

Registered Number: 5389427 (England and Wales)

The Clarke Foley Centre

Directors' report and accounts
for the year ended 31st March 2022

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DIRECTORS at time of AGM:

S Hyde
J McCrickard
H Miller
A Simpson
D Damant
R Wholley
I Ashman
T Lynam
J Finnerty

SECRETARY: H Miller

REGISTERED OFFICE: The Clarke Foley Centre
Cunliffe Road
Ilkley
West Yorkshire
LS29 9DZ

COMPANY NUMBER: 5389427 (England and Wales)

CHARITY NUMBER 1109588

ACCOUNTANTS: SKS Bailey Group Ltd
Natwest Bank Chambers
The Grove
Ilkley
West Yorkshire
LS29 9LS

BANKERS: Barclays Bank PLC

Registered Charity No 1109588

The Clarke Foley Centre
Cunliffe Road
Ilkley
West Yorkshire
LS29 9DZ

The objects of the Company are:

- a) to maintain and manage (in co-operation with voluntary bodies) a centre in Ilkley formerly managed by The James Clarke and Sarah Foley Trust for the Elderly (and more recently known as The Clarke Foley Centre) situated in Cunliffe Road, Ilkley, LS29 9DZ and provide at the Centre facilities for recreation, education, or other leisure time occupations in the interests of social welfare for residents over the age of 50 years, of Ilkley, Addingham, Burley in Wharfedale, Menston and surrounding districts within the Metropolitan District of Bradford, without distinction of creed or colour and
- b) to provide a focal point and meeting place for members of the community and for groups whose object is to meet the needs of the neighbourhood and the community.
- c) to provide a focal point for voluntary effort given for the benefit of members of the community who may be disadvantaged
- d) Nothing in clauses (a) to c) above inclusive shall authorise any non-charitable object or purpose

The Directors who served during the year under review were:

J McCrickard
S Tomlinson
P Loy
S Hyde
E Garfitt
H Miller
A Simpson
D Damant

In accordance with the Articles of Association, H Miller S Hyde and J McCrickard will retire by rotation

Also in accordance with the Articles of Association having been appointed during the year D Damant and R Wholley T Lynham A Ashman and J Finnerty offer themselves for re-election at the Annual General Meeting.

Review of main activities in the year ended 31st March 2022

The year ending 31st March 2022 and the months thereafter have been a challenging and difficult time for the Centre. By Autumn 2021 there were warnings of very substantial cost increases in food and energy prices, leading to soaring rates of inflation. Whilst Clarke Foley was able to secure a number of grants and funds to sustain its continuity, the Omicron variant had an adverse effect on all sources of income, with reduced visitor numbers and increased room hire cancellations because of the continued fear of infection. Early in 2022, due to Clarke Foley's secure financial reserves, it was felt possible to look once again at internal building works aimed at rationalising the current cafe/kitchen operations.

Notwithstanding the challenges, barriers and limitations placed on the Clarke Foley staff and volunteers, much minor repair and maintenance work has been undertaken, allowing the Centre to continue to operate in an extremely challenging financial environment. The Clarke Foley is in effect the community centre of Ilkley, known, used and loved by so many local residents, both elderly and not so elderly!

The Clarke Foley Community Centre continues to operate in four main areas:-

1. The cafe is open to all members of the community. It is staffed by both employees and volunteers, providing drinks and light refreshments from Monday to Saturday plus occasional Sundays.
2. The thriving Tuesday and Thursday Lunch Clubs for the over 80s, and a key part of the Clarke Foley week, serving up to 70 people per week.

Review of main activities in the year ended 31st March 2021 (continued)

3. A wide range of classes and leisure activities is offered, which currently includes art, keep fit, indoor bowls and various dancing and music groups.
4. Rooms are rented out to many local clubs and societies on a regular basis and are used as a venue for events and meetings. Current users include U3A, Tai Chi and Ilkley Flower Club, together with events from Ilkley Literature Festival.

Board Meetings are held on a regular basis, usually at least bi-monthly, and at these meetings Directors constantly review the strategic objectives of the Community Centre in the light of recent events, many of which are beyond their control.

On behalf of the Board, including members past and present I would like to extend our thanks to all the staff and volunteers who work tirelessly to keep the Clarke Foley going.

Reserves Policy

In line with our charitable aims and objectives, to continue to provide adequately for the needs of our beneficiaries, many of whom are vulnerable, and our employees, the Board has agreed that adequate levels of Unrestricted Reserves should be maintained.

In accordance with the Reserves Policy adopted on 5th February 2021, the Board considers it would be prudent for Unrestricted Reserves not committed or invested in tangible fixed assets to be within the range of £100,000 to £350,000.

This range is not deemed excessive in order to allow the charity to continue supporting the local community.

Statement of Directors' responsibilities

The Directors are required under the constitution of the company to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of its results for that period. In preparing those financial statements the Directors are required to:

- a) select suitable accounting policies and apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) prepare the financial statements on a going concern basis unless it is inappropriate to assume that the company will continue in business.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company. They are also responsible for safeguarding the assets of the company and hence for taking responsible steps for the prevention and detection of fraud and other irregularities.

