

# BREAKS MANOR YOUTH AND COMMUNITY CENTRE

England & Wales · Charity number 302373

## Details

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**Other names** HATFIELD YOUTH CENTRES, BREAKS MANOR YOUTH CENTRE

**Status** Registered

**Legal form** Other

**Registered** 1964-01-27

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Breaks Manor  
Link Drive  
Hatfield  
AL10 8TP

**Phone** 01707 263201

**Email** [info@breaksmanor.org](mailto:info@breaksmanor.org)

**Website** [www.breaksmanor.org](http://www.breaksmanor.org)

## Activities

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**Objects:** YOUTH CLUBS

**Activities:** The aim of the Centre shall be to provide an informal programme of diverse, enjoyable and experiential learning opportunities for young people, designed to promote personal and social growth with academic and vocational achievement in the transition from childhood to adulthood.

## Classification

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- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, Disability, Religious Activities, Arts/culture/heritage/science, Amateur Sport, Economic/community Development/employment
- **Who:** Children/young People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

- **Area of benefit:** HATFIELD AND DISTRICT
- Hertfordshire

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-03-31 | £152,110 | £169,967    | -      | -         |
| 2024-03-31 | £159,963 | £163,667    | -      | -         |
| 2023-03-31 | £134,784 | £134,459    | -      | -         |
| 2022-03-31 | £121,465 | £97,341     | -      | -         |
| 2021-03-31 | £131,753 | £101,048    | -      | -         |

## Trustees

| Name                   | Role | Appointed  |
|------------------------|------|------------|
| Barry Clark            |      | 2014-04-01 |
| Elizabeth Mendez       |      | 2022-07-27 |
| Howard Charles Taunton |      | 2024-11-21 |
| KEITH JONES            |      |            |
| LINDA MENDEZ           |      |            |
| MR TONY CROWTHER       |      |            |
| Michael John Wise      |      | 2024-11-21 |
| ROSEMARY BASDEN        |      | 2012-10-22 |
| Robert Peter Hebden    |      | 2022-07-27 |
| Sandy Jones            |      | 2023-07-13 |

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

England & Wales - Charity number 302373

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# Accounts

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# ANNUAL REPORT

BREAKS MANOR  
YOUTH AND  
COMMUNITY  
CENTRE



ANNUAL GENERAL MEETING  
WEDNESDAY 23<sup>R<sup>D</sup></sup> JULY 2025  
AT 7PM FOR 7.30PM START

# AGENDA

Welcome by the Chairman who will then ask the Patron, Lady Salisbury to chair the meeting.

Apologies for absence

Agree Minutes of previous AGM

Matters arising from minutes of previous AGM

Chairmans Report 2024-2025

Treasurers Report 2024-2025

Approval of Accounts 2024-2025

Any other business

# MANAGEMENT COMMITTEE

## **PATRON**

Lady Salisbury

Hatfield House, Hatfield, Hertfordshire,  
AL95HX

## **OFFICERS**

Tony Crowther

**HON TRUSTEE/VICE  
CHAIRMAN**

34 Birchwood Close, Hatfield, Hertfordshire,  
AL10 0PP

01707 272190 TONY.CROWTHER@YMAIL.COM

Barry Clark

**CHAIRMAN**

24 Chennells, Hatfield, Hertfordshire, AL10  
9HZ

01707 694330

BARRY.JOHN.CLARK@GMAIL.COM

Keith Jones

**TREASURER**

46 Crossway, Welwyn Garden City,  
Hertfordshire, AL8 7EE

KEITH-JONES@DIAL.PIPEX.COM

## **COMMITTEE MEMBERS**

Linda Mendez

12 Shallcross Crescent, Hatfield,  
Hertfordshire, AL10 9QH

07472130793 LINDAMENDEZ1951@YAHOO.COM

Elizabeth Mendez

14 Grove Lea Crescent, Hatfield,  
Hertfordshire, AL10 8LA

07903682584 LIZ.MENDEZ@HOTMAIL.CO.UK

Sandy Jones

68 School Lane, Welwyn, Hertfordshire, AL6  
9PJ

07890551646 SANDYJONES0206@GMAIL.COM

June Walters

50 Wadnall, Knebworth Hertfordshire, SG3  
6DX

07847098564 JWALTERS123@HOTMAIL.COM

Peter Hebden

10 Lowlands, Hatfield, Hertfordshire, AL9  
5DY

07949626858

HEBDENMCDOWALL@BTINTERNET.COM

Mick Wise

MICK.WISE@HATFIELD-HERTS.GOV.UK

Howard Taunton

4 Mount Pleasant Close, Hatfield,  
Hertfordshire, AL9 5BZ  
07903682584 LIZ.MENDEZ@HOTMAIL.CO.UK

## **WHBC REPRESENTATIVE**

Adrienne Nix  
**COUNCILLOR**

Council Offices, The Campus, Welwyn Garden  
City, Hertfordshire, AL86AE  
adrienne.nix@welhat.gov.uk

## BREAKS MANOR YOUTH & COMMUNITY CENTRE

### Annual General Meeting held at 7.30 pm on Wednesday 17th July 2024

|          |                        |                                    |
|----------|------------------------|------------------------------------|
| Present: | Lady Salisbury         | Patron                             |
|          | Barry Clark            | Chairman                           |
|          | Peter Hebden           | Trustee                            |
|          | Tony Crowther          | Centre Secretary                   |
|          | Elaine Jones           | Hon Treasurer                      |
|          | Keith Jones            | Gardener/Social Media              |
|          | Sandy Jones            | House Staff/Social Media/Website   |
|          | Sophie Gallagher-Jones | Minutes Secretary                  |
|          | June Walters           | Hatfield Town Council              |
|          | Rosemary Basden        | Hatfield Town Council Deputy Mayor |
|          | Richard Griffiths      |                                    |
|          | Cllr Mick Wise         |                                    |

Barry warmly welcomed everyone, though not huge numbers. He was sad to report, and endorsed by Lady Salisbury, the recent death of Eric McLaughlin who had been a committed member of the committee. He then handed over to our Patron, Lady Salisbury, who said it was a great pleasure to be here, thanked everyone, the committee, volunteers, marvellous, and then took over the Meeting. Breaks has changed its role but still plays a big part in the community, so thank you everybody for keeping Breaks alive. She was full of praise for the 2023-2024 Report provided, and also had noted the decorations, so thank you to all concerned. She also paid tribute to our social presence—and Breaks is booked every weekend!

1. **Apologies for Absence**

Apologies for absence had been received from Beverly O'Connell, Elizabeth Mendez, Linda Mendez, Cllr Bernard Sarson.

2. **Minutes of Previous Annual General Meeting**

The minutes from 27 July 2022 were given a quick reading by those present, were agreed and signed by Lady Salisbury.

3. **Matters Arising**

There were no matters arising.

4. **Chairman's Report 2023-2024**

Barry reported that much of the Centre's success has largely been due to our improved marketing strategy: Elaine has done very well! Our website highlights opportunities, community events and weekend provision, and we receive regular telephone and email enquiries.

On 31st March our financial year came to an end. We have managed to maintain a favourable bank balance due to increased client usage.

The portacabin has been removed after nearly 20 years because of rot and woodlice. The premises are undoubtedly your most valuable asset, with the Breaks building in its own palatial gardens, and close to transport networks. Users often comment on how lovely the house and gardens look, so it is incumbent on us to maintain it all to a good standard, which does not come cheap. A more pressing need at the same time can affect problems, such as a complete shutdown of our heating system to remedy leaks, issues around flooding, damaged trees. However we did manage to complete many other projects, including repainting walls and ceilings to ground and first floor. We were fortunate to receive ££4,200 from Section 106 funding which enabled work on

the crumbling brickwork on the floodlit play area and to the exterior of Enterprise Hall. The former music room was emptied, the equipment given to a local school, and it is now a modern kitchen for the upstairs lounge. Exterior work was also carried out by the Borough Council, so a lot of improvements have been made to the premises; overall a relatively successful year. Lady Salisbury asked about the cameras, security and alarm systems and Elaine said all were dealt with. Barry mentioned that where damage is caused by the users, any problems are referred to the groups themselves. The Hertfordshire Youth Service has changed beyond all recognition. Gone is youth work where young people aged 13-19 could attend, replaced by issue-based provision; however the service is still provided by the County Council, which pleases us in that they continue to use our premises. However cuts came and they had to leave this part of the front of the building, which will now be available for other uses: this room will now be used for management meetings. Junior Club continues every Wednesday evening 1800-2000 hours for young people aged 8-11, attracting up to 30 young people – and having run for over 50 years – but it is increasingly difficult to manage. Amanda had to leave us but fortunately we have Sarah. However it proved how vulnerable we are without a gender balance, for it is necessary to have a male and a female to deal with any issues. We are fortunate in the amount of land surrounding the house, with grassed areas and flowerbeds plus tubs and hanging baskets, but a large amount of grounds brings necessary work, and problems, with very few people. In winter it is leaf clearance, and flooding in certain areas, which require a lot of attention, and Sandy regularly tends to the garden assisted by Community Payback. We were all saddened by the loss of Adrian Moody who died early this year. However we are grateful that we can achieve all of this with such a small number of willing individuals. Fund-raising is not as important as it once was but we like to access funds when we can. We are grateful for the Section 106 £4,002 and £240 from the Real Tennis Club, also £745 from from the local community fund run by the Co-op. We also participated in the government scheme Warm Spaces, with a grant of £2,000. Not all funding though is of a financial nature, for we also received pieces of equipment and furniture, so despite not having made specific efforts to raise funds, we did do particularly well. We put on a Christmas Fayre, which did not do at all well: Elaine reported that we had Romanians outside which caused a bit of chaos as people did not realise there were stalls inside; however, we did not lose any money and will try again this year, when they will not be invited. Lady Salisbury asked about Christmas events for children and Elaine replied we will have another do this year, on 30th November. Barry said we would like to make greater use of our lovely gardens, but alas the weather does not co-operate. The sports field is under-used and we cannot put in a gate to egress the field (we want to be able to get out of the field into Link Close); the fear is that the Council might then use the field for building. Barry will try to get the Council to agree to the gate as there is only one way in and out, for we do need another access. Peter asked how much it costs to maintain the field and Barry said we get the grass cut for nothing; but we do not have the staff to cut back hedges etc. Elaine mentioned we have our first dog-walker using the field, so it is hoped that might grow. Barry reported that improved marketing has increased bookings greatly, and our day-to-day users remain loyal to Breaks. Lady Salisbury thanked Barry for his report.

### **Treasurer's Report/Approval of Accounts**

5. Keith had provided detailed financial statements for the year ended 31 March 2024. He reported that we ended up with a small deficit of £3,704, not too bad considering the increasing costs of services and materials. Income for the year was £159,963, very encouraging; bookings have really gone up. Total income for the year was

£159,963, up 18.7%, while expenditure increased by 21.7%, but we know the reasons. We have spent a lot of money on the premises and grounds, so total expenditure was £163,667, also spent on issues with the heating system. Premises and grounds maintenance increased by £13,000 and was £64,142. But we have to manage the premises to a good standard so it is money well spent.

Utilities costs doubled to £25,677: what we expected though and we were lucky to be in a cheap deal. We have recently signed a new contract for a year; Keith thinks things will go down.

The balance sheet remains healthy, with net assets ending at £102,440, mostly unrestricted reserves. Our cash balances have also increased to £111,576, so we are on the right track.

Keith feels the financial outlook for the Centre is positive, plus the variety of users.

This is an old building which costs money to maintain, but we are in good shape and bookings are increasing; but we do have to keep the premises in good order so as to attract and retain users.

Approval of minutes proposed by Peter, seconded by Tony.

#### 7. **Nominations for Committee Members**

Barry mentioned it would be good to have more committee members and he proposed Mick Wise, Deputy Mayor of Hatfield Town Council. Mick agreed to join the committee – proposed by Peter, seconded by June.

#### 8. **Any Other Business**

Elaine said we get people interested via email and social media, plus people walking into Breaks; also we are going to promote Breaks at Onslow School's Open Day.

Barry had noticed a lot of our users are from other cultures. Elaine said we also have a lot of family gatherings, and people are recommended to us by users.

Lady Salisbury said the Centre has really opened up and it is wonderful.

Lady Salisbury added that she really liked the Annual Report, with all the photographs.

# CHAIRMANS REPORT

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14. Youth Services
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17. Annual Coffee Morning
18. Christmas Fayre
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# OPENING STATEMENT

During my closing comments at last year's AGM, I said that we had, over the past year, focused most of our attention on improving the fabric of the premises and the surrounding estate.

Equally, we had also improved our marketing strategy, which, as a result had a profound effect on our lettings.

The result of which was a noticeable increase in our revenue.

Therefore, being mindful of further work requiring our attention, it seemed sensible that we should continue similarly this Year.

I will cover under, premises the work that we have undertaken in greater detail.

# STAFF

Barry Clark  
**CHAIRMAN**

Elaine Jones  
**CENTRE SECRETARY**

Jerry Murphy  
**HOUSE STAFF/YOUTH WORKER LEADER IN CHARGE**

Sandy Jones  
**GARDENER/SOCIAL MEDIA**

John Walker  
**MAINTENANCE**

Sarah Jackson  
**YOUTH WORKER/HOUSE KEEPER**

Abdul Aziz Masri  
**HOUSEKEEPER**

# STAFFING

Staffing is and always will be a difficult issue for us.

This is mainly due to the precarious nature of our finances.

Whilst our income is relatively stable at this time, things can change very quickly and we can suddenly find ourselves struggling.

So, at present we only have two permanent members of staff with the remaining as casual.

For some, it suits but for others they require some more permanent!

And this we cannot guarantee.

# CLIENTS

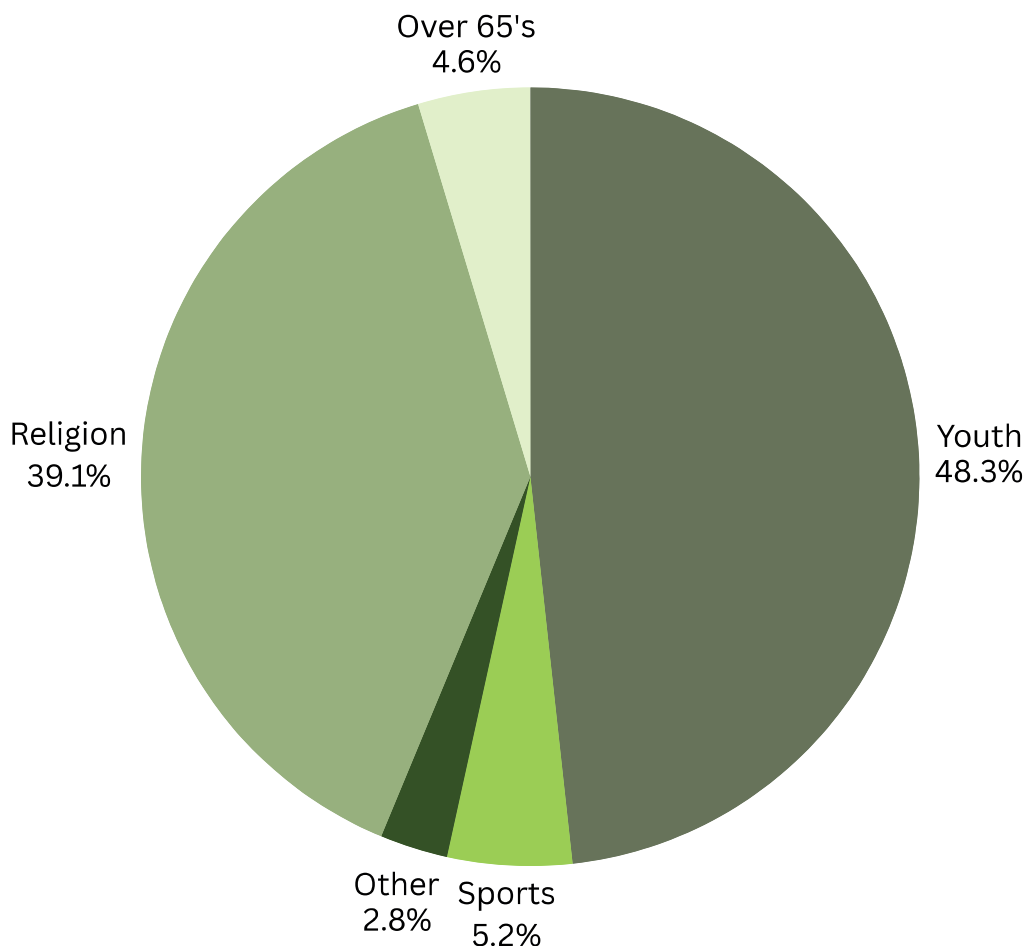
The Youth and Community Centre has been extremely busy once again.

The attached list represents our core users and accounts for the largest source of income.

Equally, we also host numerous other Community events, which at times we find hard to facilitate, but we are always pleased to welcome other users. For example Polling Station, Indian Community Society, Model Aircraft Group and Ocado (team building events).

Throughout the half-term and summer holidays, we host opportunities for young people, and at weekends we facilitate private functions such as Birthday Parties, Wedding Receptions, Baby Showers, Celebration of Life etc.

The Centre is indeed very popular and people return year after year.



