

Charity number: 251665

The Colman Institute

Trustees' report and financial statements

For the year ended 31 March 2024

The Colman Institute

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The Colman Institute

Reference and administrative details of the Charity, its Trustees and Advisers For the year ended 31 March 2024

Trustees

Mrs R Belcher, Chair
Mrs M Skilling (resigned 15 January 2024)
Mr C Early
Ms C Dunsford
Mr J Salisbury
Mr M Howell
Mr A Morris
Mr M Unsworth (appointed 22 April 2024)

Charity registered number

251665

Principal office

The Colman Redland Centre
Croydon Road
Reigate
Surrey
RH2 0NA

Accountants

Kreston Reeves LLP
Chartered Accountants
Montague Place, Quayside
Chatham Maritime, Chatham
Kent, ME4 4QU

Bankers

Lloyds TSB Bank plc
50-52 High Street
Redhill
Surrey

CAF Charity Money Management
West Malling
Kent
ME19 4JQ

Independent Examiner

James Peach FCA
Kreston Reeves LLP
Chartered Accountants
Montague Place, Quayside
Chatham Maritime, Chatham
Kent, ME4 4QU

The Colman Institute

Trustees' report

For the year ended 31 March 2024

The Trustees present their annual report together with the financial statements of the Charity for the year from 1 April 2023 to 31 March 2024.

Objectives and activities

a. Policies and objectives

The principal objective of the Charity remains as the letting of two halls and a meeting room at the Colman Redland Centre at a reasonable rate, making the venue available to everyone in the Community regardless of race, creed, political persuasion and so on.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

Achievements and performance

a. Review of activities

The roof on the Colman hall was replaced this year since the old roof was in a poor condition and may have failed in time. The job was completed over the Christmas period when the venue is quieter because the hall had to be closed for 5 weeks. As expected, there was a loss of income over this period but only a small loss year on year. As a result of the cost of this work, other maintenance jobs were restricted over the year but they are planned for the coming year. One maintenance job that was completed was repainting the foyer, freshening up this area of the venue.

The recycling bin at the centre is well supported and has provided a small but useful income for the venue.

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

The Colman Institute

Trustees' report (continued) For the year ended 31 March 2024

b. Reserves policy

All reserves are unrestricted.

The reserves policy set by the Trustees is that, at any one time;

1. there is an **Operating Contingency Reserve** amounting to one years' worth of expenditure (currently set to £25,000 and assuming the centre is closed),
2. to have a **Refurbishment and Repair Reserve** of £25k (e.g. for emergency repairs),
3. to generate a **Long Term Lease Fund** to be able to fund either the buying of the freehold or extending the lease to the Institute. The aim should be able to have sufficient funds by the end of the current lease. (Current Lease expires 31.10.2080).

The first two designated funds, being those for an Operating Contingency Reserve and the Refurbishment and Repair Reserve, are emergency reserves to be kept for when needed, and thus the Trustees are not able to provide an estimated timeframe for when these shall be expended. The first sum is for if the centre had to close, this amount would cover the running costs for one year, whilst the second sum could be used for big maintenance projects as long as the first sum was still saved.

At the Balance sheet date, the Charity's free reserves, after taking into account their investments, tangible fixed assets and loans due in more than one year, are £77,501 (2023: £143,796).

c. Results for the year

The Charity has made a net surplus for the year of £39,200 (2023: £37,968), with income of £103,822 (2023: £104,792), and expenditure of £64,622 (2023: £66,824).

At the close of the year unrestricted funds were £836,417 (2023: £797,217).

Of the reserves, £550,724 has been designated by the Trustees in respect of the hall constructed on the existing leasehold land.

Structure, governance and management

a. Constitution

The Colman Institute is an unincorporated charity (registered number 251665) established under a charitable constitution.

b. Methods of appointment or election of Trustees

All members are elected at the Annual General Meeting, but may join the committee during the course of the year.

c. Organisational structure and decision-making policies

The Management Committee, who are trustees for the purpose of charity law, consists of up to a maximum of:

- Two elected members – these persons must be resident in the area.
- Up to nine Representative members – appointed by local organisations using the hall.

The members of the Management Committee are shown on page 1.

-The Management Committee holds three to four scheduled meetings throughout the year and extra meetings are dependant on requirements.

