalf by:



Mr A L Bain - Trustee

The notes form part of these financial statements

THE ROY FLETCHER CENTRE

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31 MARCH 2021**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of paragraph 3.17(d);
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A;
- the requirement of paragraph 33.7.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

THE ROY FLETCHER CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

2. INVESTMENT INCOME

	2021	2020
	£	£
Investment income	<u>1,035</u>	<u>967</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

4. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	62,586	74,884
Other pension costs	<u>3,837</u>	<u>2,858</u>
	<u>66,423</u>	<u>77,742</u>

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

	2021	2020
	5	4
General	<u>5</u>	<u>4</u>

No employees received emoluments in excess of £60,000.

The total remuneration of the key management personnel was £19,500 (2020: £19,805).

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	2,602	-	2,602
Charitable activities			
General	138,280	-	138,280
Investment income	<u>967</u>	<u>-</u>	<u>967</u>
Total	141,849	-	141,849
EXPENDITURE ON			
Charitable activities			
General	143,768	-	143,768

THE ROY FLETCHER CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued			
	Unrestricted funds	Restricted fund	Total funds
	£	£	£
NET INCOME/(EXPENDITURE)	(1,919)	-	(1,919)
RECONCILIATION OF FUNDS			
Total funds brought forward	185,150	-	185,150
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD	<u>183,231</u>	<u>-</u>	<u>183,231</u>
6. TANGIBLE FIXED ASSETS			
			Fixtures and fittings
			£
COST			
At 1 April 2020 and 31 March 2021			<u>13,656</u>
DEPRECIATION			
At 1 April 2020 and 31 March 2021			<u>13,656</u>
NET BOOK VALUE			
At 31 March 2021			<u>-</u>
At 31 March 2020			<u>-</u>
7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	2021	2020	
	£	£	
Trade debtors	2,867	1,609	
Prepayments and accrued income	<u>1,360</u>	<u>1,833</u>	
	<u>4,227</u>	<u>3,442</u>	

THE ROY FLETCHER CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Other creditors	962	4,466
PAYE/NI Creditor	362	484
Accruals and deferred income	<u>2,572</u>	<u>810</u>
	<u>3,896</u>	<u>5,760</u>

9. PROVISIONS FOR LIABILITIES

	2021	2020
	£	£
Provisions	<u>6,986</u>	<u>8,277</u>

The charity operates a defined benefit pension scheme but is unable to identify its separate assets and liabilities. Therefore, in prior years the scheme has been accounted for as a defined contribution scheme in accordance with FRS 102.

The charity is paying separately identifiable deficit benefit payments and therefore under FRS 102 and the 2015 SORP it is possible to calculate a provision based on these deficit payments.

For more detail see note 12.

10. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted fund £	2021 Total funds £	2020 Total funds £
Current assets	200,197	1,000	201,197	197,268
Current liabilities	(3,896)	-	(3,896)	(5,760)
Provision for liabilities	<u>(6,986)</u>	<u>-</u>	<u>(6,986)</u>	<u>(8,277)</u>
	<u>189,315</u>	<u>1,000</u>	<u>190,315</u>	<u>183,231</u>

THE ROY FLETCHER CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

11. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	58,008	13,282	71,290
Designated - Redecoration and renewals	21,364	(375)	20,989
Designated - Statutory redundancy	10,300	(1,738)	8,562
Designated - Long term property maintenance and renewal	66,312	(5,085)	61,227
Designated - Continuity fund	<u>27,247</u>	<u>-</u>	<u>27,247</u>
	183,231	6,084	189,315
Restricted funds			
Restricted grant fund	-	1,000	1,000
	<u>183,231</u>	<u>7,084</u>	<u>190,315</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	121,167	(107,885)	13,282
Designated - Redecoration and renewals	-	(375)	(375)
Designated - Statutory redundancy	-	(1,738)	(1,738)
Designated - Long term property maintenance and renewal	<u>-</u>	<u>(5,085)</u>	<u>(5,085)</u>
	121,167	(115,083)	6,084
Restricted funds			
Restricted grant fund	1,000	-	1,000
	<u>122,167</u>	<u>(115,083)</u>	<u>7,084</u>

