

**REGISTERED COMPANY NUMBER : 5741983 (ENGLAND and WALES)**  
**REGISTERED CHARITY NUMBER: 1114119**

**Report of the Trustees and  
Financial Statements for the Year ended 31<sup>st</sup> March 2018  
For  
Rowleys Centre for the Community Ltd**

## **Rowleys Centre for the Community Ltd**

### **Report of the Trustees for the Year Ended 31 March 2018**

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 2018. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

5741983 (England and Wales)

##### **Registered Charity number**

1114119

##### **Registered office**

Rowleys Centre for the Community, Victoria Road  
Cranleigh  
Surrey  
GU6 8NT

##### **Trustees**

Brenda Hobson	- Chairman
Jacqueline Avery	- Board Secretary
Brian Walpole	- Trustee
Andrew Kolmar	- Trustee since Nov 2017
Nick Bamford	- Trustee since Nov 2017
Patricia Ellis	- Councillor and Voting member
Stuart Hargreaves	- Trustee until Nov 2017

##### **Independent examiner**

Michelle Matthews Accounting Solutions, Ewhurst, GU6 7QR

##### **Bankers**

Lloyds Bank, Business Banking, BX1 1LT ( Since October 17 )

CAF Bank Limited, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

HSBC Bank, PO Box 160, 12a North Street, Guildford, GU1 4AF

## **The Charity operates in accordance with the seven principles of the Charity Governance Code for smaller charities**

### **Governing document.**

It is governed by its Memorandum and Articles of Association, and the latest version was approved and accepted by the Charity Commission but has yet to be confirmed by Companies House.

Rowleys Centre for the Community is the successor charity for Age UK Waverley. It is a company limited by guarantee and a registered charity.

It has changed its name and purpose, to become Rowleys Centre for the Community, at Companies House on 22<sup>nd</sup> June 2016, and with the Charity Commission in 27<sup>th</sup> January 2017,

In Nov 2017, following the Annual General Meeting there were five trustees on the Board, plus two voting Councillors

### **Induction and training of new trustees**

New trustees are supplied with a copy of the Company's Memorandum and Articles of Association and various publicity leaflets describing its various projects. A copy of the Charity Commission's booklet CC3 - "The Essential Trustee" is also provided.

New trustees are also encouraged to attend the Centre to see the organisation at work and to discuss the Charity's aspirations. They also observe a Board meeting before deciding to join. All trustees are expected to be aware of the Good Governance Code for the Voluntary and Community sector.

## **Leadership**

The Charity is governed by its Board of Trustees. The Board which met at least eight times last year consists of the Chairman and up to eleven persons elected by Charity Members at the Annual General Meeting. Currently there are five, plus a councillor. During the year, the Board were assisted by Observers from Waverley Borough Council (WBC) - who normally are invited to attend, and would not normally vote at meetings. In the first two years, the Council appointed two Councillors with voting rights to support Rowleys, and their contribution has been very valuable. There is currently one such Councillor.

Trustees are elected for three year terms and are eligible for re-election save that the Chairman may only serve for a maximum of six years in that role. The chairman is elected by the Trustees. Only Members may be elected as Trustees, and Trustees are usually chosen for their ability to support the various aspects of the Charity's objectives

Decisions are made by a majority of Trustees attending a meeting unless regarded by the Board as fundamental to the objectives of the Charity when a unanimous vote is required. The Board met 9 times in the year under review

## **Integrity**

The Board is very aware of the importance of operating this small business with integrity, and creating a culture which contributes to the purpose of the charity. It is vital to operate in such a way so as to ensure that public confidence is not eroded.

## **Decision Making, Risk and Control**

The Board considers the major risks to which the Charity is exposed no less frequently than annually. It also reviews policies on a regular basis.

The major risks identified for the future are

- Loss of income from the charity's businesses
- the inability to recruit new Trustees who are able to contribute to the future of the Charity, as well as volunteers;
- the loss of, or significant reduction, in grants from WBC;
- failure to develop the Community Meals Service,
- the difficulty of obtaining sufficient additional funds through grants and major fundraising to meet increasing demands
- Insufficient funds to finance the appointment of a manager

In an attempt to mitigate these, the Charity has continued in its efforts to strengthen the Board and useful progress has been made. It has worked positively with the Council, and has developed, with them a positive future for the centre, including a 3 year Service Level Agreement (SLA). This has included the new lease that was signed February 2018, which although, it reduced to a 26 year lease, and rental costs, now means that the responsibility for the Building and its' external repairs, rests with the council.