The Colman Institute

**Trustees' report (continued)
For the year ended 31 March 2024**

Structure, governance and management (continued)

d. Risk management

The Trustees have assessed the major risks to which the Charity is exposed and are satisfied that systems and procedures are in place to mitigate exposure to the major risks. The major risks include, loss of sales due to lack of hire and an expensive maintenance issue that is not covered by the insurance policy.

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 & Wales requires the Trustees to prepare financial statements for each financial which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Memorandum of Association. 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.

Approved by order of the members of the Board of Trustees and signed on their behalf by:



Mrs R Belcher
Chair of Trustees
Date: 23 September 2024

The Colman Institute

Independent examiner's report For the year ended 31 March 2024

Independent examiner's report to the Trustees of The Colman Institute ('the Charity')

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2024.

Responsibilities and basis of report

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

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed 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 the accounts 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 been withdrawn.

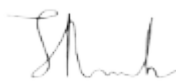
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the 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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. 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 an Independent examiner's 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 or for this report.

Signed:



Dated: 23.09.2024

James Peach FCA

Kreston Reeves LLP
Chartered Accountants
Montague Place, Quayside
Chatham Maritime, Chatham
Kent, ME4 4QU

The Colman Institute

Statement of financial activities For the year ended 31 March 2024

	Note	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:				
Donations and legacies	4	628	628	407
Charitable activities	5	103,194	103,194	104,235
Investments	6	-	-	150
Total income		103,822	103,822	104,792
Expenditure on:				
Charitable activities	7	64,622	64,622	66,824
Total expenditure		64,622	64,622	66,824
Net movement in funds		39,200	39,200	37,968
Reconciliation of funds:				
Total funds brought forward		797,217	797,217	759,249
Net movement in funds		39,200	39,200	37,968
Total funds carried forward		836,417	836,417	797,217

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

The notes on pages 8 to 19 form part of these financial statements.

The Colman Institute

**Balance sheet
As at 31 March 2024**

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	10	767,243	667,228
Investments	11	1	1
		<u>767,244</u>	<u>667,229</u>
Current assets			
Debtors	12	7,391	4,237
Cash at bank and in hand		111,499	155,940
		<u>118,890</u>	<u>160,177</u>
Creditors: amounts falling due within one year	13	(41,389)	(16,381)
Net current assets		<u>77,501</u>	<u>143,796</u>
Total assets less current liabilities		<u>844,745</u>	<u>811,025</u>
Creditors: amounts falling due after more than one year	14	(8,328)	(13,808)
Total net assets		<u>836,417</u>	<u>797,217</u>
Charity funds			
Restricted funds	15	-	-
Unrestricted funds	15	836,417	797,217
Total funds		<u>836,417</u>	<u>797,217</u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



Mrs R Belcher
Chair of Trustees
Date: 23 September 2024

The notes on pages 8 to 19 form part of these financial statements.

The Colman Institute

Notes to the financial statements For the year ended 31 March 2024

1. General information

The Colman Institute is an unincorporated charity in England and Wales. The registered office is The Colman Redland Centre, Croydon Road, Reigate, Surrey, RH2 0NA. The principal objective of the Charity is the letting of two halls and a meeting room at the Colman Redland Centre at a reasonable rate, available to everyone in the Community.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Colman Institute meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The financial statements are presented in sterling, which is the functional currency of the Charity and rounded to the nearest £.

2.2 Going concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

**Notes to the financial statements
For the year ended 31 March 2024**

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 Taxation

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charity for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

At each reporting date the Charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, on the following bases:

Long-term leasehold property	- over the remaining term of the lease
Fixtures and fittings	- 25% straight line

**Notes to the financial statements
For the year ended 31 March 2024**

2. Accounting policies (continued)

2.8 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities.

2.9 Debtors

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

2.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.11 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.12 Financial Instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.13 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

2.14 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

Notes to the financial statements
For the year ended 31 March 2024

3. Critical accounting estimates and areas of judgement

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The Charity does not currently have any significant accounting estimates or areas of judgement.

