

**Bob Carter Memorial Youth
and Leisure Centre Trust**

Charity Registration Number: 274110

**Accounts for the Year Ended
31 December 2020**

**Bob Carter Memorial Youth
and Leisure Centre Trust**

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for the Year Ended 31 December 2020**

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**Bob Carter Memorial Youth
and Leisure Centre Trust**

**Charity Reference and Administrative Details
for the Year Ended 31 December 2020**

Charity Registration Number:	274110
Governing Document:	Trust Deed executed 12 July 1977
Corporate Trustee:	The Parish Council of Drayton
Trustees & Management Committee:	Mr J Anderson (Chairman) Mr C Binns (Treasurer) Mrs H Kisby Mr A Heaford Mr G Everett Mr I Cunnison Mr C Brown Mr S Boore
Centre Manager:	Mr R Halliday
Address of Principal Office:	School Road Drayton Norwich Norfolk NR8 6DW
Independent Examiners:	Aston Shaw Chartered Certified Accountants & Registered Auditor The Union Building 51-59 Rose Lane Norwich Norfolk NR1 1BY
Solicitors:	Mills & Reeve 1 St James Court Whitefriars Norwich NR3 1RU
Bankers:	Barclays Bank plc Drayton Norwich Norfolk NR8 6DN

**Bob Carter Memorial Youth
and Leisure Centre Trust**

**Trustees' Annual Report
for the Year Ended 31 December 2020**

The Trustees present their annual report and financial statements of the Bob Carter Memorial Youth and Leisure Centre Trust for the year ended 31 December 2020. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

Structure, governance and management

Governing document

The Trust's governing document was executed on 12 July 1977.

Trustees

The Trustees are the Management Committee and a majority of these have to be nominated by Drayton Parish Council under the Trust Deed.

The individual trustees who have served during the year and since the year end are as follows:

Mr J Anderson
Mr C Binns
Mrs H Kisby
Mr A Heaford
Mr G Everett
Mr I Cunnison
Mr C Brown
Mr S Boore

Appointment of trustees

Trustees are elected annually at an annual general meeting and hold office from one meeting to the next. Casual vacancies arising during the year are filled either by the Parish Council or by appointment by the Committee paying due regard to the aforementioned intended composition.

Trustee induction and training

New trustees are briefed on their legal obligations under charity law, the contents of the constitution and rules, the decision making processes, the business plan and recent financial performance of the charity.

Organisational structure

The Management Committee has overall control of the Centre. Day to day activities are overseen by a centre manager.

The Management Committee aim to run the charity in a non-complex manner.

**Bob Carter Memorial Youth
and Leisure Centre Trust**

**Trustees' Annual Report
for the Year Ended 31 December 2020 (continued)**

Risk management

The Management Committee have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks in the form of good practice. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Objectives and activities

The Trust was set up to build and establish a Youth and Leisure Centre for the benefit of the inhabitants of the Parish of Drayton (the area of benefit) and the immediate surrounding area in the County of Norfolk without distinction of sex, political, religious or other opinions by the advancement of education and the provision of facilities for social welfare recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

Public benefit

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's objectives and aims and in planning future activities. In particular, the trustees consider how planned activities are consistent with and will further the stated aims and objectives.

Achievements and performance

The Covid 19 pandemic strongly impacted upon the operation of the Centre with enforced lockdowns during the year (18th March to 2nd July and from 5th November). Consequently, over the year activities of trustees have centred primarily around preserving the financial security of the charity.

Maximum use was made of the various grants and support made available by the Government including use of the furlough scheme for most staff. However, the position was adversely compounded by the loss of rent from the Drayton Leisure Club throughout lockdown and during the period of opening, post July, reduction in the level of recharge from the club on account of their significant contraction in activity.

Considerable credit should be given to the flexibility, efforts and commitment shown by those working reduced hours notably Mr Ron Halliday (Centre Manager) and Mr Adam Collins (Assistant Manager). This was particularly relevant during the immediate period leading up to the re-opening in July and beyond to establish and maintain a Covid 19 free environment.

Financial Review

The attached financial statements show the current state of the finances.

