

**Charity No. 1159054**

**Report of the Trustees and  
Financial Statements  
for the year ended 31st March 2021 for  
Henfield Leisure Centre**

**Henfield Leisure Centre**  
**Contents of the Financial Statements for the**  
**year ended 31st March 2021**

	<b>Page</b>
Charity information	1
Trustees' report	2 - 3
Independent Examiner's report	4
Statement of financial activities	5
Statement of financial position	6
Statement of cash flows	7
Notes to the accounts	8 - 12
Schedule to the statement of financial activities	13

## **Henfield Leisure Centre**

### **Charity Information for the year ended 31st March 2021**

<b>Chairman and trustee</b>	E Holder
<b>Treasurer and trustee</b>	S Vickers
<b>Secretary and trustee</b>	S Mitchell
<b>Management Committee</b> (* are also trustees)	E Holder * S Vickers * S Mitchell * B Mitchell * C Thorns * A Hillman * G Pettifer * S Thompson R Kendall
<b>Charity Offices</b>	The King's Field Henfield West Sussex BN5 9QB
<b>Independent Examiner</b>	Parkers Cornelius House 178/180 Church Road Hove East Sussex BN3 2DJ
<b>Bankers</b>	Barclays Bank plc 90-92 High Street Crawley West Sussex RH10 1BP

## **Henfield Leisure Centre**

### **Trustees' Report for the year ended 31st March 2021**

The trustees present their report for the financial statements for the year ended 31st March 2021 and confirm they comply with the requirements of the Charities Act 2011 and the Charities SORP (FRS 102).

#### **Trustees**

The trustees and management committee named on page 1 have served throughout the year except for Seb Bloxsome who was appointed on 20 January 2021 and resigned on 16 October 2021.

Appointment of the trustees is governed by the Constitution of the charity.

#### **Investment powers**

The Constitution authorises the management committee to make and hold investments using the general funds of the charity, but no such investments are currently held.

#### **Constitution, objects and policies**

The Charitable Trust is constituted by Trust Deed, and its objects are to provide or to assist in the provision of facilities for physical recreation of all kinds for residents of Henfield and the surrounding area.

The management of the affairs of the association is directed by the Management Committee in accordance with the terms of the Constitution of the Association.

#### **Development, activities and achievements**

In respect of the year covered by the financial statements, the management committee consider that the performance of the charity has been satisfactory. The charity has been able to meet its ongoing objective of providing recreational facilities to the local community.

The Covid-19 outbreak has had a significant impact on the activities of the Leisure Centre. The management committee initiated prompt action to maintain cash flow during the closure. The Leisure Centre has successfully re-opened and with good customer and member feedback.

During the closure a new floor was successfully installed in the main hall, the funding for which was provided by a combination of Sport England grant and section 106 funding from Horsham District Council. The management committee believe this is a key achievement and contribution to securing the future of the Leisure Centre.

#### **Financial review**

The charity has made a profit (loss) for the year of £5,601 (2020 – (£8,718)).

#### **Charity Governance Code**

The Trustees seek to apply the principles of the Charity Governance Code as they relate to the operations of the leisure centre.

## Henfield Leisure Centre Trustees' Report for the year ended 31st March 2021

### **Future developments**

The trustees will continue to seek and exploit opportunities to develop and enhance the environment of the centre in a manner that is sustainable and does not jeopardise the provision of the core activities.

### **Reserves policy**

Reserves are needed to bridge the gap between spending and receiving income and to cover unplanned emergency repairs and other expenditure. The trustees consider the ideal level of reserves at 31 March 2021 is £50,000.

### **Risk management policy**

The trustees annually review the risks and uncertainties that the charity faces and have established policies, systems and procedures to mitigate those risks.

### **Public benefit statement**

The trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the guidance published by the Charity Commission on public benefit when reviewing the charity's main aims and objectives in planning future activities.

### **Statement of trustees' responsibility**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom and Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently
- observe the methods and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

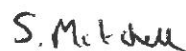
The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Approval**

This report was approved by the management committee on 24 November 2021 and signed on their behalf by:



**E Holder**  
Chairman and Trustee



**S Mitchell**  
Secretary and Trustee

## **Independent Examiner's Report to the Trustees of Henfield Leisure Centre**

I report to the trustees on my examination of the financial statements of Henfield Leisure Centre ('the charity') for the year ended 31st March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the charity's financial statements carried out under section 145 of the 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.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

### **Independent examiner's statement**

Since the trust's gross income did not exceed £250,000 your examiner is not required to be a member of a body listed in section 145 of the Act. However I confirm that I am qualified to undertake the examination because I am a member of ICAEW.