# TABLE OF USERS

## July 2025 User Numbers

| User                     | Daily | Days       | Time    |         | Days p/w | Weeks     | Weekly |
|--------------------------|-------|------------|---------|---------|----------|-----------|--------|
| <b>Under 5</b>           |       |            |         |         |          | Per Annum |        |
| Brightside Preschool     | 36    | Mon-Fi     | 9.00am  | 3.00pm  | 5        | 38        | 6840   |
| Little Achievers         | 24    | Thursday   | 9.00am  | 12.30pm | 1        | 38        | 912    |
| YMCA Baby Group          | 10    | Monday     | 9.30am  | 12.00pm | 1        | 38        | 380    |
| <b>Youth</b>             |       |            |         |         |          |           |        |
| Raphael House            | 12    | Mon-Tues   | 4.00pm  | 8.00pm  | 2        | 52        | 1248   |
| The Craft Room Storage   | 2     | Tuesday    | 1.00pm  | 5.00pm  | 1        | 52        | 104    |
| The Craft Room Camps     | 30    | Tues-Thurs | 10.00am | 2.00pm  | 3        | 8         | 720    |
| SFYP                     | 8     | Thursday   | 7.00pm  | 9.00pm  | 1        | 52        | 416    |
|                          | 8     | Monday     | 3.15pm  | 5.15pm  | 1        | 52        | 416    |
|                          | 9     | Friday     | 6.45pm  | 9.15pm  | 1        | 52        | 468    |
| Ovation                  | 14    | Monday     | 5.00pm  | 8.00pm  | 1        | 38        | 532    |
|                          |       |            |         |         | 1        |           | 0      |
| <b>Vulnerable Adults</b> |       |            |         |         |          |           |        |
| Mens Shed                | 18    | Tues-Thurs | 9.00am  | 2.00pm  | 3        | 52        | 2808   |
| Inclusion Group          | 5     | Friday     | 1.00pm  | 3.00pm  | 1        | 38        | 190    |
| <b>Sports Club</b>       |       |            |         |         |          |           | 0      |
| Hatfield Comets          | 15    | Tuesday    | 6.00pm  | 7.00pm  | 1        | 24        | 360    |
| Hatfield yellows         | 15    | Friday     | 6.00pm  | 7.00pm  | 1        | 24        | 360    |
| Lemsford Youth           | 12    | Monday     | 5.30pm  | 7.30pm  | 1        | 24        | 288    |
| <b>Over 65's</b>         |       |            |         |         |          |           |        |
| U3A                      | 120   | Wednesday  | 9.00am  | 12.00pm | 1        | 19        | 2280   |
| Line Dancing             | 12    | Thursday   | 1.30pm  | 3.30pm  | 1        | 10        | 120    |
| <b>Religious Groups</b>  |       |            |         |         |          |           |        |
| Hatfield Masjid          | 250   | Friday     | 12.30pm | 2.30pm  | 1        | 52        | 13000  |
| <b>Total</b>             | 350   |            |         |         |          |           | 31442  |

# YOUTH SERVICES

Earlier in the year, Services for Young People Hertfordshire vacated the offices at the front of the building they had occupied since 2009. They decided to relocate the Information Advice and Guidance Service to Welwyn Garden City. Presumably as a cost-cutting exercise.

For us, initially, it meant a loss of substantial income, but fortunately, the rapidly expanding nursery provision here at Breaks needed further space.

So! In a relatively short time, we were able to facilitate the nursery and replace our lost revenue.

Services for Young People still continue to deliver youth projects here throughout the year and holiday programmes during half term. Most of the projects are issue-based, and more often, the young people are referred by other agencies.

Open door Youth provision sadly being a thing of the past!

As some of you will be aware, we have our youth provision here at Breaks.

The club is open on Wednesday evenings from 18.00 to 20.00 and caters for young people aged 8 to 11 years of age.

The club has been providing a range of fun activities for over 50 years and was initially set up because the County Council's youth provision only catered for young people 13+

Over the past 26 years, Jerry Murphy has successfully run the club and, over that period, has had some very able and enthusiastic workers in support.

Sadly, as is always the case, people move on, and replacing them has become increasingly difficult!!

We have been able to provide a service over recent months, but this has proved to be very difficult.

We have tried to recruit more people, and whilst we have had some responses, they fail to turn up!!!

Therefore, for the time being, we have reluctantly ceased to operate!!

I would like to revisit the reestablishment of the junior club before the start of the new term in September, but would appreciate the setting up of a small working party from the Management Committee.

# PREMISES

A comment often made by visitors to the Centre is, " I did not realise how big this place is!

Looking at the building from the outside can be very misleading! But once inside, it is surprising just how vast it is.

The main house and outbuildings comprise 21 rooms of various sizes. We have 6 kitchens and 6 toilets.

As you can appreciate, with our limited number of staff, maintaining all of this can be difficult!

Fortunately, some of the rooms are let to regular users and therefore they are responsible for their cleaning.

Nonetheless, we as the host organization remain responsible for the maintenance and repair of these rooms, and it is to that end that over the last two years, we have focused most of our attention!

As I have said many times, our premises are our biggest asset, and it is essential that we maintain them to as best level we can.

The amount of income raised in the last year has enabled us to fund the ongoing work, and as such, attract more and more bookings.

Being in this situation is indeed most encouraging; pieces of work that for years have eluded us have now become possible, and as such, we have less in the way of reorganization and development work to do than before.

Nonetheless, over the past year, we have seen the creation of new Admin Offices, a Kitchen, an additional Counselling room, a newly upgraded Stage, and additional CCTV stations.

Clearly, that does not mean ongoing cleaning and maintenance work is any less; in fact, it could be substantially more!!

A building of this size and vintage will always throw up issues, and therefore, it is incumbent on us to do the best we can with the limited number of staff available.

# FUNDRAISING

Fund Raising has not been as crucial as in earlier years, mainly due to our ability to accrue a steady source of income through our day-to-day business.

None the less we have, this year been fortunate the have two Lady Salisbury's coffee mornings in the same year, which as a result raised, £1973.08

Equally our very successful Christmas Fayre raised £515.80.

Whilst not making specific efforts to identify funding streams we do keep a watchful eye on what is available.

Swizzels The Great Community Refresh – A chance to win £1000 towards the Youth Club.

Arise – Applied for Funding for the Youth Club, however they are not open to applications at the moment.

Warburtons - £400 towards Youth Club healthy fruit and snacks

Set Up Easy Fundraising and promote on our socials.

Christmas Fayre raised £515.80

Coffee Morning raised £1973.08 (£986.54 each for Breaks and St Etheldreda)

# ANNUAL COFFEE MORNING

"A heartfelt thank you to our generous plant donors – Rochfords, Euro Plants, Dutch Nursery, and new supporter B&Q – for their contributions to this year's event."



# CHRISTMAS FAYRE

"A big thank you to the committee for their invaluable help, and to Lady Salisbury for her much-appreciated attendance. We're delighted to report a stronger footfall than last year!"



# WINDOW DISPLAY

"This year's window displays beautifully captured the spirit of the seasons, featuring themes for Valentine's Day, Halloween, and Christmas."



# CONCLUSION

All in all we have achieved a great deal this year. The premises has had virtually all the rooms refurbished over the past two years, with some previously used as storage now, newly functional kitchens.

Therefore if all remains well we should need to do less this year apart from day to day maintenance.

Clearly as mentioned earlier with the premises being so widely used we will need to continue to maintain them as much as possible to a good standard.

None the less we are aware of one very pressing need and that is a total resurfacing of the forecourt and as such we will need to explore funding opportunities!!

Apart from that I do feel confident in saying that the past year has been a success and I would like to extend my sincere thanks, on behalf of Breaks Manor to all those who have made this possible.

Barry Clark BEM  
Chairman

# **BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

## **Financial Statements**

**For the Year Ending 31 March 2025**

**Breaks Manor Youth and Community Centre is a registered charity:  
Registration number 302373**

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

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**YEAR ENDED 31st MARCH 2025**

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**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

**INCOME AND EXPENDITURE ACCOUNT**

**YEAR ENDED 31st MARCH 2025**

|   | NOTES          | <u>RESTRICTED</u>    | <u>UNRESTRICTED</u>      | <u>2025</u>              | <u>2024</u>              |
|---|----------------|----------------------|--------------------------|--------------------------|--------------------------|
|   |                | <u>£</u>             | <u>£</u>                 | <u>£</u>                 | <u>£</u>                 |
| <b><u>INCOMING RESOURCES</u></b>                    |                |                      |                          |                          |                          |
| Total income for the period                         |                | <u>0.00</u>          | <u>152,109.90</u>        | <u>152,109.90</u>        | <u>159,963.15</u>        |
| <b>TOTAL INCOMING RESOURCES</b>                     |                | <b><u>0.00</u></b>   | <b><u>152,109.90</u></b> | <b><u>152,109.90</u></b> | <b><u>159,963.15</u></b> |
| <br>  |                |                      |                          |                          |                          |
| <b><u>RESOURCES EXPENDED</u></b>                    |                |                      |                          |                          |                          |
| Administration, Management, Cost of Activities etc. |                | <u>645.12</u>        | <u>169,321.83</u>        | <u>169,966.95</u>        | <u>163,667.30</u>        |
| <b>TOTAL RESOURCES EXPENDED</b>                     |                | <b><u>645.12</u></b> | <b><u>169,321.83</u></b> | <b><u>169,966.95</u></b> | <b><u>163,667.30</u></b> |
| <br>  |                |                      |                          |                          |                          |
| <b>NET INCOMING RESOURCES FOR THE YEAR</b>          |                | <b>(645.12)</b>      | <b>(17,211.93)</b>       | <b>(17,857.05)</b>       | <b>(3,704.15)</b>        |
| <b>ADJUSTMENT</b>                                   |                | <b>0.00</b>          | <b>0.00</b>              | <b>0.00</b>              | <b>0.00</b>              |
| <b>FUNDS BROUGHT FORWARD</b>                        |                | <b><u>645.12</u></b> | <b><u>101,795.34</u></b> | <b><u>102,440.46</u></b> | <b><u>106,144.61</u></b> |
| <br>  |                |                      |                          |                          |                          |
| <b>FUNDS CARRIED FORWARD</b>                        | <b>7, 8, 9</b> | <b><u>0.00</u></b>   | <b><u>84,583.41</u></b>  | <b><u>84,583.41</u></b>  | <b><u>102,440.46</u></b> |

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

**BALANCE SHEET AS AT 31st MARCH 2025**

|   | NOTES | 2025<br>£               | 2024<br>£                |
|---|-------|-------------------------|--------------------------|
| <b><u>FIXED ASSETS</u></b>              |       |                         |                          |
| Furniture and equipment                 | 3     | 618.66                  | 461.26                   |
| <b><u>CURRENT ASSETS</u></b>            |       |                         |                          |
| Stock                                   | 4     | 0.00                    | 86.20                    |
| Debtors & Prepayments                   | 5     | 12,825.66               | 4,586.83                 |
| Cash & Bank Balances                    | 5     | <u>84,189.65</u>        | <u>111,576.14</u>        |
|   |       | <b>97,015.31</b>        | <b>116,249.17</b>        |
| <b><u>CREDITORS</u></b>                 |       |                         |                          |
| Amounts falling due within one year     | 6     | <u>13,050.56</u>        | <u>14,269.97</u>         |
| <b>NET CURRENT ASSETS (LIABILITIES)</b> |       | <b>83,964.75</b>        | <b>101,979.20</b>        |
| <b>NET ASSETS</b>                       |       | <b><u>84,583.41</u></b> | <b><u>102,440.46</u></b> |
| <b><u>FUNDS</u></b>                     |       |                         |                          |
| Unrestricted Funds                      | 7     | 84,583.41               | 101,795.34               |
| Restricted Funds                        | 8     | 0.00                    | 645.12                   |
| <b>TOTAL FUNDS</b>                      |       | <b><u>84,583.41</u></b> | <b><u>102,440.46</u></b> |

Approved by the Management Committee and signed on its behalf by:

\_\_\_\_\_  
Lady Salisbury - President on: 25 July 2025

\_\_\_\_\_  
Barry Clark - Chairman on: 25 July 2025

The accompanying notes form an integral part of the accounts

## BREAKS MANOR YOUTH AND COMMUNITY CENTRE

### NOTES TO THE FINANCIAL STATEMENTS

#### YEAR ENDED 31st MARCH 2025

#### 1 ACCOUNTING POLICIES

##### a) Basis of Preparation and Assessment of Going Concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. 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 (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The trust constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Centre's ability to continue as a going concern.

##### b) Income and Expenditure

Income and Expenditure is recorded on the accruals basis.

##### c) Depreciation

Depreciation is calculated on the straight line basis at rates which are intended to write off the cost of the assets over their estimated useful lives, and is itemised as follows:

|                                    |     |
|------------------------------------|-----|
| Machinery, furniture and equipment | 33% |
| Fixtures and fittings              | 33% |
| Motor vehicles                     | 25% |

##### d) Leases

Rental costs under operating leases are charged to the income and expenditure account in equal annual instalments covering the period of the leases.

##### e) Fund Accounting

Grants and similar income which are subjected to restrictions by the donors are shown as restricted funds and any expenditure incurred will be set off against this fund. All other income and expenditure is shown as unrestricted.

## BREAKS MANOR YOUTH AND COMMUNITY CENTRE

### NOTES TO THE FINANCIAL STATEMENTS

#### YEAR ENDED 31st MARCH 2025

f) Resources Expended

The cost of activities comprises expenditure that directly relates to the furtherance of the organisation's charitable activities. All other expenses are shown under administration and management which involve the cost of managing and administering the charity.

g) Value Added Tax (VAT)

VAT is not recoverable by the charity and as such is included in the relevant costs in the Statement of Financial Activities.

| <b>2</b> | <b><u>GRANTS RECEIVABLE</u></b> | <b>2025</b>          | <b>2024</b>            |
|----------|---------------------------------|----------------------|------------------------|
|          |                                 | <b>£</b>             | <b>£</b>               |
|          | Total grant income received     | <u>500.00</u>        | <u>2,000.00</u>        |
|          | <b>Total</b>                    | <b><u>500.00</u></b> | <b><u>2,000.00</u></b> |

**3** **FIXED ASSETS**

|                           | <b>Youth<br/>Centre<br/>Equip<br/>£</b> | <b>Fixtures<br/>and<br/>fittings<br/>£</b> | <b>Total<br/>£</b> |
|---------------------------|---|--|--------------------|
| <b>Cost</b>               |   |  |                    |
| At 1 April 2024           | 12,451.38                               | 25,086.23                                  | 37,537.61          |
| Additions                 | 928.00                                  | 0.00                                       | 928.00             |
| Disposals                 | <u>0.00</u>                             | <u>0.00</u>                                | <u>0.00</u>        |
| At 31 March 2025          | <u>13,379.38</u>                        | <u>25,086.23</u>                           | <u>38,465.61</u>   |
| <b>Depreciation</b>       |   |  |                    |
| At 1 April 2024           | 12,451.38                               | 24,624.97                                  | 37,076.35          |
| Charge for the year       | 309.34                                  | 461.26                                     | 770.60             |
| Depreciation on disposals | <u>0.00</u>                             | <u>0.00</u>                                | <u>0.00</u>        |
| At 31 March 2025          | <u>12,760.72</u>                        | <u>25,086.23</u>                           | <u>37,846.95</u>   |
| <b>Net book value</b>     |   |  |                    |
| At 31 March 2025          | <u>618.66</u>                           | <u>0.00</u>                                | <u>618.66</u>      |
| At 31 March 2024          | <u>0.00</u>                             | <u>461.26</u>                              | <u>461.26</u>      |

## BREAKS MANOR YOUTH AND COMMUNITY CENTRE

### NOTES TO THE FINANCIAL STATEMENTS

#### YEAR ENDED 31st MARCH 2025

|          |   |                         |                          |
|----------|---|-------------------------|--------------------------|
| <b>4</b> | <b><u>CURRENT ASSETS - Stock</u></b>                                  | <b>2025</b>             | <b>2024</b>              |
|          |   | <b>£</b>                | <b>£</b>                 |
|          | Canteen stock   | 0.00                    | 86.20                    |
| <b>5</b> | <b><u>CURRENT ASSETS - Cash &amp; Bank Balances &amp; Debtors</u></b> | <b>2025</b>             | <b>2024</b>              |
|          |   | <b>£</b>                | <b>£</b>                 |
|          | Cash in hand and current account                                      | 19,326.08               | 25,244.58                |
|          | Meeting Point Account (Restricted)                                    | 0.00                    | 0.00                     |
|          | Community Fund  | 0.00                    | 0.00                     |
|          | Business Money Manager Account  | 64,863.57               | 86,331.56                |
|          | Debtors & Prepayments   | 12,825.66               | 4,586.83                 |
|          | <b>Total</b>  | <b><u>97,015.31</u></b> | <b><u>116,162.97</u></b> |
| <b>6</b> | <b><u>CREDITORS - Amounts Falling Due Within One Year</u></b>         | <b>2025</b>             | <b>2024</b>              |
|          |   | <b>£</b>                | <b>£</b>                 |
|          | Creditors, Deferred Income & Accruals                                 | 10,936.42               | 12,264.56                |
|          | PAYE, Social Security and Other Taxes                                 | 1,948.52                | 2,005.41                 |
|          | Pension Creditor  | 165.62                  | 0.00                     |
|          |   | <b><u>13,050.56</u></b> | <b><u>14,269.97</u></b>  |
| <b>7</b> | <b><u>UNRESTRICTED FUND</u></b>                                       | <b>2025</b>             | <b>2024</b>              |
|          |   | <b>£</b>                | <b>£</b>                 |
|          | Opening Balance   | 101,795.34              | 106,144.61               |
|          | Surplus (Deficit) for the Year  | (17,211.93)             | (4,349.27)               |
|          | Revaluation adjustment  | 0.00                    | 0.00                     |
|          | <b>Closing Balance</b>  | <b><u>84,583.41</u></b> | <b><u>101,795.34</u></b> |
| <b>8</b> | <b><u>RESTRICTED FUND</u></b>   | <b>2025</b>             | <b>2024</b>              |
|          |   | <b>£</b>                | <b>£</b>                 |
|          | Opening Balance   | 645.12                  | 0.00                     |
|          | Surplus (Deficit) for the Year  | (645.12)                | 645.12                   |
|          | Revaluation adjustment  | 0.00                    | 0.00                     |
|          | <b>Closing Balance</b>  | <b><u>0.00</u></b>      | <b><u>645.12</u></b>     |

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31st MARCH 2025**

|           |   |                   |                     |                  |
|-----------|---|-------------------|---------------------|------------------|
| <b>9</b>  | <b><u>ANALYSIS OF NET FUNDS</u></b>                     | <b>Restricted</b> | <b>Unrestricted</b> | <b>Total</b>     |
|           |   | <b>£</b>          | <b>£</b>            | <b>£</b>         |
|           | Tangible Fixed Assets                                   | 0.00              | 618.66              | 618.66           |
|           | Net Current Assets                                      | 0.00              | 83,964.75           | 83,964.75        |
|           | <b>Total</b>  | <b>0.00</b>       | <b>84,583.41</b>    | <b>84,583.41</b> |
| <b>10</b> | <b><u>STAFF COSTS &amp; NUMBERS</u></b>                 |                   | <b>2025</b>         | <b>2024</b>      |
|           |   |                   | <b>£</b>            | <b>£</b>         |
|           | Staff Salaries, Employer's National Insurance & Pension |                   | 53,612.25           | 47,727.24        |
|           | <b>Total Remuneration for the Year</b>                  |                   | <b>53,612.25</b>    | <b>44,690.02</b> |
|           |   |                   | <b>2025</b>         | <b>2024</b>      |
|           | Average Number of Paid Staff                            |                   | 3                   | 3                |

**11** **TRUSTEES' REMUNERATION & EXPENSES**

No remuneration was paid to trustees in the year nor were any expenses reimbursed to them in respect of their duties as trustees.

