



**FOR VOLUNTARY CARING AGENCIES**

**TRUSTEES ANNUAL REPORT AND UNAUDITED FINANCIAL  
STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2022**

**Charity number 1065777  
Company number 03252842**

## CONTENTS

<b>Page</b>	<b>Section</b>	
		<b>TRUSTEES ANNUAL REPORT</b>
<b>2</b>	<b>A</b>	Administration
<b>3</b>	<b>B</b>	Introduction and background
<b>3</b>	<b>C</b>	Our objectives and activities
<b>4</b>	<b>D</b>	Delivering a public benefit
<b>7</b>	<b>E</b>	Financial review
<b>7</b>	<b>F</b>	Structure, governance and management
<b>8</b>	<b>G</b>	Plans for future period
<b>8</b>	<b>H</b>	Chair's Statement, Thanks and Acknowledgements
<b>9</b>	<b>I</b>	Trustees Responsibility Statement
		<b>FINANCIAL STATEMENTS</b>
<b>10</b>		Independent Examiner's report
<b>11</b>		Statement of Financial Activities
<b>12</b>		Statement of Financial Position
<b>13</b>		Notes to the Financial Statements

## **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022**

### **A) ADMINISTRATION**

**Charlty 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 31<sup>st</sup> March 2022**

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 Tenant Charity Representative

Mrs E J Fletcher-Cooper Roy Fletcher Charitable Trust

Ms Sue Gorbng (Elected 12/10/2021) Tenant Charity Representative

Mrs Margaret Pryce

Mr T W Seston (Vice-chair)

Mr P J Taylor

### **Chief Executive**

Mrs Jennifer Taylor

### **Accountants**

TCA (Shrewsbury) LLP, Third Floor, 21 St Mary's Street, Shrewsbury, Shropshire, SY1 1ED

### **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**

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 31<sup>st</sup> March 2022. 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 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 work stations and a fibre optic internet connection. The Go-To can be booked by resident charities or for wider community use. On a Thursday morning a group called Fix I.T. run by volunteers offers help and advice to people who are experiencing difficulties with their I.T devices and is run on a drop-in basis. They offer support with IT problems and carry out repairs to various IT devices. They also run zoom session at the same time enabling people who can't get into the Centre access to help and advice. 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.
- Provision of IT learning to members of our community 65+ years. This project is run with generous financial support from Shropshire Council as part of their initiative to make the digital world accessible to all its residents. The RFC runs one to one sessions on a Monday and Wednesday morning. Volunteers work for eight to ten weeks with a learner and progress is monitored as part of the contract and to ensure learners are covering all the basic skills they require. Volunteers and learners are continually being recruited. In addition to the one to one sessions, it quickly became clear that many of our learners were experiencing loneliness and isolation for various reasons and so a Thursday morning Support Group/Club was started. At these sessions our attendees have access to a volunteers to receive IT tuition or help with the 'odd' problem of 'how to' but other social activities are made available aimed at encouraging new friendships and helping with physical and mental wellbeing.
- *A quote from one of our learners "I felt left behind, I couldn't even send a text," Mike explained. "But with each session I could see myself improving. The support was fantastic, and the volunteers made me feel so relaxed that I looked forward to my time the IT Club each week. The digital world is embedded into my life now. I'm online every day checking my favourite sports' websites for updates and I'm enjoying solving daily Wordle puzzles," he enthused" (MW).*
- *"I worked in farming for many years and then the Post Office and I missed out on everything to do with the internet, I didn't believe technology would take off the way it has. I thought it was all a gimmick and I regret not tackling my lack of skills sooner. I've realised that the internet is a wonderful tool. I can see the benefits it brings, and I don't think I would go back to life without it." (MC)*

#### **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 assisting with the 65+ digital learning.
- Assisting local charities to promote their activities and to fund raise, through the production of newsletters and magazines, and display of posters and leaflets.
- Being recognised as a Place of Safety. 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	Safe Aging No Discrimination (SAND)
Branch	Shrewsbury Food Hub
Citizens Advice Shropshire	Shrewsbury Homes For All
Crane Quality Counselling	Shropshire Early Years Alliance
Cruse Bereavement Care	Spectra Inclusion Support Team
Online 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 digital and Fix I.T volunteers have donated 2,688 hours during the year in providing help and advice to tenant charities and members of the public .*

