

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31 MARCH 2021
FOR
THE LYTHAM INSTITUTE**

Rushtons
Chartered Accountants
Shorrock House
1 Faraday Court
Fulwood
Preston
Lancashire
PR2 9NB

THE LYTHAM INSTITUTE
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FOR THE YEAR ENDED 31 MARCH 2021

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THE LYTHAM INSTITUTE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1186995

Principal address

Fylde Council
Town Hall
Lytham St Annes
Lancashire
FY8 1LW

Trustees

Fylde Borough Council

Independent examiner

Rushtons
Chartered Accountants
Shorrock House
1 Faraday Court
Fulwood
Preston
Lancashire
PR2 9NB

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, Indenture dated 29 September 1917 and constitutes an unincorporated charity.

No trustees have been appointed since 1917. The sole trustee has invited the Charity Commission to make a scheme to change its trusts to amend its charitable objects. Following the making of such a scheme, the trustee expects to make changes to its trusts to (inter alia) enable it to appoint additional trustees.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

THE LYTHAM INSTITUTE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

OBJECTIVES AND ACTIVITIES

Objectives and aims

To maintain Lytham Institute for public use under the provisions of the Public Libraries Acts 1892 - 1901 and the Museum and Gymnasiums Act 1891 or any Acts re-enacting or amending the said Acts or any of them.

The charity has maintained and managed the Lytham Institute building and has ongoing arrangements with a number of community groups. Activity has been limited during the pandemic and following the library operator ceasing its activities from the building.

The trustee has had regard to Charity Commission guidance on public benefit.

A number of community groups have an involvement in the use of the building historically although its future use is to be the subject of consultation going forward.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Lancashire County Council formally surrendered their user rights to occupy part of Lytham Institute building during 2020.

Following the library/registrar operator ceasing its activities from the building use has been limited to the following community activities:

- yoga
- slimming club
- music society / judo
- dog agility classes

Approved by resolution of the sole trustee on 24 January 2022. and signed on its behalf by:



.....
Head of Governance

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LYTHAM INSTITUTE

I report on the accounts for the year ended 31 March 2021, which are set out on pages four to eight.

Responsibilities and basis of report

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

I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 130 of the Act; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of the Act; or
4. that there is further information needed for a proper understanding of the accounts.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.



Adam Calvert
ACA
Rushtons
Chartered Accountants
Shorrock House
1 Faraday Court
Fulwood
Preston
Lancashire
PR2 9NB

Date:31 January 2022.....

THE LYTHAM INSTITUTE

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021**

		2021 Unrestricted fund £	2020 Total funds £
	Notes		
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income		14,500	1,000
Activities for generating funds	2	<u>15,078</u>	<u>49,890</u>
Total incoming resources		29,578	50,890
RESOURCES EXPENDED			
Costs of generating funds			
Costs of generating voluntary income	3	27,432	36,631
Governance costs		<u>2,146</u>	<u>14,259</u>
Total resources expended		29,578	50,890
RECONCILIATION OF FUNDS			
Total funds brought forward		-	-
TOTAL FUNDS CARRIED FORWARD		<u>-</u>	<u>-</u>

The notes form part of these financial statements

THE LYTHAM INSTITUTE

BALANCE SHEET AT 31 MARCH 2021

		2021 Unrestricted fund £	2020 Total funds £
FIXED ASSETS	Notes		
Tangible assets	6	1,000	1,000
CREDITORS			
Amounts falling due within one year	7	(1,000)	(1,000)
		_____	_____
NET CURRENT ASSETS/(LIABILITIES)		(1,000)	(1,000)
		_____	_____
TOTAL ASSETS LESS CURRENT LIABILITIES		-	-
		_____	_____
NET ASSETS		-	-
		=====	=====
FUNDS	8		
Unrestricted funds		-	-
		_____	_____
TOTAL FUNDS		-	-
		=====	=====

The financial statements were approved by resolution of the sole trustee on ...24 January 2022.....
and were signed on its behalf by:



.....
Chief Financial Officer

THE LYTHAM INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

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.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life: Freehold Property - straight line basis over a 50 year useful life as estimated by the valuer. Further details relating to depreciation of the Institute building are contained in note 6 below.

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.

2. ACTIVITIES FOR GENERATING FUNDS

	2021 £	2020 £
LCC Library contribution	-	26,604
Room rental	1,592	8,064
Funded by Fylde Council	<u>13,486</u>	<u>15,222</u>
	<u>15,078</u>	<u>49,890</u>

THE LYTHAM INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2021

3. COSTS OF GENERATING VOLUNTARY INCOME

	2021	2020
	£	£
Staff costs	1,004	4,101
Rates and water	5,154	6,891
Insurance	2,333	2,322
Light and heat	3,376	3,087
Sundries	-	179
Repairs and maintenance	3,079	3,816
Support costs	<u>12,486</u>	<u>16,235</u>
	<u>27,432</u>	<u>36,631</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

5. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	<u>14,836</u>	<u>23,245</u>

The average monthly number of employees during the year was as follows:

2021	2020
<u>-</u>	<u>-</u>

No employees received emoluments in excess of £60,000.

