

UHY Hacker Young
168 Church Road
Hove
BN3 2DL

Date: 17 August 2021

Dear Sirs,

This representation letter is provided in connection with your preparation of the financial statements of Spiral Sussex for the year ending 31 August 2020 for the purpose of expressing an opinion as to whether the financial statements give a true and fair view of the results and financial position of Spiral Sussex in accordance with The Companies Act 2006 and United Kingdom Reporting Standards.

We acknowledge as directors our responsibility under the Companies Act 2006 for preparing financial statements, which give a true and fair view of the financial position of the company at 31 August 2020 and of the results of its operations, and for making accurate representations to you.

All accounting records and relevant information have been made available to you for the purpose of your preparation of the financial statements and all transactions undertaken by the company have been properly reflected in the accounting records or other information provided to you. All other records and related information have been made available to you.

We acknowledge our responsibility for the design and implementation of internal control to prevent and detect error and fraud. We confirm the financial statements are free of material misstatements, including omissions.

There have been no irregularities or allegations thereof involving management or employees who have a significant role in internal controls, or that could have a material effect on the financial statements.

We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations that provide a legal framework within which the company conducts its business. The company has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance.

We have no plans or intentions that may materially alter the carrying value and where relevant the fair value measurements or classification of assets and liabilities reflected in the financial statements.

We confirm that we have disclosed to you all related party transactions relevant to the company and that we are not aware of further related party matters that require disclosure other than those already disclosed in the accounts.

We confirm that, having considered our expectations and intentions for the next twelve months, and the availability of working capital, the company is a going concern. We confirm that the disclosures in the accounting policies are an accurate reflection of the reasons for our consideration that the accounts should be drawn up on a going concern basis.

The company has satisfactory title to all assets, and there are no liens or encumbrances on the assets except for those disclosed in the accounts.

There are no liabilities, contingent liabilities or guarantees to third parties other than those disclosed in the accounts.


There have been no events since the balance sheet date which require disclosure or which would materially affect the amounts in the accounts, other than those already disclosed or included in the accounts.

The company has at no time during the year entered into any arrangement, transaction or agreement to provide credit facilities (including loans, quasi loans or credit transactions) for directors, nor to guarantee or provide security for such matters, except as disclosed in the accounts.

We confirm to the best of our knowledge and belief that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience and, where appropriate, of inspection of supporting documentation sufficient to satisfy ourselves that we can properly make each of the above representations to you.

Yours faithfully,

Signed on behalf of the board by

A handwritten signature in black ink, appearing to read 'Mark Shanahan', written in a cursive style.

Mr M W Shanahan
Trustee

Date 17 August 2021

COMPANY REGISTRATION NUMBER: 04263909

CHARITY REGISTRATION NUMBER: 1091044

Spiral Sussex
Company Limited by Guarantee
Unaudited Financial Statements
31 August 2020

Spiral Sussex

Company Limited by Guarantee

Financial Statements

Year ended 31 August 2020

	Page
Trustees' annual report (incorporating the director's report)	1
Independent examiner's report to the trustees	5
Statement of financial activities (including income and expenditure account)	7
Statement of financial position	8
Notes to the financial statements	10

Spiral Sussex

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 August 2020

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 31 August 2020.

Reference and administrative details

Registered charity name Spiral Sussex

Charity registration number 1091044

Company registration number 04263909

Principal office and registered office 168 Church Road
Hove
East Sussex
BN3 2DL

The trustees

Mr M W Shanahan
Mr M G F Blackwell
Mr G D Stevenson
Mr J P Devlin (Resigned 9 June 2020)

Independent examiner Chris Kyffin-Walton
UHY Hacker Young
Chartered Accountants
168 Church Road
Hove
East Sussex
BN3 2DL

Structure, governance and management

The Trustees, who are also directors, present their annual report and the financial statements of the company for the year ended 31 August 2020.

