

SWINTON LOCK ACTIVITY CENTRE
TRUSTEES' REPORT AND INDEPENDENTLY EXAMINED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

REGISTERED COMPANY NUMBER: 5037431 (England & Wales)
REGISTERED CHARITY NUMBER: 1103160

SWINTON LOCK ACTIVITY CENTRE

LEGAL AND ADMINISTRATIVE DETAILS

Charity Number	1103160
Company Number	05037431
Registered office	Dun Street Swinton Rotherham South Yorkshire S64 8AN
Independent Examiner	Walters Hawson Limited Chartered Accountants Norham House Mountenoy Road Rotherham S60 2AJ
Bankers	Unity Trust Bank PO Box 7193 Planetary Road Willenhall WV1 9DG Natwest 17 Howard Street Rotherham South Yorkshire S65 1YT Nationwide Kings Park Road Moulton Park Northampton NN3 6NW
Trustees	Mr C Kidd (Chair) Mr S G Ellis (Treasurer) Mr T Allsopp Mr A Gosney Mr S McAlpine Mr D Bettney – resigned 22 August 2022
Company Secretary	Mrs J E Senior
Key Management Personnel	Mrs J E Senior (Chief Executive Officer) Mrs V A Hoskings (Business & Finance Manager) Ms K Kelwick (Vulnerable Adults Manager) Ms K Eastburn (Children & Young People's Manager)

SWINTON LOCK ACTIVITY CENTRE

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SWINTON LOCK ACTIVITY CENTRE

TRUSTEES' REPORT

FOR THE YEAR END 31 MARCH 2022

The Trustees, who are also Directors of Swinton Lock Activity Centre present their report and accounts for the year ending 31 March 2022.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's memorandum and articles of association, the Companies Act 2006 and 'Accounting and Reporting by Charities, 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)' (as amended for accounting periods commencing from 1 January 2016).

Objectives and Activities

Purposes and aims

Our charity's purposes as set out in the objects of the company, are for the advancement of education, including education in the social, physical, environmental and cultural heritage associated with canals; also the provision of facilities in the interest of social welfare and social inclusion for recreation or other leisure time occupation of the general public, in particular (but not exclusively) through the provision of an activity centre and canal and arts based activities.

Strategic Actions

The board of trustees and the management team have as always worked hard in the year to meet the needs of the vulnerable community that we serve. In addition to this a need to re-establish unrestricted work that was adversely affected by the pandemic was met with a cautious approach. There was also a change in key personnel within the organisation and a need to ensure we were meeting all the objectives set as part of our grant funding. As the year progressed new members of staff joined our team and reinvigorated the drive forward to improve projects and the work we delivered. As we end the year we have been successful in obtaining funding for a new outdoor classroom from various grant funders. This new classroom will be a significant asset to the organisation and the work it delivers.

During the year we were successful in gaining 3 years' funding from the National Lottery Community Fund around our vulnerable adults work, boat training and volunteer co-ordination. We were also successful in a 3 year grant fund with BBC Children in Need. Additionally, 3 years' funding via Voluntary Action Rotherham around mental health work for adults has also been established and we hope to grow this work moving forward. We piloted a youth club during the financial year and have now utilised the remaining funding from our BBC Children in Need grant towards this piece of work which we see as an essential part of our delivery.

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The dedication of our staff team cannot be underestimated and we leave the financial year in a good financial position. Moving forward we have a desire to grow the work around our boats delivery in the new financial year, establishing a strong marketing plan.

We held a business planning day during the Easter break to update our business plan and are now working towards the ideas and plans established during that meeting.

Achievements and performance

Charitable activities and public benefit

Schools

Swinton Lock Activity Centre continues to work with schools in the delivery of its Re-engagement Programme for young people, which provides an alternative form of learning for young people who have become disengaged from the normal learning environment or who face barriers towards learning and for those that present with challenging behaviours. The programme has grown gradually throughout the year with a key turning point being the appointment of a new Children and Young People's Manager who has re-established the programme, extending the provision, obtaining feedback from both young people and schools. We are currently recruiting for a Children and Young People's Engagement Officer which initially will be grant funded, as we see this as an essential part of the delivery of our schools work.

Our Re-engagement provision currently includes spray can art, construction, boat handling, pottery and hair and wellbeing. We will be extending/changing our provision on a needs led basis. As the provision now includes much more engagement with professionals centred on the young person we have identified a need for a family link worker and hope to establish this position through grant funding during the financial year 2022-2023.

