

**Charity No. 1159054**

**Report of the Trustees and  
Financial Statements  
for the year ended 31st March 2023 for  
Henfield Leisure Centre**

**Henfield Leisure Centre**  
**Contents of the Financial Statements for the**  
**year ended 31st March 2023**

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## **Henfield Leisure Centre**

### **Charity Information for the year ended 31st March 2023**

<b>Chairman and trustee</b>	A Hillman
<b>Treasurer and trustee</b>	S Vickers
<b>Secretary and trustee</b>	E Holder
<b>Management Committee</b> (* are also trustees)	A Hillman * E Holder * S Vickers * C Thorns * G Pettifer * A Slaughter * - resigned 23 May 2023 R Mohamed * S Thompson
<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 2023**

The trustees present their report for the financial statements for the year ended 31st March 2023 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. A Slaughter resigned as a trustee on 23 May 2023. 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 (loss)/profit for the year of (£3,799) (2022 – £25,867).

#### **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 2023**

#### **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 2023 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 23 May 2023 and signed on their behalf by:



**A Hillman**  
Chairman and Trustee



**E Holder**  
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 2023 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 is required to 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*

Annette Watson FCA

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

19 June 2023



**Henfield Leisure Centre**  
**Statement of Financial Activities for the year ended 31st March 2023**

	Notes	Restricted funds		Unrestricted funds			
		2023	2022	2023	2022	2023	2022
		£	£	£	£	£	£
<b>Income from:</b>							
Fitness, clubs, groups		-	-	206,367		156,687	
Children's clubs		-	-	68,341		54,361	
Soft play area admission fees		-	-	179,799		144,999	
Soft play area catering		-	-	108,167		98,254	
Hire and sale of equipment		-	-	-		-	
Donations and fundraising		10,670	-	1,462		1,985	
Grants	2	15,000	-	-		32,695	
Sponsorship		-	-	5,800		-	
Other income		-	-	-		600	
<b>Total income</b>		<b>25,670</b>	<b>-</b>	<b>569,936</b>		<b>489,581</b>	
<b>Expenditure on:</b>							
Direct charitable expenditure	3	-	-	570,929		461,233	
Management & administration	4	-	-	2,806	573,735	2,481	463,714
Net resources for the year		25,670	-	(3,799)		25,867	
Amortisation of grants & donations		(17,625)	(14,223)	17,625		14,223	
		8,045	(14,223)	13,826		40,090	
Funds brought forward		149,867	164,090	64,915		24,825	
<b>Funds carried forward</b>		<b>157,912</b>	<b>149,867</b>	<b>78,741</b>		<b>64,915</b>	

All of the amounts above related to continuing activities.

There were no recognised gains or losses for 2023 or 2022 other than those included above.

**Henfield Leisure Centre**  
**Statement of Financial Position at 31st March 2023**

	Notes	2023 £	£	2022 £	£
<b>Fixed Assets</b>					
Tangible fixed assets	6		482,289		498,889
<b>Current Assets</b>					
Stock	7	1,425		3,250	
Debtors	8	1,529		3,194	
Cash at bank and in hand		42,396		48,995	
		<u>45,350</u>		<u>55,439</u>	
<b>Current Liabilities</b>					
Creditors: amounts falling due within one year	9	<u>130,102</u>		<u>129,393</u>	
<b>Net current (liabilities)/assets</b>			<u>(84,752)</u>		<u>(73,954)</u>
			397,537		424,935
Creditors: amounts falling due after one year	10		<u>160,884</u>		<u>210,153</u>
<b>Net Assets</b>			<u>236,653</u>		<u>214,782</u>
<b>Funds</b>					
Unrestricted funds			<u>78,741</u>		<u>64,915</u>
Restricted funds			<u>157,912</u>		<u>149,867</u>

Approved by the trustees on 23 May 2023 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 2023**

<b>Statement of cash flows</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Cash flow from operating activities:</b>		
Net cash provided by (used in) operating activities	63,759	91,310
<b>Cash flows from investing activities:</b>		
Purchase of property, plant and equipment	(29,331)	-
Net cash provided by (used in) investing activities	(29,331)	-
<b>Cash flows from financing activities:</b>		
Cash inflows from new borrowing	-	-
Cash outflows to repay borrowing	(66,697)	(60,251)
Grants and donations received	25,670	-
Net cash provided by (used in) financing activities	(41,027)	(60,251)
Change in cash and cash equivalents in the year	(6,599)	31,059
Cash and cash equivalents at the beginning of the year	48,995	17,936
Cash and cash equivalents at the end of the year	42,396	48,995

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

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Net income/(expenditure) per the statement of financial activities</b>	(3,799)	25,867
Adjustments for depreciation charges	45,931	45,772
(Increase)/decrease in stocks	1,825	(2,708)
(Increase)/decrease in debtors	1,665	(3,194)
Increase/(decrease) in creditors	18,137	25,573
Net cash (used in)/ provided by operating activities	63,759	91,310

**Analysis of cash and cash equivalents**

Cash in hand	420	420
Bank surplus/(overdraft)	41,976	48,575
	42,396	48,995

# Henfield Leisure Centre

## Notes to the Financial Statements for the year ended 31st March 2023

### 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 2023

### 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	2023	2022
	£	£
Restricted:		
Awards for All	10,000	-
Horsham District Council	5,000	-
	<u>15,000</u>	<u>-</u>
Unrestricted:		
HMRC Furlough	-	10,195
Government Covid support	-	22,500
	<u>-</u>	<u>32,695</u>
Total	<u>15,000</u>	<u>32,695</u>