Spiral Sussex is constituted as a limited company and registered with the Charity Commissioners on 12 March 2002. The governing document is the memorandum and articles of association of the company (incorporated on 2 August 2001) as amended by special resolution updated 5 February 2002. The address of the charity is Unit 1A Prospect House, The Hyde Business Park, Bevendean, Brighton, BN2 4JE.

Spiral Sussex

Company Limited by Guarantee

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

Year ended 31 August 2020

Objectives and activities

The principal aim of Spiral Sussex is to provide evening and weekend activities for young people and adults with learning difficulties and disabilities. These cover sports, leisure and recreational interests, social evenings, outings and some annual holidays. Also to provide training and skills through daytime learning programmes.

Achievements and performance

Review of developments, activities and achievements

Key words for the year end 2020 is social distancing, self isolation and lock down. Spiral Sussex was not exempt from the troubles the rest of the country suffered. We have also been unable to have our monthly trustee meetings This is because we were under lock down and self isolating. We have taken this opportunity to overhaul the dynamics of social distancing at Prospect House.

A complete spring clean!

Spiral Sussex

Company Limited by Guarantee

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

Year ended 31 August 2020

Financial review

Awards for All and a Barclays Bank Bounce Back Loan (6 years at 2%) were the two main sources of funding.

New assets and a restructuring of Unit 1a and Unit 1b. A new doorway has been knocked through a wall to connect Units 1a and 1b this is to help and aid with social distancing. Assets that have been purchased to assist with further social distancing is the purchase of plexi glass individual screens. Separate tables and more practicable chairs have also been purchased.

Sanatising stations have been placed throughout units 1a and 1b of Prospect House. Along with an array of digital thermometers, face masks, sneeze guards and sanatising wipes. Further expenditure was for a new boiler for Unit 1a Prospect House. When our clients return I feel comfortable that their security, health, safety and well-being will be greatly improved.

All the drivers of our minibuses have been issued with tablets which can relay information back to the main office. Information such as position and fuel consumption and over all mileage.

In September 2020 we replaced all our minibuses and disposed of our old fleet for scrap. Except for BJ54 ZGC which was sold for £1,000.00.

Storage boxes have been bought for heath and safety reason. We can't afford to leave trip hazards lying around the place where our clients are concerned.

Website

The website has had all our policies updated due to government guidelines and are all online.

Summary

You'll note that the prepayments for holidays has increased a lot since last year. The reason for this is because of the environmental climate where we all had to self isolate and lock-down etc. The plan is to offer the clients an alternative holiday from the newly issued holiday catalogue.

Small company provisions

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

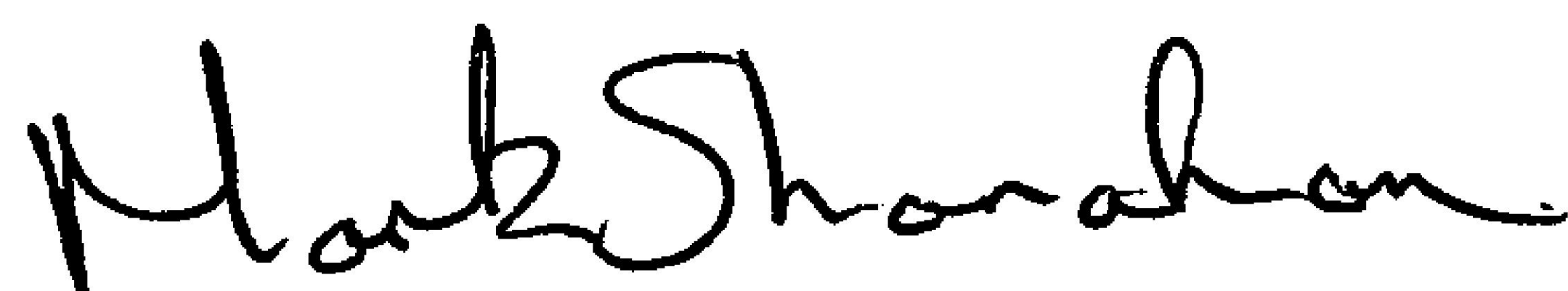
Spiral Sussex

Company Limited by Guarantee

Statement of Financial Position *(continued)*

31 August 2020

These financial statements were approved by the board of trustees and authorised for issue on 17 August 2021, and are signed on behalf of the board by:



Mr M W Shanahan
Trustee

Spiral Sussex

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Spiral Sussex

Year ended 31 August 2020

I report to the trustees on my examination of the financial statements of Spiral Sussex ('the charity') for the year ended 31 August 2020.

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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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).
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Spiral Sussex

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Spiral Sussex *(continued)*

Year ended 31 August 2020

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.

Chris Kyffin-Walton
Independent Examiner

UHY Hacker Young
Chartered Accountants
168 Church Road
Hove
East Sussex
BN3 2DL

Spiral Sussex

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 August 2020

		2020		2019
	Note	Unrestricted funds £	Total funds £	Total funds £
Income and endowments				
Donations and legacies	5	67,221	67,221	14,012
Charitable activities	6	221,588	221,588	353,045
Total income		<u>288,809</u>	<u>288,809</u>	<u>367,057</u>
Expenditure				
Expenditure on charitable activities	7,8	293,971	293,971	340,740
Total expenditure		<u>293,971</u>	<u>293,971</u>	<u>340,740</u>
Net (expenditure)/income and net movement in funds		<u>(5,162)</u>	<u>(5,162)</u>	<u>26,317</u>
Reconciliation of funds				
Total funds brought forward		(19,971)	(19,971)	(46,288)
Total funds carried forward		<u>(25,133)</u>	<u>(25,133)</u>	<u>(19,971)</u>

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

Spiral Sussex

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 August 2020

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 168 Church Road, Hove, East Sussex, BN3 2DL.

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

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 profit or loss.

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

Going concern

The financial statements have been prepared on the going concern basis. The validity of this assumption depends on the continuing support of the creditors. If the going concern basis proves not to be appropriate, adjustments would have to be made to reduce the balance sheet value of assets to their recoverable amount and to provide for any further liabilities that might arise.

The directors consider that the uncertainty caused as a result of Coronavirus and the restrictions put in place by the Government should not materially effect the company's ability to continue as a going concern.

The charity has taken advantage of financial support from the UK Government in the form of the Coronavirus Job Retention Scheme and will continue to review and monitor costs on an ongoing basis.

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:

- No cash flow statement has been presented for the company.

Spiral Sussex

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

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.

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.

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.
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Spiral Sussex

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

3. Accounting policies *(continued)*

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.

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:

Short leasehold property	-	Evenly over the term of the lease
Plant and machinery	-	25% reducing balance
Motor vehicles	-	25% reducing balance
Equipment	-	25% reducing balance

Spiral Sussex

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

3. Accounting policies *(continued)*

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.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

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.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

The company is limited by guarantee and does not have share capital.

The liability of the members in the event of the company being liquidated is limited to £1 per member.

Spiral Sussex

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Donations				
Gifts and donations	2,835	2,835	14,012	14,012
Grants				
Grants receivable	64,386	64,386	–	–
	<u>67,221</u>	<u>67,221</u>	<u>14,012</u>	<u>14,012</u>

6. Charitable activities

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Events	50,157	50,157	81,279	81,279
Holiday income	68,178	68,178	152,662	152,662
Media group income	92,991	92,991	86,423	86,423
Shop sales	–	–	22,697	22,697
Miscellaneous	10,262	10,262	9,984	9,984
	<u>221,588</u>	<u>221,588</u>	<u>353,045</u>	<u>353,045</u>

7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Direct charitable activities	<u>293,971</u>	<u>293,971</u>	<u>340,740</u>	<u>340,740</u>

8. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Total funds 2020 £	Total fund 2019 £
Direct charitable activities	<u>293,971</u>	<u>293,971</u>	<u>340,740</u>

