Charity Registration no 1105337

Company Registration no 04406563 (England and Wales)

KEY HOUSE TRUST (A company limited by guarantee)

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019

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LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Carl Nielsen John Piggin Robert Williams Andrew Wadham

Company Secretary

John Piggin

Charity no.

1105337

Company no.

04406563

Registered office and Principal address

106 High Street Yiewsley Middlesex UB7 7BQ

Managing Agents

H4All CIO

Independent Examiner

Ward Williams

Chartered Accountants 36 Harefield Road

Uxbridge

Middlesex UB8 1PH

Bankers

CAF Bank Ltd

25 Kings Hill Avenue

Kings Hill West Mailing

Kent

ME19 4JQ

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2019

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit the annual report and financial statements of Key House Trust (KHT) for the year ended 31 March 2019.

The trustees confirm that the annual report and financial statements of the company have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution and organisational structure

KHT is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 28 March 2002 as amended by special resolutions on 22 July 2004 and 16 February 2011.

The board of trustees is responsible for overall control of KHT operations and meets regularly to review the performance of the charity and to plan and authorise strategic decisions. Some activity relating to the day to day management of the building is outsourced to H4All CIO.

As part of their statutory duties trustees maintain an overview of KHT affairs, ensure viability and develop the strategy for the growth of the organisation. Trustees:

- Ensure that KHT complies with its governing document, charity law, company law, and any other relevant legislation or regulation.
- Ensure that KHT pursues its objects as defined in its governing document.

Method and appointment or election of trustees

The management of KHT is the responsibility of the trustees who are elected and co-opted under the terms of the Articles of Association.

The trustees are appointed by personal recommendation of existing trustees, or from external recommendations and responses to advertisements when vacancies arise with particular reference to any specialist skills or knowledge needed. Finally appointments are confirmed following meetings and assessment by the Chairman and existing trustees. The maximum number of board members is determined by KHT in general meeting and the minimum number in office at any given time must be three.

Policies adopted for the induction and training of trustees

New trustees meet with the existing trustees for their induction, are given a tour of the building and provided with previous accounts, reports and a copy of adopted policies of the Trust.

TRUSTEES' REPORT (Continued)

Directors and Trustees

All directors of the company are also trustees of the charity and there are no other trustees.

The trustees who served during the year, were:-

Carl Neilson
John Piggin
Robert Williams
Andrew Wadham

Risk management

The trustees have assessed the major risks to which the company is exposed, in particular those relating to the operations and finances of the company, and are satisfied that systems are in place to mitigate its exposure to the major risks.

The appropriate systems include financial controls, good health and safety procedures and maintaining a sufficient unrestricted reserve to protect against loss of income. All appropriate insurances are taken out. The trustees ensure that they are up to date with legislative requirements.

PUBLIC BENEFIT, OBJECTIVES AND ACTIVITIES

The Charity Commission requires charities to assess the public benefit of their activities and has established two principles to support that assessment:

Principle 1: There must be an identifiable benefit or benefits

Principle 2: Benefit must be to the public, or a section of the public

The principal objective of KHT is for the promotion and improvement of the efficiency and effectiveness of charities, not for profit companies, or voluntary and community groups in the London Borough of Hillingdon by the provision and management for such organisations of office accommodation, conference, training and other facilities, services or support.

TRUSTEES' REPORT (Continued)

The main activity of the charity in the past year has been to provide a variety of services at Key House in Yiewsley. These include office facilities, training and meeting facilities and a "hot desk" facility for smaller voluntary and community groups. KHT aims to provide facilities at a cost that can be afforded by charitable and voluntary organisations and to maintain these to a high standard. It also aims to ensure that Key House facilities are fully accessible.

The Trustees decided in February 2011 that the objective of KHT should be widened to include not for profit companies or organisations and that they should be eligible for securing space within the building.