# Independent examiner's report on the accounts



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
Breaks Manor Youth and Community Centre

**On accounts for the year  
ended**

31<sup>ST</sup> MARCH 2025

**Charity no  
(if any)**

302373

**Set out on pages**

1-6

(remember to include the page numbers of additional sheets)

**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 material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**  **Date:**

**Name:**

**Relevant professional qualification(s) or body (if any):**

**Address:**

**Section B Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

NONE

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

England & Wales - Charity number 302373

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# Accounts

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# Breaks Manor



Youth & Community Centre

ANNUAL REPORT

2023-2024

Link Drive, Hatfield, Herts

AL 10 8TP

Telephone: 01707 263 201

# BREAKS MANOR YOUTH CENTRE MANAGEMENT COMMITTEE

## **Patron**

Lady Salisbury

Hatfield House

## **OFFICERS**

Tony Crowther

**Hon. Trustee**

**Vice Chairman**

34 Birchwood Close, Hatfield, AL10 0PP

Tel: 01707 272190

Email: [tony.crowther@ymail.com](mailto:tony.crowther@ymail.com)

Barry Clark

**Chairman**

24 Chennells, Hatfield, AL109HZ

Tel: 01707 694330

Email: [barry.john.clark@gmail.com](mailto:barry.john.clark@gmail.com)

Keith Jones

**Hon Treasurer**

46 Crossway, Welwyn Garden City AL8 7EE

Email: [keith-jones@dial.pipex.com](mailto:keith-jones@dial.pipex.com)

## **Minute Secretary**

Elaine Jones

**Centre Secretary**

Email: [elaine.jones@breaksmanor.org](mailto:elaine.jones@breaksmanor.org)

## **COMMITTEE MEMBERS**

Linda Mendez

12 Shallcross crescent, Hatfield. AL10 9QH

Tel 01707 270687 Mob:07947 989440

Email: [lindamendez1951@yahoo.com](mailto:lindamendez1951@yahoo.com)

Elizabeth Mendez

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Eric McLaughlin

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Email: [eric.mclaughlin@ntlwork.com](mailto:eric.mclaughlin@ntlwork.com)

Sandy Jones

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June Walters

50 Wadnall Way, Knebworth. SG36DX  
Tel: 01438 489805  
Mobile:07847098564  
Email: [jwalters123@hotmail.co.uk](mailto:jwalters123@hotmail.co.uk)

Beverly McConnell

4 Branch Close  
Hatfield, Herts.AL10 0TW  
[Tel:01707 897697](tel:01707897697)  
Mobile: 07415 172110  
Email: [beverley.mcconnell@sky.com](mailto:beverley.mcconnell@sky.com)

Peter Hebden

10 Lowlands, Hatfield.AL95DY  
Mobile: 07949 626858  
Email: [heddenmcdowall@btinternet.com](mailto:heddenmcdowall@btinternet.com)

WHBC Representative

Larry Crofton

# BREAKS MANOR YOUTH & COMMUNITY CENTRE

## **ANNUAL GENERAL MEETING**

**Wednesday 17th July 2024**

**At 7pm for 7.30pm start**

### *A G E N D A*

Welcome by the Chairman who will then ask the Patron, Lady Salisbury to chair the meeting.

Apologies for absence

AGM held on 13<sup>th</sup> July 2023 report re-submitted in absence of minutes

Matters arising from the Minutes of previous AGM

Chairman's Report 2023 – 2024

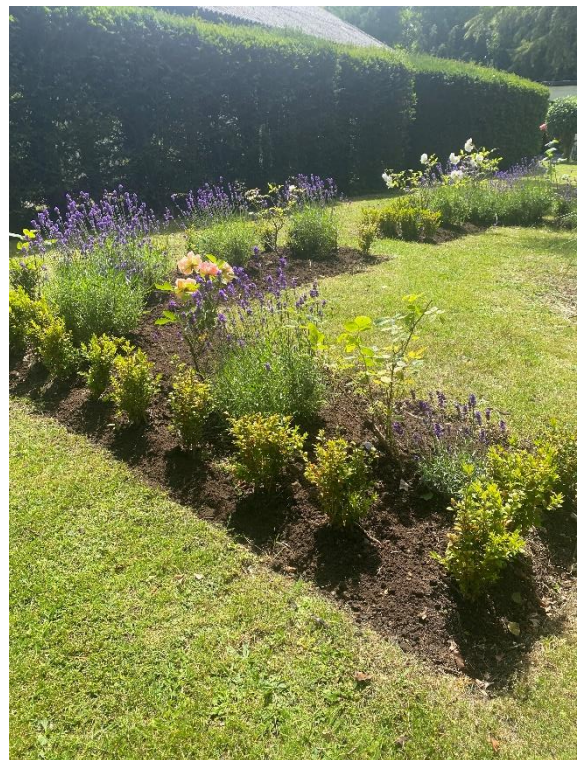
Treasurer's Report 2023 – 2024

Approval of Accounts 2023 – 2024

Any other business



# GARDEN GROUNDS



## BREAKS MANOR YOUTH & COMMUNITY CENTRE

### Annual General Meeting

held at 7.30 pm on Wednesday 27<sup>th</sup> July 2022

|          |                        |  |
|----------|------------------------|--|
| Present: | Lady Salisbury         | Honorary President                     |
|          | Barry Clark            | Chairman                               |
|          | Dean Archer            |  |
|          | Sue Archer             |  |
|          | Tony Crowther          | Trustee                                |
|          | Elaine Jones           | Centre Secretary                       |
|          | Keith Jones            | Hon Treasurer                          |
|          | Eric McLaughlin        |  |
|          | June Walters           |  |
|          | Rosemary Basden        | Minutes Secretary                      |
|          | Cllr Barbara Fitzsimon | Mayor, Welwyn Hatfield Borough Council |
|          | Cllr Richard Griffiths | Hatfield Town Council                  |
|          | Sandy Jones            |  |
|          | Cllr Bernard Sarson    | Welwyn Hatfield Borough Council        |

Barry extended a warm welcome to everyone – 2 years since the previous AGM because of the pandemic! He then handed over to our President, Lady Salisbury, who was full of praise for the Report provided, and then proceeded to take over the Meeting.

#### 1. **Apologies for Absence**

Apologies for absence had been received from Peter Hebden, Elizabeth Mendez, Cllr Linda Mendez, Davina Taunton. Barry said Cllr Caron Juggins was going to try to come to the Meeting.

#### 2. **Minutes of Previous Annual General Meeting**

The minutes from 12<sup>th</sup> August 2020 were given a quick reading by those present, agreed and signed by Lady Salisbury.

### 3. **Matters Arising**

Lady Salisbury noted the list of Users differed from that of 2 years ago.

### 4. **Chairman's Report 2020-2022**

Barry reported that Morgan Sindall, who are constructing a science building for the University, have chosen Breaks Manor as their charity with the result that they have done an immense amount of landscaping work in the garden, with skips, dumper trucks, subcontractors as well, doing all sorts of things including tidying up, so we were very fortunate and it could not have come at a better time.

Barry said the more successful we become – and thanks to our new Secretary Elaine – the more we have to ensure the building is fit for purpose. So, if we were to take on additional staff and things go down, we could not pay their salaries. One event over-ran late at night but we still had to prepare the premises for the next morning's User; we even have to pay people to lock and unlock the premises. Keith wondered if it was time to review charges again; Barry added we are pretty busy at the moment.

Barry then went through his detailed 2020-2022 Overview. Following the pandemic, in April there was an optimistic air and we had an increase in enquiries in contrast to the previous year; and we were fortunate to have accrued some financial reserve. With the Furlough Scheme we managed a degree of income. With staff on Furlough there were only a few left to provide the necessary backup, until early June when there were more enquiries from possible Users. By the middle of 2020-21 Services for Young People, Hertfordshire (formerly YC Herts) and Footsteps 123 had recommenced, though the former demanded a Covid 19 Risk Assessment and detailed room/route plans. In early 2021 we had several new Users, including U3A; in August we hosted an evening Celebratory Event, with Angela Rippon there, to thank all the volunteers, doctors, administrators etc. who helped with the successful vaccination programme at the University.

By the end of the financial year 2021-22 virtually all our Community Groups had returned, with a number of new projects. So, with cautious optimism, Barry looks forward to the better times ahead.

Services for Young People, still here, has changed and focuses on the most vulnerable, with a referral system, no universal youth work or open-door policy. However, we retain our Junior Youth on Wednesday evenings, keeping the open-door policy and with fun activities. Recently Services for Young People have increased their use of the Centre: beneficial to us. We are also very grateful to the County for continuing rental payments during the whole of the pandemic.

Staffing – for most of the pandemic our staffing ratio was reduced from 5 to 2, which made difficulties, though the Furlough Scheme helped greatly as the Centre only paid 20% towards salaries. Jerry Murphy stayed, keeping the premises fit for purpose, and Julie Gill worked alongside Barry. Some staff returned in September 2021 through the volume of work began to intensify. But also, in September Julie resigned, with Bob McNab resigning soon after, followed by Jane Durbridge. However, we were extremely fortunate that Keith

knew someone looking for a career change, so in that October we were pleased to welcome Elaine Jones as our new Centre Secretary.

Conclusion – there has been much uncertainty for 2 years and the future looked bleak. However, we have come through and Barry wished to thank all those who have contributed to our success: the Management Committee (without which the Centre would not exist); part-time ground staff Adrian Moody and George Youngman (since retired), part-time Handyman John Walker, resident electricians Chris Fitch and Gary Hopkins; erstwhile Centre Secretary Julie Gill, house staff Jerry Murphy, Keith our Treasurer; and finally our President Lady Salisbury for her ongoing support, loyalty and patronage.

## 5. **Treasurer's Report/Approval of Accounts**

Keith had provided detailed financial statements for the year ended 31<sup>st</sup> March 2022.

2021-2, an excellent result, had a surplus of £24,124.44. The previous year had a higher surplus at £30,705.88 but that included a fair amount of Covid-related support.

Premises/grounds maintenance was £23,393.69 compared with £34,524.23 for the previous year; still high but moving in the right direction.

Utilities expenditure has increased dramatically, though we have had problems getting accurate providers' bills. We are now up to date, but Keith believes we will spend a similar amount as last year's £17,230, but with more in future.

Balance sheet remains healthy, with net assets at the end of the year of £105,819.37, all unrestricted reserves. Cash and equivalent balances have increased from £80,475.30 to £106,667.85.

Total income for the year fell slightly but was still very good at £121,465.41 as against £131,753.41 for 2020-21, very encouraging as there was more government support.

Overall expenditure is slightly lower at £97,340.97 as compared to £101,047.53.

Keith continues to believe that the financial outlook for the Centre remains positive, notwithstanding unknown factors. The events of the last 2 years show how things can change without warning. Footsteps 123 were lost as a User; they brought a significant income but were also the cause, directly and indirectly, of significant expenditure for the Centre. Overall, Keith believes we are well placed for the immediate future, with a sound financial base.

Lady Salisbury duly signed the accounts as approved by the Management Committee.

## 7. **Nominations for Committee Members**

Since he was no longer a Councillor but wishes to remain on the Committee, we have to ratify Peter Hebden as a Committee Member. It was therefore formally proposed by Eric, seconded Keith and agreed by all.

Barry said Caron Juggins will be joining the Committee as a representative of the Borough Council, which brings us up to the required number.

8. **Any Other Business**

Richard then presented an enormous cheque to Breaks Manor for £600, as Breaks was his chosen charity while he was Mayor of Hatfield Town Council, for which he was warmly thanked by all present.

Fund-raising – Richard knows some of the local artists groups and they have kindly donated several abstract paintings to Breaks, to be auctioned/sold by Breaks.

Lady Salisbury commented that the meeting had been wonderfully informative. She praised Barry, who knows all about youth work, and thanked everyone for all that they do: the Management Committee and all the people mentioned by Barry.

# BREAKS MANOR

## LIST OF USERS

2024

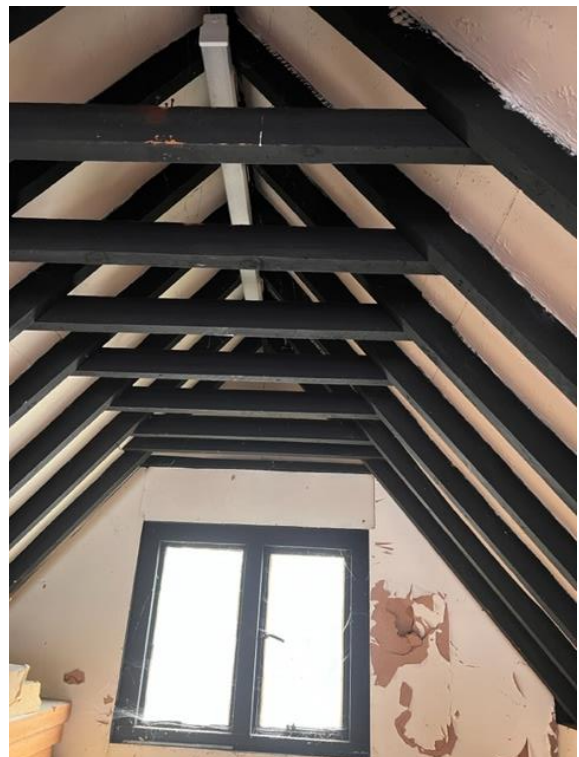
- Bangladeshi Prayer Group
- H'arts in Mind - Art Group
- Carers In Herts - Meetings
- DS Achieve
- Brightside Preschool
- Inclusion Group
- Line Dancing
- Men In Sheds
- One YMCA Baby Drop in Group
- Rephael House Counselling
- Services for Young People
- Stage Call
- University of the Third Age
- Football Group
- The Craft Room
- Kirsty Lemare – Counselling
- Potters Heath Church

*On top of our regular bookings, we had from the community 24 Saturdays & 17 Sunday events, plus The Happy Camps Program here through the School Summer Holidays and half terms*

*Ramadan was held here again this year which was in March for 30 Nights 11pm - 12.30am*



# LOFT BEFORE





# LOFT AFTER



## **Opening statement**

On the 31st of March this year our Financial Year 2023/24 came to an end and as such the content of my report will concentrate largely on events related to that period.

At our previous AGM I was able to inform everyone that despite a huge capital expenditure on internal refurbishments we had managed to maintain a comfortable bank balance due to the increased client usage of the Community Centre.

Therefore, being aware of further works imminent we felt able to proceed in a similar fashion. The detail of which I will focus on when I refer to Premises.

At this point I need to say that much of the Centre's success has largely been due to improvements in our marketing strategy.

Our website constantly highlights new opportunities, ongoing day to day community events and weekend provision.

Telephone and email enquiries come in at a regular pace.



# PORTA CABIN REMOVAL



## **Fundraising**

Whilst fundraising is not quite as important as it once was, we do still like the ideal of accessing funds where we can.

As I said under premises, we were fortunate to receive the £4002.29 from the section 106 and the £240.00 from the real tennis club, we were also fortunate to participate in a scheme called the Local Community Fund run by the cooperative Society, which enabled us to receive £745.50.

We also participated in the government scheme Warm Spaces, which enabled people to keep warm in the lounges, we received a grant of £2000, which we were able to invest various amounts of money towards a newly refurbished kitchen and furnishings for the games room.

Equally not all funding is of a financial nature, we also receive various pieces equipment in kind but totally free of charge, as we did from AGMS Foundation, despite having not made specific efforts to raise funds we did do particularly well.

However, sadly this year and purely because the dates we didn't have a Lady Salisbury's Coffee Morning.

Similarly, we put on a Christmas Fayre which didn't do at all well for a variety of reasons, however we did not lose any money.

We will try again this year, taking on board the experiences learnt from the last.

We would like to make greater use of our lovely garden's but sadly our climate can never be relied upon.

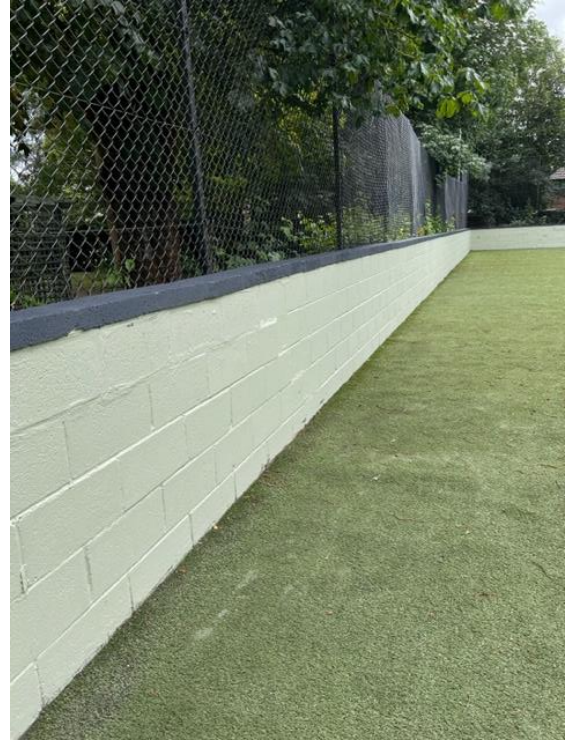
Our large sports field remains under used every year purely because the council will not allow us a gate to egress the field and my biggest fear is that they will eventually take it for building.

And then you can bet your life access in and out will be granted!!!!



# FOOTBALL PITCH BEFORE





# FOOTBALL PITCH AFTER



# BREAKS MANOR

## STAFF

- Barry Clark - Chair
- Elaine Jones - Centre Secretary
- Jerry Murphy - House Staff/Youth worker Leader in charge
- John Walker - Maintenance
- Sophie Gallagher-Jones - House Staff/social media/Website
- Sandy Jones – Gardener/social media
- Sarah Jackson – House Staff/Youth Helper
- Adrian Moody - Gardener





**BEFORE**





AFTER



## Premises

As I have said so many times before our premises are undoubtedly our most valuable asset.

