

CHARITY REGISTRATION NUMBER: 230090

Lord Kitchener Memorial Holiday Centre
Unaudited financial statements
31 December 2020

Lord Kitchener Memorial Holiday Centre

Financial statements

Year ended 31 December 2020

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Lord Kitchener Memorial Holiday Centre

Trustees' annual report

Year ended 31 December 2020

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, 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 published in October 2019.

Reference and administrative details

Registered charity name	Lord Kitchener Memorial Holiday Centre
Charity registration number	230090
Principal office	10 Kirkley Cliff Lowestoft Suffolk NR33 0BY

The trustees

The trustees who served during the year and at the date of approval were as follows:

Mrs D Brady
Mr D Yellowley (Treasurer until June 2020)
Mrs C Wall (Treasurer appointed in October 2020)
Mr M Sims (Secretary)
Mr P Wilson
Mrs P Williamson
Mr A Jackson

Independent examiner	Paul Briddon FCA BSc Lovewell Blake LLP Chartered accountants Excelsior House 9 Quay View Business Park Barnards Way Lowestoft NR32 2HD
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Bankers	HSBC 34 London Road North Lowestoft Suffolk NR32 1EN
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Lord Kitchener Memorial Holiday Centre

Trustees' annual report *(continued)*

Year ended 31 December 2020

Objectives and activities

The Charity's principal objectives are to benefit the public by:

Providing the relief of persons in need by reason of age, poverty or disability, who have served in the naval, military or air forces of the Crown (including the Commonwealth) or the merchant navy or ex-service members of the Emergency services or the husbands, wives or partners, widows or widowers of the same in particular through the provision of holiday accommodation.

The Trustees have taken due regard to the guidance published by the Charities Commission on public benefit. It is considered that a public benefit is provided by providing holiday accommodation to serving families.

Achievements and performance

The year 2020 was an unusual year, with the departure of the Manager and the HouseKeeper early March, followed by the COVID-19 pandemic. We did use the pandemic time wisely and whilst closed were able to complete some essential repairs that had been needing to be completed for many years, including roofing works, repointing the entire frontage, internal and external decorations thanks to assistance of the Victoria Cross Trust, and our team of volunteers on the management committee.

Guest numbers were 167 this year, being a slight decrease to the previous year.

Financial review

The total net expenditure in funds is £14,335 for the year. We continue to look very closely at staff costs especially in the light of the minimum rates of pay and also the possible costs of the new Government Pension Scheme.

We remain very appreciative of the support and financial assistance provided by the Army Benevolent Fund, the RAF Benevolent Fund and Seafarers UK without which the Charity could not remain in existence.

Reserves policy

The level of free reserves as at 31 December 2020 amounted to £8,232, which is sufficient to cover the costs of the Centre during the quieter months. The trustees consider that the winter period between October and April is when the Centre is at its quietest and future funding starts coming back in around March and April to cover the summer periods.

The level of maintenance funds differ year on year depending on how much work is to be carried out. The trustees are confident that the current levels will sufficiently cover any repairs due to be made in the foreseeable future.

In light of the economic climate and the fact that the charity is greatly dependent on grant income to enable the establishment to continue, the trustees consider the investments held to be a reserve that can be drawn upon should the need arise.

Structure, governance and management

Governing document

The charity is regulated by a Scheme of the Charity Commissioners dated 7th January 1919. Registered with the Charity Commissioners under number 230090.

Lord Kitchener Memorial Holiday Centre

Trustees' annual report *(continued)*

Year ended 31 December 2020

Structure, governance and management *(continued)*

Recruitment, appointment and training of Trustees

Trustees shall be persons who through occupation, employment or otherwise have special knowledge of the area of benefit or who are otherwise able by virtue of their personal or professional qualifications to make a contribution to the pursuit of the objects of the charity.

All new trustees will be provided with copies of:

- The governing document of the charity
- The latest financial statements of the charity
- Charity Commission guidance notes The Essential Trustee "What you need to know".

In addition, the Trustees are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

Organisational structure

The Centre has a Management Committee of 8 members who meet monthly and are responsible for the day to day running of the establishment.

