

RYE TOWN COUNCIL

APPLICATION FOR A GRANT (VOLUNTARY ORGANISATIONS)

Please note that this application will not be considered unless it is accompanied by a copy of the organisation's latest set of accounts showing income and expenditure and balances. If the organisation does not prepare annual accounts or is less than 12 months' old copies of statements for all accounts (bank/deposit/investment and so on) covering the last six months must be supplied.

1	Name of organisation	Rye Creative Centre
2	Is the organisation a registered charity?	Yes, we function under ARRCC who hold the lease to the building. The Charity Number is: 1089639
3	Name, address and status of individual ('the contact') completing this application	Shelley Gibbon, Development Manager & Arts Programme Manager Rye Creative Centre New Road Rye East Sussex TN31 7LS
4	Contact's telephone no.	07816381495
5	Contact's email address	shelleygibbonrcc@arrcc.org
6	Amount of grant requested	£1500
7	For what purpose or project is the grant requested?	<p>The requested grant will go towards the development of 'Feast of Delights' a designer and makers festive craft fair at Rye Creative Centre in November 2017.</p> <p>The aim is to build on the successes of this popular fair, with a sharper focus on connecting and engaging with the local community as well as enticing new visitors into Rye.</p> <p>Money from the requested grant from Rye Town Council will go towards:</p> <p>* Further-reaching advertising for the fair in relevant publications, the production and distribution of a high quality fair brochure and the production of banners and external marketing.</p> <p>* The costs of a family drop in activity in the Art Room where festive crafts will be produced for people to take home throughout the weekend</p>

		* The costs of a local artist educator encouraging people to contribute towards a community artwork in the arts café, based in the creative centre's community kitchen
8	What will be the total cost of the project?	c.£3500 (at the time of writing I am awaiting exact quotes). This includes the above costs as well as staff time, installation and de-installation of the pre-made fair booths and materials for the art activities.

9	If the total cost of the project is more than the grant requested, how will the remainder be financed?	Other finance will come from Rye Creative Centre's small budget, selling advertising in the fair's brochure and gaining sponsorship for the fair from local organisations.
10	Have you actually applied for a grant towards this project from other organisations? If so, which organisations, how much, and has funding been confirmed?	No. Other funding will come in the form of sponsorship and advertising space in the fair brochure.
11	How many signatories are required to sign cheques? (<i>must be a minimum of two</i>)	Two
12	Who/What will benefit from this project and how?	<p>Local Designers / Makers who sell their products and raise their creative profile at the fair.</p> <p>Visitors to the fair who will experience the creative centre, visit the town, meet makers and artists, hear local choirs sing, view an exhibition, take part in a community art project.</p> <p>Businesses in Rye who will benefit from a secondary spend for example: B&Bs, restaurants, shops, cafes, galleries and heritage sites.</p> <p>Rye Creative Centre who will welcome an influx of visitors and can launch it's more community-focussed operation moving forwards with information on new workshops and opportunities as well as surveys asking people what they would like at the Creative Centre in the future.</p> <p>New Road Artists, resident artists at Rye Creative Centre, many of whom will open their studios to the public that weekend.</p>

		<p>Rye Area Children's Community Choir who will be invited to bring a choir to sing to the fair-goers over the course at the weekend adding to both the festive and community feel.</p> <p>Local freelance art educators who will run the art room activity and the community art project over the weekend in the community café.</p> <p>Local food and drink provider Scrummylicious who will be employed to run the catering for the weekend from the creative centre's community café.</p> <p>ARRCC who will receive a hire fee of £375 for the use of the theatre. Money raised goes towards the services they provide for local adults with sensory and physical disabilities.</p> <p>Other community groups, voluntary groups and organisations who will be offered a space for free in the building to come and talk to visitors about their events and offerings in Rye – for example Christmas in Rye, Scallop Festival, Wild Boar Week, Rye Arts Gallery, Rye Arts Festival etc.</p>
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If necessary, please continue on a separate sheet. Please feel free to submit any other relevant supporting information.

