



ADMASTON HOUSE COMMUNITY CENTRE TRUST

Registered Charity 1078231

**Trustees' Report and Financial Statements
for the year ending 31 March 2021**



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TRUSTEES' REPORT

Registration and Address details

Admaston House Community Centre Trust is registered with the Charity Commission under number 1078231. The correspondence address is 12 Little Meadow Close, Admaston, TELFORD, TF5 0DN. The Community Centre is located at Wellington Road, Admaston TF5 0BN.

Trustees

The following people were trustees of the charity since 31 March 2020 until the date of this report, unless otherwise stated:

John Addison	resigned 11 December 2021
Dawn Croker	
Cllr Terry Kiernan	
Martin Starbuck	
Barry Tillotson	Chairman
John Wardle	Treasurer

Structure, Governance and Management

The Trust was constituted on 9 April 1999 and was registered as a charity on 17 November 1999, under registration number 1078231. The Trust's constitution was amended on 10 June 2005.

The Trustees meet on a regular basis (usually monthly) to manage the operation of the Trust. However, in the period of restrictions and as a result of individual's caution due to COVID-19, it has not been possible for the Trustees to meet in person or online as regularly. In undertaking their duties, the Trustees ensure, when exercising any powers or duties to which the Charity Commission's public benefit guidance is relevant, they have given appropriate consideration to that guidance.

Objectives, Activities and Public Benefit

The objectives of the Trust are to provide facilities in, and promote the public benefit of, a Community Centre to residents in Admaston and the neighbourhood, defined as the areas administered by Wrockwardine Parish Council (which includes Admaston and Bratton) and Wellington Town Council (which includes Shawburch).

The trustees provide residents of these areas with the use of the centre as a place for associating together in a common effort to advance education and to provide facilities in the interest of social welfare for recreation with the objective of improving the conditions of life for everyone.

The Trust is non-party political, non-sectarian with regard to religion, and makes no discrimination with regard to sex, sexual orientation, race or age.

The success of the Trust is dependent on the voluntary work of Trustees and others. The trustees welcome anyone who has the time and enthusiasm to join them.

Achievements and Performance

The Trust's main activity and source of income is the rent charged to users of rooms within the Admaston Community Centre building. We have a mixed user base – some who have long term commitments with the Trust and others who use a room on an occasional basis, sometimes for a single use only. Government restrictions brought in during the COVID-19 pandemic and hesitancy and caution by both our users and members of their groups severely impacted on the use of the Community Centre in the twelve-month period covered by the Financial Statements. In addition, improvement work on the Victorian House section of the Community Centre limited use of some facilities with the building.

As a result of the enforced closures and user caution, rental income is significantly reduced from levels since in previous years. The Trust qualified for Coronavirus Grants provided by the UK Government and administered by the Local Authority which ensured the charity did not realise a deficit as a result of the closures and lower use.

Our ability to operate the centre is always dependent on volunteers and so although we seek to expand our volunteer base to enable an increase in service to users, we are finding it very difficult to do so.

Refurbishment and Improvement Works

At the start of 2020, work started on a project to renovate and significantly improve the facilities of the original Victorian House. The work included refurbishment of the roof, the replacement of the staircase, the installation of a lift, and the remodelling of the first floor to provide larger rooms more suited, and now very often required by users within our local community.

The changes made provided larger rooms with improved dance and fitness facilities at a standard that allows access to everyone. The more modern annex has always been very popular with groups and the changes made to the first floor of the Victorian House now provide facilities of a similar, perhaps higher, standard. The trustees have plans to update other parts of the Community Centre in the future as funds allow.

The Trustees expect the work to increase utilisation of the Community Centre. The increase in revenue then realised could fund the employment of staff which, in turn, reduces the Trust's reliance on volunteers. Since the completion of the work in May 2021, there has been a noticeable increase in enquiries for use of the Community Centre. Since the reopening, a volunteer has come forward to administer one-off use of the centre's facilities and there has been a significant number of such bookings.

The cost of the planned work was funded in part from our own funds but could not have been undertaken without the generous support and grants from St Christopher's Trust, The National Lottery Community Fund, Action with Communities in Rural England (ACRE), RegenSW, Wrockwardine Parish Council, Telford and Wrekin Council, The Garfield Weston Foundation and several other smaller charities/funders.

