

# **Twyford District Youth & Community Centre**

## **Chairman's Report for Year Ended 30<sup>th</sup> September 2020**

On behalf of the Trustees I would like to welcome you all to the Seventh Annual General Meeting of the Twyford District Youth & Community Centre following the commencement of our tenure at this Youth Centre on the 1<sup>st</sup> October 2013.

Continuing from October 2019 the Twyford District Youth & Community Centre has been able to provide Youth Club Services to the children of Twyford and surrounding areas and at the same time we have been open for local groups to hire for indoor sports, children's parties and other local activities. The income from these activities helps to defray our costs in running a full Youth Service. However this year has seen a major Pandemic hit the world causing our Government to Lockdown the whole of the British Isles from March this year which was released gradually in June, July and August. We were then able to prepare a Risk Assessment to open the Youth Club and external hirers which was approved by Wokingham Borough Council. I would like to thank Kathy Peck for leading and ensuring this Risk Assessment has been kept up to date.

Since the beginning of September we have gradually been able to open the Youth Club back to a reasonable level. However we are now back in a National Lockdown until at least the end of November and we have had to close the Youth Club to all but essential and permitted users such as toddler groups and before & after school clubs.

We have been very fortunate in receiving a grant of £10,000.00 to see us through this Pandemic and Wokingham Borough Council have also reduced our Council Tax to zero for this year. We have used this extra money to maintain our staff levels throughout the original lockdown. We intend to continue this support throughout the second lockdown and until this virus has been defeated or a suitable vaccine has been produced and given to all vulnerable people.

Wokingham Borough Council continues to support and fund necessary improvements, maintenance and ongoing service agreements in order to maintain all our existing services. Wokingham Borough Council will I hope be there to support us for the future.

The current Trustees are John L Jarvis, Dave Turner, Ian Livesey, Kathy Peck, James Pennington, Matthew Taylor and James Fort. As is required by our Constitution one third or three of our Trustees James Pennington, Matthew Taylor and James Fort are retiring as Trustees but I am pleased to note that James Pennington and Matthew Taylor are willing to offer themselves for re-election. James Fort has decided to retire and I would like to thank him for all the work he has put in getting this Charity both off the ground and running. I would further note that according to our Constitution this Charitable Incorporated Organisation is allowed to have up to 12 Trustees. If anyone wishes to put their name forward I would be able to explain what is required and to agree how they can help us for



the future. I would also like to welcome Melissa Buckle to our Trustee's Meetings and I thank them for all their suggestions and hard work during this past year.

During the early part of this year our Youth Club has been able to continue with ideas for fund raising. We now have Nicola Tennant on board to help with external fund raising. She has already enabled us to receive £500.00 at the beginning of the year. I wish her well in this demanding role. I am also grateful to their leaders for promoting such activities which should I hope encourages other children to join the fun.

I am also pleased to record that Kathy Peck, Dave Turner and other volunteers have continued to run a Saturday morning cafe for users of King Georges Field. I thank Kathy, Dave and all the other helpers for making this a very popular venue for early morning teas, coffees and bacon rolls. Unfortunately we had to close this service during the first and now the second lockdown. This kitchen and Saturday morning cafe have been a huge success generating income for our centre.

Our recent venture to convert the Craft Room and Pink Room into a meeting room and buggy storage area to cater for our younger users which was completed earlier this year has been very useful.

As Chairman I would like to thank our Secretary, Kathy Peck, for all the time she has put in to make sure we are successful and I can truly say that without her input and dedication we would not be where we are now. I also have to report that Kathy decide to step down from this role earlier this year and the Trustees have appointed a new Administrator, Melissa Buckle, to take over these roles. I would like to thank Melissa for taking on these tasks and for making it look so easy.

I would further like to thank Dave Turner, Deputy Chairman, and Ian Livesey, Facilities Coordinator, and Matthew Taylor for their unstinting efforts to keep the building functioning and recommending improvements for a more economic building.

I would also thank James Pennington for his role as Treasurer and for looking after our finances. I understand that James has some ideas to bring our financial records into the 21<sup>st</sup> Century and I wish him well in this endeavour.