Based here in the centre of Hatfield, and situated in its own palatial gardens it offers an excellent venue for the Community.

Equally, being close to the railway station, bus routes and road networks makes access really easy.

New and regular users often comment on how lovely the Centre looks and the opportunities it provides.

Therefore, once again it is incumbent on us to continue to maintain it to as high a standard as is humanly possible.

Understandably this does not come cheap as goods and services increase on a daily basis. Also, whilst we can plan to undertake certain projects, these can be easily overtaken by a more pressing need.

For example, a complete shutdown of the heating system, aimed at stemming a number of leaks and faults in the radiator system.

Issues around flooding and the need to fell damaged trees.

However, we were nonetheless able to undertake a vast number of projects which I can now document.

This included, a complete repaint of all walls and ceilings on both the ground and first floor, which also took in the adjoining stair well.

This was followed in similar fashion to both the games room and main hall.

Later in the year we were also able to completely recarpet the ground and first floor, stair well and admin offices.

In June 2023 we were fortunate in receiving £4002.29 from section 106 funding which enabled us to repair the crumbling brick work on the floodlit play area which was causing concern under health and safety.

Work was also underway to the exterior of Enterprise Hall.

Whilst the work continued on the first floor, we emptied a room which for years had merely housed old music equipment. This was given to a local school and the room is now a modern usable kitchen which can be used in conjunction with the upstairs lounge.

Whilst all of this work was funded by ourselves work on the exterior of building, around the forecourt was carried out by the district council, making improvements to exterior wood cladding.

So, as you can see a lot of improvements have been made to the premises once again.

However, as previously mentioned we have had to deal with a number of issues along the way. Our porta cabin which we had used for some years, finally had to be demolished due to rotting timbers and wood lice.

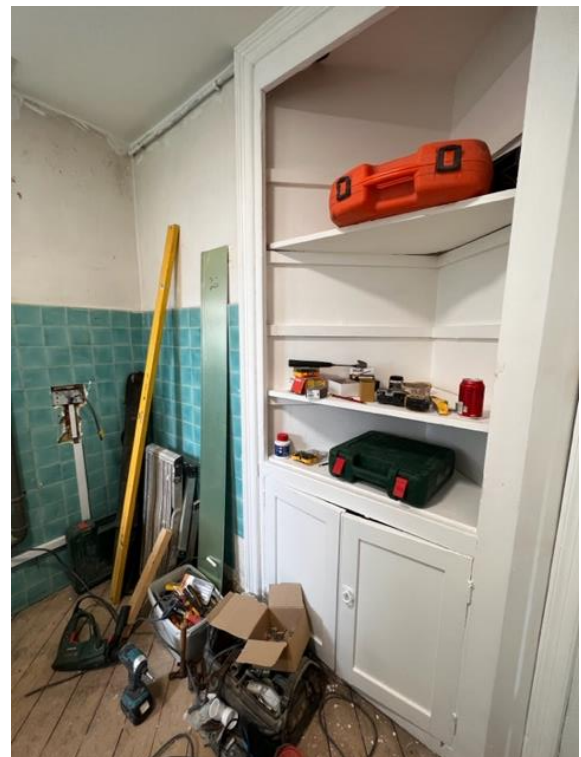
Lighting and alarm issues often occur and of course the inevitable

Episodes of vandalism!!

None the less overall a relatively successful year.



# OLD MUSIC STORAGE CUPBOARD





# CONVERTED INTO A KITCHEN



## **Services for Young People Hertfordshire.**

As previously mentioned in earlier reports the Youth Service of the past has changed beyond all recognition.

Gone is universal youth work where all young people between the age of 13 and 19 could attend has been replaced by issue-based provision,

where young people are referred by other agencies

However, despite this the service is still provided by the Hertfordshire County Council so we are never the less pleased that they continue to use our premises for service delivery.

## **Breaks Manor Junior Youth Club**

Every Wednesday Evening between 18.00 to 20.00 hours the Centre provides its own Junior provision for young people aged 8 to 11 years.

The centre attracts up to 30 young people and is open to all.

The club has run for over 50 years but sadly becomes increasingly more difficult to manage each year.

Just recently, Amanda Pedley who had been with us for a long period time had to leave us, due to other commitments, but fortunately, with luck Sarah Jackson one of our house staff stepped in to help.

However, it proved how vulnerable we are, because without a female member of staff we cannot operate.

Whilst ever effort is being made to recruit more staff there is not the willingness there once was!



**BEFORE**





**AFTER**



## **The Estate**

We are fortunate to occupy the amount of land we have surrounding the house.

We have a number of grassed areas and attractive flower beds, we also have flower tubs and hanging baskets which now adorn the premises.

Users often comment on the attractiveness of our grounds, as I have said previously, we would love to make greater use of them but our climate is too unpredictable.

Obviously having such a large expanse of ground, brings with it a number of problems for example, in the summer time there is the issue of watering, lawns have to be mown, hedges have been trimmed, weeding on a regular basis and concrete areas power washed.

In the winter our main focus is on leaf clearance and unfortunately flooding in specific areas. Equally, with the large number of trees on site we have some in need of attention either to be felled or pollarded.

As you can see this requires a great deal of attention. Fortunately, we have Sandy Jones who is on our management committee who regularly attends to the gardens assisted by Community Payback.

At this point I'd like to say how saddened we all were at the loss of Adrian Moody who died early in the New year. Adrian was a professional nurseryman with an abundance of horticultural skills. He will be greatly missed.

We are grateful that we can achieve all of this with such a small number of willing individuals.



**BEFORE**





AFTER



## **Conclusion**

Once again, I think it is safe to say that we have come through the year with reasonable success.

A great deal of work has taken place to both the premises and grounds.

Our improved marking has brought about a greater awareness of the Centre's potential and as a result bookings have increased enormously.

Our Junior Youth provision remains popular and our day-to-day users remain loyal to the Centre.

All this is achieved by a very small number of people, who remain passionate about Breaks Manor.



# TULIP COMPETITION WINNERS



# **BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

## **Financial Statements**

**For the Year Ending 31 March 2024**

**Breaks Manor Youth and Community Centre is a registered charity:  
Registration number 302373**

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

**INDEX TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31st MARCH 2024**

| <b>CONTENTS</b>                   | <b>PAGE</b> |
|-----------------------------------|-------------|
| Statement of Financial Activities | 1           |
| Balance Sheet                     | 2           |
| Notes to the Financial Statements | 3-5         |

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31st MARCH 2024**

|   | NOTES          | <u>RESTRICTED</u>      | <u>UNRESTRICTED</u>      | <u>2024</u>              | <u>2023</u>              |
|---|----------------|------------------------|--------------------------|--------------------------|--------------------------|
|   |                | <u>£</u>               | <u>£</u>                 | <u>£</u>                 | <u>£</u>                 |
| <b><u>INCOMING RESOURCES</u></b>                    |                |                        |                          |                          |                          |
| Total income for the period                         |                | <u>2,000.00</u>        | <u>157,963.15</u>        | <u>159,963.15</u>        | <u>134,784.07</u>        |
| <b>TOTAL INCOMING RESOURCES</b>                     |                | <b><u>2,000.00</u></b> | <b><u>157,963.15</u></b> | <b><u>159,963.15</u></b> | <b><u>134,784.07</u></b> |
| <br><b><u>RESOURCES EXPENDED</u></b>                |                |                        |                          |                          |                          |
| Administration, Management, Cost of Activities etc. |                | <u>1,354.88</u>        | <u>162,312.42</u>        | <u>163,667.30</u>        | <u>134,458.83</u>        |
| <b>TOTAL RESOURCES EXPENDED</b>                     |                | <b><u>1,354.88</u></b> | <b><u>162,312.42</u></b> | <b><u>163,667.30</u></b> | <b><u>134,458.83</u></b> |
| <br>  |                |                        |                          |                          |                          |
| <b>NET INCOMING RESOURCES FOR THE YEAR</b>          |                | <b>645.12</b>          | <b>(4,349.27)</b>        | <b>(3,704.15)</b>        | <b>325.24</b>            |
| <b>ADJUSTMENT</b>                                   |                | <b>0.00</b>            | <b>0.00</b>              | <b>0.00</b>              | <b>0.00</b>              |
| <b>FUNDS BROUGHT FORWARD</b>                        |                | <b><u>0.00</u></b>     | <b><u>106,144.61</u></b> | <b><u>106,144.61</u></b> | <b><u>105,819.37</u></b> |
| <br>  |                |                        |                          |                          |                          |
| <b>FUNDS CARRIED FORWARD</b>                        | <b>7, 8, 9</b> | <b><u>645.12</u></b>   | <b><u>101,795.34</u></b> | <b><u>102,440.46</u></b> | <b><u>106,144.61</u></b> |

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE****BALANCE SHEET AS AT 31st MARCH 2024**

|   | NOTES | 2024<br>£                | 2023<br>£                |
|---|-------|--------------------------|--------------------------|
| <b><u>FIXED ASSETS</u></b>              |       |                          |                          |
| Furniture and equipment                 | 3     | 461.26                   | 2,242.20                 |
| <b><u>CURRENT ASSETS</u></b>            |       |                          |                          |
| Stock                                   | 4     | 86.20                    | 0.00                     |
| Debtors & Prepayments                   | 5     | 4,586.83                 | 21,460.52                |
| Cash & Bank Balances                    | 5     | <u>111,576.14</u>        | <u>101,566.90</u>        |
|   |       | <b>116,249.17</b>        | <b>123,027.42</b>        |
| <b><u>CREDITORS</u></b>                 |       |                          |                          |
| Amounts falling due within one year     | 6     | <u>14,269.97</u>         | <u>19,125.01</u>         |
| <b>NET CURRENT ASSETS (LIABILITIES)</b> |       | <b>101,979.20</b>        | <b>103,902.41</b>        |
| <b>NET ASSETS</b>                       |       | <b><u>102,440.46</u></b> | <b><u>106,144.61</u></b> |
| <b><u>FUNDS</u></b>                     |       |                          |                          |
| Unrestricted Funds                      | 7     | 101,795.34               | 106,144.61               |
| Restricted Funds                        | 8     | 645.12                   | 0.00                     |
| <b>TOTAL FUNDS</b>                      |       | <b><u>102,440.46</u></b> | <b><u>106,144.61</u></b> |

Approved by the Management Committee and signed on its behalf by:

Lady Salisbury - President

on: 17 July 2024

Barry Clark - Chairman

on: 17 July 2024

The accompanying notes form an integral part of the accounts

## **BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

### **NOTES TO THE FINANCIAL STATEMENTS**

#### **YEAR ENDED 31st MARCH 2024**

#### **1 ACCOUNTING POLICIES**

##### a) Basis of Preparation and Assessment of Going Concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. 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 (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The trust constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Centre's ability to continue as a going concern.

##### b) Income and Expenditure

Income and Expenditure is recorded on the accruals basis.

##### c) Depreciation

Depreciation is calculated on the straight line basis at rates which are intended to write off the cost of the assets over their estimated useful lives, and is itemised as follows:

|                                    |     |
|------------------------------------|-----|
| Machinery, furniture and equipment | 33% |
| Fixtures and fittings              | 33% |
| Motor vehicles                     | 25% |

##### d) Leases

Rental costs under operating leases are charged to the income and expenditure account in equal annual instalments covering the period of the leases.

##### e) Fund Accounting

Grants and similar income which are subjected to restrictions by the donors are shown as restricted funds and any expenditure incurred will be set off against this fund. All other income and expenditure is shown as unrestricted.

##### f) Resources Expended

The cost of activities comprises expenditure that directly relates to the furtherance of the organisation's charitable activities. All other expenses are shown under administration and management which involve the cost of managing and administering the charity.

##### g) Value Added Tax (VAT)

VAT is not recoverable by the charity and as such is included in the relevant costs in the Statement of Financial Activities.

#### **2 GRANTS RECEIVABLE**

|                             | <b>2024</b>            | <b>2023</b>        |
|-----------------------------|------------------------|--------------------|
|                             | <b>£</b>               | <b>£</b>           |
| Total grant income received | <u>2,000.00</u>        | <u>0.00</u>        |
| <b>Total</b>                | <b><u>2,000.00</u></b> | <b><u>0.00</u></b> |

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31st MARCH 2024****3 FIXED ASSETS**

|                           | Youth<br>Centre<br>Equip<br>£ | Fixtures<br>and<br>fittings<br>£ | Total<br>£       |
|---------------------------|-------------------------------|----------------------------------|------------------|
| <b>Cost</b>               |                               |                                  |                  |
| At 1 April 2023           | 12,451.38                     | 25,086.23                        | 37,537.61        |
| Additions                 | -                             | -                                | -                |
| Disposals                 | -                             | -                                | -                |
| At 31 March 2024          | <u>12,451.38</u>              | <u>25,086.23</u>                 | <u>37,537.61</u> |
| <b>Depreciation</b>       |                               |                                  |                  |
| At 1 April 2023           | 11,592.71                     | 23,702.70                        | 35,295.41        |
| Charge for the year       | 858.67                        | 922.27                           | 1,780.94         |
| Depreciation on disposals | -                             | -                                | -                |
| At 31 March 2024          | <u>12,451.38</u>              | <u>24,624.97</u>                 | <u>37,076.35</u> |
| <b>Net book value</b>     |                               |                                  |                  |
| At 31 March 2024          | <u>0.00</u>                   | <u>461.26</u>                    | <u>461.26</u>    |
| At 31 March 2023          | <u>858.67</u>                 | <u>1,383.53</u>                  | <u>2,242.20</u>  |

**4 CURRENT ASSETS - Stock**

|               | 2024<br>£ | 2023<br>£ |
|---------------|-----------|-----------|
| Canteen stock | 86.20     | 0.00      |

**5 CURRENT ASSETS - Cash & Bank Balances & Debtors**

|                                    | 2024<br>£                | 2023<br>£                |
|------------------------------------|--------------------------|--------------------------|
| Cash in hand and current account   | 25,244.58                | 11,782.16                |
| Meeting Point Account (Restricted) | 0.00                     | 0.00                     |
| Community Fund                     | 0.00                     | 0.00                     |
| Business Money Manager Account     | 86,331.56                | 89,784.74                |
| Debtors & Prepayments              | <u>4,586.83</u>          | <u>21,460.52</u>         |
| <b>Total</b>                       | <b><u>116,162.97</u></b> | <b><u>123,027.42</u></b> |

**6 CREDITORS - Amounts Falling Due Within One Year**

|                                       | 2024<br>£               | 2023<br>£               |
|---------------------------------------|-------------------------|-------------------------|
| Creditors, Deferred Income & Accruals | 12,264.56               | 17,455.78               |
| PAYE, Social Security and Other Taxes | <u>2,005.41</u>         | <u>1,669.23</u>         |
|                                       | <b><u>14,269.97</u></b> | <b><u>19,125.01</u></b> |

**7 UNRESTRICTED FUND**

|                                | 2024<br>£                | 2023<br>£                |
|--------------------------------|--------------------------|--------------------------|
| Opening Balance                | 106,144.61               | 105,819.37               |
| Surplus (Deficit) for the Year | (4,349.27)               | 325.24                   |
| Revaluation adjustment         | -                        | -                        |
| <b>Closing Balance</b>         | <b><u>101,795.34</u></b> | <b><u>106,144.61</u></b> |

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31st MARCH 2024**

| <b>8</b> | <b><u>RESTRICTED FUND</u></b>  | <b>2024</b>          | <b>2023</b>        |
|----------|--------------------------------|----------------------|--------------------|
|          |                                | <b>£</b>             | <b>£</b>           |
|          | Opening Balance                | 0.00                 | 0.00               |
|          | Surplus (Deficit) for the Year | 645.12               | 0.00               |
|          | Revaluation adjustment         | -                    | -                  |
|          | <b>Closing Balance</b>         | <b><u>645.12</u></b> | <b><u>0.00</u></b> |

| <b>9</b> | <b><u>ANALYSIS OF NET FUNDS</u></b> | <b>Restricted</b>    | <b>Unrestricted</b>      | <b>Total</b>             |
|----------|-------------------------------------|----------------------|--------------------------|--------------------------|
|          |                                     | <b>£</b>             | <b>£</b>                 | <b>£</b>                 |
|          | Tangible Fixed Assets               | 0.00                 | 461.26                   | 461.26                   |
|          | Net Current Assets                  | <u>645.12</u>        | <u>101,979.20</u>        | <u>102,624.32</u>        |
|          | <b>Total</b>                        | <b><u>645.12</u></b> | <b><u>102,440.46</u></b> | <b><u>103,085.58</u></b> |

| <b>10</b> | <b><u>STAFF COSTS &amp; NUMBERS</u></b>                 | <b>2024</b>             | <b>2023</b>             |
|-----------|---|-------------------------|-------------------------|
|           |   | <b>£</b>                | <b>£</b>                |
|           | Staff Salaries, Employer's National Insurance & Pension | <u>47,727.24</u>        | <u>44,690.02</u>        |
|           | <b>Total Remuneration for the Year</b>                  | <b><u>47,727.24</u></b> | <b><u>44,690.02</u></b> |

|                              | <b>2024</b> | <b>2023</b> |
|------------------------------|-------------|-------------|
| Average Number of Paid Staff | 3           | 4           |

**11** **TRUSTEES' REMUNERATION & EXPENSES**

No remuneration was paid to trustees in the year nor were any expenses reimbursed to them in respect of their duties as trustees.

