

Romiley Lifecentre Limited

(A company limited by guarantee)

Report and Financial Statements

For the year ended 31 March 2022

**3 Stockport Road
Romiley
Stockport
Cheshire**

Company no: 04158959

Charity no: 1087038

ROMILEY LIFECENTRE LIMITED

Report and Accounts

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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 2022. 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

Mrs Kirstie Goddard

Mrs Penelope Jane Higginbottom (appointed 17th June 2021)

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 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.

Mr James Jeffrey is deceased and was removed as Trustee/Director on 4th January 2022.

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.

Romiley Life Centre Ltd reopened for business in May 2021 in line with the lifting of the Covid Regulations issued by HM Government under the phased return roadmap.

The Romiley Life Centre's focus on our wider community continued providing a home for the issue of weekly food parcels as supported by St Chads church and local donors and the issue of Food Bank vouchers from the Trussell Trust.

Romiley Life Centre's listening service continues to be provided via Stockport Christian Counsellors who provide a link to counselling via zoom and face to face by appointment in our dedicated listening space.

Early Essentials continues to run to support midwives, health visitors to provide for mums to be who are struggling to financially and baskets are collected from the Romiley Life Centre base by the health workers and visitors.

The Romiley Life Centre 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 Life Centre 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 a Director of the Life Centre and Chair of its Trustee Board and Romiley Life Centre continued to provide this space in the building.

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

Three potential risks to the long term governance of the Life Centre have been identified and are being addressed:

- 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.
- The 'Friends of Romiley Life Centre' has been opened up to include all volunteers, with the hope this will encourage those with a passion for the Life Centre to be identified and then invited to be a trustee. The management team are looking at recruiting new staff members to support the 80 volunteers.

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, intention continues to be fulfilled by the purchase and installation of a new smart TVs in the conference facilities – much to the appreciation of our users.

Future Developments

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 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 profit of £42,601 for the year, and reserves stand at £ 713,598 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 Life Centre 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 2022

ROMILEY LIFECENTRE LIMITED

Legal and administrative information

Directors

Rev Richard Pennystan	Chair
Mr Ian Otto	
Mrs Jan Ford	
Mr Jim Jeffery	(resigned 4/1/2022)
Mrs Kirstie Goddard	
Mrs Penelope Jane Higginbottom	(appointed 17/6/2021)

Registered office and operations address

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

Accountant

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

Bankers

The Cooperative Bank, Delph House, South Way, Skelmersdale, WN8 6WT

Solicitor

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

Company number	04158959
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Registered charity number	1087038
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**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 2022, 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 do 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

JA Simpson

Date 14/4/22

ROMILEY LIFECENTRE LIMITED

Statement of Financial Activities for the year ended 31 March 2022

	Notes	2022 £	2021 £
Incoming resources			
Incoming resources from generated funds			
<i>Voluntary income:</i>			
Donations and grants	2	11,697	10,192
<i>Activities for generating funds:</i>			
Bookshop		16,698	7,172
Café		81,072	13,778
Room hire and conferences		18,749	539
Government assistance - Covid		17,265	38,499
Investment income		0	0
Rent		10,595	7,182
		<u>156,076</u>	<u>77,362</u>
Resources expended			
Charitable activities		113,225	75,800
Governance costs		250	250
Total resources expended	5	<u>113,475</u>	<u>76,050</u>
Net movement in funds	3	<u>42,601</u>	<u>1,312</u>
Reconciliation of funds			
Total funds brought forward		670,997	669,685
Total funds carried forward		<u>713,598</u>	<u>670,997</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 2022

Fixed Assets	Notes	2022	2021
		£	£
Tangible assets	4	709,361	707,934
Current Assets			
Stock		9,148	9,731
Debtors	6	2,369	0
Cash at bank and in hand		39,406	12,631
		<u>50,923</u>	<u>22,362</u>
Creditors: amounts falling due within one year	7	<u>19,147</u>	<u>19,627</u>
Net Current Assets/(Liabilities)		<u>31,776</u>	<u>2,735</u>
		<u>741,137</u>	<u>710,669</u>
Creditors: amounts falling due after more than one year	8	27,539	39,672
		<u>713,598</u>	<u>670,997</u>
FUNDS			
Unrestricted Income Funds			
General Purpose Fund	9	493,953	451,352
Revaluation Reserve	9	219,645	219,645
		<u>713,598</u>	<u>670,997</u>

For the year ended 31st March 2022 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 below and signed on their behalf by:



Richard Pennystan
Director

Date 13/9/22

ROMILEY LIFECENTRE LIMITED

Notes to the Accounts for the Period to 31 March 2022

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 2022

2 Donations and Grants

	2022	2021
	£	£
Donations	11,697	10,192

Donations includes a bequest received in this financial year and it is the intention to spend this in the next financial year updating and improving the facilities of the building, for example to electrical and fire alarm systems, which need to be replaced - the planning of this work is already underway.

3 Net Incoming Resources for the Year

This is stated after charging:

	2022	2021
	£	£
Depreciation	1,404	472
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 2021	703,904	32,666	28,411	764,981
Additions		1,734	625	2,359
Disposals				
At 31 March 2022	703,904	34,400	29,036	767,340
Depreciation				
At 1 April 2021	0	32,666	24,381	57,047
Charge for the year	0	126	806	932
At 31 March 2022	0	32,792	25,187	57,979
Net Book Value at 31 March 2022	703,904	1,608	3,849	709,361
Net Book Value at 31 March 2021	703,904	0	4,030	707,934

5 Total Resource Expended

	2022	2021
	£	£
Costs directly allocated to activities		
Café costs	36,778	6,659
Bookshop costs	10,314	7,228
Conference costs	30	0
Lifecare	1,227	6,571
Wages	15,843	11,984
	<u>64,192</u>	<u>32,442</u>
Support costs allocated to activities		
Remedial works	5,562	2,750
Insurance	1,315	2,731
Phone	871	874
Heat & light	7,732	6,479
Rates	1,765	1,319
Office expenses & sundries	2,365	889
Interest & bank charges	3,802	3,782
Training	150	309
Depreciation	1,404	472
Accountancy	765	269
Professional fees	53	358
Administration	23,499	23,376
Total resources expended	<u>113,475</u>	<u>76,050</u>

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

6 Debtors	2022 £	2021 £
Trade debtors	2,369	0
	<u>2,369</u>	<u>0</u>

7 Creditors: Amounts Falling Due within One Year	2022 £	2021 £
Loans	12,080	11,356
Trade creditors	3,133	4,386
Other creditors	3,934	3,885
	<u>19,147</u>	<u>19,627</u>

8 Creditors: Amounts Falling Due after more than One Year	2022 £	2021 £
Loans - payments falling due between		
One and two years	12,817	12,079
Two and five years	14,722	27,593
After more than five years		
	<u>27,539</u>	<u>39,672</u>

9 Movements in Funds

	2021 £	Incoming Resources £	Expenditure £	2022 £
Unrestricted funds	451,352	156,076	113,475	493,953
Revaluation Reserve	219,645	0	0	219,645
	<u>670,997</u>	<u>156,076</u>	<u>113,475</u>	<u>713,598</u>

10 Staff Costs

Staff costs were as follows:

	2022 £	2021 £
Salaries and wages	37,968	34,339
Social security costs	1,374	1,021
Total	<u>39,342</u>	<u>35,360</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 £2,357 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 £1,896 during the year, paid on a commercial basis.