Heritage Youth Work

Our heritage youth work is a four year programme of activities for young people aged 14 to 19 years (up to 25 years with SEN). This project aims to engage young people with heritage learning opportunities and boost the number of young people moving on to consider further training and/or employment within the heritage sector. We had a celebration of the work created during the project at our Platinum Jubilee Open Day during the summer which was attended by over 400 people. The funding for this project was due to end in May 2022, however an extension has been granted which will see this project finally end in September 2022.

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Youth Club

A pilot project funded by the Violence Reduction Unit has been established in the financial year 2021-2022 with an emphasis on this providing an 'old fashioned' youth club with music and activities for young people to engage with. In addition to this identifying concerns/issues raised by young people forms part of the project delivery this funding ended at the 31 March 2022.

Boats

Swinton Lock Activity Centre has two boats (one of which is fully inclusive) used for both educational and leisure day trips as well as boat training. During the year to the 31 March 2022 we had 210 boat trips a 110% increase on the previous year which shows that despite some pandemic restrictions affecting the year we were able to provide opportunities out on our boats once more.

We are an accredited narrowboat training provider and offer the opportunity for people to gain qualifications in handling narrowboats. In the year we had 27 people successfully complete their Community Crew Courses (CCC), 5 individuals achieve certificates in Boat Handling and 5 achieve their Certificate in Community Boat Management (CCBM) courses. We also ran 28 Assessments and Qualifications Alliance (AQA) unit awards in boat handling courses.

Moving forward our board of trustees are keen to ensure that the boats are a widely used resource of the centre for both grant funded work and for areas of our unrestricted work.

Due to the success of our National Lottery Community Fund grant which commenced for three years in June 2021, we are focusing on boat training opportunities and volunteer co-ordination in particular on the boats.

We have also obtained several pieces of restricted grant funding which centres around our boats and the mental health benefits of being out in nature on our local waterways which we hope to build on moving forward.

Emergency Food Bank

Our emergency food bank came about in response to the global pandemic and has continued to meet the needs of our own clients as well as those in the local communities. In the year we have continued to receive supplies of food from Fareshare and secured some short term funding from Coalfields and some of our local councillors to supplement this work. Additionally we received donations from local groups/organisations and individuals both in the form of financial contributions and actual food/essential items which has allowed us to sustain the delivery of the programme.

We changed the way the food bank was administered in December 2021 when food bank recipients were asked to collect the food items from centre rather than volunteers delivering the same. This change in method has meant that we have been able to engage with the recipients in a way that we were unable to through the former method and have been able to signpost and identify additional needs as a result.

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Whilst the original premise for the foodbank was linked directly with the global pandemic, in the current year the needs have been less Covid related and more low income/poverty in particular fuel poverty. Our numbers have continued to remain relatively high and therefore we have with the agreement of our grant funder decided to continue this piece of work until May 2023.

Our new National Lottery Community Fund grant which commenced in June 2021 provides staffing support for our emergency food bank until May 2023.

After School Provision

We were successful in a further 3 year bid with BBC Children in Need which commenced in June 2021. Initially this was centred on delivery of a term time creative group and activity packs, however, given the success of our youth club we are now utilising this funding towards the continuation of our youth club.

Vulnerable Adults

Over the last 12 months we have continued to work with our clients who are survivors of child sexual exploitation (CSE), child sexual abuse (CSA) and domestic abuse together with other vulnerable adults that are identified either through other statutory or third sector organisations or through self-referral. We support these clients, together with a significant number of their family members.

We have re-established creative activities which form our group work activities directed by the client needs which has proved extremely beneficial and positive for those at the right stage of their journey to engage.

The support we provide under our vulnerable adults work ranges widely from emotional support to raising self-esteem and confidence. But we also provide practical support by attending appointments, meetings and court appearances.

We continue to support parents with contact visits with their children and continue to forge meaningful relationships with social care and CAFCASS. We assist clients by working alongside South Yorkshire Police the IOPC and the National Crime Agency when this forms part of their recovery journey. We help survivors challenge decisions from the authorities when we believe it is appropriate. We signpost to and work alongside other agencies on a need and client led basis. We continue to work at raising awareness around appropriate relationships and recognising abuse. Our Vulnerable Adults' manager has also undertaken training on the Freedom programme and this is forming part of the delivery work for vulnerable adults.

