

KNUTSFORD HERITAGE CENTRE

ANNUAL REPORT AND UNAUDITED ACCOUNTS

For the year ended 31 March 2021

Charity number 1076917

Company number registered 03675916 England & Wales

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REPORT FOR THE YEAR ENDED 31 MARCH 2021

CHAIRMAN	Mr C Henretty
TRUSTEES	Mrs V E Bryant S J Harris Esq R Dallimore Esq Mrs J Nicholson Mrs V Hainsworth Ms J McCappin
ADDRESS	90A King Street Knutsford Cheshire WA16 6ED
BANKERS	Nat West plc King Street Knutsford Cheshire WA16 6ED

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TRUSTEES' ANNUAL REPORT

KNUTSFORD HERITAGE CENTRE

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at 90A King Street, Knutsford, Cheshire WA16 6ED

FOR THE YEAR ENDED 31 MARCH 2021

Aim and purposes

The charity operated from 6th August 1999 under a trust deed laid down by its predecessor, The Macclesfield & Vale Royal Groundwork Trust Ltd. The objects of the Charity are:

- (a) Informing Knutsford and district about the history and customs of Knutsford.
- (b) Gathering further historical information.
- (c) Education by means of in house lectures and seminars.
- (d) Liaison with schools and other local organisations.
- (e) Assisting local artist by providing display areas.
- (f) Conservation of The Knutsford Millennium Tapestry.
- (g) Encouraging visitors throughout the country.

Structure, governance and management

The trustees, who held office in the year are as follows:

C Henretty Esq (chairman)

Mrs V E Bryant

S J Harris Esq

R Dallimore Esq

Mrs J Nicholson

Mrs V Hainsworth

Ms J McCappin

The trustees form the governing committee and deal with the funds in such a manner as befits the objects. The Committee have power to elect their Chairman and replacement trustees. Monthly meetings are held to review finances and progress in objectives.

Objectives and activities

We review our aims, objectives and activities regularly throughout the year. The 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 the community. The review also helps us ensure our aim, objectives and activities remain focused on our stated purposes.

TRUSTEES' ANNUAL REPORT

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FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance

The Charity has continued to provide historical and educational support to all visitors over a broad age group spectrum.

Financial review

Against the backdrop of limited resources and funding, the Charity has actively sought Trustees from different walks of life with different expertise. All activities including Trustees work is conducted by volunteers.

Funding has been actively sought from a diverse market, and a restructure of the shop and its stock has been undertaken.

Reserves policy

It is the policy to maintain the free reserves of the charity defined as unrestricted funds at a level which always equates to or exceeds approximately twelve months unrestricted expenditure. Applications for funding specific events are well in hand and expectation of success is high.

Risk

The trustees have considered the major operational risks which the Charity faces and confirm systems have been established to enable regular reports to be produced so that the necessary steps can be taken to mitigate these risks.

I declare, in my capacity of charity trustee, that the trustees have approved the report above; and have authorised me to sign it on their behalf.

C HENRETTY
CHAIRMAN

Date

KNUTSFORD HERITAGE CENTRE
DIRECTORS REPORT for the year ended 31st March 2021

Company number registered 03675916 England & Wales

ACCOUNTS

The directors present the annual report with the unaudited accounts of the company for the year ended 31st March 2021.

PRINCIPAL ACTIVITIES

The company is a charitable organisation limited by guarantee and is registered under the Charities Act 1960. Its registered number with the Charity Commission is 1076917

The company's principal activity has continued to be to inform Knutsford & District about the history and customs of Knutsford. Gathering further historical information, education by means of in house lectures, seminars, liaison with schools and other local organisations. Assisting local artists by providing display space, conservation of the Knutsford Tapestry. Encouraging visitors throughout the country.

DIRECTORS

The directors who served during the year were as follows:

Mrs V Bryant
C Henretty Esq
Ms J McCappin

The above report has been prepared in accordance with the exemptions available to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Signed on behalf of the board of directors

.....C HENRETTY
DIRECTOR

Approved by the board

INDEPENDENT EXAMINERS REPORT
TO THE TRUSTEES OF KNUTSFORD HERITAGE CENTRE

for the year ended 31st March 2021

The following report is based on the contents of pages 4 to 7.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under S144 of the Charities Act 2011 - 'the Charities Act' and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under S145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under S145 (b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiners statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

- which gives me reasonable cause to believe that in any material respect, the requirements
 - (a) to keep accounting records in accordance with S130 of the Charities Act;
 - (b) accounts are prepared which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mrs A J Wates BA (Hons), ACA