4. Income from donations and legacies

	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Donations	628	628	407
Total 2023	407	407	

5. Income from charitable activities

	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Hall hire charges receivable	103,194	103,194	104,235
Total 2023	104,235	104,235	

6. Investment income

	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Interest receivable	-	-	150
Total 2023	150	150	

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**Notes to the financial statements
For the year ended 31 March 2024**

7. Analysis of expenditure by activities

	Direct costs 2024 £	Support costs 2024 £	Total funds 2024 £	Total funds 2023 £
Charitable activities	51,806	12,816	64,622	66,824
Total 2023	48,421	18,403	66,824	

Analysis of direct costs

	Activities 2024 £	Total funds 2024 £	Total funds 2023 £
Staff costs	1,560	1,560	2,042
Depreciation	11,732	11,732	11,705
Charitable donations	-	-	200
Rates, rent, water and charges	1,102	1,102	1,002
Light & heat	5,461	5,461	5,621
Insurance	2,403	2,403	1,877
Telephone, postage, stationery and sundries	1,328	1,328	1,280
Repairs and maintenance to premises	13,535	13,535	10,417
Cost of sales	13,729	13,729	12,868
Discounted loan interest and bank charges	956	956	1,349
Subscriptions	-	-	60
	51,806	51,806	48,421
Total 2023	48,421	48,421	

The Colman Institute

**Notes to the financial statements
For the year ended 31 March 2024**

7. Analysis of expenditure by activities (continued)

Analysis of support costs

	Activities 2024 £	Total funds 2024 £	Total funds 2023 £
Professional fees	112	112	336
Secretarial fees	11,084	11,084	14,343
Independent examination fees	1,620	1,620	1,524
Consultancy fees	-	-	2,200
	12,816	12,816	18,403
Total 2023	18,403	18,403	

8. Staff costs

	2024 £	2023 £
Wages and salaries	1,560	2,034
Pension costs	-	8
	1,560	2,042

The average number of persons employed by the Charity during the year was as follows:

2024 No.	2023 No.
1	1

No employee received remuneration amounting to more than £60,000 in either year.

The Colman Institute

Notes to the financial statements For the year ended 31 March 2024

9. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 31 March 2024, no Trustee expenses have been incurred (2023 - £NIL).

10. Tangible fixed assets

	Long-term leasehold property £	Fixtures and fittings £	Total £
Cost or valuation			
At 1 April 2023	749,069	6,086	755,155
Additions	111,747	-	111,747
At 31 March 2024	860,816	6,086	866,902
Depreciation			
At 1 April 2023	81,842	6,085	87,927
Charge for the year	11,732	-	11,732
At 31 March 2024	93,574	6,085	99,659
Net book value			
At 31 March 2024	767,242	1	767,243
At 31 March 2023	667,227	1	667,228

The Colman Institute

Notes to the financial statements For the year ended 31 March 2024

11. Fixed asset investments

	Investments in subsidiary companies £
Cost or valuation	
At 1 April 2023	1
At 31 March 2024	1
Net book value	
At 31 March 2024	1
At 31 March 2023	1

Principal subsidiaries

The following was a subsidiary undertaking of the Charity:

Name	Company number	Registered office or principal place of business	Principal activity
C.I. Colman Redland Centre Limited	08980738	The Colman Redland Community Centre, Croydon Road, Reigate, RH2 0NA	Dormant company
Class of shares	Holding		
Ordinary	100%		

The financial results of the subsidiary for the year were:

Name	Net assets £
C.I. Colman Redland Centre Limited	1

The Colman Institute

**Notes to the financial statements
For the year ended 31 March 2024**

12. Debtors

	2024 £	2023 £
Due within one year		
Trade debtors	7,280	4,118
Other debtors	-	119
Prepayments and accrued income	111	-
	<u>7,391</u>	<u>4,237</u>

13. Creditors: Amounts falling due within one year

	2024 £	2023 £
Other loans	5,480	10,076
Trade creditors	31,680	1,558
Other taxation and social security	-	67
Other creditors	2,611	2,351
Accruals and deferred income	1,618	2,329
	<u>41,389</u>	<u>16,381</u>

14. Creditors: Amounts falling due after more than one year

	2024 £	2023 £
Other loans	8,328	13,808

There are two loans:

Loan 1 - an interest-free loan from the Charity's subsidiary company, C.I. Colman Redland Centre Ltd that is due to be repaid in full in December 2026. This loan is secured on the Charity's long-term leasehold property. At the Balance sheet date the discounted balance outstanding on this loan was £12,846 (2023: £17,190).

