

COMPANY REGISTRATION NUMBER: 03222165

CHARITY REGISTRATION NUMBER: 1071636

MIDDLEHAM KEY CENTRE LIMITED
(A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2020

MIDDLEHAM KEY CENTRE LIMITED
YEAR ENDED 31ST MARCH 2020

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MIDDLEHAM KEY CENTRE LIMITED
LEGAL & ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31ST MARCH 2020

Charity Number	1071636
Company Registration Number	03222165
Registered Office	Middleham Key Centre Park Lane Middleham Leyburn North Yorkshire DL8 4RA
Trustees	L E Sweeting M C R Sweeting D Davis A Adams (Appointed 06/11/2019)
Secretary	M C R Sweeting
Accountants	O'Reilly Chartered Accountants Kiln Hill Market Place Hawes North Yorkshire DL8 3RA
Bankers	CAF Bank Limited 25 Kings Avenue Kings Hill West Mailing Kent ME19 4JQ
Solicitors	Hall & Birtles Solicitors The Office Gold Lion Yard Market Place Leyburn North Yorkshire DL8 5AS

MIDDLEHAM KEY CENTRE LIMITED
REPORT OF THE TRUSTEES (INCORPORATING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31ST MARCH 2020

The trustees present their report and the financial statements for the year ended 31st March 2020. The trustees, who are also directors of Middleham Key Centre Ltd for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

Structure, Governance and Management

Governing document

The Charity is constituted as a company limited by guarantee and a registered charity and is, therefore, governed by a Memorandum and Articles of Association. Membership is open to anyone over the age of 18.

Appointment of Trustees

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout the report are collectively referred to as trustees.

The Articles of Association provide that trustees may be appointed by ordinary resolution in general meeting.

Objectives and Activities

The principal activity of the company is that of the provision of educational, training and recreational facilities for the people of Middleham, Leyburn and the surrounding areas.

The charity is organised so that the trustees meet regularly to manage its affairs and to revise and manage identified risks. There are administrators who manage the day to day activities of the charity. Funds are raised primarily from community and commercial bookings, courses and rental income from tenants. Additionally monies are donated and shown in note 2 to the accounts.

When reviewing the charity's objectives, activities and future plans, the trustees have referred to the guidance contained in the Charity Commissions' general guidance on public benefit.

Achievements and Performance

This trading year has been very stable and steady, following the structured time of consolidation and re-organisation in the year prior. It was decided not to put an ongoing emphasis on seeking Grants since they were typically linked to the type of capital projects that are not currently needed. The requirements of the grants also created substantial extra work in the prior three years that cannot be sustained with the volunteer base we have. On 06/11/19, Alex Adams became a Trustee, after a number of years on the management committee.

It was good to see the Centre flourishing and stable after a period of change. Only the last few weeks of operations were affected by the onset of the Covid-19 pandemic. There was no financial effect at all in the trading year. Community and occasional room bookings have continued to look very similar to the two prior years, but there has been a welcome increase on the commercial side.

All elements of the review undertaken with our Custodian Trustees, Middleham Town Council in 2018-19, have now been incorporated into current best practice during this operational year.

MIDDLEHAM KEY CENTRE LIMITED
REPORT OF THE TRUSTEES (INCORPORATING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31ST MARCH 2020

Financial Review

For a second year the wider community did not have either a Mayor's Ball nor a Stables Open Day. Traditionally the Centre's budget had been predicated upon donations deriving from our support of both major events. We had revised the budget to operate more from income, so this was not the challenge it had been the year before. It is great to be able to report that revenues are now independent of both donations and of grants, meaning that the Centre's business activities now entirely support its community and charitable functions.

The solar array makes a substantial contributor ongoing, particularly now that loan repayments are complete. Revenue from this source provides a cushion against any potential loss of tenancy income in the coming year. As the calendar year came to an end, there was the 'usual' flurry of tenant departures and arrivals. Costs had already been reduced post-review, but because there were several commercial vacancies for a period, some funds had to be transferred from the reserve account. The number of commercial room bookings rose, and, together with the commercial rate rise, ensure that the gap will be closed by end of Q1 of the coming year.

The Key Centre continued to trade in line with its policy of re-investing modest profit into the fabric and future of this community facility, using the commercial lettings to finance that community emphasis.

Future Developments

The Key Centre is being marketed more widely, particularly on social media. The price rise for commercial lettings was implemented, with no issues. The financial plan for the forthcoming year is based on attempting to keep permissible commercial letting at its maximum. This is now the main way to avoid passing on increased costs to our community users without incurring a trading deficit.

MIDDLEHAM KEY CENTRE LIMITED
REPORT OF THE TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)
FOR THE YEAR ENDED 31ST MARCH 2020

Tangible Fixed Assets for use by the Charity

Details of movements in fixed assets are set out in note 10 to the accounts.

