

Charity registration number 1174266

**LEAPGATE ACTIVITY CENTRE**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

# LEAPGATE ACTIVITY CENTRE

## LEGAL AND ADMINISTRATIVE INFORMATION

---

<b>Trustees</b>	Mr J Handley Mrs M Handley Mrs J Jones Mr W G Green
<b>Charity number</b>	1174266
<b>Principal address</b>	Leapgate Farm Wilden Stourport-on-Severn Worcestershire DY13 9JH
<b>Independent examiner</b>	Garry Rutter The Oakley Kidderminster Road Droitwich Worcestershire WR9 9AY
<b>Bankers</b>	Barclays Bank Plc 1 Churchill Place London E14 5HP

---

# LEAPGATE ACTIVITY CENTRE

## CONTENTS

---

	Page
Trustees' report	1 - 2
Independent examiner's report	3
Statement of financial activities	4
Balance sheet	5
Notes to the financial statements	6 - 14

---

# LEAPGATE ACTIVITY CENTRE

## TRUSTEES' REPORT

**FOR THE YEAR ENDED 31 DECEMBER 2021**

---

The Trustees present their report and financial statements for the year ended 31 December 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective from 1 January 2019).

### **Objectives and activities**

The Charity's objects are to advance education, promote learning for pleasure and relieve need for people with learning disabilities through the provision of educational activities and the continued development of their individual capabilities, competences, skills and understanding in subjects and areas of educational and recreational value and there has been no change in these during the year.

In carrying out the objectives as described, the Trustees feel that the charity has complied with its duty in section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

### **Achievements and performance**

The activities of the Charity have been disrupted again this year due to Covid-19. There are now forty participants who engage in weekly sessions to learn culinary and catering skills, animal care, horticulture, craft and woodwork. A further twenty participants access the facilities by attending classes.

### **Financial review**

The results for the year are set out on page 5. The Charity has generated a surplus this year which consists of restricted funds for the financing of the main hub and unrestricted funds to be carried forward to the next financial year.

During this year the Charity has continued to focus on income levels to enable it to grow and expand its charitable activities.

### **Reserves policy**

The charity continues to experience considerable change regarding expansion and promoting its charitable objectives. The Trustees are continually assessing the charity's future commitments with a view to setting a reserves policy. Until the charity reaches a period of stability the Trustees have not formally documented a reserves policy. This will be addressed in greater depth during the next financial year. The charity will monitor the level of unrestricted funds which have not been designated for a specific use and will agree a target level at which such funds will be held.

### **Risk management**

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

### **Structure, governance and management**

The Charity is a Charitable Incorporated Organisation (CIO) whose only voting members are its Charity Trustees.

The Trustees who served during the year and up to the date of signature of the financial statements were:

Mr J Handley  
Mrs M Handley  
Mrs J Jones  
Mr W G Green

# LEAPGATE ACTIVITY CENTRE

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2021**

---

Apart from the first charity trustees, every trustee must be appointed, for a term of four years, by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skill, knowledge and experience needed for the effective administration of the CIO.

The charity trustees will make available to each new charity trustee, on or before his or her first appointment a copy of the current version of this constitution and a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

### **Statement of Trustees' responsibilities**

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



The law applicable to charities in England and Wales 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 year.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then 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 material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the incomes of the CIO within 10 months of the financial year end. The charity trustees must comply with their obligation to inform the commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

The Trustees' report was approved by the Board of Trustees.

  
.....  
**Mrs M Handley**  
Trustee  
Dated: 

# LEAPGATE ACTIVITY CENTRE

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF LEAPGATE ACTIVITY CENTRE

---

I report to the Trustees on my examination of the financial statements of Leapgate Activity Centre (the Charity) for the year ended 31 December 2021.

#### **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 2011 Act).

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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

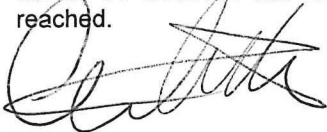
Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 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.