***Tenant charities benefit from the service provided by the RFC as explained by some of them:***

- ***SAND (Safe Aging No Discrimination):*** *It was good to know that all our office supplies were safe when we were less able to access the building during the pandemic and it has been lovely to be back in the office and really make use of this fantastic space since things eased. At the start of 2022, we were able to make more use of what the RFC has to offer and instate a regular booking for our monthly action group meetings in the large meeting room. We have also been able to hire smaller spaces for legal surgeries and more confidential conversations. Our team has grown (a bit) and it feels especially important that they have a welcoming base to come to - and it has paid off - as our lottery funded project 'EMBRACE A Culture of Inclusion' has encouraged more people to come and visit us in Office G. (Sal Hampson – Director)*
- ***Shrewsbury Homes for All:*** *During the past year the team at the Roy Fletcher Centre have been an integral part of our transition back into office working. We have seen a lot of change in our sector and the RFC have been accommodating and flexible which has helped us manage these changes effectively. The RFC team are always on hand to offer help and support, be that with rearranging our office space or helping us to manage client appointments and meetings. Our staff team enjoy working from the offices, which are safe, comfortable, and clean. The RFC has continued to offer fantastic value for money and a warm and welcoming atmosphere throughout this year. We look forward to continuing our journey based at the centre. (Joanne Gough – Chief Officer)*

- **OMEGA - the National Association for End of Life Care**

We are as ever, immensely grateful to Jenny and her team for the ongoing, flexible, support colleagues and visitors always regard the Roy Fletcher Centre as a welcoming, collaborative environment. We thank you for providing the well managed space we need to help the vulnerable clients we serve. (Thomas Memery - Director)

- **Crane Quality Counselling**

Following our return to our office after 'working from home' in April 2021 we have steadily increased our workload which enabled us to expand our premises into suite A (we are already in Suite B). The support, help and encouragement from the whole team at The Roy Fletcher Centre has been excellent. We have all been 'Kept safe' with excellent Covid 19 regulations in place. Our clients being greeted and shown to our centre by the caring staff of The RFC Centre. To everyone at RFC 'Thank You' for our support during 2021/22 - a difficult but extremely busy year. (Lin Foley – Chief Executive Officer)

- **Axis Counselling**

Being a Tenant of the Roy Fletcher Centre is hugely beneficial for us. As a charity, being able to rent premises at an affordable price is really important, but in addition to that, the staff always really accommodating and go the extra mile to ensure that our needs are catered for. (Becky Jones, Chief Executive Officer)

### **Enabling our tenants to assist people in need**

Many of our tenant charities have been returning to 'normal' working following the easing of many Covid rules but a few have adopted the new hybrid style of working. This has not fortunately affected occupancy of the two buildings as all have retained their office space.

### **Creating a welcoming place to meet and to learn**

Bookings of the main two meeting rooms at the Roy Fletcher Centre is slowly beginning to recover after Covid but tenant charities have continued to be allowed use these rooms on a non-charging basis in recognition of their help and support during the pandemic and demonstrate in practical terms the advantages of being part of the Roy Fletcher Centre. Revenue from the hire of the meeting rooms is £5,151. In order to attract more hiring of the rooms, late night openings commenced in June 2021 on a Monday and Wednesday evenings only. The meeting room at Fletcher House has been used entirely by the tenant charities in that building on a gratis basis to accommodate additional needs to have meetings with clients as a result of some continuing Covid issues.

### **Quiet spaces for counselling**

Unfortunately, one area of urgent need has been for people to access counselling, both adults, teenagers and children. There was a great need for counselling services prior to Covid but the pandemic has impacted greatly on the mental wellbeing of all ages. Our counselling charities are seeing increasing numbers of young people being referred for therapy. This has resulted in an income from Counselling room hire of £11,807.

### **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 £5,058.

### **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.

### **Helping people to get online and learn IT skills 65+**

With generous financial support from Shropshire Council a project has been developed providing one to one tuition to those 65+. The learner brings their own device ie phone, tablet, laptop and over an eight to ten week period they receive tuition from a volunteer. The funding has allowed for the purchase of a tablet and/or wi-fi connectivity where none exists in a learners' home (there are criteria to qualify). The sessions are run over two mornings a week. In response to the evidence that many of our learners were experiencing loneliness and isolation (not all due to Covid), an I.T support group/club was initiated on a Thursday. Run by volunteers it enables people to access help with their IT problems but also engage in other social activities and make new friends.

## **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 £66,023 (2021: £71,290).

## **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 13<sup>th</sup> 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.
- Work in partnership with other external charities to provide means of accessing physical and mental wellbeing services
- 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 2021-22.

This year our operation was again significantly impacted by the Covid 19 pandemic and at the year-end things were still far from being back to normal. Although the staff of many of our charity tenants were again largely working from home once again we were able to keep the Centre and Fletcher House buildings open and operating through the year and I am very pleased to report that all our tenant charities stayed with us and paid their rents. My thanks to them and to our Chief Executive and our staff who again kept the buildings running smoothly and in accordance with all the necessary protocols.