The Charity itself does not directly employ financial, legal, property services or management staff to carry out its activities. In lieu of that, these duties have fallen on the staff employed by Fylde Council as sole Trustee who carry the duties in good faith in the interests of the Trust. The figure of £14,836 comprises the total allocation of staff costs to the Trust including direct agency staff, overtime, and Fylde Council employees who have carried out duties attributable to the Trust in support of its operations.

THE LYTHAM INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2021

6. TANGIBLE FIXED ASSETS

	Freehold property £
COST	
At 1 April 2020 and 31 March 2021	<u>1,000</u>
NET BOOK VALUE	
At 31 March 2021	<u>1,000</u>
At 31 March 2020	<u>1,000</u>

In December 2019 a comprehensive Building and Asset Survey was carried out on the Lytham Institute by a specialist firm of Chartered Surveyors, Jacobs. The survey included two cost exercises, both of which exclude inflation and professional fees:

- a high-level benchmarking exercise with data taken from BCIS for buildings in similar use within the Fylde/Lancashire area. This identified a mean rehabilitation / conversion of public community centre and LA rooms index of £1,773m² which when applied to the Gross Internal Floor Area of the building of 953m² gave a benchmark cost estimate of £1.690m; and
- a cost estimate build-up of the defects identified in the building survey in the value of £1.157m

Subsequently in January 2020 Jacobs carried out a separate asset valuation which, in light of the Building and Asset Survey referred to above, valued the institute building at a nominal value of £1,000. Given that the asset is held at this nominal de-minimis level, it is the intention not to apply an annual depreciation charge.

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Other creditors	<u>1,000</u>	<u>1,000</u>

8. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
TOTAL FUNDS	<u>-</u>	<u>-</u>	<u>-</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	29,578	(29,578)	-
TOTAL FUNDS	<u>29,578</u>	<u>(29,578)</u>	<u>-</u>

THE LYTHAM INSTITUTE

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021**

	2021 £	2020 £
INCOMING RESOURCES		
Voluntary income		
Donations	-	1,000
Grants	<u>14,500</u>	<u>-</u>
	14,500	1,000
Activities for generating funds		
LCC Library contribution	-	26,604
Room rental	1,592	8,064
Funded by Fylde Council	<u>13,486</u>	<u>15,222</u>
	<u>15,078</u>	<u>49,890</u>
Total incoming resources	29,578	50,890
RESOURCES EXPENDED		
Costs of generating voluntary income		
Agency staff	1,004	4,101
Rates and water	5,154	6,891
Insurance	2,333	2,322
Light and heat	3,376	3,087
Sundries	-	179
Repairs and maintenance	<u>3,079</u>	<u>3,816</u>
	14,946	20,396
Governance costs		
Wages	1,346	2,909
Accountancy	800	1,000
Professional fees - structural building and energy performance survey	<u>-</u>	<u>10,350</u>
	2,146	14,259
Support costs		
Management		
Wages	10,868	12,325
Finance		
Wages	<u>1,618</u>	<u>3,910</u>
Total resources expended	29,578	50,890

This page does not form part of the statutory financial statements

THE LYTHAM INSTITUTE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	2021 £	2020 £
	<hr/>	<hr/>
Net income	<hr/> <hr/> -	<hr/> <hr/> -

This page does not form part of the statutory financial statements



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2020 to 31st March 2021

Charity name: **The Lytham Institute**

Charity registration number: **1186995**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To maintain Lytham Institute for public use under the provisions of the Public Libraries Acts 1892 – 1901 and the Museum and Gymnasiums Act 1891 or any Acts re-enacting or amending the said Acts or any of them
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The charity has maintained and managed the Lytham Institute building and has ongoing arrangements with several community groups. Activity has been limited during the pandemic and following the library operator ceasing its activities from the building. Lytham Heritage Group and the Civic Society occupy rented space on the first floor of the premises.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustee has had regard to Charity Commission guidance on public benefit

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	NA
Policy on social investment including program related investment	Para 1.38	NA
Contribution made by volunteers	Para 1.38	Several community groups, including the Heritage Group & Civic Society, have an involvement in the use of the building historically.

Other		The charity has invited the Charity Commission to make a scheme to amend its charitable objects. Following the making of a scheme, the charity proposes to review its administrative arrangements to allow (inter alia) for the appointment of further trustees.
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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society.	Para 1.20	<p>Following the library/registrar operator ceasing its activities from the building use has been limited to the following community activities:</p> <ul style="list-style-type: none"> • yoga • slimming club • music society / judo • dog agility classes • Lytham Heritage Group archive and displays • Lytham Civic Society office

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	NA
Performance of fundraising activities against objectives set	Para 1.41	NA
Investment performance against objectives	Para 1.41	NA
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial statements for the Trust are contained in a separate document appended to this report.
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Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Fylde Borough Council is presently the sole funder of the charity, excluding any income from hire of rooms.
Investment policy and objectives including any social investment policy adopted	Para 1.46	NA
A description of the principal risks facing the charity	Para 1.46	NA
Other		NA