

Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 March 2024  
for  
Kirklands (Menston) Trust

Hollings Crowe Storr LLP  
14 Beech Hill  
Otley  
West Yorkshire  
LS21 3AX

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for the Year Ended 31 March 2024

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Report of the Trustees  
for the Year Ended 31 March 2024

The trustees present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of 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 1 January 2019).

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

To manage & develop the Kirklands Estate for the benefit of Menston residents by providing & enabling educational, recreational and sporting facilities

The Trust manages Kirklands as tenant to CBMDC, overseeing Public Hall, Community Centre, Children's day care & pre-school, Bowling Club, Library Services, Public Conveniences and permitted commercial activity.

At all times, Trustees have due regard to the Charity Commission guidance on public benefit.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

Space-utilisation has continued to increase, leading to greater revenue and trading surplus.

The "Warm Spaces" initiative has been maintained in the Library.

The "Community Fridge" initiative has expanded and now operates permanently under the oversight umbrella of the Trust Board.

The Trust has Spent £59,000 (and committed another £8,000) to improve the energy-performance and electrical capacity of the older part of the building. CAPEX of £18,000 to complete the upgrading of windows has been approved for 2024-25.

## **FINANCIAL REVIEW**

### **Financial position**

Operating Surplus £4,532

Closing Cash £67,015

The Trust has a policy of maintaining a minimum of three months revenue expenses in cash

Reserves held £305,733.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

### **Charity constitution**

Charitable Incorporated Organisation

### **Recruitment and appointment of new trustees**

Open to application by any resident of Menston.

One Trustee position is reserved for nomination by Menston Parish Council.

Kirklands (Menston) Trust

Report of the Trustees  
for the Year Ended 31 March 2024

## **REFERENCE AND ADMINISTRATIVE DETAILS**

### **Registered Charity number**

1175459

### **Principal address**

Kirklands (Menston) Trust  
119 Main Street  
Menston  
LS29 6HT

### **Trustees**

D Smith  
E J Brundle  
J Gadd  
C Thornton (resigned 30.9.23)  
R Wightman  
N Dunn  
D M Aldred  
E Hughes (appointed 1.5.23) (resigned 31.7.23)  
A Roberts (appointed 1.7.23)  
J White Chairman  
S Kelsey (appointed 1.1.24)  
H Woods (appointed 1.5.24)

### **Independent Examiner**

Anthony Bradbury  
Hollings Crowe Storr LLP  
14 Beech Hill  
Otley  
West Yorkshire  
LS21 3AX

## **OTHER OPTIONAL INFORMATION**

The Trustees record again their appreciation to the Manager and Staff of Kirklands for their continued commitment and their contribution to the success of this increasingly popular public facility.

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
R Wightman - Trustee

**Independent examiner's report to the trustees of Kirklands (Menston) Trust**

I report to the charity trustees on my examination of the accounts of Kirklands (Menston) Trust (the Trust) for the year ended 31 March 2024.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

**Independent examiner's statement**

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:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts to be reached.

Anthony Bradbury

Hollings Crowe Storr LLP  
14 Beech Hill  
Otley  
West Yorkshire  
LS21 3AX

Date: .....

Kirklands (Menston) Trust

Statement of Financial Activities  
for the Year Ended 31 March 2024

	Notes	31.3.24 Unrestricted fund £	31.3.23 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies		29,247	22,796
<b>Charitable activities</b>			
General		4,528	-
Other trading activities	2	102,058	88,958
Investment income	3	69	-
Other income		13,862	4,000
<b>Total</b>		<u>149,764</u>	<u>115,754</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
General		<u>145,232</u>	<u>114,614</u>
<b>NET INCOME</b>		4,532	1,140
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		301,201	300,061
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>305,733</u></u>	<u><u>301,201</u></u>

The notes form part of these financial statements

Kirklands (Menston) Trust

Balance Sheet

31 March 2024

	Notes	31.3.24 Unrestricted fund £	31.3.23 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	8	299,775	245,260
<b>CURRENT ASSETS</b>			
Debtors	9	3,702	2,498
Cash at bank		67,015	84,756
		<u>70,717</u>	<u>87,254</u>
<b>CREDITORS</b>			
Amounts falling due within one year	10	(25,376)	(14,646)
<b>NET CURRENT ASSETS</b>		<u>45,341</u>	<u>72,608</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		345,116	317,868
<b>CREDITORS</b>			
Amounts falling due after more than one year	11	(39,383)	(16,667)
<b>NET ASSETS</b>		<u>305,733</u>	<u>301,201</u>
<b>FUNDS</b>	12		
Unrestricted funds		305,733	301,201
<b>TOTAL FUNDS</b>		<u>305,733</u>	<u>301,201</u>

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:

.....  
J White - Trustee

.....  
R Wightman - Trustee

The notes form part of these financial statements

## **1. ACCOUNTING POLICIES**

### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

### **Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

### **Income**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

Legacy income is recognised when receipt is probable and entitlement is established.

Income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

### **Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

Expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.

Expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.



