

Company Registration No. 04336170 (England and Wales)

**OPTIMA COMMUNITY AND LEISURE SERVICES CIC**

**DIRECTORS' REPORT AND  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 AUGUST 2016**

FRIDAY



\*A669ARY2\*

A25

12/05/2017

#40

COMPANIES HOUSE

# **OPTIMA COMMUNITY AND LEISURE SERVICES CIC**

## **COMPANY INFORMATION**

---

### **Directors**

Mr Peter Margiotta  
Mr Brian Moss  
Mr John Baines  
Mrs Shelagh Cosgrow (Appointed 7 October 2016)  
Mr Gwynne Mack (Appointed 7 October 2016)

### **Secretary**

Mr Robert Chaston

### **Company number**

04336170

### **Registered office**

44-54 Orsett Road  
Grays  
Essex  
RM17 5ED

### **Auditors**

Rowland Hall  
44-54 Orsett Road  
Grays  
Essex  
RM17 5ED

### **Business address**

Butts Lane  
Stanford Le Hope  
Essex  
SS17 0NW

---

# **OPTIMA COMMUNITY AND LEISURE SERVICES CIC**

## **CONTENTS**

---

	<b>Page</b>
Directors' report	1 - 2
Independent auditors' report	3 - 4
Profit and loss account	5
Balance sheet	6
Notes to the financial statements	7 - 9

---

# **OPTIMA COMMUNITY AND LEISURE SERVICES CIC**

## **DIRECTORS' REPORT**

### **FOR THE YEAR ENDED 31 AUGUST 2016**

---

The directors present their report and financial statements for the year ended 31 August 2016.

#### **Principal activities**

The principal activity of the company continued to be that of vending machine operators and ancillary services for a school.

The company is also responsible for the management of sports facilities at St Clere's Academy under a Service Level Agreement between Optima and St Clere's Co-operative Academy Trust.

#### **Directors**

The following directors have held office since 1 September 2015:

Mr Raymond Osborne Deceased	(Deceased 22 July 2016)
Mr Peter Margiotta	
Mr Brian Moss	
Mr John Baines	
Mrs Shelagh Cosgrow	(Appointed 7 October 2016)
Mr Gwynne Mack	(Appointed 7 October 2016)

#### **Auditors**

Rowland Hall were appointed auditors to the company and in accordance with section 485 of the Companies Act 2006, a resolution proposing that they be re-appointed will be put at a General Meeting.

#### **Statement of directors' responsibilities**

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

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

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# OPTIMA COMMUNITY AND LEISURE SERVICES CIC

## DIRECTORS' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 AUGUST 2016**

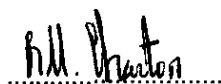
---

### Statement of disclosure to auditors

So far as the directors are aware, there is no relevant audit information of which the company's auditors are unaware. Additionally, the directors have taken all the necessary steps that they ought to have taken as directors in order to make themselves aware of all relevant audit information and to establish that the company's auditors are aware of that information.

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

By order of the board



Mr Robert Chaston

Secretary

27/04/2017

# **OPTIMA COMMUNITY AND LEISURE SERVICES CIC**

## **INDEPENDENT AUDITORS' REPORT**

### **TO THE MEMBERS OF OPTIMA COMMUNITY AND LEISURE SERVICES CIC**

---

We have audited the financial statements of Optima Community and Leisure Services CIC for the year ended 31 August 2016 set out on pages 5 to 9. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of directors and auditors**

As explained more fully in the Directors' Responsibilities Statement set out on pages 1 - 2, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 August 2016 and of its loss for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

# **OPTIMA COMMUNITY AND LEISURE SERVICES CIC**

## **INDEPENDENT AUDITORS' REPORT (CONTINUED)**

### **TO THE MEMBERS OF OPTIMA COMMUNITY AND LEISURE SERVICES CIC**

---

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the directors' report and from preparing a strategic report.



