

**HOWARD DE WALDEN CENTRE**  
**REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**CHARITY NUMBER: 268203**

**HOWARD DE WALDEN CENTRE**

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**HOWARD DE WALDEN**  
**Reference and Administrative Information**  
**For year ended 31st December 2020**

The Trustees of the charity form its management committee. One trustee is nominated by the Archbishop of Canterbury, and two by the Maidstone Borough Council. The remaining six trustees are co-opted by the remaining trustees. Every effort is made to ensure that the trustee body contains a wide spectrum of skills and experience, and that new trustees joining familiarise themselves with the charity's building and with previous decisions made about its management and maintenance. 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 the Republic of Ireland (FRS 102 (effective 1 January 2015)).

**OBJECTIVES AND ACTIVITIES**

**Statement on public benefit**

The charity's objective, as stated in the scheme of 31st March 2008, is "the provision of a youth and community centre for the residents of Maidstone and its neighbourhood"

The trustees have considered the Charity Commission guidance on public benefit, including the guidance 'public benefit running a charity (PB2)'.

**REFERENCE AND ADMINISTRATIVE INFORMATION**

**Name of Charity** Howard de Walden Centre

**Charity Registration number** 268203

**Principal address**  
Bluett Street  
Maidstone  
Kent  
ME14 2UG

**Trustees**

The trustees and officers serving during the year and since the year end were as follows

Mr M FitzGerald MBE (Chairman)  
Mr I Paterson (Vice Chairman)  
Mr J Spinks  
Mr I Chittenden  
Mr M Cox  
Mr W Cockcroft DL

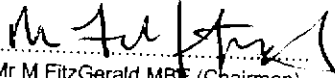
**Independent Examiner**

The Sandwich Accountancy Group Ltd  
148 Dover Road  
Sandwich  
Kent  
CT13 0DD

**Bankers**

NatWest Bank  
3 High Street  
Maidstone  
Kent  
ME14 1HJ

Approved by the Board of Trustees and signed on its behalf by

  
Mr M FitzGerald MBE (Chairman)

12.3.2021  
Date

## **HOWARD DE WALDEN**

### **Chairman's Annual Report For year ended 31st December 2020**

First I must say a big thank you to the Trustees, the user organisations and all those attending our centre who has responded to the pressures, demands and challenges of this extraordinary year when everyone was following the guidance to reduce the spread of Covid 19.

This gave us an opportunity to continue with our refurbishment of the lounge area which was overdue for some TLC. This included stripping out the bar area and redecorating, plus new lighting and new flooring. We also extended the new flooring from the lounge right through to the toilet area. This was possible through a grant from the Cobtree Trust.

New chairs for the lounge were purchased and although we have had potential hirers wanting to use the facilities, the closing of community halls has prevented any new organisations being able to start.

The nursery met the cost of the fencing of the grassed area adjacent to Boxley Road which they plan to use for children's outdoor play.

The Trustees have continued to meet, sometimes remotely, ensuring that the business requirements were being met. Fortunately we did attract some government grant funding in line with others that have ensured we have covered some of the lost income of hirings. We will continue to be prudent and to monitor what we hope is a return to some normality during 2021.

The really good news which I would like to share is that the Archbishop of Canterbury has kindly agreed to be patron of the Howard de Walden Centre. We will share this with the community as we go forward.

We do need to attract some new Trustees to ensure succession planning.

Going forward we will continue to ensure the building is well maintained and fit for purpose ready to meet the changing needs of the community in the years to come. We are proud of the way we have developed, grown and redeveloped the building and its facilities. The charity has ensured a strong financial base that will see us through these uncertain Covid times and we will come back better and stronger.

I would like to end by thanking our clerk and Space 2 be me for their dedication to providing smooth management, by thanking our centre manager for his contribution, and of course our Trustees for their support and commitment to ensuring the Howard de Walden Centre is a credit to the community it serves.

