

**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 2022**

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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 2022. 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

<b>TRUSTEES</b>	M D Ashley J Austin J S White J Innis A Smith to 1 March 2022 A M Richardson D Lade to 17 February 2022 D Holland from 13 April 2022 D Dymott from 13 April 2022
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<b>SECRETARY</b>	M D Ashley
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<b>CHIEF EXECUTIVE</b>	Mrs V Reynolds
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<b>INDEPENDENT EXAMINER</b>	A Bradbury
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<b>BANKERS</b>	HSBC PLC. Seaford
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## **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**

Like many Charities, 2021 -2022 was a very challenging year due to the Covid Pandemic and our 2 staff were furloughed. We were very lucky to receive Government Covid Grants which were used to set up a Covid Contact Hub. 10 of our volunteers were paired with our most vulnerable clients and the aim was to contact them by telephone/face time a twice a week to chat to them, pick up shopping, prescriptions and generally help to alleviate loneliness during isolation.

Although our Charity Shop also remained closed until September 2021, we continued to accept donations and we were able to create safe working environment for our volunteers to sort through the donations whilst still adhering to Covid Restrictions.

The rooms on the Top Floor of the Wagon Factory have been leased to a business to generate a consistent monthly income.

We introduced a 'Rule of Six' for clients who wanted to use our facilities once the restrictions had eased, following all the PPE requirements and Covid Government Guidelines. This stayed in place until 21<sup>st</sup> February 2022 when all restrictions were lifted.

We were able to complete maintenance work on our building and had the cladding put on the front of our building which was postponed due to Covid.

### **The Future**

Covid-19 has had a huge impact on the services we provide but we are confident that now the restrictions have been lifted we will be able to welcome back our clients and with the help of our volunteers, focus on rebuilding the vital support we provide in the Community.

Our Tuesday Lunch Club restarted early March 2022 and although numbers are quite low, this is growing weekly as more of our elderly clients feel more comfortable going out. We will be launching The Reel Deal Cinema Club early Summer 2022 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.

We have the funding in place to pilot a Digital Buddy Service and we will be purchasing the laptops shortly with a view to launching middle of Summer 2022. We have identified clients and volunteers who will take part in this project which is a traditional buddy scheme but using ICT as the key component demonstrating how even basic technology skills can impact the challenges of isolation and loneliness.

## **FINANCIAL REVIEW**

Income for the year amounted to £140,787 (2021 £171,304). Expenditure for the year amounted to £104,955 (2021 £108,779). The surplus amounted to £35,832 (2021 £62,525).

During the year we received £8,600 to cover staff costs who were on furlough, Government Covid19 grants via the local council of £16,000 and grants from other bodies of £35,725.

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 £88,957 (2021 £93,932). The unrestricted reserves as of 31 March 2022 were £92,261.

During the year the minibus was sold as it was under-utilised and expensive to maintain. The net surplus of this income and expenses have been posted to a transport fund to cover expenditure on transporting persons in regard to our out-reach programme.

A further fund has been established of £20,000 for major projects. With the age of the building any issues are likely to be expensive to rectify.

## **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

And signed on its behalf by

J Austin

## **St James Trust (Seaford) Trustees Report Year ended 31 March 2022**

### **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 2022, 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 2022**

	Note	Unrestricted Fund	Designated Fund	Restricted Fund	Total	2021
<b>INCOMING RESOURCES</b>						
Charitable Activities	2	41,373			41,373	14,948
Donations, Grants & Legacies	3	63,275		1,544	64,819	153,184
Trading Activities	4	25,194			25,194	3,168
Surplus on Sale of Assets			9,391		9,391	
Investments		10			10	4
		<b>129,852</b>	<b>9,391</b>	<b>1,544</b>	<b>140,787</b>	<b>171,304</b>
<b>RESOURCES EXPENDED</b>						
Charitable Activities	5	79,257	6,716	9,282	95,255	92,981
Raising Funds	6	9,700			9,700	15,798
		<b>88,957</b>	<b>6,716</b>	<b>9,282</b>	<b>104,955</b>	<b>108,779</b>
<b>Net surplus / (deficit) for the year</b>		40,895	2,675	(7,738)	35,832	62,525
<b>Fund Balance brought forward</b>		71,366	112,503	48,909	232,778	170,253
<b>Funds Transfer</b>		(20,000)	20,000			
<b>Fund Balance Carried Forward</b>	10	<b>92,261</b>	<b>135,178</b>	<b>41,171</b>	<b>268,610</b>	<b>232,778</b>

**St James Trust (Seaford)**  
**Statement of Financial Position**  
**As at 31 March 2022**

	Note	Unrestricted Fund	Designated Fund	Restricted Fund	Total	2021
Fixed Tangible Assets	7	-	108,207	8,541	116,748	123,351
Current Assets						
Debtors and Prepayments	8	3,984			3,984	3,331
Cash at bank and in hand		89,730	26,971	32,630	149,331	108,261
Total Current Assets		<u>93,714</u>	<u>26,971</u>	<u>32,630</u>	<u>153,315</u>	<u>111,592</u>
Creditors falling due within one year	9	1,453			1,453	2,165
		-				
Net Current Assets		92,261	26,971	32,630	151,862	109,427
Total Net Assets	10	<u><b>92,261</b></u>	<u><b>135,178</b></u>	<u><b>41,171</b></u>	<u><b>268,610</b></u>	<u><b>232,778</b></u>



