

COMPANY REGISTRATION NUMBER: 03901677  
CHARITY REGISTRATION NUMBER: 1082208

**Flavel Centre Trust**  
**Company Limited by Guarantee**  
**Financial Statements 28**  
**February 2021**

**THOMAS WESTCOTT**

Chartered accountants

Petitor House  
Nicholson Road  
Torquay  
Devon  
TQ2 7TD

**Flavel Centre Trust**  
**Company Limited by Guarantee**  
**Financial Statements**  
**Year ended 28 February 2021**

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**Flavel Centre Trust**  
**Company Limited by Guarantee**  
**Trustees' Annual Report (Incorporating the Director's Report)**  
**Year ended 28 February 2021**

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 28 February 2021.

**Reference and administrative details**

<b>Registered charity name</b>	Flavel Centre Trust
<b>Charity registration number</b>	1082208
<b>Company registration number</b>	03901677
<b>Principal office and registered office</b>	Flavel Place Dartmouth TQ6 9ND Devon
<b>The trustees</b>	<div> P Conisbee (Chairman)  P R Johnson (Treasurer)  L Ellwood  H A Deakin (Resigned 1 November 2020)  J Alker  I McCall  J Logie  F Davidson  G J Walker (Resigned 12 April 2021)  C J Kean  K Hales (Resigned 12 April 2021)  J Wilson (Resigned 2 March 2020) </div>
<b>Company secretary</b>	G J Walker
<b>Operations and finance manager</b>	L Turner
<b>Artistic development manager</b>	H Roberts
<b>Independent examiner</b>	S R Smith FCA Thomas Westcott Chartered Accountants Petitor House Nicholson Road Torquay Devon TQ2 7TD

# **Flavel Centre Trust**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 28 February 2021**

#### **Structure, governance and management**

The charity's governing document is by way of the Memorandum of Articles of Association and it is a company limited by guarantee.

The trustees recognise that they are responsible for the good standing of the Trust, the safe management of its assets, the strategy for its future development and all key policy decisions.

The following committees have formally reported to and provided support to the Board during the period.

#### **Directors and Trustees**

The directors of the charitable company (the Trust) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The trustees, who are also the appointed charity trustees, have control of the charity and its property and funds. The number of trustees must consist of at least three, but not more than twelve individuals, all of whom must be members. Membership of the Trust is open to any individual or organisation interested in promoting its objects and who applies to and is approved by the trustees.

The trustees who served during the year are listed on page 1.

In accordance with the Articles of association, one third of the Board of Trustees retired at the annual Retirement Meeting on 21 September 2020 and offered themselves for re-election. John Alker, Peter Conisbee and Jeremy Logie were duly elected. Iain McCall, Lindsay Ellwood and Cecilia Keen retire by rotation at the 2021 Annual Meeting on 8<sup>th</sup> July.

The trustees receive no remuneration or benefits.

#### **Management Committee**

Chaired by a trustee, comprising four trustees and two senior managers, the Committee's function is to oversee the day to day operation and management of the Trust's activities in accordance with the general strategy, principles and policy and specific instructions and decisions of the Board. It meets monthly or more frequently as necessary.

#### **Flavel Community Forum (formerly the Flavel Management Advisory Committee)**

Chaired by a trustee and comprising other trustees, representatives of management, local authorities and community stakeholder groups, this committee serves as an advisory and support group for the trustees with respect to the overall activities of the Trust in the context of the community. It meets two or three times a year as appropriate. Owing to the pandemic no meetings have been called of this group.

#### **Compliance Committee**

Chaired by a trustee and comprising five other trustees and the General Manager, this committee reviews compliance by the Trust with its legal, contractual and governance obligations and responsibilities.

## **Flavel Centre Trust**

### **Company Limited by Guarantee**

#### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 28 February 2021**

##### **Fundraising Committee**

Chaired by a trustee and comprising at least three other trustees and ad hoc members from time to time, this committee assists the board with fundraising initiatives and activities.