WBC also kindly supported the refurbishment of Roland House as the Community Hub. This opened in June 2018, incorporating a new hairdressing Salon, to which the Council again contributed, and rooms to rent to local voluntary organisations and businesses, which will result in added income.

The Community Meals service has continued steadily, but so far has not met predicted growth.

All relevant sources are being approached to seek more Trustees and volunteers; a new business plan is being developed as a prelude to the development and implementation of a new strategic direction.

## **Board effectiveness**

The main objective of the Charity is and will be to promote the well-being of people living in Cranleigh and the surrounding areas. During 2017/18 the main activities focussed on practical help for the increasingly elderly population, and reducing isolation by,

Running the Rowleys Centre for Older People  
Development of partnerships, particularly with other older peoples centres within Waverley;  
Developing the Community Meals Service  
Developing a Community Hub for rental, and the use of associated voluntary organisations.  
Developing activities, such as the Art Club

The Board wishes to thank all its supporters including Members, Volunteers, Trustees and Fundraisers during this challenging year. The two new Trustees since November 2017, have proved to be a very valuable addition to the Club.

The Board also wishes to acknowledge the continuing support from Waverley Borough Council and to thank, Cranleigh Parish Council, Cranleigh Lions, Cranleigh Sunflowers, Cranleigh Village Care, Cranleigh Lion Tamers, Friends of Rowleys and several very generous individuals for their donations to Rowleys. The Charity has been, and continues to be, very fortunate to benefit from a pool of supportive and dedicated volunteers. The support of such people is indispensable and freely given.

## **Diversity**

The Charity operates in an unprejudiced manner which encourages all people, whatever their race, religion, belief, gender or sexual orientation, to become members, or to volunteer or work with us. It supports people with disabilities, whether physical or mental to achieve their best within the environment

## **Openness and accountability**

The charity operates in such a way that it is transparent and accountable in its' dealings with all.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable Activities - Key Services**

Rowleys has had a difficult year although some progress has been made in several areas. The lack of an actual manager has caused difficulty, but efforts have been made to address the issues of staff morale, and client concerns.

The arguments and expectations around the future of Rowland House, which had led to a breakdown in understanding between the Council and the charity, had been actively addressed, by the organisation, resulting in the new lease, and the development of the Community Hub.

Rowleys has continued to provide a wide range of activities, outings and holiday trips. Several trips were undertaken, including weekends in Torquay and the Isle of Wight, Excursions to the Poppy Factory, Gunwharf Quay, a boat trip, and a Mystery tour were well supported by members.

Staff and volunteers accompany those who might otherwise not have a break from home.

Regular activities such as Bingo and New Age Kurling continue.

We have a Wednesday and Friday Bingo Group who donate their raffle takings to the Friends of Rowleys and this is added to the Table top sales, and amount to a considerable fund, a list of their contributions is at Appendix 1. The Friends of Rowleys group meet regularly and will consider requests for funding.

In addition, various fund-raising activities took place in 2017/18; the biggest of which are:- Gary Lee - the Centre Co-ordinator, Lucy Bushnell - our Fitness guru, and Emma Cornelisse (our then chiropodist) who abseiled down the Spinnaker Tower in Portsmouth, raising £2000. Brian Walpole organised a Big Band day in Snoxall Park which will become a regular event.

We were made Marks and Spencer's Charity of the year last year, and this year, - one of the Co-op's charities for this year. We are extremely grateful and pleased with this local support

### **Partnership Working**

Our primary partnership is with Waverley Borough Council, and they have been enormously supportive in helping Rowleys to achieve their goals.

Partnership work with other local voluntary organisations is progressing well. Partnership between Rowleys and the other Community Centres in Waverley has taken place, as the future of all Day Centres becomes more important, and we have worked closely together to introduce the Community Meals Service across the Borough

### **Investment in staff training**

Relevant training in First Aid, Care provision, food management and Health and Safety are provided.

### **IT**

The Sage accounting package was used for the whole organisation.

We have contracted with Sitec, a local business to provide the support and facilities we need, and will be working with them to develop the IT training and lessons for our clients.

### **Client information**

All client information is stored in accordance with the new provision for Data Protection (GDPR) which was introduced in May this year.