Statement of Trustees' Responsibilities

The trustees (who are also directors of Middleham Key Centre Limited for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

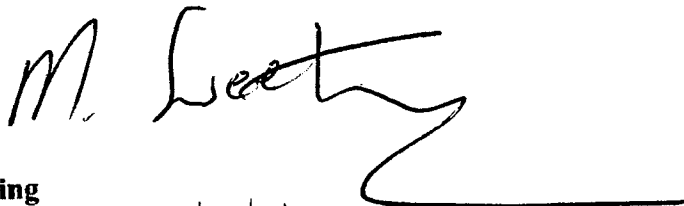
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures 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 charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are 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.

Small Company Provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

On behalf of the board:



M C R Sweeting
Secretary

29/01/21

MIDDLEHAM KEY CENTRE LIMITED
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE UNAUDITED
FINANCIAL STATEMENTS OF MIDDLEHAM KEY CENTRE LIMITED
FOR THE YEAR ENDED 31ST MARCH 2020

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2020, which are set out on pages 6 to 14.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').


Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the '2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's report

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- (1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those accounting records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



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G Ritzema FCA
O'Reilly Chartered Accountants
Kiln Hill
Market Place
Hawes
North Yorkshire
DL8 3RA

MIDDLEHAM KEY CENTRE LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING THE INCOME & EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST MARCH 2020

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>	
	<u>Funds</u>	<u>Funds</u>	<u>Total</u>	<u>Total</u>	
<u>Notes</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	
Income					
Income from generating funds:					
Voluntary income	2	966	-	966	14,424
Activities for generating funds	3	33,891	-	33,891	36,159
Investment income	4	23	-	23	15
Total Income		£34,880	-	£34,880	£50,598
Expenditure					
Wages & Salaries		12,609	-	12,609	13,643
Employer Pension Contributions		146	-	146	86
Purchases		574	-	574	3,003
Tutors fees		1,950	-	1,950	3,025
Operating leases		1,260	-	1,261	1,540
Establishment costs	5	12,210	821	13,031	15,065
Accountancy fees		1,503	-	1,503	905
Telephone		2,111	-	2,111	2,051
Other office expenses	6	1,084	-	1,084	1,045
Depreciation and impairment		2,873	1,854	4,727	5,437
General expenses		880	-	880	1,005
Subscriptions		220	-	220	543
Donations		421	-	421	150
Total Expenditure		£37,841	£2,675	£40,517	£47,498
Net Incoming Resources before Transfers		(2,961)	(2,675)	(5,637)	3,100
Transfers between funds		-	-	-	-
Net movement in funds/Net income for the year		(2,961)	(2,675)	(5,637)	3,100
Total funds brought forward		32,938	14,743	47,681	44,581
Total Funds Carried Forward		£29,977	£12,068	£42,045	£47,681

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

MIDDLEHAM KEY CENTRE LIMITED
BALANCE SHEET AS AT 31ST MARCH 2020

		<u>2020</u>		<u>2019</u>	
	<u>Notes</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Fixed Assets					
Tangible assets	10		29,782		34,509
Current Assets					
Debtors	11	3,840		2,272	
Cash at bank and in hand		15,196		15,267	
		<u>19,036</u>		<u>17,539</u>	
Creditors: amounts falling due within one year	12	<u>(6,773)</u>		<u>(4,367)</u>	
			12,263		13,172
Net Current Assets					
Total Assets less Current Liabilities			42,045		47,681
Creditors: amounts falling due after more than one year			-		-
			<u>£42,045</u>		<u>£47,681</u>
Funds					
Unrestricted income funds	13		29,977		32,938
Restricted income funds	14		12,068		14,743
			<u>£42,045</u>		<u>£47,681</u>
<u>Total Funds</u>			<u>£42,045</u>		<u>£47,681</u>

The Balance Sheet continues on the following page.

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

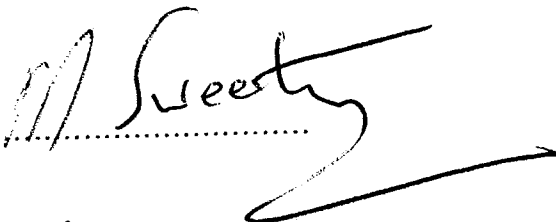
MIDDLEHAM KEY CENTRE LIMITED
BALANCE SHEET (CONTINUED)
TRUSTEES STATEMENTS REQUIRED BY THE COMPANIES ACT 2006 FOR THE YEAR
ENDED 31ST MARCH 2020

In approving these financial statements as trustees of the company we hereby confirm:

- (a) that for the year state above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006;
- (b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 31st March 2017.
- (c) That we acknowledge our responsibilities for:
 - ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006, and
 - preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of sections 394 and 395, and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities SORP.

The financial statements were approved by the board on 29/01/21 and signed on its behalf by:

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M C R Sweeting
Trustee

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

MIDDLEHAM KEY CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2020

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of Accounting

The financial statements are prepared under the historic cost convention and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006. The Principal accounting policies adopted in the preparation of the financial statements are set out below.

