

WEST KENT Y.M.C.A.

Registrar of Companies

*FINANCIAL STATEMENTS*  
*31ST MARCH 1997*

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*Foot Davson & Co*  
*Chartered Accountants*  
*17 Church Road*  
*Tunbridge Wells*  
*Kent. TN1 1HT*



Trustees	L.G. Baker (Chairman) G. Edwards (vice Chairman) J. Phillips (Treasurer) B. Chaseley D. Checkley Mrs M. Fee K. Holland Mrs S. Potter
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Secretary	D.E. Wallace
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Auditors	Foot Davson & Co 17 Church Road Tunbridge Wells Kent TN1 1HT
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Registered Office	Ryder House 1-23 Belgrave Road Tunbridge Wells Kent TN1 2BP
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Company registered in England No: 2512960

Charity No:	803529
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1. Report of the trustees
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REPORT OF THE TRUSTEES (DIRECTORS) TO THE MEMBERS OF  
WEST KENT Y.M.C.A.

The Board of Trustees (directors) submit their report, together with the financial statements of the company for the year ended 31st March 1997.

PRINCIPAL ACTIVITIES

The company is a registered charity (no. 803529) providing facilities for and undertaking Christian social welfare work in the West Kent area.

REVIEW OF THE YEAR AND FUTURE DEVELOPMENTS

It has been an eventful year at West Kent YMCA. Sadly a fire at the Sherwood Centre severely curtailed work on the Estate but builders are now on site, and we look forward to fully reopening the building in Spring 1998. High spots have included new detached youth work initiatives in the Sevenoaks and Rusthall areas, the launch of the Tunbridge Wells Youth Forum, a visit by young people to Romania, the opening of additional charity shops, and the continued operation of over 80 varied programmes.

Financially it remains difficult to cover our costs when working with young people and the wider community and this is reflected in an operational cash loss of £98,664. It has proved extremely difficult to reach the break even target. Charity shops are very successful both from a fundraising perspective and they also provide useful training and employment for unemployed young people. Needless to say every effort is being made to reduce our losses and fully fund very worthwhile work.

Looking ahead we hope that our work will continue to steadily develop in the West Kent area, meet identified needs such as housing, training, employment, social, and leisure and recreational, and offer worthwhile opportunities to young people and the wider community.

The Directors acknowledge gratefully the continued financial support of KCC Youth & Community, KCC Social Services, Tunbridge Wells Borough Council, Sevenoaks Town Council, St Paul's Church Rusthall, Sevenoaks and District Council of Churches, Pembury Parish Council, Tonbridge and Malling Borough Council and all the supporters whether of their time or by donation towards the work.

TRUSTEES

The trustees of the company during the year were as follows:

L.G. Baker (Chairman)  
G. Edwards (vice Chairman)  
J. Phillips (Treasurer)  
B. Chaseley  
D. Checkley

Mrs M. Fee  
D. Hanes (resigned 12/11/96)  
Miss K. Harris (resigned 17/9/96)  
K. Holland  
Mrs S. Potter

TRUSTEES' RESPONSIBILITIES

Company law requires the trustees (directors) 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 the surplus or deficit of the company for that period. In preparing these financial statements, the trustees are required to

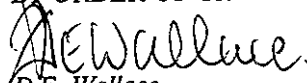
- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue trading.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

SMALL COMPANY EXEMPTION

Advantage is taken in the preparation of the directors' report of the special exemptions applicable to small companies conferred by Part II of Sch 8 to the Companies Act 1985.

BY ORDER OF THE BOARD

  
D.E. Wallace

Secretary

23rd October 1997

## REPORT OF THE AUDITORS TO THE MEMBERS OF WEST KENT Y.M.C.A.

*We have audited the financial statements on pages 3 to 10.*

### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

*As described on page 1 the company's trustees are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.*

### BASIS OF OPINION

*We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.*

*We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.*

### OPINION

*In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31st March 1997 and of its deficit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.*

*Foot Davson & Co*

*Foot Davson & Co  
Chartered Accountants  
Registered Auditors*

4th November 1997

*17 Church Road  
Tunbridge Wells  
Kent  
TN1 1HT*

WEST KENT Y.M.C.A.