Signed : *Shelley K Gibbon* Date 10 April 2017

(The person completing this application on the organisation's behalf)

REGISTERED COMPANY NUMBER: 04143177
REGISTERED CHARITY NUMBER: 1089639

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR
THE YEAR ENDED 31 MARCH 2016
FOR
A.R.R.C. LIMITED**

Gibbons Mannington & Phipps LLP
Chartered Accountants
82 High Street
Tenterden
Kent
TN30 6JG

A.R.R.C. LIMITED

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FOR THE YEAR ENDED 31 MARCH 2016**

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A.R.R.C. LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives of ARRCC

ARRCC exists to support people who have suffered physical and sensory impairment and to work with them towards lives of fulfilment. To this end, our tutors and therapists offer members guidance in computer skills, art and creative writing together with counselling, art and music therapy, massage and beauty therapy. In addition to these in-house activities, we have swimming and gym sessions, carriage driving, fishing in local rivers and lakes and outings to places of interest.

When planning the charity's activities, the trustees keep in mind the Charities Commission's guidance on public benefit. The focus of our activities remains to raise the funds necessary to enable us to provide services for the benefit of our members.

We recognise the developing trend of seeking to ensure that services are provided in a way that allows members to remain part of the community, as appropriate, and ARRCC is committed to developing the provision of services consistent with that goal.

ACHIEVEMENT AND PERFORMANCE

Developments, activities and achievements

During the year ending 31st March 2016, ARRCC's activities were carried out from the following Centres:

- Rye Centre, open for 5 days a week, with an occupancy of 66 day places per week
- Bexhill Centre, open 1 day a week with an occupancy of 7 day places per week.
- Folkestone Centre, open 4 days a week with an occupancy of 60 day places per week
- ARRCC Elders, a day Centre for older people, open 3 days a week, with an occupancy of 45 day places per week.

The Outreach initiative now offers a Personal Assistant service to enable infirm or disabled people to access community activities and to receive domiciliary help when necessary. As at the end of March 2016, 14 clients were being served. The service is now extended to people with early stages of dementia.

Staff and volunteer commitment

Once again, 2015/16 has been a demanding and rewarding year for staff and volunteers. The Trustees wish to express their gratitude and appreciation to the staff and volunteers for their understanding and continued devotion to the work of ARRCC and to the support of our clients during this difficult period; we recognise that it would not be possible without their outstanding commitment.

Future developments

In the next 12 months, ARRCC will continue to focus on providing its varied services to clients in Rye, Bexhill, Folkestone and surrounding districts together with maintaining an emphasis on controlling costs and fund-raising.

FINANCIAL REVIEW

Principal funding sources

The principal sources of funds are East Sussex County Council and Kent County Council for members referred to ARRCC by Social Services. Fees are also received from Sutton Borough Council and 8 unsponsored members, together with generous grants and donations from a number of local organisations, businesses and benefactors.

Investment powers and restrictions

Under the memorandum and Articles of Association, the Charity has powers to make any investment which the Trustees see fit.

A.R.R.C. LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

FINANCIAL REVIEW

Reserves policy

The Trustees continue to hold the view that the Charity should ideally have funds equivalent to 6-9 months' operating costs in reserve in order to be financially well-based. However, in ARRCC's current financial situation and the continuing climate of financial austerity, we recognise that we are unlikely to achieve this level of reserves in the near to mid future.

General fund

The Trustees Report for 2014/15 predicted a surplus for the year 2015/16. The year has ended with a surplus of £10,226. The general fund is £193,292 in deficit; the Trustees' intention is to seek to reduce this using surplus' from operations in forthcoming years and ultimately to return to a solvent position.

Income & costs

Income from day fees was £421,018 in 2015/16. This is forecast to grow to £463,418 in 2016/17 due an increase in rates paid by East Sussex County Council and a growth in the number of clients at Folkestone and in the outreach service. At the same time, savings have been made in staff costs by reducing hours and some posts.

The Community Charity Shop produced a valued surplus. The trustees continue to review other fund-raising ventures such as the Furniture Warehouse to ensure we maximise the contribution to the Charity's financial recovery.

In addition to the income from The School, the development of the School's Theatre has the dual reward of involving members and achieving income from ticket and associated sales.

Cost control and forecast surplus

The Trustees have also overseen a programme of cost control and reduction, wherever possible and monitor the financial position carefully. They believe that the net effect of this action and its fund-raising activities will produce a surplus of £29,000, according to the forecast for 2016/17. The trustees remain confident that the steps they and the staff have taken will return ARRCC to a sound financial position in time.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is a company limited by guarantee, incorporated under the Companies Act 1985 and is controlled by its Memorandum and Articles of Association.

