Registered number. 07642392 Charity number: 1143339

## SKEET HILL HOUSE MANAGEMENT TRUST

(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE 16 MONTHS ENDED 30 SEPTEMBER 2012

WEDNESDAY



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# REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE 16 MONTHS ENDED 30 SEPTEMBER 2012

#### **Trustees**

P Strauss (appointed 20 May 2011)
D Bonley (appointed 20 May 2011, resigned 10 June 2012)
M Black (appointed 20 May 2011, resigned 10 June 2012)
B Welck (appointed 20 May 2011)
S Spitz (appointed 20 May 2011)

#### Company registered number

07642392

#### Charity registered number

1143339

#### Registered office

Third Floor 24 Chiswell Street London EC1Y 4YX

#### **Auditors**

Reeves & Co LLP Statutory Auditors & Chartered Accountants Third Floor 24 Chiswell Street London EC1Y 4YX

#### **Bankers**

National Westminster Bank Plc Stanmore Branch 9 The Broadway Stanmore Middlesex HA7 4XW

## TRUSTEES' REPORT FOR THE 16 MONTHS ENDED 30 SEPTEMBER 2012

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of Skeet Hill House Management Trust (the charity) for the 16 months ended 30 September 2012. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

#### Structure, governance and management

#### CONSTITUTION

The charity is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 20 May 2011 as amended by special resolution on 11 August 2011

The charity is constituted under a Memorandum of Association dated 20 May 2011 and is a registered charity number 1143339

#### METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association

#### POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES

In accordance with the Articles of Association, The Jewish Youth Fund and The Langdon Foundation can each appoint two Trustees of the charity and remove such Trustees at any time. A maximum of a further ten Trustees can be appointed from time to time by members of the Board.

#### ORGANISATIONAL STRUCTURE AND DECISION MAKING

The Board meet quarterly and decisions are made at these meetings

#### RELATED PARTY RELATIONSHIPS

The Board includes representatives from The Jewish Youth Fund and The Langdon Foundation

During the period, The Jewish Youth Fund have leased Skeet Hill House to Skeet Hill House Management Trust at an annual rental of £100 This is below market rate

### RISK MANAGEMENT

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks

(A company limited by guarantee)

## TRUSTEES' REPORT (continued) FOR THE 16 MONTHS ENDED 30 SEPTEMBER 2012

#### **Objectives and Activities**

#### POLICIES AND OBJECTIVES

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the charity commission relating to public benefit

The principal objects of the charity are

- 1) The advancement of education
- 2) The advancement of the Jewish religion for the benefit of the public
- 3) The promotion of recreation or other leisure-time occupation in the interests of social welfare with the object of improving the conditions of life
- 4) The relief of individuals with special educational needs or mental illness and other associated difficulties, in particular by providing or assisting in the provision of facilities in which such charitable purposes can be undertaken, for the benefit of young people and those with a disability of whatever kind provided that the charity should give priority, wherever possible, to persons of the Jewish faith

#### STRATEGIES FOR ACHIEVING OBJECTIVES

The charity will promote Skeet Hill House as widely as possible through the Jewish community at home and abroad. The use of the building as a conference facility will be promoted to generate further income

#### ACTIVITIES FOR ACHIEVING OBJECTIVES

To maximise and develop the website of Skeet Hill House, to contact as many new organisations as possible and generate interest, to recruit new trustees who can help promote Skeet

#### Achievements and performance

#### GOING CONCERN

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

#### REVIEW OF ACTIVITIES

The trustees are satisfied with the general performance of the charity in its first 16 months

Sales have been maintained and Skeet Hill House continues to be a good recreational and educational resource for the Jewish community Sales to Jewish schools and organisations continue to be strong

During the year the charity discontinued its catering and cleaning contract with Caterplus and brought everything in house, which is proving to be satisfactory

#### Financial review

#### RESERVES POLICY

It is hoped the charity will generate small surpluses and that after a time a sinking fund of £75,000 will be generated and maintained for use on the building £48,000 is currently in the sinking fund, made up of a donation from Jewish Youth Fund

(A company limited by guarantee)

## TRUSTEES' REPORT (continued) FOR THE 16 MONTHS ENDED 30 SEPTEMBER 2012

#### PRINCIPAL FUNDING

The main funding is sales from schools and Jewish organisations. Fundraising is also generated from donations

#### Plans for the future

#### FUTURE DEVELOPMENTS

It is hoped to generate more occupation during the week and maximise use by Jewish organisations

The website will be updated and the market for various types of stays will be developed

#### **AUDITORS**

The auditors, Reeves & Co LLP, have indicated their willingness to continue in office. The Designated Trustees will propose a motion re-appointing the auditors at a meeting of the Trustees.