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE****INCOME & EXPENDITURE ACCOUNT****YEAR ENDED 31st MARCH 2024**

| <b><u>PARTICULARS</u></b>        | <b><u>RESTRICTED</u></b> | <b><u>UNRESTRICTED</u></b> | <b><u>TOTAL</u></b>      |
|----------------------------------|--------------------------|----------------------------|--------------------------|
|                                  | <b><u>£</u></b>          | <b><u>£</u></b>            | <b><u>£</u></b>          |
| <b><u>INCOME</u></b>             |                          |                            |                          |
| <b><u>Hire of Premises</u></b>   |                          |                            |                          |
| Premises                         | 0.00                     | 145,679.22                 |                          |
| All Weather Pitch                | <u>0.00</u>              | <u>2,015.00</u>            | 147,694.22               |
| <b><u>Grants</u></b>             |                          |                            |                          |
| Grant Income Received            | <u>2,000.00</u>          | <u>0.00</u>                | 2,000.00                 |
| <b><u>Others</u></b>             |                          |                            |                          |
| Fund Raising                     | 0.00                     | 7,139.39                   |                          |
| Interest Received                | 0.00                     | 1,546.82                   |                          |
| Youth Centre Subscriptions       | 0.00                     | 603.60                     |                          |
| Canteen, Catering & Refreshments | 0.00                     | 979.12                     |                          |
| Miscellaneous Income             | <u>0.00</u>              | <u>0.00</u>                | <u>10,268.93</u>         |
| <b>TOTAL INCOME</b>              |                          |                            | <b><u>159,963.15</u></b> |
| <b><u>EXPENDITURE</u></b>        |                          |                            |                          |
| Fund Raising Expenditure         | 1,354.88                 | 60.40                      |                          |
| Cost of Activities               | 0.00                     | 963.97                     |                          |
| Marketing                        | 0.00                     | 423.60                     |                          |
| Salaries & Wages                 | 0.00                     | 47,072.87                  |                          |
| Employer's NI & Pension          | 0.00                     | 654.37                     |                          |
| Staff Expenses                   | 0.00                     | 0.00                       |                          |
| Training Courses                 | 0.00                     | 22.80                      |                          |
| Canteen, Catering & Refreshments | 0.00                     | 911.47                     |                          |
| Equipment                        | 0.00                     | 0.00                       |                          |
| Rent & Rates                     | 0.00                     | 3,596.36                   |                          |
| Utilities                        | 0.00                     | 25,676.77                  |                          |
| Cleaning & Refuse Collection     | 0.00                     | 8,027.24                   |                          |
| Insurance Premium                | 0.00                     | 3,430.86                   |                          |
| Buildings Maintenance            | 0.00                     | 53,170.85                  |                          |
| Grounds Maintenance              | 0.00                     | 10,971.00                  |                          |
| Bank Charges                     | 0.00                     | 67.32                      |                          |
| Depreciation                     | 0.00                     | 1,780.94                   |                          |
| Accountancy & Professional Fees  | 0.00                     | 2,770.00                   |                          |
| Telephone & Internet             | 0.00                     | 740.52                     |                          |
| Stationery, Printing & Postage   | 0.00                     | 493.29                     |                          |
| Other                            | <u>0.00</u>              | <u>1,477.79</u>            |                          |
| <b>TOTAL EXPENDITURE</b>         |                          |                            | <b><u>163,667.30</u></b> |
| <b>INCOME OVER EXPENDITURE</b>   |                          |                            | <b><u>(3,704.15)</u></b> |

THIS PAGE IS FOR INFORMATION ONLY AND DOES NOT FORM PART OF THE FINANCIAL STATEMENTS

# Independent examiner's report on the accounts



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

Breaks Manor Youth and Community Centre

On accounts for the year  
ended

31/03/2024

Charity  
no (if  
any)

302373

Set out on pages

1-5

(remember to include the page numbers of additional sheets)

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.

In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

**Independent examiner's statement**

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 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.

\* Please delete the words in the brackets if they do not apply.

Signed:



Date:

11/07/2024

Name: Keith Jones

Relevant professional qualification(s) or body (if any):

Address: 46 Crossway

Welwyn Garden City

Hertfordshire

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

England & Wales - Charity number 302373

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# Accounts

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# BreaksManor

## Youth & CommunityCentre

ANNUAL REPORT

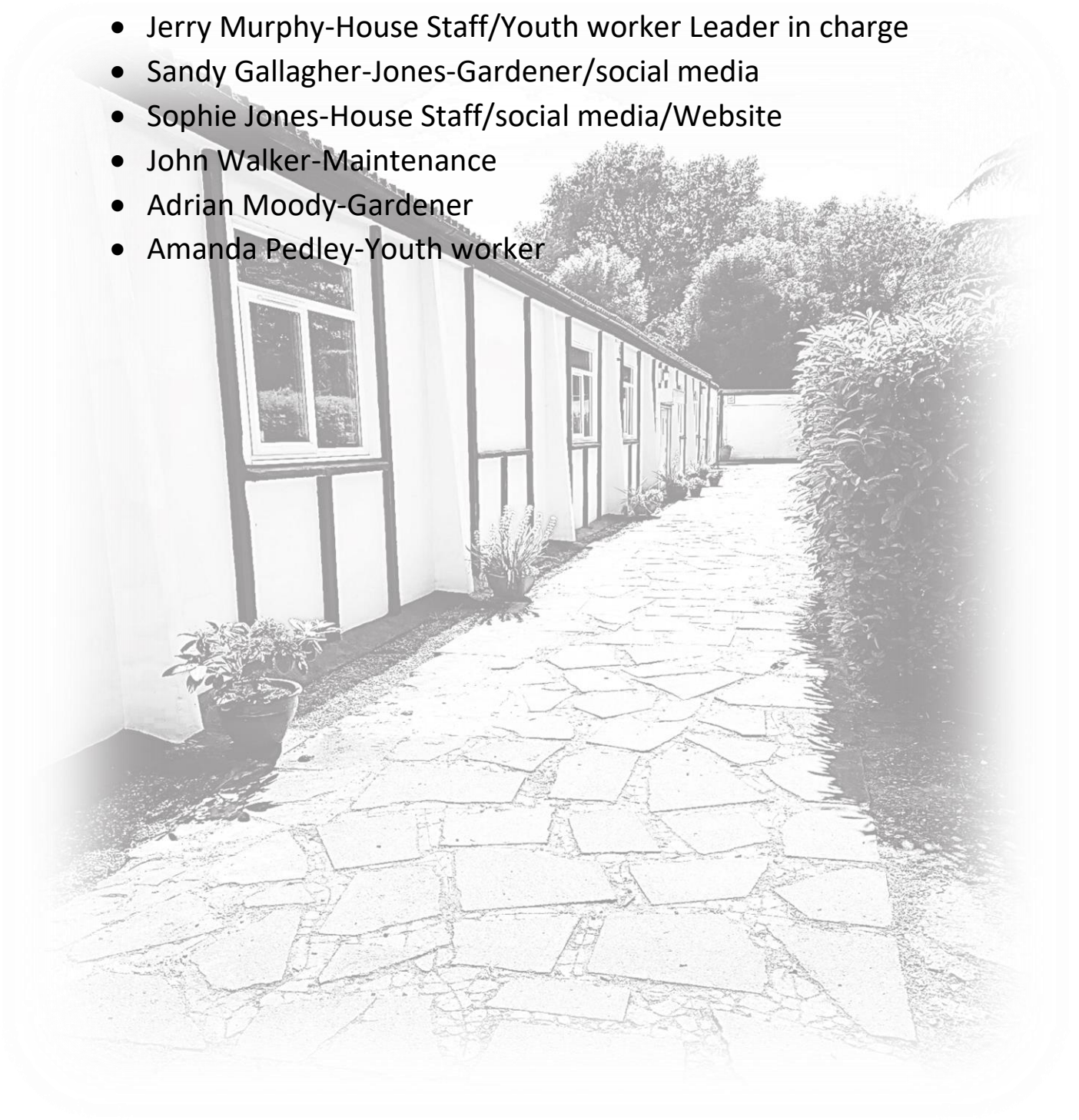
2022-2023

Link Drive, Hatfield, Herts, AL 10 8TP  
Telephone: 01707 263 201

# BREAKS MANOR

## STAFF

- Barry Clark - Chair
- Elaine Jones - Centre Secretary
- Jerry Murphy-House Staff/Youth worker Leader in charge
- Sandy Gallagher-Jones-Gardener/social media
- Sophie Jones-House Staff/social media/Website
- John Walker-Maintenance
- Adrian Moody-Gardener
- Amanda Pedley-Youth worker



## BREAKS MANOR YOUTH CENTRE MANAGEMENT COMMITTEE

**President**  
Lady Salisbury

Hatfield House

### **OFFICERS**

Tony Crowther  
**Hon. Trustee**

34 Birchwood Close, Hatfield, AL10 0PP  
Tel: 01707 272190  
Email: [tony.crowther@ymail.com](mailto:tony.crowther@ymail.com)

Barry Clark  
**Chairman**

24 Chennells, Hatfield, AL109HZ  
Tel: 01707 694330  
Email: [barry.john.clark@gmail.com](mailto:barry.john.clark@gmail.com)

Davina Taunton  
**Vice Chairman**

2 Old French Horn Lane, Hatfield  
Tel: 01707 882071  
Email: [davinaht@ntlworld.com](mailto:davinaht@ntlworld.com)

Keith Jones  
**Hon Treasurer**

46 Crossway, Welwyn Garden City AL8 7EE  
Email: [keith-jones@dial.pipex.com](mailto:keith-jones@dial.pipex.com)

Rosemary Basden  
**Minute Secretary**

11 Birch Drive, Hatfield AL10 8NX  
Tel: 01707 266175  
Email: [basdenbirchdrive@hotmail.com](mailto:basdenbirchdrive@hotmail.com)

Elaine Jones  
**Centre Secretary**

Email: [elaine.jones@breaksmanor.org](mailto:elaine.jones@breaksmanor.org)

### **COMMITTEE MEMBERS**

Linda Mendez

12 Shallcross crescent, Hatfield. AL10 9QH  
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Peter Hebden

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## PREMISES

The premises are our most valuable asset and as such it is incumbent on us to maintain them to our best ability!!

We have, as previously mentioned, spent a huge amount of money this year, not always out of choice but on most occasions to improve the premises to a higher standard.

Many of our users have commented on how Lovely the Centre looks and new clients are totally amazed at the facilities we offer!!

This has been evidenced by the increased number of enquiries and bookings we now receive.

We still have a way to go and premises of this vintage often throw up the unexpected!!

Fortunately, in some cases the issue is one that the Welwyn Hatfield Borough Council has a Structural Brief and which therefore saves us a financial outlay!!

So, as every New Financial Year dawns, I always live in hope for a better one.

## Fund Raising & Donations

During the Financial Year 2022/23 we did particularly well in both instances.

We were fortunate to have 2 of Lady Salisbury's Coffee Mornings, at the Old Palace of Hatfield House, the first of which was on the 12th April and the second on the 28th March therefore both falling in the same financial year.

We were also in receipt of £4,204, Section 106 Money from the Welwyn/Hatfield Sports Partnership.

We also received £225 from the Real Tennis Club and £60 from the Ryde and District Gardeners Club.

A further £5,000, bid has also been made to the Trust house Charity, which is now being given consideration.

Our thanks go to Lady Salisbury and the Chaplain of Hatfield House, Paul Gismondi for their generous support. We wait in anticipation of a positive result.

Not all donations are of a financial nature Some are in the form of Voluntary Service, e.g., Morgan Sindal, Site Clearance Days. Others include, a Defibrillator, now placed at the front elevation of the Centre and obtained for us by County Councillor, Peter Hebden.

A number of plants and shrubs have also been donated by local Supplier's accessed by June Walters, Sandy Jones and myself.

We have, also collected, over 100 bicycles in various states of disrepair from the Hertfordshire Constabulary to enable Men's Sheds to repair and distribute bicycles to Syria, Ukrainian and Afghan Refugees.

Equally, we have also received items of good quality Games Equipment.

So, all in all, we have achieved a great deal of Goodwill.

## STAFFING

Staffing, here at Breaks Manor, has always been a difficult issue! Our cash flow has always been somewhat precarious and as such can change in an instant!!

Much of our income, comes from lettings that may be funded by other organisations, who may suddenly decide to withdraw their funding.

Other users may find their client group, diminishing and can no longer function.

We realise that in the ideal world an organisation, the size of Breaks, should have a full-time Site Supervisor and Ground staff.

But we have no way of securing a stable, regular income.

Therefore, we rely heavily on our Part-time staff. Our Casual workers and Volunteers.

All of which make a generous contribution to life and vitality of the Centre.

## **Services for Young People**

The Hertfordshire Youth Service, or Services for Young People, Hertfordshire, as they are now known, still deliver from here.

Today, the service focuses on the most vulnerable young people around such issues as, Bullying, Sexual Health, Racism, Radicalisation, Mental and Physical Wellbeing.

The service is largely referral based.

Sadly, gone are the days of Universal

Youth Work and the open door policy!!

None the less we still retain a Youth Service of sorts.

We at Breaks still maintain our own Junior Provision on Wednesday Evenings which still has an open door policy.

Having served in the Youth Service for over 50 years I still value it greatly but equally, I'm saddened by the lack of investment and its direction!!

Having said that, I still like us referred to, as a Youth and Community Centre.

## CONCLUSION

Finally, my sincere thanks go to all who have given so much to the life of the Centre.

Our Management Committee, without whom the Breaks would not exist!

Our Centre Secretary - Elaine Jones

House Staff and Junior Youth Club

Leader in Charge - Jerry Murphy

Junior Club - Amanda Pedley

Our Resident Site worker - John Walker

Our Treasurer - Keith Jones

Casual House Staff and Web Site Maintenance and Design - Sophie Gallagher

Casual Landscaping - Sandy Jones

Casual Gardener - Adrian Mood

Casual Transport Volunteer - Mike Devall

Finally, our President Lady Salisbury for her ongoing Support and Patronage

# **BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

## **Financial Statements**

**For the Year Ending 31 March 2023**

**Breaks Manor Youth and Community Centre is a registered charity:  
Registration number 302373**

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

**INDEX TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31st MARCH 2023**

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| Statement of Financial Activities | 1           |
| Balance Sheet                     | 2           |
| Notes to the Financial Statements | 3-5         |

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31st MARCH 2023**

|   | <b>NOTES</b>   | <b><u>RESTRICTED</u></b><br><b>£</b> | <b><u>UNRESTRICTED</u></b><br><b>£</b> | <b><u>2023</u></b><br><b>£</b> | <b><u>2022</u></b><br><b>£</b> |
|---|----------------|--------------------------------------|--|--------------------------------|--------------------------------|
| <b><u>INCOMING RESOURCES</u></b>                    |                |                                      |  |                                |                                |
| Total income for the period                         |                | <u>0.00</u>                          | <u>134,784.07</u>                      | <u>134,784.07</u>              | <u>121,465.41</u>              |
| <b>TOTAL INCOMING RESOURCES</b>                     |                | <b><u>0.00</u></b>                   | <b><u>134,784.07</u></b>               | <b><u>134,784.07</u></b>       | <b><u>121,465.41</u></b>       |
| <br><b><u>RESOURCES EXPENDED</u></b>                |                |                                      |  |                                |                                |
| Administration, Management, Cost of Activities etc. |                | <u>0.00</u>                          | <u>134,458.83</u>                      | <u>134,458.83</u>              | <u>97,340.97</u>               |
| <b>TOTAL RESOURCES EXPENDED</b>                     |                | <b><u>0.00</u></b>                   | <b><u>134,458.83</u></b>               | <b><u>134,458.83</u></b>       | <b><u>97,340.97</u></b>        |
| <br>  |                |                                      |  |                                |                                |
| <b>NET INCOMING RESOURCES FOR THE YEAR</b>          |                | <b>0.00</b>                          | <b>325.24</b>                          | <b>325.24</b>                  | <b>24,124.44</b>               |
| <b>ADJUSTMENT</b>                                   |                | <b>0.00</b>                          | <b>0.00</b>                            | <b>0.00</b>                    | <b>0.00</b>                    |
| <b>FUNDS BROUGHT FORWARD</b>                        |                | <b><u>0.00</u></b>                   | <b><u>105,819.37</u></b>               | <b><u>105,819.37</u></b>       | <b><u>81,694.93</u></b>        |
| <br>  |                |                                      |  |                                |                                |
| <b>FUNDS CARRIED FORWARD</b>                        | <b>7, 8, 9</b> | <b><u>0.00</u></b>                   | <b><u>106,144.61</u></b>               | <b><u>106,144.61</u></b>       | <b><u>105,819.37</u></b>       |

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE****BALANCE SHEET AS AT 31st MARCH 2023**

|   | NOTES | 2023<br>£                | 2022<br>£                |
|---|-------|--------------------------|--------------------------|
| <b><u>FIXED ASSETS</u></b>              |       |                          |                          |
| Furniture and equipment                 | 3     | 2,242.20                 | 2,839.32                 |
| <b><u>CURRENT ASSETS</u></b>            |       |                          |                          |
| Stock                                   | 4     | 0.00                     | 326.10                   |
| Debtors & Prepayments                   | 5     | 21,460.52                | 7,091.27                 |
| Cash & Bank Balances                    | 5     | <u>101,566.90</u>        | <u>106,667.85</u>        |
|   |       | <b>123,027.42</b>        | <b>114,085.22</b>        |
| <b><u>CREDITORS</u></b>                 |       |                          |                          |
| Amounts falling due within one year     | 6     | <u>19,125.01</u>         | <u>11,105.17</u>         |
| <b>NET CURRENT ASSETS (LIABILITIES)</b> |       | <b>103,902.41</b>        | <b>102,980.05</b>        |
| <b>NET ASSETS</b>                       |       | <b><u>106,144.61</u></b> | <b><u>105,819.37</u></b> |
| <b><u>FUNDS</u></b>                     |       |                          |                          |
| Unrestricted Funds                      | 7     | 106,144.61               | 105,819.37               |
| Restricted Funds                        | 8     | 0.00                     | 0.00                     |
| <b>TOTAL FUNDS</b>                      |       | <b><u>106,144.61</u></b> | <b><u>105,819.37</u></b> |

Approved by the Management Committee and signed on its behalf by:

**Lady Salisbury - President**

**on 13 July 2023**

**Barry Clark - Chairman**

**on: 13 July 2023**

The accompanying notes form an integral part of the accounts

## **BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

### **NOTES TO THE FINANCIAL STATEMENTS**

#### **YEAR ENDED 31st MARCH 2023**

#### **1 ACCOUNTING POLICIES**

a) Basis of Preparation and Assessment of Going Concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. 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 (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The trust constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Centre's ability to continue as a going concern.

b) Income and Expenditure

Income and Expenditure is recorded on the accruals basis.

c) Depreciation

Depreciation is calculated on the straight line basis at rates which are intended to write off the cost of the assets over their estimated useful lives, and is itemised as follows:

|                                    |     |
|------------------------------------|-----|
| Machinery, furniture and equipment | 33% |
| Fixtures and fittings              | 33% |
| Motor vehicles                     | 25% |

d) Leases

Rental costs under operating leases are charged to the income and expenditure account in equal annual instalments covering the period of the leases.

e) Fund Accounting

Grants and similar income which are subjected to restrictions by the donors are shown as restricted funds and any expenditure incurred will be set off against this fund. All other income and expenditure is shown as unrestricted.

f) Resources Expended

The cost of activities comprises expenditure that directly relates to the furtherance of the organisation's charitable activities. All other expenses are shown under administration and management which involve the cost of managing and administering the charity.

g) Value Added Tax (VAT)

VAT is not recoverable by the charity and as such is included in the relevant costs in the Statement of Financial Activities.