The benefits of KHT's activities include:

- The provision of high-quality office, training and meeting facilities for a range of charitable and voluntary organisations which enables those organisations to operate more effectively and to offer a wider range of services to the public. A number of organisations operate from Key House, ranging from relatively large organisations such as Carers Trust Thames to much smaller groups such as Hillingdon Refugee Support Group.
- Organisations based at Key House use the building to deliver services directly to the public. These range from one-to-one support to meetings and seminars.
- Groups that are not based at Key House can also benefit from the building by using the
 "Derek Stobbs Community Room": a large space for meetings and seminars. The
 Yiewsley and West Drayton Town Centre Action Group, for example, holds regular
 meetings at Key House.
- Facilities are available to voluntary and charitable organisations at rates that are lower than would be available commercially. This contributes to the financial resilience of Key House occupiers and helps to sustain the services they offer.
- The "hot desk" room allows smaller groups to access office facilities that would not otherwise be available. This enhances their effectiveness and also contributes to their organisational development.
- Key House is fully accessible as a result of features such as automatic doors, a lift servicing all floors and the provision of an induction loop for those using a hearing aid.

TRUSTEES' REPORT (Continued)

ACHIEVEMENTS AND PERFORMANCE

The trustees are satisfied with current performance. KHT continued to deliver against the public benefit principles. In particular KHT:

- Reviewed and re-tendered various maintenance service contracts for the building relating to services such as lifts, fire prevention, emergency lighting, automatic doors, waste collection, boiler and plant maintenance and cleaning.
- Undertook a survey of tenant's views and comments received were considered by Trustees. Most issued raised resulted in actions to address tenant's concerns.
- Portable appliance testing has been extended to include all tenant's electrical equipment but with the Trust covering the cost of the testing.
- The Fire Action Plan was reviewed to ensure that all recommendations of the Fire Risk Assessment were being addressed and revised procedures adopted where necessary.
- Despite some vacant floorspace within the building resulting in less than optimal income, KHT target to maintain cash reserves of at least £50,000 was maintained throughout the year.

FINANCIAL REVIEW

The trustees are satisfied with the financial position at 31 March 2019.

Trustees recognise the need to:

- Retain existing tenants by ensuring that charges remain affordable whilst continuing to provide high-quality facilities.
- Ensure that the level of reserves and the reserves policy are regularly reviewed to ensure that KHT is financially resilient.
- Achieve value for money in expenditure decisions.
- Take a cautious approach to investment in order to minimise risk.

Reserves policy

The trustees have adopted a policy regarding reserves, which should ensure that the unrestricted free reserves will:

- provide for cash flow in the event of any voids in building occupancy
- meet unforeseen liabilities
- provide for legal costs in the event of the charity being subject to legal action
- provide a reserve for essential and urgent repairs to the building while insurance claims are processed
- provide for routine building maintenance and repairs

TRUSTEES' REPORT (Continued)

FINANCIAL REVIEW (Continued)

The policy requires that the charity holds free reserves amounting to at least £50,000. At the point of the Charity's assets being transferred to H4All CIO (see plans for the future below) free reserves amounted to £67,200 (2018: £79,067).

Investment policy and performance

The trustees take a cautious approach to investments and hold a higher interest account with CAF Bank. Trustees believe this to be appropriate and risk free.

PLANS FOR THE FUTURE

During the year it was agreed by the Trustees that the Charity should be merged within H4all CIO (Registered Charity number: 1182593). This happened with effect from 29 March 2019, with all assets of the Charity transferred over to H4All CIO, including the freehold property owned by the Charity. The assets that have been transferred over to H4All CIO will be restricted for use in line with the Charity's objectives, and in line with the agreement between the Charity and H4All CIO.

APPROVAL

This report was approved by the trustees on .!?_/!2.... and signed on behalf of Key House Trust by:

al. Worth

A.P. Wadham - director/trustee

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF KEY HOUSE TRUST

report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2019 which are set out on pages 7 to 17.

Responsibilities and basis of report

As the charity 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 company'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 statement

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 that in any material respect:

- 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 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.