Adult Learning

Swinton Lock Activity Centre continues to provide creative classes to the local community. Our pottery class was supported for part of the year by the D'Oyly Carte Trust, but is now once again supported only by the contributions from the participants which is a concern. There is no long term contingency plan for any large expenses linked with the repair and/or renewal of the kiln.

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We have been successful in gaining funding for mental health provision around creative/wellbeing activities for 3 years, which commenced delivery in March 2022. Furthermore, our vulnerable adults work includes creative sessions for the benefit of the clients that access the service.

Financial Review

The organisation secured 3 years' funding from the National Lottery Community Fund from June 2021 for its vulnerable adults work and work around boat training and volunteer co-ordinator. The organisation has worked hard to re-establish some of its unrestricted funding which forms an essential part of our organisation. Moving into the financial year 2022-2023 we will work towards long term sustainability of our boats delivery.

Reserves policy

The beneficiaries of Swinton Lock Activity Centre include the general public who access programmes of work in line with their interests. Swinton Lock Activity Centre also focuses a large proportion of its work on those that identify as vulnerable and socially isolated, these programmes of work change over time according to the needs of the clients that present themselves to the organisation as we develop and deliver programmes that are client and needs led.

Swinton Lock Activity Centre currently runs programmes of work for children and young people, post abuse survivors of child sexual exploitation/abuse and domestic abuse, volunteering opportunities, boat related training and leisure and creative activities in line with its memorandum and articles of association. The reserves policy is to maintain sufficient levels of unrestricted reserves to enable the normal operating activities to continue over a period of 6 months should a shortfall in income occur and to take account of potential risks and contingencies that may arise from time to time.

Reserves are that part of a charity's unrestricted funds that is freely available to spend on any of the charity's purposes and excludes fixed assets.

Swinton Lock Activity Centre maintains free unrestricted reserves:

- to provide a level of working capital that protects the continuity of our work
- to provide a level of funding for unexpected opportunities
- to provide cover for risks such as unforeseen expenditure or unanticipated loss of income including those linked with a pandemic.

The board of trustees will review the above criteria with reference to Swinton Lock Activity Centre's strategy and annual plan and determine the target level of free reserves to meet these, the current level of free reserves required is equivalent to 6 months expenditure which currently is estimated to be around £150K, the organisation is still working towards this level and will continue to do so until it is met.

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The organisation also retains a designated fund for potential redundancy costs. At the end of the financial year 31 March 2022, these have been calculated at £33213 and a designation of this cost has been allocated. The redundancy costs will be recalculated at the end of each financial year and adjusted accordingly.

The board of trustees will at times designate funds from free reserves for potential liabilities as they see fit.

Risk Management

The trustees have a duty to identify and review the risks to which the charity is exposed. The business plan highlights the key areas that have previously been identified. A register of these business risks will continue to be reviewed and further risks that are identified will be added on an on-going basis. The information on the risk register will be discussed and reviewed annually at a board meeting.

Swinton Lock Activity Centre has financial procedures in place to limit the risk to the organisation and these are reviewed annually in line with good practice. Swinton Lock Activity Centre has a detailed risk assessment procedure for all its beneficiaries, the public who use the facilities and for its staff. All activities, undertaken by the charity are risk assessed, scored, and measures taken to reduce risks are recorded.

All staff and volunteers working for the charity undertake a Disclosure and Barring Service check every 3 years.

Going Concern

Swinton Lock Activity Centre works continuously to achieve long term sustainability of the organisation. Given the current circumstances of the organisation including the 3 year funding agreement with the National Lottery Community Fund until May 2024, together with other grant funding and the re-establishment of some of our unrestricted income work, the charity is confident that it has adequate resources to continue for at least 12 months from the date of signing the accounts. For that reason the trustees of Swinton Lock Activity Centre continue to adopt the going concern basis in preparing the accounts.

SWINTON LOCK ACTIVITY CENTRE

Future Plans

Swinton Lock Activity Centre is working towards its long-term future and the need to have a mixed economy of work within the organisation. We plan on continuing to develop the volunteering opportunities in centre and overall raising the profile of the work we do and the people we serve, supported by the funding from the National Lottery Community Fund. Swinton Lock Activity Centre will continue to forge positive links with community champions and local businesses, with a view to raising its profile and increasing its fundraising.