**Mr Dean Matthew Flood (Senior Statutory Auditor)**  
**for and on behalf of Rowland Hall**  
**Chartered Certified Accountants**  
**Statutory Auditor**

10/05/17

44-54 Orsett Road  
Grays  
Essex  
RM17 5ED

# **OPTIMA COMMUNITY AND LEISURE SERVICES CIC**

## **PROFIT AND LOSS ACCOUNT**

**FOR THE YEAR ENDED 31 AUGUST 2016**

---

	Notes	2016 £	2015 £
Turnover		95,607	117,322
Cost of sales		(70,006)	(75,305)
Gross profit		25,601	42,017
Administrative expenses		(37,001)	(43,252)
Operating loss	2	(11,400)	(1,235)
Other interest receivable and similar income	3	93	117
Loss on ordinary activities before taxation		(11,307)	(1,118)
Tax on loss on ordinary activities		-	-
Loss for the year	9	(11,307)	(1,118)

---

# OPTIMA COMMUNITY AND LEISURE SERVICES CIC

## BALANCE SHEET

AS AT 31 AUGUST 2016

	Notes	2016 £	£	2015 £	£
<b>Fixed assets</b>					
Tangible assets	5		17,422		26,453
<b>Current assets</b>					
Stocks		894		895	
Debtors	6	518		11,746	
Cash at bank and in hand		98,629		81,130	
		100,041		93,771	
<b>Creditors: amounts falling due within one year</b>	7	(49,564)		(41,018)	
<b>Net current assets</b>			50,477		52,753
<b>Total assets less current liabilities</b>			67,899		79,206
<b>Capital and reserves</b>					
Called up share capital	8		83,500		83,500
Profit and loss account	9		(15,601)		(4,294)
<b>Shareholders' funds</b>			67,899		79,206

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and the Financial Reporting Standard for Smaller Entities (effective January 2015).

Approved by the Board for issue on 27<sup>th</sup> April 2017.

  
Mr Brian Moss  
Director

Company Registration No. 04336170

# OPTIMA COMMUNITY AND LEISURE SERVICES CIC

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2016

### 1 Accounting policies

#### 1.1 Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

#### 1.2 Compliance with accounting standards

The financial statements are prepared in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), which have been applied consistently (except as otherwise stated).

#### 1.3 Turnover

Turnover represents amounts receivable for goods and services net of VAT and trade discounts.

#### 1.4 Tangible fixed assets and depreciation

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

Computer equipment	25% on cost
Motor vehicles	25% on cost

<b>2</b>	<b>Operating loss</b>	<b>2016</b>	<b>2015</b>
		<b>£</b>	<b>£</b>
	Operating loss is stated after charging:		
	Depreciation of tangible assets	10,330	16,759
	Auditors' remuneration	1,600	1,500
		<u>          </u>	<u>          </u>
<b>3</b>	<b>Investment income</b>	<b>2016</b>	<b>2015</b>
		<b>£</b>	<b>£</b>
	Bank interest	93	117
		<u>          </u>	<u>          </u>
		93	117
		<u>          </u>	<u>          </u>
<b>4</b>	<b>Gift Aid</b>	<b>2016</b>	<b>2015</b>
		<b>£</b>	<b>£</b>
	Gift aid payment	-	10,175
		<u>          </u>	<u>          </u>

During the year the company paid £nil (2015 : £10,175) to St Clare's School in respect of the distributable profits for the previous year.

# OPTIMA COMMUNITY AND LEISURE SERVICES CIC

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

### 5 Tangible fixed assets

	Plant and machinery etc £
<b>Cost</b>	
At 1 September 2015	45,112
Additions	1,298
	<hr/>
At 31 August 2016	46,410
	<hr/>
<b>Depreciation</b>	
At 1 September 2015	18,659
Charge for the year	10,329
	<hr/>
At 31 August 2016	28,988
	<hr/>
<b>Net book value</b>	
At 31 August 2016	17,422
	<hr/>
At 31 August 2015	26,453
	<hr/>

Included in the Net Book Value above of £17,422 are assets totalling £16,447 which are held for use in operating leases and are being leased to St Clere's Co-operative Academy Trust.