C. Hamilton ACCA Ward Williams

Date: 17/12/19

36 Harefield Road Uxbridge Middlesex UB8 1PH

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2019

INCOME EDOM	Notes	Restricted Funds 2019 £	Unrestricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018
INCOME FROM: Charitable activities	2		75,042	75,042	70,506
TOTAL INCOME		-	75,042	75,042	70,506
EXPENDITURE ON: Charitable activities	3	4,065	86,909	90,974	73,764
TOTAL EXPENDITURE		4,065	86,909	90,974	73,764
NET INCOME/(EXPENDITURE) FOR YEAR		(4,065)	(11,867)	(15,932)	(3,258)
NET MOVEMENT IN FUNDS FOR THE YEAR		(4,065)	(11,867)	(15,932)	(3,258)
Total funds at 1 April	12	146,525	79,067	225,592	228,850
Transferred to H4All CIO on 29 March		(142,460)	(67,200)	(209,660)	-
FUND BALANCES AT 31 MARCH	12	-	-		225,592

The statement of financial activities includes all gains and losses recognised this year.

All income and expenditure derive from activities which were transferred to H4All CIO (Charity number: 1182593) on 29 March 2019.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BALANCE SHEET AS AT 31 MARCH 2019

	Notes		2019 £	2018 £
FIXED ASSETS Tangible assets	9		-	146,840
CURRENT ASSETS Debtors Cash at bank and in hand	10	2,460 81,531 83,991		3,830 79,618 ————————————————————————————————————
CREDITORS: Amounts falling due within one year	11	(83,991)		(4,696)
NET CURRENT ASSETS			-	78,752
NET ASSETS	13		-	225,592
CHARITY FUNDS				
Restricted funds Unrestricted funds	12 12		-	146,525 79,067 ————————————————————————————————————

In preparing these financial statements:

For the year ending 31 March 2019 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustee's responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

BALANCE SHEET AS AT 31 MARCH 2019 (CONTINUED)

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved and authorised for issue by the board on 12/12/19.

A.P. Wadham - Director/Trustee

a P. wallen

Company registration no: 04406563

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

1. ACCOUNTING POLICIES

Charity information

Key House Trust is a private company limited by guarantee incorporated in England and Wales. The registered office is 106 High Street, Yiewsley, Middlesex, England, UB7 7BQ.

1.1 Basis of preparation of financial statements

The accounts have been prepared in accordance with the companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going Concern

With effect from 29 March 2019 the operations and assets of the Charity were transferred to H4All CIO (Registered Charity number: 1182593). As a result the Charitable Company is not a going concern, and these financial statements are the final position on transfer.

1.3 Company status

The charity is a company limited by guarantee. The members of the company are the trustees. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

ACCOUNTING POLICIES (CONTINUED)

1.4 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds that are to be used in accordance with specific restrictions imposed by donors that have been raised by the company for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

1.5 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1.6 Resources expended

Expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources. Overheads and other salaries are allocated between the expense headings on the basis of time spent. Expenditure includes VAT which cannot be recovered as the charity is not registered for VAT.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and are allocated proportionally to actual functional direct costs.

Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

ACCOUNTING POLICIES (CONTINUED)

1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Basic Financial Assets

Basic financial assets, which include debtors and cash and bank balances, are measured at transaction price including transaction costs.

Basic Financial Liabilities

Basic financial liabilities, including creditors are recognised at transaction price.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.9 Tangible fixed assets and depreciation

All assets costing more than £250 are capitalised.

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

Freehold property	2% straight line
Furniture and Fixtures	33.33% straight line
Computer Equipment	33.33% straight line

2. INCOME FROM CHARITABLE ACTIVITIES

	2019 £	2018 £	
Rental income Venue hire income Miscellaneous income	61,771 13,035 236	60,403 9,719 384	
	75,042	70,506	

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

3. EXPENDITURE ON CHARITABLE ACTIVITIES

	Direct Staff Costs £	Other Direct Costs	Support Costs £	Total 2019 £	Total 2018 £
Provision of office facilities Governance costs	15,976 -	32,782 19,216	23,000	71,758 19,216	71,056 2,708
	15,976	51,998	23,000 ====	90,974	73,764

4. GOVERNANCE COSTS

	Restricted Funds 2019 £	Un- restricted Funds 2019 £	Total 2019 £	Total 2018 £
Examiner's fee	-	2,400	2,400	2,400
Bookkeeping costs	-	3,920	3,920	308
Legal and professional fees	-	12,896	12,896	-
	-	19,216	19,216	2,708

