

Charity number: 1158558

Sunflower House
Financial statements
for the year ended 30 September 2020

Sunflower House

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Sunflower House

Legal and administrative information

Charity number	1158558	
Governing document	Constitution adopted on the 6 September 2014	
Principle office address	45 Foord Road Folkestone Kent CT19 5AE	
Trustees and officers	Alex MacLaren Max Vizzini Michael Braudy Jennie Lichfield Adrian Lockwood	Chairman Treasurer
Independent Examiners	PG Lemon LLP 134 High Street Hythe Kent CT21 5LB	
Bankers	Santander	

Sunflower House

Report of the trustees/officers for the year ended 30 September 2020

The trustees/officers present their report and the financial statements for the year ended 30 September 2020. The officers and trustees who served during the period under review and up to the date of this report are set out on page 1.

Structure, governance and management

The governing document of the charity is a Constitution adopted on 6 September 2014. The appointed officers of the charity include a chairman, treasurer, secretary and other trustees. The charity's objectives are to establish, maintain and manage a community centre for the benefit of the inhabitants of Folkestone.

Objectives and activities, achievements and performance

Late 2019 was time for optimism and consolidation in all areas of the charity's activities. The Sunflower House community centre was experiencing the liveliest period of bookings in its history, and at our last AGM the trustees voted to allocate a budget for investment in the infrastructure of the centre: a set of proper folding seats and stacking tables, the building of lockers for the users of the centre, and winter security lights for the front door. The management of this building project was entrusted to Keith Wren and Marion Agbai, and they carried out the process admirably in late 2019.

In January 2020 Marion Agbai, our keyholder, moved away from Folkestone to be closer to her family in Leicester. The trustees are deeply grateful for the transformative impact she had on the community centre and she is greatly missed. Marion had been on the lookout for someone to take over her duties and introduced the Trustees to Jennie Lichfield, who as well as becoming keyholder in Marion's stead volunteered to become the Secretary of the Trustees, to replace Jo Cowdrey, who needed to stand down. Early in 2020 we also welcomed on to the trustee board Adrian Lockwood, who has particular skills in property management and running projects.

Throughout late 2019 and spring 2020 our Charlotte Chapman's fundraising activities for the Sprucer Project bore fruit with a £5,000 grant from KCF, a very generous increase in funding to £10,000 from the RHDCT, and then in March 2020 (just before the Covid pandemic hit) a three-year funding grant from the national lottery communities fund of about £32,000 a year. This dedicated funding drive has enabled us to operate at a much more realistic budget for the costs of the project - including administrative support. The project has maintained happy relations with the North Downs Way and Willmoths Citroen.

March to September 2020 was a time of managing our response to the Covid pandemic.

The Community Centre was effectively closed to the public from March to September 2020, and reopened to Covid compliant activities in the autumn, after appropriate risk assessments. Community enquiries about the availability of the centre during this period were managed sensitively by Keith Wren.

Sprucer Project: After a brief period of closure in March-April 2020 the team was set back into action in a Covid compliant way, after safety training, with the support of Folkestone & Hythe District Council and the Kent Police. Their dedication has been greatly appreciated in positive feedback to the daily Facebook posts. In this year the sprucer, Peter Phillips, became a formal full-time employee of the charity.

The project received emergency support funding from Kent Community Foundation in the form of a Covid Grant for personal protective equipment and tools.

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The trustees are happy to have maintained the aims of the charity through an unprecedented year, and are grateful for the input of everyone connected with its work.

On behalf of the trustees

Alex MacLaren, Chairman

Date: 4 September 2021

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Independent examiner's report to the trustees on the unaudited financial statements of Sunflower House.

I report on the accounts of Sunflower House for the year ended 30 September 2020.

Respective responsibilities of an independent examiner

As the charity's trustees/officers you are responsible for the preparation of the accounts, you 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 needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular 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 charity 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/officers of the charity 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 proper accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act;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.