Loan 2 - an interest-free loan from Court Dancing that is due to be repaid in full in May 2024. There is no security on this loan. At the Balance sheet date the discounted balance outstanding on this loan was £962 (2023: £6,694).

The Colman Institute

**Notes to the financial statements
For the year ended 31 March 2024**

15. Statement of funds

Statement of funds - current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Balance at 31 March 2024 £
Unrestricted funds				
Designated funds				
New Hall Fund	560,558	-	(9,834)	550,724
Operating Contingency Reserve	25,000	-	-	25,000
Refurbishment and Repair Reserve	25,000	-	-	25,000
	<u>610,558</u>	<u>-</u>	<u>(9,834)</u>	<u>600,724</u>
General funds				
General Funds	186,659	103,822	(54,788)	235,693
Total Unrestricted funds	<u>797,217</u>	<u>103,822</u>	<u>(64,622)</u>	<u>836,417</u>

The New Hall fund represents the closing net book value of the New Hall as at 31 March 2024.

The purposes of the other designated funds are set out in the Trustees Report.

The Colman Institute

**Notes to the financial statements
For the year ended 31 March 2024**

15. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
Unrestricted funds					
Designated funds					
New Hall Fund	570,392	-	(9,834)	-	560,558
Operating Contingency Reserve	-	-	-	25,000	25,000
Refurbishment and Repair Reserve	-	-	-	25,000	25,000
	<u>570,392</u>	<u>-</u>	<u>(9,834)</u>	<u>50,000</u>	<u>610,558</u>
General funds					
General Funds	<u>188,857</u>	<u>104,792</u>	<u>(56,990)</u>	<u>(50,000)</u>	<u>186,659</u>
Total Unrestricted funds	<u><u>759,249</u></u>	<u><u>104,792</u></u>	<u><u>(66,824)</u></u>	<u><u>-</u></u>	<u><u>797,217</u></u>

16. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	767,243	767,243
Fixed asset investments	1	1
Current assets	118,890	118,890
Creditors due within one year	(41,389)	(41,389)
Creditors due in more than one year	(8,328)	(8,328)
Total	<u><u>836,417</u></u>	<u><u>836,417</u></u>

**Notes to the financial statements
For the year ended 31 March 2024**

16. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	Unrestricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	667,228	667,228
Fixed asset investments	1	1
Current assets	160,177	160,177
Creditors due within one year	(16,381)	(16,381)
Creditors due in more than one year	(13,808)	(13,808)
Total	797,217	797,217

17. Pension commitments

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £nil (2023: £8). At the Balance sheet date, the amount outstanding was £nil (2023: 341).

18. Related party transactions

During the year the Charity rented halls to Court Dancing associated with Mrs M Skilling. Letting income from this association totalled £15,543 (2023: £17,702) in the year. The Charity also has an outstanding loan from Court Dancing. At the Balance sheet date the loan balance still owed by the Charity is £962 (2023: £6,694). Further details of this are stated in note 14 to the financial statements.

Mrs R Belcher runs the 5th Reigate Brownie Group. During the year the Charity received income from this Group of £609 (2023: £692). At the Balance sheet date, there was a balance of £42 outstanding (2023: £nil).

The Colman Institute
Charity number: 251665

The Colman Redland Centre
Croydon Road
Reigate
Surrey
RH2 0NA

Kreston Reeves LLP
Chartered Accountants
Montague Place
Quayside
Chatham Maritime
Chatham,
Kent
ME4 4QU

Dear Sirs

This letter is furnished at your request in connection with your independent examination of the financial statements of the charity for the period ended 31 March 2024 for the purposes enabling you to issue your report to the trustees required by the Charities Act 2011 in respect of the charity's accounting records and preparation of the financial statements.

We recognise that our representations concerning the matters referred to below are significant in enabling you to issue your independent examiner's report.

We have fulfilled our responsibilities as trustees of the charity, as set out in your terms of engagement dated 3rd March 2023 under the Charities Act 2011 for preparing financial statements in accordance with the applicable law and United Kingdom Generally Accepted Accounting Practice, which you have drafted on our behalf, which give a true and fair view of the financial position of the charity as of the period end and of the results of operations for the period then ended and for making accurate representations to you.