##### **Finance Committee**

Chaired by the Treasurer and comprising at least two other trustees and the General Manager, this committee is responsible for budget preparation and financial management policy.

##### **Membership Committee**

Chaired by a trustee and composed of trustees and members, the committee is responsible for the recruitment of new trustees and members. New trustees receive a briefing on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity, whilst also meeting key employees. They receive copies of all governing documents and agreed policies.

##### **Risk Management Policy**

The Trust undertakes a six-monthly risk review.

The major risks to which the charity is exposed have been reviewed by the trustees during the year. The major opportunities and risks or threats to the continuance of the trust's operations have been identified and systems established where possible to mitigate the risks.

##### **Reserves Policy**

At least annually, the Trust reviews its reserves and working capital requirements in detail. Most of our major capital equipment is over ten years old and much of it will need replacement during the next ten years. The Trust has carried out a comprehensive review of replacement costs and lifetimes of major assets. Meanwhile, the Trust aims to transfer any surplus each year to the Asset Replacement Fund with the long-term aim of amassing a fund sufficient to replace all our asset needs. Since the advent of the coronavirus pandemic and the temporary closure of the Flavel, the trustees have recognised that the Asset Replacement Fund will need to be called upon to pay operational expenses while the business recovers. This will be limited and with the full agreement of the board to be confirmed at its bi-monthly meetings. Plans will be put in place to replace any used reserves as soon as this is viable.

##### **Investment Policy**

The Trust does not hold any investments other than in the form of short notice bank deposit accounts.

##### **Objectives and activities**

In setting the objectives, activities and planning, the trustees of the charity have given careful consideration in regard to the Charity Commission's guidance on public benefit. The Trust's primary purpose is to provide the facilities of a community arts centre at Dartmouth, Devon, in order to promote the advancement of education, in the performing arts in all forms including film, music, theatre and talks; and by provision of space for a public library and associated facilities. The Flavel Centre also provides meeting and function rooms, together with associated catering facilities, to meet the needs of local societies and individuals.

The Trust's objectives in the year in pursuit of its primary aims were to offer an attractive range of events and films with a high educational content at accessible prices to a wide range of age groups and social backgrounds.

# **Flavel Centre Trust**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 28 February 2021**

#### **Chairman's Report - Achievements and performance**

The 2020/2021 financial year will be remembered as the year of the Covid 19 pandemic and in common with most Arts and Culture venues around the country, The Flavel has been closed for much of the year. Only open for a total of 9 weeks out of 52, and then badly affected by the social distancing restrictions. This has not only affected our film and live events programme, but also the Café, meeting rooms and classes plus the bar and refreshments. Only the library remained open on a very limited basis and with severe restrictions in place. Our total ticket sales for the year amounted to 2,012 against the previous year's total of 19,914, and of the 2,012 tickets sold, many were for events that were subsequently cancelled or postponed.

We have however received considerable financial support during the year [see below]. Most of our staff were furloughed or part furloughed during the year under the Job Retention Scheme, and we also received a number of government grants. In addition, as a result of our fundraising efforts, we received considerable and generous financial support from Flavel Friends and other patrons to whom we are extremely grateful. All of these factors contributed to our financial position in a very positive way.

Our staff have been extremely supportive and understanding during what has been a difficult time for them, with a mix of furlough and working from home. After a turbulent previous year with staff, the leadership team of Lesley Turner as Operations Manager, and Hannah Roberts as Artistic Development Manager has worked well, and met with the Management Committee at regular intervals. The Flavel building of course has been maintained and checked on a routine basis during the year and we have maintained contact with both staff, volunteers and patrons through regular updates via e-mail.

The Trustees increased the frequency of their Trustee meetings during the pandemic to monthly instead of bi-monthly, and met via Zoom as a result of the social distancing restrictions. The Management Committee met at least once a month, and a number of Trustees volunteered to caretake the building whilst the library was open.