**Chair Mike FitzGerald MBE**

## **HOWARD DE WALDEN**

### **Report of the Trustees For year ended 31st December 2020**

The Directors, who are also the Trustees of the Charitable Company present their annual report with the financial statements for the year ended 31st December 2020, prepared in accordance with Statement 416 of the Companies Act 2006 and is also the Trustees report as required by Part VI of the Charities Act 1993.

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

##### **Constitution**

The charity is governed by a Scheme made by the Charity Commissioners dated 31<sup>st</sup> March 2008. This replaced the previous Scheme dated 12th January 1951. The new scheme, written in less archaic language, more closely reflects the charity's current activities, as explained under objects and activities below.

##### **Method of appointment or election of Trustees**

The trustees of the charity form its management committee. One trustee is nominated by the Archbishop of Canterbury, and two by the Maidstone Borough Council. The remaining six trustees, (two of these posts have been vacant throughout 2014) are co-opted by the remaining trustees. Every effort is made to ensure that the trustee body contains a wide spectrum of skills and experience, and that new trustees on joining familiarise themselves with the charity's building and with previous decisions made about its management and maintenance.

##### **Related parties**

Apart from Maidstone Borough Council having an involvement in the charity's management, the charity also maintains close liaison with the Kent County Council of which one trustee is a member, and also the Diocese of Canterbury nominate one representative as Trustee.

##### **Risk management**

The management committee keeps under constant review the major risks to which the charity is exposed and seeks to minimise and mitigate them. The committee has in place a health and safety policy covering all aspects of the use of the building by the charity and by the user-groups who rent space in it; and a child protection policy which the committee ensures is matched by separate policies operated by each relevant user-group.

##### **Public Benefit**

The trustees believe that their policy of making accommodation available to user-groups and individuals, from Maidstone and the neighbourhood, and giving whatever other support is possible to those user-groups, is for the public benefit, as required by charity legislation.

##### **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.

##### **Financial review**

The Charity's total incoming resources for the year ended 31<sup>st</sup> December 2020 totalled £87,085 (2019: £98,222). Resources expended totalled £43,934 (2019: £133,257). The fund balance at 31<sup>st</sup> December 2020 was £491,100

Principal funding continues to be through the renting of rooms within the building; grants received during the year amounted to £22,168 (2019: £1,500).

##### **Reserves policy**

The Trustees have determined that Howard de Walden Community Centre should seek to maintain a level of reserves as follows:

- Unrestricted general reserve equivalent to 12 months of budgeted running costs
- Designated reserves to accumulated funds for specific purposes as determined by the board from time to time.
- Restricted reserves to the extent that funds received for restricted purposes have not yet been fully expended.

### Unrestricted general reserves

The holding of free reserves is to enable Howard de Walden Community Centre to continue to meet financial obligations as they fall due should income fall significantly behind budget. This would enable the charity to meet contractual liabilities while the Trustees review financial forecasts and reassess the services offered. In the event of ceasing to operate, the free reserves are expected to be sufficient to cover the costs of any contract terminations.

The level of free reserves to be reviewed at least half yearly against the policy when the optimal level of free reserves should be reassessed

Designated reserves of

a. Roof replacement costs £100,000.00 as recommended on our type of building.

b. Refurbishment costs £15,000.00 for current year.

The Trustees also agreed how any surplus funds beyond these amounts in reserve could be used for the benefit of the Community Centre.

It was agreed that surplus funds could be used as follows:

- To give financial support to existing community activities if required
- To give financial support to the development of new community activities and services
- To purchase additional equipment for the benefit of the Community Centre user groups and/or replace existing equipment if required
- To make improvements to the Community Centre to make it more welcoming and appealing
- To promote the Community Centre through the printing of posters and leaflets and the development of the website
- To support training needs of Community Centre volunteers/Trustees
- To support employ members of staff to work for the Community Centre to enable it to meet its legal requirements and to provide additional support for volunteers/Trustees and to bring additional activities and services into the Community Centre.

The Trustees will consider on a regular basis the levels of funding that it holds and how this funding can be used for the benefit of the Community Centre and its associated activities and services.

### Plans for the Future

The Trustees plan to continue to rent the building to local community groups and residents, and for continuous improvement of the building and the surrounding grounds.