Swinton Lock Activity Centre hopes to increase the number of volunteers and volunteering opportunities that we have within centre with emphasis on recruiting more volunteers in different capacities in the organisation including boats, food bank and fundraising opportunities. Swinton Lock Activity Centre also hopes to continue to develop its social media presence and share the work that happens in centre so people in the local community and beyond are aware of the work that we do and the services that we offer. In addition to this we have recently relaunched our website and are now able to offer boat booking directly through the same.

Structure, Governance and Management **Governing document**

Swinton Lock Activity Centre is a charitable company limited by guarantee and is governed by its Memorandum and Articles of Association. The organisation works for the advancement of education, including education in the social, physical, environmental and cultural heritage associated with canals. To the provision of facilities in the interests of social welfare and social inclusion for recreation or other leisure time occupation of the general public, in particular (but not exclusively) the provision of an activity centre and canal and arts based activities and to promote such other charitable purposes as may from time to time be determined by the Trustees.

SWINTON LOCK ACTIVITY CENTRE

Board of Trustees

Mr C Kidd
Mr S G Ellis
Mr T Allsopp
Mr A Gosney
Mr S McAlpine
Mr D Bettney – resigned 22 August 2022

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association, at least one third (or the number nearest to one third) of the Trustees must retire at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots. The Board of Trustees seeks to appoint members with broad experience and skills relevant to the aims and activities of Swinton Lock Activity Centre and with skills in business, management, financial and legal backgrounds. Any Trustee who has stepped down can be re-appointed at any point at the approval of the board of Trustees.

Organisation Structure

The Board of Trustees meets every two months and is responsible for the strategic direction and policy of the charity. The Chief Executive Officer is accountable to the Board of Trustees.

Trustee Induction and Training

Swinton Lock Activity Centre provides an induction pack to new trustees, which is updated annually. The induction pack covers all aspects of the charity's structure, and provides information about policies, procedures and includes information about the roles and responsibilities of trustees. All trustees are encouraged to engage with external training for their role, whether they are new or established trustees.

SWINTON LOCK ACTIVITY CENTRE

Wider Network

Swinton Lock Activity Centre prides itself on its partnership work with all relevant organisation, including statutory services and the voluntary and community sector organisations including other charities with whom we work closely. These include schools, social care services, youth offending services and local authorities in South Yorkshire, from where Swinton Lock Activity Centre receives its referrals to its Young People's Re-engagement programme. Swinton Lock Activity Centre also works with youth groups, local disabled groups and residential homes that use our arts and boating activities to benefit their user groups.

Swinton Lock Activity Centre is also a member of the Rotherham Children, Young People and Families Consortium, which is a group of voluntary sector organisations who provide services for children, young people and families who act together to increase knowledge and good practice among members. The aim is to represent the views of its members and their service users and so exert influence and change things for the better and develop new projects and excellent services.

Related parties

Except as disclosed in note 5 to the accounts, the charity has no related parties with whom it deals.

The trustees' report was approved by the Board of Trustees

Chair



Dated 27 September 2022

SWINTON LOCK ACTIVITY CENTRE

Statement of responsibilities of the Board of Trustees

The trustees, who are also directors of Swinton Lock Activity Centre for the purposes of company law, are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law, including FRS 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of those resources, including the income and expenditure, of the charitable company 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 Charities SORP (FRS 102)
- Make judgements and accounting estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards have been followed subject to any materials departures disclosed and explained in the financial statements and
- Prepare the financial statement on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

Independent Examiner's Report to the Trustees of Swinton Lock Activity Centre

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2022 which are set out on pages 15 to 27.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts 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 your company'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 company'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 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 that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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.

Signed:



Name

Keith Dennis Hawson, FCA

Walters Hawson Limited, Norham House, Mountenoy Road, Rotherham, S60 2AJ

Date

13 / 10 / 2022

SWINTON LOCK ACTIVITY CENTRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
<u>Income:</u>					
Gifts and donations		30,276	643	30,919	31,895
Charitable activities		161,044	229,091	390,135	320,256
Investment income	3	-	-	-	-
Other income		-	-	-	(2)
 Total income		 191,320	 229,734	 421,054	 352,149
 Expenditure on:					
Charitable activities	4	118,813	205,551	324,364	261,903
 Net incoming resources before transfers		 72,507	 24,183	 96,690	 90,246
Transfers between funds	10	-	-	-	-
 Net income for the year/ Net movement in funds		 72,507	 24,183	 96,690	 90,246
Fund balances at 1 April 2021		153,994	62,050	216,044	125,798
 Fund balances at 31 March 2022		 226,501	 86,233	 312,734	 216,044