INCOME AND EXPENDITURE ACCOUNT

for the year ended

31ST MARCH 1997

(being a Statement of Financial Activities)

	Note	Unrestricted £	Restricted £	1997 Total £	Restated 1996 Total £
<i>Resources arising</i>					
Revenue from activities		192,342	-	192,342	200,437
Donations from trusts and individuals		12,448	595	13,043	8,626
Interest and investment income	4	15,905	-	15,905	19,986
Charity shop income	19	31,355	-	31,355	-
Grants from statutory authorities		-	20,443	20,443	22,481
Gross resources arising in year		<u>252,050</u>	<u>21,038</u>	<u>273,088</u>	<u>251,530</u>
<i>Resources used</i>	14				
<i>Direct charitable expenditure</i>					
Functional costs		284,395	31,345	315,740	314,410
Support costs		46,676	-	46,676	45,490
Publicity		6,283	-	6,283	4,500
Share of Ryder House loss	20	5,794	-	5,794	1,344
<i>Other expenditure</i>					
Fundraising		3,000	-	3,000	2,500
Administration		34,487	-	34,487	30,326
Operating resources used in year		<u>380,635</u>	<u>31,345</u>	<u>411,980</u>	<u>398,570</u>
<b>NET MOVEMENT OF RESOURCES</b> (Deficit for the year)		(128,585)	(10,307)	(138,892)	(147,040)
<b>FUNDS b/fwd at 1st April 1996</b> (as previously stated)		1,437,808	8,293	1,446,101	1,883,759
Prior year adjustment	18	(1,263)	291,881	290,618	-
<b>FUNDS c/fwd at 31st March 1997</b>		<u>£1,307,960</u>	<u>£289,867</u>	<u>£1,597,827</u>	<u>£1,736,719</u>
		=====	=====	=====	=====

CONTINUING OPERATIONS

None of the company's activities were acquired or discontinued during the current and previous years.

TOTAL RECOGNISED GAINS AND LOSSES

The company has no recognised gains or losses other than the deficits for the current and previous years.

## WEST KENT Y.M.C.A.

## BALANCE SHEET

31ST MARCH 1997

	Notes	1997 £	Restated 1996 £
<b>FIXED ASSETS</b>			
Tangible assets	6	1,373,011	1,387,866
<b>CURRENT ASSETS</b>			
Stocks	7	969	879
Debtors	8	39,201	25,761
Cash at bank and in hand		198,750	340,097
		<u>238,920</u>	<u>366,737</u>
<b>CREDITORS</b>			
Amounts falling due within one year	9	14,104	17,884
<b>NET CURRENT ASSETS</b>		<u>224,816</u>	<u>348,853</u>
<b>NET ASSETS LESS CURRENT LIABILITIES</b>		<u>£1,597,827</u> =====	<u>£1,736,719</u> =====

Represented by:

<b>ACCUMULATED FUNDS - Unrestricted</b>	1,307,960	1,436,545
<b>- Restricted</b>	289,867	300,174
	<u>£1,597,827</u> =====	<u>£1,736,719</u> =====


Advantage is taken in the preparation of the financial statements of the special exemptions applicable to small companies conferred by Part I of Schedule 8 to the Companies Act 1985. In the directors' opinion, the company is entitled to those exemptions as a small company.

Approved by the Board, and signed on its behalf by:

J. Phillips



L.G. Baker



Directors

23rd October

1997

1. CONSTITUTION

*The company is a registered charity and a company limited by guarantee. Each of the members of the Company is liable to contribute a sum not exceeding £1 in the event of the company being unable to continue.*

*The company is affiliated to the National Council of YMCA's.*

2. ACCOUNTING POLICIESa) Accounting convention

*The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards, including current recommendations under the Statement of Recommended Practice for charities.*

*Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.*

b) Income

*All income other than interest receivable, is included as and when received. The income tax recoverable relating to covenants and investment monies is accrued when the attributable income is received.*

c) Expenditure

*Expenditure is charged to income and expenditure account on an accruals basis including irrecoverable VAT.*

d) Donated assets

*These are recognised in the accounts if the trustees believe them to be material to the charity and its circumstances. Depreciation is provided on these assets in accordance with the company's accounting policy.*

e) Depreciation

*Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of each asset over its estimated useful lives, at the following rates:*

<i>Freehold buildings</i>	<i>- 100 years</i>
<i>Leasehold properties</i>	<i>- shorter of 50 years or lease term</i>
<i>Activity equipment</i>	<i>- 5 years</i>
<i>Office furniture</i>	<i>- 10 years</i>
<i>Office equipment</i>	<i>- 5 years</i>
<i>Motor vehicles</i>	<i>- 3 years</i>

f) Hire purchase and leasing commitments

*Rentals paid under operating leases are charged to income and expenditure account as incurred.*

g) Grants

*Revenue grants are credited to income in the same year as the related expenditure is incurred. Capital grants are treated as restricted funds being credited to income in the year received.*