1.2. Income

All income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations, and gifts and is included in full in the statement of financial activities when receivable.

Income from investments is included in the year in which it is receivable.

1.3. Expenditure

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

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

1.4. Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Plant and machinery	-	25% reducing balance
Solar Panels	-	Straight line over 15 years

1.5 Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

MIDDLEHAM KEY CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2020

2. Voluntary Income

	<u>Unrestricted</u> <u>funds</u>	<u>Restricted</u> <u>funds</u>	<u>2020</u> <u>Total</u>	<u>2019</u> <u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Individuals	966	-	966	10,424
Jack Brunton Trust	-	-	-	4,000
	<u>966</u>	<u>-</u>	<u>-</u>	<u>14,424</u>

3. Activities for Generating Funds

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>2020</u> <u>Total</u>	<u>2019</u> <u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Rental income	14,788	-	14,788	16,161
Fundraising events	2,792	-	2,792	2,923
Community bookings	536	-	536	336
Non community bookings	8,657	-	8,657	8,538
Training courses	2,635	-	2,635	3,407
Clerical services	553	-	553	498
Catering sales	1,470	-	1,470	3,261
Postage sales	166	-	166	235
Sundries	2,294	-	2,294	550
Luncheon Club	-	-	-	250
	<u>£33,891</u>	<u>-</u>	<u>£33,891</u>	<u>£36,159</u>

4. Investment income

	<u>Unrestricted</u> <u>funds</u>	<u>2020</u> <u>Total</u>	<u>2019</u> <u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Bank Interest Receivable	<u>23</u>	<u>23</u>	<u>15</u>

MIDDLEHAM KEY CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2020

5. Establishment Costs

	Unrestricted funds	Restricted funds	2020 Total	2019 Total
	£	£	£	£
Rates and water	2,507	-	2,507	2,268
Light and heat	339	-	339	1,089
Repairs and maintenance	7,438	821	8,259	9,817
Insurance	1,926	-	1,926	1,891
	<u>£12,210</u>	<u>£821</u>	<u>£13,031</u>	<u>£15,065</u>

6. Other office expenses

	Unrestricted funds	2020 Total	2019 Total
	£	£	£
Licences	360	360	330
Printing, postage and stationery	724	724	715
	<u>£1,084</u>	<u>£1,084</u>	<u>£1,045</u>

7. Net outgoing resources for the year

	2020 £	2019 £
Net outgoing resources is stated after charging:		
Depreciation and other amounts written off tangible fixed assets	<u>£4,727</u>	<u>£5,437</u>

8. Employees

There were three employees during the year.

No remuneration was paid to trustees in the year, nor were any expenses reimbursed to them.

9. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income And Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

MIDDLEHAM KEY CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2020

10. Tangible fixed assets

	Plant and machinery £	Total £
Cost		
As 1 April 2019	87,302	87,302
Additions	-	-
Disposals	-	-
At 31 st March 2020	87,302	87,302
Depreciation		
At 1 st April 2019	52,793	52,793
Charge for the year	4,727	4,727
Disposals	-	-
At 31 st March 2020	57,521	57,521
Net book values		
At 31 st March 2020	£29,781	£29,781
At 31 st March 2019	£34,509	£34,509

11. Debtors

	2020 £	2019 £
Trade debtors	2,366	1,058
Other debtors	1,474	1,214
	£3,840	£2,272

12. Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	4,967	1,476
Accruals and deferred income	1,805	2,891
	£6,772	£4,367

MIDDLEHAM KEY CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2020

13. Unrestricted funds

	1 April 2019	Incoming resources	Outgoing resources	Transfers	31 March 2020
	£	£	£	£	£
General fund	£32,938	£34,880	(£37,842)	-	29,977

14. Restricted funds

	1 April 2019	Incoming resources	Outgoing resources	Transfers	31 March 2020
	£	£	£	£	£
Jack Brunton Trust	1,339	-	821	-	518
Grant Aid – Solar Panels	10,000	-	1,000	-	9,000
RDC COF Grant	3,257	-	814	-	2,443
RDC CCTV Grant	147	-	40	-	107
Restricted fund Total	£14,743	£-	£2,675	£-	£12,068

Restricted incoming resources relate to grants and donations received for specific expenditure.

Included within Restricted Funds as at 31st March 2020 is the balance of historic grants and donations received for assets, less the depreciation related to these specific assets.

MIDDLEHAM KEY CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2020

15. Related party transactions

The building was transferred from the ownership of Middleham Key Partnership Ltd, which was subsequently liquidated, to Middleham Town Council as Guardian Trustees in March 2013 and a licence agreement approved.

16. Company limited by guarantee

Middleham Key Centre limited is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £10 to the assets of the charitable company in the event of its being wound up while he or she is a member or within one year after he or she ceases to be a member, for the payment of the charity's debts and liabilities contracted before he or she ceases to be a members, and of the costs, charges and expenses on winding up, and for the adjustment the rights of the contributories among themselves.