The financial statements have been prepared in accordance with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust Deed, and in accordance with United Kingdom Generally Accepted Accounting Practice, including *Accounting and Reporting by Charities: The 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)* ("the SORP"), including all subsequent Update Bulletins issued that apply to the period under review .

Audit exemption

We confirm that the charity is entitled to the exemptions from an audit of the financial statements as set out in the Charities Act 2011 in that:-

- The incoming resources of the charity did not exceed £1 million; or
- The incoming resources of the charity did not exceed £250,000 and the charity's gross assets did not exceed £3.26million; or
- The incoming resources of the charity and its group did not exceed £1 million, after eliminating intra group transactions and consolidation adjustments; and

An audit of the financial statements is not required by the charity's governing documents.

Fraud

We acknowledge our responsibility for the design, implementation and maintenance of a system of internal control in order to prevent and detect fraud.

We have assessed the risk that the financial statements may be materially misstated as a result of fraud and it is our opinion that any such risk is minimal.

We are not aware of any irregularities involving management or employees who have a significant role with regards to the internal control system or that could have a material effect on the financial statements.

We are not aware of any fraud or suspected fraud of any kind communicated by current or former employees, analysts, regulators or any others.

We are not aware of matters related to fraudulent activity or other non-compliance with law or regulation arising since the beginning of the period which have been communicated to the Charity Commission.

Provision of information

We have made available to your representatives all significant financial records and related data. We have provided to you all other information requested and given unrestricted access to persons within the charity from whom you have deemed it necessary to obtain information. All other records and related information, including minutes of all management meetings, have been made available to you.

Accounting records

All financial transactions of the charity have been properly reflected in the accounting records in accordance with the requirements of the Charities Act 2011 and have been properly reflected in the financial statements.

Accounting estimates

We confirm that the methods, data and significant assumptions used by us in making accounting estimates, and their related disclosures, are appropriate to achieve recognition, measurement and disclosure that is reasonable in the context of the applicable financial reporting framework. We confirm that we have informed you of all such significant assumptions.

Minutes and Contracts

The minute books presented to you contain complete and authentic minutes of all meetings of the charity's members and trustees held since the beginning of the period under review.

We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of non-compliance.

None of the trustees had at any time in the period an interest in any contract with the charity except as disclosed in the notes to the financial statements.

Law and Regulations

We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal and regulatory framework within which the charity conducts its business and which are central to the charity's ability to conduct its business, except as explained to yourselves and disclosed in the financial statements.

We confirm that we have reviewed the guidance "How to report a serious incident in your charity" published by the Charity Commission. We also confirm that no Serious Incident Reports have been submitted to the Charity Commission, nor any events considered for submission, during the accounting period or in the period from the balance sheet date to the date of approval of the financial statements.

We are not aware of any instances during the period where the charity has operated outside its charitable objectives as laid down in its governing documents.

We can confirm that our procedures for handling data are compliant with the General Data Protection Regulation and that there have been no events which could result in any penalty being levied by the Information Commissioner's Office which could have a material impact on the financial statements.

Tangible Fixed Assets

The net book amounts at which fixed assets are included in the balance sheet are arrived at:

- After taking into account all capital expenditure on additions thereto, but no expenditure properly chargeable to revenue.
- After eliminating the cost and accumulated depreciation relating to items sold or otherwise disposed of.
- After providing for amortisation and impairment at rates sufficient to reduce the net book amounts to their residual value by the time they become no longer economically useful to the charity.

We confirm that all tangible fixed assets included in the financial statements exist at the balance sheet date.

Other Current Assets

We are of the opinion that other current assets have a value on realisation in the ordinary course of operations at least equal to the amounts at which they are stated in the financial statements. In particular adequate provision has been made against all amounts owing to the charity, which are known, or may be expected, to be irrecoverable.

Assets - General

We confirm that the charity has satisfactory title to all assets appearing in the balance sheet and that they are free from any lien or charge unless otherwise stated in the financial statements.

We have no intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.

Liabilities - General

All known liabilities of the charity at the balance sheet date have been included in the financial statements. Adequate provisions have been made in the financial statements for liabilities, which are known to exist but the amount of which, cannot be accurately determined.