The Trustees are of the opinion that the state of the Charity's affairs is satisfactory. There are no plans for any material changes in the nature of the charity's activities.

Changes in fixed assets during the year are as set out in Note 9 and capital commitments are as set out in Note 12.

Reserves policy

The historical cost of the land and buildings from which the Charity operates accounts for about 38% of the total reserves. The Trust is seeking to accumulate funds to finance the building of an extension to add to the range of leisure facilities it can offer.

**Bob Carter Memorial Youth
and Leisure Centre Trust**

**Trustees' Annual Report
for the Year Ended 31 December 2020 (continued)**

Reserves policy (continued)

The Management Committee have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') held by the charity should be between three and six months of the resources expended, which equates to £40,000 to £80,000 in general funds. At this level, the Management Committee feels that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed. At present, the free reserves, which amount to £111,633 exceed this target level.

Future plans and development

The intention is simply to restore normality post Covid. Although this will be done cautiously, there is confidence full recovery should be achieved bearing in mind that within 2 months of reopening last year usage reached more than 70% of pre-pandemic rates at a time when many people, particularly the elderly, were cautious of leaving home on account of the prevailing Covid rate.

Related parties

The catering and bar facilities found within the Centre are run by the Drayton Leisure Centre Club, a separately constituted body. The Club pays a rent for its occupancy and is charged for associated utilities and facilities used. The two parties are inter-dependent and complimentary.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' Annual 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 and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity 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 in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards 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 operation.

The Trustees are responsible for keeping proper accounting records that 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 Trust Deed. 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.

.....
Mr J R Anderson
Chairman

Dated: 7 June 2021

**Bob Carter Memorial Youth
and Leisure Centre Trust**

**Independent Examiner's Report to the Trustees of
Bob Carter Memorial Youth and Leisure Centre Trust**

We report to the charity's Trustees on our examination of the Accounts of the Bob Carter Memorial Youth and Leisure Centre Trust for the year ended 31 December 2020 which are set out on pages 7 to 14.

Responsibilities and basis of report

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

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

Independent examiner's statement

We have completed our examination. We confirm that no material matters have come to our attention in connection with the examination which gives us 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 Charities Act;
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.

We 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.

Ryan Southgate ACCA
For and on behalf of Aston Shaw Limited

Aston Shaw
Chartered Certified Accountants & Registered Auditors
The Union Building
51-59 Rose Lane
Norwich
NR1 1BY

June 2021

**Bob Carter Memorial Youth
and Leisure Centre Trust**

**Statement of Financial Activities
for the Year Ended 31 December 2020**

	Note	General Fund	Designated Funds	Total 2020	Total 2019
Income from:					
Donations and legacies	3	-	-	-	-
Other trading activities	3	60,491	-	60,491	157,640
Coronavirus grants		54,377	-	54,377	-
Investments		403	29	432	543
Total income		115,271	29	115,300	158,183
Expenditure on:					
Raising funds and charitable activities	4	100,382	-	100,382	127,304
Governance	4	33,869	-	33,869	33,833
Total expenditure		134,251	-	134,251	161,137
Net income/(expenditure) and net movement in funds		(18,980)	29	(18,951)	(2,954)
Reconciliation of funds:					
Total funds brought forward		270,464	83,122	353,586	356,540
Total funds carried forward		£ 251,484	£ 83,151	£ 334,635	£ 353,586

All income and expenditure derive from continuing activities.

The notes on pages 9 to 14 form part of these financial statements.

**Bob Carter Memorial Youth
and Leisure Centre Trust**

**Balance Sheet
as at 31 December 2020**

	Note	£	2020	£	£	2019	£
Fixed assets							
Tangible assets	9			139,851			144,077
Current assets							
Stocks			191			180	
Debtors	10		27,742			49,712	
Cash at bank and in hand			172,618			169,440	
			<u>200,551</u>			<u>219,332</u>	
Creditors							
Amounts falling due within one year	11		<u>5,767</u>			<u>9,823</u>	
Net current assets				194,784			209,509
Net assets				<u>£ 334,635</u>			<u>£ 353,586</u>
Charity funds	13						
Unrestricted General Fund				251,484			270,464
Unrestricted Designated Funds				83,151			83,122
Total charity funds				<u>£ 334,635</u>			<u>£ 353,586</u>

The financial statements were approved and authorised for issue by the board of Trustees on 2021.