**St James Trust (Seaford)**  
**Notes to the Financial Statements - Continued**  
**for the year ended 31 March 2022**

	<b>2022</b>	<b>2021</b>
<b>2. Charitable Activities</b>		
Rental Income **	41,335	14,948
Specialist activities **	38	
Other Income		
	<b>41,373</b>	<b>14,948</b>
<b>3. Donation, Grants &amp; Legacies</b>		
Donations	2,950	587
Grants **	61,869	152,597
Legacies		
	<b>64,819</b>	<b>153,184</b>
<b>4. Trading Activities</b>		
Charity Shop	<b>25,194</b>	<b>3,168</b>
<b>5. Costs of Charitable Activities</b>		
<u>Operating Day Centre</u>		
Staff Costs (see note 11)	55,233	53,343
Premises**	30,908	31,419
Office Expenditure **	4,676	6,873
Specialist Activities **	106	234
Motoring	2,362	556
Miscellaneous	1,970	556
	<b>95,255</b>	<b>92,981</b>
<b>6. Fundraising Costs</b>		
Professional Fundraiser	7,212	14,920
Charity Shop	2,488	878
	<b>9,700</b>	<b>15,798</b>

\*\* further analysis of 2022 figures shown at note 14

**St James Trust (Seaford)**  
**Notes to the Financial Statements - continued**  
**for the year ended 31 March 2022**

**7. Tangible Fixed Assets**

	Designated	Designated	Restricted	
	Freehold Land	Fixtures & Fittings	Fixtures & Fittings	Total
<b>At Cost</b>				
As at 1 April 2021	172,464	2,912	58,520	233,896
	<b>172,464</b>	<b>2,912</b>	<b>58,520</b>	<b>233,896</b>
<b>DEPRECIATION</b>				
As at 1 April 2021	61,729	1,684	47,132	110,545
Charge for the year	3,449	307	2,847	6,603
	<b>65,178</b>	<b>1,991</b>	<b>49,979</b>	<b>117,148</b>
<b>Net Book Value</b>				
As at 31 March 2022				
Restricted Fund			8,541	8,541
Designated Fund	107,286	921		108,207
	<b>107,286</b>	<b>921</b>	<b>8,541</b>	<b>116,748</b>
As at 31 March 2021				
Restricted Fund			11,388	11,388
Designated Fund	110,735	1,228		111,963
	<b>110,735</b>	<b>1,228</b>	<b>11,388</b>	<b>123,351</b>

**8. Debtors & Prepayments**

	2022	2021
Prepayments and accrued income	481	3,210
Debtors	3,503	121
	<b>3,984</b>	<b>3,331</b>

**9. Creditors**

	2022	2021
Accruals and deferred Income	1,453	2,165

**St James Trust (Seaford)**  
**Notes to the Financial Statements - continued**  
**for the year ended 31 March 2022**

	As at 31 March 21	Incoming Resources	Outgoing resources	Transfers	As at 31 March 2022
<b>10. Movement in Funds</b>					
<b>General Funds</b>	<b>71,366</b>	<b>129,852</b>	<b>88,957</b>	<b>(20,000)</b>	<b>92,261</b>
<b>Designated Fund</b>					
Fixed Asset Reserves	111,963		3,756		108,207
Major projects Fund				20,000	20,000
Transport Fund		9,391	2,420		6,971
Christmas meal	540		540		
	<b>112,503</b>	<b>9,391</b>	<b>6,716</b>	<b>20,000</b>	<b>135,178</b>
<b>Restricted Funds</b>					
Fixed Asset Reserve	11,388		2,847		8,541
Computer & TV	9,930	1,544	6,435		5,039
Outreach Projects	27,591				27,591
	<b>48,909</b>	<b>1,544</b>	<b>9,282</b>		<b>41,171</b>
<b>TOTAL FUNDS</b>	<b>232,778</b>	<b>140,787</b>	<b>104,955</b>		<b>268,610</b>

<b>11. Staffing Costs</b>	<b>2022</b>	<b>2021</b>
Total Staff costs for the year were		
Salaries and Wages	53,658	52,126
Social Security Costs & Pensions	1,575	1,217
	<b>55,233</b>	<b>53,343</b>

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 (2021 nil)

Trustees did not receive reimbursement of any expenses (2021 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 2022**

**Note 14 - Detailed analysis**

	<b>Income</b>	<b>Expenditure</b>
<u>Rental Income</u>		
Room Hire	31,135	
Office Rent	10,200	
	<b>41,335</b>	
<u>Specialist activities</u>		
Lunch Club	38	106
	<b>38</b>	<b>106</b>
<u>Grants Received</u>		
<u>Unrestricted</u>		
General	35,725	
Furlough Grant	8,600	
Covid 19 Grant Lewes District Council	16,000	
<u>Restricted:</u>		
Computer & TV Club	1,544	
	<b>61,869</b>	
<u>Premises</u>		
Depreciation		6,603
Repairs & renewals		12,049
Energy		4,723
Insurances		3,094
Security Expenses		895
Cleaning		1,777
Water & Sewerage		710
Waste Collection		1,057
		<b>30,908</b>
<u>Office Expenditure</u>		
Telephone & Internet & Support		3,362
Training		48
Office Supplies		615
Software		576
Printing		72
Travel		3
		<b>4,676</b>