

Romiley Lifecentre Limited

(A company limited by guarantee)

Report and Financial Statements

For the year ended 31 March 2021

**3 Stockport Road
Romiley
Stockport
Cheshire**

Company no: 04158959

Charity no: 1087038

ROMILEY LIFECENTRE LIMITED

Report and Accounts

Contents

	Page
Company information	1
Directors report (incorporating trustees report)	2 - 4
Independent examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the accounts	8 - 13

ROMILEY LIFECENTRE LIMITED

Legal and administrative information

Directors

Rev Richard Pennystan	Chair
Mr Ian Otto	
Mrs Jan Ford	
Mr Jim Jeffery	
Mrs Kirstie Goddard	

Secretary

Mrs K Wade

Registered office and operation address

3 Stockport Road, Romiley, Stockport, Cheshire, SK6 4BN.

Accountant

J A Simpson, 48 Bredbury Green, Romiley, Stockport, Cheshire, SK6 3DN.

Bankers

The Royal Bank of Scotland plc, 1 Romiley Precinct, Romiley, Stockport, Cheshire, SK6 4EA.

Solicitor

J H Sidebotham, 127 Buxton Road, High Lane, Stockport, Cheshire, SK6 8DX.

Company number	04158959
-----------------------	----------

Registered charity number	1087038
----------------------------------	---------

ROMILEY LIFECENTRE LIMITED

Company No. 04158959

Charity No. 1087038

Directors' Report (Incorporating the Trustees' Report)

The Directors and Trustees present their report and the examined accounts for the year ended 31 March 2021. The charity is governed by its memorandum and articles of association and is a company limited by guarantee.

Mission Statement

The Romiley Lifecentre exists to make a positive difference to the community of Romiley through a range of services which strengthen and enhance personal relationships through training, listening and support.

Trustees

The Trustees of the charity during the year were as follows:

Rev Richard Pennystan (Chair)

Mr Ian Otto

Mrs Janet Ford

Mr James Jeffery

Mrs Kirstie Goddard

Structure and appointments

The charity is run by the trustees who are also the directors, who meet on a regular basis and make policy decisions. The directors of the charity, together with the company secretary, hold responsibility for the regulatory aspects of the charity's limited company status. Directors are appointed by the trustees themselves.

A management team composed of trustees, department heads and team leaders meets monthly under the chairmanship of Richard Pennystan.

It has been agreed that Kathryn Louise Wade will resign as Company Secretary on 30th April 2021.

Penelope Jane Higginbottom has been nominated as an additional Trustee/Director – the vote will take place at the next Trustees meeting in June 2021.

Development, activities and achievements this year

The Romiley Lifecentre seeks to provide a focus for community building and the support of relationships in the local community. These are built on three core values, which were determined by the trustees at the time of the Life Centre's 10 year anniversary. These values are: Relationships, Accessible and Holy.

In March 2021 HM Government announced a country wide lockdown of all non-essential businesses and hospitality in response to the Covid-19 pandemic and in line with this advice Romiley Life Centre closed its doors on 20th March 2020 impacting the usual wide range of services and programmes run from the centre; the cafe, bookshop, stay and play, quiet prayer space, counselling rooms and conference facilities were all closed until 2nd September 2020 and then again on 4th November 2020 resulting in a loss of income for that period. Government grants and the Job Retention Scheme provided support for the business as it continued to comply with all Government guidelines on Health & Safety for customers, volunteers & staff.

The Romiley Life Centre's focus for community building did not cease and the support and building of relationships were re-visioned and a food pantry was set up by providing weekly food parcels by mid April 2021 – supported financially by St Chads church, Stockport MBC, Allied Bakeries and local donors.

Our volunteers were quick to offer help and shopped, delivered and maintained relationships providing a much needed lifeline to the vulnerable in Romiley and surrounding districts. Romiley Life Centre's Covid19 mutual aid support group continues for those who have been required by HM Government to shield and isolate within the Romiley and wider communities.

Romiley Life Centre's support still focused on family life, the elderly, the vulnerable & shielding, providing food for the furloughed and families struggling with the delay in food vouchers and the listening service was provided throughout the year via Stockport Christian Counsellors who provided a link to counselling via zoom.

Food provision & security was also supported in addition by the Trussell Trust with the provision of Foodbank vouchers for all local foodbanks.

Early Essentials continued to run and continued to support midwives, health visitors to provide for mums to be who are struggling to financially and baskets were sent to local centres for collection by the health workers and visitors.

The Romiley Lifecentre works closely in conjunction with St Chad's Church. The Trustees and many of the volunteers working in the centre are members of the church, many of them having given financially to establish and support the charity. The Lifecentre provides office accommodation for the church's youth and children's workers and for the church administration team. The Vicar of St Chad's is also the Director of the Lifecentre and Chair of its Board and Romiley Life Centre continued to provide this space in the building – although church employees were advised to work from home during the Covid-19 lockdown.

There is an agreed policy that the board of Trustees includes 2 representatives of St Chad's PCC.

