

Charity number: 1106913
Company number: 05079039
(England and Wales)

St James Trust (Seaford)

Report of the Trustees and Financial Statements

For the year ended 31 March 2021

Report of the Trustees	1 to 3
Independent Examiner's Report to the Trustees	4
Statement of Financial Activities	5
Statement of Financial Position	6
Notes to the Financial Statements	7 to 12

The Trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements for the charitable company for the year ended 31 March 2021. The Trustees have adopted the provisions of 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 the Republic of Ireland (FRS 102) (effective 1 January 2015).

STRUCTURE, GOVERNANCE AND MANAGEMENT

The company was incorporated on 19 March 2004 under the Companies Act 1985 as a company limited by guarantee and not having a share capital. The company is a charity, registered with the Charity Commission for England and Wales and is exempt from using the word 'Limited' in its name under section 30 of the Companies Act.

The Trustees in office during the year, and any changes during the year, are as shown below. Under the Memorandum and Articles of Association the number of trustees shall not be less than three. The trustees in general meeting may appoint any suitable person to be a trustee either to fill a casual vacancy or as an additional trustee.

REFERENCE AND ADMINISTRATIVE INFORMATION

Name of Charity	St James Trust (Seaford)
Charity Registration Number	0106913
Company Registration Number	05079039
Principal Address & Registered Office	St James's Clubhouse 11 Blatchington Road Seaford. East Sussex BN25 2AB

TRUSTEES	M D Ashley J Austin J S White J Innis A Smith A M Richardson
-----------------	---

SECRETARY	M D Ashley
------------------	------------

CHIEF EXECUTIVE	Mrs V Reynolds
------------------------	----------------

INDEPENDENT EXAMINER	A Bradbury
-----------------------------	------------

BANKERS	HSBC PLC. Seaford
----------------	-------------------

OBJECTIVES AND ACTIVITIES

The charity's objects are to undertake voluntary work in education, social services, and similar charitable activities amongst those classes in need thereof. In the furtherance of these objectives the charity provides and maintains a centre and services for the elderly and disabled.

The centre is available for hire by individuals and organisations in accordance with the standard hiring agreement and scale charges adopted for the year.

During the year the trustees have continued their efforts to maintain the centre and establish policies to ensure the long-term viability of the trust. The trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

The financial statements comply with current statutory requirements, the charity 's Memorandum and Articles of Association and the Statement of Recommended Practice " Accounting and Reporting by Charities 2005'.

ACHIEVEMENTS AND PERFORMANCE

As a result of the Covid-19 Pandemic and the national lockdown, St James' Trust closed at the end of March 2020 and our staff were furloughed. We were very fortunate to receive Covid Grants from the Government and other donors which allowed us to provide a weekly support service for our elderly clients which was run by volunteers. This included weekly phone calls, collecting shopping, picking up prescriptions and signposting clients to other support groups if needed. We were also able to keep our building and mini bus maintained as a result of this income.

We have also leased the top floor of our Wagon Factory to a business which guarantees a rental income every month.

The Future

Now that the Covid restrictions are slowly being lifted we are now able to go back to the projects that were put on hold back in April 2020.

The Reel Deal Cinema Club will be launching in the Summer 2021 which will provide a monthly cinema club for the elderly in the community and once established hope to run it fortnightly. We will screen films and TV special events on either a Saturday or Sunday (the loneliest days) after which they will enjoy a cup of tea or ice cream and a chat.

The Digital Buddy Programme will also be launching later in the year although we have to wait until the Covid restrictions are completely lifted to enable us to provide the one-to-one training for both clients and volunteers. We will buy 10 laptops and run IT courses for the elderly in our community. This is a traditional buddy scheme but using ICT as the key component and we will demonstrate how even basic technology skills can impact on the challenges of isolation and loneliness and reassure people that technology will not isolate them further from their community connections – rather it will open up a brand-new world. Volunteers will provide a weekly visiting service and the daily ICT/Skype contact, the latter being a simple and cost-effective way to check on older people's health and welfare.

Like many other Charities and Businesses, Covid-19 has had a huge impact on the services we provide but we are confident that when we re-open our doors we will be able to welcome our volunteers and clients back and rebuild the vital support we provide in the Community.

FINANCIAL REVIEW

Income for the year amounted to £171,304 (2020 £124,026). Expenditure for the year amounted to £108,779 (2020 £118,762). The surplus amounted to £62,525 (2020 £5,264).

Of this surplus £20,187 related to restricted grants, a deficit of £3,859 on the designated fund and a surplus of £46,197 on the unrestricted fund.

During the year received £36,215 to cover staff costs who were on furlough, Government Covid19 grants via the local council of £39,857 and grants from other bodies of £45,350.