The trustees oversee the Management Committee when deemed necessary, but are solely in charge of the fabrication of the building itself and the employment of the Centre manager and his wife who ensure that the centre continues to deliver the high standards previously set.

The trustees' annual report was approved on21/9/2021..... and signed on behalf of the board of trustees by:



Mrs D Brady
Trustee

Lord Kitcheners Memorial Holiday Centre

Independent examiner's report to the trustees

Year ended 31 December 2020

I report to the charity trustees on my examination of the financial statements of the charity for the year ended 31 December 2020 which comprise the statement of financial activities, statement of financial position and the related notes.

Responsibilities and basis of report

As the charity's trustees 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.

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 charity as required by section 130 of the 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 accounts to be reached.

Your attention is drawn to the fact that the Charity has prepared the accounts (financial statements) in accordance with 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) 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 since been withdrawn.

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

Matthew Waters FCCA
Independent Examiner

Lovewell Blake LLP
Chartered accountants
Excelsior House
9 Quay View Business Park
Barnards Way
Lowestoft
NR32 2HD

1 October 2021

Lord Kitcheners Memorial Holiday Centre

Statement of financial activities

Year ended 31 December 2020

		Unrestricted funds £	2020 Restricted funds £	Total funds £	2019 Total funds £
	Note				
Income and endowments					
Donations and legacies	4	78,011	–	78,011	64,583
Investment income	5	82	–	82	563
Total income		<u>78,093</u>	<u>–</u>	<u>78,093</u>	<u>65,146</u>
Expenditure					
Expenditure on charitable activities	6	92,511	–	92,511	88,994
Total expenditure		<u>92,511</u>	<u>–</u>	<u>92,511</u>	<u>88,994</u>
Net expenditure and net movements in funds before gains and losses on investments		(14,418)	–	(14,418)	(23,848)
Net gains on investments	7	83	–	83	1,711
Net expenditure and net movement in funds		<u>(14,335)</u>	<u>–</u>	<u>(14,335)</u>	<u>(22,137)</u>
Reconciliation of funds					
Total funds brought forward		103,314	33,343	136,657	158,794
Total funds carried forward		<u>88,979</u>	<u>33,343</u>	<u>122,322</u>	<u>136,657</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 7 to 14 form part of these financial statements.

Lord Kitcheners Memorial Holiday Centre

Statement of financial position

31 December 2020

		2020		2019	
	Note	£	£	£	£
Fixed assets					
Tangible fixed assets	12		78,192		69,983
Investments	13		<u>2,555</u>		<u>2,472</u>
			80,747		72,455
Current assets					
Debtors	14	—		2,073	
Cash at bank and in hand		<u>43,753</u>		<u>73,289</u>	
		43,753		75,362	
Creditors: Amounts falling due within one year	15	<u>2,178</u>		<u>11,160</u>	
Net current assets			<u>41,575</u>		<u>64,202</u>
Total assets less current liabilities			<u>122,322</u>		<u>136,657</u>
Net assets			<u>122,322</u>		<u>136,657</u>
Funds of the charity					
Restricted funds			33,343		33,343
Unrestricted funds			<u>88,979</u>		<u>103,314</u>
Total charity funds	17		<u>122,322</u>		<u>136,657</u>

These financial statements were approved by the board of trustees and authorised for issue on 21/09/2021....., and are signed on behalf of the board by:



Mrs D Brady
Trustee

The notes on pages 7 to 14 form part of these financial statements.

Lord Kitcheners Memorial Holiday Centre

Notes to the financial statements

Year ended 31 December 2020

1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is 10 Kirkley Cliff, Lowestoft, Suffolk, NR33 0BY.

2. Statement of compliance

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

3. Accounting policies

(a) Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

(b) Going concern

The financial statements have been prepared on the going concern basis. Although the Charity suspended its operations during the COVID-19 pandemic, the Charity received numerous grants throughout the pandemic to support the work necessary to make the centre ready for opening in July 2020. The new management committee has agreed that the season also extended to cover for the time lost during the closure and have taken all possible steps so as to be able to continue to operate for the foreseeable future. The Charity also has sufficient level of reserves to support the Charity's activities.