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

SWINTON LOCK ACTIVITY CENTRE

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022		2021	
		£	£	£	£
Fixed assets					
Tangible assets	7		58,869		44,763
Current assets					
Stocks		142		100	
Debtors	8	65,736		7,295	
Cash at bank and in hand		226,200		185,783	
		<u>292,078</u>		<u>193,178</u>	
Creditors: amounts falling due within one year	9	<u>(38,213)</u>		<u>(21,897)</u>	
Net current assets			253,865		171,281
Total assets less current liabilities			<u>312,734</u>		<u>216,044</u>
Income funds					
Restricted funds	10		86,233		62,050
Unrestricted funds	11		226,501		153,994
	12		<u>312,734</u>		<u>216,044</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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

The financial statements were approved by the Trustees on 27 September 2022.

Mr S G Ellis
Trustee



Mr C Kidd
Trustee



Company Registration No. 05037431

SWINTON LOCK ACTIVITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

Swinton Lock Activity Centre is a private company limited by guarantee incorporated in England and Wales. The registered office is Dun Street, Swinton, Mexborough, South Yorkshire, S64 8AN.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and Accounting and Reporting by Charities: 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) published in October 2019. The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

1.3 Incoming resources

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected, if the amount is not known, the legacy is treated as a contingent asset.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts and other sales related taxes.

SWINTON LOCK ACTIVITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies (Continued)

1.4 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Boats	5% straight line
Fixtures, fittings & equipment	15/25% straight line
Motor vehicles	15% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.5 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

SWINTON LOCK ACTIVITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies (Continued)

1.7 Employee benefits and pensions

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

The Charity's contributions to defined contribution and defined pension schemes for its employees are charged to the SOFA/income and expenditure account in accordance with Financial reporting Standard FRS102 - 'Employee Benefits'. See note 3 for details. The assets of the schemes are independent of the Charity's finances.

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Pension costs

The Charity contributes to a defined contribution pension scheme for the majority of its staff, and is a member of a multi-employer pension scheme for one employee, providing benefits based on final pensionable pay.

As sufficient information is not available to use defined benefit accounting, the Charity accounts for the defined benefit plan as if it were a defined contribution plan.

The cost of funding the pension is charged to the Statement of Financial Activities in the year in which it was incurred.

The pension charge for the year comprises:	2022	2021
	£	£
Contributions to defined contribution scheme	3,656	3,809
Contributions to defined benefit scheme	1,014	1,014
	<u>4,670</u>	<u>4,823</u>

The Charity has been advised that should there be a withdrawal from the defined benefit scheme, the Charity, as at 30 September 2021, would have a debt on withdrawal of approximately £2100. This is not provided within the accounts.

This figure is calculated on a solvency - or 'buy-out' - valuation which is the statutory basis for calculating an employer's debt on withdrawal. The debt on withdrawal is the withdrawing employer's share of the difference between the Scheme's assets and the Scheme Actuary's estimate of the amount an insurance company would charge to take on responsibility for paying all of the benefits due.

SWINTON LOCK ACTIVITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

4 Charitable activities

	2022	2021
	£	£
Staff costs	174,146	166,506
Sessional tutors	43,602	14,635
Redundancy/DBS	677	25
Boat costs	9,632	4,970
Minibus costs	-	-
Travel	9,943	1,489
Activities	26,865	26,767
Training	5,453	1,181
Volunteer costs	1,132	1,764
Telephone	1,293	1,217
Computers and software	1,039	-
Mobile charges	1,360	-
Publicity	455	2,993
Refreshments	3,602	1,748
Rent	11,969	12,031
Water rates	414	411
Business rates	209	-
Security	767	1,354
Gas and electricity	4,990	5,108
Oil	-	-
Printing	1,622	2,378
Postage	30	72
Office supplies	3,516	1,767
Photocopier costs	377	90
Legal fees	-	-
Accountancy fees	1,250	234
Consultancy fees	-	-
Professional fees	13	-
Contributions	(4,600)	-
Equipment	5,130	-
Repairs and renewals	4	-
Cleaning	698	1,255
Premises expenses	3,557	1,862
Bank charges	681	705
Depreciation	8,341	5,093
Bad debts	-	-
Insurance	4,939	4,469
Qualifications	18	(21)
	<u>323,124</u>	<u>260,103</u>
Governance costs		
Independent examination fees	1,240	1,800
	<u>324,364</u>	<u>261,903</u>
Analysis by fund		
Unrestricted funds	118,813	19,897
Restricted funds	205,551	242,006
	<u>324,364</u>	<u>261,903</u>