The reserves policy of the Trust is that it should retain within the unrestricted fund - the equivalent of 6 months expenditure on that fund. Unrestricted expenditure in the year amounted to £93,932 (2020 £80,712). The unrestricted reserves as at 31 March 2021 were £71,366 which amounts to 151.8% of the desired reserves (2020 unrestricted reserves of £25,169 amounted to 31.1%).

TRUSTEES' RESPONSIBILITIES

Company law requires the trustees to prepare accounts for each financial period which give a true and fair view of the surplus or deficit of the charity for that period and of the state of affairs of the charity at the end of the period. In preparing those accounts, the trustees are required to:

- Select suitable accounting policies and then apply them consistently; Make judgments and estimates that are reasonable and prudent.
- State whether applicable accounting standards and statements of recommended practice 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 company will continue in business.

The trustees are responsible for keeping proper accounting records which 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 responsible for safeguarding the assets of the company, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board on 21 July 2021

And signed on its behalf by

M Ashley

St James Trust (Seaford) Trustees Report Year ended 31 March 2021

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF ST JAMES TRUST (SEAFORD)

I report on the accounts of the charitable company for the year ended 31 March 2021, which comprise the Statement of Financial Activities, the Statement of Financial Position, and the related notes.

Respective responsibilities of trustees and examiner

The Trustees, who are also directors for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

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 matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charitable company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the 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 in the statement 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 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 394 and 395 of the Companies Act 2006 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.

**A Bradbury
Seaford
East Sussex**

St James Trust (Seaford)
Statement of Financial Activities
for the year ended 31 March 2021

	Note	Unrestricted Fund	Designated Fund	Restricted Fund	Total	2020
INCOMING RESOURCES						
Charitable Activities	2	14,948			14,948	46,147
Donations, Grants & Legacies	3	122,009		31,175	153,184	65,412
Trading Activities	4	3,168			3,168	12,440
Investments		4			4	27
		140,129		31,175	171,304	124,026
RESOURCES EXPENDED						
Charitable Activities	5	78,134	3,859	10,988	92,981	105,566
Raising Funds	6	15,798			15,798	13,196
		93,932	3,859	10,988	108,779	118,762
Net surplus / (deficit) for the year		46,197	(3,859)	20,187	62,525	5,264
Fund Balance brought forward		25,169	116,362	28,722	170,253	164,989
Funds Transfer						
Fund Balance Carried Forward	10	71,366	112,503	48,909	232,778	170,253

St James Trust (Seaford)
Statement of Financial Position
As at 31 March 2021

	Note	Unrestricted Fund	Designated Fund	Restricted Fund	Total	2020
Fixed Tangible Assets	7		111,963	11,388	123,351	131,006
Current Assets						
Debtors and Prepayments	8	3,331			3,331	987
Cash at bank and in hand		70,200	540	37,521	108,261	42,454
Total Current Assets		<u>73,531</u>	<u>540</u>	<u>37,521</u>	<u>111,592</u>	<u>43,441</u>
Creditors falling due within one year	9	2,165			2,165	4,194
Net Current Assets		71,366	540	37,521	109,427	39,247
Total Net Assets	10	<u>71,366</u>	<u>112,503</u>	<u>48,909</u>	<u>232,778</u>	<u>170,253</u>

1. Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets and in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2015)', Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Companies Act 2006.

St James Trust (Seaford) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Going concern

The financial statements are prepared, on a going concern basis, under the historical cost convention.

Funds

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment. Restricted funds have been provided to the charity for particular purposes, and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

A fixed asset fund is maintained which represents the written down value of tangible fixed assets and is divided into a restricted fixed asset fund representing the written down value of those assets subject to restrictions, with the balance being in a designated fund representing the written down value of freehold land and buildings. The detailed operation of these funds is described under the accounting policy 'Capital Grants'.

There is no formal policy of transfer between funds or on the allocation of funds to designated funds, other than that described above.

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:

Donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received. Such income is only deferred when the donor specifies that the donation must only be used in future accounting periods or the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Donated capital assets are included at market valuation by the trustees. Shop income is recognised as the related goods or services are provided. Investment income is recognised on a receivable basis.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

Resources expended

Liabilities are recognised as resources expended when there is a legal or constructive obligation committing the Charity to the expenditure.

St James Trust (Seaford)
Notes to the Financial Statements
For the year ended 31 March 2021

Charitable activities

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.

Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company, and it is therefore included in the relevant costs in the Statement of Financial Activities.