THE ROY FLETCHER CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	57,249	(1,919)	2,678	58,008
Designated - Redecoration and renewals	22,864	-	(1,500)	21,364
Designated - Statutory redundancy	10,300	-	-	10,300
Designated - Long term property maintenance and renewal	71,432	-	(5,120)	66,312
Designated - Continuity fund	<u>23,305</u>	<u>-</u>	<u>3,942</u>	<u>27,247</u>
	<u>185,150</u>	<u>(1,919)</u>	<u>-</u>	<u>183,231</u>
TOTAL FUNDS	<u>185,150</u>	<u>(1,919)</u>	<u>-</u>	<u>183,231</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	141,849	(143,768)	(1,919)
	<u>141,849</u>	<u>(143,768)</u>	<u>(1,919)</u>
TOTAL FUNDS	<u>141,849</u>	<u>(143,768)</u>	<u>(1,919)</u>

RESTRICTED FUNDS

The restricted grant funds received were for refurbished devices and IT learning delivery.

DESIGNATED FUNDS

The redecoration and renewals fund is to pay for major redecoration and renewals work when these are required to fulfil the charity's obligations under the terms of its leases and to replace major items of essential furniture and equipment.

The statutory redundancy fund is money identified to cover statutory redundancy payments should the need arise.

The long-term property and maintenance renewal fund relates to money needed in the longer term to maintain the buildings and to replace/renew major items of plant and facilities.

The continuity fund, as explained in the Trustees Report, follows the Board's decision to set aside a working balance of approximately 15% of annual income to ensure that sufficient money is available for the day-to-day operations of the charitable company.

THE ROY FLETCHER CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

12. EMPLOYEE BENEFIT OBLIGATIONS

The employees are members of the TPT Retirement Solutions Scheme, a multi-employer defined benefit scheme. It is not possible for the charity to identify its share of the current assets and liabilities of the scheme and therefore it is treated as a defined contribution scheme in accordance with the SORP.

The assets of the scheme are held separately from those of the charitable company in independently administered funds. The pension cost charge represents contributions payable by the charitable company to the fund, after adjusting for the movement on the provision noted below and amounted to £3,837 (2020: £2,858).

The scheme is in deficit and the charitable company has agreed a deficit funding agreement and therefore a liability for this obligation has been accounted for. The amount recognised is the net present value of the deficit reduction contributions payable under this agreement. The discount factor used was 0.66% (2020: 2.53%).

13. RELATED PARTY DISCLOSURES

Mrs E J Fletcher-Cooper, Trustee, is also a Trustee of the Roy Fletcher Charitable Trust, from whom the charity lease their buildings. During the year a peppercorn rent of £240 was paid to the Trust.

THE ROY FLETCHER CENTRE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Grants	1,000	2,602
Investment income		
Investment income	1,035	967
Charitable activities		
Charitable Income	<u>120,132</u>	<u>138,280</u>
Total incoming resources	122,167	141,849
EXPENDITURE		
Charitable activities		
Wages	62,586	74,884
Pensions	3,837	2,858
Coffee Shop	31	263
Internet café	<u>359</u>	<u>100</u>
	66,813	78,105
Support costs		
Other		
Electricity	9,496	13,844
Gas	11,616	10,050
Insurance	2,321	2,265
Telephone and internet	2,496	2,459
Postage and stationery	437	1,386
Sundries	292	959
Maintenance and Equipment	10,286	16,541
Marketing	-	314
Other expenditure	572	642
Payroll costs	642	702
Photocopier	1,846	3,416
Data protection and IT security	1,056	1,717
Refuse and recycling	1,537	1,804
Training	994	2,139
Water	2,308	3,319
Bad Debts	-	23
Cleaning & consumables	995	2,043
Repairs & renewals	1,235	1,110
Bank interest	<u>141</u>	<u>120</u>
	48,270	64,853
Governance costs		
Independent examiners fee	-	810
	115,083	143,768
Total resources expended	<u>115,083</u>	<u>143,768</u>
Net income/(expenditure)	<u><u>7,084</u></u>	<u><u>(1,919)</u></u>

This page does not form part of the statutory financial statements