### **Outcomes Monitoring**

Outcomes were monitored closely and figures provided to Waverley BC as required and requested

### **Rowland House Site Development**

The new lease was signed in February 2018, and the new Hairdressing salon and Community hub are in place, and doing well. Now called the Community Hub.

### **Review of Strategic Aims**

Progress on the production of a 3 year strategic plan for Rowleys has started and will continue during this year, to enable the achievement of the 3 year Service Level Agreement with the council

### **Additional Sources of Revenue**

The Charity has recognised for some time the increasing pressure on Local Authority funding, and it is important that Rowleys develops alternative income generation. Our lunches income has steadied, and the inclusion of Community Meals is also generating

useful revenue. The development of the Hairdressing, which is due to double or more, will also be beneficial. In addition, a big push towards the increase in the hire of both the older and new rooms will make a big difference.

Marks and Spencer continue to support us, giving their goods and staff time generously. We have been the Co-op chosen charity for 2018.

### **Charitable Activities - Future Strategic Plans**

**Future plans** include:-

- Development of a longer term plan for Rowleys including the Community meals service and the Community Hub
- Development of the marketing strategy to improve the standing of Rowleys in the village of Cranleigh
- Development and implementation of a revised, robust fund raising strategy
- Increasing capacity by recruitment of more trustees and volunteers. In particular, we need the help of an accountant.
- Progressing partnership working

The appointment of the manager will help enormously, as their role will be to generate more activity, and growth for the centre through marketing, publicity and fundraising. This will mean that Rowleys Centre will continue to prosper. The resultant cost needs to be covered by the increase in income, both from fundraising and business enterprise.

### **FINANCIAL REVIEW**

The overall income for the year was £190,966, an increase on last year of £8,923, our first full year of only Rowleys accounts. However, the increase on expenditure of £27,619, resulting mainly from an increase in one off purchases for the Hub, the increased cost of employment (pensions) and staffing for growth, have resulted in a very small surplus of £2,592.

Rowley's Centre for the Community Ltd is funded on an annual basis by Waverley Borough Council, (£55K grant pa) and its' own endeavours. The Trustees, in accordance with the agreed Reserves policy, believe that it would be prudent to reserve at least three, but preferably six month's running costs so that the Charity could operate for this period without curtailment of its services, should this funding be withdrawn for whatever reason. This would give time to find alternative funding or change the scale and nature of the Charity's operations to fit its available funding. This Reserves policy will be reviewed annually by the Board.

Six month's net running costs for Rowleys Centre for Older People, are currently estimated at about £80,000 but is not currently being met.

We are halfway through the 3 year Service Level Agreement, it is hoped that the stability of the centre will benefit.

The reserves of Rowley's were £40,240 at 31 March 2018, but £9,639 has already been paid towards the holiday in Torquay.

A high level of income generation, fundraising and donations is required in 2018/2019 to maintain an adequate level of service, and start to address the shortfall in reserves and the plans for the future. The new manager will be making this a priority

Approved by order of the Board of Trustees on 23<sup>rd</sup> November 2017 and signed on its behalf by:

.....  
Brenda Hobson - Chairman of Trustees



Rowleys Centre for the Community Ltd

Charity No. 1114119

Trustee's Report and Unaudited Accounts

31 March 2018

	Pages
Trustee's Annual Report	1
Independent Examiner's Report	2
Statement of Financial Activities	3
Balance Sheet	4
Statement of Cash flows	5
Notes to the Accounts	6
Detailed Statement of Financial Activities	7

The Trustee presents his report with the unaudited financial statements of the charity for the year ended 31 March 2018.

#### REFERENCE AND ADMINISTRATIVE DETAILS

Charity No. 1114119

#### Principal Office

Rowleys  
Victoria Road  
Cranleigh  
Surrey  
GU6 8NT

#### Trustee

The following Trustee served during the year:

B.J. Hobson

#### Directors of Corporate Trustees

Brenda Hobson (Chair)		
Jacqueline Avery (Secretary)	Brian Walpole	Andrew Kolmar
Nick Bamford	Brian Walpole	Patricia Ellis

#### Accountants

MHM Accounting Solutions  
13 Mapledrakes Close  
Ewhurst  
GU6 7QR

#### Bankers

Lloyds Bank  
Business Banking  
BX1 1LT  
Reserve a/c CAF Bank Ltd ME19 4JQ

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. The Trustee is also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed

B.J. Hobson  
Trustee  
31 March 2018

Independent Examiner's Report to the trustees of Rowleys Centre for the Community Ltd