### Statement of Trustees Responsibilities

Charity law requires the trustees to prepare financial statements for each year which give a true and fair view of the disposition of the net assets of the charity and of its financial transactions for that year. The trustees are required to:

- \* select suitable accounting policies and apply them consistently
- \* make judgments and estimates that are reasonable and prudent
- \* prepare the statements on a going concern basis unless that is inappropriate

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with charity law. 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.

### Governance of the Charity

The trustees have a further duty to ensure that the governance of the charity is conducted to the highest standards. This, in this charity, is accepted as being the responsibility of the trustees themselves - and that being so, there can clearly be no monetary costs attached to these activities. The expenditure heading in the Statement of Financial Activities under which governance would have been included had there been any such expenditure, is "management and administration". No mention is made of governance under that heading simply because no resources were so expended. The trustees confirm, however, that it is their belief that they have properly met their obligations in this regard.

Signed on behalf of the Trustees



Mike FitzGerald MBE

Chairman

Date:

## HOWARD DE WALDEN CENTRE

### Independent Examiners Report to the Trustees For year ended 31st December 2020

I report to the trustees on my examination of the accounts of the charity for the year ending 31st December 2020.

#### Responsibilities and basis of report

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

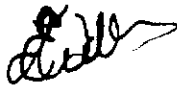
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act, and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### Independent Examiners Statement

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.



Mrs J Wilkinson FMAAT FICB  
Accountant  
The Sandwich Accountancy Group Ltd  
148 Dover Road  
Sandwich  
Kent  
CT13 0DD

**HOWARD DE WALDEN CENTRE**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 DECEMBER 2020**  
(Including Income & Expenditure Account)

		Unrestricted fund 2020	Restricted fund 2020	Total funds 2020	Total funds 2019
	Notes	£	£	£	£
<b>INCOME</b>					
Income from charitable activities					
Donations & grants	2	12496	9672	22168	1500
Hire of premises		35708	0	35708	39838
Income from investments					
Investments	3	29209	0	29209	56884
Total income		<u>77413</u>	<u>9672</u>	<u>87085</u>	<u>98222</u>
<b>EXPENDITURE</b>					
Expenditure on charitable activities	4	29601	9672	39273	128305
Other expenditure	5	<u>4661</u>	<u>0</u>	<u>4661</u>	<u>4952</u>
Total expenses		<u>34262</u>	<u>9672</u>	<u>43934</u>	<u>133257</u>
<b>NET MOVEMENT IN FUNDS</b>					
		43151	0	43151	(35035)
Funds brought forward		424393	0	424393	459428
Funds carried forward		<u>467544</u>	<u>0</u>	<u>467544</u>	<u>424393</u>

All the above results are derived from continuing activities. There are no other gains or losses other than those shown above



**HOWARD DE WALDEN CENTRE**  
**STATEMENT OF FINANCIAL POSITION**

		Funds 2020	Funds 2019
	Notes	£	£
<b>FIXED ASSETS</b>			
Tangible assets		151356	150331
Investments		<u>327658</u>	<u>298449</u>
		<u>479014</u>	<u>448780</u>
<b>CURRENT ASSETS</b>			
Debtors		762	645
Cash at bank and in hand		<u>12913</u>	<u>1250</u>
		13675	1895
<b>CREDITORS</b>			
Amounts falling due within one year	7	<u>1589</u>	<u>2726</u>
<b>NET CURRENT ASSETS</b>		12086	(831)
<b>NET ASSETS</b>		<u><b>491100</b></u>	<u><b>447949</b></u>
General unrestricted fund	8	467544	424393
Revaluation reserve		<u>23556</u>	<u>23556</u>
<b>Total Reserves</b>		<u><b>491100</b></u>	<u><b>447949</b></u>

The financial statements were approved by the board and authorised for issue by the Board and signed on its behalf by

