

Charity No. 1159054

**Report of the Trustees and
Financial Statements
for the year ended 31st March 2022 for
Henfield Leisure Centre**

Henfield Leisure Centre
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year ended 31st March 2022

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Henfield Leisure Centre

Charity Information for the year ended 31st March 2022

| | |
|--|--|
| Chairman and trustee | E Holder – resigned as Chairman 25 January 2022 A Hillman – appointed as Chairman 25 January 2022 |
| Treasurer and trustee | S Vickers |
| Secretary and trustee | S Mitchell – resigned as Secretary 25 January 2022 E Holder – appointed as Secretary 25 January 2022 |
| Management Committee (* are also trustees) | A Hillman * E Holder * S Vickers * C Thorns * G Pettifer * A Slaughter * (appointed 25 January 2022) R Mohamed * (appointed 25 January 2022) S Bloxsome * (resigned on 25 October 2021) S Mitchell * (resigned on 25 January 2022) B Mitchell * (resigned on 25 January 2022) S Thompson R Kendall (served until 18 May 2022) |
| Charity Offices | The King's Field Henfield West Sussex BN5 9QB |
| Independent Examiner | Parkers Cornelius House 178/180 Church Road Hove East Sussex BN3 2DJ |
| Bankers | Barclays Bank plc 90-92 High Street Crawley West Sussex RH10 1BP |

Henfield Leisure Centre

Trustees' Report for the year ended 31st March 2022

The trustees present their report for the financial statements for the year ended 31st March 2022 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 S Bloxsome who resigned on 25 October 2021, S Mitchell and B Mitchell who both resigned on 25 January 2022 and A Slaughter and R Mohamed who were appointed on the same date.

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.

Financial review

The charity has made a profit (loss) for the year of £25,867 (2021 – £5,601).

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 2022

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 2022 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).

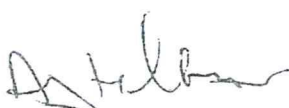
The law applicable to charities in England requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these 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 20 July 2022 and signed on their behalf by:



A Hillman

Chairman and Treasurer



E Holder

Secretary and Treasurer

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 2022 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.

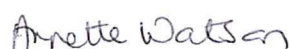
Independent examiner's statement

Since the trust's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. 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 FCA

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

18th August 2022

Henfield Leisure Centre
Statement of Financial Activities for the year ended 31st March 2022

| | | Restricted funds | | Unrestricted funds | | | |
|-------------------------------|-------|------------------|----------------|--------------------|---------------|---------|---------------|
| | Notes | 2022 | 2021 | 2022 | 2021 | | |
| | | £ | £ | £ | £ | £ | £ |
| Income from: | | | | | | | |
| Fitness, clubs, groups | | - | - | 156,687 | | | 67,450 |
| Children's clubs | | - | - | 54,361 | | | 19,509 |
| Soft play area admission fees | | - | - | 144,999 | | | 22,477 |
| Soft play area catering | | - | - | 98,254 | | | 16,103 |
| Hire and sale of equipment | | - | - | - | | | - |
| Fundraising | | - | - | 1,985 | | | 1,614 |
| Grants | 2 | - | 62,922 | 32,695 | | | 206,344 |
| Other income | | - | - | 600 | | | - |
| Total income | | - | 62,922 | 489,581 | | | 333,497 |
| Expenditure on: | | | | | | | |
| Direct charitable expenditure | 3 | - | - | 461,233 | | 387,768 | |
| Management & administration | 4 | - | - | 2,481 | 463,714 | 3,050 | 390,818 |
| Net resources for the year | | - | 62,922 | | 25,867 | | (57,321) |
| Amortisation of grants | | (14,223) | (16,142) | | 14,223 | | 16,142 |
| | | (14,223) | 46,780 | | 40,090 | | (41,179) |
| Funds brought forward | | 164,090 | 117,310 | | 24,825 | | 66,004 |
| Funds carried forward | | <u>149,867</u> | <u>164,090</u> | | <u>64,915</u> | | <u>24,825</u> |

All of the amounts above related to continuing activities.

There were no recognised gains or losses for 2022 or 2021 other than those included above.

Henfield Leisure Centre
Statement of Financial Position at 31st March 2022

| | Notes | 2022 £ | £ | 2021 £ | £ |
|--|-------|----------------|----------------|---------------|----------------|
| Fixed Assets | | | | | |
| Tangible fixed assets | 6 | | 498,889 | | 544,661 |
| Current Assets | | | | | |
| Stock | 7 | 3,250 | | 542 | |
| Debtors | 8 | 3,194 | | - | |
| Cash at bank and in hand | | 48,995 | | 17,936 | |
| | | <u>55,439</u> | | <u>18,478</u> | |
| Current Liabilities | | | | | |
| Creditors: amounts falling due within one year | 9 | <u>129,393</u> | | <u>87,368</u> | |
| Net current (liabilities)/assets | | | (73,954) | | (68,890) |
| | | | <u>424,935</u> | | <u>475,771</u> |
| Creditors: amounts falling due after one year | 10 | | 210,153 | | 286,856 |
| Net Assets | | | <u>214,782</u> | | <u>188,915</u> |
| Funds | | | | | |
| Unrestricted funds | | | <u>64,915</u> | | <u>24,825</u> |
| Restricted funds | | | <u>149,867</u> | | <u>164,090</u> |