I report on the accounts of Rowleys Centre for the Community Ltd for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

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

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

Basis of 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 do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with s.130 of the 2011; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act,

have not been met: or

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

M H Matthews FCCA  
ACCA  
Chartered Certified Accountants  
13 Mapledrakes Close  
Ewhurst  
GU6 7QR  
31 March 2018

## STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 March 2018

	Notes	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Income and endowments from:					
Donations and legacies	2	15,268	-	15,268	13,356
Charitable activities	3	35,669	-	35,669	43,730
Other trading activities	4	2,896	-	2,896	-
Other	5	137,134	-	137,134	124,957
Total		190,967	-	190,967	182,043
Expenditure on:					
Charitable activities	6	17,279	-	17,279	23,380
Other	7	171,096	-	171,096	137,375
Total		188,375	-	188,375	160,755
Net gains on investments		-	-	-	-
Net income	8	2,592	-	2,592	21,288
Transfers between funds		(35,863)	(3,764)	(39,627)	-
Net (expenditure)/income before other gains/(losses)		(33,271)	(3,764)	(37,035)	21,288
Other gains and losses:					
Net movement in funds		(33,271)	(3,764)	(37,035)	21,288
Reconciliation of funds:					
Total funds brought forward		53,759	8,740	62,499	212,939
Total funds carried forward		20,488	4,976	25,464	234,227

Rowleys Centre for the Community Ltd

BALANCE SHEET

at 31 March 2018

Charity No. 1114119

		2018	2017
		£	£
Fixed assets			
Tangible assets	11	175,275	179,532
		<u>175,275</u>	<u>179,532</u>
Current assets			
Stocks	12	150	150
Debtors	13	252	20,245
Cash at bank and in hand		40,275	46,019
		<u>40,677</u>	<u>66,414</u>
Creditors: Amount falling due within one year	14	(11,024)	(3,983)
Net current assets		29,653	62,431
Total assets less current liabilities		204,928	241,963
Creditors: Amounts falling due after more than one year	15	(179,464)	(179,464)
Net assets excluding pension asset or liability		25,464	62,499
Total net assets		<u><u>25,464</u></u>	<u><u>62,499</u></u>
The funds of the charity			
Restricted funds	16		
Restricted income funds		4,976	8,740
		<u>4,976</u>	<u>8,740</u>
Unrestricted funds	16		
General funds		16,992	47,836
Designated funds		3,496	5,923
		<u>20,488</u>	<u>53,759</u>
Reserves	16		
Total funds		<u><u>25,464</u></u>	<u><u>62,499</u></u>

Approved by the trustees on 31 March 2018

And signed on their behalf by:

B.J. Hobson

Trustee

31 March 2018

## STATEMENT OF CASH FLOWS

for the year ended 31 March 2018

	2018 £	2017 £
Cash flows from operating activities		
Net expenditure per Statement of Financial Activities	(37,035)	(172,790)
Adjustments for:		
Depreciation of property, plant and equipment	4,257	9,500
Dividends, interest and rents from investments	(137,134)	(124,957)
Decrease/(Increase) in trade and other receivables	19,993	(1,940)
Increase/(Decrease) in trade and other payables	7,041	(33,267)
Net cash used in operating activities	<u>(142,878)</u>	<u>(323,454)</u>
Cash flows from investing activities		
Dividends, interest and rents from investments	137,134	124,957
Net cash from investing activities	<u>137,134</u>	<u>124,957</u>
Net cash from financing activities	<u>-</u>	<u>179,464</u>
Net decrease in cash and cash equivalents	(5,744)	(19,033)
Cash and cash equivalents at the beginning of the year	46,019	-
Cash and cash equivalents at the end of the year	<u>40,275</u>	<u>(19,033)</u>
Components of cash and cash equivalents		
Cash and bank balances	40,275	46,019
	<u>40,275</u>	<u>46,019</u>

for the year ended 31 March 2018

## 1 Accounting policies

### Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) - Charities SORP (FRS 102) (effective 1 January 2015) - the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

### Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

### Fund accounting

**Unrestricted funds** These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.

**Designated funds** These are unrestricted funds earmarked by the trustees for particular purposes.

**Revaluation funds** These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.

**Restricted funds** These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

### Income

**Recognition of income** Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.

**Income with related expenditure** Where income has related expenditure the income and related expenditure is reported gross in the SoFA.