## **1. ACCOUNTING POLICIES - continued**

### **Expenditure**

Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

### **Tangible fixed assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Freehold property - 4% straight line  
Fixtures and fittings - 4% straight line

### **Taxation**

The charity is exempt from tax on its charitable activities.

### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### **Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**1. ACCOUNTING POLICIES - continued**

**Financial instruments**

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2024

**2. OTHER TRADING ACTIVITIES**

	31.3.24	31.3.23
	£	£
Room hire	99,708	87,482
Sundry income	2,350	1,476
	<u>102,058</u>	<u>88,958</u>

**3. INVESTMENT INCOME**

	31.3.24	31.3.23
	£	£
Deposit account interest	69	-
	<u>69</u>	<u>-</u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

**5. STAFF COSTS**

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2024	2023
	£	£
Wages and salaries	43,445	37,505
Employer contribution to pension plans	308	276
	<u>43,753</u>	<u>37,781</u>

The average head count of employees during the year was 4 (2022:4)

No employee received employee benefits of more than £60,000 during the year (2022: Nil)

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2024

**6. INDEPENDENT EXAMINATION FEES**

	2024 £	2023 £
Fees payable to the independent examiner for independent examination of the financial statements	750	750

**7. GRANT INCOME RECEIVED IN ADVANCE**

The income received in advance relates to £5,000 for 2nd December 2021, £12,500 for the necessary upgrade to the estate's main electrical distribution on 28th March 2023, and £25,000 on 12th September 2023 for the replacement of windows, released at a rate of 4% per year. The balance of the funds are included in long term creditors (see note 11) and are being released over the life of the assets.

**8. TANGIBLE FIXED ASSETS**

	Freehold property £	Fixtures and fittings £	Totals £
<b>COST</b>			
At 1 April 2023	269,099	8,280	277,379
Additions	67,311	-	67,311
At 31 March 2024	336,410	8,280	344,690
<b>DEPRECIATION</b>			
At 1 April 2023	31,574	545	32,119
Charge for year	12,465	331	12,796
At 31 March 2024	44,039	876	44,915
<b>NET BOOK VALUE</b>			
At 31 March 2024	292,371	7,404	299,775
At 31 March 2023	237,525	7,735	245,260

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2024

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.24	31.3.23
	£	£
Trade debtors	3,702	2,498
	<u>          </u>	<u>          </u>

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.24	31.3.23
	£	£
Trade creditors	8,040	117
Other creditors	17,336	14,529
	<u>          </u>	<u>          </u>
	25,376	14,646
	<u>          </u>	<u>          </u>

**11. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	31.3.24	31.3.23
	£	£
Long Term Grants	39,383	16,667
	<u>          </u>	<u>          </u>

**12. MOVEMENT IN FUNDS**

	At 1.4.23	Net movement in funds	At 31.3.24
	£	£	£
<b>Unrestricted funds</b>			
General fund	301,201	4,532	305,733
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	301,201	4,532	305,733
	<u>          </u>	<u>          </u>	<u>          </u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	149,764	(145,232)	4,532
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	149,764	(145,232)	4,532
	<u>          </u>	<u>          </u>	<u>          </u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2024

**12. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
<b>Unrestricted funds</b>			
General fund	300,061	1,140	301,201
<b>TOTAL FUNDS</b>	<u>300,061</u>	<u>1,140</u>	<u>301,201</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	115,754	(114,614)	1,140
<b>TOTAL FUNDS</b>	<u>115,754</u>	<u>(114,614)</u>	<u>1,140</u>

**13. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2024.

Detailed Statement of Financial Activities  
for the Year Ended 31 March 2024

	31.3.24 Unrestricted funds £	31.3.23 Total funds £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Grants	29,247	22,796
<b>Other trading activities</b>		
Room hire	99,708	87,482
Sundry income	2,350	1,476
	<hr/>	<hr/>
	102,058	88,958
<b>Investment income</b>		
Deposit account interest	69	-
<b>Charitable activities</b>		
Community Fridge Income	4,528	-
<b>Other income</b>		
Ground rent	13,862	4,000
	<hr/>	<hr/>
<b>Total incoming resources</b>	149,764	115,754
 <b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	43,445	37,505
Pensions	308	276
Rates and water	2,316	256
Insurance	2,064	2,112
Light and heat	39,432	31,692
Telephone	592	607
Postage and stationery	-	66
Other office costs	3,451	3,121
Sundries	2,844	6,087
Repairs and renewals	24,331	13,367
Cleaning costs	6,566	5,826
Trade Waste	734	-
Community fridge expenses	1,417	-
Depreciation of tangible fixed assets	12,796	10,957
Legal and professional fees	3,852	2,742
	<hr/>	<hr/>
	144,148	114,614

This page does not form part of the statutory financial statements

Kirklands (Menston) Trust

Detailed Statement of Financial Activities  
for the Year Ended 31 March 2024

	31.3.24 Unrestricted funds £	31.3.23 Total funds £
<b>Support costs</b>		
<b>Management</b>		
Advertising	1,084	-
Total resources expended	145,232	114,614
<b>Net income</b>	4,532	1,140

This page does not form part of the statutory financial statements