In conclusion I would note that the end of our seventh year of trading which has seen us live through a major Pandemic has been at times very trying but rewarding in seeing all the support given to us by our staff. Thank you Sophie, Shannon, Katie and all who help run the Youth Club. The Trustees now need to complete the taking over of the Head Lease from Wokingham Borough Council with Twyford Parish Council so that the Trustees are in complete control of our future as a Youth and Community Centre. The Trustees also need to increase our revenues so that when the Youth Club requires funding for new initiatives the funds are there to help them and increase the prime object of this Charity.

John L Jarvis

Chairman of Trustees

Charity no:1155243

**Twyford District Youth and Community Centre**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**30th September 2020**

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
Twyford District Youth and Community Centre**

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I report to the trustees on my examination of the accounts of the Twyford District Youth and Community Centre (the Trust) for the year ended 30th September 2020.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or

(2) the accounts do not accord with those records; or

(3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the *Charities (Accounts and Reports) Regulations 2008* 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.

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.

Stephen McLoughlin



Date: 27-Jul-21



Twiford District Youth and Community Centre  
**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME & EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 30TH SEPTEMBER 2020**

	<u>Notes</u>	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS	TOTAL FUNDS YEAR ENDED 30TH SEPTEMBER 2019
<b><u>INCOMING RESOURCES</u></b>					
Voluntary income	2	4,172	0	4,172	4,925
Incoming Resources from operating activities in furtherance of the charity's activities	3	1,570	0	1,570	1,794
Incoming Resources from other activities for generating funds	4	28,807	0	28,807	26,268
Investment income	5	0	0	0	0
<b>Total Incoming Resources</b>		<b>34,549</b>	<b>0</b>	<b>34,549</b>	<b>32,986</b>
<b><u>RESOURCES EXPENDED</u></b>					
<u>Charitable Expenditure:</u>					
Costs of activities in furtherance of the Charity's objectives		11,430	0	11,430	12,792
Governance costs	7	0	0	0	0
Costs of Management and Administration of Charity	8	20,730	0	20,730	19,534
<b>Total Resources Expended</b>		<b>32,160</b>	<b>0</b>	<b>32,160</b>	<b>32,326</b>
<b>NET INCOMING RESOURCES BEFORE TRANSFERS</b>		<b>2,389</b>	<b>0</b>	<b>2,389</b>	<b>660</b>
<b>TRANSFER BETWEEN FUNDS</b>	12	0	0	0	0
<b>NET INCOMING RESOURCES BEFORE DISCONTINUATION OF BRANCH ACTIVITY</b>		<b>2,389</b>	<b>0</b>	<b>2,389</b>	<b>660</b>
<b>DISCONTINUATION OF BRANCH ACTIVITY</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>2,389</b>	<b>0</b>	<b>2,389</b>	<b>660</b>
<b>TOTAL FUNDS AS AT 1ST OCTOBER 2018</b>		<b>67,136</b>	<b>0</b>	<b>67,136</b>	<b>66,476</b>
<b>GAINS AND LOSSES ON REVALUATIONS OF INVESTMENT ASSETS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNDS AS AT 30TH SEPTEMBER 2019</b>		<b>69,525</b>	<b>0</b>	<b>69,525</b>	<b>67,136</b>

**THE Twyford District Youth and Community Centre**  
**BALANCE SHEET**  
**AS AT 30th September 2020**

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	<u>Notes</u>		<u>2019</u>
<b><u>FIXED ASSETS</u></b>	<b>13</b>	1,825	<u>3,176</u>
<b><u>CURRENT ASSETS</u></b>			
Stock in hand	14	0	0
Debtors	15	1,185	1,965
Cash at bank and in hand	16	77,987	71,359
<b>Total current assets</b>		<u>79,171</u>	<u>73,323</u>
<b><u>CURRENT LIABILITIES</u></b>	<b>17</b>	(11,472)	(3,364)
<b><u>TOTAL NET CURRENT ASSETS</u></b>		<u>67,700</u>	<u>63,960</u>
<b><u>CONTINGENT LIABILITIES AND PROVISIONS</u></b>		0	0
<b><u>TOTAL NET ASSETS</u></b>		<u>69,525</u>	<u>67,136</u>

<b><u>REPRESENTED BY:</u></b>	<b><u>Unrestricted Funds</u></b>	<b><u>Restricted Funds</u></b>	<b><u>Total funds</u></b>	<b><u>Total funds</u></b>
<b>INCOME &amp; EXPENDITURE RESERVE</b>	69,525	0	69,525	67,136
	<u>69,525</u>	<u>0</u>	<u>69,525</u>	<u>67,136</u>

These Financial Statements on pages 5 to 11 were approved by the Trustees and signed on their behalf by:

James M E



**James Pennington**  
**Trustee**  
**Date: 19 July 2021**

**1) Accounting Policies**

The accounts have been prepared under the historical cost convention.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There charity changed its accounting policies this year to start to depreciate fixed assets.