**Garry Rutter**

The Oakley  
Kidderminster Road  
Droitwich  
Worcestershire  
WR9 9AY

Dated: 21/9/2022



# LEAPGATE ACTIVITY CENTRE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total Unrestricted funds 2021 £	Restricted funds 2020 £	Total 2020 £
	Notes					
<b>Income from:</b>						
Income from donations and legacies	3	50,502	-	50,502	35,097	125,395
Income from charitable activities	4	104,793	-	104,793	57,263	57,263
Income from other trading activities	5	22,466	-	22,466	7,578	7,578
<b>Total income</b>		<u>177,761</u>	<u>-</u>	<u>177,761</u>	<u>99,938</u>	<u>190,236</u>
<b>Expenditure on:</b>						
Expenditure on raising funds	6	67	-	67	18	18
Expenditure on charitable activities	7	119,375	3,801	123,176	381	83,299
<b>Total expenditure</b>		<u>119,442</u>	<u>3,801</u>	<u>123,243</u>	<u>381</u>	<u>83,317</u>
<b>Net income/(expenditure) for the year/</b>						
<b>Net movement in funds</b>		58,319	(3,801)	54,518	89,917	106,919
Fund balances at 1 January 2021		<u>298,767</u>	<u>163,426</u>	<u>462,193</u>	<u>73,509</u>	<u>355,274</u>
<b>Fund balances at 31 December 2021</b>		<u><u>357,086</u></u>	<u><u>159,625</u></u>	<u><u>516,711</u></u>	<u><u>163,426</u></u>	<u><u>462,193</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# LEAPGATE ACTIVITY CENTRE

## BALANCE SHEET

AS AT 31 DECEMBER 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	11		387,382		380,384
<b>Current assets</b>					
Debtors	12	10,217		7,002	
Cash at bank and in hand		123,088		95,547	
		<u>133,305</u>		<u>102,549</u>	
<b>Creditors: amounts falling due within one year</b>	13	<u>(3,976)</u>		<u>(20,740)</u>	
Net current assets			129,329		81,809
<b>Total assets less current liabilities</b>			<u>516,711</u>		<u>462,193</u>
<b>Income funds</b>					
Restricted funds	14		159,625		163,426
Unrestricted funds			357,086		298,767
			<u>516,711</u>		<u>462,193</u>

The financial statements were approved by the Trustees on 26 August 2022

  
 .....  
 Mrs M Handley  
 Trustee



# LEAPGATE ACTIVITY CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 DECEMBER 2021**

---

### **1 Accounting policies**

#### **Charity information**

Leapgate Activity Centre is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the Charity's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)" (effective from 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### **1.4 Income**

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

#### **1.5 Expenditure**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

# LEAPGATE ACTIVITY CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

---

### 1 Accounting policies

(Continued)

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Buildings	Over 50 years lease term
Fixtures and fittings	10% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

# LEAPGATE ACTIVITY CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

### 2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Income from donations and legacies

	Unrestricted funds	Unrestricted funds	Restricted funds	Total
	2021	2020	2020	2020
	£	£	£	£
Donations and gifts	8,568	17,425	-	17,425
Legacies receivable	-	340	-	340
Grants receivable	41,934	17,332	90,298	107,630
	<u>50,502</u>	<u>35,097</u>	<u>90,298</u>	<u>125,395</u>
<b>Donations and gifts</b>				
Donations	8,568	17,425	-	17,425
	<u>8,568</u>	<u>17,425</u>	<u>-</u>	<u>17,425</u>
<b>Grants receivable for core activities</b>				
Worcester City Council Coronavirus Infection	30,447	-	-	-
Wyre Forest District Council Community	500	-	-	-
Leader Grant	-	-	36,488	36,488
Foster Trust Elmley Lovett	-	500	-	500
Vinci UK Trust	-	-	3,810	3,810
Sport England	-	-	50,000	50,000
Kate Wellings Trust	6,643	690	-	690
Government grant - CJRS	4,344	16,142	-	16,142
	<u>41,934</u>	<u>17,332</u>	<u>90,298</u>	<u>107,630</u>

# LEAPGATE ACTIVITY CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

### 4 Income from charitable activities

	Unrestricted Funds	Total
	2021	2020
	£	£
Bakery and farm sessions	104,793	57,263

### 5 Income from other trading activities

	Unrestricted funds	Total
	2021	2020
	£	£
Fundraising events	2,999	438
Hire of facilities	17,425	6,850
Sale of goods	2,042	290
Income from other trading activities	22,466	7,578

### 6 Expenditure on raising funds

	Unrestricted funds	Total
	2021	2020
	£	£
<u>Fundraising and publicity</u>		
Fundraising event expenses	67	18
	67	18

# LEAPGATE ACTIVITY CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### 7 Expenditure on charitable activities

	2021 £	2020 £
Staff costs	71,305	60,588
Bakery expenses	6,824	3,364
Insurance	1,236	916
Repairs	3,464	689
Advertising	-	63
Postage & stationery	19	28
Activity expenses	10,636	3,145
Safeguarding and training	-	1,351
Sundry	523	80
Heat and light	6,106	5,516
Motor expenses	20	38
Rent	5,000	-
Goods purchases	1,671	-
	<u>106,804</u>	<u>75,778</u>
Share of support costs (see note 8)	14,452	5,721
Share of governance costs (see note 8)	1,920	1,800
	<u>123,176</u>	<u>83,299</u>
<b>Analysis by fund</b>		
Unrestricted funds	119,375	82,918
Restricted funds	3,801	381
	<u>123,176</u>	<u>83,299</u>

