

**The Yews (Haywards Heath) Community Partnership
A Charitable Social Enterprise**

**TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE PERIOD ENDED
31ST MARCH 2017**



Registered Charity No. 1144700
Company Registration No. 07635719

1. Governing Document

The organisation is a charitable company limited by guarantee, incorporated in 2011. The company was established on 16th May 2011 under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. It is registered as a charity with the Charity Commission. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

The Yews (Haywards Heath) Community Partnership has adopted the model Memorandum and Articles of Association from Community Matters, a charity that champions voluntary and community action at neighbourhood level.

The directors of the company are also charity trustees for the purposes of charity law, and under the company's Articles, are known as members of the Board of Directors.

Aims and activities of the Charity

The objectives of the Charity are:

- a. to promote the benefit of the inhabitants of Haywards Heath and the neighbourhood without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- b. to establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects;
- c. to promote such other charitable purposes as may from time to time be determined

The main activity of the Charity is the running of the Yews Centre in Haywards Heath and the promotion of those groups who use the Centre's facilities.

2. Public Benefit

The Trustees consider that the Charity's activities reflect our aims and objectives and that they are designed to provide accessible accommodation to benefit the public in accordance with our charitable objectives.

3. Achievements and Performance

The Partnership continued its policy of refurbishment to improve the quality of the facilities on offer to the community, spending over £8000 on various structural improvements. Major enhancements included: Tree surgery to enhance the garden, completion of the Muster Room refurbishment and removal of asbestos and uprating of our fire prevention doors. These all helped to drive a continued increase in room hire income and occupancy rates compared with the prior year. During the year over 60 organisations and individuals used our community centre, of which almost a third used the premises for the first time, including a number of new repeat users. There are now well over 800 regular weekly visitors to the Centre. This reflects the efforts of the management staff and trustees to continue to increase the profile of The Yews in the community. One of our long term regular tenants, The Nursery Playgroup ceased its activities at the end of our financial year and another significant tenant moved out. Some of the vacated space has already been taken up by new tenants and the management are actively seeking more.

4. Risk Management

The Charity's Directors have conducted a review of the major risks to which the Charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity might face.

Internal control risks have been minimised by the implementation of sub-committee structures with responsibilities for transactions and projects. Procedures are in place to ensure compliance with Health and Safety regulations and requirements. Such procedures are reviewed regularly.

5. Organisational Structure

The Board of Directors administers the Charity. The Board meets regularly as required with sub committees covering such areas as publicity and promotion, fund raising, maintenance and health and safety, Centre matters and liaison with users. Two job sharing managers have been appointed to manage the day to day activities of the Charity. The managers carry out certain delegated operational and staff supervision authorities within terms agreed by the Directors.

6. Financial Review

Throughout the year the Board of Directors has reviewed the activities of the Charity in the light of its Business Plan and the Budget set by the directors at commencement of the year.

7. Principal Funding Sources

The Charity's principal source of funding is the charges it levies for the use of the Yews premises, augmented by local authority grants and public donations from individuals and organisations.

8. Reserves Policy

The charity is mindful of the building under its charge and the uncertainty of its future income. In line with its responsibilities it has set a reserve of £9,000 but intends to keep its reserve strategy under regular review.

9. Future Plans

The Board intends, in conjunction with its business plan and budget, to maintain its concept of the service it would like to deliver to the community and the enhancement to the Yews premises necessary to meet that challenge.

10. Statement of Directors/Trustees Responsibilities

Company law requires the Directors/Trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charitable company at the balance sheet date and its financial activities for that period. In preparing those financial statements, the Board is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the 'going concern basis' unless it is inappropriate to presume that the charity will continue in operational existence.

The Directors/Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Board of Directors is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Directors/Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report, are set out in page 2.

Ian Sanderson
Chairman

The Yews (Haywards Heath) Community Partnership

Financial Statement

Period to 31st March 2016

This financial statement has been prepared in accordance with the Companies Act 2006 and the Statement of Recommended Practice issued by the Charities Commission in March 2005.