During the planned work, several structural weaknesses were discovered which required immediate rectification before the planned project could continue. The additional unforeseen costs in undertaking this work have had to be funded from the Trust's reserves. In addition, In May 2021 the contractor for the works submitted an invoice for increased costs in excess of the quotation. The Trustees are still awaiting an explanation of this increased cost, which will also have to be funded using the Trust's reserves.

Results for the Year

The year was a difficult one for the Trust. The COVID-19 restrictions and the subsequent hesitancy and caution of user group members and their leaders significantly impacted on usage of the Community Centre.

Without the grant support from the UK Government, the financial position of the Trust would have been very bleak but the grant income received has meant that consequence did not arise. Although the building was closed to users for significant parts of the year, work on the remodelling of the Victorian House was able to continue. The work was completed in May 2021, two months after the financial period reported on in the accounts.

COVID-19 grant support and rental income totalled close to £55,000. Expenditure on running the Community Centre was lower due to the periods of closure and the Trust realised a surplus of £29,000 on operations.

The Trust also received further grant support totalling £64,000 as contributions to fund the cost of the work to the Victorian House.

The Future

The refurbishment of the old Victorian building will make the Community Centre a more attractive venue for potential users and the Trustees envisage that over time there will be a greater use of the facilities offered. The challenge is to attract more daytime users as weekday evening use is at a significantly higher level when compared to usage during working hours. The Trustees are also keen to engage with users of similar buildings elsewhere to establish whether there would be a demand for their offering amongst the local communities near to Admaston House. The additional income raised from a higher level of use will help to fund further enhancements to the facilities in future years.

Employees

The charity did not have any employees during the year (2020: none).

Policy on Reserves

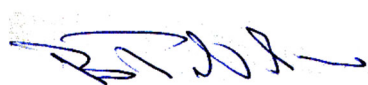
Although the charity has long term arrangements with many of its users, each can be ended by exercising a termination clause and giving a period of notice, which is relatively short. The Trustees have agreed the charity should carry reserves to ensure that the charity has sufficient resources to enable costs to be covered in a period where income falls whilst another user is found.

However, during the planned work to improve facilities within the Victorian House, several structural weaknesses were discovered which required immediate rectification before the planned project could continue. The additional unforeseen costs in undertaking this work have had to be funded from reserves. In addition, the contractor for the works has submitted an invoice for costs above the quoted value. The Trustees are awaiting an explanation of this increased cost, which will also have to be funded using the Trust's reserves and may necessitate the Trust having to borrow in order to meet the payments due. The Trust has discussed this with potential lenders and has received offers of funding.

Risk Management

The major risks that the Trust may face are:

- A fall in income, should users end their use of the facilities and are not replaced by other users. However, we have a broad base of users which helps mitigate this risk.
- A lack of voluntary resources, needed to offer a service to the Community Centre users. The trustees are continually seeking to widen the volunteer base to ensure the Trust is not too dependent on a few.
- An increasing maintenance requirement as the age of the building increases. Maintenance is undertaken to minimise this risk but there is the potential for a significant need to arise from time to time.
- The inability to raise grant funding to continue to upgrade the premises to the standards expected by potential users. The trustees have been supported by, and received grants from, many charitable funders but there is no certainty for the future.



Barry Tillotson
Chairman, Admaston House Community Centre Trust

11 April 2022

INDEPENDENT EXAMINER'S REPORT

I report on the financial statements of Admaston House Community Centre Trust for the year ended 31 March 2021, which are set out on pages 5-10. I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England & Wales

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 section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's 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

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Anna Richards (Senior Statutory Auditor)
for and on behalf of
Richards Associates Limited
Statutory Auditor
North Lodge
Hawkesyard
Armitage Lane
Rugeley
Staffordshire WS15 1PS