5. OTHER DIRECT COSTS

	2019	2018
	£	£
Communication costs	727	526
Light, heat, water	8,731	8,668
Cleaning & repairs	1,758	3,108
Stationery and office supplies	935	982
Insurance	1,939	1,829
Maintenance costs	10,958	12,341
Depreciation	4,281	4,282
Advertising	-	245
Accountancy – examiner's fees	2,400	2,400
Accountancy – bookkeeping	3,920	308
Legal and professional fees	12,896	_
Computer software & accessories	640	381
Bank charges	60	198
Bad Debts	2,701	-
	52	_
Miscellaneous		
	51,998	35,298

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

6. SUPPORT COSTS

	Provision of facilities £	Governance £	2019 £	2018 £
Management charges	23,000	-	23,000	23,000
	23,000	-	23,000	23,000

7. **NET INCOME/(EXPENDITURE)**

This is stated after charging:

Depreciation of tangible fixed assets $\begin{array}{c|c}
2019 \\
£ \\
4,281 \\
\hline
4,282 \\
\hline
\end{array}$

No trustees received any remuneration in either year. No trustees received any benefits in kind in either year. No trustees received any reimbursement of expenses in either year.

8. EMPLOYEES

Staff costs were as follows:

	2019 £	2018 £
Wages and salaries	15,976	15,466
	15,976	15,466

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

	2019 Number	2018 Number
Provision of office facilities	1	1

No employee received remuneration amounting to more than £60,000 in either year.

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

9.	TANGIBLE FIXED ASSETS	Land and buildings	Furniture, Fittings and Equipment	Total £
	COST	£	£	
	At 1 April 2018	203,258	7,397	210,655
	Additions	(202.250)	- (5.05)	(040 (77)
	Disposals	(203,258)	(7,397)	(210,655)
	At 31 March 2019	-	-	-
	Depreciation			
	At 1 April 2018	56,733	7,082	63,815
	Charge for the year	4,065	216	4,281
	On disposals	(60,798)	(7,298)	(68,096)
	At 31 March 2019	<u>-</u>	-	-
	NET BOOK VALUE			
	At 31 March 2019	_		_
	At 31 March 2018	146,525	315	146,840 ===
10.	DEBTORS		2019	
	Other Johann		1 55	2 (00
	Other debtors		1,775 685	
	Prepayments and accrued income			5 1,142
			2,460	3,830
	,			= ===
11.	CREDITORS: Amounts falling due	within one year	2019 £	
	Accruals and deferred income		2,647	3,171
	Other creditors		1,345	1 '
	Amounts to be transferred to H4All CI	O	79,999	
			83,991	4,696
				: ==

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

12. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources	Resources Expended £	Transfer to H4All £	Carried Forward £
Designated funds	-	-	~	-	_
Refurbishment fund	15,000	-	-	(15,000)	-
General funds					
General funds	64,067	75,042	(86,909)	(52,200)	-
Total Unrestricted funds	79 ,067	75,042 ===	(86,909) ===	(67,200) ====	<u>-</u>

Refurbishment fund – The fund has been established to cover costs for future refurbishment costs for Key House. This fund has been transferred to H4all CIO with effect from 29 March 2019.

Restricted funds Capital fund - Building	146,525		(4,065)	(142,460)	
Total of Funds	225,592	75,042	(90,974)	(209,660)	-

Capital fund – This relates to funds that were previously received for the purchase of Key House. This fund has been transferred to H4all CIO with effect from 29 March 2019.

SUMMARY OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Transfer to H4All £	Carried Forward £
Designated funds General funds	15,000 64,067	75,042	(86,909)	(15,000) (52,200)	-
	79,067	75,042	(86,909)	(67,200)	-
Restricted funds	146,525	-	(4,065)	(142,460)	-
	225,592	75,042	(90,974)	(209,660)	-

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Funds 2019	Un- restricted Funds 2019 £	Total 2019 £	Total 2018 £
Tangible fixed assets Current assets Creditors due within one year	<u>:</u> 	83,991 (83,991)	83,991 (83,991)	146,840 83,448 (4,696) 225,592
				

14. **CONTROL**

The charity is controlled jointly by the trustees. There is no ultimate controlling party.