The Copse
Chelford Rd
Knutsford
Cheshire WA16 8LY

at; or

KNUTSFORD HERITAGE CENTRE
STATEMENT OF FINANCIAL ACTIVITIES

INCOMING RESOURCES	Unrestricted	Restricted	Total	2020
Grants	26370	0	26370	8489
General sales	541	0	541	9732
Donations	250	0	250	5509
Fundraising	0	0	0	2060
Groups	0	0	0	1120
Room hire	402	0	402	2945
Interest received	6	0	6	27
TOTAL INCOMING RESOURCES	27569	0	27569	29882
RESOURCES EXPENDED				
Cost of generating funds				
Cost of sales	309	0	309	4152
Telephone	517	0	517	635
Postage, printing & stationery	345	0	345	1135
Advertising, website & leaflets	950	0	950	489
Insurance	893	0	893	674
Heat, light and water	1266	0	1266	6262
Roof repairs & general maintenance	2647	0	2647	2961
Subscriptions	162	0	162	495
Sundry expenses	288	0	288	579
Fundraising costs	0	0	0	1716
Card machine charges	-101	0	-101	693
Staff welfare	138	0	138	0
Depreciation	811	0	811	502
Charitable activities			0	
Tapestry preservation costs	1483	0	1483	0
Grant costs			0	0
TOTAL RESOURCES EXPENDED	9708	0	9708	20293
NET MOVEMENT IN FUNDS	17861	0	17861	9589
Total Funds brought forward	25965	500	26465	16876
TOTAL FUNDS CARRIED FORWARD	43826	500	44326	26465

KNUTSFORD HERITAGE CENTRE
BALANCE SHEET as at 31 March 2021

	2021 £	2021 £	2020 £
FIXED ASSETS (2)		1198	2009
CURRENT ASSETS			
Stock	3500		3322
Prepayments	3657		753
Cash at bank and in hand	35971		20381
	<u>43128</u>		<u>24456</u>
CREDITORS:Falling due within one year			
Creditors	0		0
	<u>0</u>		<u>0</u>
NET CURRENT ASSETS		<u>43128</u>	<u>24456</u>
TOTAL ASSETS less CURRENT LIABILITIES		<u>44326</u>	<u>26465</u>
Representing:-			
FUND BALANCE			
Unrestricted funds		43826	14611
Restricted funds		500	11854
		<u>44326</u>	<u>26465</u>

Directors Statements on Unaudited Accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

For the financial year ended 31st March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. No notice from members requiring an audit has been deposited under section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

Signed on behalf of the board of directors

..... C Henretty
Director

Approved by the board

KNUTSFORD HERITAGE CENTRE
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

The Financial Statements are prepared under the historical cost convention, and in accordance with applicable accounting standards, Accounting & Reporting by Charities - Statement of Recommended Practice 2005 and the Financial Reporting Standard for Smaller Entities.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of a grant or appeal application.

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to, and virtually certain to receive the income, and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

The value of services provided by volunteers has not been included in these accounts.

Incoming resources from charitable trading activity are accounted for when earned.

Incoming resources from grants, where related to performance and specific deliverables are accounted for as the charity earns the right to consideration by its performance.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recoverable, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

KNUTSFORD HERITAGE CENTRE
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

1.ACCOUNTING POLICIES - continued

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 5 years.

Impairment reviews are carried out as and when evidence comes to light that the recoverable amount of a functional fixed asset is below its net book value due to damage, obsolescence or other relevant factors.

2. FIXED ASSETS

	Furniture & equipment	Total
Cost at 31.3.20	<u>£15,036</u>	<u>£15,036</u>
Depreciation to 31.3.20	£13,027	£13,027
Charge for the year	<u>811</u>	<u>811</u>
	<u>£13,838</u>	<u>£13,838</u>
NET BOOK VALUE		
At 31.3.21	<u>£1,198</u>	<u>£1,198</u>
At 31.3.20	<u>£2,009</u>	<u>£2,009</u>

3. NET INCOMING RESOURCES FOR THE YEAR

	2021	2020
Is stated after charging:		
Depreciation - owned tangible fixed assets	£811	£502

4. TRUSTEE REMUNERATION & RELATED PARTY TRANSACTIONS

No trustee and/or directors received any remuneration during the year.

No trustees received payment for services provided to the charity in the year.

5. TAXATION

As a charity, Knutsford Heritage Centre is exempt from tax on income and gains falling within ss518-564 Income Taxes Act, ss466-517 Corporation Taxes Act and s256 Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

6. GRANTS

Grant monies were obtained in the year from the Town Council and also Cheshire East Council in respect of Covid-19 grants.