16 May 2022

STATEMENT OF FINANCIAL ACTIVITIES

	<u>Year ended 31 March 2021</u>			<u>Year ended</u> <u>31 March 2020</u>
	<u>Unrestricted</u> <u>funds</u> £	<u>Restricted</u> <u>funds</u> £	<u>Total</u> £	<u>Total</u> £
Income from:				
Rental Income	7,866	-	7,866	24,763
Grants and Donations	46,863	63,915	110,778	81,604
Other Income	-	-	-	222
Bank Interest	40	-	40	29
	<u>54,769</u>	<u>63,915</u>	<u>118,684</u>	<u>106,618</u>
Expenditure on:				
Leasehold improvements -	10,374	-	10,374	10,374
Depreciation				
Heat, Light and Power	4,725	-	4,725	9,855
Contract Services	2,323	-	2,323	4,876
Repairs and Maintenance	1,336	-	1,336	3,403
Insurances	2,300	-	2,300	2,398
Domestic materials & consumables	84	-	84	846
Water	2,490	-	2,490	1,503
Telephone and Stationery	479	-	479	527
Accountancy	291	-	291	41
Other expenses	871	-	871	2,526
	<u>25,273</u>	<u>-</u>	<u>25,273</u>	<u>36,350</u>
Net Income/Expenditure	29,496	63,915	93,411	70,268
Transfers between funds	<u>97,233</u>	<u>(97,233)</u>	<u>-</u>	<u>-</u>
Net movement in funds	126,729	(33,318)	93,411	70,268
Total Funds brought forward	559,005	46,380	605,385	535,117
Total Funds carried forward	<u>685,734</u>	<u>13,062</u>	<u>698,796</u>	<u>605,385</u>

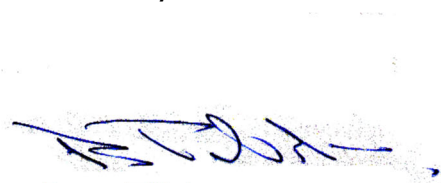
BALANCE SHEET

Charity Registration 1078231

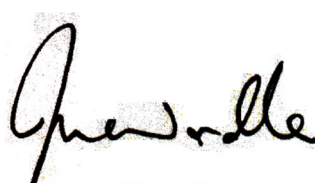
	Note	31 March 2021 £	31 March 2020 £
Fixed Assets			
Leasehold Improvements	6	692,129	511,132
Current Assets			
Debtors	7	4,488	5,324
Cash at bank and in hand		<u>25,633</u>	<u>96,334</u>
		30,121	101,658
Creditors			
Amounts falling due within one year	8	(23,454)	(7,405)
Net Current Assets		<u>6,667</u>	<u>94,253</u>
Total Net Assets		<u>698,796</u>	<u>605,385</u>
Funds of the charity			
Restricted funds	9	13,062	46,380
Unrestricted funds	10		
Designated funds		692,129	511,132
Undesignated		<u>(6,395)</u>	<u>47,873</u>
		685,734	559,005
Total Funds	11	<u>698,796</u>	<u>605,385</u>

The notes on pages 8 to 10 form part of the financial statements.

The financial statements were approved by the Trustees on 11 April 2022 and signed on its behalf by



Barry Tillotson
Chairman



John Wardle
Treasurer

STATEMENT OF CASH FLOWS

	Year ended 31 March 2021	Year ended 31 March 2020
	£	£
Cash flow from operating activities		
Net income as per the Statement of Financial Activities	93,411	70,268
Adjustments for		
Depreciation	10,374	10,374
Interest from investments	(40)	(29)
(Increase)/Decrease in debtors	836	5,863
Increase/(Decrease) in creditors	16,049	4,509
<i>Net cash provided by operating activities</i>	120,630	90,985
Cash flows from investing activities		
Interest from investments	40	29
Purchase/improvement of property, plant and equipment	(191,371)	(82,355)
<i>Net cash used by investing activities</i>	(191,331)	(82,326)
Change in cash and cash equivalents during the year	(70,701)	8,659
Cash and cash equivalents at the start of the year	96,334	87,675
Cash and cash equivalents at the end of the year	<u>25,633</u>	<u>96,334</u>
Analysis of cash and cash equivalents at end of year		
Cash in hand	-	50
Cash at bank	25,633	96,284
	25,633	96,334

NOTES TO THE FINANCIAL STATEMENTS

1. Accounting Policies

Accounting convention

The financial statements have been prepared under the historical cost convention

Basis of accounting

The financial statements have been prepared in accordance with the Charities Statement of Recommended Practice (FRS102) and the Charities Act 2011. The financial statements have been prepared on a going concern basis.

Fixed Assets and depreciation

In accordance with the Statement of Recommended Practice for Charity Accounting, expenditure on leasehold improvements which will provide an ongoing economic benefit to the Trust through their contribution to the provision of goods or services by the Trust have been recorded as a fixed asset at historical cost. Depreciation is charged on leasehold improvements on a straight-line basis from their first use over the shorter of (a) the remaining period of the lease or (b) their estimated useful life of fifty years.