No changes have been made to accounts for previous years.

**Incoming resources**

**Recognition of incoming resources** are included in the Statement of Financial Activities (SOFA) when:

- i) the charity becomes entitled to the resources (accruals basis)
- ii) the trustees are virtually certain they will receive the resources; and
- iii) the monetary value can be measured with sufficient reliability.

**Incoming resources with related expenditure** are reported gross in the SOFA (related income and expenditure are shown separately as income and costs).

**Grants and donations** are only included in the SOFA when the charity has unconditional entitlement to the resources.

**Tax reclaim on donations and gifts** are included in the SOFA at the same time as the gift to which they relate.

**Income and performance related grants** are only included in the SOFA once the related goods or services have been delivered.

**Gifts in kind** are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

Gifts in kind for use by the charity are included in the SOFA as incoming resources when receivable.

**Donated services and facilities** are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

**Volunteer help** received is not attributed a value or included in the accounts, but is described in the Trustees' annual report.

**Investment income** is included in the accounts when received.

**Investment gains and losses** include any gain or loss on the sale of an investment or the revaluing of an investment to market value at the end of the year.

**Expenditure & liabilities**

**Liability recognition** occurs in the accounts as soon as there is a legal or constructive obligation committing the charity to pay out reserves.

**Governance costs** include the costs of the preparation and examination of statutory accounts, Trustees' meetings and the cost of any legal advice to Trustees on governance or constitutional matters.

**Grants with performance conditions** are only recognised in the SOFA once the recipient of the grant has provided the specified service or output that was outlined when the grant was awarded by the charity to them.

**Grants payable without performance conditions** are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

**Support costs** include central functions and have been allocated to the activity cost categories on a basis consistent with the use of the resources.

**Assets**

**Tangible fixed assets for use by the charity** is the Twyford Youth and Community Centre. This is leased from Wokingham Borough Council (Landlord) who in turn lease it from Twyford Parish Council (Superior Landlord). Under this agreement the Landlord is responsible for the upkeep of the building.

**Equipment, fixture and fittings** is being depreciated over 4 year's straight line. No deprecation was applied for 2018 and this is the first year depreciation has been applied including depreciation for the prior years.

**Stock and work in progress** is valued at the lower of cost and net realisable value (market value).

	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS	TOTAL FUNDS 2019
<b>2 Voluntary income</b>				
Donations	4,172	0	4,172	4,925
	<u>4,172</u>	<u>0</u>	<u>4,172</u>	<u>4,925</u>
<b>3 Incoming Resources from operating activities in furtherance of the Charity's activities</b>				
Subscriptions	1,570	0	1,570	1,594
Club Trips	0	0	0	200
	<u>1,570</u>	<u>0</u>	<u>1,570</u>	<u>1,794</u>
<b>4 Incoming Resources from other activities for generating funds</b>				
Hall Hire Income	14,527	0	14,527	20,457
Covid Grant -m WBC	10,000	0	10,000	0
Advertising	0	0	0	0
Tuck Shop	869	0	869	1,230
Pop Up Café	3,248	0	3,248	3,336
Fundraising	163	0	163	1,244
	<u>28,807</u>	<u>0</u>	<u>28,807</u>	<u>26,268</u>
<b>5 Investment income</b>				
Interest	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Incoming Resources</b>	<b><u>34,549</u></b>	<b><u>0</u></b>	<b><u>34,549</u></b>	<b><u>32,986</u></b>