The Directors acknowledge their responsibility for:

- a. Ensuring that the company keeps accounting records which comply with section 386 of the Act.
- b. Preparing accounts which give a true and fair view of the state of affairs of the company at 31st March 2015, and of its income and expenditure for the year then ended in accordance with section 393(1), and otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company.

For the period ended 31st March 2017 the company is entitled to exemption from the audit requirement contained in section 477(2) of the Companies Act 2006.

No member of the company has posted a notice pursuant to section 476 of the Companies Act 2006 requiring an audit of these accounts.

Approved by the Directors/Trustees on

2017.

And signed on their behalf by

Ian Sanderson
Chairman

Independent Examiner's report to the Directors/Trustees of the Yews (Haywards Heath) Community Partnership

I report on the accounts of the Yews (Haywards Heath) Community Partnership for the period ending 31st March 2017, as set out hereunder.

Respective responsibilities of the Directors/Trustees and Examiner:

As the charity's Directors/Trustees you are responsible for the preparation of the accounts; you consider the audit requirements of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of the procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, 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 Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations for you as Directors/Trustees concerning any such matters. The procedures taken do not provide all the evidence required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

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 requirement to keep accounting records in accordance with section 41 of the Act, to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

Eric Bassett
90 SunnywoodDv,
Haywards Heath,
RH16 4PB

2017

The Yews (Haywards Heath) Community Partnership

STATEMENT OF FINANCIAL ACTIVITIES (SOFA)

PERIOD ENDED 31ST MARCH 2017

General Fund	Notes	Unrestricted Funds & Total 12 month PERIOD ENDED 31st March 2017	Unrestricted Funds & Total 12 month PERIOD ENDED 31st March 2016
		£	£
Income			
Room hire	4	43,757	42,110
Grant from West Sussex County Council		1,577	0
Other grants		1,696	
Memberships and Donations	10	10,007	14,435
Investment income		15	16
Fund Raising		1,978	606
Total income		59,030	57,167
Expenses			
Staff Costs	3	26,245	25,616
Cleaning supplies		7,088	6,574
Other supplies & Misc		929	1,169
Insurance and Licences		1,128	1,487
Water, sewage & refuse		1,507	734
Gas and Electricity		3,869	4,516
Equipment Servicing		1,370	3,454
Phone		1,161	1,208
Repairs & renewals		1,085	1,436
Stationery		0	211
Training		10	0
Fund Raising		356	0
Bad & Doubtful Debts		746	0
Contingency		750	0
Structural Projects		8,130	9,157
Total expenses		54,374	55,560
Increase(Reduction) in Funds		4,656	1,607
Transfer (to)/From General Reserve		(500)	0
Transfer (to)/From Advance Room Hire Reserve		(108)	(28)
Transfer (to)/From Capital Spending Reserve		2,423	(600)
Funds brought forward		23,332	22,353
Funds carried forward		29,803	23,332

The Yews (Haywards Heath Community Partnership)

STATEMENT OF FINANCIAL ACTIVITIES (SOFA)

PERIOD ENDED 31ST MARCH 2017

	Notes	Unrestricted Funds & Total 12 month PERIOD ENDED 31 st March 2017 £	Unrestricted Funds & Total 12 month PERIOD ENDED 31 st March 2016 £
<u>Capital Spending Reserve</u>			
Reserve brought forward	7	4900	4,300
Transfer From/(To) General Fund		(2,423)	600
Reserve Carried Forward		2,477	4,900
<u>Advance Room Hire Reserve</u>			
Reserve Brought Forward	8	836	762
Transfer From/(To) General Fund		108	74
Reserve Carried Forward		944	836
<u>General Reserve</u>			
Reserve brought forward		8,500	8,500
Transfer From/(To) General Fund		500	0
Reserve Carried Forward		9,000	8,500
<u>Restricted Funds</u>			
	Notes	Restricted Funds 12 month PERIOD ENDED 31 st March 2017 £	Restricted Funds 12 month PERIOD ENDED 31 st March 2016 £
<u>Albemarle Little Builders Reserve</u>			
Reserve brought forward	6	1,713	1,713
Transfer From/(To) General Fund		(1,713)	0
Reserve Carried Forward		0	1,713