**Donations and legacies** Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.

**Tax reclaims on donations and gifts** Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.

**Donated services and facilities** These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.

**Volunteer help** The value of any volunteer help received is not included in the accounts.

**Investment income** This is included in the accounts when receivable.

**Gains/(losses) on revaluation of fixed assets** This includes any gain or loss resulting from revaluing investments to market value at the end of the year.

**Gains/(losses) on investment assets** This includes any gain or loss on the sale of investments.



NOTES TO THE ACCOUNTS

Expenditure

Recognition of expenditure Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Expenditure on raising funds These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.

Expenditure on charitable activities These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.

Grants payable All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.

Governance costs These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.

Other expenditure These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from tax on its charitable activities.

Tangible fixed assets and depreciation

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

Leasehold property Over the term of the Lease

The cost of minor additions or those costing less than £300 are not capitalised.

Freehold investment property

Investment properties are revalued annually and any surplus or deficit is dealt with through the Statement of Financial Activities. No depreciation is provided in respect of investment properties.

Intangible fixed assets and amortisation

Intangible fixed assets (including purchased goodwill, patents and trademarks) are carried at cost less accumulated amortisation and impairment losses.

Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

#### Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### Research and development

Expenditure on research and development is written off in the year in which it is incurred.

#### Foreign currencies

Monetary assets and liabilities denominated in currencies other than the functional currency of the charity are translated at the rates of exchange prevailing at the end of the reporting period.

Transactions in currencies other than the functional currency of the charity are recorded at the rate of exchange on the date that the transaction occurred.

All exchange differences are taken into account in arriving at net income/expenditure.

#### Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation.

Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the charity in independently administered funds.

2 Income from donations and legacies

	Unrestricted	Total 2018	Total 2017
	£	£	£
Donations	10,878	10,878	9,097
Membership fees	4,390	4,390	4,259
	<u>15,268</u>	<u>15,268</u>	<u>13,356</u>

3 Income from charitable activities

	Unrestricted	Total 2018	Total 2017
	£	£	£
Rent received	10,281	10,281	11,245
Trips and Activities	20,327	20,327	29,625
Fundraising	3,961	3,961	1,804
Transport	1,100	1,100	1,056
	<u>35,669</u>	<u>35,669</u>	<u>43,730</u>

4 Income from other trading activities

	Unrestricted	Total 2018	Total 2017
	£	£	£
Classes	2,896	2,896	-
	<u>2,896</u>	<u>2,896</u>	<u>-</u>

5 Other income

	Unrestricted	Total 2018	Total 2017
	£	£	£
Handyman Service	-	-	555
Gardening Scheme	-	-	(99)
Rowleys Centre for the Community	71,168	71,168	54,548
Grants	65,966	65,966	69,953
	<u>137,134</u>	<u>137,134</u>	<u>124,957</u>

6 Expenditure on charitable activities

	Unrestricted	Total	Total
		2018	2017
	£	£	£
<i>Expenditure on charitable activities</i>			
Rent received	4,531	4,531	-
Trips and Activities	12,219	12,219	23,305
Fundraising	529	529	75
<i>Governance costs</i>			
	<u>17,279</u>	<u>17,279</u>	<u>23,380</u>

7 Other expenditure

	Unrestricted	Total	Total
		2018	2017
	£	£	£
Handyman Service	-	-	1,771
Gardening Scheme	-	-	26
Rowleys Centre for the Community	41,344	41,344	32,566
Employee costs	89,863	89,863	67,803
Motor and travel costs	4,970	4,970	1,608
Premises costs	19,453	19,453	17,204
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	4,257	4,257	9,500
General administrative costs	5,545	5,545	2,967
Legal and professional costs	5,664	5,664	3,930
	<u>171,096</u>	<u>171,096</u>	<u>137,375</u>

8 Net income before transfers

	2018	2017
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	4,257	9,500

9 Trustee remuneration and expenses

	2018	2017
	Number	Number
Number of trustees paid expenses	-	2
The nature of the reimbursed expenses		Meals on wheels travel expenses

