

HOWARD DE WALDEN CENTRE
REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

CHARITY NUMBER: 268203

HOWARD DE WALDEN CENTRE

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HOWARD DE WALDEN
Reference and Administrative Information
For year ended 31st December 2021

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)

8/5/22
Date

HOWARD DE WALDEN

Chairman's Annual Report For year ended 31st December 2021

What a year: Is it one to remember or one to forget?

Covid has been a challenge to all walks of life and no more so than to that of managing a thriving community centre. Regulations and especially guidance were changing and being amended at very short notice but we have come through this most challenging of years with the help and support of our user groups and some financial support through government grants.

As I write this report the Omicron variant of Covid is spreading fast and leaving us unsure of how it will affect our user groups' plans as we start 2022.

What I can report is that despite all the changing requirements we have welcomed back the return of all our user groups and thank them for their patience and understanding while welcoming some additional hirers which will help grow and strengthen our community offer,

We are delighted that the Archbishop of Canterbury confirmed he would be the Patron of our charity. We have had the support from successive Archbishops since our inception in 1929 and one of our Trustees has been appointed by the Archbishops Office on a five year cycle ever since. Justin Portal Welby is the 105th Archbishop of Canterbury and the most senior bishop in the Church of England. He has served in that role since 2013.

The Maidstone Borough Council who also appoints Trustees have confirmed that Cllr. Martin Cox and Cllr. Clive English will serve for the next 4 years. In addition two of our major users groups, namely, Pink Elephants Nursery and Space 2 Be Me have agreed to appoint one of their team to serve as Trustees.

We continue to upgrade our facilities at the centre as required including new vinyl flooring in basement common area and stairs. We provided a new heater in the sports hall, new emergency light fittings, security floodlight at rear fire escape, and new LED lights in addition to the annual servicing requirements. This does cost a considerable amount of money and we are conscious of the big increase in the cost of utilities going forward.

Despite this we have kept any hiring increases to a minimum and we still have a healthy balance but the charity have a responsibility to have a reserve that allows for us to respond to major repairs in respect of the roof and parts of the building.

Finally a huge thank you to our administration staff who have seen us through these difficult times and to the Trustees for their commitment and dedication to ensure a successful future.

Chair Mike FitzGerald MBE

HOWARD DE WALDEN

Report of the Trustees For year ended 31st December 2021

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 31st 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 31st December 2021 totalled £117,017 (2020: £87,085). Resources expended totalled £42,069 (2020: £43,934). The fund balance at 31st December 2021 was £542,492

Principal funding continues to be through the renting of rooms within the building; grants received during the year amounted to £16,122 (2020: £22,168).

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:

8/5/22

HOWARD DE WALDEN CENTRE

Independent Examiners Report to the Trustees For year ended 31st December 2021

I report to the trustees on my examination of the accounts of the charity for the year ending 31st December 2021.

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').

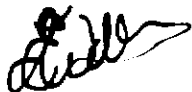
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act, and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 2021
(Including Income & Expenditure Account)

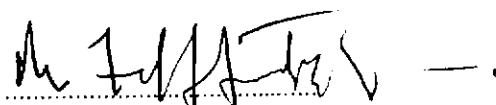
		Unrestricted fund 2021	Restricted fund 2021	Total funds 2021	Total funds 2020
INCOME	Notes	£	£	£	£
Income from charitable activities					
Donations & grants	2	16122	0	16122	22168
Hire of premises		43929	0	43929	35708
Income from investments					
Investments	3	56966	0	56966	29209
Total income		<u>117017</u>	<u>0</u>	<u>117017</u>	<u>87085</u>
 EXPENDITURE					
Expenditure on charitable activities	4	37432	0	37432	39273
Other expenditure	5	<u>4637</u>	<u>0</u>	<u>4637</u>	<u>4661</u>
Total expenses		<u>42069</u>	<u>0</u>	<u>42069</u>	<u>43934</u>
 NET MOVEMENT IN FUNDS					
		74948	0	74948	43151
Funds brought forward		467544	0	467544	424393
Funds carried forward		<u>542492</u>	<u>0</u>	<u>542492</u>	<u>467544</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 2021	Funds 2020
	Notes	£	£
FIXED ASSETS			
Tangible assets		151017	151356
Investments		<u>384624</u>	<u>327658</u>
		535640.7	479014
CURRENT ASSETS			
Debtors		49	762
Cash at bank and in hand		<u>31893</u>	<u>12913</u>
		31942	13675
CREDITORS			
Amounts falling due within one year	7	<u>1535</u>	<u>1589</u>
NET CURRENT ASSETS		30407	12083
NET ASSETS		<u><u>566048</u></u>	<u><u>491100</u></u>
General unrestricted fund	8	542492	467544
Revaluation reserve		<u>23556</u>	<u>23556</u>
Total Reserves		<u><u>566048</u></u>	<u><u>491100</u></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: 8/5/22