#### TRUSTFES' RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of Skeet Hill House Management Trust for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees 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 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 judgments 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 charitable company will continue in operation

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# TRUSTEES' REPORT (continued) FOR THE 16 MONTHS ENDED 30 SEPTEMBER 2012

#### **PROVISION OF INFORMATION TO AUDITORS**

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of
  any information needed by the charitable company's auditors in connection with preparing their report
  and to establish that the charitable company's auditors are aware of that information

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006

report was approved by the Trustees on and signed on their behalf by

19/2/2013

B Welck Trustee

# INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SKEET HILL HOUSE MANAGEMENT TRUST

We have audited the financial statements of Skeet Hill House Management Trust for the 16 months ended 30 September 2012 set out on pages 8 to 15. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities)

This report is made solely to the charity'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 charity'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 charity and its members, as a body, for our audit work, for this report, or for the opinion we have formed

### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charity for the purposes of company law) 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 charity's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the Trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' report to identify material inconsistencies with the audited financial statements. 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 charity's affairs as at 30 September 2012 and of its incoming resources and application of resources, including its income and expenditure, for the 16 months 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 Trustees' report for the financial 16 months for which the financial statements are prepared is consistent with the financial statements

(A company limited by guarantee)

# INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SKEET HILL HOUSE MANAGEMENT TRUST

## 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 trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit, or
- the Trustees 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 Trustees' report

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Stephen Tanner BSc(Econ) FCA (Senior Statutory Auditor) for and on behalf of Reeves & Co LLP
Statutory Auditors & Chartered Accountants
Third Floor
24 Chiswell Street
London
EC1Y 4YX

Date

20th Robing 2013.

# STATEMENT OF FINANCIAL ACTIVITIES (incorporating income and expenditure account) FOR THE 16 MONTHS ENDED 30 SEPTEMBER 2012

	Note	Unrestricte d funds 2012 £	Restricted funds 2012 £	Total funds 2012 £
Incoming resources				
Incoming resources from generated funds				
Voluntary income	2	86,650	48,000	134,650
Activities for generating funds	3	133,414	-	133,414
Investment income	4	9	-	9
Total incoming resources		220,073	48,000	268,073
Resources expended				•
Costs of generating funds	_			
Fundraising expenses and other costs	3	190,651	-	190,651
Charitable activities	8 5	5,977	-	5,977 6,206
Governance costs	5	6,306	<u>-</u>	6,306
Total resources expended	7	202,934	-	202,934
Movement in total funds for the year - Net income for th year	e	17,139	48,000	65,139
Total funds at 20 May 2011		-		
Total funds at 30 September 2012		17,139	48,000	65,139

The notes on pages 10 to 15 form part of these financial statements

(A company limited by guarantee) REGISTERED NUMBER. 07642392

#### BALANCE SHEET AS AT 30 SEPTEMBER 2012

			2012
	Note	£	£
Current assets			
Debtors	11	27,398	
Cash at bank and in hand		58,938	
	-	86,336	
Creditors: amounts falling due within one year	12	(21,197)	
Net current assets	•		65,139
Net assets		=	65,139
Charity Funds			
Restricted funds	13		48,000
Unrestricted funds	13	_	17,139
Total funds		=	65,139

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

THE financial statements were approved by the Trustees on

19/2/2013

and signed on their

B Welck Trustee

The notes on pages 10 to 15 form part of these financial statements

### NOTES TO THE FINANCIAL STATEMENTS FOR THE 16 MONTHS ENDED 30 SEPTEMBER 2012

#### 1. ACCOUNTING POLICIES

### 1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, applicable accounting standards and the Companies Act 2006

#### 1.2 Company status

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

#### 1.3 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 charity 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 which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity 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

#### 14 incoming resources

All trading income is held in the balance sheet as deferred income until the period to which the accommodation relates. As this point the income is included in the Statement of financial activities as the charity is legally entitled to the income.

All other 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

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE 16 MONTHS ENDED 30 SEPTEMBER 2012

### 1 ACCOUNTING POLICIES (continued)

#### 15 Resources expended

All 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.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity, and compliance with constitutional and statutory requirements.

#### 16 Operating leases

Rentals under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term

2.	VOLUNTARY INCOME			
		Unrestricted funds	Restricted funds	Total funds
		2012 £	2012 £	2012 £
	Donations	86,650	48,000	134,650 ————
3.	TRADING ACTIVITIES			
		Unrestricted	Restricted	Total funds
		funds 2012	funds 2012	2012
		£	£	£
	Charity trading income			400 444
	Accommodation	133,414 ————	<u> </u>	133,414
	Trading expenses			
	Cost of running accommodation	190,651	<u> </u>	190,651
	Net expenditure from trading activities	(57,237)	-	(57,237)
4	INVESTMENT INCOME			
•		Unrestricted	Restricted	Total
		funds	funds	funds
		2012 £	2012 £	2012 £
	Investment income	9	-	9

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE 16 MONTHS ENDED 30 SEPTEMBER 2012