#### **2 GRANTS RECEIVABLE**

|                             | <b>2023</b>        | <b>2022</b>        |
|-----------------------------|--------------------|--------------------|
|                             | <b>£</b>           | <b>£</b>           |
| Total grant income received | <u>0.00</u>        | <u>0.00</u>        |
| <b>Total</b>                | <b><u>0.00</u></b> | <b><u>0.00</u></b> |

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31st MARCH 2023****3 FIXED ASSETS**

|                           | Youth<br>Centre<br>Equip<br>£ | Fixtures<br>and<br>fittings<br>£ | Total<br>£       |
|---------------------------|-------------------------------|----------------------------------|------------------|
| <b>Cost</b>               |                               |                                  |                  |
| At 1 April 2022           | 12,451.38                     | 23,702.75                        | 36,154.13        |
| Additions                 | -                             | 1,383.48                         | 1,383.48         |
| Disposals                 | -                             | -                                | -                |
| At 31 March 2023          | <u>12,451.38</u>              | <u>25,086.23</u>                 | <u>37,537.61</u> |
| <b>Depreciation</b>       |                               |                                  |                  |
| At 1 April 2022           | 10,534.38                     | 22,780.43                        | 33,314.81        |
| Charge for the year       | 1,058.33                      | 922.27                           | 1,980.60         |
| Depreciation on disposals | -                             | -                                | -                |
| At 31 March 2023          | <u>11,592.71</u>              | <u>23,702.70</u>                 | <u>35,295.41</u> |
| <b>Net book value</b>     |                               |                                  |                  |
| At 31 March 2023          | <u>858.67</u>                 | <u>1,383.53</u>                  | <u>2,242.20</u>  |
| At 31 March 2022          | <u>1,917.00</u>               | <u>922.32</u>                    | <u>2,839.32</u>  |

**4 CURRENT ASSETS - Stock**

|               | 2023<br>£ | 2022<br>£ |
|---------------|-----------|-----------|
| Canteen stock | 0.00      | 326.10    |

**5 CURRENT ASSETS - Cash & Bank Balances & Debtors**

|                                    | 2023<br>£                | 2022<br>£                |
|------------------------------------|--------------------------|--------------------------|
| Cash in hand and current account   | 11,782.16                | 27,186.78                |
| Meeting Point Account (Restricted) | 0.00                     | 0.00                     |
| Community Fund                     | 0.00                     | 0.00                     |
| Business Money Manager Account     | 89,784.74                | 79,481.07                |
| Debtors & Prepayments              | <u>21,460.52</u>         | <u>7,091.27</u>          |
| <b>Total</b>                       | <b><u>123,027.42</u></b> | <b><u>113,759.12</u></b> |

**6 CREDITORS - Amounts Falling Due Within One Year**

|                                       | 2023<br>£               | 2022<br>£               |
|---------------------------------------|-------------------------|-------------------------|
| Creditors, Deferred Income & Accruals | 17,455.78               | 10,091.37               |
| PAYE, Social Security and Other Taxes | <u>1,669.23</u>         | <u>1,013.80</u>         |
|                                       | <b><u>19,125.01</u></b> | <b><u>11,105.17</u></b> |

**7 UNRESTRICTED FUND**

|                                | 2023<br>£                | 2022<br>£                |
|--------------------------------|--------------------------|--------------------------|
| Opening Balance                | 105,819.37               | 81,694.93                |
| Surplus (Deficit) for the Year | 325.24                   | 24,124.44                |
| Revaluation adjustment         | -                        | -                        |
| <b>Closing Balance</b>         | <b><u>106,144.61</u></b> | <b><u>105,819.37</u></b> |

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31st MARCH 2023**

| <b>8</b> | <b><u>RESTRICTED FUND</u></b>  | <b>2023</b> | <b>2022</b> |
|----------|--------------------------------|-------------|-------------|
|          |                                | <b>£</b>    | <b>£</b>    |
|          | Opening Balance                | 0.00        | 0.00        |
|          | Surplus (Deficit) for the Year | 0.00        | 0.00        |
|          | Revaluation adjustment         | -           | -           |
|          |                                | <hr/>       | <hr/>       |
|          | <b>Closing Balance</b>         | <b>0.00</b> | <b>0.00</b> |

| <b>9</b> | <b><u>ANALYSIS OF NET FUNDS</u></b> | <b>Restricted</b> | <b>Unrestricted</b> | <b>Total</b>      |
|----------|-------------------------------------|-------------------|---------------------|-------------------|
|          |                                     | <b>£</b>          | <b>£</b>            | <b>£</b>          |
|          | Tangible Fixed Assets               | 0.00              | 2,242.20            | 2,242.20          |
|          | Net Current Assets                  | 0.00              | 103,902.41          | 103,902.41        |
|          |                                     | <hr/>             | <hr/>               | <hr/>             |
|          | <b>Total</b>                        | <b>0.00</b>       | <b>106,144.61</b>   | <b>106,144.61</b> |

| <b>10</b> | <b><u>STAFF COSTS &amp; NUMBERS</u></b>                 | <b>2023</b>      | <b>2022</b>      |
|-----------|---|------------------|------------------|
|           |   | <b>£</b>         | <b>£</b>         |
|           | Staff Salaries, Employer's National Insurance & Pension | 44,690.02        | 36,600.28        |
|           |   | <hr/>            | <hr/>            |
|           | <b>Total Remuneration for the Year</b>                  | <b>44,690.02</b> | <b>36,600.28</b> |

|                              | <b>2023</b> | <b>2022</b> |
|------------------------------|-------------|-------------|
|                              |             |             |
| Average Number of Paid Staff | 4           | 4           |

**11 TRUSTEES' REMUNERATION & EXPENSES**

No remuneration was paid to trustees in the year nor were any expenses reimbursed to them in respect of their duties as trustees.

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE****INCOME & EXPENDITURE ACCOUNT****YEAR ENDED 31st MARCH 2023**

| <b><u>PARTICULARS</u></b>        | <b><u>RESTRICTED</u></b> | <b><u>UNRESTRICTED</u></b> | <b><u>TOTAL</u></b>      |
|----------------------------------|--------------------------|----------------------------|--------------------------|
|                                  | <b><u>£</u></b>          | <b><u>£</u></b>            | <b><u>£</u></b>          |
| <b><u>INCOME</u></b>             |                          |                            |                          |
| <b><u>Hire of Premises</u></b>   |                          |                            |                          |
| Premises                         | 0.00                     | 126,867.38                 |                          |
| All Weather Pitch                | <u>0.00</u>              | <u>2,915.00</u>            | 129,782.38               |
| <b><u>Grants</u></b>             |                          |                            |                          |
| Grant Income Received            | <u>0.00</u>              | <u>0.00</u>                | 0.00                     |
| <b><u>Others</u></b>             |                          |                            |                          |
| Fund Raising                     | 0.00                     | 1,423.42                   |                          |
| Interest Received                | 0.00                     | 303.67                     |                          |
| Youth Centre Subscriptions       | 0.00                     | 147.00                     |                          |
| Canteen, Catering & Refreshments | 0.00                     | 212.42                     |                          |
| Miscellaneous Income             | <u>0.00</u>              | <u>2,915.18</u>            | <u>5,001.69</u>          |
| <b>TOTAL INCOME</b>              |                          |                            | <b><u>134,784.07</u></b> |
| <b><u>EXPENDITURE</u></b>        |                          |                            |                          |
| Fund Raising Expenditure         | 0.00                     | 159.25                     |                          |
| Cost of Activities               | 0.00                     | 709.24                     |                          |
| Marketing                        | 0.00                     | 816.40                     |                          |
| Salaries & Wages                 | 0.00                     | 44,178.92                  |                          |
| Employer's NI & Pension          | 0.00                     | 511.10                     |                          |
| Staff Expenses                   | 0.00                     | 0.00                       |                          |
| Training Courses                 | 0.00                     | 0.00                       |                          |
| Canteen, Catering & Refreshments | 0.00                     | 145.27                     |                          |
| Equipment                        | 0.00                     | 0.00                       |                          |
| Rent & Rates                     | 0.00                     | 755.33                     |                          |
| Utilities                        | 0.00                     | 12,880.58                  |                          |
| Cleaning & Refuse Collection     | 0.00                     | 9,427.20                   |                          |
| Insurance Premium                | 0.00                     | 5,014.58                   |                          |
| Buildings Maintenance            | 0.00                     | 43,195.09                  |                          |
| Grounds Maintenance              | 0.00                     | 7,475.51                   |                          |
| Bank Charges                     | 0.00                     | 79.27                      |                          |
| Depreciation                     | 0.00                     | 1,980.60                   |                          |
| Accountancy & Professional Fees  | 0.00                     | 4,748.75                   |                          |
| Telephone & Internet             | 0.00                     | 558.29                     |                          |
| Stationery, Printing & Postage   | 0.00                     | 109.03                     |                          |
| Other                            | <u>0.00</u>              | <u>1,714.42</u>            |                          |
| <b>TOTAL EXPENDITURE</b>         |                          |                            | <b><u>134,458.83</u></b> |
| <b>INCOME OVER EXPENDITURE</b>   |                          |                            | <b><u>325.24</u></b>     |

THIS PAGE IS FOR INFORMATION ONLY AND DOES NOT FORM PART OF THE FINANCIAL STATEMENTS

# Independent examiner's report on the accounts



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

Breaks Manor Youth and Community Centre

On accounts for the year  
ended

31/03/2023

Charity  
no (if  
any)

302373

Set out on pages

1-5

(remember to include the page numbers of additional sheets)

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.


In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

**Independent examiner's statement**

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 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.

\* Please delete the words in the brackets if they do not apply.

Signed:  Date: 05/07/2023

Name: Keith Jones

Relevant professional qualification(s) or body (if any):

Address: 46 Crossway  
Welwyn Garden City  
Hertfordshire

**Section B Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

England & Wales - Charity number 302373

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# Accounts

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# BREAKS MANOR YOUTH & COMMUNITY CENTRE



ANNUAL REPORT

2020 – 2022

Link Drive, Hatfield, Herts.

AL10 8TP

Telephone:01707 263201

BREAKS MANOR YOUTH CENTRE  
MANAGEMENT COMMITTEE

**President**  
Lady Salisbury

Hatfield House

**OFFICERS**

Tony Crowther  
**Hon. Trustee**

34 Birchwood Avenue, Hatfield, AL10 0PP  
Tel: 01707 272190  
Email: [tony.crowther@ymail.com](mailto:tony.crowther@ymail.com)

Barry Clark  
**Chairman**

24 Chennells, Hatfield, AL109HZ  
Tel: 01707 694330  
Email: [barry.john.clark@gmail.com](mailto:barry.john.clark@gmail.com)

Davina Taunton  
**Vice Chairman**

2 Old French Horn Lane, Hatfield  
Tel: 01707 882071  
Email: [davinaht@ntlworld.com](mailto:davinaht@ntlworld.com)

Keith Jones  
**Hon Treasurer**

46 Crossway, Welwyn Garden City AL8 7EE  
Email: [keith-jones@dial.pipex.com](mailto:keith-jones@dial.pipex.com)

Rosemary Basden  
**Minute Secretary**

11 Birch Drive, Hatfield AL10 8NX  
Tel: 01707 266175  
Email: [basdensbirchdrive@hotmail.com](mailto:basdensbirchdrive@hotmail.com)

Elaine Jones  
**Centre Secretary**

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WHBC Representative

Caron Juggins

# BREAKS MANOR YOUTH & COMMUNITY CENTRE

## **ANNUAL GENERAL MEETING**

**Wednesday 27th July 2022**

**At 7pm for 7.30pm start**

## *A G E N D A*

Welcome by the Chairman who will then ask the President, Lady Salisbury to chair the meeting.

Apologies for absence

Agree Minutes of the last AGM held on 12<sup>th</sup> Aug 2020

Matters arising from the Minutes of previous AGM

Chairman's Report 2020 – 2022

Treasurer's Report 2020 – 2022

Approval of Accounts 2020 - 2022

## BREAKS MANOR YOUTH & COMMUNITY CENTRE

Annual General Meeting held at 7.00 pm  
on Wednesday 12<sup>th</sup> August 2020

Present: Lady Salisbury            Honorary President  
Barry Clark                        Chairman  
Tony Crowther                    Trustee  
Jane Durbridge                 Centre Secretary  
Julie Gill                         Administration Assistant  
Cllr Peter Hebden               Welwyn Hatfield Borough Council  
Cllr Linda Mendez               Hatfield Town Council  
Eric McLaughlin  
June Walters  
Rosemary Basden               Minutes Secretary  
Anna Fitts  
Elizabeth Mendez  
Cllr Bernard Sarson Welwyn Hatfield Borough Council

Barry extended a warm! welcome to everyone, especially to Lady Salisbury and Councillors, noting the social distancing. Lady Salisbury then took over the meeting, at Barry's request.

### 1. Apologies for Absence

Apologies for absence had been received from Madeleine Clark, Dean and Sue Archer, and Keith Jones.

### 2. Minutes of Previous Annual General Meeting

There was a rapid reading by all present of the minutes from 17<sup>th</sup> July 2019, which were then approved and signed as correct by Lady Salisbury.

### 3. Matters Arising None.

### 4. Chairman's Report 2019-2020

Introduction - Barry had started the new financial year anxiously reflecting on what might be ahead of us on income and expenditure: solvent? Horrendous capital expenditure? Thankfully Barry had learned from Keith, our Treasurer, that we ended the previous year with a comfortable surplus, though this was no excuse to be reckless. There was nothing likely to hit us in the here and now, but future projects may later need to be addressed.

Memory Lane — the Here and Now — The Breaks, with its army of staff, volunteers and friends who have served so magnificently over the years in the interests of young people, can take huge pride that the Centre retains so much respect for so many. People of all ages talk fondly of Breaks; for some it was virtually their second home where they spent endless hours with friends. Over time there was an "open door" policy, with young people welcome at any time and people they could speak to who had a genuine interest in their welfare. This not only averted some from crime but also offered opportunities not previously available to them. Sadly, much of the youth service provision is now provided by YC Herts of the County Council's Youth Service and activities we once offered now need endless paperwork and policies; the Breaks has thus had to reinvent itself and now has a community development approach. Premises — without doubt our greatest source of income and we must ensure they remain fit for purpose, well maintained and managed. It is our good fortune that we occupy a property of such vintage character, in secluded grounds but in central Hatfield and close to transport routes, so we need to do our utmost to keep it. At the start of the new

financial year, we had a comfortable income surplus and Barry thought we could be in for a bumper year, with 2 major contributors in YC Herts and Footsteps 123 and a healthy list of users: what could go wrong? We did have to spend a large sum on reflooring the Enterprise Hall and new Emergency Fire Doors, and remained in a healthy position until 23<sup>rd</sup> March this year, when owing to the dreaded Corona pandemic we were forced into lockdown.

Marketing and promotions — since the use of social media is now so important, we were overjoyed when one of our newest Management Committee members, Madeleine Clark, offered to upgrade the website. Our website, with new imagery, is now live and well on its way to being a valuable promotion tool. Even better, Madeleine was able to arrange for Jane and Julie to add or remove data as required; training is to be given.

Our whole new look now contains redesigned stationery and advertising material, so enormous thanks to Madeleine for her valuable contribution.

YC Herts, Hertfordshire County Council Youth Service, has sole responsibility for youth work at Breaks apart from our Junior Club for 8–11-year-olds on Wednesday evenings.

YC Herts has now reduced its usage of Breaks and it had been thought they may partially withdraw or even leave altogether. Alarm bells. However, after much discussion a way forward was agreed; while use of the main building was reduced, financial implications were minimal. Barry, a passionate advocate of youth work, is pleased it remains integral to the Centre, for our splendid reputation was established through youth work provision.

Fund-raising initiatives and grant applications — We have done pretty well! In April we raised over £1,000 from joint participation with St Etheldreda's Church in Lady Salisbury's ever popular and well attended Coffee Mornings. Next up were 3 successful 60s Nights organised by Anna and Julie, with Dean and Sue's Rock Dens also making generous donations to our funds. In addition, we were delighted by our successful bid to Welwyn Hatfield Borough Council for £10,000, to enable completion of much needed fencing to our playing field later in the year. So, all in all, we have done all right, though fund-raising will be an ongoing challenge for years to come. Conclusion — following Barry's high expectations, 2019-2020 has been volatile, with elation, satisfaction, frustration and at times despair. But we have come through yet again and can look to the future with renewed vigour.

Barry offered his sincere thanks to all who maintained their support and loyalty to both the Centre and to him.

Lastly, Barry paid tribute to his friend and colleague Anna, who retired in June after 20 years in numerous roles and who was friendly, co-operative, supportive and loyal, particularly when Barry needed it most; she will be sadly missed.

Anna was then presented with a beautiful hanging basket of flowers and an equally beautiful glass pink elephant!

## 5. Treasurer's Report/Approval of Accounts

Keith had provided financial statements for the year ended 31<sup>st</sup> March 2020.

2020 resulted in a deficit of £7,840, slightly higher than the previous year's deficit of £6,042.89, primarily due to increased expenditure on the building.

Premises maintenance was £34,524.23 compared with £33,357.90 for 2019, with hopefully most of the premise's costs now having been incurred.

Balance sheet remains healthy, with net assets at the end of the year of £50,989.05.

cash and equivalent balances have increased from £45,351.74 to £51,925.70.

Overall income increased again during 2019-2020. Total was £128,315.84 as against

£103,640.76 for 2018-2019, with Footsteps 123 a significant contributor though also a

factor in increased premises costs over the last 2 years. Overall expenditure also increased, at £136,156.29 compared to £109,683.65.

