

**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2023**

**ST MARY LEWISHAM YOUTH CENTRE**

**CHARITY REGISTRATION NUMBER 269465**

Independent Examiners Ltd  
Unit 2  
The Broadbridge Business Centre  
Delling Lane  
Bosham  
PO18 8NF

**ST MARY LEWISHAM YOUTH CENTRE**  
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**FOR THE YEAR ENDED 31ST MARCH 2023**

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## **ST MARY LEWISHAM YOUTH CENTRE**

### **LEGAL AND ADMINISTRATIVE INFORMATION**

<b>CHARITY NUMBER</b>	269465
<b>START OF FINANCIAL YEAR</b>	01 April 2022
<b>END OF FINANCIAL YEAR</b>	31 March 2023
<b>TRUSTEES AT 31 MARCH 2023</b>	Father S. Hall Julia Pring Sonia Stewart Paul Wynter Roy. Brown Julian Watson Amanda Jackson Appointed 4/9/22

The existing trustees appoint any new trustees following the provisions laid out in the Charity's governing instrument.

<b>LEGAL STATUS</b>	Unincorporated Charity
<b>GOVERNING INSTRUMENT</b>	Licence Dated 8th April 1975
<b>REGISTRATION DATE</b>	16 June 1975:Standard registration

#### **OBJECTS**

To help young people of both sexes, of all races and creeds, especially but not exclusively through their leisure time activities, so to develop their physical, mental and spiritual capacities, that they may grow to full maturity as individuals and members of society.

<b>CORRESPONDENCE ADDRESS</b>	St Mary's Centre Ladywell Road Lewisham London SE13 7UW
<b>BANKERS</b>	National Westminster Bank Plc Lewisham Branch 80 Lewisham High Street London SE13 5JJ
<b>INDEPENDENT EXAMINER</b>	Donna Leppitt Independent Examiners Ltd Unit 2 The Broadridge Business Centre Delling Lane Bosham PO18 8NF

# **ST MARY LEWISHAM YOUTH CENTRE**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2023**

### **OBJECTIVES AND ACTIVITIES**

St Marys Youth Centre Lewisham was set up to advance the mental, physical and spiritual welfare of young people by letting facilities to different groups in the community. Our halls and meeting rooms are available for use by local groups and organisations and the rear and upstairs area of the centre is a secured separate area and is let out to a nursery. Due to the pandemic, the centre did not fully re-open until July 2021 for lettings and revenue was reduced for the start of the Financial Year and were in recovery. The centre lettings have now increased and we are now generating at profit. Risk assessments and safeguarding are reviewed annually for all regular users to confirm they are compliant and that they have up-to-date liability insurance in place. There has been no increase to rates over 2022/23 for one-off and regular users (including the nursery). The committee is very grateful for the many hours' volunteers and our caretaker have spent making our centre the lively and vibrant community it is.

### **ACHIEVEMENT AND PERFORMANCE**

Bookings are managed by a designated Trustee with the assistance of the Chair of Trustees who reviews all booking forms. Any regular agreements require sign-off by the Chair of Trustees once confirmation that Liability Insurance is in place and the Safeguarding Officer has confirmed all risk assessments and safeguarding policies are compliant.

We have a Schedule of Works in place for maintenance projects and have achieved a number of improvements and repairs over the 2022/23 financial year. This includes: Replacement of two broken blow heaters in the main hall with a more economical product which can also provide air conditioning. This leaves two remaining blow heaters which are scheduled to be replaced in the next financial year. The main hall has also had the high level lighting replaced with LED Energy Efficient lights installation. Cold water in the main toilets has been moved to the main water supply and a boiler has also been installed in the main toilets to provide hot water.

The number of maintenance which took place during this financial year, was paid for through our main bank account and not taken from the reserve fund and therefore we did not contribute to this fund over FY2022. With the balance of our bank account being better than expected at the end of FY2022, Trustees will be making a one-off transfer of funds into the reserve fund.

Trustees met 4 times over FY2022 one of these was the AGM and we welcomed one new Trustee.

### **Reporting Serious Incidents**

The Trustees confirm that by signing below they have declared that there were no serious incidents or other matters relating to this charity over the financial period 2022 that should have been brought to the attention of the Charity Commission.

### **FINANCIAL REVIEW**

#### **Reserves policy**

The Trustees' Financial Policies and Procedures document includes the set up of an extraordinary repair fund which is maintained for infrequent or major repairs such as roof repairs or re-pointing and major long term improvements and which also includes funds to cover the cost of items such as internal and external redecorations. Annual contributions are to be made to these funds in accordance with guidelines issued by the committee.