Signed on behalf of the board of Trustees

.....
J Anderson
(Chairman)

.....
C Binns
(Treasurer)

Dated: 7 June 2021

The notes on pages 9 to 14 form part of these financial statements.

**Bob Carter Memorial Youth
and Leisure Centre Trust**

**Notes to the Accounts
for the Year Ended 31 December 2020**

1. Summary of Significant Accounting Policies

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

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

b. Funds. 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 and gains are allocated to the appropriate funds.

c. Income Recognition. All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received. No amount is included in the financial statements for volunteer time in line with the SORP. Further detail is given in the Trustees' Annual Report.

d. Expenditure Recognition. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs to that category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. Fund-raising costs are those incurred in seeking voluntary contributions to the charity. Costs of generating funds and costs of charitable activities are those items incurred directly in support of the objects of the charity. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

e. Tangible Fixed Assets. Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Freehold Buildings	1% on cost
Property Improvements	20% on straight line
Fixtures, Fittings and Equipment	25% on straight line

**Bob Carter Memorial Youth
and Leisure Centre Trust**

**Notes to the Accounts (continued)
for the Year Ended 31 December 2020**

f. Stock. Stock consists of purchased goods for resale and stocks of supplies. Stocks are stated at the lower of cost and estimated selling price.

g. Leasing Commitments. Rentals payable under operating leases are charged to the SOFA on a straight line basis over the period of the lease.

h. Employee Benefits. When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service. The charity operates a defined contribution plan for the benefit of its employees who are automatically enrolled under Automatic Enrolment requirements. Contributions are expensed as they become payable.

i. Administration Cross Charge is due from the Drayton Leisure Centre Club.

j. Going Concern. The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

2. Gift Aid

Two Gift Aid agreements exist between Bob Carter Memorial Youth and Leisure Centre Club and Drayton Leisure Centre Club to meet tax and charity law. The first agreement covers taxable profits that are required to be paid over to the Trust. The second agreement ensures Club surpluses in excess of one half of members and guest fees, which the Club is allowed to retain (as agreed with the Charity Commissioners), are paid over subject to the Club's balance sheet not being in deficit (in which case the Club is allowed to retain sufficient profit to cover the deficit).

3. Incoming Resources

	Note	Unrestricted Fund	Designated Fund	Total 2020	Total 2019
<u>From Donations And Legacies</u>					
Gift Aid	2	£ -	£ -	£ -	£ -
<u>From Other Trading Activities</u>					
Rental Income		13,466	-	13,466	30,148
Sports Hall, Squash Court and Hires		36,016	-	36,016	82,624
Administration Cross Charge	1	10,873	-	10,873	44,127
Sundry Income		136	-	136	741
		<u>£ 60,491</u>	<u>£ -</u>	<u>£ 60,491</u>	<u>£ 157,640</u>

**Bob Carter Memorial Youth
and Leisure Centre Trust**

**Notes to the Accounts (continued)
for the Year Ended 31 December 2020**

4. Expenditure

Expenditure On Raising Funds And Charitable Activities:

	Provision of Facilities for Social Welfare	Governance	Total 2020	Total 2019
Salaries	48,413	27,026	75,439	79,647
Rates	850	45	895	3,219
Light, Heat and Water	14,198	747	14,945	14,955
Insurance	5,116	269	5,385	5,309
Telephone and Postage	967	107	1,074	768
Stationery and Advertising	141	16	157	642
Cleaning	15,116	-	15,116	17,101
General Expenses	88	-	88	546
Accountancy	-	5,151	5,151	5,000
Secretarial	-	150	150	390
Licences	165	-	165	627
Repairs and Redecorations	4,560	-	4,560	18,111
Legal and Professional Fees	-	-	-	-
Leasing Charges	486	54	540	591
Bank Charges	938	104	1,042	567
Depreciation	7,544	-	7,544	11,206
Irrecoverable VAT	1,800	200	2,000	2,458
	<u>£ 100,382</u>	<u>£ 33,869</u>	<u>£ 134,251</u>	<u>£ 161,137</u>