3. Direct charitable expenditure	2023	2022
	£	£
Staffing costs	341,641	288,716
Bar and catering	64,560	46,985
Premises	72,218	41,932
Supplies and services	27,841	24,459
Financial services	18,738	13,369
Depreciation	45,931	45,772
	<u>570,929</u>	<u>461,233</u>

4. Management and administration	2023	2022
	£	£
Independent examination fee	700	650
Telephone and internet	2,106	1,831
	<u>2,806</u>	<u>2,481</u>

5. Employee numbers	2023	2022
	£	£
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 2023

### 6. Tangible fixed assets

	Building	Hall Floor	Office equipment	Fixtures & fittings	Sports & other equipment	Soft play equipment	Squash court	Total
	£	£	£	£	£	£	£	£
<b>Cost</b>								
At 1st April 2022	442,340	64,506	2,728	123,319	102,046	70,500	1	805,440
Additions	-	-	-	12,810	16,521	-	-	29,331
Disposals	-	-	-	(4,000)	-	-	(1)	(4,001)
At 31st March 2023	442,340	64,506	2,728	132,129	118,567	70,500	-	830,770
<b>Depreciation</b>								
At 1st April 2022	79,091	12,257	1,331	81,989	61,383	70,499	1	306,551
Charge for the year	18,162	5,225	279	10,828	11,437	-	-	45,931
On disposals	-	-	-	(4,000)	-	-	(1)	(4,001)
At 31st March 2023	97,253	17,482	1,610	88,817	72,820	70,499	-	348,481
<b>Net book value</b>								
At 31st March 2023	345,087	47,024	1,118	43,312	45,747	1	-	482,289
At 31st March 2022	363,249	52,249	1,397	41,330	40,663	1	-	498,889

All fixed assets are used for charitable purposes.

### 7. Stock

	2023	2022
	£	£
Catering goods	1,425	3,250
	<u>1,425</u>	<u>3,250</u>

### 8. Debtors

	2023	2022
	£	£
Due within one year:		
Trade debtors	1,529	3,194
Prepayments and accrued income	-	-
	<u>1,529</u>	<u>3,194</u>

**Henfield Leisure Centre**  
**Notes to the Financial Statements for the year ended 31st March 2023**

<b>9. Creditors falling due within one year</b>	<b>2023</b>	<b>2022</b>
	£	£
Horsham District Council Loan	29,464	28,620
Finance leases	9,851	28,123
Bonds	10,000	10,000
Trade creditors	17,244	8,088
Other taxes and social security	10,319	11,872
Accruals	27,103	24,857
Prepaid income	26,121	17,833
Bank overdraft	-	-
Sundry creditors	-	-
	<u>130,102</u>	<u>129,393</u>

<b>10. Creditors falling due after one year</b>	<b>2023</b>	<b>2022</b>
	£	£
Horsham District Council Loan	160,884	190,347
Finance leases	-	9,806
Bonds	-	10,000
	<u>160,884</u>	<u>210,153</u>

<b>11. Obligations under operating leases</b>	<b>2023</b>	<b>2022</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>2023</b>	<b>2022</b>
	£	£
The total amount of loans and overdrafts was as follows:		
Horsham District Council (i)	190,348	218,967
Finance leases (ii)	9,851	37,929
Bonds (iii)	10,000	20,000
Bank overdraft (iv)	-	-
	<u>210,199</u>	<u>276,896</u>

**Henfield Leisure Centre**  
**Notes to the Financial Statements for the year ended 31st March 2023**

- (i) Repayable over 11 years with annual repayments of £37,832 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.

**14. Capital commitments**

- a) At the balance sheet date there was a commitment to purchase gym equipment for £19,500 at the end of the finance lease term in June 2023. An agreed loan is in place for this payment which is repayable in 12 equal monthly instalments from that date.
- b) The trustees are considering the development of two Padel courts adjacent to the Leisure Centre. At the report date the discussions are at a preliminary stage and there is no financial commitment.

**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 2023**

	2023	2022
	£	£
<b>Staffing</b>		
Staff salaries	327,800	275,986
Instructors and coaches	4,625	3,281
Pension contributions	6,705	7,076
Training and welfare	2,511	1,977
Recruitment	-	396
	<u>341,641</u>	<u>288,716</u>
<b>Premises</b>		
Insurance	12,865	13,283
Heat, light & power	42,678	14,380
Water	33	4,032
Rates	1,600	817
Building repairs and maintenance	12,206	7,633
Cleaning and domestic supplies	2,836	1,787
	<u>72,218</u>	<u>41,932</u>
<b>Supplies and services</b>		
Sports equipment purchased	2,551	1,718
Repairs to equipment	453	2,814
Waste disposal	4,004	3,450
Children's club expenses	608	-
Printing, postage, stationery and computer	8,543	6,979
Advertising	2,885	3,533
Leasing and hire charges	2,116	2,987
Licences and subscriptions	2,284	2,575
Professional fees	2,681	31
Sundry expenses	1,716	372
	<u>27,841</u>	<u>24,459</u>
<b>Financial services</b>		
Bank charges and interest	<u>18,738</u>	<u>13,369</u>
<b>Depreciation</b>		
Amortisation of buildings	18,162	19,118
Depreciation of hall floor	5,225	5,806
Depreciation of squash courts	-	1
Depreciation of sports equipment	11,437	10,166
Depreciation of fixtures and fittings	10,828	10,332
Depreciation of office equipment	279	349
Depreciation of soft play equipment	-	-
	<u>45,931</u>	<u>45,772</u>