6 Debtors	2016 £	2015 £
Trade debtors	449	330
Other debtors	69	11,416
	<hr/>	<hr/>
	518	11,746
	<hr/>	<hr/>
7 Creditors: amounts falling due within one year	2016 £	2015 £
Trade creditors	39	1,811
Other creditors	49,525	39,207
	<hr/>	<hr/>
	49,564	41,018
	<hr/>	<hr/>
8 Share capital	2016 £	2015 £
Allotted, called up and fully paid		
83,500 Ordinary of £1 each	83,500	83,500
	<hr/>	<hr/>

# **OPTIMA COMMUNITY AND LEISURE SERVICES CIC**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 AUGUST 2016**

---

### **9 Statement of movements on profit and loss account**

	<b>Profit and loss account £</b>
Balance at 1 September 2015	(4,294)
Loss for the year	(11,307)
	<hr/>
Balance at 31 August 2016	(15,601)
	<hr/>

### **10 Control**

The company is a wholly owned subsidiary of St Clere's Co-operative Academy Trust, a company incorporated in England.

### **11 Related party relationships and transactions**

During the year the company made sales to St Clere's Co-operative Academy Trust totalling £13,631 and paid £45,671 to the Trust in respect of various costs recharged by them.

At the year end £19,447 was owed to St Clere's Co-operative Academy Trust.

# **OPTIMA COMMUNITY AND LEISURE SERVICES CIC**

## **DETAILED TRADING AND PROFIT AND LOSS ACCOUNT**

**FOR THE YEAR ENDED 31 AUGUST 2016**

---

		2016		2015
	£	£	£	£
<b>Turnover</b>				
Sales		2,065		7,823
Letting income		13,492		16,385
Hire of equipment		13,631		25,033
All weather pitch lettings income		66,419		68,081
		<hr/>		<hr/>
		95,607		117,322
<b>Cost of sales</b>				
Opening stock	895		1,390	
All weather pitch expenditure	65,508		66,800	
Purchases	4,497		8,010	
	<hr/>		<hr/>	
	70,900		76,200	
Closing stock	(894)		(895)	
	<hr/>		<hr/>	
		(70,006)		(75,305)
		<hr/>		<hr/>
<b>Gross profit</b>	26.78%	25,601	35.81%	42,017
<b>Administrative expenses</b>		(37,001)		(43,252)
		<hr/>		<hr/>
<b>Operating loss</b>		(11,400)		(1,235)
<b>Other interest receivable and similar income</b>				
Bank interest received		93		117
		<hr/>		<hr/>
<b>Loss before taxation</b>		(11,307)		(1,118)
		<hr/> <hr/>		<hr/> <hr/>

---

# **OPTIMA COMMUNITY AND LEISURE SERVICES CIC**

## **SCHEDULE OF ADMINISTRATIVE EXPENSES**

**FOR THE YEAR ENDED 31 AUGUST 2016**

---

	2016	2015
	£	£
<b>Administrative expenses</b>		
Wages and salaries (excl. N.I.)	14,729	12,563
Insurance	-	904
Repairs and maintenance	6,599	4,614
Printing, postage and stationery	196	16
Computer consumables	731	568
Legal and professional fees	800	960
Consultancy fees	-	385
Accountancy	1,965	1,785
Audit fees	1,600	1,500
Sundry expenses	51	-
Depreciation	10,330	16,759
Profits/losses on disp of tangibles	-	3,198
	<hr/>	<hr/>
	37,001	43,252
	<hr/>	<hr/>

---

**CIC 34****Community Interest Company Report**

**For official use**  
(Please leave blank)

**Please  
complete in  
typescript, or  
in bold black  
capitals.**

**Company Name in  
full**

Optima Community and Leisure Services  
Community Interest Company

**Company Number**

04336170

**Year Ending**

31<sup>st</sup> August 2016

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's guidance notes and the alternative example provided for a more complex company with more detailed notes.