During this year two potential risks to the long term governance of the Lifecentre were identified:

- First it was recognised that the burden of responsibility has gradually increased on the Trustees and management.
- The second is the age profile of the 'Trustees and Management' group was predominantly over 55 and some succession planning was necessary.

It was reported in the 2019-2020 Directors' report that there is an intention to upgrade of IT equipment in the office and conference facilities, this was partially fulfilled by the purchase and installation of a new server which improved the internet & WIFI provision in the café, conference rooms and offices and also tightened security of the system by splitting the signal into these three areas – the café moving onto a Public system whereby users have to sign in which allows Romiley Life Centre to obtain adherence to downloading guidelines.

Future Developments

Due to the pandemic Romiley Life Centre's employees were furloughed which delayed all planning for the future development, as focus shifted to dealing with the pandemic commercial realities in addition to the support of the local community listed above. In the following financial year it is planned for financial controls to continue to be strengthened by the increase sales in the shop and rebuilding the conference bookings providing for the continuation of the maintenance plan. These will include new windows, conference chairs and carpeting, upgrade of IT equipment in the office and conference facilities and repainting the exterior along with renewal of some of the aging electrical equipment. Although these improvements are not envisaged to take place until the trading conditions within the UK strengthen in the coming months/years.

Transactions and financial position

The Statement of Financial Activities shows a surplus of £1,312 for the year, and reserves stand at £670,997 including a revaluation reserve of £219,645.

Risk Assessment

The Trustees are continually assessing the risks, which might affect the charity and attempt to put procedures in place to minimise such risks.

GDPR requirements have been put into place.

Training of the volunteer & staff team has continued including First Aid, fire safety and safeguarding to support the Romiley Life Centre's duty of care of employees, volunteers and customers.

Although under current legislation the Lifecentre qualifies to receive gift aid relief, any changes to tax legislation and charitable status could adversely affect income receivable. Other possible risks include the effects of reduced business, loss of key personnel, inability to secure funding, or the inability to maintain voluntary and paid staffing levels of the required calibre and commitment.

Statement of Directors' responsibilities

Company Law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and the income and expenditure of the charitable company for that period. In preparing the accounts the directors are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements:
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charitable company and to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The report has been prepared in accordance with the provisions of the Companies Act 2006 applicable to small companies.

By Order of the Board



Richard Pennystan
Director

Date 31st March 2021

**INDEPENDENT EXAMINERS' REPORT
TO THE MEMBERS OF ROMILEY LIFECENTRE LIMITED**

I report on the accounts of the company limited by guarantee for the year ended 31 March 2021, which are set out on pages 6 to 13. These accounts have been prepared in accordance with FRS 102 under the historical cost and the accounting policies set out therein.

Respective responsibilities of directors and examiner

As described in the Statement of Directors' Responsibilities the company's directors (who are also the trustees) are responsible for the preparation of the accounts in accordance with applicable law and United Kingdom Accounting Standards. You consider that the audit requirement of s144(2) of the Charities Act 2011 (the Act) does not apply and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commissioners. 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 the seeking of explanations from you as trustees concerning any such matters. I have helped to prepare the financial statements from the accounting records made available to me by the charity. The procedure applied does not provide all 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 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 s130 of the 2011 Act and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
 - have 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.

John A Simpson
Chartered Accountant
48 Bredbury Green
Romiley
Stockport

J A Simpson

Date 14th October 2021

ROMILEY LIFECENTRE LIMITED

Statement of Financial Activities for the year ended 31 March 2021

	Notes	2021 £	2020 £
Incoming resources			
Incoming resources from generated funds			
<i>Voluntary income:</i>			
Donations and grants	2	10,192	2,384
<i>Activities for generating funds:</i>			
Bookshop		7,172	16,422
Café		13,778	88,484
Room hire and conferences		539	14,663
Government assistance - Covid		38,499	0
Investment income		0	3
Rent		7,182	5,881
		<u>77,362</u>	<u>127,837</u>
Resources expended			
Charitable activities		76,050	125,934
Governance costs			
Total resources expended	5	<u>76,050</u>	<u>125,934</u>
Net movement in funds	3	<u>1,312</u>	<u>1,903</u>
Reconciliation of funds			
Total funds brought forward		669,685	667,782
Total funds carried forward		<u>670,997</u>	<u>669,685</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

ROMILEY LIFECENTRE LIMITED

Balance Sheet as at 31 March 2021

Fixed Assets	Notes	2021	2020
		£	£
Tangible assets	4	707,934	708,406
Current Assets			
Stock		9,731	12,065
Debtors	6	0	6,008
Cash at bank and in hand		12,631	12,950
		<u>22,362</u>	<u>31,023</u>
Creditors: amounts falling due within one year	7	<u>19,627</u>	<u>24,118</u>
Net Current Assets/(Liabilities)		<u>2,735</u>	<u>6,905</u>
		710,669	715,311
Creditors: amounts falling due after more than one year	8	39,672	45,626
		<u>670,997</u>	<u>669,685</u>
FUNDS			
Unrestricted Income Funds			
General Purpose Fund	9	451,352	450,040
Revaluation Reserve	9	<u>219,645</u>	<u>219,645</u>
		<u>670,997</u>	<u>669,685</u>

For the 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.