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:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements 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 financial statements to be reached.

*Annette Watson*

Annette Watson FCA

Parkers, Cornelius House, 178/180 Church Road, Hove, East Sussex, BN3 2DJ

14 January 2022

**Henfield Leisure Centre**  
**Statement of Financial Activities for the year ended 31st March 2021**

	Notes	Restricted funds		Unrestricted funds			
		2021	2020	2021	2020		
		£	£	£	£	£	£
<b>Income from:</b>							
Fitness, clubs, groups		-	-	67,450		211,916	
Children's clubs		-	-	19,509		63,137	
Soft play area admission fees		-	-	22,477		129,907	
Soft play area catering		-	-	16,103		126,696	
Hire and sale of equipment		-	-	-		-	
Fundraising		-	-	1,614		8,211	
Grants	2	62,922	-	206,344		-	
<b>Total income</b>		<b>62,922</b>	<b>-</b>	<b>333,497</b>		<b>539,867</b>	
<b>Expenditure on:</b>							
Direct charitable expenditure	3	-	-	387,768		545,536	
Management & administration	4	-	-	3,050	390,818	3,049	548,585
<b>Net resources for the year</b>		<b>62,922</b>	<b>-</b>	<b>(57,321)</b>		<b>(8,718)</b>	
Amortisation of grants		(16,142)	(11,416)	16,142		11,416	
		46,780	(11,416)	(41,179)		2,698	
Funds brought forward		117,310	128,726	66,004		63,306	
<b>Funds carried forward</b>		<b>164,090</b>	<b>117,310</b>	<b>24,825</b>		<b>66,004</b>	


All of the amounts above related to continuing activities.


There were no recognised gains or losses for 2021 or 2020 other than those included above.

**Henfield Leisure Centre**  
**Statement of Financial Position at 31st March 2021**

	Notes	2021 £	£	2020 £	£
<b>Fixed Assets</b>					
Tangible fixed assets	6		544,661		546,889
<b>Current Assets</b>					
Stock	7	542		2,278	
Debtors	8	-		3,023	
Cash at bank and in hand		17,936		420	
		<u>18,478</u>		<u>5,721</u>	
<b>Current Liabilities</b>					
Creditors: amounts falling due within one year	9	<u>87,368</u>		<u>58,209</u>	
<b>Net current (liabilities)/assets</b>			<u>(68,890)</u>		<u>(52,488)</u>
			475,771		494,401
Creditors: amounts falling due after one year	10		<u>286,856</u>		<u>311,087</u>
<b>Net Assets</b>			<u><u>188,915</u></u>		<u><u>183,314</u></u>
<b>Funds</b>					
Unrestricted funds			<u><u>24,825</u></u>		<u><u>66,004</u></u>
Restricted funds			<u><u>164,090</u></u>		<u><u>117,310</u></u>

Approved by the trustees on 24 November 2021 and signed on their behalf by:

  
**E Holder**  
Chairman and Trustee

  
**S Mitchell**  
Secretary and Trustee



**Henfield Leisure Centre**  
**Statement of Cash Flows for the year ended 31st March 2021**

<b>Statement of cash flows</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Cash flow from operating activities:</b>		
Net cash provided by (used in) operating activities	30,034	52,886
<b>Cash flows from investing activities:</b>		
Purchase of property, plant and equipment	(64,506)	(2,728)
Net cash provided by (used in) investing activities	(34,472)	50,158
<b>Cash flows from financing activities:</b>		
Cash inflows from new borrowing	-	-
Cash outflows to repay borrowing	(9,975)	(74,049)
Grants received	62,922	-
Net cash provided by (used in) financing activities	52,947	(74,049)
Change in cash and cash equivalents in the year	18,475	(23,891)
Cash and cash equivalents at the beginning of the year	(539)	23,352
Cash and cash equivalents at the end of the year	17,936	(539)