Approval

This report was approved by the Directors on 14th December 2022 and signed on their behalf.



14/12/22

S Hyde (Chair)

I report on the accounts of the Company for the year ended 31st March 2022 which are set out on pages 5 to 9.

Respective responsibilities of Directors and Examiner

As the Directors you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 (the Act); you consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. It is my responsibility to examine the accounts under section 145 of the Charities Act and to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 145(5)(b) of the Act, whether particular matters have come to my attention.

Basis of Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. The 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 Directors concerning any such matters. The procedures undertaken do not provide all the evidence that would be 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 requirements

to keep accounting records in accordance with Section 130 of the Charities Act and 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.

Name: David A Crowther
SKS Bailey Group Ltd

Qualification: Chartered Accountant

Address: NatWest Bank Chambers
The Grove
Ilkley
West Yorkshire
LS29 9LS

Date: 14th December 2022

**The Clarke Foley Centre
Balance Sheet as at 31st March 2022**

	Note	2022		2021	
		£	£	£	£
FIXED ASSETS					
Tangible assets for use by the company	4		200,095		209,649
INVESTMENTS					
Endowment fund	5		485,548		481,002
Reserve fund	6		247,913		245,850
			<u>933,556</u>		<u>936,501</u>
CURRENT ASSETS					
Stock	7	1,165		530	
Debtors	8	14,633		3,512	
Cash at bank and in hand	9	81,277		91,027	
		<u>97,075</u>		<u>95,069</u>	
CURRENT LIABILITIES					
Creditors: amounts due within one year	10	16,060		3,809	
		<u>16,060</u>		<u>3,809</u>	
NET CURRENT ASSETS			81,015		91,260
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>1,014,571</u>		<u>1,027,761</u>
CAPITAL ACCOUNT					
Endowment funds	5		485,548		481,002
Unrestricted funds			506,547		546,759
Specific funds	11		22,476		
			<u>1,014,571</u>		<u>1,027,761</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2022

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2022 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Directors on 31st October 2022 and signed on their behalf by:

S Hyde (Chair)

The notes on pages 6 to 8 form part of these accounts

 14/12/22

1. ACCOUNTING POLICIES

1.1 Basis of preparation of accounts

The accounts are prepared under the historical cost convention with the exception of investments which have been valued at market value and include the results of the company's operations which are described in the Directors' report and all of which are continuing.

The accounts have been prepared in accordance with the Statement of Recommended Practice for charity accounts.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cashflow statement on the grounds that it qualifies as a small company.

1.2 Tangible fixed assets for the use by the company and depreciation

Tangible fixed assets for use by the company are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Freehold buildings	50 years straight line basis
Furnishings and equipment	10 years straight line basis

1.3 Income

Voluntary income, donations and letting income are accounted for on a receivable basis.

1.4 Value added tax

The Charity was registered for value added tax on 1st November 2009 and accounts for the tax on a quarterly basis.

2. CATERING

	2022		2021	
	£	£	£	£
Sales: Coffee Bar	79,244		14,409	
Luncheon Club	9,441		0	
Functions	5,738		0	
		94,423		14,409
Purchases	32,170		3,927	
Add: stock at beginning of year	343		712	
	32,513		4,639	
Less: stock at end of year	786		343	
		31,727		4,296
Surplus		62,696		10,113

3. DIRECTORS' LIABILITY AND ENDOWMENT ASSETS

The company is limited by guarantee, with the liability of the directors not exceeding £10. The company is trustee of the endowment assets of the James Clarke and Sarah Foley Trust for the Elderly. The freehold property is vested in the name of the Official Custodian for Charities who holds it on behalf of the James Clarke and Sarah Foley trust for the elderly.

Brewer Dolphin Limited, the company's investment managers, hold the investments in both the Endowment Fund and for the Unrestricted Fund, as trustee for the Clarke Foley Centre.

Under section 96(5) of the Charities Act 1993, the James Clarke and Sarah Foley Trust for the Elderly, though dormant, exists as a registered charity but will be treated as forming part of the company for the purposes of Part V1 (accounting) of the Charities Act 1993.

No director or the treasurer received any remuneration or expenses as they act on a voluntary basis.

4. TANGIBLE FIXED ASSETS

Tangible fixed assets for use by the company

	Freehold property	Furnishings and equipment	Total
	£	£	£
Used directly for charitable purposes:			
Cost			
At 1st April 2021	429,460	63,394	492,854
At 31st March 2022	<u>429,460</u>	<u>63,394</u>	<u>492,854</u>
Depreciation			
At 1st April 2021	224,911	58,294	283,205
Charge for the year	8,279	1,275	9,554
Depreciation at 31st March 2022	<u>233,190</u>	<u>59,569</u>	<u>292,759</u>
Net book value			
At 31st March 2022	<u>196,270</u>	<u>3,825</u>	<u>200,095</u>

Included in the cost of the freehold property is land costing £15574 which has not been depreciated.