5. Staff Costs and Employee Benefits

	Unrestricted Fund	Designated Fund	Total 2020	Total 2019
Wages and Salaries	72,519	-	72,519	77,000
Social Security	1,727	-	1,727	1,534
Employer's Pension Contributions	1,193	-	1,193	1,113
	<u>£ 75,439</u>	<u>£ -</u>	<u>£ 75,439</u>	<u>£ 79,647</u>

The average number of employees during the year was as follows:

	2020	2019
Employed for raising funds	4	5
Management	4	4
	<u>8</u>	<u>9</u>

No employees received total employee benefits of more than £60,000.

**Bob Carter Memorial Youth
and Leisure Centre Trust**

**Notes to the Accounts (continued)
for the Year Ended 31 December 2020**

6. Trustees' and Key Management Personnel Remuneration and Expenses

The trustees neither received nor waived any remuneration during the year nor have they charged any expenses to the trust. If applicable, any payments made to trustees are only in respect of reimbursements for purchases made on behalf of the charity.

The amount of employee benefits received between three key management personnel is £58,453 in total (2019 - £67,466). The Trust considers its key management personnel to comprise the two Centre Managers and one Assistant Manager.

7. Independent Examiner's Remuneration

The independent examiner's remuneration, including the independent examination fee and other accountancy services, amounts to £5,150 (2019 - £ 5,000).

8. Indemnity Insurance

The Trust has insurance to protect itself from losses arising from the consequences of any neglect or defaults of its employees and to indemnify the trustees or other officers against the consequences of any neglect or default. This is paid as part of the combined insurance policy.

9. Fixed Assets

	Freehold Land, Buildings and Improvements	Fixtures Fittings and Equipment	Total
	£	£	£
Cost			
At 1 January 2020	203,050	127,351	330,401
Additions	-	3,318	3,318
Disposals	-	-	-
At 31 December 2020	<u>£ 203,050</u>	<u>£ 130,669</u>	<u>£ 333,719</u>
Depreciation			
At 1 January 2020	68,783	117,541	186,324
Charge for the year	1,729	5,815	7,544
Written back on disposals	-	-	-
At 31 December 2020	<u>£ 70,512</u>	<u>£ 123,356</u>	<u>£ 193,868</u>
Net Book Value			
At 31 December 2019	<u>£ 134,267</u>	<u>£ 9,810</u>	<u>£ 144,077</u>
At 31 December 2020	<u>£ 132,538</u>	<u>£ 7,313</u>	<u>£ 139,851</u>

During the year the buildings were insured for in excess of £1,900,000

**Bob Carter Memorial Youth
and Leisure Centre Trust**

**Notes to the Accounts (continued)
for the Year Ended 31 December 2020**

9. Fixed Assets (continued)

A 5 year lease granted in favour of the Drayton Leisure Centre Club from 1 January 2013 for the use of the facilities occupied by them was rolled over with effect from 1st January 2018 for an annual rental of £11,500. The Bob Carter Memorial Youth and Leisure Centre Trust, Drayton Youth Club and Drayton Leisure Centre Club are separate bodies and are accounted for separately.

10. Debtors

	2020 £	2019 £
Other Debtors	9,710	34,729
Prepayments	6,884	11,131
Accrued Income	11,148	3,852
	<u>£ 27,742</u>	<u>£ 49,712</u>

Debtors includes a total of £9,165 (2019 £34,729) owing by Drayton Leisure Centre Club.

11. Creditors - Amounts falling due within one year

	2020 £	2019 £
Trade Creditors	118	901
Other Taxes & Social Security	-	3,585
Accruals	5,649	5,337
	<u>£ 5,767</u>	<u>£ 9,823</u>

12. Capital Commitments

The Trustees have an aspiration to finance the building of an extension for sporting activities although the plans to build an extension have made little progress within the year. The anticipated costs are expected to be at least £300,000 which will be funded by reserves, loans, grants and donations. However, these plans are currently on hold, with a refurbishment of Room 1 taking priority.