**Reconciliation of net income (expenditure) to net cash flow from operating activities**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Net income/(expenditure) per the statement of financial activities</b>	(57,321)	(8,718)
Adjustments for depreciation charges	66,734	67,858
(Increase)/decrease in stocks	1,736	(350)
(Increase)/decrease in debtors	3,023	(605)
Increase/(decrease) in creditors	15,862	(5,299)
Net cash (used in)/ provided by operating activities	30,034	52,886

**Analysis of cash and cash equivalents**

Cash in hand	420	420
Bank surplus/(overdraft)	17,516	(959)
	17,936	(539)

**Henfield Leisure Centre**  
**Notes to the Financial Statements for the year ended 31st March 2021**

**1. Accounting policies**

**1.1 Basis of accounting**

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS102)).

**1.2 Income**

Voluntary income and donations are accounted for as received by the charity. The income from fundraising is shown gross with the associated costs included in fundraising costs. No permanent endowments have been received in the period but these are dealt with through the Statement of Financial Activities when received. Investment income plus associated tax recoverable is credited to income on an accruals basis, using a daily accrual for interest.

**1.3 Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the Charity. Restricted funds are donations or grants which the donor has specified are to be used solely for particular areas of the Charity's work or for specific projects being undertaken by the Charity.

**1.4 Expenditure on management and administration**

Administration expenditure includes all expenditure not directly related to the charitable activity or fundraising ventures. This includes the cost of running office premises, staff salaries for administrative staff and examination fees.

**1.5 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual values, over their expected useful lives on the following basis:

Buildings	5% pa reducing balance
Squash courts	evenly over ten years
Hall floor	10% pa reducing balance
Fixtures and fittings	20% pa reducing balance
Sports and other equipment	20% pa reducing balance
Office equipment	20% pa reducing balance
Soft play equipment	evenly over five years

**1.6 Stock**

Stock is valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stock.

# Henfield Leisure Centre

## Notes to the Financial Statements for the year ended 31st March 2021

### 1.7 Leases

Assets obtained under finance leases are capitalised as tangible fixed assets.

Depreciation is charged over the estimated useful life of the asset. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the charity. Obligations under such leases are included in creditors net of the finance charge allocated to future periods. The finance element of each payment is charged to the Statement of Financial Activities so as to produce a constant periodic rate on the net obligation outstanding in each period.

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are reflected in the Statement of Financial Activities.

<b>2. Grants</b>	<b>2021</b>	<b>2020</b>
	£	£
Restricted:		
Replacement of the Hall floor	62,922	-
Unrestricted:		
HMRC Furlough	160,130	-
Government Covid support	46,214	-
	206,344	-
<b>3. Direct charitable expenditure</b>	<b>2021</b>	<b>2020</b>
	£	£
Staffing costs	245,255	314,078
Bar and catering	11,719	59,385
Premises	26,225	56,915
Supplies and services	17,775	25,657
Financial services	20,060	21,643
Depreciation	66,734	67,858
	387,768	545,536
<b>4. Management and administration</b>	<b>2021</b>	<b>2020</b>
	£	£
Independent examination fee	600	600
Telephone and internet	2,450	2,449
	3,050	3,049
<b>5. Employee numbers</b>	<b>2021</b>	<b>2020</b>
	£	£
The average number of staff employed during the year:	15	16

# Henfield Leisure Centre

## Notes to the Financial Statements for the year ended 31st March 2021

### 6. Tangible fixed assets

	Building	Hall Floor	Office equipment	Squash courts	Fixtures & fittings	Sports & other equipment	Soft play equipment	Total
	£	£	£	£	£	£	£	£
<b>Cost</b>								
At 1st April 2020	482,340	-	2,728	1	123,319	102,046	70,500	780,934
Additions	-	64,506	-	-	-	-	-	64,506
Disposals	(50,000)	-	-	-	-	-	-	(50,000)
At 31st March 2021	432,340	64,506	2,728	1	123,319	102,046	70,500	795,440
<b>Depreciation</b>								
At 1st April 2020	79,849	-	545	-	58,741	38,510	56,400	234,045
Charge for the year	20,124	6,451	437	-	12,916	12,707	14,099	66,734
On disposals	(50,000)	-	-	-	-	-	-	(50,000)
At 31st March 2021	49,973	6,451	982	-	71,657	51,217	70,499	250,779
<b>Net book value</b>								
At 31st March 2021	382,367	58,055	1,746	1	51,662	50,829	1	544,661
At 31st March 2020	402,491	-	2,183	1	64,578	63,536	14,100	546,889

All fixed assets are used for charitable purposes.