(c) Disclosure exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102:

- (a) No cash flow statement has been presented for the company.
- (b) Disclosures in respect of financial instruments have not been presented.

(d) Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Lord Kitcheners Memorial Holiday Centre

Notes to the financial statements *(continued)*

Year ended 31 December 2020

3. Accounting policies *(continued)*

(e) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

(f) Incoming resources

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.

(g) Resources expended

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.
- 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.

Lord Kitchener Memorial Holiday Centre

Notes to the financial statements *(continued)*

Year ended 31 December 2020

3. Accounting policies *(continued)*

(h) Tangible 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.

(i) Depreciation

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:

Furniture and fittings	-	25% reducing balance
Equipment	-	15% reducing balance
Lift	-	20% reducing balance

Freehold property is not depreciated because the Trustees consider that the estimated net realisable value is in excess of its current net book value.

(j) Investments

Unlisted equity investments are initially recorded at cost, and subsequently measured at fair value. If fair value cannot be reliably measured, assets are measured at cost less impairment.

Listed investments are measured at fair value with changes in fair value being recognised in income or expenditure.

(k) Government grants

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the charity will comply with the conditions attaching to them and the grants will be received.

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

4. Donations and legacies

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Donations				
Donations (See below)	10,589	10,589	29,765	29,765
Payments for Sponsored Guests & Subscriptions	44,838	44,838	31,797	31,797
Sundry Receipts	572	572	3,021	3,021

Lord Kitcheners Memorial Holiday Centre

Notes to the financial statements *(continued)*

Year ended 31 December 2020

4. Donations and legacies *(continued)*

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Grants				
Government grant income	22,012	22,012	—	—
	<u>78,011</u>	<u>78,011</u>	<u>64,583</u>	<u>64,583</u>

Donations of £10,589 (2019: £29,765) have been broken down into the following:

	2020 £	2019 £
Seafarers UK	750	500
Royal Air Force Benevolent Fund	—	5,000
ABF The Soldiers	10,000	—
Sundry - Other Donations	4,839	24,265
Returned Donation to Royal Navy	(5,000)	—
	<u>10,589</u>	<u>29,765</u>

5. Investment income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Investment income	<u>82</u>	<u>—</u>	<u>82</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Investment income	<u>459</u>	<u>104</u>	<u>563</u>

6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Provisions	32,045	32,045	20,157	20,157
Staff costs	33,591	33,591	47,020	47,020
Rates & water	1,924	1,924	4,433	4,433
Electricity, gas & fuel	4,066	4,066	6,469	6,469
Repairs & maintenance	20,885	20,885	10,915	10,915
	<u>92,511</u>	<u>92,511</u>	<u>88,994</u>	<u>88,994</u>

Lord Kitcheners Memorial Holiday Centre

Notes to the financial statements (continued)

Year ended 31 December 2020

7. Net gains on investments

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Unrealised gain/(loss) on Investments	83	83	60	60
Gains/(losses) on disposals of investments	—	—	1,651	1,651
	<u>83</u>	<u>83</u>	<u>1,711</u>	<u>1,711</u>

8. Net expenditure

Net expenditure is stated after charging/(crediting):

	2020 £	2019 £
Depreciation of tangible fixed assets	<u>3,612</u>	<u>925</u>

9. Independent examination fees

	2020 £	2019 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>960</u>	<u>954</u>

10. Staff costs

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

	2020 £	2019 £
Wages and salaries	<u>33,591</u>	<u>47,020</u>

The average head count of employees during the year was 7 (2019: 7). The average number of full-time equivalent employees during the year is analysed as follows:

	2020 No.	2019 No.
Manager	1	1
Cook/Housekeeper	1	1
Cleaners	1	2
Assistant cook	1	1
Waitresses	3	2
	<u>7</u>	<u>7</u>

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

11. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

Lord Kitcheners Memorial Holiday Centre

Notes to the financial statements (continued)