Looking ahead the main challenge is to return to and possibly improve on, our previous trading position. Following the reopening on May 17<sup>th</sup>, the aim is to begin with a limited programme under continuing restrictions while we hopefully rebuild the confidence of our audiences by demonstrating that we will be putting on an exciting programme in a Covid secure environment. Our live events programme will begin in September which hopefully will allow time for restrictions to be completely lifted. We know that it will take time for audience confidence to return and that the 2021/2022 year will be extremely challenging.

After careful consideration the Board of Trustees have agreed an approach which invests in returning our staffing to pre-pandemic levels, so that we can bring resources to bear on programming and marketing and improving areas such as meeting room income. The target is to bring our trading income back in line with pre-pandemic levels during the autumn. Although we are likely to make a loss during the year because of limited income during the first six months, we hope to be able to confidently demonstrate that by the end of the year we can see a clear path to financial stability for future years.

## **Flavel Centre Trust**

### **Company Limited by Guarantee**

#### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 28 February 2021**

##### **Treasurer's Report - Financial review**

The Flavel closed for the first lockdown on 16<sup>th</sup> March 2020, just a couple of weeks into the financial year. There was no doubt that the outlook at that point was very uncertain at best. Over the first few weeks of the pandemic the Board were very much aware that we needed to put in place a financial strategy which was aimed at minimising what appeared to be inevitable significant losses. The key elements that emerged were that we needed to take advantage of all government grants, maximise our use of the Job Retention Scheme, manage down our costs, especially on salaries and launch a funding drive. The ever-present uncertainties over reopening throughout the year made forward planning extremely difficult and because of Covid restrictions, our reduced seating capacity ruled out live events and many of our regular meeting room bookings. As it was after the end of both the first and second shutdown we were able to open, but with very restricted audiences so our income in the 9 weeks in total we were open was very limited. We were also the victims of managing our finances effectively in the past. Although we were able to take advantage of direct government funding for business interruption, we were not eligible for the substantial pot of money distributed through the Arts Council because of our levels of reserves. However, our fundraising drive was particularly effective with £45k being raised in donations.

The summary of the finances for the year was that our trading income (sales less direct costs such as artist fees) fell from £147.2k in the previous year to £28.6k in 2020/21. Our expenses fell from £227.5k to £165.7k (not including depreciation) and our non-trading income rose from £65.k to £155.1k (including government business grants and Job Retention Scheme).

Our efforts resulted in a surplus being achieved for the year of £18k not including depreciation. There was an additional capital expenditure of £2.6k leaving a surplus of £15.4k for transfer into reserves.

This was a very pleasing result in the light of the situation we were facing. The main point being that as we entered the new financial year, we were in a much better financial position than we could have imagined at the beginning of the pandemic, which puts us in a stronger position to rebuild.

As outlined in the Chairman's report above, the new financial year presents in fact a bigger challenge. Although we have received one further government grant of £12k, the investment in staff we need to help build back the business means we have limited opportunity for continued use of the Job Retention Scheme and we expect all government support to end in September. However, our reserves remain strong, helped by the surplus from the previous year and hopefully our audiences and building users will return to pre-pandemic numbers.

## Flavel Centre Trust

### Company Limited by Guarantee

#### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 28 February 2021

##### Trustees' responsibilities statement

The trustees, who are also directors 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 charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, 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 applicable Charities SORP;
- make judgments 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 charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

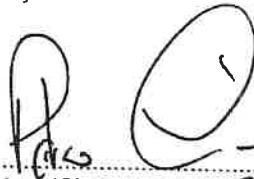
##### Events after the end of the reporting period

Particulars of events after the reporting date are detailed in note 24 to the financial statements.

##### Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 28-6-21 and signed on behalf of the board of trustees by:

  
.....  
P Conisbee (Chairman)  
Trustee



## Flavel Centre Trust

### Company Limited by Guarantee

#### Independent Examiner's Report to the Trustees of Flavel Centre Trust

Year ended 28 February 2021

I report to the trustees on my examination of the financial statements of Flavel Centre Trust ('the charity') for the year ended 28 February 2021.

#### Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements 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 the 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 charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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.



S R Smith FCA  
Independent Examiner  
Thomas Westcott  
Chartered Accountants  
Petitor House  
Nicholson Road  
Torquay  
Devon  
TQ2 7TD

6 July 2021

**Flavel Centre Trust**  
**Company Limited by Guarantee**  
**Statement of Financial Activities**  
**(including income and expenditure account)**  
**Year ended 28 February 2021**

		Unrestricted funds	2021 Restricted funds	Total funds	2020 Total funds
	Note	£	£	£	£
<b>Income and endowments</b>					
Donations and legacies	5	154,956	—	<b>154,956</b>	65,199
Other trading activities	6	37,567	—	<b>37,567</b>	261,757
Investment income	7	164	—	<b>164</b>	270
<b>Total income</b>		<u>192,687</u>	<u>—</u>	<u><b>192,687</b></u>	<u>327,226</u>
<b>Expenditure</b>					
Expenditure on raising funds:					
Costs of other trading activities	8	181,634	20,984	<b>202,618</b>	374,057
Expenditure on charitable activities	9	2,895	—	<b>2,895</b>	5,096
<b>Total expenditure</b>		<u>184,529</u>	<u>20,984</u>	<u><b>205,513</b></u>	<u>379,153</u>
<b>Net expenditure and net movement in funds</b>		<u>8,158</u>	<u>(20,984)</u>	<u><b>(12,826)</b></u>	<u>(51,927)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		753,749	917,940	<b>1,671,689</b>	1,723,616
<b>Total funds carried forward</b>		<u>761,907</u>	<u>896,956</u>	<u><b>1,658,863</b></u>	<u>1,671,689</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 9 to 19 form part of these financial statements.

**Flavel Centre Trust**  
**Company Limited by Guarantee**  
**Statement of Financial Position**  
**28 February 2021**

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible fixed assets	15	1,488,513	1,516,764
<b>Current assets</b>			
Stocks	16	2,101	2,876
Debtors	17	15,805	15,240
Cash at bank and in hand		182,718	204,621
		<u>200,624</u>	<u>222,737</u>
<b>Creditors: amounts falling due within one year</b>	18	<u>30,274</u>	<u>67,812</u>
<b>Net current assets</b>		<u>170,350</u>	<u>154,925</u>
<b>Total assets less current liabilities</b>		<u>1,658,863</u>	<u>1,671,689</u>
<b>Net assets</b>		<u>1,658,863</u>	<u>1,671,689</u>
<b>Funds of the charity</b>			
Restricted funds		896,956	917,940
Unrestricted funds		761,907	753,749
<b>Total charity funds</b>	22	<u>1,658,863</u>	<u>1,671,689</u>

For the year ending 28 February 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 28.6.21, and are signed on behalf of the board by:



**P R Johnson (Treasurer)**  
**Trustee**

The notes on pages 9 to 19 form part of these financial statements.

**Flavel Centre Trust**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements**  
**Year ended 28 February 2021**

**1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Flavel Place, Dartmouth, TQ6 9ND, Devon.

**2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

**3. Accounting policies**

**Cash and cash equivalents**

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

**Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

**Going concern**

There are no material uncertainties about the charity's ability to continue.

**Disclosure exemptions**

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102, not to present a cash flow statement.