13. Analysis of net assets between funds

	Tangible Fixed Assets £	Net Current Assets £	Total £
Unrestricted Funds			
General Fund	139,851	111,633	251,484
Designated Funds:			
Substantial Building Work Repairs	-	12,763	12,763
Building Extension	-	70,388	70,388
	<u>£ 139,851</u>	<u>£ 194,784</u>	<u>£ 334,635</u>

**Notes to the Accounts (continued)
for the Year Ended 31 December 2020**

13. Analysis of net assets between funds (continued)

The Substantial Building Work Repairs Fund was originally designated as the Future Roof Repairs Fund. The Committee have decided that to reflect the current position of the Trust, the scope of this fund should be widened to be a fund to cover costs accruing from any significant repairs needed to the roof, walls and structure of the Centre's buildings.

The Building Extension Fund is aggregating monies to facilitate the building extension.

**Bob Carter Memorial Youth
and Leisure Centre Trust**

**Income and Expenditure Account
for the Year Ended 31 December 2020**

	2020	2019
	£	£
Income		
Gift Aid	-	-
Rent from Club	5,031	11,500
Room Rentals	8,435	18,648
Sports Hall, Squash and Equipment Hires	36,016	82,624
Administration Cross Charge	10,873	44,127
Local Authority Coronavirus Grant	25,000	-
Retail, Hospitality and Leisure Grants	3,629	-
Coronavirus Job Retention Scheme	25,748	-
Sundry Income	136	741
Interest Receivable	432	543
	<u>115,300</u>	<u>158,183</u>
Expenditure		
Salaries	75,439	79,647
Rates	895	3,219
Light, Heat and Water	14,945	14,955
Insurance	5,385	5,309
Telephone and Postage	1,074	768
Stationery and Advertising	157	642
Cleaning	15,116	17,101
General Expenses	88	546
Accountancy	5,151	5,000
Secretarial	150	390
Licences	165	627
Repairs and Redecorations	4,560	18,111
Legal and Professional Fees	-	-
Leasing Charges	540	591
Bank Charges	1,042	567
Depreciation	7,544	11,206
Irrecoverable VAT	2,000	2,458
	<u>134,251</u>	<u>161,137</u>
Surplus / (deficit) of Income over Expenditure for the year	<u>£ (18,951)</u>	<u>£ (2,954)</u>

Pages 15 and 16 do not form part of the accounts but are provided for additional information.

**Bob Carter Memorial Youth
and Leisure Centre Trust**

**Working Capital Analysis
as at 31 December 2020**

	2020		2019	
	£	£	£	£
Current Assets				
Stock				
Sports & Other Stocks	191		180	
		191		180
Debtors				
Accrued Income: Rooms	804		334	
Sports Hall	2,638		1,972	
Interest	344		462	
Coronavirus grants	6,412		-	
Other	950		1,084	
Other Debtors: Due from Club	9,165		34,729	
VAT	545		-	
Prepayments: Cleaning	748		804	
Repairs and Renewals	289		313	
Insurance	5,727		-	
Licences	-		165	
Light, Heat and Water	-		8,995	
Rates	-		718	
Other	120		136	
		27,742		49,712
Cash at Bank and in Hand				
Bank: Current A/c's	43,166		41,911	
Business Saver A/c	8,662		7,290	
Business Tracker and Deposit A/c's	120,757		120,216	
Cash in Hand: Petty Cash	13		3	
Float	20		20	
		172,618		169,440
		<u>200,551</u>		<u>219,332</u>
Current Liabilities				
Amounts falling due within one year				
Creditors: Cleaning	118		187	
Secretarial	-		30	
Repairs	-		455	
Advertising	-		130	
Other	-		99	
VAT	-		3,585	
Accruals: Accountancy	4,217		4,070	
Light, Heat and Water	80		-	
Bank Charges	29		42	
Wages & Pensions	1,233		1,217	
Other	90		8	
		<u>5,767</u>		<u>9,823</u>
Working Capital		<u>194,784</u>		<u>209,509</u>