**(N.B. A Filing Fee of £15 is payable on this document. Please enclose a cheque or postal order payable to Companies House)**

**PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT**

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a description of how they have benefited the community.

Optima has continued to manage the lettings of the various facilities domiciled at St Clere's School outside of the curriculum provision, to clubs, organisations and members of the local community, in accordance with the terms of a formal Service Level Agreement between St Clere's Co-operative Academy Trust and Optima Community & Leisure Services CIC. The external facilities included an All Weather Football Pitch, Grass Football and Rugby pitches in the winter, and cricket squares during the summer, plus new tennis courts that have recently been added. A sports pavilion building with a classroom, changing rooms and showers is also available. Summer schools are run by several different professional football clubs, in addition to which training and coaching courses provided by the Essex County FA. Internal facilities include a main hall, sports hall, gymnasium, drama studio and various specialist classrooms. Regular users include ladies fitness groups, a youth club, various football clubs, a gymnastics club and a recently formed Duke of Edinburgh's Award Centre. The company also provides vending facilities, and four members of the school staff provide part time services to the company.

*(If applicable, please just state "A social audit report covering these points is attached").*

*(Please continue on separate continuation sheet if necessary.)*

**PART 2 – CONSULTATION WITH STAKEHOLDERS** – Please indicate who the company's stakeholders are; how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear.

The continued lettings of the various facilities at St Clere's School outside of the curriculum provision to clubs, organisations and members of the local community enables them to access opportunities that are not readily available in the surrounding area. To encourage youth participation hire fees are graded accordingly, and allowances made to clubs and organisations that are affiliated to recognised bodies, or those who have achieved Charter Mark status, in order to encourage the growth and development of young people.

The relationship with Horndon Cricket Club continues, with their investment and expertise providing benefit to both parties, including flexible pitch sharing during the cricket season. A new relationship has now been established with Thurrock Lawn Tennis Club in conjunction with the tennis courts that have recently been completed.

A good working relationship continues to be maintained with all hirers generally, and any their constructive feedback encouraged.

*(If applicable, please just state "A social audit report covering these points is attached").*

**PART 3 – DIRECTORS' REMUNERATION** – if you have provided full details in your accounts you need not reproduce it here. Please clearly identify the information within the accounts and confirm that, "There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which require to be disclosed" (See example with full notes). If no remuneration was received you must state that "no remuneration was received" below.

No remuneration was received.

**PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION** – Please insert full details of any transfers of assets other than for full consideration e.g. Donations to outside bodies. If this does not apply you must state that "no transfer of assets other than for full consideration has been made" below.

No transfer of assets other than for full consideration has been made

*(Please continue on separate continuation sheet if necessary.)*

## PART 5 – SIGNATORY

**The original report must be signed by a director or secretary of the company**

Signed

*Full. Hunter*

Date

27/04/2017

Office held (delete as appropriate) ~~Director~~/Secretary

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Tel	
DX Number	DX Exchange

**When you have completed and signed the form, please attach it to the accounts and send both forms by post to the Registrar of Companies at:**

*For companies registered in England and Wales:* Companies House, Crown Way, Cardiff, CF14 3UZ  
DX 33050 Cardiff

*For companies registered in Scotland:* Companies House, 4<sup>th</sup> Floor, Edinburgh Quay 2, 139  
Fountainbridge, Edinburgh, EH3 9FF DX 235 Edinburgh or LP – 4 Edinburgh 2

*For companies registered in Northern Ireland:* Companies House, 2nd Floor, The Linenhall, 32-38  
Linenhall Street, Belfast, BT2 8BG

The accounts and CIC34 **cannot** be filed online

**(N.B. Please enclose a cheque for £15 payable to Companies House)**