Tangible fixed assets

Tangible fixed assets, other than freehold land, are stated at cost or valuation less depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Land & Buildings 2% Straight Line
Fixtures & Fittings 25% Reducing Balance

St James Trust (Seaford)
Notes to the Financial Statements - Continued
for the year ended 31 March 2021

	2021	2020
2. Charitable Activities		
Rental Income **	14,948	34,433
Specialist activities **		11,684
Other Income		30
	14,948	46,147
3. Donation, Grants & Legacies		
Donations	587	2,566
Grants **	152,597	62,846
Legacies		
	153,184	65,412
4. Trading Activities		
Charity Shop	3,168	12,440
5. Costs of Charitable Activities		
<u>Operating Day Centre</u>		
Staff Costs (see note 11)	53,343	53,868
Premises**	31,419	31,934
Office Expenditure **	6,873	6,321
Specialist Activities **	234	8,047
Motoring	556	2,019
Miscellaneous	556	3,377
	92,981	105,566
6. Fundraising Costs		
Professional Fundraiser	14,920	12,869
Refit Charity Shop	878	327
	15,798	13,196

** further analysis of 2021 figures shown at note 14

St James Trust (Seaford)
Notes to the Financial Statements - continued
for the year ended 31 March 2021

7. Tangible Fixed Assets

	Designated	Designated	Restricted	
	Freehold Land	Fixtures & Fittings	Fixtures & Fittings	Total
At Cost				
As at 1 April 2020	172,464	2,912	58,520	233,896
	172,464	2,912	58,520	233,896
DEPRECIATION				
As at 1 April 2020	58,280	1,274	43,336	102,890
Charge for the year	3,449	410	3,796	7,655
	61,729	1,684	47,132	110,545
Net Book Value				
As at 31 March 2021				
Restricted Fund			11,388	11,388
Designated Fund	110,735	1,228		111,963
	110,735	1,228	11,388	123,351
As at 31 March 2020				
Restricted Fund			15,184	15,184
Designated Fund	114,184	1,638		115,822
	114,184	1,638	15,184	131,006

8. Debtors & Prepayments

	2021	2020
Prepayments and accrued income	3,210	0
Debtors	121	987
	3,331	987

9. Creditors

	2021	2020
Accruals and deferred Income	2,165	4,194

St James Trust (Seaford)
Notes to the Financial Statements - continued
for the year ended 31 March 2021

	As at 31 March 20	Incoming Resources	Outgoing resources	As at 31 March 2021
10. Movement in Funds				
General Funds	25,169	140,129	93,932	71,366
Designated Fund				
Fixed Asset Reserves	115,822		3,859	111,963
Christmas meal	540			540
	116,362		3,859	112,503
Restricted Funds				
Fixed Asset Reserve	15,184		3,796	11,388
Computer & TV	8,000	1,930		9,930
Building works	347	6,845	7,192	
Outreach Projects	5,191	22,400		27,591
	28,722	31,175	10,988	48,909
TOTAL FUNDS	170,253	171,304	108,779	232,778

11. Staffing Costs	2021	2020
Total Staff costs for the year were		
Salaries and Wages	52,126	51,400
Prior Year adjustment	-	239
Social Security Costs & Pensions	1,217	2,229
	53,343	53,868

Average Number of Employees in the year 2 2

No employee emoluments exceeded £60,000 for the year

12. Trustee remuneration and related party transactions

During the year no trustee received remuneration (2020 nil)

Trustees did not receive reimbursement of any expenses (2020 Nil)

The Directors have declared there were no related party transactions in the year

13. Company Limited by Guarantee

St James Trust (Seaford) is a company limited by guarantee and accordingly does not have a share capital

St James Trust (Seaford)
Notes to the Financial Statements - continued
for the year ended 31 March 2021

Note 14 - Detailed analysis

	Income	Expenditure
<u>Rental Income</u>		
Room Hire	6,448	
Office Rent	8,500	
	14,948	
<u>Specialist activities</u>		
Art Club	0	14
Lunch Club	0	220
Cookery Class	0	0
	0	234
<u>Grants Received</u>		
<u>Unrestricted</u>		
General	45,350	
Furlough Grant	36,215	
Covid 19 Grant Lewes District Council	39,857	
<u>Restricted:</u>		
Building Works	6,845	
Computer & TV Club	1,930	
Outreach	22,400	
	152,597	
<u>Premises</u>		
Depreciation		7,655
Repairs & renewals		16,061
Energy		2,568
Insurances		2,954
Security Expenses		596
Cleaning		812
Water & Sewerage		406
Waste Collection		367
		31,419
<u>Office Expenditure</u>		
Telephone & Internet		2,968
IT Support		1,915
Office Supplies		327
Software		576
Printing		139
Office Equipment		948
		6,873