The Yews (Haywards Heath) Community Partnership

BALANCE SHEET AT MARCH 31ST 2017

		12 month PERIOD ENDED 31 st March 2017		12 month PERIOD ENDED 31 st March 2016	
	Notes	£	£	£	£
Fixed Assets			0		0
Tangible assets			0		0
Investments			0		0
Current Assets					
Debtors	4	8,903		8,793	
Cash at bank and in hand		36,711		32,998	
		<u>45,614</u>		<u>41,791</u>	
Creditors: amounts falling due within one year	5	<u>(3,390)</u>		<u>(2,510)</u>	
Net Current Assets			<u>42,224</u>		<u>39,281</u>
Net Assets			<u>42,224</u>		<u>39,281</u>
Represented by:					
Restricted Funds					
Albemarle Little Builders			0		1,713
Unrestricted Funds					
General Fund			29,803		23,332
Capital Spending			2,477		4,900
Advance Room Hire			944		836
General Reserve			9,000		8,500
Total Funds			<u>42,224</u>		<u>39,281</u>

Approved by the Directors/Trustees on

2017

and signed on their behalf by:

Ian Sanderson
Chairman

Notes to the accounts

1. Accounting policies

In preparing the accounts the following accounting policies have been complied with:

- a) The accounts have been prepared on the historic cost convention with the exception that investments are valued at market value. The accounts are in accordance with applicable accounting standards, the Charities SORP 2005 (Accounting and Reporting by Charities) and comply with the Charities (Accounts and Reports) Regulations 2005 issued under the Charities Act 1993
- b) Investment income is recorded when receivable.
- c) The value of any voluntary help received is not included in the accounts but is described in the Trustees annual report.
- d) Other expenditure is included in the accounts on an accruals basis. Irrecoverable VAT is charged to the SOFA as incurred.
- f) Incoming resources from fundraising and related fundraising costs are reported gross in the SOFA.

2. Taxation

The Yews (Haywards Heath) Community Partnership is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

3. Analysis of employee costs:

	2016/17	2015/16
	£	£
Salaries	25,433	25,365
Social Security Costs	0	0
Total	25,365	25,365

No employee received emoluments of over £60,000 during the year.

The average number of full time equivalent employees for the year was 1.27 being three part time staff employed as centre co-ordinators and caretaker/cleaner of The Yews.

4. Analysis of debtors

The debtor figure is for room hire charges billed but not yet paid..

5. Analysis of creditors

The creditor figure is an accrual for trade creditors.

6. Albemarle Little Builders Reserve

This reserve contained a donation from the Albemarle Little Builders group which was to be used "to help with the fantastic work that you do with children". Since the Yews itself has no direct involvement with children, the Trustees decided that the reserve should be disbursed in full during the year equally among those user groups whose activities are centred on children.

7. Capital Spending Reserve

These are amounts committed but where work is not yet completed and for which no invoice has yet been received.

8. Advance Room Hire Reserve

The figure is for payments made for room hires during the subsequent financial year and may be refundable on cancellation.

9. Related party transactions

None of the Trustees were paid any remuneration by the charity while Trustees during the year. Out of pocket expenses of £342 were incurred by 1 Trustee..

10. Grants and donations

The Yews is grateful to a number of individuals, organisations and groups, including the following, for their financial support during the year.

Mid Sussex Mencap

Ernest Kleinwort Charitable Trust

Persimmon Homes

Haywards Heath Lions

Haywards Heath Rotary Society

Haywards Heath Horticultural Society

Sundry anonymous donors