**Flavel Centre Trust**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 28 February 2021**

**3. Accounting policies** *(continued)*

**Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**Significant judgements**

The judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies and that have the most significant effect on the amounts recognised in the financial statements are as follows:- None

**Key sources of estimation uncertainty**

Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. The key assumptions and other sources of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are as follows:- Depreciation

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

**Flavel Centre Trust**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 28 February 2021**

**3. Accounting policies** *(continued)*

**Incoming resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

**Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

**Tangible assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

**Flavel Centre Trust**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 28 February 2021**

**3. Accounting policies** *(continued)*

**Tangible assets** *(continued)*

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

**Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Land and buildings	-	1% straight line
Fixtures, fittings and equipment	-	10% - 50% Straight line

**Impairment of fixed assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

**Stocks**

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

**Government grants**

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the charity will comply with the conditions attaching to them and the grants will be received.

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

**Flavel Centre Trust**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 28 February 2021**

**3. Accounting policies** *(continued)*

**Financial instruments**

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

**Defined contribution plans**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

**4. Limited by guarantee**

The Flavel Centre Trust is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not to exceed £10 to the assets of the charitable company in the event of it being wound up while he or she is a member, or within one year after he or she ceases to be a member.

**5. Donations and legacies**

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
<b>Donations</b>				
Donations	45,034	<b>45,034</b>	10,391	10,391
Friends of Flavel	12,218	<b>12,218</b>	18,031	18,031
Fundraising	49	<b>49</b>	13,941	13,941
Gift Aid	7,425	<b>7,425</b>	7,836	7,836
<b>Legacies</b>				
Legacies	12,000	<b>12,000</b>	—	—
<b>Grants</b>				
Hadley Trust	10,000	<b>10,000</b>	15,000	15,000
Government grant income	68,230	<b>68,230</b>	—	—
	<u>154,956</u>	<u><b>154,956</b></u>	<u>65,199</u>	<u>65,199</u>



**Flavel Centre Trust**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 28 February 2021**

**6. Other trading activities**

	Unrestricted Funds	Total Funds 2021	Unrestricted Funds	Total Funds 2020
	£	£	£	£
Trading income	22,573	22,573	244,649	244,649
Devon County Council (library)	14,994	14,994	17,108	17,108
	<u>37,567</u>	<u>37,567</u>	<u>261,757</u>	<u>261,757</u>

**7. Investment income**

	Unrestricted Funds	Total Funds 2021	Unrestricted Funds	Total Funds 2020
	£	£	£	£
Bank interest receivable	164	164	270	270

**8. Costs of other trading activities**

The costs under restricted funds relates to part of the depreciation charge for the year.

	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
Costs of other trading activities (see page 23)	181,634	20,984	202,618

	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
Costs of other trading activities (see page 23)	353,072	20,985	374,057

**9. Expenditure on charitable activities by fund type**

	Unrestricted Funds	Total Funds 2021	Unrestricted Funds	Total Funds 2020
	£	£	£	£
Support costs	2,895	2,895	5,096	5,096

**10. Analysis of support costs**

	Support costs	Total 2021	Total 2020
	£	£	£
Insurance	958	958	1,278
Legal and professional fees	35	35	1,804
Office expenses	50	50	50
Independent examiner's fee	1,852	1,852	1,964
	<u>2,895</u>	<u>2,895</u>	<u>5,096</u>

**Flavel Centre Trust**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 28 February 2021**

**11. Net expenditure**

Net expenditure is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation of tangible fixed assets	<u>30,868</u>	<u>37,101</u>

**12. Independent examination fees**

	2021	2020
	£	£
Fees payable to the independent examiner for:-		
Independent examination of the financial statements	926	982
Other financial services	<u>926</u>	<u>982</u>
	<u>1,852</u>	<u>1,964</u>

**13. Staff costs**

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	96,484	117,192
Social security costs	3,697	5,114
Employer contributions to pension plans	<u>610</u>	<u>1,989</u>
	<u>100,791</u>	<u>124,295</u>

The average head count of employees during the year was 5 (2020: 8). The average number of full-time equivalent employees during the year is analysed as follows:

	2021	2020
	No.	No.
Number of staff - administration	<u>4</u>	<u>4</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

**14. Trustee remuneration and expenses**

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

No trustee expenses were made during the year.

