

**Charity number: 1158558**

**Sunflower House**

**Financial statements**

**for the year ended 30 September 2021**

## **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

<b>Trustees and officers</b>	Alexander MacLaren	Chairman - resigned in January 2022
	Jon O'Connor	Chairman - appointed 10 December 2021
	Michael Braudy	Treasurer
	Jennie Lichfield	
	Adrian Lockwood	
	David Biden	

**Independent Examiner** Mr Philip Gambrill MAAT FCCA  
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 2021**

The trustees/officers present their report and the financial statements for the year ended 30 September 2021. 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, 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**

Since our last report, Sunflower House has been managing sudden changes in course due to the global pandemic which have affected our normal operations. More recently we have been able to look to the future.

#### **Sunflower House during Covid**

With almost all public gatherings prohibited, Sunflower House remained closed through the summer of 2020. As things eased off during the summer period and the government began opening things up our trustees carried out a comprehensive Covid risk assessment of the building. We took several actions to make it safe for the public with signage, QR codes for the national Covid app, hand gel dispensers, paper towels rather than air driers, and a social distancing grid taped onto the floor. While contact transmission was still a serious risk, we instituted an 'out of bounds' rule for the kitchen.

Some bookings that fitted into allowable categories resumed on 1st of October 2020, subject to their own Risk Assessments and extra documentation which we issued with our booking contracts. We updated our own Risk Assessment in accordance with the changing public health data and guidance.

The Trustees employed a Covid cleaner to thoroughly work through the building for every day that the venue was used during this time, with funding granted to us by the Kent Community Foundation, to whom we are very grateful. From January 2022 we reverted to a twice-weekly clean, with regular reviews of the situation.

Throughout this challenging period, we had no reports of COVID-19 being contracted at Sunflower House; Trustees would like to thank our cleaning contractor Megan and all users of the building, for their care in following the rules and keeping the Sunflower House a safe and healthy place.

We must also offer special thanks to Adrian Lockwood for professional input and guidance and Susan Hogben who gave up several hours of her time for free to advise us.

## **Sunflower House**

### **Building management and usage**

A comprehensive review of the state of the building has been undertaken recently and has enabled us to prioritise any urgent repairs and plan for longer term maintenance.

Bookings through the year have been remarkably healthy. We would like to thank Keith Wren for his work as our bookings manger, a role he relinquished fairly recently. Jennie Lichfield as keyholder has welcomed users. We are grateful to them both for their dedication. We are particularly pleased that some regular clients have returned to us, along with some new building users and new Sunflower House activities.

### **The Town Sprucer Project**

Peter Phillips continued to lead volunteers throughout 2020 and 2021 without interruption, thanks to the careful following of public health rules. It is notable how consistent his performance of this role has been, both in the work itself and the reporting of it daily on social media. Initially this key project was managed by Charlotte Chapman, until other professional demands meant that she moved on in late September. We would like to take this opportunity to thank her on behalf of the charity. Were it not for her experience and dedication in charity fundraising it is unlikely that the Sprucer Project would have survived and thrived.

In the winter of 2020, the Trustees advertised for a new Project Manager, and in December appointed Adrian Lockwood, whose experience in related and relevant areas of work was perfect for the role; Adrian recused himself appropriately from any Trustee discussions or votes relating to the Sprucer Project in which his participation would represent a conflict of interest. We are grateful for his work!

The Town Sprucer enjoys positive ongoing partnerships with local firms including McDonald's and Jenners; we have been grateful for funding from the RDHCT Charitable Trust and Kent County Council.

The work continues to improve local environments, amenities and to support a number of school projects. More importantly, the project provides opportunities for individuals to develop.

We are also grateful once more to Kelvin and the team at Willmoths Citroen on Foord Road, who again provided a brand-new van for the project - this represents a significant financial injection to our annual budget. Peter has attended several training courses to extend his knowledge and experience.

Our volunteers were dedicated and devoted - we thank every single one of them for their service. As an example of the impact of volunteering, we were thrilled when one of our volunteers spent some time in paid employment for the first time, partly owing to his growth in confidence as part of the scheme.

## Sunflower House

### Changes and strategic planning 2021-22

Pandemic impacts regrettably made it necessary for Alex MacClaren to step down from his position as Chair and Trustee, and for our longstanding Treasurer Max Vizzini to do so as well.

These two individuals have served Sunflower House with dedication and real commitment during a period of significant challenge: it is fair to say that we owe them a debt of gratitude. Alex's work in chairing the Board of Trustees and supporting the transition from the previous era at Sunflower House has been simply outstanding.

A smooth succession was achieved, with our new Trustees coming on board in November 2021.

The Trustees have established a new strategic plan which focuses on community benefit to a greater extent, using a simple phrase to express our purpose: Sunflower House: community building, building community.

Increasingly we are looking to serve our local community as a hub for activity, support, and engagement. This involves a variety of new initiatives, ranging from training programmes to a new performance arts partnership; refugee education and support; work with partners to address food poverty and other issues.