Provision has been made for all grant commitments made by the charity in line with the requirements of the SORP.

Contingent Liabilities

We have disclosed to you all claims in connection with litigation or any other claims of material importance that have been, or are expected to be, received and any such claims have been appropriately accounted for and disclosed in the financial statements.

We have disclosed to you all other contingent liabilities.

Taxation

The charity has not undertaken any activities during the year upon which a tax liability arises.

Statement of financial activities

All income of the charity for the period under review has been included in the financial statements.

Except as disclosed in the financial statements the results for the period were not materially affected by:

- transactions of a sort not usually undertaken by the charity.
- circumstances of an exceptional or non-recurring nature.
- charges or credits relating to prior periods.

All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions during the period in the application of such income.

Transactions with trustees and other related parties

Trustees' remuneration

We confirm that no remuneration was paid to trustees during the period under review.

Key management personnel compensation

We confirm that the key management personnel of the charity comprise solely the trustees of the company who have held office during the period. No other person has had any authority or responsibility for planning, directing or controlling the activities of the company.

Related party transactions

We confirm that we have fully disclosed to you the identity of all of the charity's related parties.

You have been provided with details of all transactions between the charity and its related parties that have arisen during the accounting period and we confirm that the disclosure made in the financial statements of these transactions is complete and accurate.

We confirm the factual accuracy of the controlling party disclosure in the financial statements.

Capital Commitments

The financial statements make full disclosure of all outstanding amounts contracted for at the balance sheet date in respect of capital expenditure.

Post Balance Sheet Events

Since the balance sheet date no events or transactions have either occurred or are pending which would have a material effect upon the financial statements at that date, or for the period then ended, or which are of such significance in relation to the charity's affairs as to require disclosure in the financial statements.

Financial Facilities

Since the balance sheet date adequate financial facilities have continued to be available to the charity and we have no reason to believe that such facilities will be withdrawn within the next twelve months.

Review of going concern basis

We confirm that we have considered the charity's future operations, working capital requirements and cashflows and we feel that the going concern basis is appropriate for the preparation of the financial statements for the period under review. Our considerations have covered a period of not less than 12 months from the date of the approval of the financial statements.

Our consideration has included a thorough assessment of the charity's ability to continue trading as a going concern in light of the current economic climate. We have taken appropriate measures, as far as possible based on the information currently available to us, to safeguard the current and future operations of the charity.

In making this assessment we have prepared revised forecasts, cashflows and our disaster planning includes due consideration of coronavirus contingency measures.

There are no material uncertainties of which we are aware that cast doubt on the charity's ability to continue as a going concern.

All projected cashflows, management accounts and other information and assumptions used in reaching this conclusion have been made available to you for the purposes of your assignment. We confirm that our plans for future actions required to enable the charity to continue as a going concern are feasible.

We are of the opinion that the disclosure on going concern in both the trustees' report and the financial statements is an accurate reflection of the charity's financial position.

Current economic climate

We confirm that we are aware of our responsibility as trustees to consider, as far as possible with the information currently available to us, the possible impact of current economic issues on all aspects of the charity's financial and narrative reporting. These issues include, but are not limited to, the COVID-19 pandemic, the UK's exit from the EU, the conflict in Ukraine, changing interest rates and inflation.

We confirm that all representations made in this letter include due consideration of these factors. In particular this includes, but is not limited to, the following:

- Appropriate disclosure has been included in the charity's narrative reporting regarding the impact of the current economic climate on the charity's performance during the period, our assessment of principal risks and uncertainties and the future activity of the charity;
- We acknowledge our responsibility in the preparation of the financial statements for making appropriate judgments, estimates and assumptions. We have informed you of the judgements and estimates, including those related to the current economic climate, that have had the most significant impact on the financial statements. We confirm that the disclosure in the financial statements of the critical accounting estimates and areas of judgement accurately describes our assessment of matters relating to the current economic climate;
- The financial statements reflect the conditions which existed at the reporting date,
- The effect of material non-adjusting events subsequent to the reporting date has been disclosed in the financial statements;
- We have considered whether the charity's tangible fixed assets have been impaired due to the current economic climate. We have also considered whether our estimate of useful economic lives remains appropriate. Our consideration has included a review of the current market value of those assets and their future economic performance;
- At the reporting date, any additional liabilities arising as a result of the current economic climate have been recognised. We have specifically considered whether any additional provision is required in respect of:
 - Doubtful debts;
 - Onerous leases and contracts;
 - Redundancy payments.

