



ADMASTON HOUSE COMMUNITY CENTRE TRUST

Registered Charity 1078231

**Trustees' Report and Financial Statements
for the year ending 31 March 2022**



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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 2021 until the date of this report, unless otherwise stated:

Paul Cooper	(appointed 24 May 2023)
Dawn Croker	
Becky Eade	(appointed 10 October 2022)
Terry Kiernan	
Martin Starbuck	
Barry Tillotson	Chairman
Kim Tonks	(appointed 11 July 2022, resigned 24 May 2023)
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. 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. The start of the period covered by this report was impacted by the COVID pandemic. Although most government restrictions were lifted during the summer of 2021, many groups were reluctant to restart their activities in the community centre until the autumn "term time" (some even later), so although revenue recovered from the significantly impacted results in the previous year, the year being reported was a period of transition back to normality.

However, the Trust once again qualified for Coronavirus Grants awarded in the early months of the year by the UK Government and administered by the Local Authority which helped to compensate for the loss of other income.

The refurbishment of the Powell Wing was completed in June 2021, and the centre is now more attractive and more suitable as a venue for groups, families and others in the local community. Interest in use of the more modern facilities is still growing.

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 continue to find it very difficult to do so.

Refurbishment and Improvement Works

During the work that was undertaken in 2020 and in early 2021, 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, which are now at a much lower level than had been planned when commissioning the refurbishment work.

In addition, in May 2021 the contractor for the works submitted an invoice for increased costs in excess of the quotation. The Trustees are, at the date of this report, still awaiting an explanation of this increased cost, which will also have to be funded using the Trust's reserves. The additional cost has not been paid to the contractor and the value unpaid is shown in creditors on the balance sheet. Should the contractor justify the additional cost to the satisfaction of the Trustees, payment of the amounts will place considerable pressure on the Trust's cash resources.

Since the completion of the work, the improved environment allowed dry rot to spread in parts of the Powell Wing. The cost of this work has been funded from reserves but their will be insufficient reserves should the refurbishment contractor justify the increased cost of his work, and the Trust will have to borrow from lenders it has already approached.

Results for the Year

At the start of the year the country was still operating under government restrictions to manage the COVID pandemic but the restrictions were lifted during the summer and normal activity started to resume – although the reluctance of many groups and individuals to meet, still impacted the use of the centre throughout the whole year, although to a lesser and lesser extent as the year progressed. It was only in the last month of the reported period that the activity levels in the centre were anything near what they had been pre-pandemic.

Helped by COVID related Hospitality and Leisure grants amounting to £37,615 awarded by the government and administered by the local authority, unrestricted income was just over £73,000 in the year, which led to a realised surplus after expenditure of £36,000. This surplus allowed the Trust to meet a the additional unforeseen costs of the refurbishment described earlier.

The Trust also received further grants from benefactors totalling £43,430, £36,680 of which was specifically for the work on the Powell Wing and the Trustees are grateful for their support.

Cash balances were at a similar level at the start and the end of the year, but future balances are dependent on whether the additional amount claimed by the refurbishment contractor can be justified.

The Future

The refurbishment of the old Victorian building has made the Community Centre a more attractive venue for potential users and the Trustees are seeing additional bookings from new users on both a regular and occasional basis. There is still a challenge is to attract more daytime users as weekday evening use is at a significantly higher level when compared to usage during working hours, although daytime use is increasing. 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 generate further income to allow the Trustees to continue to enhance the offering available.

Employees

The charity did not have any employees during the year (2021: 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 certainly 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

26 January 2024

INDEPENDENT EXAMINER'S REPORT

I report on the financial statements of Admaston House Community Centre Trust for the year ended 31 March 2022, 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

26 January 2024

STATEMENT OF FINANCIAL ACTIVITIES

		<u>Year ended 31 March 2022</u>			<u>Year ended</u> <u>31 March 2021</u>
	Note	<u>Unrestricted</u> <u>funds</u> £	<u>Restricted</u> <u>funds</u> £	<u>Total</u> £	<u>Total</u> £
Income from:					
Rental Income		35,619	-	35,619	7,866
Grants and Donations		37,615	43,430	81,045	110,778
Other Income		150		150	
Bank Interest		-	-	-	40
		<u>73,384</u>	<u>43,430</u>	<u>116,814</u>	<u>118,684</u>
Expenditure on:					
Leasehold improvements -		16,045	-	16,045	10,374
Depreciation					
Heat, Light and Power		8,168	-	8,168	4,725
Contract Services		4,834	-	4,834	2,323
Repairs and Maintenance		3,251	6,750	10,001	1,336
Insurances		1,922	-	1,922	2,300
Domestic materials & consumables		830	-	830	84
Water		536	-	536	2,490
Telephone and Stationery		689	-	689	479
Accountancy		300	-	300	291
Other expenses		<u>1,167</u>	<u>-</u>	<u>1,167</u>	<u>871</u>
		<u>37,742</u>	<u>6,750</u>	<u>44,492</u>	<u>25,273</u>
Net Income/Expenditure		35,642	36,680	72,322	93,411
Transfers between funds	9	<u>49,742</u>	<u>(49,742)</u>	<u>-</u>	<u>-</u>
Net movement in funds		85,384	(13,062)	72,322	93,411
Total Funds brought forward		685,734	13,062	698,796	605,385
Total Funds carried forward		<u>771,118</u>	<u>-</u>	<u>771,118</u>	<u>698,796</u>