SWINTON LOCK ACTIVITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

5 Trustees

Other than as noted below, none of the Trustees (or any persons connected with them) received any remuneration during the year (2021 - £Nil). Also, none of the Trustees were reimbursed any travelling expenses (2021- £Nil).

One trustee charged the Centre £300 for training services. This fee was donated back.

6 Employees

Number of employees

The average monthly number of employees during the year was 8 (2021 7).

	2022 £	2021 £
Employment costs		
Wages and salaries (including Employer's NIC)	169,476	161,683
Employer's pension contributions	4,670	4,823
	<u>174,146</u>	<u>166,506</u>

No employees had employee benefits in excess of £60,000.

7 Tangible fixed assets

	Boats £	Fixtures, fittings & equipment £	Total £
Cost			
At 1 April 2021	129,096	41,326	170,422
Additions		22,447	22,447
Disposals		(24,312)	(24,312)
At 31 March 2022	<u>129,096</u>	<u>39,461</u>	<u>168,557</u>
Depreciation and impairment			
At 1 April 2021	84,333	41,326	125,659
Disposals		(24,312)	(24,312)
Depreciation charged in the year	4,974	3,367	8,341
At 31 March 2022	<u>89,307</u>	<u>20,381</u>	<u>109,688</u>
Carrying amount			
At 31 March 2022	<u>39,789</u>	<u>19,080</u>	<u>58,869</u>
At 31 March 2021	<u>44,763</u>	<u>-</u>	<u>44,763</u>

SWINTON LOCK ACTIVITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

8 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Trade debtors	47,385	745
Prepayments and accrued income	18,351	6,550
	<u>65,736</u>	<u>7,295</u>

9 Creditors: amounts falling due within one year

	2022 £	2021 £
Other taxation and social security	4,072	3,106
Trade creditors	2,584	303
Other creditors	5,847	5,649
Accruals and deferred income	25,710	12,839
	<u>38,213</u>	<u>21,897</u>

SWINTON LOCK ACTIVITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

10 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended

	Movement in funds				Balance
	Balance	Incoming	Resources	Transfers	at 31
	at 1 April	resources	expended		March
	2021				2022
	£	£	£	£	£
Access to Nature	10,691		(1,188)		9,503
Big Lottery	45,129		(44,920)		209
Community Leadership Fund	300				300
Children in Need	1,270				1,270
Ignite	358	13,303	(13,304)		357
Boiler fundraiser	669		(669)		-
D'Oyly Carte	2,573		(2,573)		-
Bright Waters	500	1,500	(600)		1,400
Foodbank donations	0	445	(54)		391
Contribution for volunteer	21		(21)		-
Reindeer Enterprise Project	189		(189)		-
DWP hampers	350				350
National Lottery Community Fund		141,992	(110,543)		31,449
BBC Children In Need		9,997	(6,217)		3,780
Violence Reduction Unit		19,827	(11,752)		8,075
Coalfields		2,500	(2,500)		-
Mindfest - Foodbank		2,900	(401)		2,499
VAR - Supporting Our		4,991	(1,934)		3,057
VAR - Mental Health		9,970	(1,062)		8,908
D'Oyly Carte		581	(581)		-
CLF - Kilnhurst		900	(900)		-
CLF - Rawmarsh		600	(600)		-
VAR - Christmas Food Hampers		5,000	(4,793)		207
SYCF - Social Prescribing		9,994			9,994
VAR Soc - Capital		5,000	(750)		4,250
Donation Restricted - Newsletter		234			234
	<u>62,050</u>	<u>229,734</u>	<u>(205,551)</u>	<u>-</u>	<u>86,233</u>

Information regarding the nature of the funds is given on the following pages.

SWINTON LOCK ACTIVITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

10 Restricted Funds - continued

Access to Nature

A legacy project with the outstanding balance relating to annual depreciation in relation to part funding of our fully accessible wide beam boat known as Spirit.