Recruitment and appointment of new trustees

Under the requirements of the Memorandum and Articles of Association, one third of the trustees must retire each year. Mr Hemmings and Mrs Peters retired by rotation and, being eligible, offer themselves for re-election at the next Annual General Meeting.

Organisational structure

The organisation is headed by a Board of Directors who are also Trustees and is run by full-time and part-time staff (36) and volunteers, including work experience volunteers.

Risk management

The Trustees continue to review the major risks to which the charity is exposed and the measures that may be required to mitigate those risks. Significant external risks to funding have led to the development of a strategy for the diversification of funding and activities. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity and are appropriate to the risks.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04143177

Registered Charity number

1089639

A.R.R.C. LIMITED

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered office

82 High Street
Tenterden
Kent
TN30 6JG

Trustees

Mr J S Hemmings	Retired
Mr A Moore	Retired
Mr N A Simmons	Voluntary Worker
Mr A J McKinna	Retired
Mr S Travers	Business Manager
Mrs S J F Peters	Director

Patrons in 2015-16

Mrs P Stewart-Roberts, CVO, OBE
Mr Andy McConnell

Company Secretary

Mr J S Hemmings

Independent examiner

Mr N S Cunliffe FCA
Institute of Chartered Accountants in England & Wales
Gibbons Mannington & Phipps LLP
Chartered Accountants
82 High Street
Tenterden
Kent
TN30 6JG

Solicitors

Heringtons
Bank Chambers
80 High Street
Rye
East Sussex
TN31 7JR

Bankers

National Westminster Bank Plc
85 High Street
Rye
East Sussex
TN31 7JS

Senior management team

Mrs G C O'Neill - Chief Executive
Mrs E Coleman - Registered care manager

Operating name

ARRC Limited operates under the name of ARRCC.

Approved by order of the board of trustees on 23 September 2016 and signed on its behalf by:

Mr J S Hemmings - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
A.R.R.C. LIMITED**

I report on the accounts for the year ended 31 March 2016 set out on pages five to fourteen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) 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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Institute of Chartered Accountants in England & Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the 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 you as 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 statements below.

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)

have not been met; or

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

Mr N S Cunliffe FCA
Institute of Chartered Accountants in England & Wales
Gibbons Mannington & Phipps LLP
Chartered Accountants
82 High Street
Tenterden
Kent
TN30 6JG

23 September 2016

A.R.R.C. LIMITED

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2016**

	Notes	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		75,466	-	75,466	62,962
Charitable activities					
Operation of ARRCC		17,000	-	17,000	(638)
Day care services		421,018	-	421,018	392,912
Outreach and independent living		60,837	-	60,837	53,097
Other services		6,768	-	6,768	18,245
Other trading activities	2	51,183	-	51,183	49,126
Investment income	3	98,938	-	98,938	94,890
Total		731,210	-	731,210	670,594
EXPENDITURE ON					
Raising funds		6,929	-	6,929	7,174
Charitable activities					
Operation of ARRCC		705,375	8,680	714,055	743,649
Total		712,304	8,680	720,984	750,823
NET INCOME/(EXPENDITURE)		18,906	(8,680)	10,226	(80,229)
Transfers between funds	13	11,330	(11,330)	-	-
Net movement in funds		30,236	(20,010)	10,226	(80,229)
RECONCILIATION OF FUNDS					
Total funds brought forward		(223,528)	22,510	(201,018)	(120,789)
TOTAL FUNDS CARRIED FORWARD		(193,292)	2,500	(190,792)	(201,018)

The notes form part of these financial statements

A.R.R.C. LIMITED

**BALANCE SHEET
AT 31 MARCH 2016**

	Notes	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
FIXED ASSETS					
Tangible assets	8	17,082	-	17,082	10,620
CURRENT ASSETS					
Debtors	9	40,392	-	40,392	36,832
Cash at bank and in hand		5,231	2,500	7,731	21,183
		<u>45,623</u>	<u>2,500</u>	<u>48,123</u>	<u>58,015</u>
CREDITORS					
Amounts falling due within one year	10	(255,997)	-	(255,997)	(269,653)
NET CURRENT ASSETS/(LIABILITIES)		<u>(210,374)</u>	<u>2,500</u>	<u>(207,874)</u>	<u>(211,638)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>(193,292)</u>	<u>2,500</u>	<u>(190,792)</u>	<u>(201,018)</u>
NET ASSETS/(LIABILITIES)		<u>(193,292)</u>	<u>2,500</u>	<u>(190,792)</u>	<u>(201,018)</u>
FUNDS	13				
Unrestricted funds				(193,292)	(223,528)
Restricted funds				2,500	22,510
TOTAL FUNDS				<u>(190,792)</u>	<u>(201,018)</u>