  
 Mr M FitzGerald MBE (Chairman)  
 Trustee

Date: 12/3/2021

**HOWARD DE WALDEN CENTRE**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020**

<b>2 Income from charitable activities</b>	<b>Unrestricted fund</b>	<b>Restricted fund</b>	<b>Total funds</b>	<b>Total funds</b>
	<b>2020</b>	<b>2020</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Grants received	12496	9672	22168	1500
Hire of premises	35708		35708	39838
	<u>48204</u>	<u>9672</u>	<u>57876</u>	<u>41338</u>
<b>3 Income from investments</b>	<b>Unrestricted fund</b>	<b>Restricted fund</b>	<b>Total funds</b>	<b>Total funds</b>
	<b>2020</b>	<b>2020</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Investments	29209		29209	56884
	<u>29209</u>	<u>0</u>	<u>29209</u>	<u>56884</u>
<b>4 Expenditure on Charitable Activities</b>	<b>Unrestricted fund</b>	<b>Restricted fund</b>	<b>Total funds</b>	<b>Total funds</b>
	<b>2020</b>	<b>2020</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Support costs	29601	9672	39273	128305
	<u>29601</u>	<u>9672</u>	<u>39273</u>	<u>128305</u>
<b>5 Analysis of support costs</b>			<b>Total</b>	<b>Total</b>
			<b>2020</b>	<b>2019</b>
			<b>£</b>	<b>£</b>
Administration			4661	4952
			<u>4661</u>	<u>4952</u>
<b>6 Net Income/(expenditure) for the year</b>			<b>Total</b>	<b>Total</b>
			<b>2020</b>	<b>2019</b>
			<b>£</b>	<b>£</b>
This is stated after charging/(crediting)			525	974
Accountancy fees			<u>525</u>	<u>974</u>
<b>7 Creditors</b>			<b>2020</b>	<b>2019</b>
			<b>£</b>	<b>£</b>
Creditors			1089	2226
Accruals and deferred income			500	500
			<u>1589</u>	<u>2726</u>
<b>8 Movement in funds</b>	<b>Balance at</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>Balance at</b>
	<b>Jan 2020</b>	<b>resources</b>	<b>resources</b>	<b>Dec 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Unrestricted funds	424393	87085	(43934)	467544
	<u>424393</u>	<u>87085</u>	<u>(43934)</u>	<u>467544</u>
<b>9 Unrestricted funds - Previous year</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>Balance at</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>Balance at</b>
	<b>Jan 2019</b>	<b>resources</b>	<b>resources</b>	<b>Dec 2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	459428	98222	(133257)	424393
	<u>459428</u>	<u>98222</u>	<u>(133257)</u>	<u>424393</u>

**10 TAXATION**

Howard de Walden Centre is a registered charity and therefore is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities

**12 RELATED PARTY TRANSACTIONS**

There were no related party transactions during the year

**HOWARD DE WALDEN CENTRE**  
**Detailed Statement of Financial Activities**  
**For the year ended 31st December 2020**

**INCOME AND ENDOWMENT**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Donations and legacies</b>		
Donations & grants	22168	1500
Hire of premises	35708	39838
	<u>57876</u>	<u>41338</u>
<b>Income from investments</b>		
Investments	29209	56884
	<u>29209</u>	<u>56884</u>
<b>Total incoming resources</b>	<u><b>87084.93</b></u>	<u><b>98222</b></u>

**SUPPORT COSTS**

Insurance	2453	2411
Centre manager	2600	2760
Repairs and maintenance	2544	1438
Refurbishment	14831	99017
Electricity	5371	4816
Gas	1330	2065
Water	499	767
Cleaning	7352	11806
Waste disposal	672	735
General consumables	883	746
CC TV	0	480
Website	284	85
Bad debt	1	1068
Depreciation	453	111
Expenditure on charitable activities	<u>39273</u>	<u>128305</u>

**ADMINISTRATION**

Clerk/Space 2 Ba Mc	3852	3848
Accountancy & accounts software	525	974
Companies House	0	10
General administration expenses	284	120
	<u>4661</u>	<u>4952</u>
<b>Total resources expended</b>	<u><b>43934</b></u>	<u><b>133257</b></u>

**NET INCOME**

	<u><b>43151</b></u>	<u><b>(35035)</b></u>
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