Rowleys Centre for the Community Ltd  
NOTES TO THE ACCOUNTS

10 Staff costs

Salaries and wages	89,203	67,803
	<u>89,203</u>	<u>67,803</u>

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

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

	2018 Number	2017 Number
Wages and Salaries	-	7
	<u>-</u>	<u>7</u>

11 Tangible fixed assets

	Land and buildings £	Office Furniture £	Computer and Electric equipment £	Toilet £	Total £
Cost or revaluation					
At 1 April 2017	287,950	47,226	-	58,324	393,500
At 31 March 2018	<u>287,950</u>	<u>47,226</u>	<u>-</u>	<u>58,324</u>	<u>393,500</u>
Depreciation and impairment					
At 1 April 2017	135,767	47,226	-	30,975	213,968
Depreciation charge for the year	1,522	-	-	2,735	4,257
At 31 March 2018	<u>137,289</u>	<u>47,226</u>	<u>-</u>	<u>33,710</u>	<u>218,225</u>
Net book values					
At 31 March 2018	<u>150,661</u>	<u>-</u>	<u>-</u>	<u>24,614</u>	<u>175,275</u>
At 31 March 2017	<u>152,183</u>	<u>-</u>	<u>-</u>	<u>27,349</u>	<u>179,532</u>

12 Stocks

	2018 £	2017 £
Finished goods	150	150
	<u>150</u>	<u>150</u>

13 Debtors

	2018 £	2017 £
Trade debtors	252	1,951
Prepayments and accrued income	-	18,294
	<u>252</u>	<u>20,245</u>

Rowleys Centre for the Community Ltd  
NOTES TO THE ACCOUNTS

14 Creditors:

amounts falling due within one year

	2018	2017
	£	£
Trade creditors	783	2,328
Other taxes and social security	602	(187)
Other creditors	-	1,241
Accruals and deferred income	9,639	601
	<u>11,024</u>	<u>3,983</u>

15 Creditors:

amounts falling due after more than one year

	2018	2017
	£	£
Bank loans and overdrafts	179,464	179,464
	<u>179,464</u>	<u>179,464</u>

16 Movement in funds

	At 1 April 2017	Incoming resources (including other gains/losses) £	Resources expended £	Gross transfers £	At 31 March 2018 £
Restricted funds:					
Restricted income funds:					
Office Relocation	8,429	-	-	(3,764)	4,665
IT upgrade	311	-	-	-	311
<i>Total</i>	<u>8,740</u>	<u>-</u>	<u>-</u>	<u>(3,764)</u>	<u>4,976</u>
Unrestricted funds:					
General funds	47,836	190,967	(188,375)	(33,436)	16,992
Designated funds:					
Rowley General	5,923	-	-	(2,427)	3,496
<i>Total</i>	<u>5,923</u>	<u>-</u>	<u>-</u>	<u>(2,427)</u>	<u>3,496</u>
Revaluation Reserves:					
Total funds	<u>62,499</u>	<u>190,967</u>	<u>(188,375)</u>	<u>(39,627)</u>	<u>25,464</u>

Purposes and restrictions in relation to the funds:

Designated funds:

Rowley General

17 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	5,244	170,031	175,275
Net current assets	9,271	20,382	29,653
Creditors due in more than one year and provisions	(179,464)	-	(179,464)
	<u>(164,949)</u>	<u>190,413</u>	<u>25,464</u>

18 Commitments

*Operating lease commitments*

Annual commitments under non-cancellable operating leases are as follows:

	2018 Land and buildings £	2018 Other £	2017 Land and buildings £	2017 Other £
Operating leases with expiry date:				
Over five years	-	-	1	-
	<u>-</u>	<u>-</u>	<u>1</u>	<u>-</u>

Rowleys Centre for the Community Ltd  
 DETAILED STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 March 2018

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Income and endowments from:				
Donations and legacies				
Donations	10,878	-	10,878	9,097
Membership fees	4,390	-	4,390	4,259
	<u>15,268</u>	<u>-</u>	<u>15,268</u>	<u>13,356</u>
Charitable activities				
Rent received	10,281	-	10,281	11,245
Trips and Activities	20,327	-	20,327	29,625
Fundraising	3,961	-	3,961	1,804
Transport	1,100	-	1,100	1,056
	<u>35,669</u>	<u>-</u>	<u>35,669</u>	<u>43,730</u>
Other trading activities				
Classes	2,896	-	2,896	-
	<u>2,896</u>	<u>-</u>	<u>2,896</u>	<u>-</u>
Other				
Handyman Service	-	-	-	555
Gardening Scheme	-	-	-	(99)
Rowleys Centre for the Community	71,168	-	71,168	54,548
Grants	65,966	-	65,966	69,953
	<u>137,134</u>	<u>-</u>	<u>137,134</u>	<u>124,957</u>
Total income and endowments	190,967	-	190,967	182,043
Expenditure on:				
Charitable activities				
Rent received	4,531	-	4,531	-
Trips and Activities	12,219	-	12,219	23,305
Fundraising	529	-	529	75
	<u>17,279</u>	<u>-</u>	<u>17,279</u>	<u>23,380</u>
Total of expenditure on charitable activities	17,279	-	17,279	23,380
Other expenditure				
Handyman Service	-	-	-	1,771
Gardening Scheme	-	-	-	26
Rowleys Centre for the Community	41,344	-	41,344	32,566
	<u>41,344</u>	<u>-</u>	<u>41,344</u>	<u>34,363</u>
Employee costs				
Salaries/wages	89,203	-	89,203	67,803
Staff training	660	-	660	-
	<u>89,863</u>	<u>-</u>	<u>89,863</u>	<u>67,803</u>
Motor and travel costs				