5. ENDOWMENT FUND

	2022 £	2021 £
Fund balance at 1st April 2021	481,002	405,812
Purchases less sales in year	(7,666)	1,411
Profit (Loss) on changes of investments in year	(12,167)	15,080
Change in uninvested cash	7,666	{(1,411)}
Unrealised gain/(loss) on investments	21,541	64,371
Portfolio Management Fees	(4,828)	(4,261)
Fund balance at 31st March 2022	<u>485,548</u>	<u>481,002</u>

The Clarke Foley Centre
Notes to the accounts for the year ended 31st March 2022 (continued)

	2022	2021
	£	£
6. RESERVE FUND		
Fund balance at 1st April 2021	245,850	199,837
Purchases less sales in the year	(2,394)	2,148
Profit on changes of investments in year	2,020	10,355
Change in uninvested cash	(228)	(4,275)
Unrealised gain on investments	2,665	37,785
Fund balance at 31st March 2022	<u>247,913</u>	<u>245,850</u>
7. STOCK		
Catering	786	343
Cleaning Materials	<u>379</u>	<u>187</u>
	<u>1,165</u>	<u>530</u>
8. DEBTORS		
Letting Debtors	9,496	0
Prepayments	2,826	3,420
Taxation and social security	2,311	<u>92</u>
	<u>14,633</u>	<u>3,512</u>
9. CASH AT BANK AND IN HAND		
Cash at bank	79,608	89,521
Cash in hand	371	379
Stockbrokers	1,298	<u>1,127</u>
	<u>81,277</u>	<u>91,027</u>
10. CREDITORS		
Trade creditors	3,337	19
Accruals and deferred income	9,694	3,488
Taxation and social security	2,358	0
Sundry creditors	671	<u>302</u>
	<u>16,060</u>	<u>3,809</u>

11. SPECIFIC FUNDS

Specific Funds are made up of two elements -

grants received by the Charity where the amount can only be used for a designated purpose

amounts raised by fundraising where ii is solely for a particular project

The Clarke Foley Centre
Statement of Financial Activities for the year ended 31st March 2022

	Note	Unrestricted Funds £	Specific Funds £	Endowment Funds £	Total 2022 £	Total 2021 £
INCOME						
Interest and dividends		6,053		12,760	18,813	20,875
Bank interest		6			6	80
Donations		8,763			8,763	31,862
Grants paid by Bradford Council		17,750			17,750	41,572
Specific Grants/Fundraising			21,406		21,406	2,239
Solar Panel income		1,546			1,546	1,223
Lettings and gifts from users		49,268			49,268	3,966
Money raising activities		2,965			2,965	602
Sales of books		1,381			1,381	61
Groups		14,487			14,487	379
Cafe	2	94,423			94,423	14,409
TOTAL INCOME		196,642	21,406	12,760	230,808	117,268
Cafe purchases	2	(31,727)			(31,727)	(4,296)
TOTAL INCOMING RESOURCES		164,915	21,406	12,760	199,081	112,972
EXPENDITURE						
Wages and national insurance		157,928			157,928	147,610
Less: HMRC CJRS Grant		(6,601)			(6,601)	(61,942)
Rates and water		4,505			4,505	3,192
Gas and electricity		11,019			11,019	4,958
Licences and insurances		5,601			5,601	5,293
Telephone and Internet		5,410			5,410	4,902
Repairs, renewals and maintenance		23,104			23,104	20,854
Postage, printing and stationery		862			862	1,206
Advertising		389			389	0
Sundry expenses		174			174	480
Accountancy		550			550	550
Professional fees		969			969	1,192
Portfolio Management Fees		1,263		4,828	6,091	6,631
Specific Grants/Fund raising - expenditure			4,194		4,194	0
Staff training		305			305	1,032
Depreciation		9,554			9,554	9,634
Bank, credit card and donation fees		2,276			2,276	1,275
Non Reclaimable VAT		0			0	3,984
TOTAL EXPENSES EXPENDED		217,308	4,194	4,828	226,330	150,851
Net (outgoing)/incoming resources before transfers		(52,393)	17,212	7,932	(27,249)	(37,879)
Transfers between funds		12,760		(12,760)	0	0
NET (OUTGOING) RESOURCES		(39,633)	17,212	(4,828)	(27,249)	(37,879)
GAINS/(LOSSES) ON INVESTMENT ASSETS						
Realised gains/(losses)		2,020		(12,167)	(10,147)	25,435
Unrealised gains/(losses)		2,665		21,541	24,206	102,156
NET MOVEMENT IN FUNDS		(34,948)	17,212	4,546	(13,190)	89,712
FUND BALANCES BROUGHT FORWARD						
AT 1st APRIL 2021 (as previously stated)		546,759	0	481,002	1,027,761	938,049
Transfer to Specific Funds at 1st April 2021	11	(5,264)	5,264	0	0	0
FUND BALANCES CARRIED FORWARD AT 31st MARCH 2022		506,547	22,476	485,548	1,014,571	1,027,761