Approved by the trustees on 20 July 2022 and signed on their behalf by:



A Hillman
Chairman and Trustee



E Holder
Secretary and Trustee

Henfield Leisure Centre
Statement of Cash Flows for the year ended 31st March 2022

| Statement of cash flows | 2022 | 2021 |
|--|-------------|-------------|
| | £ | £ |
| Cash flow from operating activities: | | |
| Net cash provided by (used in) operating activities | 91,310 | 30,034 |
| Cash flows from investing activities: | | |
| Purchase of property, plant and equipment | - | (64,506) |
| Net cash provided by (used in) investing activities | 91,310 | (34,472) |
| Cash flows from financing activities: | | |
| Cash inflows from new borrowing | - | - |
| Cash outflows to repay borrowing | (60,251) | (9,975) |
| Grants received | - | 62,922 |
| Net cash provided by (used in) financing activities | (60,251) | 52,947 |
| Change in cash and cash equivalents in the year | 31,059 | 18,475 |
| Cash and cash equivalents at the beginning of the year | 17,936 | (539) |
| Cash and cash equivalents at the end of the year | 48,995 | 17,936 |
| Reconciliation of net income (expenditure) to net cash flow from operating activities | | |
| | 2022 | 2021 |
| | £ | £ |
| Net income/(expenditure) per the statement of financial activities | 25,867 | (57,321) |
| Adjustments for depreciation charges | 45,772 | 66,734 |
| (Increase)/decrease in stocks | (2,708) | 1,736 |
| (Increase)/decrease in debtors | (3,194) | 3,023 |
| Increase/(decrease) in creditors | 25,573 | 15,862 |
| Net cash (used in)/ provided by operating activities | 91,310 | 30,034 |
| Analysis of cash and cash equivalents | | |
| Cash in hand | 420 | 420 |
| Bank surplus/(overdraft) | 48,575 | 17,516 |
| | 48,995 | 17,936 |

Henfield Leisure Centre

Notes to the Financial Statements for the year ended 31st March 2022

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 |
| 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 2022

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.

| 2. Grants | 2022 | 2021 |
|---|----------------|----------------|
| | £ | £ |
| Restricted: | | |
| Replacement of the Hall floor | - | 62,922 |
| Unrestricted: | | |
| HMRC Furlough | 10,195 | 160,130 |
| Government Covid support | 22,500 | 46,214 |
| | <u>32,695</u> | <u>206,344</u> |
| 3. Direct charitable expenditure | 2022 | 2021 |
| | £ | £ |
| Staffing costs | 288,716 | 245,255 |
| Bar and catering | 46,985 | 11,719 |
| Premises | 45,382 | 26,225 |
| Supplies and services | 21,009 | 17,775 |
| Financial services | 13,369 | 20,060 |
| Depreciation | 45,772 | 66,734 |
| | <u>461,233</u> | <u>387,768</u> |
| 4. Management and administration | 2022 | 2021 |
| | £ | £ |
| Independent examination fee | 650 | 600 |
| Telephone and internet | 1,831 | 2,450 |
| | <u>2,481</u> | <u>3,050</u> |
| 5. Employee numbers | 2022 | 2021 |
| | £ | £ |
| The average number of staff employed during the year: | 15 | 15 |

Henfield Leisure Centre

Notes to the Financial Statements for the year ended 31st March 2022

6. Tangible fixed assets

| | Building | Hall Floor | Office equipment | Squash courts | Fixtures & fittings | Sports & other equipment | Soft play equipment | Total |
|-----------------------|----------|------------|------------------|---------------|---------------------|--------------------------|---------------------|---------|
| | £ | £ | £ | £ | £ | £ | £ | £ |
| Cost | | | | | | | | |
| At 1st April 2021 | 442,340 | 64,506 | 2,728 | 1 | 123,319 | 102,046 | 70,500 | 805,440 |
| Additions | - | - | - | - | - | - | - | - |
| Disposals | - | - | - | - | - | - | - | - |
| At 31st March 2022 | 442,340 | 64,506 | 2,728 | 1 | 123,319 | 102,046 | 70,500 | 805,440 |
| Depreciation | | | | | | | | |
| At 1st April 2021 | 59,973 | 6,451 | 982 | - | 71,657 | 51,217 | 70,499 | 260,779 |
| Charge for the year | 19,118 | 5,806 | 349 | 1 | 10,332 | 10,166 | - | 45,772 |
| On disposals | - | - | - | - | - | - | - | - |
| At 31st March 2022 | 79,091 | 12,257 | 1,331 | 1 | 81,989 | 61,383 | 70,499 | 306,551 |
| Net book value | | | | | | | | |
| At 31st March 2022 | 363,249 | 52,249 | 1,397 | - | 41,330 | 40,663 | 1 | 498,889 |
| At 31st March 2021 | 382,367 | 58,055 | 1,746 | 1 | 51,662 | 50,829 | 1 | 544,661 |