Approval of Financial Statements

We confirm that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience and, where appropriate, of inspection of supporting documentation sufficient to satisfy ourselves that we can properly make each of the above representations to you.

The financial statements and the contents of this letter were formally approved by the board at a meeting held on the date shown below.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M. Behring', written over a horizontal line.

Trustee

for and on behalf of the Board of Trustees

Date: 23/09/2024

C. I. Colman Redland Centre Limited

Company number: 08980738

**The Colman Redland Community Centre
Croydon Road
Reigate
Surrey
RH2 0NA**

Kreston Reeves LLP
Chartered Accountants
Montague Place
Quayside
Chatham Maritime
Chatham
Kent
ME4 4QU

Dear Sirs

This letter is furnished at your request in connection with your compilation of the financial statements of the company for the year ended 30 April 2024 for the purposes of filing the financial statements of the company with Companies House in accordance with the Companies Act 2006 and United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities).

We recognise that our representations concerning the matters referred to below are significant in enabling you to compile the financial statements.

We have fulfilled our responsibilities as directors of the company, as set out in your terms of engagement, under the Companies Act 2006 for preparing financial statements in accordance with the applicable law and United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities), which you have drafted on our behalf, which give a true and fair view of the financial position of the company as of the period end and for making accurate representations to you.

We have complied with all relevant laws and regulations of which we are aware.

We confirm that the company is entitled to the exemption from an audit of the financial statements as set out on Section 480 of the Companies Act 2006 in that:

- The company had no income or expenses during the year; and
- The company is entitled to prepare accounts in accordance with the small companies regime, or would be so entitled but for having been a public company or a member of an ineligible group as defined by Section 384(2) and (3) of the Companies Act 2006, and
- The company is not required to prepare group accounts for the year, and
- At no time during the accounting period was the company an authorised insurance company, a banking company, an e-money issuer, a MiFID investment firm or a UCITS management company, nor did it carry on any insurance market activity.

Assets and liabilities

We confirm that the company has satisfactory title to all assets appearing in the balance sheet and that they are free from any lien or charge unless otherwise stated in the financial statements.

We have no intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.

All known liabilities of the company at the balance sheet date have been included in the financial statements. Adequate provisions have been made in the financial statements for liabilities, which are known to exist but the amount of which, cannot be accurately determined.

We have disclosed to you all claims in connection with litigation or any other claim of material importance that have been, or are expected to be, received and such matters, as appropriate have been properly accounted for and disclosed in the financial statements.

We have disclosed to you all other contingent liabilities.

Post balance sheet events

Since the balance sheet date no events or transactions have either occurred or are pending which would have a material effect upon the financial statements at that date, or for the year then ended, or which are of such significance in relation to the company's affairs as to require disclosure in the financial statements.

It is our intention that the company will remain dormant for the foreseeable future.

Transactions with directors and other related parties

The company has had at no time during the period any arrangement, transaction or agreement to provide credit facilities (including loans, quasi loans or credit transactions) for directors and other related parties nor to guarantee or provide security for such matters except as disclosed in the financial statements.

We confirm that we have disclosed to you the identity of all of the company's related parties.

You have been provided with details of all transactions with related parties that have arisen during the accounting period, and we confirm that the disclosure made in the financial statements of those transactions that were not concluded under normal market conditions is complete and accurate in compliance with the requirements of Section 1A of FRS102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland*. It is our opinion that disclosure of any additional related party transactions that arose during the period is not necessary in order for the financial statements to present a true and fair view.

We confirm the factual accuracy of the controlling party disclosure in the financial statements.

Approval of financial statements

We confirm that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience and, where appropriate, of inspection of supporting documentation sufficient to satisfy ourselves that we can properly make each of the above representations to you.

The financial statements and the contents of this letter were formally approved on the date shown below.

Yours faithfully,



Director

For and on behalf of the Board

Date: 23/09/2024