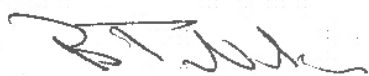
BALANCE SHEET

Charity Registration 1078231

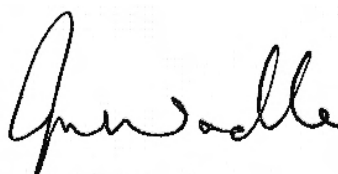
	Note	31 March 2022 £	31 March 2021 £
Fixed Assets			
Leasehold Improvements	6	771,793	692,129
Current Assets			
Debtors and Prepayments	7	18,445	4,488
Cash at bank and in hand		<u>24,769</u>	<u>25,633</u>
		43,214	30,121
Creditors			
Amounts falling due within one year	8	(43,889)	(23,454)
Net Current Assets		<u>(675)</u>	<u>6,667</u>
Total Net Assets		<u>771,118</u>	<u>698,796</u>
Funds of the charity			
Restricted funds	9	-	13,062
Unrestricted funds	10		
Designated funds		771,118	692,129
Undesignated		<u>-</u>	<u>(6,395)</u>
		771,118	685,734
Total Funds	11	<u>771,118</u>	<u>698,796</u>

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

The financial statements were approved by the Trustees on 26 January 2024 and signed on its behalf by



Barry Tillotson
Chairman



John Wardle
Treasurer

STATEMENT OF CASH FLOWS

	Year ended 31 March 2022	Year ended 31 March 2021
	£	£
Cash flow from operating activities		
Net income as per the Statement of Financial Activities	72,322	93,411
Adjustments for		
Depreciation	16,045	10,374
Interest from investments	-	(40)
(Increase)/Decrease in debtors	(13,957)	836
Increase/(Decrease) in creditors	<u>20,435</u>	<u>16,049</u>
<i>Net cash provided by operating activities</i>	94,845	120,630
Cash flows from investing activities		
Interest from investments	-	40
Purchase/improvement of property, plant and equipment	<u>(95,709)</u>	<u>(191,371)</u>
<i>Net cash used by investing activities</i>	(95,709)	(191,331)
Change in cash and cash equivalents during the year	(864)	(70,701)
Cash and cash equivalents at the start of the year	25,633	96,334
Cash and cash equivalents at the end of the year	<u>24,769</u>	<u>25,633</u>
Analysis of cash and cash equivalents at end of year		
Cash in hand	-	-
Cash at bank	<u>24,769</u>	<u>25,633</u>
	24,769	25,633

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

	Leasehold improvements	Work in progress - Leasehold improvements	Total
<u>Cost</u>	£	£	£
At beginning of year	518,687	282,369	801,056
Additions during the year	-	95,709	95,709
Completion of work in progress	<u>378,078</u>	<u>(378,078)</u>	<u>-</u>
At end of year	<u>896,765</u>	<u>-</u>	<u>896,765</u>
<u>Depreciation</u>			
At beginning of year	108,927	-	108,927
Charge for the year	<u>16,045</u>	<u>-</u>	<u>16,045</u>
At end of year	<u>124,972</u>	<u>-</u>	<u>124,972</u>
Net book value - beginning of the year	<u>409,760</u>	<u>282,369</u>	<u>692,129</u>
Net book value - end of year	<u>771,793</u>	<u>-</u>	<u>771,793</u>

Work in progress values related 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 2022	31 March 2021
	£	£
Accrued Income	3,308	-
Grants Receivable	10,000	-
Prepayments	2,887	1,598
Other debtors	<u>2,250</u>	<u>2,890</u>
	<u>18,445</u>	<u>4,488</u>

8. Creditors

	31 March 2022	31 March 2021
	£	£
Accruals	15,513	12,517
Creditors	<u>27,576</u>	<u>10,937</u>
	43,889	23,454

9. Restricted funds

	Balance 31 March 2021 £	Incoming resources £	Expended resources £	Transfers between funds £	Balance 31 March 2022 £
Building Extension	11,062	-	-	(11,062)	-
Refurbishment of building	-	36,680	-	(36,680)	-
Other	<u>2,000</u>	<u>6,750</u>	<u>(6,750)</u>	<u>(2,000)</u>	-
	13,062	43,430	(6,750)	(49,742)	-

10. Unrestricted funds

	Balance 31 March 2021 £	Incoming resources £	Expended resources £	Transfers between funds £	Balance 31 March 2022 £
Designated fund (assets)	692,129		(16,045)	95,034	771,118
Undesignated funds	<u>(6,395)</u>	<u>73,384</u>	<u>(21,697)</u>	<u>(45,292)</u>	-
	685,734	73,384	(37,742)	49,742	771,118

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 2022		Year ended 31 March 2021	
	Restricted £	Unrestricted £	Restricted £	Unrestricted £
Opening balance	13,062	685,734	46,380	559,005
Incoming resources	43,430	73,384	63,915	54,769
Resources expended	(6,750)	(37,742)	-	(25,273)
Transfers between funds	<u>(49,742)</u>	<u>49,742</u>	<u>(97,233)</u>	<u>97,233</u>
Closing balance	-	771,118	13,062	685,734