# LEAPGATE ACTIVITY CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

### 8 Support costs

	Support costs £	Governance costs £	2021 £	Support costs £	Governance costs £	2020 £
Depreciation	14,365	-	14,365	5,635	-	5,635
Information technology	87	-	87	86	-	86
Accountancy Fees	-	1,920	1,920	-	1,800	1,800
	<u>14,452</u>	<u>1,920</u>	<u>16,372</u>	<u>5,721</u>	<u>1,800</u>	<u>7,521</u>
Analysed between Charitable activities	<u>14,452</u>	<u>1,920</u>	<u>16,372</u>	<u>5,721</u>	<u>1,800</u>	<u>7,521</u>

### 9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

### 10 Employees

#### Number of employees

The average monthly number of employees during the year was: 4

	2021 Number	2020 Number
Bakery Staff	1	1
Activity Staff	3	2
	<u>4</u>	<u>3</u>

#### Employment costs

	2021 £	2020 £
Wages and salaries	69,930	59,431
Other pension costs	1,375	1,157
	<u>71,305</u>	<u>60,588</u>

There were no employees whose annual remuneration was £60,000 or more.



# LEAPGATE ACTIVITY CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

### 11 Tangible fixed assets

	Buildings	Fixtures and fittings	Total
	£	£	£
<b>Cost</b>			
At 1 January 2021	334,913	56,348	391,261
Additions	6,760	14,603	21,363
At 31 December 2021	341,673	70,951	412,624
<b>Depreciation and impairment</b>			
At 1 January 2021	-	10,877	10,877
Depreciation charged in the year	7,270	7,095	14,365
At 31 December 2021	7,270	17,972	25,242
<b>Carrying amount</b>			
At 31 December 2021	334,403	52,979	387,382
At 31 December 2020	334,913	45,471	380,384

### 12 Debtors

	2021	2020
	£	£
<b>Amounts falling due within one year:</b>		
Trade debtors	9,458	6,251
Prepayments and accrued income	759	751
	10,217	7,002

### 13 Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	986	17,337
Other creditors	-	1,004
Accruals and deferred income	2,990	2,399
	3,976	20,740

# LEAPGATE ACTIVITY CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2021

#### 14 Restricted funds

The income funds of the charity include restricted funds comprising the following balances of donations and grants held on trust for specific purposes:

	Movement in funds				
	Balance at 1 January 2020	Incoming resources	Resources expended	Balance at 1 January 2021	Resources expended 31 December 2021
	£	£	£	£	£
Baily Thomas Foundation	15,000	-	-	15,000	(320)
Eveson Charitable Trust	25,000	-	-	25,000	(533)
Garfield Weston Foundation	20,000	-	-	20,000	(427)
Leader Grant	13,509	36,488	-	49,997	(1,067)
Vinci UK Foundation	-	3,810	(381)	3,429	(381)
Sport England	-	50,000	-	50,000	(1,073)
	<u>73,509</u>	<u>90,298</u>	<u>(381)</u>	<u>163,426</u>	<u>(3,801)</u>

#### Baily Thomas Foundation

For construction work relating to the new activity hub. The income received has been fully expended as capital expenditure and depreciation will be charged against the fund over the useful economic life of the building.

#### Eveson Charitable Trust

For construction work relating to the new activity hub. The income received has been fully expended as capital expenditure and depreciation will be charged against the fund over the useful economic life of the building.

#### Garfield Weston Foundation

For construction work relating to the new activity hub. The income received has been fully expended as capital expenditure and depreciation will be charged against the fund over the useful economic life of the building.

#### Leader Grant

For construction work relating to the new activity hub. The income received has been fully expended as capital expenditure and depreciation will be charged against the fund over the useful economic life of the building.

#### Sport England

For construction work relating to the new activity hub. The income received has been fully expended as capital expenditure and depreciation will be charged against the fund over the useful economic life of the building.

#### Vinci UK Foundation

These funds were given for tree planting, picnic benches and fencing to be used around the gym area. This was to provide additional amenity facilities and an overall enhancement to the site. Depreciation is charged against the fund over the useful economic life of the assets.

# LEAPGATE ACTIVITY CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

### 15 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 December 2021 are represented by:						
Tangible assets	227,757	159,625	387,382	216,958	163,426	380,384
Current assets/ (liabilities)	129,329	-	129,329	81,809	-	81,809
	<u>357,086</u>	<u>159,625</u>	<u>516,711</u>	<u>298,767</u>	<u>163,426</u>	<u>462,193</u>

### 16 Operating lease commitments

At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021 £	2020 £
Within one year	5,000	5,000
Between two and five years	20,000	20,000
In over five years	205,000	210,000
	<u>230,000</u>	<u>235,000</u>

### 17 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).