	Unrestricted funds 2012 £	Restricted funds 2012 £	Total funds 2012 £
Accountancy fees	3,750	-	3,750
Auditor's remuneration	2,400	-	2,400
Legal and professional fees	156	-	156
	6,306	•	6,306

#### 6. SUPPORT COSTS

	House	
	managemen	Total
	t	2012
	£	£
Printing, postage and stationery	968	968
Telephone and fax	1,295	1,295
Travelling	35	35
Bank charges	346	346
Bad debts	3,333	3,333
	5,977	5,977
	<del></del>	

### 7. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE

	Staff costs 2012 £	Other costs 2012 £	Tota! 2012 £
Trading expenses	35,688	154,963	190,651
Costs of trading activities	35,688	154,963	190,651
House management Governance	:	5,977 6,306	5,977 6,306
	35,688	167,246	202,934

## 8. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES

	Support costs 2012 £	Total 2012 £
House management	5,977	5,977
		=======================================

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE 16 MONTHS ENDED 30 SEPTEMBER 2012

#### 9 NET INCOMING RESOURCES

This is stated after charging

16 months ended 30 September 2012 £ 2.400

16 months ended

Auditors' remuneration

During the 16 months, no Trustees received any remuneration
During the 16 months, no Trustees received any benefits in kind
During the 16 months, no Trustees received any reimbursement of expenses

#### 10 STAFF COSTS

Staff costs were as follows

House management staff

Wages and salaries
Social security costs

The average monthly number of employees during the 16 months was as follows

The average monthly humber of employees during the To months was as to live

ended 30 September 2012 No 2

16 months

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

#### 11 DEBTORS

Trade debtors
Other debtors
Prepayments and accrued income

2012
£

11,759
280
15,359

27,398

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE 16 MONTHS ENDED 30 SEPTEMBER 2012

### 12. CREDITORS:

Amounts falling due within one year

	Amounts failing due within one year				
					2012
					£
	Trade creditors				10,718 694
	Social security and other taxes Accruals and deferred income				9,785
	Accidats and deterred income			_	
					21,197
				=	
					£
	Deferred income				
	Income received during the year				133,414
	Amounts released to the Statement of Financial	Activities			(129,908)
•	Deferred income at 30 September 2012			_	3,506
	Deletica modific at do doptombol ad ta			=	
13.	STATEMENT OF FUNDS				
		Brought	Incoming	Resources	Carried
		Forward	resources	Expended £	Forward £
		£	£	Z.	T.
	Unrestricted funds				
	General Funds	•	220,073	(202,934)	17,139
		<del></del>			
	Restricted funds				
	Sinking fund	-	48,000	•	48,000
	<b>53</b>	<del></del>	<del></del>		
	Total of funds	•	268,073	(202,934)	65,139
	SUMMARY OF FUNDS				
		Brought	Incoming	Resources	Carried
		Forward	resources	Expended	Forward
		£	£	£	£
	General funds	•	220,073	(202,934)	17,139
	Restricted funds	•	48,000	•	48,000
		-	268,073	(202,934)	65,139
					<del></del>

The restricted fund represents funds allocated by The Jewish Youth Fund to a sinking fund to be used for future property repairs

### NOTES TO THE FINANCIAL STATEMENTS FOR THE 16 MONTHS ENDED 30 SEPTEMBER 2012

#### 14 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricte d funds 2012 £	Restricted funds 2012	Total funds 2012 £
Current assets Creditors due within one year	38,336 (21,197)	48,000 -	86,336 (21,197)
	17,139	48,000	65,139

### 15. OPERATING LEASE COMMITMENTS

At 30 September 2012 the charity had annual commitments under non-cancellable operating leases as follows

Land and buildings 2012 £
100

### Expiry date.

After more than 5 years

#### 16 RELATED PARTY TRANSACTIONS

During the period, donations were received from The Bradians Trust, a charity with M Black and D Bonley as mutual Trustees, totalling £5,000. The charity also received £4,400 in relation to property rental from The Bradians Trust in the period. As at the balance sheet date, £2,125 remained outstanding in Trade debtors.

During the period, donations were received from The Jewish Youth Fund, a charity with P Strauss as a mutual Trustee, totalling £98,000

During the period, donations were received from The Javon Charitable Trust, a charity with P Strauss as a mutual Trustee, totalling £4,000

During the period, the charity incurred £3,000 in relation to accountancy fees from The Langdons Foundation, a charity with B Welck as a mutual Trustee

During the period, Skeet Management Limited, a company with M Black, D Bonley and B Welck as mutual Directors, received £16,946 of deposits on behalf of the charity and transferred funds of £16,666 to the charity. The company also paid Skeet Hill Management Trust a donation of £25,000. As at the balance sheet date, the charity was owed £280, which is held in Other debtors.

During the period, The Jewish Youth Fund charged £133 for rent of Skeet Hill House. This amount was included in Accruals at the balance sheet date.

#### 17. CONTROLLING PARTY

The charity is controlled by its Trustees