All fixed assets are used for charitable purposes.

| 7. Stock | 2022 | 2021 |
|--------------------------------|--------------|-------------|
| | £ | £ |
| Catering goods | 3,250 | 542 |
| | <u>3,250</u> | <u>542</u> |
| 8. Debtors | 2022 | 2021 |
| | £ | £ |
| Due within one year: | | |
| Trade debtors | 3,194 | - |
| Prepayments and accrued income | - | - |
| | <u>3,194</u> | <u>-</u> |

Henfield Leisure Centre
Notes to the Financial Statements for the year ended 31st March 2022

| 9. Creditors falling due within one year | 2022 | 2021 |
|---|----------------|---------------|
| | £ | £ |
| Bank overdraft | - | - |
| Horsham District Council Loan | 28,620 | - |
| Finance leases | 28,123 | 40,291 |
| Bonds | 10,000 | 10,000 |
| Trade creditors | 8,088 | 2,769 |
| Sundry creditors | - | - |
| Other taxes and social security | 11,872 | 8,253 |
| Accruals and prepaid income | 24,857 | 26,055 |
| Prepaid income | 17,833 | - |
| | <u>129,393</u> | <u>87,368</u> |

| 10. Creditors falling due after one year | 2022 | 2021 |
|---|----------------|----------------|
| | £ | £ |
| Horsham District Council Loan | 190,347 | 218,967 |
| Finance leases | 9,806 | 37,889 |
| Bonds | 10,000 | 30,000 |
| | <u>210,153</u> | <u>286,856</u> |

| 11. Obligations under operating leases | 2022 | 2021 |
|--|-------------|-------------|
| | £ | £ |
| Future minimum rentals payable under non-cancellable operating leases are: | | |
| Within one year | - | - |
| Within two to five years | - | - |
| | <u>-</u> | <u>-</u> |

| 12. Borrowings | 2022 | 2021 |
|--|----------------|----------------|
| | £ | £ |
| The total amount of loans and overdrafts was as follows: | | |
| Horsham District Council (i) | 218,967 | 218,967 |
| Finance leases (ii) | 37,929 | 78,180 |
| Bonds (iii) | 20,000 | 40,000 |
| Bank overdraft (iv) | - | - |
| | <u>276,896</u> | <u>337,147</u> |

Henfield Leisure Centre
Notes to the Financial Statements for the year ended 31st March 2022

- (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 2022

| | 2022 | 2021 |
|--|----------------|----------------|
| | £ | £ |
| Staffing | | |
| Staff salaries | 275,986 | 239,176 |
| Instructors and coaches | 3,281 | 529 |
| Pension contributions | 7,076 | 5,550 |
| Training and welfare | 1,977 | - |
| Recruitment | 396 | - |
| | <u>288,716</u> | <u>245,255</u> |
| Premises | | |
| Insurance | 13,283 | 11,507 |
| Heat, light & power | 14,380 | 6,395 |
| Water | 4,032 | 1,644 |
| Rates | 817 | - |
| Building repairs and maintenance | 7,633 | 5,037 |
| Cleaning and domestic supplies | 5,237 | 1,642 |
| | <u>45,382</u> | <u>26,225</u> |
| Supplies and services | | |
| Sports equipment purchased | 1,718 | 786 |
| Repairs to equipment | 2,814 | 1,875 |
| Printing, postage, stationery and computer | 6,979 | 5,202 |
| Advertising | 3,533 | 2,088 |
| Leasing and hire charges | 2,987 | 4,211 |
| Licences and subscriptions | 2,575 | 1,599 |
| Professional fees | 31 | 123 |
| Sundry expenses | 372 | 1,891 |
| | <u>21,009</u> | <u>17,775</u> |
| Financial services | | |
| Bank charges and interest | <u>13,369</u> | <u>20,060</u> |
| Depreciation | | |
| Amortisation of buildings | 19,118 | 20,124 |
| Depreciation of hall floor | 5,806 | 6,451 |
| Depreciation of squash courts | 1 | - |
| Depreciation of sports equipment | 10,166 | 12,707 |
| Depreciation of fixtures and fittings | 10,332 | 12,916 |
| Depreciation of office equipment | 349 | 437 |
| Depreciation of soft play equipment | - | 14,099 |
| | <u>45,772</u> | <u>66,734</u> |