Despite the difficulties we have had a good year financially, partly because our insurers paid our claim for loss due to business interruption and partly because of the work our staff and volunteers took on in providing the '65 Plus Digital Skills Project' for Shropshire Council.

While it appears that WFH (working from home) may now be here to stay for some we look forward to the end of Covid and the buildings becoming much busier again which confirms that we continue to fulfill our purpose and make a contribution to the community.

**a) Thanks and Acknowledgements**

Our gratitude is expressed to:

- Our tenant charities for the reasons stated above.
- The support of our partners, especially our landlord, the Roy Fletcher Charitable Trust both financially and otherwise and also Shropshire Council.
- Our Chief Executive and our staff, especially our caretaking and cleaning staff, who have again done sterling work in difficult circumstances keeping the buildings safe, open, clean and compliant.
- Our 14 IT volunteers – eight who deliver one to one support and six who provide Zoom and face to face support.
- And, for myself, to my fellow Trustees, especially Vice chair Terry Seston, for their support and contributions throughout the year.

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

Date

**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 03/08/22 and signed on their behalf by:

Trustee Mr A L Bain

MR A L BAIN

**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 2022.

**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  
Third Floor  
21 St Mary's Street  
Shrewsbury  
Shropshire  
SY1 1ED

Date: *8th November 2022*

**THE ROY FLETCHER CENTRE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	Unrestricted funds £	Restricted fund £	2022 Total funds £	2021 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		-	9,000	9,000	1,000
<b>Charitable activities</b>					
General		140,056	-	140,056	120,132
Investment income	2	<u>349</u>	<u>-</u>	<u>349</u>	<u>1,035</u>
<b>Total</b>		140,405	9,000	149,405	122,167
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
General		<u>129,613</u>	<u>-</u>	<u>129,613</u>	<u>115,083</u>
<b>NET INCOME</b>		10,792	9,000	19,792	7,084
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>189,315</u>	<u>1,000</u>	<u>190,315</u>	<u>183,231</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>200,107</u>	<u>10,000</u>	<u>210,107</u>	<u>190,315</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 2022**

	Notes	2022 £	2021 £
<b>CURRENT ASSETS</b>			
Debtors	7	3,258	4,227
Cash at bank		<u>238,534</u>	<u>196,970</u>
		241,792	201,197
<b>CREDITORS</b>			
Amounts falling due within one year	8	(30,434)	(3,896)
<b>NET CURRENT ASSETS</b>		<u>211,358</u>	<u>197,301</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		211,358	197,301
<b>PROVISIONS FOR LIABILITIES</b>	9	(1,251)	(6,986)
<b>NET ASSETS</b>		<u>210,107</u>	<u>190,315</u>
<b>FUNDS</b>	11		
Unrestricted funds		200,107	189,315
Restricted funds		<u>10,000</u>	<u>1,000</u>
<b>TOTAL FUNDS</b>		<u>210,107</u>	<u>190,315</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 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 03<sup>rd</sup> August 2022 and were signed on its behalf by:

*Alan L Bain*  
 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 2022**

#### **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 2022**

**2. INVESTMENT INCOME**

	2022	2021
	£	£
Investment income	<u>349</u>	<u>1,035</u>

**3. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**4. STAFF COSTS**

	2022	2021
	£	£
Wages and salaries	78,720	62,586
Other pension costs	<u>(3,572)</u>	<u>3,837</u>
	<u>75,148</u>	<u>66,423</u>

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

	2022	2021
	<u>12</u>	<u>11</u>
General		

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

The total remuneration of the key management personnel was £19,890 (2021: £19,500).

**5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	-	1,000	1,000
<b>Charitable activities</b>			
General	120,132	-	120,132
Investment income	<u>1,035</u>	<u>-</u>	<u>1,035</u>
<b>Total</b>	121,167	1,000	122,167
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
General	<u>115,083</u>	<u>-</u>	<u>115,083</u>
<b>NET INCOME</b>	6,084	1,000	7,084

**THE ROY FLETCHER CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 MARCH 2022**

<b>5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued</b>			
	Unrestricted funds £	Restricted fund £	Total funds £
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	183,231	-	183,231
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>189,315</u>	<u>1,000</u>	<u>190,315</u>
<b>6. TANGIBLE FIXED ASSETS</b>			
			Fixtures and fittings £
<b>COST</b>			
At 1 April 2021 and 31 March 2022			<u>13,656</u>
<b>DEPRECIATION</b>			
At 1 April 2021 and 31 March 2022			<u>13,656</u>
<b>NET BOOK VALUE</b>			
At 31 March 2022			<u>-</u>
At 31 March 2021			<u>-</u>
<b>7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
	2022	2021	
	£	£	
Trade debtors	3,258	2,867	
Prepayments and accrued income	-	1,360	
	<u>3,258</u>	<u>4,227</u>	
<b>8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
	2022	2021	
	£	£	
Other creditors	5,011	962	
PAYE/NI Creditor	874	362	
Accruals and deferred income	<u>24,549</u>	<u>2,572</u>	
	<u>30,434</u>	<u>3,896</u>	