Philip Gambrill
Chartered Certified Accountant
Independent examiner
PG Lemon LLP
134 High Street
Hythe
Kent
CT21 5LB

Date: 14 September 2021

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Receipts and Payments Account For the year ended 30 September 2020

	Restricted funds £	Unrestricted funds £	2020 Total £	2019 Total £
Receipts				
Grants and donations	41,919	-	41,919	-
Grants - Sprucer	2,030	-	2,030	26,631
Venue hire and other income	-	8,541	8,541	13,293
Investment income				
Bank interest received	-	10	10	14
Total receipts	<u>43,949</u>	<u>8,551</u>	<u>52,500</u>	<u>39,938</u>
Payments				
Building costs	-	1,625	1,625	1,569
Sprucer - Wages and salaries	20,894	-	20,894	20,072
Consultancy fees	2,438	-	2,438	-
Rates	-	491	491	969
Insurance	-	953	953	682
Security costs	-	428	428	320
Light and heat	-	1,598	1,598	2,038
Cleaning	-	873	873	947
Small equipment and other Sprucer costs	1,246	-	1,246	109
Printing, postage and stationery	-	367	367	133
Advertising and website	-	65	65	-
Telephone and internet	-	473	473	600
Travelling and subsistence	-	1,231	1,231	319
Computer costs	-	470	470	-
Legal and professional fees	-	-	-	-
Accountancy and payroll	-	828	828	660
Bank charges	-	104	104	270
Sundry expenses	-	-	-	-
Refreshments	-	122	122	37
Charitable donations	-	18	18	-
Loan repayments	-	-	-	2,000
Total payments	<u>24,578</u>	<u>9,646</u>	<u>34,224</u>	<u>32,725</u>
Surplus of receipts over payments	19,371	(1,095)	18,276	7,213
Cash at bank/in hand brought forward	<u>6,482</u>	<u>8,396</u>	<u>14,878</u>	<u>7,665</u>
Cash at bank/in hand carried forward	<u>25,853</u>	<u>7,301</u>	<u>33,154</u>	<u>14,878</u>

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Statement of Assets and Liabilities as at year ended 30 September 2020

	Notes	2020 £	2019 £
Funds reconciliation			
Unrestricted funds	2	7,301	8,396
Restricted funds	3	25,853	6,482
Total funds		33,154	14,878
Bank and cash		33,464	14,878
PAYE control account		(310)	-
Net assets		33,154	14,878
Fixed assets			
Fixtures, fittings & equipment		2,119	2,119
Balance due to R Taylor		(12,000)	(12,000)

Trustees'/officers' approval certificate

We approve these financial statements, which comprise the receipts and payments account, statement of assets and liabilities and notes to the accounts. We also acknowledge our responsibility for these financial statements, including the appropriateness of the applicable reporting framework as set out in note 1, and for providing PG Lemon LLP with all information and explanations necessary for the examination of these financial statements.

Max Vizzini
Treasurer

Date: 13 September 2021

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Notes to financial statements for the year ended 30 September 2020

1. Accounting policies

The financial statements of the charity have been prepared on the receipts and payments basis.

2. Unrestricted funds

	At 1 October 2019 £	Income Received £	Payments Made £	At 30 September 2020 £
General Unrestricted funds	<u>8,396</u>	<u>8,551</u>	<u>9,646</u>	<u>7,301</u>

3. Restricted funds

	At 1 October 2019 £	Income Received £	Payments Made £	At 30 September 2020 £
Sprucer Fund	<u>6,482</u>	<u>43,949</u>	<u>24,578</u>	<u>25,853</u>

The Sprucer Fund is a restricted fund held by the charity in the main bank account for the purposes of the Folkestone Town Sprucer Scheme. The purpose of this scheme is to maintain the appearance of Folkestone Town by activities including litter picking, clearing scrub and cleaning signs.