### 7. Stock

	2021	2020
	£	£
Catering goods	542	2,278
	<u>542</u>	<u>2,278</u>

### 8. Debtors

	2021	2020
	£	£
Due within one year:		
Trade debtors	-	1,813
Prepayments and accrued income	-	1,210
	<u>-</u>	<u>3,023</u>

**Henfield Leisure Centre**  
**Notes to the Financial Statements for the year ended 31st March 2021**

<b>9. Creditors falling due within one year</b>	<b>2021</b>	<b>2020</b>
	£	£
Bank overdraft	-	959
Horsham District Council Loan	-	-
Finance leases	40,291	26,035
Bonds	10,000	10,000
Trade creditors	2,769	4,562
Sundry creditors	-	-
Other taxes and social security	8,253	8,253
Accruals and prepaid income	26,055	8,400
	<u>87,368</u>	<u>58,209</u>

<b>10. Creditors falling due after one year</b>	<b>2021</b>	<b>2020</b>
	£	£
Horsham District Council Loan	218,967	218,967
Finance leases	37,889	62,120
Bonds	30,000	30,000
	<u>286,856</u>	<u>311,087</u>

<b>11. Obligations under operating leases</b>	<b>2021</b>	<b>2020</b>
	£	£
Future minimum rentals payable under non-cancellable operating leases are:		
Within one year	-	-
Within two to five years	-	-
	<u>-</u>	<u>-</u>

<b>12. Borrowings</b>	<b>2020</b>	<b>2020</b>
	£	£
The total amount of loans and overdrafts was as follows:		
Horsham District Council (i)	218,967	218,967
Finance leases (ii)	78,180	88,155
Bonds (iii)	40,000	40,000
Bank overdraft (iv)	-	959
	<u>337,147</u>	<u>348,081</u>

**Henfield Leisure Centre**  
**Notes to the Financial Statements for the year ended 31st March 2021**

- (i) Repayable over 11 years with annual repayments of £35,763 commencing 30 June 2017. The loan is unsecured and the annual interest rate is fixed at the annuity rate for 10-year loans as published by the UK Debt Management Office on 28 August 2015.
- (ii) The initial term of the leases is five years.
- (iii) The bonds are unsecured and redeemable at the discretion of the Trustees but within five years of issue. Interest rate is 4%.
- (iv) An overdraft facility of £40,000 is available.

**13. Trustees' expenses**

None of the trustees received any remuneration or reimbursement of expenses during the year.

**Henfield Leisure Centre**  
**Schedule to the Statement of Financial Activities**  
**for the year ended 31st March 2021**

	2021	2020
	£	£
<b>Staffing</b>		
Staff salaries	239,176	305,992
Instructors and coaches	529	3,241
Pension contributions	5,550	4,845
Training	-	-
	<u>245,255</u>	<u>314,078</u>
 <b>Premises</b>		
Insurance	11,507	9,919
Heat, light & power	6,395	22,556
Water	1,644	5,166
Rates	-	5,805
Building repairs and maintenance	5,037	10,364
Cleaning and domestic supplies	1,642	3,105
	<u>26,225</u>	<u>56,915</u>
 <b>Supplies and services</b>		
Sports equipment purchased	786	2,992
Repairs to equipment	1,875	3,350
Printing, postage, stationery and computer	5,202	7,413
Advertising	2,088	1,925
Leasing and hire charges	4,211	6,276
Licences and subscriptions	1,599	1,523
Professional fees	123	266
Sundry expenses	1,891	1,912
	<u>17,775</u>	<u>25,657</u>
 <b>Financial services</b>		
Bank charges and interest	<u>20,060</u>	<u>21,643</u>
 <b>Depreciation</b>		
Amortisation of buildings	20,124	21,184
Depreciation of hall floor	6,451	-
Depreciation of sports equipment	12,707	15,884
Depreciation of fixtures and fittings	12,916	16,145
Depreciation of office equipment	437	545
Depreciation of soft play equipment	14,099	14,100
	<u>66,734</u>	<u>67,858</u>