	1997 £	Restated 1996 £				
3. <u>OPERATING RESOURCES</u>						
The operating resources are stated after charging:						
Depreciation - owned assets	40,228	38,404				
Auditors' remuneration	2,937	2,938				
Hire of equipment - operating leases	4,200	4,200				
Hire of other assets - operating leases	12,000	12,008				
Loss on disposal of lease	-	9,334				
and after receiving						
Rental income of	16,240	6,135				
No remuneration to directors is permitted.						
Expenses paid to directors	nil	nil				
4. <u>INTEREST RECEIVABLE</u>						
Bank and building society accounts	£15,905 =====	£ 19,986 =====				
5. <u>TAXATION</u>						
The company is a registered charity and its present activities are exempt from taxation.						
6. <u>FIXED ASSETS</u>						
	Freehold land and buildings £	Leasehold properties £	Activity equipment £	Furniture equipment £	Motor vehicles £	Total £
<b>COST</b>						
At 1st April 1996	999,105	55,034	42,176	70,876	23,374	1,190,565
Prior year adjustment	248,864	19,999	-	36,492	-	305,355
Restated	1,247,969	75,033	42,176	107,368	23,374	1,495,920
Additions	8,018	-	-	14,465	2,890	25,373
Less: Disposals	-	-	-	-	-	-
At 31st March 1997	1,255,987	75,033	42,176	121,833	26,264	1,521,293
<b>DEPRECIATION</b>						
At 1st April 1996	29,619	5,066	17,639	25,082	13,255	90,661
Prior year adjustment	2,449	1,572	-	13,372	-	17,393
Restated	32,068	6,638	17,639	38,454	13,255	108,054
Charge for the year	11,310	1,581	5,946	17,229	4,162	40,228
At 31st March 1997	43,378	8,219	23,585	55,683	17,417	148,282
<b>NET BOOK VALUE</b>						
At 31st March 1997	£1,212,609 =====	£ 66,814 =====	£ 18,591 =====	£ 66,150 =====	£ 8,847 =====	£1,373,011 =====
At 31st March 1996 (restated)	£1,215,901 =====	£ 68,395 =====	£ 24,537 =====	£ 68,914 =====	£ 10,119 =====	£1,387,866 =====

The cost of land included in freehold land and buildings at the balance sheet date was £130,000 (1996 £130,000).



## NOTES TO THE FINANCIAL STATEMENTS

31ST MARCH 1997

	1997	Restated 1996
	£	£
7. <u>STOCK</u>		
Coffee bar stocks	£ 969	£ 879
	=====	=====
8. <u>DEBTORS: Amount falling due within one year</u>		
Sundry debtors	20,957	5,664
Prepayments	13,544	15,397
Accrued income	4,700	4,700
	£ 39,201	£ 25,761
	=====	=====
9. <u>CREDITORS: Amounts falling due within one year</u>		
Taxes and Social Security	4,529	3,850
Other creditors and accruals	9,575	14,034
	£ 14,104	£ 17,884
	=====	=====
10. <u>OPERATING LEASES</u>		

The following payments are committed to be paid within one year:

	Land and buildings	Restated	Other	Restated
	1997	1996	1997	1996
	£	£	£	£
Expiring:				
In second to fifth years inclusive	-	-	4,200	4,200
In over five years	12,000	12,000	-	-
	£12,000	£12,000	£ 4,200	£ 4,200
	=====	=====	=====	=====

A contingent liability remains over the balance of the period of the lease of the sublet St Johns Road premises.

The annual commitments for land and buildings include two leases each with an annual rental of £4. The commitment under each lease will remain unaltered whilst the respective property is used by West Kent YMCA as youth or community centres on a non-commercial basis. In the unlikely event that the company should cease to use either property in the above manner, the rent payable under the respective leases would increase. The increased rents specified in each lease are £1,000 p.a. and £18,000 p.a.

11. OTHER FINANCIAL COMMITMENTS

The trustees have entered into a management agreement with National Council of YMCA for operating the hostel on National Council's behalf. West Kent YMCA shares in part of the results on operations, and this is reviewable annually.

The current year's details are included in note 20.

12. CONTINGENT ASSET

The company is entitled to the freehold reversion in respect of land over which it has granted a 70 year lease to the National Council of YMCAs at a peppercorn rent with effect from 7th February 1994. The National Council has constructed a residential hostel on this site which is operated by the company as managing agent.