Rowleys Centre for the Community Ltd  
 DETAILED STATEMENT OF FINANCIAL ACTIVITIES

Travel and subsistence	4,970	-	4,970	1,608
	<u>4,970</u>	<u>-</u>	<u>4,970</u>	<u>1,608</u>
Premises costs				
Light, heat and power	9,470	-	9,470	7,342
Premises cleaning	646	-	646	-
Premises insurances	1,957	-	1,957	1,897
Premises repairs and maintenance	7,380	-	7,380	7,965
	<u>19,453</u>	<u>-</u>	<u>19,453</u>	<u>17,204</u>
General administrative costs, including depreciation and amortisation				
Depreciation of land and buildings	1,522	-	1,522	5,759
Depreciation of Office Furniture	2,152	-	2,152	828
Depreciation of Computer and Electric equipment	-	-	-	-
Depreciation of Toilet	583	-	583	2,913
Bad debts	699	-	699	(2,525)
Bank charges	4	-	4	735
Software, IT support and related costs	1,752	-	1,752	1,259
Stationery and printing	1,639	-	1,639	1,273
Sundry expenses	877	-	877	420
Telephone, fax and broadband	574	-	574	1,805
	<u>9,802</u>	<u>-</u>	<u>9,802</u>	<u>12,467</u>
Legal and professional costs				
Accountancy and bookkeeping	600	-	600	600
Other legal and professional costs	5,064	-	5,064	3,330
	<u>5,664</u>	<u>-</u>	<u>5,664</u>	<u>3,930</u>
Total of expenditure of other costs	<u>171,096</u>	<u>-</u>	<u>171,096</u>	<u>137,375</u>
Total expenditure	188,375	-	188,375	160,755
Net gains on investments	-	-	-	-
Net income	2,592	-	2,592	21,288
Transfers between funds	(35,863)	(3,764)	(39,627)	-
Net (expenditure)/income before other gains/(losses)	<u>(33,271)</u>	<u>(3,764)</u>	<u>(37,035)</u>	<u>21,288</u>
Other Gains	-	-	-	-
Net movement in funds	<u>(33,271)</u>	<u>(3,764)</u>	<u>(37,035)</u>	<u>21,288</u>

DONATIONS FROM FRIENDS OF ROWLEYS FROM APRIL 2017 TO MARCH 2018.

<u>April 2017</u>	Sponsorship – Gary's Abseil Entry Fee.	90 - 00
<u>May 2017</u>	Decoration of Rowleys.	3620 - 62
<u>June 2017</u>	Tablecloths for Dining Room.	48 - 40
	Table Mats for Dining Room.	25 - 95
	Cost of Coach for River Trip.	377 - 00
	Air Conditioning.	100 - 00
<u>July 2017</u>	Cleaning of Carpets & Upholstery.	430 - 00
	Cost of Coach to Worthing.	341 - 00
<u>August 2017</u>	Cost of Coach to Eastbourne Air Show.	419 - 00
<u>December 2017</u>	Christmas Lights.	26 - 99
	Wine for Xmas Lunches.	74 - 06
	Label Gun.	109 - 16
	Refurbishment of Chiropody Room.	1693 - 00
<u>January 2018</u>	New Tap for Water Boiler in Coffee Bar.	54 - 84
	Fridge for Kitchen.	540 - 00
<u>March 2018</u>	Picture & Fablon for Beauty Room.	61 - 64
		<hr/>
	Total	£ 8011 - 66
		<hr/>