**THE ROY FLETCHER CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2022**

**9. PROVISIONS FOR LIABILITIES**

	2022	2021
	£	£
Provisions	<u>1,251</u>	<u>6,986</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 £	2022 Total funds £	2021 Total funds £
Current assets	231,792	10,000	241,792	201,197
Current liabilities	(30,434)	-	(30,434)	(3,896)
Provision for liabilities	<u>(1,251)</u>	<u>-</u>	<u>(1,251)</u>	<u>(6,986)</u>
	<u>200,107</u>	<u>10,000</u>	<u>210,107</u>	<u>190,315</u>

**11. MOVEMENT IN FUNDS**

	At 1.4.21 £	Net movement in funds £	Transfers between funds. £	At 31.3.22 £
<b>Unrestricted funds</b>				
General fund	71,290	14,506	(19,773)	66,023
Designated - Redecoration and renewals	20,989	(571)	4,582	25,000
Designated - Statutory redundancy	8,562	-	12,438	21,000
Designated - Long term property maintenance and renewal	61,227	(3,143)	-	58,084
Designated - Continuity fund	<u>27,247</u>	<u>-</u>	<u>2,753</u>	<u>30,000</u>
	189,315	10,792	-	200,107
<b>Restricted funds</b>				
Restricted grant fund	1,000	9,000	-	10,000
	<u>190,315</u>	<u>19,792</u>	<u>-</u>	<u>210,107</u>
<b>TOTAL FUNDS</b>	<u>190,315</u>	<u>19,792</u>	<u>-</u>	<u>210,107</u>

**THE ROY FLETCHER CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2022**

**11. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	140,405	(125,899)	14,506
Designated - Redecoration and renewals	-	(571)	(571)
Designated - Long term property maintenance and renewal	-	(3,143)	(3,143)
	140,405	(129,613)	10,792
<b>Restricted funds</b>			
Restricted grant fund	9,000	-	9,000
<b>TOTAL FUNDS</b>	<u>149,405</u>	<u>(129,613)</u>	<u>19,792</u>

**Comparatives for movement in funds**

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
<b>Unrestricted funds</b>			
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
<b>Restricted funds</b>			
Restricted grant fund	-	1,000	1,000
<b>TOTAL FUNDS</b>	<u>183,231</u>	<u>7,084</u>	<u>190,315</u>

**THE ROY FLETCHER CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**11. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
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	-	(5,085)	(5,085)
	121,167	(115,083)	6,084
<b>Restricted funds</b>			
Restricted grant fund	1,000	-	1,000
<b>TOTAL FUNDS</b>	<u>122,167</u>	<u>(115,083)</u>	<u>7,084</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.

**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 a credit of £3,572 (2021: charge of £3,837)

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% (2021: 0.66%).

**THE ROY FLETCHER CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**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 (2021: £240) was paid to the Trust.

**THE ROY FLETCHER CENTRE**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2022**

	2022 £	2021 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Grants	9,000	1,000
<b>Investment income</b>		
Investment Income	349	1,035
<b>Charitable activities</b>		
Charitable Income	<u>140,056</u>	<u>120,132</u>
<b>Total incoming resources</b>	149,405	122,167
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	78,720	62,586
Pensions	(3,572)	3,837
Coffee Shop	227	31
Internet café	<u>173</u>	<u>359</u>
	75,548	66,813
<b>Support costs</b>		
<b>Other</b>		
Electricity	12,550	9,496
Gas	13,121	11,616
Insurance	2,770	2,321
Telephone and internet	2,430	2,496
Postage and stationery	432	437
Sundries	382	292
Maintenance and Equipment	12,348	10,286
Other expenditure	618	572
Payroll costs	627	642
Photocopier	1,990	1,846
Data protection and IT security	679	1,056
Refuse and recycling	1,811	1,537
Training	-	994
Water	2,051	2,308
Cleaning & consumables	1,254	995
Repairs & renewals	803	1,235
Bank interest	<u>199</u>	<u>141</u>
	<u>54,065</u>	<u>48,270</u>
<b>Total resources expended</b>	<u>129,613</u>	<u>115,083</u>
<b>Net Income</b>	<u>19,792</u>	<u>7,084</u>

This page does not form part of the statutory financial statements