Spiral Sussex

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

9. Net (expenditure)/income

Net (expenditure)/income is stated after charging/(crediting):

	2020	2019
	£	£
Depreciation of tangible fixed assets	<u>6,767</u>	<u>2,358</u>

10. Independent examination fees

	2020	2019
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>2,400</u>	<u>2,400</u>

11. Staff costs

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

	2020	2019
	£	£
Wages and salaries	135,799	114,748
Social security costs	4,610	2,487
Employer contributions to pension plans	<u>2,004</u>	<u>1,111</u>
	<u>142,413</u>	<u>118,346</u>

The average head count of employees during the year was 10 (2019: 10). The average number of full-time equivalent employees during the year is analysed as follows:

	2020	2019
	No.	No.
Number of operating staff	<u>10</u>	<u>10</u>

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

12. Trustee remuneration and expenses

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

Spiral Sussex

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

13. Tangible fixed assets

	Short leasehold property £	Plant and machinery £	Motor vehicles £	Equipment £	Total £
Cost					
At 1 September 2019	7,014	7,170	38,285	488	52,957
Additions	—	200	16,500	3,294	19,994
At 31 August 2020	<u>7,014</u>	<u>7,370</u>	<u>54,785</u>	<u>3,782</u>	<u>72,951</u>
Depreciation					
At 1 September 2019	7,013	6,335	32,052	483	45,883
Charge for the year	—	259	5,683	825	6,767
At 31 August 2020	<u>7,013</u>	<u>6,594</u>	<u>37,735</u>	<u>1,308</u>	<u>52,650</u>
Carrying amount					
At 31 August 2020	<u>1</u>	<u>776</u>	<u>17,050</u>	<u>2,474</u>	<u>20,301</u>
At 31 August 2019	<u>1</u>	<u>835</u>	<u>6,233</u>	<u>5</u>	<u>7,074</u>

14. Debtors

	2020 £	2019 £
Trade debtors	37,731	37,964
Prepayments and accrued income	13,787	13,787
Other debtors	5,000	5,000
	<u>56,518</u>	<u>56,751</u>

15. Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals and deferred income	86,558	91,826
Social security and other taxes	12,662	5,488
Other creditors	16,838	8,594
	<u>116,058</u>	<u>105,908</u>

16. Creditors: amounts falling due after more than one year

	2020 £	2019 £
Bank loans and overdrafts	<u>50,000</u>	<u>—</u>

Spiral Sussex

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

17. 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 £2,004 (2019: £1,111).

18. Analysis of charitable funds

Unrestricted funds

	At 1 September 2019 £	Income £	Expenditure £	At 31 August 20 20 £
General funds	<u>(19,971)</u>	<u>288,809</u>	<u>(293,971)</u>	<u>(25,133)</u>

	At 1 September 2018 £	Income £	Expenditure £	At 31 August 20 19 £
General funds	<u>(46,288)</u>	<u>367,057</u>	<u>(340,740)</u>	<u>(19,971)</u>

19. Analysis of net assets between funds

	Unrestricted Funds £	Total Funds 2020 £
Tangible fixed assets	20,301	20,301
Current assets	120,624	120,624
Creditors less than 1 year	(116,058)	(116,058)
Creditors greater than 1 year	<u>(50,000)</u>	<u>(50,000)</u>
Net liabilities	<u>(25,133)</u>	<u>(25,133)</u>

	Unrestricted Funds £	Total Funds 2019 £
Tangible fixed assets	7,074	7,074
Current assets	78,863	78,863
Creditors less than 1 year	(105,908)	(105,908)
Creditors greater than 1 year	<u>—</u>	<u>—</u>
Net liabilities	<u>(19,971)</u>	<u>(19,971)</u>

Spiral Sussex

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

20. Reserves/funds policy

In view of the current financial position, the trustees are reviewing the policy and discussing steps to take to eliminate the deficit.