Year ended 31 December 2020

12. Tangible fixed assets

	Land and buildings £	Fixtures and fittings £	Equipment £	Lift £	Total £
Cost					
At 1 January 2020	69,119	79,167	30,751	5,896	184,933
Additions	—	11,047	774	—	11,821
At 31 December 2020	<u>69,119</u>	<u>90,214</u>	<u>31,525</u>	<u>5,896</u>	<u>196,754</u>
Depreciation					
At 1 January 2020	2,986	77,630	28,492	5,842	114,950
Charge for the year	—	3,146	455	11	3,612
At 31 December 2020	<u>2,986</u>	<u>80,776</u>	<u>28,947</u>	<u>5,853</u>	<u>118,562</u>
Carrying amount					
At 31 December 2020	<u>66,133</u>	<u>9,438</u>	<u>2,578</u>	<u>43</u>	<u>78,192</u>
At 31 December 2019	<u>66,133</u>	<u>1,537</u>	<u>2,259</u>	<u>54</u>	<u>69,983</u>

13. Investments

	Other investments £
Cost or valuation	
At 1 January 2020	2,472
Additions	—
Fair value movements	83
At 31 December 2020	<u>2,555</u>
Impairment	
At 1 January 2020 and 31 December 2020	—
Carrying amount	
At 31 December 2020	<u>2,555</u>
At 31 December 2019	<u>2,472</u>

All investments shown above are held at valuation.

14. Debtors

	2020 £	2019 £
Prepayments and accrued income	<u>—</u>	<u>2,073</u>

15. Creditors: Amounts falling due within one year

	2020 £	2019 £
Accruals and deferred income	200	200
Other creditors	<u>1,978</u>	<u>10,960</u>
	<u>2,178</u>	<u>11,160</u>

Lord Kitchener Memorial Holiday Centre

Notes to the financial statements *(continued)*

Year ended 31 December 2020

16. Government grants

The amounts recognised in the financial statements for government grants are as follows:

	2020	2019
	£	£
Recognised in income from donations and legacies:		
Government grants income	<u>22,012</u>	<u>–</u>

17. Analysis of charitable funds

Unrestricted funds

	At 1 Jan 2020	Income	Expenditure	Gains and losses	At 31 Dec 2020
	£	£	£	£	£
Accumulated Fund	<u>103,314</u>	<u>78,093</u>	<u>(92,511)</u>	<u>83</u>	<u>88,979</u>

	At 1 Jan 2019	Income	Expenditure	Gains and losses	At 31 Dec 2019
	£	£	£	£	£
Accumulated Fund	<u>125,555</u>	<u>65,024</u>	<u>(88,994)</u>	<u>1,711</u>	<u>103,314</u>

Restricted funds

	At 1 Jan 2020	Income	Expenditure	Gains and losses	At 31 Dec 2020
	£	£	£	£	£
Extraordinary Repairs Reserve	21,462	–	–	–	21,462
Maintenance of Home Reserve	11,881	–	–	–	11,881
	<u>33,343</u>	<u>–</u>	<u>–</u>	<u>–</u>	<u>33,343</u>

	At 1 Jan 2019	Income	Expenditure	Gains and losses	At 31 Dec 2019
	£	£	£	£	£
Extraordinary Repairs Reserve	21,462	–	–	–	21,462
Maintenance of Home Reserve	11,777	104	–	–	11,881
	<u>33,239</u>	<u>–</u>	<u>–</u>	<u>–</u>	<u>33,343</u>

Lord Kitchener Memorial Holiday Centre

Notes to the financial statements *(continued)*

Year ended 31 December 2020

18. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	78,192	—	78,192
Investments	2,555	—	2,555
Current assets	10,410	33,343	43,753
Creditors less than 1 year	(2,178)	—	(2,178)
Net assets	88,979	33,343	122,322
	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Tangible fixed assets	69,983	—	69,983
Investments	2,472	—	2,472
Current assets	42,019	33,343	75,362
Creditors less than 1 year	(11,160)	—	(11,160)
Net assets	103,314	33,343	136,657