13. EMPLOYEES

The average number of employees, analysed by function, was

		1997	Restated 1996
Functional cost - full time	13	1	
- part time	39	50	
	—	52	51
Support costs and publicity		2	2
Other costs		2	2
		56	55

Pension scheme

The National Council of YMCA operates a defined benefit pension scheme for employees. The assets of the scheme are held separately from those of the West Kent YMCA. The pension cost charge represents contributions payable by the West Kent YMCA to the fund.

14. ANALYSIS OF RESOURCES USED

1997 Direct charitable expenses	Staff costs	Overheads & direct costs	Deprec- iation	Total
	£	£	£	£
Functional costs				
Childrens work	23,666	10,143	11,953	45,762
Youth work	26,454	9,102	11,953	47,509
Adult programmes	81,183	61,054	11,953	154,190
Coffee bar/cafe	4,000	18,040	863	22,903
Ryder House operational expenses	-	4,533	-	4,533
Training	9,469	6,224	-	15,693
Charity shop costs	16,281	8,869	-	25,150
	161,053	117,965	36,722	315,740
Share of Ryder House loss	-	5,794	-	5,794
Support costs	41,707	1,963	3,006	46,676
Publicity	4,000	2,283	-	6,283
Other costs:				
Fundraising	2,000	500	500	3,000
Administration	27,000	7,487	-	34,487
	£235,760	£135,992	£ 40,228	£ 411,980
	=====	=====	=====	=====
Staff costs:				
Wages and salaries	215,977		Unrestricted	380,635
Social security costs	16,439		Restricted	31,345
Pension costs	3,344			
	£235,760			£ 411,980
	=====			=====

15. ANALYSIS OF RESOURCES USED (Cont)

## 1996 Direct charitable expenses

	Restated			
	Staff costs	Overheads & direct costs	Depreciation	Total
	£	£	£	£
<i>Functional costs</i>				
Childrens work	47,034	9,642	9,800	66,476
Youth work	33,792	9,175	9,800	52,767
Adult programmes	46,427	60,055	9,800	116,282
Coffee bar	3,713	15,868	780	20,361
Ryder House operational expenses	4,755	2,210	3,150	10,115
Training	22,140	4,424	359	26,923
Costs re former Head Office	-	21,486	-	21,486
	<u>157,861</u>	<u>122,860</u>	<u>33,689</u>	<u>314,410</u>
Share of Ryder House loss	-	1,344	-	1,344
Support costs	39,920	1,105	4,465	45,490
Publicity	4,000	500	-	4,500
<i>Other costs:</i>				
Fundraising	2,000	500	-	2,500
Administration	26,957	3,119	250	30,326
	<u>£ 230,738</u>	<u>£ 129,428</u>	<u>£ 38,404</u>	<u>£ 398,570</u>
	=====	=====	=====	=====
<i>Staff costs</i>				
Wages and salaries	210,023		Unrestricted	364,128
Social security costs	17,433		Restricted	34,442
Pension costs	3,282			
	<u>£ 230,738</u>			<u>£ 398,570</u>
	=====			=====

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets	Net current assets	Total
	£	£	£
Restricted funds	289,867	-	289,867
Unrestricted funds	1,083,144	224,816	1,307,960
	<u>£1,373,011</u>	<u>£ 224,816</u>	<u>£1,597,827</u>
	=====	=====	=====

17. DISCLOSURE OF CONTROL

The company is under the control of the Board of Trustees who are responsible for its day-to-day operations and its administrative function.

18. PRIOR YEAR ADJUSTMENT

The prior year adjustment of £291,961 reflects a change of accounting policy to recognise material donated assets in the accounts, and to capitalise fixed assets financed by capital grants, and to incorporate the loss relating to the management agreement on Ryder House.

19. NET INCOME FROM CHARITY SHOPS

Income		31,355
Expenditure:		
Staff costs	16,281	
Overheads	8,523	
	<hr/>	24,804
		<hr/>
		6,551
Allocated to Bridge Trust		346
		<hr/>
		£ 6,205
		=====

20. LOSS RELATING TO RYDER HOUSE MANAGEMENT AGREEMENT

	1997	1996
	£	£
Agency fees receivable	64,037	46,512
Agency costs:		
Staff costs	42,165	
Overheads	27,666	
	<hr/>	
	69,831	47,856
	<hr/>	
	£ (5,794)	£ (1,344)
	=====	=====