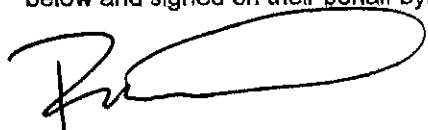
Directors' responsibilities:

the members have not required the company to obtain an audit of its accounts 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 preparation of accounts

these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 6 to 13 were approved by the trustees on the date 13th October 2021 below and signed on their behalf by:



Richard Pennystan
Director

ROMILEY LIFECENTRE LIMITED

Notes to the Accounts for the Period to 31 March 2021

1 Accounting policies

General

These accounts have been prepared under the historic cost convention and are in accordance with:

FRS 102 and the provisions of Companies Act 2006 applicable to small companies.

Company status

The company is limited by guarantee. The liability in respect of the guarantee, as set out in the memorandum of association, is limited to £10 per member of the company.

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 an appeal.

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific 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 specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

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

Resources expended

Expenditure is recognised on an accruals basis as the liability is incurred. Expenditure includes any VAT which cannot be fully recovered, 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 costs of trading for fundraising purposes.

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.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the examination fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource.

Fixed Assets

Fixed assets are stated at cost less accumulated depreciation.

Depreciation is not provided on the 1-5 Stockport Road building as the lease is for 999 years and the amount is considered to be immaterial.

Depreciation is provided on office and kitchen equipment to write off their cost over 5 years.

Depreciation is provided on furniture and fittings to write off their cost over 7 years.

ROMILEY LIFECENTRE LIMITED

Notes to the Accounts for the Period to 31 March 2021

2 Donations and Grants

	2021	2020
	£	£
Donations	10,192	2,384

3 Net Incoming Resources for the Year

This is stated after charging:

	2021	2020
	£	£
Depreciation	472	912
Independent Examiner's Fee	250	250

4 Fixed Assets

	Leasehold Building	Furniture and Fittings	Office and Kitchen Equipment	Total
	£	£	£	£
Cost or Valuation for Leasehold Buildings				
At 1 April 2020	703,904	32,666	28,411	764,981
Additions		0	0	0
Disposals				0
At 31 March 2021	703,904	32,666	28,411	764,981
Depreciation				
At 1 April 2020	0	32,666	23,909	56,575
Charge for the year	0	0	472	472
At 31 March 2021	0	32,666	24,381	57,047
Net Book Value at 31 March 2021	703,904	0	4,030	707,934
Net Book Value at 31 March 2020	703,904	0	4,502	708,406

5 Total Resource Expended

	2021	2020
	£	£
Costs directly allocated to activities		
Café costs	6,659	46,111
Bookshop costs	7,228	8,055
Conference costs	0	0
Lifecare	6,571	958
Wages	11,984	11,401
	<u>32,442</u>	<u>66,525</u>
Support costs allocated to activities		
Remedial works	2,750	9,582
Insurance	2,731	2,579
Phone	874	860
Heat & light	6,479	10,258
Rates	1,319	2,171
Office expenses & sundries	889	2,021
Interest & bank charges	3,782	4,810
Training	309	1,112
Depreciation	472	912
Accounts examination	269	269
Professional fees	358	462
Administration	23,376	24,373
Total resources expended	<u>76,050</u>	<u>125,934</u>

The basis of allocation attempts to spread costs over activities to give a reasonable approximation of actual cost.

6 Debtors	2021 £	2020 £
Trade debtors	0	6,008
	<u>0</u>	<u>6,008</u>

7 Creditors: Amounts Falling Due within One Year	2021 £	2020 £
Loans	11,356	10,928
Trade creditors	4,386	5,462
Other creditors	4,012	5,438
Accruals	-127	2,290
	<u>19,627</u>	<u>24,118</u>

8 Creditors: Amounts Falling Due after more than One Year	2021 £	2020 £
Loans - payments falling due between		
One and two years	12,079	11,356
Two and five years	27,593	34,270
After more than five years	0	0
	<u>39,672</u>	<u>45,626</u>

9 Movements in Funds

	2020 £	Incoming Resources £	Expenditure £	2021 £
Unrestricted funds	450,040	77,362	76,050	451,352
Revaluation Reserve	219,645	0	0	219,645
	<u>669,685</u>	<u>77,362</u>	<u>76,050</u>	<u>670,997</u>

10 Staff Costs

Staff costs were as follows:

	2021 £	2020 £
Salaries and wages	34,339	34,753
Social security costs	1,021	1021
Total	<u>35,360</u>	<u>35,774</u>

No employee received emoluments of more than £60,000

11 Trustee Remuneration & Related Party Transactions

Mrs R. Otto (wife of Ian Otto, a trustee) received payment of £550 in respect of services provided to the charity. Payment was considered to not exceed the commercial rate for the provision of these services.

The office of St Chad's church, Romiley, is located in the Lifecentre. It has been agreed that the church would pay £4,000 per annum rent for the office. St Chad's PCC is considered a related party as there are members of the PCC on the board of directors of the Romiley Lifecentre Limited.

Mrs P Jeffery (wife of J Jeffery) received wages of £1,708 during the year, paid on a commercial basis.