## **ST MARY LEWISHAM YOUTH CENTRE**

### **TRUSTEES' REPORT (Continued) FOR THE YEAR ENDED 31ST MARCH 2023**

#### **Going Concern**

The Trustees consider the charity a going concern and the accounts have been prepared on that basis. The Charity's incoming resources were **£92,374** for the year ended 31 March 2023. Expenditure directly related to the objects of the charity during the year was **£57,432**. With a number of maintenance and upgrades paid from the main bank account no payment was made into the reserve account but with the balance of the bank account being better than expected at the end of 31 March 2023, the Trustees will make a one-off transfer of funds into the reserve fund which will show on the accounts in Q1 2024/25.

#### **STRUCTURE GOVERNANCE AND MANAGEMENT**

There are seven Trustees that sit on the Management Committee one being the Vicar of St Mary's Church. One Trustee manages the bookings which are overseen by the Chair. Another Trustee has been delegated the responsibility of risk assessment and safeguarding and who is also the designated safeguarding officer at St Mary's Church and approved by the Southwark Diocese. Another Trustee has the responsibility as Secretary to the Management Committee. We currently have two signatories required for payments and refunds one signatory being the Chair of Trustees and we do not take or provide any cash payments.

We have one part-time caretaker who cleans, opens and closes for the regular users and carrying out any overtime cover when required. This individual is retired and therefore we do not provide pension provision although we do process his tax and NI to HMRC from his pay.

#### **FUTURE PLANS**

There are further Schedule of Works planned for the next financial year which include the replacement of the Fire Doors in the main hall and the refurbishment of the main toilets. We are also looking to move the banking online to make payments in or out more efficient than the current system but needs to work with our financial policies on authorisation. Our Treasurer post is currently vacant due to the resignation of our last treasurer at the end of the last financial year and financials are currently being covered by Trustees, overseen by the Chair. We are actively trying to recruit a Treasurer to fill this voluntary post.

## ST MARY LEWISHAM YOUTH CENTRE

### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31ST MARCH 2023

#### Trustees' Responsibilities


The Charities Act 2011 requires the trustees to prepare financial statements for each financial year which presents a true and fair view of the state of affairs of the Charity and of the surplus of the Charity for that period. In preparing those financial statements the trustees are required to:

- i) Select suitable accounting policies and apply them consistently
- ii) Make judgements and estimates that are reasonable and prudent
- iii) Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Charity. 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.

I approve the attached statement of financial activities and balance sheet and confirm that I have made available all information necessary for its preparation.

Approved by the Trustees on.....15-5-2024.....

Signed on their behalf by Trustee..........

Printed Name: JULIA POWER

**ST MARY LEWISHAM YOUTH CENTRE**  
**INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST MARCH 2023**

Report to the trustees/ members of St Mary Lewisham Youth Centre on the accounts for the year ended 31st March 2023.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention

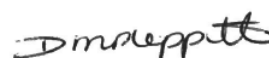
1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Donna Leppitt  
Independent Examiners Ltd  
Unit 2  
The Broadridge Business Centre  
Delling Lane  
Bosham  
PO18 8NF



Date: 16th May 2024

# ST MARY LEWISHAM YOUTH CENTRE

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2022/23 £	Total 2021/22 £
<b>INCOME</b>					
Donations & Legacies	3a	91,543	-	91,543	62,575
Investment Income	3b	16	-	16	0
Charitable Activities	3c	815	-	815	-
<b>TOTAL INCOMING RESOURCES</b>		<b>92,374</b>	<b>-</b>	<b>92,374</b>	<b>62,575</b>
<b>EXPENSES</b>					
Costs of Charitable Activities	4	57,432	-	57,432	52,229
<b>RESOURCES EXPENDED</b>		<b>57,432</b>	<b>-</b>	<b>57,432</b>	<b>52,229</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>34,942</b>	<b>-</b>	<b>34,942</b>	<b>10,346</b>
<b>TRANSFERS BETWEEN FUNDS</b>		-	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>34,942</b>	<b>-</b>	<b>34,942</b>	<b>10,346</b>
Balances Brought Forward		14,602	-	14,602	4,256
<b>BALANCES CARRIED FORWARD</b>		<b>49,543</b>	<b>-</b>	<b>49,543</b>	<b>14,602</b>

Movements on all reserves and all recognised gains and losses are shown above. All the organisation's operations are classed as continuing.