Funds

Unrestricted funds are incoming resources received for the objects of the charity and given/generated without any specific purpose for their use. *Restricted funds* are funds given/generated where the donor has specified, or the funds were generated, for a specific purpose. *Designated funds* are unrestricted funds which have subsequently been designated by the trustees for a particular purpose. The trustees may reassign designated funds at any time.

Grants and Donations

Grants and donations are only included in the Statement of Financial Activities when the charity had unconditional entitlement to the resources

Incoming Resources

These are recognised in the Statement of Financial Activities when,

- the charity becomes entitled to the resources
- the trustees are virtually certain they will receive the resources, and
- the monetary value can be measured with sufficient reliability

Incoming Resources with related Expenditure

Where incoming resources have related expenditure, the incoming resources and the related expenditure are reported gross in the Statement of Financial Activities

Resources Expended

Expenditure is recognised on an accruals basis as the liability is incurred. Costs are allocated between expenditure categories on the Statement of Financial Activities so as to reflect the use of the resource.

Volunteer Help

The value of any volunteer help received is not recorded in the accounts.

2. Leasehold property

The charity has a 125-year lease granted in 2001. This requires the charity to maintain the property, but it is rent free.

3. Trustees remuneration and expenses

No trustee received any reimbursement of travel costs or other expenses in the current or previous year.

4. Related party transactions

No trustee had any personal interest in any contract or transaction entered into by the charity.

5. Taxation

As a charity, Admaston House Community Centre Trust is exempt from tax on income and from gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen.

6. Fixed assets

<u>Cost</u>	Leasehold improvements £	Work in progress - Leasehold improvements £	Total £
At beginning of year	518,687	90,998	609,685
Additions during the year	-	<u>191,371</u>	<u>191,371</u>
At end of year	<u>518,687</u>	<u>282,369</u>	<u>801,056</u>
<u>Depreciation</u>			
At beginning of year	98,553	-	98,553
Charge for the year	<u>10,374</u>	-	<u>10,374</u>
At end of year	<u>108,927</u>	-	<u>108,927</u>
Net book value - beginning of the year	<u>420,134</u>	<u>90,998</u>	<u>511,132</u>
Net book value - end of year	<u>409,760</u>	<u>282,369</u>	<u>692,129</u>

Work in progress values relate to the costs incurred to-date as part of the leasehold improvement project on the Victorian House part of the Community Centre. The project was completed in May 2021.

The charity has a 125-year lease granted in 2001. This requires the charity to maintain the property, but it is rent free.

7. Debtors

	31 March 2021 £	31 March 2020 £
Accrued Income	-	61
Prepayments	1,598	2,373
Other debtors	<u>2,890</u>	<u>2,890</u>
	4,488	5,324

8. Creditors

	31 March 2021	31 March 2020
	£	£
Accruals	12,517	6,901
Creditors	<u>10,937</u>	<u>504</u>
	23,454	7,405

9. Restricted funds

	Balance 31 March 2020	Incoming resources	Resources expended	Balance 31 March 2021
	£	£	£	£
Building Extension	11,062	-	-	11,062
Refurbishment of original building	33,318	63,915	(97,233)	-
Other	<u>2,000</u>	<u>-</u>	<u>-</u>	<u>2,000</u>
	46,380	63,915	(97,233)	13,062

10. Unrestricted funds

	Balance 31 March 2020	Transfer between Funds	Net Income /Expenditure in year	Balance 31 March 2021
	£	£	£	£
Designated fund - fixed assets	511,132	191,371	(10,374)	692,129
Undesignated funds	<u>47,873</u>	<u>(94,138)</u>	<u>39,870</u>	<u>(6,395)</u>
	559,005	97,233	29,496	685,734

The designated fund for fixed assets represents the balance of amounts already spent by the charity on acquiring or improving assets which has yet to be charged as a depreciation expense over the remainder of the respective assets' anticipated period of economic benefit.

11. Movement in funds

	Year ended 31 March 2021		Year ended 31 March 2020	
	Restricted	Unrestricted	Restricted	Unrestricted
	£	£	£	£
Opening balance	46,380	559,005	48,620	486,497
Incoming resources	63,915	54,769	81,604	25,014
Resources expended	-	(25,273)	(1,489)	(34,861)
Transfers between funds	<u>(97,233)</u>	<u>97,233</u>	<u>(82,355)</u>	<u>82,355</u>
Closing balance	13,062	685,734	46,380	559,005