The notes form part of these financial statements

A.R.R.C. LIMITED

**BALANCE SHEET - CONTINUED
AT 31 MARCH 2016**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 23 September 2016 and were signed on its behalf by:

Mr J S Hemmings -Trustee

The notes form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements show a surplus for the year to 31 March 2016 of £10,226 and a net liability position at that date of £190,792. The trustees have reviewed the charity's position and have made significant changes to the structure of the organisation to increase income and manage, and reduce, costs. The trustees have prepared a cashflow forecast which shows a surplus position for the 2016/17 year. Based on the assumptions set out, the trustees are of the opinion that it is appropriate to prepare the financial statements on the going concern basis.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment	- 33% on cost
Motor vehicles	- 33% on cost
Equipment	- 33% on reducing balance

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Where income has been received with restrictions imposed by the donor, the income is shown under restricted funds. Associated expenditure is also shown against this income. Any balance of the fund unutilised at the end of the year is shown within restricted funds carried forward.

Funds set aside by the trustees for a particular purpose are classed as designated funds.

Funds without restriction or designation are shown in unrestricted funds. In the opinion of the trustees the incoming resources and resources expended are all for the benefit of the running of the company. Therefore the directors choose to classify all of the income and expenditure as unrestricted unless it is directly attributable to a restricted fund.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016**

1. ACCOUNTING POLICIES - continued

Gifts in kind

Gifts in kind are recorded at the value incurred by the donor.

2. OTHER TRADING ACTIVITIES

	2016	2015
	£	£
Fundraising income	13,904	12,170
Shop income	37,279	36,956
	<u>51,183</u>	<u>49,126</u>

3. INVESTMENT INCOME

	2016	2015
	£	£
Rent and room hire	98,938	94,890

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2016	2015
	£	£
Depreciation - owned assets	6,843	7,710
Accountancy and examination fees	7,654	7,260

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015 .

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.

6. STAFF COSTS

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

	2016	2015
Operation of ARRCC	36	36

The Full Time Equivalent of the above equates to 20 members of staff.

No employees received emoluments in excess of £60,000.

There were no higher paid staff during the period ended 31 March 2016 nor for the year ended 31 March 2015.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016**

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	28,559	34,403	62,962
Charitable activities			
Operation of ARRCC	(638)	-	(638)
Day care services	392,912	-	392,912
Outreach and independent living	53,097	-	53,097
Other services	18,245	-	18,245
Other trading activities	49,126	-	49,126
Investment income	94,890	-	94,890
Total	636,191	34,403	670,594
EXPENDITURE ON			
Raising funds	7,174	-	7,174
Charitable activities			
Operation of ARRCC	715,617	28,032	743,649
Total	722,791	28,032	750,823
NET INCOME/(EXPENDITURE)	(86,600)	6,371	(80,229)
Transfers between funds	(6,100)	6,100	-
Net movement in funds	(92,700)	12,471	(80,229)
RECONCILIATION OF FUNDS			
Total funds brought forward	(130,829)	10,040	(120,789)
TOTAL FUNDS CARRIED FORWARD	(223,529)	22,511	(201,018)

This note shows the Statement of Financial Activities for the year to 31 March 2015 split between Unrestricted and Restricted Funds. The Total Funds column is the same as that shown on page 5.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016**
8. TANGIBLE FIXED ASSETS

	Computer equipment £	Motor vehicles £	Equipment £	Totals £
COST				
At 1 April 2015	10,334	42,030	29,616	81,980
Additions	1,102	-	12,203	13,305
At 31 March 2016	<u>11,436</u>	<u>42,030</u>	<u>41,819</u>	<u>95,285</u>
DEPRECIATION				
At 1 April 2015	7,746	37,197	26,417	71,360
Charge for year	1,231	2,167	3,445	6,843
At 31 March 2016	<u>8,977</u>	<u>39,364</u>	<u>29,862</u>	<u>78,203</u>
NET BOOK VALUE				
At 31 March 2016	<u>2,459</u>	<u>2,666</u>	<u>11,957</u>	<u>17,082</u>
At 31 March 2015	<u>2,588</u>	<u>4,833</u>	<u>3,199</u>	<u>10,620</u>

The net book value of assets held under hire purchase contracts is £nil (2015: £nil).