	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS	TOTAL FUNDS 2019
<b>6 Costs of activities in furtherance of the Charity's objectives</b>				
Youth Centre Contractors	10,785	0	10,785	10,456
Youth Centre & Friday Night Trips	189	0	189	2,304
Bad Debt write off	457	0	457	32
	<u>11,430</u>	<u>0</u>	<u>11,430</u>	<u>12,792</u>
<b>7 Governance costs</b>				
Independent Examination Fee	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
There were no governance costs for incurred in the period. Trustees' meetings are held either at the Centre. The accounts were prepared for no fee. The Examination was undertaken for no fee.				
<b>8 Costs of Management and Administration of Charity</b>				
Printing, Postage & Stationery (incl Broadband)	416	0	416	633
Legal, Accountancy	120	0	120	224
Rates (Water & Council) & premises insurance	1,121	0	1,121	1,614
Administrator's Fee	662	0	662	0
Insurance	488	0	488	354
Entertainment	312	0	312	0
Pop up Kitchen	742	0	742	802
Tuck Shop costs	405	0	405	767
Fundraising costs	116	0	116	325
Advertising	0	0	0	0
Contractor - Training	620	0	620	1,630
Repairs and Renewals	6,896	0	6,896	1,897
Premises expenses including waste collection	184	0	184	346
Cleaning	4,724	0	4,724	3,849
Depreciation	2,360	0	2,360	5,383
Bank Fees	65	0	65	72
General expenses	<u>1,499</u>	<u>0</u>	<u>1,499</u>	<u>1,638</u>
	<u>20,730</u>	<u>0</u>	<u>20,730</u>	<u>19,534</u>
<b>Total Resources Expended</b>	<u>32,160</u>	<u>0</u>	<u>32,160</u>	<u>32,326</u>
<b>9 Trustees' remuneration and expenses</b>				
No Trustee received remuneration.				
<b>10 Independent Examiner</b>				
The Independent Examiners did not receive a fee for the years 2020 or 2019.				
<b>11 Paid staff</b>				
The Charity has no paid employees.				

	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS	TOTAL FUNDS 2019
12 <u>Transfer between funds in the year</u>	0	0	0	0

There were none in the year or prior year.

	Office Equipment	Furniture and Fixtures	Pop up Kitchen Equipment	Total	2019
13 <u>Fixed Assets</u>					
As at 1st October 2019	1,180	612	1,384	3,176	7,178
Additions	1,009	-	-	1,009	1,381
Disposals	-	-	-	-	-
Depreciation	-	-	-	-	5,383
As at 30th September 2020	1,519	306	-	1,825	3,176
Cost	2,809	1,224	5,536	9,568	8,559

The year 2019 includes depreciation that should have been applied in prior years, based on 4 years straight line.

	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS	2019
14 <u>Stock in hand</u>	0	0	0	0

	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS	2019
15 <u>Debtors</u>				
Debtors	910	0	910	1,752
Prepayments	275	0	275	213
0	1,185	0	1,185	1,965

	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS	2019
16 <u>Cash at Bank and in Hand</u>	0	0	77,987	71,359

	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS	2019
17 <u>Creditors falling due within one year</u>				
Creditors	2,151	0	2,151	3,443
Accruals	0	0	0	643
Prepaid Hall hire for Oct to Dec 2019	0	0	0	1,040
Key deposit	100	0	100	100
Twyford Community Hub	9,220	0	9,220	4,138
	11,472	0	11,472	9,364

	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS	TOTAL FUNDS 2019
18 <u>Reserves</u>				

i) INCOME & EXPENDITURE

TOTAL FUNDS AS AT 1ST OCTOBER 2019	67,136	0	67,136	66,476
SURPLUS/(DEFICIT) IN YEAR	2,389	0	2,389	660
TRANSFER BETWEEN FUNDS	0	0	0	0
DISCONTINUATION OF BRANCH ACTIVITIES	0	0	0	0
TOTAL FUNDS AS AT 30TH SEPTEMBER 2020	69,525	0	69,525	67,136

iii) Classification of Net Assets

	UNRESTRICTED FUNDS HYC/TYA	RESTRICTED FUNDS HYC/TYA	TOTAL FUNDS HYC/TYA	TOTAL FUNDS 2019
Fixed Assets	1,825	0	1,825	3,176
Current Assets	79,171	0	79,171	73,323
Current Liabilities	0	0	0	0
Total Net Assets	69,525	0	69,525	67,136

23 Received Gifts in Kind

The TYA and its branches have received numerous gifts in kind from the community the value of which is impossible to quantify.

24 <u>Public Liability Insurance</u>	220	2019
Insurance	488	354