The notes form part of these financial statements, found on pages:- 9 to 15



# ST MARY LEWISHAM YOUTH CENTRE

## BALANCE SHEET AS AT 31 MARCH 2023

		Unrestricted Fund £	Restricted Fund £	Total 31-Mar-23 £	Total 31-Mar-22 £
<b>Assets</b>	Notes				
Tangible Assets	2	-	-	-	-
<b>Current Assets</b>					
Debtors & Prepayments	8	3,705	-	3,705	4,445
Cash at bank and in hand	7	46,892	-	46,892	11,181
<b>Total Current Assets</b>		<b>50,597</b>	<b>-</b>	<b>50,597</b>	<b>15,626</b>
<b>Creditors:</b> amounts falling due within one year	9	1,054	-	1,054	1,024
<b>NET CURRENT ASSETS</b>		49,543	-	49,543	14,602
<b>TOTAL ASSETS</b> less current liabilities		<b>49,543</b>	<b>-</b>	<b>49,543</b>	<b>14,602</b>
<b>Creditors:</b> amounts falling due in more than one year	10	-	-	-	-
<b>NET ASSETS</b>		<b>49,543</b>	<b>-</b>	<b>49,543</b>	<b>14,602</b>
<b>FUNDS OF THE CHARITY</b>					
General Funds		49,543	-	49,543	14,602
Restricted funds	5	-	-	-	-
<b>TOTAL FUNDS</b>		<b>49,543</b>	<b>-</b>	<b>49,543</b>	<b>14,602</b>

The Charities Act 2011 requires the Trustees to prepare statements for each financial year which give a true and fair view of the state of affairs of the Trust and of the surplus of the Trust for that year. In preparing those financial statements the Trustees are required to:-

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in existence.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 15-5-2024

Signed on their behalf by Trustee

Printed Name: JULIA PRING

# ST MARY LEWISHAM YOUTH CENTRE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

### 1. ACCOUNTING POLICIES

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

#### **Basis of preparation:**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) - (Charities SORP - FRS102) and the Charities Act 2011.

The Charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost unless otherwise stated in the relevant accounting policy notes.

#### **Assessment of Going Concern**

Preparation of the accounts is on a going concern basis. The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

#### **Cash Flow Statement**

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement.

#### **Recognition of Incoming Resources**

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

#### **Incoming Resources with Related expenditure**

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SOFA.

#### **Grants and Donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

#### **Contractual Income and Performance Related Grants**

This is only included in the SOFA once the related goods or services has been delivered.

#### **Volunteer Help**

The value of any voluntary help received is not included in the accounts and is described in the Trustees' Report.

#### **Donated Services and Facilities**

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

#### **Investment Income**

This is included in the accounts when receivable.

#### **Investment Gains and Losses**

This included any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

# **ST MARY LEWISHAM YOUTH CENTRE**

## **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023**

### **1. ACCOUNTING POLICIES (continued)**

#### **Expenditure and Liabilities**

##### **Liability Recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

##### **Governance Costs**

Include costs of the preparation and examination of statutory accounts, the costs of the trustees meetings and cost of any legal advice to trustees on governance or constitutional matters.

##### **Grants with Performance Conditions**

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output.

##### **Grants Payable without Performance Conditions**

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to a grant which remain in control of the charity.

##### **Operating Leases**

Rental charges payable under operating leases are charged on a straight line basis over the terms of the lease.

##### **Support Costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

##### **Investments**

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

##### **Fixed Assets**

Fixed Assets are capitalised if they can be used for more than one year and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.

##### **Depreciation Expense**

Depreciation is calculated at a rate to write off the cost of tangible fixed assets over their estimated useful lives. The rates applied are as follows:

Furniture, Fixtures & Equipment	25%
---------------------------------	-----

There has been no change to the accounting policies (Variation rules and methods of accounting) since last year.

The Charity does not own a property but pays a peppercorn rent for the use of the centre.

# ST MARY LEWISHAM YOUTH CENTRE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

### 2. TANGIBLE FIXED ASSETS

	Furniture, Fixtures & Equipment £	Restricted Equipment £	2022/23 £
<b>Cost</b>			
At 1 April 2022	17,834	-	17,834
Additions	-	-	-
At 31 March 2023	17,834	-	17,834
<b>Accumulated Depreciation</b>			
At 1 April 2022	17,834	-	17,834
Charge for the Year	-	-	-
At 31 March 2023	17,834	-	17,834
<b>Net Book Value</b>			
At 31 March 2023	-	-	-
At 1 April 2022	-	-	-

The annual commitments under non-cancelling operating leases and capital commitments are as follows:

31st March 2023 : None  
31st March 2022 : None

# ST MARY LEWISHAM YOUTH CENTRE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

### 3. INCOMING RESOURCES

	Note	Unrestricted Funds £	Restricted Funds £	Total 2022/23 £	Total 2021/22 £
<b>a) Activities for Generating Funds</b>					
Events		33,200	-	33,200	17,815
Lettings		-	-	-	-
Rents		46,005	-	46,005	18,615
Reclaim bills		2,238	-	2,238	5,395
Deposits		10,100	-	10,100	9,200
Exclu		-	-	-	11,550
		<b>91,543</b>	<b>-</b>	<b>91,543</b>	<b>62,575</b>
<b>b) Investment Income</b>					
Interest Received		16	-	16	0
		<b>16</b>	<b>-</b>	<b>16</b>	<b>0</b>
<b>c) Incoming from Charitable Activities</b>					
Sundry Income		565	-	565	-
Refunds & Repayments		250	-	250	-
		<b>815</b>	<b>-</b>	<b>815</b>	<b>-</b>

# ST MARY LEWISHAM YOUTH CENTRE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

### 4. RESOURCES EXPENDED

Note	Unrestricted Funds £	Restricted Funds £	Total 2022/23 £	Total 2021/22 £
<b>a) Charitable Activities</b>				
Cleaning costs	1,294	-	1,294	1,213
Insurance Costs	10,964	-	10,964	8,871
Licences & Subscriptions	208	-	208	92
Postage & Stationery	15	-	15	224
Refuge & Sewerage Disposal	2,116	-	2,116	3,908
Repairs & maintenance	6,861	-	6,861	7,083
Salaries & Wages	12,577	-	12,577	11,592
Security Costs	300	-	300	275
Sundry Expenses	-	-	-	6,726
Telephone Costs	715	-	715	511
Utility Costs	11,909	-	11,909	10,710
Refundable deposits	9,420	-	9,420	-
<b>Governance costs:-</b>				
Independent Examiner Fee	1,054	-	1,054	1,024
	<b>57,432</b>	<b>-</b>	<b>57,432</b>	<b>52,229</b>

# ST MARY LEWISHAM YOUTH CENTRE

## NOTES TO THE ACCOUNTS (continued) FOR THE YEAR ENDED 31ST MARCH 2023

### 5. RESTRICTED FUNDS

The Charity held no Restricted Funds during this or the previous financial period.

### 6. INVESTMENTS

The Charity held no investment assets during this or the previous financial period.

### 7. CASH AT BANK AND IN HAND

	Unrestricted Funds £	Restricted Funds £	Total 31-Mar-23 £	Total 31-Mar-22 £
Current Account	43,334	-	43,334	7,639
Business Reserve A/c	3,558	-	3,558	3,542
	<b>46,892</b>	<b>-</b>	<b>46,892</b>	<b>11,181</b>

### 8. DEBTORS AND PREPAYMENTS

	Unrestricted Funds £	Restricted Funds £	Total 31-Mar-23 £	Total 31-Mar-22 £
Sundry Debtors-Other	2,055	-	2,055	2,705
Sundry Debtors-ACCI	-	-	-	90
Sundry Debtors-Village Rent	1,650	-	1,650	1,650
	<b>3,705</b>	<b>-</b>	<b>3,705</b>	<b>4,445</b>

### 9. CREDITORS AND ACCRUALS AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted Funds £	Restricted Funds £	Total 31-Mar-23 £	Total 31-Mar-22 £
Independent Examiner's Fee	1,054	-	1,054	1,024
	<b>1,054</b>	<b>-</b>	<b>1,054</b>	<b>1,024</b>

## ST MARY LEWISHAM YOUTH CENTRE

### NOTES TO THE ACCOUNTS (continued) FOR THE YEAR ENDED 31ST MARCH 2023

#### 10. CREDITORS AND ACCRUALS AMOUNTS FALLING DUE IN MORE THAN ONE YEAR

The Charity held no long term liabilities during this or the previous financial period.

#### 11. STAFF COSTS AND NUMBERS

	TOTAL 2022/23 £	TOTAL 2021/22 £
Gross Wages & Salaries	11,801	11,592
Employer's National Insurance Costs	392	379
Pension Contributions	-	-
	<u>12,193</u>	<u>11,971</u>

Average number of employees who were engaged in each of the following activities:

	TOTAL 2022/23	TOTAL 2021/22
Charitable Activities	-	-
Management & Administration	1	1
	<u>1</u>	<u>1</u>

The Charity operates a PAYE scheme to pay all employed members of staff and no employees received emoluments in excess of £60,000.  
(2021/22- None)

#### 12. TRUSTEES AND OTHER RELATED PARTIES

No payments were made to trustees or any persons connected with them during this financial period. No material transaction took place between the organisation and a trustee or any person connected with them.

(2021/22- None)

#### 13. RISK ASSESSMENT

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

#### 14. RESERVES POLICY

The Trustees have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The Trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The trustees will endeavour not to set aside funds unnecessarily.

#### 15. PUBLIC BENEFIT

The Charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

This page does not form part of the statutory financial statements