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Trade debtors	40,392	35,386
Other debtors	-	1,446
	<u>40,392</u>	<u>36,832</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Bank loans and overdrafts	21,791	39,294
Hire purchase	-	1,105
Deferred income	-	1,448
Trade creditors	61,161	57,866
Taxation and social security	89,892	63,557
Other creditors	83,153	106,383
	<u>255,997</u>	<u>269,653</u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016**

11. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	2016 £	2015 £
Expiring:		
Within one year	-	43,900
Between one and five years	<u>26,837</u>	<u>-</u>
	<u>26,837</u>	<u>43,900</u>

12. SECURED DEBTS

The following secured debts are included within creditors:

	2016 £	2015 £
Bank overdraft	<u>21,791</u>	<u>39,294</u>

The bank overdraft shown above is representative of unrestricted funds. The actual bank overdraft at the year end was £25,595 (2015: £25,397).

Trustees A Moore, J Hemmings and A McKinna have provided a guarantee of £18,000 in support of the company's overdraft facility.

13. MOVEMENT IN FUNDS

	At 1/4/15 £	Net movement in funds £	Transfers between funds £	At 31/3/16 £
Unrestricted funds				
General fund	(223,528)	18,906	11,330	(193,292)
Restricted funds				
Mini-buses	3,333	(1,667)	(1,666)	-
Couch & stall for Folkestone	2,500	-	-	2,500
Hoist	2,000	-	(2,000)	-
Charity shop reserve	3,600	-	(3,600)	-
Kitchen equipment fund	841	(624)	(217)	-
Computer suite for Folkestone	2,294	(1,173)	(1,121)	-
Awards for all	7,600	(4,489)	(3,111)	-
Community development foundation fund	178	(178)	-	-
Gardening for the disabled	164	(164)	-	-
Laundry equipment	-	(385)	385	-
	<u>22,510</u>	<u>(8,680)</u>	<u>(11,330)</u>	<u>2,500</u>
TOTAL FUNDS	<u>(201,018)</u>	<u>10,226</u>	<u>-</u>	<u>(190,792)</u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016**

13. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	731,210	(712,304)	18,906
Restricted funds			
Mini-buses	-	(1,667)	(1,667)
Kitchen equipment fund	-	(624)	(624)
Computer suite for Folkestone	-	(1,173)	(1,173)
Awards for all	-	(4,489)	(4,489)
Community development foundation fund	-	(178)	(178)
Gardening for the disabled	-	(164)	(164)
Laundry equipment	-	(385)	(385)
	-	(8,680)	(8,680)
TOTAL FUNDS	731,210	(720,984)	10,226

Various small grants and donations have been received for specific project and activities. Where these funds have not been fully spent the balance has been carried forward to future years.

In the trustees' opinion, where the charity has met its obligations in respect of funds raised and has fully met the terms of the restrictions applied. It is their opinion that these projects are now no longer separately identifiable from the charity's main activity and the associated fixed assets are an integral part of the fixed assets of the charity. As such, the balance on these funds have been transferred into the general fund.

14. RELATED PARTY DISCLOSURES

It is the Board of Directors' intention that the members of the centres are represented on the board. Therefore, included within directors are some members who receive services from the company. These directors, whether funded by Social Services or privately, do not receive any special terms or services.

Mr J Hemmings, Trustee, has an outstanding loan to the charity of £37,000 (2015: £37,000) of which £nil (2015: £nil) had been repaid by the year end. This balance is included within other creditors.

Mr A Moore, Trustee, has an outstanding loan to the charity of £4,500 (2015: £4,500) of which £nil (2015: £nil) had been repaid by the year end. This balance is included within other creditors.

The above Trustees require their loans to be repaid only after existing creditors have been paid.

Mrs G O'Neill, Chief Executive, has an outstanding loan to the charity of £22,446 (2015: £22,446) of which £nil (2015: £nil) had been repaid by the year end. This balance is included within other creditors.

The following Trustees made donations to the charity during the year:

J Hemmings	£305
N Simmons	£38
A McKinna	£1,710
S Travers	£45

15. ULTIMATE CONTROLLING PARTY

The charity is ultimately controlled by the Board of Trustees.

16. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and therefore has no share capital. At the balance sheet date there were 6 members, each having agreed to contribute £10 in the event of a winding up.