HOWARD DE WALDEN CENTRE
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

2 Income from charitable activities	Unrestricted fund	Restricted fund	Total funds	Total funds
	2021	2021	2021	2020
	£	£	£	£
Grants received	16122		16122	22168
Hire of premises	43929		43929	35708
	<u>60051</u>	<u>0</u>	<u>60051</u>	<u>57876</u>
3 Income from Investments	Unrestricted fund	Restricted fund	Total funds	Total funds
	2021	2021	2021	2020
	£	£	£	£
Investments	56966		56966	29209
	<u>56966</u>	<u>0</u>	<u>56966</u>	<u>29209</u>
4 Expenditure on Charitable Activities	Unrestricted fund	Restricted fund	Total funds	Total funds
	2021	2021	2021	2020
	£	£	£	£
Support costs	37432	0	37432	39273
	<u>37432</u>	<u>0</u>	<u>37432</u>	<u>39273</u>
5 Analysis of support costs			Total	Total
			2021	2020
			£	£
Administration			4637	4661
			<u>4637</u>	<u>4661</u>
6 Net income/(expenditure) for the year			Total	Total
			2021	2020
			£	£
This is stated after charging/(crediting)				
Accountancy fees			490	525
7 Creditors			2021	2020
			£	£
Creditors			1035	1089
Accruals and deferred income			500	500
			<u>1535</u>	<u>1589</u>
8 Movement in funds				
Unrestricted funds	Balance at	Incoming	Outgoing	Balance at
	Jan 2021	resources	resources	Dec 2021
	£	£	£	£
	467544	117017	(42069)	542492
	<u>467544</u>	<u>117017</u>	<u>(42069)</u>	<u>542492</u>
9 Unrestricted funds - Previous year	£	£	£	£
	Balance at	Incoming	Outgoing	Balance at
	Jan 2020	resources	resources	Dec 2020
	£	£	£	£
	424393	87085	(43934)	467544
	<u>424393</u>	<u>87085</u>	<u>(43934)</u>	<u>467544</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 2021

INCOME AND ENDOWMENT

	2021	2020
	£	£
Donations and legacies		
Donations & grants	16122	22168
Hire of premises	43929	35708
	<u>60051</u>	<u>57876</u>
Income from Investments		
Investments	56966	29209
	<u>56966</u>	<u>29209</u>
Total incoming resources	<u>117017</u>	<u>87085</u>

SUPPORT COSTS

Insurance	2455	2453
Centre manager	2760	2600
Repairs and maintenance	4600	2544
Refurbishment	10572	14831
Electricity	4538	5371
Gas	1946	1330
Water	485	499
Cleaning	8046	7352
Waste disposal	645	672
General consumables	353	883
CC TV	480	0
Website	213	284
Bad debt	0	1
Depreciation	339	453
Expenditure on charitable activities	<u>37432</u>	<u>39273</u>

ADMINISTRATION

Clerk/Space 2 Be Me	3852	3852
Accountancy & accounts software	490	525
Companies House	0	0
General administration expenses	295	284
	<u>4637</u>	<u>4661</u>

Total resources expended

<u>42069</u>	<u>43934</u>
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NET INCOME

<u>74948</u>	<u>43151</u>
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