Keith remains cautiously optimistic for the Centre's financial future, though the effects of the Covid-19 pandemic will not be seen until next year's accounts. He believes we are well placed to survive a crisis such as this and looks forward to small surpluses in the coming years. Not too bad, commented Barry.  
Lady Salisbury duly signed the accounts as approved by the Management Committee.

6. Re-election of Committee Members and any Nominations

In Davina Taunton's absence it was assumed she wishes to stand for re-election: proposed by Peter, seconded by Linda.

Linda is happy to continue: re-election proposed June, seconded Anna.

Eric too is willing to continue: proposed Tony, seconded Peter.

Dean and Sue Archer: it was not known whether they wished to continue, but Peter said they have done a lot for Breaks with their Rock Dens and so again it was assumed they will continue: Dean, proposed Eric, seconded Tony; Sue, proposed Peter, seconded June. Dean and Sue will be notified of the meeting's decision.

Barry then asked if any of those present would like to join the Committee and Elizabeth Mendez and Anna Fitts both expressed such a wish: Elizabeth was proposed by June, seconded Anna; Anna, proposed by Linda, seconded Peter.

Retirees were Jon Brindle, Oleksandr Fediuk, Emma Russell and Dr Lisa Whiting.

7. Any Other Business

Approval of Constitution — There had been minor changes to the Constitution, all of which had been approved by the Committee, including how much we could spend without having the Committee's approval, now at £10,000.

Jane mentioned that we need more volunteers for litter-picking on the playing field next week, Monday to Friday 8 am to 12 noon; Lady Salisbury, June and Peter all volunteered for Monday.

Lady Salisbury thanked everyone for coming. Jane has done a wonderful job though we still miss Anna; but Julie is still here. Lady Salisbury feels the news was not so bad; and although the youth provision has diminished and Barry is not Centre Manager, she thanked him for staying on.

### Post Meeting Notes

Eric expressed his appreciation of the Management Committee meeting on 17<sup>th</sup> June, in which Keith had participated via Skype, big-screen.

Barry said we hope to be up and running with Junior Club in September. And next year it will be 70 years since Breaks started. We are now enablers for other organisations.

Lady Salisbury recommended the many photographs on a display board in the Hall of Breaks over the years.

June enquired who of the hirers was coming back: Barry said Weight Watchers, Line Dancing,

Young Life; YC Hens were here tonight and U3A have made enquiries, as has the Church for

Sundays. We can only now have 30 people here, added Barry. Peter said there was a possibility of the Hall being used as a Flu Injection Centre for Lister House: pending.

# BREAKS MANOR

## LIST OF USERS

- Bangladeshi Prayer Group
- Carers In Herts – Art Group
- Carers In Herts – Meetings
- DS Achieve
- Footsteps 123
- Inclusion Group
- Line Dancing
- Men In Sheds
- One YMCA Baby Drop in Group
- One YMCA Physical Fun
- One YMCA Antenatal Class
- Potters House Church
- Rock Den
- Rephael House Counselling
- Services for Young People
- Stage Call
- University of the Third Age
- Watercolour Art Group -Starting September
- Football Group

*This list does not include one - off community users e.g., social events which normally take place at the weekends.*

## **Financial Year 2020-2022 overview**

In April, as the new Financial Year 2021 - 22 dawned, there seemed to be an air of optimism, visible, within the local community.

The mass vaccination programme had begun in January, at the University of Hertfordshire and whilst everyone was not in favour, for many it brought hope!

Here at Breaks, we began to notice an increase in enquiries, mainly to do with the present Government Guidelines and or what, Preventative Measures we had in place that would enable some degree of engagement.

This, as you will appreciate, was in complete contrast to the previous year which had culminated in the Centre coming to a complete standstill. The Lockdown in 2020, presented us with something, we had never encountered before. Yes!! we had faced numerous perils, over the years but nothing that had affected our ability to provide a service of, some kind.

This was indeed, something different.!!

We knew that we were fortunate to, have accrued some financial reserve from the previous year, but how long would this last, given the present circumstances.

However, we did put together a plan and together with the Central Government's Furlough Scheme managed to maintain a degree of income. During the Lockdown, which lasted approximately 3 months, access to the building was somewhat limited but at the same time, necessary to ensure the building remained safe and clean.

Some of the staff, by this time were on Furlough, which therefore meant only a few of us left to provide the necessary backup!

This went on, until early June when constraints began to be less stringent and some providers, particularly those working with younger clients began making enquiries around usage of the Centre.

So, by the middle of the year 2020/21

Services for Young People and Footsteps 123 had recommenced and whilst welcomed, brought enormous challenges to us.

Services for Young People, Hertfordshire, demanded a Covid 19 Risk Assessment and Room plan. Each room had to be measured to ensure, Social Distancing and numbers entitled to enter.

Toilets one in and one out. A route plan of the premises indicating, where methods of entry and egress were placed, to ensure people couldn't pass each other. All rooms to be sanitised before and after use. All touch surfaces to be cleaned, Equally, adequate Signage should be displayed throughout, Sanitising Stations, positioned strategically.

All this, including obligatory Face Masks.

This situation prevailed late into the year, with Christmas and the New Year Celebrations being relatively uneventful.

However! The New Year, as mentioned earlier did bring a glimmer of hope and as such there was a renewed interest, by our user groups.

During the early part of 2021 we began see the arrival of Men's Sheds Stage Call Potters Heath Church and Counselling Services. But it was toward the middle of the year, that services for the more senior of our community were to come on stream.

In August, we were pleased to host a Celebratory Even, here at Breaks in thanks to all those Volunteers, Doctors, Nurses, Administrators and others who contributed to the highly successful vaccination programme at the University of Hertfordshire.

Angela Rippon, the well-known Journalist and TV Presenter and very good friend of Eric, was at event and had made some very lovely comments to all in attendance.

Finally, as the year ensured more and more of our clients returned and whilst still, with some restrictions began to operate on a regular basis. Equally, we saw an increase in weekend bookings, which Was indeed, encouraging.

By the end of the Financial Year 2021/22 virtually all of our Community Groups had returned and even more encouraging a number of New Projects. So, with cautious optimism I now look forward to better times ahead.!!!

## **Services for Young People**

The Hertfordshire Youth Service, now known as Services for Young People Hertfordshire, still provide services for Welwyn Hatfield from here.

The service now is somewhat different, in delivery, to that experienced by myself over the years.

Today, the service, focuses on the most vulnerable and is based largely on a referral system.

It is very much issue based, around Bullying, Sexual Health, Racism, Mental Health and numerous others.

Gone are the days of Universal Youth Work and Open Door Policy.

None the less we still have a Youth Service of sorts.

We at Breaks still retain our Junior Youth provision on Wednesday Evenings and which retains an open-door policy and provides a range of fun activities.

Having served in Youth Services for many years, I still retain a passion for the work and am pleased that we still use the term Breaks Manor, Youth and Community Centre.

Over recent months, I am pleased to report that Services for Young People have increased the usage of our centre which is hugely beneficial to us.

Equally, we were extremely grateful to the County, for continuing Rental Payments during the whole of the Pandemic.

## Staffing

From a staffing perspective, we have not had a particularly good time. For most of the Pandemic, our staffing ratio was reduced from 5 to 2 and so working in this environment posed some difficulties as you can imagine.

Fortunately, for those not working,

The Governments Furlough Arrangements helped enormously as the Centre only had to contribute 20% toward their salary.

The two remaining staff stayed on site, Jerry Murphy keeping the Premises fit for purpose and Julie Fitts, working alongside myself, administratively.

By September 2021 the Furlough Arrangements were not so attractive and as such some of the staff

returned

However, as restrictions, started to reduce, the volume of work began to intensify. This didn't seem too daunting as we now more staff.

Sadly, this situation was not to last, as in September, Julie Fitts, resigned due to Stress, Bob McNab resigned soon after, with Health Issues and Jane Durbridge left after ongoing Domestic Issues.

Recruitment, here at Breaks has always been an enormous headache but in this case, we were more than fortunate that Keith, our Treasurer knew of someone looking for a career change.

So, in October 2021 we were pleased to welcome Elaine Jones, as our new Centre Secretary.

## **Premises**

Throughout the Pandemic, every effort has been made to keep the Centre, Fit for Purpose, however we have had the usual, ups and downs of seasonal issues demanding our attention. ie Flooding, defective boilers, bursting of water pipes, dangerous trees etc. and to add a burglary.

However, on a brighter note, we have been able to work within the building upgrading parts of the premises not always possible when fully functioning. We were able to install a new kitchen on the first floor and refurbish a number of rooms. Equally, our part time ground staff, have also been busy improving the estate.

We have a fantastic building and beautiful grounds.

We are a Rural Setting, in an Urban Town.

Users are totally amazed at the facilities we offer and therefore it is important that we all work to preserve it and ensure our future!!

## Conclusion

The last two years have been fuelled with uncertainty, leaving people with a whole range of mixed emotions.

For us at Breaks, as I'm sure with others in like position, the future seemed, somewhat bleak.

However, we have, as I have mentioned previously, faced numerous issues in the past and come through, so, I am delighted to say that once again there has been no exception.

I would therefore like to thank all those who have contributed to our success.

The Management Committee (without which the centre would not exist)

Our part time ground staff (Adrian moody and George Youngman since retired)

Our part time Handy man (John Walker)

Our resident electricians (Chris Fitch and Gary Hopkins)

Julie Fitts previously our centre sectary

House staff Jerry Murphy

Keith Jones Our treasure

And finally, our president lady Salisbury for her ongoing support, loyalty and patronage.



# **BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

## **Financial Statements**

**For the Year Ending 31 March 2022**

**Breaks Manor Youth and Community Centre is a registered charity:  
Registration number 302373**

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

**INDEX TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31st MARCH 2022**

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**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31st MARCH 2022**

|   | <b>NOTES</b>   | <b><u>RESTRICTED</u></b><br><b>£</b> | <b><u>UNRESTRICTED</u></b><br><b>£</b> | <b><u>2022</u></b><br><b>£</b> | <b><u>2021</u></b><br><b>£</b> |
|---|----------------|--------------------------------------|--|--------------------------------|--------------------------------|
| <b><u>INCOMING RESOURCES</u></b>                    |                |                                      |  |                                |                                |
| Total income for the period                         |                | <u>1,200.00</u>                      | <u>120,265.41</u>                      | <u>121,465.41</u>              | <u>131,753.41</u>              |
| <b>TOTAL INCOMING RESOURCES</b>                     |                | <b><u>1,200.00</u></b>               | <b><u>120,265.41</u></b>               | <b><u>121,465.41</u></b>       | <b><u>131,753.41</u></b>       |
| <br><b><u>RESOURCES EXPENDED</u></b>                |                |                                      |  |                                |                                |
| Administration, Management, Cost of Activities etc. |                | <u>1,200.00</u>                      | <u>96,140.97</u>                       | <u>97,340.97</u>               | <u>101,047.53</u>              |
| <b>TOTAL RESOURCES EXPENDED</b>                     |                | <b><u>1,200.00</u></b>               | <b><u>96,140.97</u></b>                | <b><u>97,340.97</u></b>        | <b><u>101,047.53</u></b>       |
| <br>  |                |                                      |  |                                |                                |
| <b>NET INCOMING RESOURCES FOR THE YEAR</b>          |                | <b>0.00</b>                          | <b>24,124.44</b>                       | <b>24,124.44</b>               | <b>30,705.88</b>               |
| <b>ADJUSTMENT</b>                                   |                | <b>0.00</b>                          | <b>0.00</b>                            | <b>0.00</b>                    | <b>0.00</b>                    |
| <b>FUNDS BROUGHT FORWARD</b>                        |                | <b><u>0.00</u></b>                   | <b><u>81,694.93</u></b>                | <b><u>81,694.93</u></b>        | <b><u>50,989.05</u></b>        |
| <br>  |                |                                      |  |                                |                                |
| <b>FUNDS CARRIED FORWARD</b>                        | <b>7, 8, 9</b> | <b><u>0.00</u></b>                   | <b><u>105,819.37</u></b>               | <b><u>105,819.37</u></b>       | <b><u>81,694.93</u></b>        |

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

**BALANCE SHEET AS AT 31st MARCH 2022**

|   | NOTES | 2022<br>£                | 2021<br>£               |
|---|-------|--------------------------|-------------------------|
| <b><u>FIXED ASSETS</u></b>              |       |                          |                         |
| Furniture and equipment                 | 3     | 2,839.32                 | 626.34                  |
| <b><u>CURRENT ASSETS</u></b>            |       |                          |                         |
| Stock                                   | 4     | 326.10                   | 121.10                  |
| Debtors & Prepayments                   | 5     | 7,091.27                 | 3,668.38                |
| Cash & Bank Balances                    | 5     | <u>106,667.85</u>        | <u>80,475.30</u>        |
|   |       | <b>114,085.22</b>        | <b>84,264.78</b>        |
| <b><u>CREDITORS</u></b>                 |       |                          |                         |
| Amounts falling due within one year     | 6     | <u>11,105.17</u>         | <u>3,196.19</u>         |
| <b>NET CURRENT ASSETS (LIABILITIES)</b> |       | <b>102,980.05</b>        | <b>81,068.59</b>        |
| <b>NET ASSETS</b>                       |       | <b><u>105,819.37</u></b> | <b><u>81,694.93</u></b> |
| <b><u>FUNDS</u></b>                     |       |                          |                         |
| Unrestricted Funds                      | 7     | 105,819.37               | 81,694.93               |
| Restricted Funds                        | 8     | 0.00                     | 0.00                    |
| <b>TOTAL FUNDS</b>                      |       | <b><u>105,819.37</u></b> | <b><u>81,694.93</u></b> |

Approved by the Management Committee and signed on its behalf by:

**Lady Salisbury - President**

**on 27 July 2022**

**Barry Clark - Chairman**

**on: 27 July 2022**

The accompanying notes form an integral part of the accounts

## **BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

### **NOTES TO THE FINANCIAL STATEMENTS**

#### **YEAR ENDED 31st MARCH 2022**

#### **1 ACCOUNTING POLICIES**

##### a) Basis of Preparation and Assessment of Going Concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. 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 (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The trust constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Centre's ability to continue as a going concern.

##### b) Income and Expenditure

Income and Expenditure is recorded on the accruals basis.

##### c) Depreciation

Depreciation is calculated on the straight line basis at rates which are intended to write off the cost of the assets over their estimated useful lives, and is itemised as follows:

|                                    |     |
|------------------------------------|-----|
| Machinery, furniture and equipment | 33% |
| Fixtures and fittings              | 33% |
| Motor vehicles                     | 25% |

##### d) Leases

Rental costs under operating leases are charged to the income and expenditure account in equal annual instalments covering the period of the leases.

##### e) Fund Accounting

Grants and similar income which are subjected to restrictions by the donors are shown as restricted funds and any expenditure incurred will be set off against this fund. All other income and expenditure is shown as unrestricted.

##### f) Resources Expended

The cost of activities comprises expenditure that directly relates to the furtherance of the organisation's charitable activities. All other expenses are shown under administration and management which involve the cost of managing and administering the charity.

##### g) Value Added Tax (VAT)

VAT is not recoverable by the charity and as such is included in the relevant costs in the Statement of Financial Activities.

#### **2 GRANTS RECEIVABLE**

|                             | <b>2022</b>        | <b>2021</b>             |
|-----------------------------|--------------------|-------------------------|
|                             | <b>£</b>           | <b>£</b>                |
| Total grant income received | <u>0.00</u>        | <u>25,000.00</u>        |
| <b>Total</b>                | <b><u>0.00</u></b> | <b><u>25,000.00</u></b> |

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31st MARCH 2022****3 FIXED ASSETS**

|                           | Youth<br>Centre<br>Equip<br>£ | Fixtures<br>and<br>fittings<br>£ | Total<br><br>£   |
|---------------------------|-------------------------------|----------------------------------|------------------|
| <b>Cost</b>               |                               |                                  |                  |
| At 1 April 2021           | 9,875.38                      | 22,319.27                        | 32,194.65        |
| Additions                 | 2,576.00                      | 1,383.48                         | 3,959.48         |
| Disposals                 | -                             | -                                | -                |
| At 31 March 2022          | <u>12,451.38</u>              | <u>23,702.75</u>                 | <u>36,154.13</u> |
| <b>Depreciation</b>       |                               |                                  |                  |
| At 1 April 2021           | 9,419.24                      | 22,149.07                        | 31,568.31        |
| Charge for the year       | 1,115.14                      | 631.36                           | 1,746.50         |
| Depreciation on disposals | -                             | -                                | -                |
| At 31 March 2022          | <u>10,534.38</u>              | <u>22,780.43</u>                 | <u>33,314.81</u> |
| <b>Net book value</b>     |                               |                                  |                  |
| At 31 March 2022          | <u>1,917.00</u>               | <u>922.32</u>                    | <u>2,839.32</u>  |
| At 31 March 2021          | <u>456.14</u>                 | <u>170.20</u>                    | <u>626.34</u>    |

**4 CURRENT ASSETS - Stock**

|               | 2022<br>£ | 2021<br>£ |
|---------------|-----------|-----------|
| Canteen stock | 326.10    | 121.10    |

**5 CURRENT ASSETS - Cash & Bank Balances & Debtors**

|                                    | 2022<br>£                | 2021<br>£               |
|------------------------------------|--------------------------|-------------------------|
| Cash in hand and current account   | 27,186.78                | 9,937.30                |
| Meeting Point Account (Restricted) | 0.00                     | 0.00                    |
| Community Fund                     | 0.00                     | 1,064.28                |
| Business Money Manager Account     | 79,481.07                | 69,473.72               |
| Debtors & Prepayments              | <u>7,091.27</u>          | <u>3,668.38</u>         |
| <b>Total</b>                       | <b><u>113,759.12</u></b> | <b><u>84,143.68</u></b> |

**6 CREDITORS - Amounts Falling Due Within One Year**

|                                       | 2022<br>£               | 2021<br>£              |
|---------------------------------------|-------------------------|------------------------|
| Creditors, Deferred Income & Accruals | 10,091.37               | 2,952.38               |
| PAYE, Social Security and Other Taxes | <u>1,013.80</u>         | <u>243.81</u>          |
|                                       | <b><u>11,105.17</u></b> | <b><u>3,196.19</u></b> |

**7 UNRESTRICTED FUND**

|                                | 2022<br>£                | 2021<br>£               |
|--------------------------------|--------------------------|-------------------------|
| Opening Balance                | 81,694.93                | 50,989.05               |
| Surplus (Deficit) for the Year | 24,124.44                | 30,705.88               |
| Revaluation adjustment         | -                        | -                       |
| <b>Closing Balance</b>         | <b><u>105,819.37</u></b> | <b><u>81,694.93</u></b> |

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31st MARCH 2022**

|          |                                |             |             |
|----------|--------------------------------|-------------|-------------|
| <b>8</b> | <b><u>RESTRICTED FUND</u></b>  | <b>2022</b> | <b>2021</b> |
|          |                                | <b>£</b>    | <b>£</b>    |
|          | Opening Balance                | 0.00        | 0.00        |
|          | Surplus (Deficit) for the Year | 0.00        | 0.00        |
|          | Revaluation adjustment         | -           | -           |
|          |                                | <hr/>       | <hr/>       |
|          | <b>Closing Balance</b>         | <b>0.00</b> | <b>0.00</b> |

|          |                                     |                   |                     |                   |
|----------|-------------------------------------|-------------------|---------------------|-------------------|
| <b>9</b> | <b><u>ANALYSIS OF NET FUNDS</u></b> | <b>Restricted</b> | <b>Unrestricted</b> | <b>Total</b>      |
|          |                                     | <b>£</b>          | <b>£</b>            | <b>£</b>          |
|          | Tangible Fixed Assets               | 0.00              | 2,839.32            | 2,839.32          |
|          | Net Current Assets                  | 0.00              | 102,980.05          | 102,980.05        |
|          |                                     | <hr/>             | <hr/>               | <hr/>             |
|          | <b>Total</b>                        | <b>0.00</b>       | <b>105,819.37</b>   | <b>105,819.37</b> |

|           |   |                  |                  |
|-----------|---|------------------|------------------|
| <b>10</b> | <b><u>STAFF COSTS &amp; NUMBERS</u></b>                 | <b>2022</b>      | <b>2021</b>      |
|           |   | <b>£</b>         | <b>£</b>         |
|           | Staff Salaries, Employer's National Insurance & Pension | 36,600.28        | 39,826.97        |
|           | Cost of Activities                                      | 0.00             | 0.00             |
|           |   | <hr/>            | <hr/>            |
|           | <b>Total Remuneration for the Year</b>                  | <b>36,600.28</b> | <b>39,826.97</b> |

|  |                              |             |             |
|--|------------------------------|-------------|-------------|
|  | Average Number of Paid Staff | <b>2022</b> | <b>2021</b> |
|  |                              | 4           | 5           |

**11** **TRUSTEES' REMUNERATION & EXPENSES**

No remuneration was paid to trustees in the year nor were any expenses reimbursed to them in respect of their duties as trustees.