**Flavel Centre Trust**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 28 February 2021**

**15. Tangible fixed assets**

	Land and buildings £	Fixtures and fittings £	Total £
<b>Cost</b>			
At 1 March 2020	1,713,921	335,957	<b>2,049,878</b>
Additions	—	2,617	<b>2,617</b>
<b>At 28 February 2021</b>	<b>1,713,921</b>	<b>338,574</b>	<b>2,052,495</b>
<b>Depreciation</b>			
At 1 March 2020	225,456	307,658	<b>533,114</b>
Charge for the year	15,040	15,828	<b>30,868</b>
<b>At 28 February 2021</b>	<b>240,496</b>	<b>323,486</b>	<b>563,982</b>
<b>Carrying amount</b>			
<b>At 28 February 2021</b>	<b>1,473,425</b>	<b>15,088</b>	<b>1,488,513</b>
At 29 February 2020	1,488,465	28,299	1,516,764

**16. Stocks**

	2021 £	2020 £
Drinks and confectionery	<b>2,101</b>	<b>2,876</b>

**17. Debtors**

	2021 £	2020 £
Trade debtors	<b>6,376</b>	9,246
Prepayments and accrued income	<b>7,277</b>	5,451
Other debtors	<b>2,152</b>	543
	<b>15,805</b>	<b>15,240</b>

**18. Creditors: amounts falling due within one year**

	2021 £	2020 £
Trade creditors	<b>11,184</b>	29,714
Accruals and deferred income	<b>16,844</b>	32,737
Social security and other taxes	<b>2,246</b>	4,757
Other creditors	—	604
	<b>30,274</b>	<b>67,812</b>

**Flavel Centre Trust**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 28 February 2021**

**19. Deferred income**

	2021	2020
	£	£
Amount deferred in year	<u>8,899</u>	<u>23,102</u>

Deferred income relates to advanced ticket sales and event bookings.

**20. Pensions and other post retirement benefits**

**Defined contribution plans**

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £610 (2020: £1,989).

**21. Government grants**

The amounts recognised in the financial statements for government grants are as follows:-

	2021	2020
	£	£
Recognised in income from donations and legacies:		
Government grants income	<u>68,230</u>	<u>—</u>

**22. Analysis of charitable funds**

**Unrestricted funds**

	At 1 March 2020	Income £	Expenditure £	At 28 February 2021 £
Unrestricted Funds	<u>753,749</u>	<u>192,687</u>	<u>(184,529)</u>	<u>761,907</u>

	At 1 March 2019	Income £	Expenditure £	At 29 February 2020 £
Unrestricted Funds	<u>784,691</u>	<u>327,226</u>	<u>(358,168)</u>	<u>753,749</u>

The unrestricted fund partly represents specific grants from local authorities and donations towards the building costs of the Flavel Centre and is reduced by depreciation on an annual basis. The available funds are held for working capital if income falls significantly, for IT equipment upgrade, improvements to the reception area and the balance is for future building repairs.

**Flavel Centre Trust**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements (continued)**  
**Year ended 28 February 2021**

**22. Analysis of charitable funds (continued)**

**Restricted funds**

	At 1 March 2020 £	Income £	Expenditure £	At 28 February 2021 £
Restricted Funds	917,940	—	(20,984)	896,956

	At 1 March 2019 £	Income £	Expenditure £	At 29 February 2020 £
Restricted Funds	938,925	—	(20,985)	917,940

The restricted fund represents specific grants from local authorities and donations towards the building and equipment costs of the Flavel Centre and is reduced by depreciation on an annual basis.