Big Lottery

A Reaching Communities project funded for three years to May 2020 in relation to work to deliver a mix of vulnerable adults, boat and young people's work. This fund was extended to May 2021 due to the pandemic.

Community Leadership Fund

A small grant to provide personal safety tuition for post abuse survivors.

Children in Need

This project was funded until January 2021. There is a restricted balance on this project.

Ignite

We are a third party organisation to IVE who were successful in a Heritage Lottery Fund bid to pilot engaging young people aged 14-19 (up to 25 years with SEN) to engage with heritage. This project is due to end in May 2022.

Boiler fundraiser

A fundraising initiative to purchase a new boiler for the centre, this work was carried out during the autumn of 2021.

D'Oyly Carte

Adult Pottery Class targeting those at risk of social isolation and loneliness to build social connections and skills

Bright Waters

A project set up to provide boat trips for children with disabilities.

Contribution for Volunteer

Small restricted fund the balance of which has been utilised on the memorial bench in centre.

Reindeer Enterprise Project

A centre based enterprise project with the Re-engagement students, the surplus of which has been utilised in the year to purchase further enterprise equipment.

SWINTON LOCK ACTIVITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

10 Restricted Funds - continued

Local Authority Covid Winter Grant – DWP Hampers

A grant provided by DWP to RMBC distributed by Voluntary Action Rotherham to provide Christmas food hampers.

National Lottery Community Fund

A new three year project commencing in June 2021 in relation to vulnerable adults work, boat training and volunteer co-ordination.

BBC Children in Need

A new three year project which commenced in June 2021 to provide an activity club to take place during term time after school, together with a provision for activity packs for children/young people during the school holidays.

Violence Reduction Unit

Funding towards a pilot youth club to be held in centre to reduce anti-social behaviour and knife crime.

Coalfields

Funding to purchase food and essential items for our food bank

Mindfest

Funding raised locally by Mindfest towards our food bank which serves our clients and the local communities.

Voluntary Action Rotherham – Supporting our Communities

Funding received for boat trips for those struggling as a result of the pandemic to re-engage in activities and struggling with mental health issues and social isolation.

Voluntary Action Rotherham – Mental health Project

Funding for three years to provide activities for people to access that are struggling with their mental health and wellbeing.

Community Leadership Fund – Kilnhurst

Grant provided by local councillors towards the delivery of our food bank.

Community Leadership Fund – Rawmarsh

Grant provided by local councillors towards the delivery of our food bank.

Voluntary Action Rotherham – Christmas Food Hamper

Grant provided via Voluntary Action Rotherham towards the purchase of Christmas food hampers.

SWINTON LOCK ACTIVITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

10 Restricted Funds - continued

South Yorkshire Community Foundation – Social Prescribing

Part of the green social prescribing pilot scheme, we will be operating a 'blue scheme' due to ours being water based. This will consist of 35 social prescribing days for people to access the waterways as a way of reducing issues around mental health.

Voluntary Action Rotherham – Supporting Our Communities – Capital

A grant towards the purchase of our new outdoor classroom.

In addition to the above restricted grant funding, we also received donations that contributed to the overall work by the centre in the year including a donation from a fundraising event held by the Gate Inn in Swinton towards our food bank and an unrestricted donation from the Rotary Club.

SWINTON LOCK ACTIVITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

11 Unrestricted funds - analysis of reserves

	2022 £
Fixed asset fund	46,990
Designated reserve - redundancy costs	33,213
Operating (free) reserves	146,298
	<u>226,501</u>

12 Analysis of net assets between funds

Fund balances at 31 March 2022 are represented by

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
Tangible assets	46,990	11,879	58,869	44,763
Current assets/(liabilities)	179,511	74,354	253,865	171,281
	<u>226,501</u>	<u>86,233</u>	<u>312,734</u>	<u>216,044</u>

13 Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2022 £	2021 £
Wages and salaries	<u>113,761</u>	<u>83,000</u>

The key management personnel (KMP) of the charitable company in the year to 31 March 2022 include the Chief Executive Officer, Business and Finance Manager, Vulnerable Adults Manager, and the Children and Young Peoples' Service Manager.

The remuneration of the key management personnel is determined by the Board annually.

In accordance with the organisation's expenses re-imbursement policies, KMP received in total £2401 for travel expenses incurred in the course of performing their work.

14 Operating lease commitments

The total minimum lease payments under non-cancellable operating leases, ending after more than 5 years, is £84,000.