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE****INCOME & EXPENDITURE ACCOUNT****YEAR ENDED 31st MARCH 2022**

| <b><u>PARTICULARS</u></b>        | <b><u>RESTRICTED</u></b> | <b><u>UNRESTRICTED</u></b> | <b><u>TOTAL</u></b>      |
|----------------------------------|--------------------------|----------------------------|--------------------------|
|                                  | <b><u>£</u></b>          | <b><u>£</u></b>            | <b><u>£</u></b>          |
| <b><u>INCOME</u></b>             |                          |                            |                          |
| <b><u>Hire of Premises</u></b>   |                          |                            |                          |
| Premises                         | 0.00                     | 111,585.40                 |                          |
| All Weather Pitch                | <u>0.00</u>              | <u>1,860.00</u>            | 113,445.40               |
| <b><u>Grants</u></b>             |                          |                            |                          |
| Grant Income Received            | <u>0.00</u>              | <u>0.00</u>                | 0.00                     |
| <b><u>Others</u></b>             |                          |                            |                          |
| Fund Raising                     | 1,200.00                 | 758.00                     |                          |
| Interest Received                | 0.00                     | 7.35                       |                          |
| Youth Centre Subscriptions       | 0.00                     | 149.20                     |                          |
| Canteen, Catering & Refreshments | 0.00                     | 74.73                      |                          |
| Miscellaneous Income             | <u>0.00</u>              | <u>5,830.73</u>            | <u>8,020.01</u>          |
| <b>TOTAL INCOME</b>              |                          |                            | <b><u>121,465.41</u></b> |
| <b><u>EXPENDITURE</u></b>        |                          |                            |                          |
| Fund Raising Expenditure         | 1,200.00                 | 667.02                     |                          |
| Cost of Activities               | 0.00                     | 61.27                      |                          |
| Marketing                        | 0.00                     | 234.00                     |                          |
| Salaries & Wages                 | 0.00                     | 36,324.55                  |                          |
| Employer's NI & Pension          | 0.00                     | 275.73                     |                          |
| Staff Expenses                   | 0.00                     | 0.00                       |                          |
| Training Courses                 | 0.00                     | 0.00                       |                          |
| Canteen, Catering & Refreshments | 0.00                     | 169.39                     |                          |
| Equipment                        | 0.00                     | 0.00                       |                          |
| Rent & Rates                     | 0.00                     | 710.00                     |                          |
| Utilities                        | 0.00                     | 17,230.09                  |                          |
| Cleaning & Refuse Collection     | 0.00                     | 5,432.47                   |                          |
| Insurance Premium                | 0.00                     | 4,501.91                   |                          |
| Buildings Maintenance            | 0.00                     | 18,249.81                  |                          |
| Grounds Maintenance              | 0.00                     | 5,143.88                   |                          |
| Bank Charges                     | 0.00                     | 16.20                      |                          |
| Depreciation                     | 0.00                     | 1,746.50                   |                          |
| Accountancy & Professional Fees  | 0.00                     | 3,048.75                   |                          |
| Telephone & Internet             | 0.00                     | 445.30                     |                          |
| Stationery, Printing & Postage   | 0.00                     | 679.02                     |                          |
| Other                            | <u>0.00</u>              | <u>1,205.08</u>            |                          |
| <b>TOTAL EXPENDITURE</b>         |                          |                            | <b><u>97,340.97</u></b>  |
| <b>INCOME OVER EXPENDITURE</b>   |                          |                            | <b><u>24,124.44</u></b>  |

THIS PAGE IS FOR INFORMATION ONLY AND DOES NOT FORM PART OF THE FINANCIAL STATEMENTS

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

England & Wales - Charity number 302373

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# Accounts

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# **BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

## **Financial Statements and Trustees Report**

**For the Year Ending 31 March 2021**

**Breaks Manor Youth and Community Centre is a registered charity:  
Registration number 302373**

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

**INDEX TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31st MARCH 2021**

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| Balance Sheet                     | 2           |
| Notes to the Financial Statements | 3-5         |

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31st MARCH 2021**

|   | <b>NOTES</b>   | <b><u>RESTRICTED</u></b><br><b>£</b> | <b><u>UNRESTRICTED</u></b><br><b>£</b> | <b><u>2021</u></b><br><b>£</b> | <b><u>2020</u></b><br><b>£</b> |
|---|----------------|--------------------------------------|--|--------------------------------|--------------------------------|
| <b><u>INCOMING RESOURCES</u></b>                    |                |                                      |  |                                |                                |
| Total income for the period                         |                | <u>12,500.00</u>                     | <u>119,253.41</u>                      | <u>131,753.41</u>              | <u>128,315.84</u>              |
| <b>TOTAL INCOMING RESOURCES</b>                     |                | <b><u>12,500.00</u></b>              | <b><u>119,253.41</u></b>               | <b><u>131,753.41</u></b>       | <b><u>128,315.84</u></b>       |
| <br><b><u>RESOURCES EXPENDED</u></b>                |                |                                      |  |                                |                                |
| Administration, Management, Cost of Activities etc. |                | <u>12,500.00</u>                     | <u>88,547.53</u>                       | <u>101,047.53</u>              | <u>136,156.29</u>              |
| <b>TOTAL RESOURCES EXPENDED</b>                     |                | <b><u>12,500.00</u></b>              | <b><u>88,547.53</u></b>                | <b><u>101,047.53</u></b>       | <b><u>136,156.29</u></b>       |
| <br>  |                |                                      |  |                                |                                |
| <b>NET INCOMING RESOURCES FOR THE YEAR</b>          |                | <b>0.00</b>                          | <b>30,705.88</b>                       | <b>30,705.88</b>               | <b>(7,840.45)</b>              |
| <b>ADJUSTMENT</b>                                   |                | <b>0.00</b>                          | <b>0.00</b>                            | <b>0.00</b>                    | <b>0.00</b>                    |
| <b>FUNDS BROUGHT FORWARD</b>                        |                | <b><u>0.00</u></b>                   | <b><u>50,989.05</u></b>                | <b><u>50,989.05</u></b>        | <b><u>58,829.50</u></b>        |
| <br>  |                |                                      |  |                                |                                |
| <b>FUNDS CARRIED FORWARD</b>                        | <b>7, 8, 9</b> | <b><u>0.00</u></b>                   | <b><u>81,694.93</u></b>                | <b><u>81,694.93</u></b>        | <b><u>50,989.05</u></b>        |

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

**BALANCE SHEET AS AT 31st MARCH 2021**

|   | NOTES | 2021<br>£               | 2020<br>£               |
|---|-------|-------------------------|-------------------------|
| <b><u>FIXED ASSETS</u></b>              |       |                         |                         |
| Furniture and equipment                 | 3     | 626.34                  | 527.73                  |
| <br>                                    |       |                         |                         |
| <b><u>CURRENT ASSETS</u></b>            |       |                         |                         |
| Stock                                   | 4     | 121.10                  | 481.10                  |
| Debtors & Prepayments                   | 5     | 3,668.38                | 427.83                  |
| Cash & Bank Balances                    | 5     | <u>80,475.30</u>        | <u>51,925.70</u>        |
|   |       | <b>84,264.78</b>        | <b>52,834.63</b>        |
| <br>                                    |       |                         |                         |
| <b><u>CREDITORS</u></b>                 |       |                         |                         |
| Amounts falling due within one year     | 6     | <u>3,196.19</u>         | <u>2,373.31</u>         |
| <br>                                    |       |                         |                         |
| <b>NET CURRENT ASSETS (LIABILITIES)</b> |       | <b>81,068.59</b>        | <b>50,461.32</b>        |
| <br>                                    |       |                         |                         |
| <b>NET ASSETS</b>                       |       | <b><u>81,694.93</u></b> | <b><u>50,989.05</u></b> |
| <br>                                    |       |                         |                         |
| <b><u>FUNDS</u></b>                     |       |                         |                         |
| Unrestricted Funds                      | 7     | 81,694.93               | 50,989.05               |
| Restricted Funds                        | 8     | 0.00                    | 0.00                    |
| <b>TOTAL FUNDS</b>                      |       | <b><u>81,694.93</u></b> | <b><u>50,989.05</u></b> |

Approved by the Management Committee and signed on its behalf by:

Barry Clark - Chairman

on: 31 December 2021

The accompanying notes form an integral part of the accounts

## **BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

### **NOTES TO THE FINANCIAL STATEMENTS**

#### **YEAR ENDED 31st MARCH 2021**

#### **1 ACCOUNTING POLICIES**

##### a) Basis of Preparation and Assessment of Going Concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. 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 (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The trust constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Centre's ability to continue as a going concern.

##### b) Income and Expenditure

Income and Expenditure is recorded on the accruals basis.

##### c) Depreciation

Depreciation is calculated on the straight line basis at rates which are intended to write off the cost of the assets over their estimated useful lives, and is itemised as follows:

|                                    |     |
|------------------------------------|-----|
| Machinery, furniture and equipment | 33% |
| Fixtures and fittings              | 33% |
| Motor vehicles                     | 25% |

##### d) Leases

Rental costs under operating leases are charged to the income and expenditure account in equal annual instalments covering the period of the leases.

##### e) Fund Accounting

Grants and similar income which are subjected to restrictions by the donors are shown as restricted funds and any expenditure incurred will be set off against this fund. All other income and expenditure is shown as unrestricted.

##### f) Resources Expended

The cost of activities comprises expenditure that directly relates to the furtherance of the organisation's charitable activities. All other expenses are shown under administration and management which involve the cost of managing and administering the charity.

##### g) Value Added Tax (VAT)

VAT is not recoverable by the charity and as such is included in the relevant costs in the Statement of Financial Activities.

#### **2 GRANTS RECEIVABLE**

|                             | <b>2021</b>             | <b>2020</b>        |
|-----------------------------|-------------------------|--------------------|
|                             | <b>£</b>                | <b>£</b>           |
| Total grant income received | <u>25,000.00</u>        | <u>0.00</u>        |
| <b>Total</b>                | <b><u>25,000.00</u></b> | <b><u>0.00</u></b> |

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31st MARCH 2021****3 FIXED ASSETS**

|                           | Youth<br>Centre<br>Equip<br>£ | Fixtures<br>and<br>fittings<br>£ | Total<br>£      |
|---------------------------|-------------------------------|----------------------------------|-----------------|
| <b>Cost</b>               |                               |                                  |                 |
| At 1 April 2020           | 9276.38                       | 22319.27                         | 31595.65        |
| Additions                 | 599.00                        | -                                | 599.00          |
| Disposals                 | -                             | -                                | -               |
| At 31 March 2021          | <u>9875.38</u>                | <u>22319.27</u>                  | <u>32194.65</u> |
| <b>Depreciation</b>       |                               |                                  |                 |
| At 1 April 2020           | 9089.05                       | 21978.87                         | 31067.92        |
| Charge for the year       | 330.19                        | 170.20                           | 500.39          |
| Depreciation on disposals | -                             | -                                | -               |
| At 31 March 2021          | <u>9419.24</u>                | <u>22149.07</u>                  | <u>31568.31</u> |
| <b>Net book value</b>     |                               |                                  |                 |
| At 31 March 2021          | <u>456.14</u>                 | <u>170.20</u>                    | <u>626.34</u>   |
| At 31 March 2020          | <u>187.33</u>                 | <u>340.40</u>                    | <u>527.73</u>   |

**4 CURRENT ASSETS - Stock**

|               | 2021<br>£ | 2020<br>£ |
|---------------|-----------|-----------|
| Canteen stock | 121.10    | 481.10    |

**5 CURRENT ASSETS - Cash & Bank Balances & Debtors**

|                                    | 2021<br>£               | 2020<br>£               |
|------------------------------------|-------------------------|-------------------------|
| Cash in hand and current account   | 9,937.30                | 9,416.39                |
| Meeting Point Account (Restricted) | 0.00                    | 0.00                    |
| Community Fund                     | 1,064.28                | 1,064.28                |
| Business Money Manager Account     | 69,473.72               | 41,445.03               |
| Debtors & Prepayments              | <u>3,668.38</u>         | <u>427.83</u>           |
| <b>Total</b>                       | <b><u>84,143.68</u></b> | <b><u>52,353.53</u></b> |

**6 CREDITORS - Amounts Falling Due Within One Year**

|  | 2021<br>£              | 2020<br>£              |
|--|------------------------|------------------------|
| Sundry Creditors, Deferred Income & Accruals | 2,952.38               | 1,576.47               |
| PAYE, Social Security and Other Taxes        | <u>243.81</u>          | <u>796.84</u>          |
|  | <b><u>3,196.19</u></b> | <b><u>2,373.31</u></b> |

**7 UNRESTRICTED FUND**

|                                | 2021<br>£               | 2020<br>£               |
|--------------------------------|-------------------------|-------------------------|
| Opening Balance                | 50,989.05               | 58,829.50               |
| Surplus (Deficit) for the Year | 30,705.88               | 7,840.45                |
| Revaluation adjustment         | -                       | -                       |
| <b>Closing Balance</b>         | <b><u>81,694.93</u></b> | <b><u>50,989.05</u></b> |

**BREAKS MANOR YOUTH AND COMMUNITY CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31st MARCH 2021**

**8 RESTRICTED FUND**

|                                | <b>2021</b> | <b>2020</b> |
|--------------------------------|-------------|-------------|
|                                | <b>£</b>    | <b>£</b>    |
| Opening Balance                | 0.00        | 0.00        |
| Surplus (Deficit) for the Year | 0.00        | 0.00        |
| Revaluation adjustment         | -           | -           |
|                                | <hr/>       | <hr/>       |
| <b>Closing Balance</b>         | <b>0.00</b> | <b>0.00</b> |

**9 ANALYSIS OF NET FUNDS**

|                       | <b>Restricted</b> | <b>Unrestricted</b> | <b>Total</b>     |
|-----------------------|-------------------|---------------------|------------------|
|                       | <b>£</b>          | <b>£</b>            | <b>£</b>         |
| Tangible Fixed Assets | 0.00              | 626.34              | 626.34           |
| Net Current Assets    | 0.00              | 81,068.59           | 81,068.59        |
|                       | <hr/>             | <hr/>               | <hr/>            |
| <b>Total</b>          | <b>0.00</b>       | <b>81,694.93</b>    | <b>81,694.93</b> |

**10 STAFF COSTS & NUMBERS**

|   | <b>2021</b>      | <b>2020</b>      |
|---|------------------|------------------|
|   | <b>£</b>         | <b>£</b>         |
| Staff Salaries, Employer's National Insurance & Pension | 39,826.97        | 38,838.76        |
| Cost of Activities                                      | 0.00             | 238.47           |
|   | <hr/>            | <hr/>            |
| <b>Total Remuneration for the Year</b>                  | <b>39,826.97</b> | <b>39,077.23</b> |

|                              | <b>2021</b> | <b>2020</b> |
|------------------------------|-------------|-------------|
| Average Number of Paid Staff | 5           | 5           |

**11 TRUSTEES' REMUNERATION & EXPENSES**

No remuneration was paid to trustees in the year nor were any expenses reimbursed to them in respect of their duties as trustees.

# Independent examiner's report on the accounts



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

Breaks Manor Youth and Community Centre

On accounts for the year  
ended

31/03/2021

Charity  
no (if  
any)

302373

Set out on pages

1-5

(remember to include the page numbers of additional sheets)

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.


In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

**Independent examiner's statement**

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 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.

\* Please delete the words in the brackets if they do not apply.

Signed:  Date: 28/01/2022

Name: Keith Jones

Relevant professional qualification(s) or body (if any):

Address: 46 Crossway  
Welwyn Garden City  
Hertfordshire

**Section B Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.