**23. Analysis of net assets between funds**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	591,557	896,956	1,488,513
Current assets	200,624	—	200,624
Creditors less than 1 year	(30,274)	—	(30,274)
<b>Net assets</b>	<b>761,907</b>	<b>896,956</b>	<b>1,658,863</b>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	598,824	917,940	1,516,764
Current assets	222,737	—	222,737
Creditors less than 1 year	(67,812)	—	(67,812)
<b>Net assets</b>	<b>753,749</b>	<b>917,940</b>	<b>1,671,689</b>

**24. Post balance sheet events**

At the end of the financial year, the charity was closed under a national lockdown due to the COVID-19 global pandemic. They have since reopened to the public on 17 May 2021 under government guidance, ensuring that all of the required procedures and restrictions were in place.

The closure and the continued restrictions will have a significant impact on the income of the charity and it is actively reviewing the scenario and evaluating the management actions to mitigate the effect to their operations. They have adopted initiatives to safeguard the health of its people and actions aimed at maintaining future operational activity. The repercussions on any other adjustments to the financial statements are currently not determinable in light of the volatility of the scenario and the continuous developments. Therefore, this will be reflected in the 2022 financial statements.

**Flavel Centre Trust**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 28 February 2021**

**25. Related parties**

The trustees and key personnel are listed on page 1. There are no related party transactions during the year.

**Flavel Centre Trust**  
**Company Limited by Guarantee**  
**Management Information**  
**Year ended 28 February 2021**

**The following pages do not form part of the financial statements.**

**Flavel Centre Trust**  
**Company Limited by Guarantee**  
**Detailed Statement of Financial Activities**  
**Year ended 28 February 2021**

	2021 £	2020 £
<b>Income and endowments</b>		
<b>Donations and legacies</b>		
Donations	45,034	10,391
Friends of Flavel	12,218	18,031
Fundraising	49	13,941
Gift Aid	7,425	7,836
Legacies	12,000	—
Hadley Trust	10,000	15,000
Government grant income	68,230	—
	<u>154,956</u>	<u>65,199</u>
<b>Other trading activities</b>		
Trading income	22,573	244,649
Devon County Council (library)	14,994	17,108
	<u>37,567</u>	<u>261,757</u>
<b>Investment income</b>		
Bank interest receivable	164	270
	<u>164</u>	<u>270</u>
<b>Total income</b>	<u>192,687</u>	<u>327,226</u>



**Flavel Centre Trust**  
**Company Limited by Guarantee**  
**Detailed Statement of Financial Activities** *(continued)*  
**Year ended 28 February 2021**

	2021 £	2020 £
<b>Expenditure</b>		
<b>Costs of other trading activities</b>		
Purchases	8,924	114,519
Wages and salaries	96,484	117,192
Employer's NIC	3,697	5,114
Pension costs	610	1,989
Recruitment costs	304	507
Water rates	1,738	3,075
Light & heat	12,220	18,176
Repairs & maintenance	5,844	14,098
Insurance	6,588	6,777
Equipment leasing	2,947	3,118
Telephone	2,151	2,347
Office expenses	1,517	2,494
Depreciation	30,868	37,101
Staff welfare and training	462	2,072
Advertising and publicity	6,097	15,402
Refuse collection	1,103	1,581
Equipment and improvements	230	1,164
Licences and subscriptions	4,655	5,034
Cleaning	5,033	12,773
Bank charges	66	65
Credit card charges	2,557	4,676
Website and computer costs	4,581	3,762
Bad debts	214	—
Sundry expenses	3,728	1,021
	<u>202,618</u>	<u>374,057</u>
<b>Expenditure on charitable activities</b>		
<b>Support costs</b>		
Insurance	958	1,278
Legal and professional fees	35	1,804
Office expenses	50	50
Independent examiner's fee	1,852	1,964
	<u>2,895</u>	<u>5,096</u>
<b>Total expenditure</b>	<u>205,513</u>	<u>379,153</u>
<b>Net expenditure</b>	<u>12,826</u>	<u>51,927</u>