These programmes build on the longstanding good working relationships, not least of which is our leasing arrangement with Harbour Church, who share many of our values and to whom we are grateful for the continuing use of Sunflower House. We plan to deliver even greater community benefit going forward.

We are pleased to note that our finances are in good order, relations with the local authorities at all levels are healthy and cordial, our partnerships within the town are strong and support from the public is buoyant.


It is good to record that Sunflower House looks set to enjoy continuing success and a healthy future.

### On behalf of the trustees

Alex MacLaren      Chair of Trustees 2020/21

 3.viii.22

Jon O'Connor      Chair of Trustees 2021/22



## Sunflower House

### 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 2021.

#### 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.

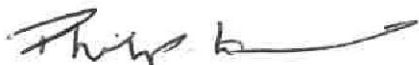
#### Basis of independent examiner's report

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 MAAT FCCA**  
**Chartered Certified Accountant**

**Independent examiner**

PG Lemon LLP

134 High Street

Hythe

Kent

CT21 5LB

Date:

9/8/22

# Sunflower House

## Receipts and Payments Account For the year ended 30 September 2021

	Restricted funds £	Unrestricted funds £	2021 Total £	2020 Total £
<b>Receipts</b>				
Grants and donations	33,287	970	34,257	41,919
Grants - Sprucer	-	-	-	2,030
Venue hire and other income	-	7,621	7,621	8,541
<b>Investment income</b>				
Bank interest received	-	-	-	10
<b>Total receipts</b>	<u>33,287</u>	<u>8,591</u>	<u>41,878</u>	<u>52,500</u>
<b>Payments</b>				
Building costs	-	-	-	1,625
Sprucer - Wages and salaries	23,779	-	23,779	20,894
Consultancy and project management fees	7,547	-	7,547	-
Rates	-	51	51	491
Insurance	-	1,761	1,761	953
Security costs	-	575	575	428
Light and heat	-	1,775	1,775	1,598
Cleaning	-	2,527	2,527	873
Small equipment and other Sprucer costs	901	384	1,285	1,246
Printing, postage and stationery	-	876	876	367
Advertising and website	-	65	65	65
Telephone and internet	-	506	506	473
Travelling and subsistence	57	1,080	1,137	1,231
Computer costs	-	-	-	470
Legal and professional fees	-	-	-	-
Accountancy and payroll	-	1,356	1,356	828
Bank charges	-	162	162	104
Sundry expenses	-	98	98	-
Refreshments	-	1,775	1,775	122
Charitable donations	-	-	-	18
Loan repayments	-	-	-	-
<b>Total payments</b>	<u>32,284</u>	<u>12,991</u>	<u>45,275</u>	<u>32,725</u>
<b>Surplus of receipts over payments</b>	1,003	(4,400)	(3,397)	19,775
<b>Cash at bank/in hand brought forward</b>	<u>25,853</u>	<u>7,301</u>	<u>33,154</u>	<u>7,665</u>
<b>Cash at bank/in hand carried forward</b>	<u>26,856</u>	<u>2,901</u>	<u>29,757</u>	<u>33,066</u>




**Sunflower House**

**Statement of Assets and Liabilities  
as at year ended 30 September 2021**

	Notes	2021 £	2020 £
<b>Funds reconciliation</b>			
Unrestricted funds	2	2,901	7,301
Restricted funds	3	26,856	25,853
<b>Total funds</b>		<u><u>29,757</u></u>	<u><u>33,154</u></u>
Bank and cash		<u><u>30,373</u></u>	<u><u>33,464</u></u>
Debtor - Sprucer overpaid		<u><u>-</u></u>	<u><u>-</u></u>
PAYE control account		<u><u>(616)</u></u>	<u><u>(310)</u></u>
<b>Net assets</b>		<u><u>29,757</u></u>	<u><u>33,154</u></u>
Fixed assets			
Fixtures, fittings & equipment		<u><u>2,119</u></u>	<u><u>2,119</u></u>
Balance due to R Taylor		<u><u>(12,000)</u></u>	<u><u>(12,000)</u></u>

**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 the independent examiner with all information and explanations necessary for the examination of these financial statements.

  
**Michael Brandy**  
Treasurer

Date: 3/8/22

## Sunflower House

### Notes to financial statements for the year ended 30 September 2021

#### 1. Accounting policies

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

#### 2. Unrestricted funds

	At 1 October 2020 £	Income £	Payments £	At 30 September 2021 £
General Unrestricted funds	<u>7,301</u>	<u>8,591</u>	<u>12,991</u>	<u>2,901</u>

#### 3. Restricted funds

	At 1 October 2020 £	Income £	Payments £	At 30 September 2021 £
Sprucer Fund	<u>25,853</u>	<u>33,287</u>	<u>32,284</u>	<u>26,856</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.

#### 4. Employees

The charity had one employee during the year to 30 September 2021.

#### 5. Payments to trustees

The charity made total payments of £7,250 to Adrian Lockwood for project management in the year ended 30 September 2021.