

**ST ANDREW'S CLUB**

**REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2016**

**Registered Company No. 04900308  
Registered Charity No. 1103322**

## **ST ANDREW'S CLUB**

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## ST ANDREW'S CLUB

### REFERENCE AND ADMINISTRATIVE DETAILS

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<b>President</b>	The Earl of Selborne KBE DL FRS	
<b>Vice Presidents</b>	Mrs Christabel Dimmock The Very Reverend Dr John Hall Michael Passmore Sir David Sieff Canon Christopher Tuckwell	
<b>Trustees</b>	Elizabeth Cuffy Barry Walsh – resigned 30 September 2015 Anthony Scott James Scott-Webb - resigned 2 March 2016 Curtis Juman - appointed 19 July 2016 Claudia Whibley – appointed 16 December 2016 Elizabeth Hitchcock – appointed 25 January 2016 Janette Parish John Rhodes Lionel Hoare – resigned 29 February 2016 Major Martin Snow Stephen Oxley	Chairman (from 1 October 2015) Chairman (to 30 September 2015) Deputy Chairman and interim Treasurer Honorary Treasurer Treasurer
<b>Advisers</b>	Bill Andrewes The Lord Brooke of Sutton Mandeville CH PC Major General David Burden CB CVO CBE Councillor Louise Hyams (Observer) Lionel Hoare Ray Mingay CMG William Underhill	
<b>Key Management</b>	Paul Whittle – General Manager	
<b>Charity number</b>	1103322	
<b>Company number</b>	04900308	
<b>Principal office</b>	Alec Wizard House 12 Old Pye Street London SW1P 2DG Telephone: 020 7222 6481 Email: <a href="mailto:info@standrewsclub.com">info@standrewsclub.com</a> Website: <a href="http://www.standrewsclub.com">www.standrewsclub.com</a>	
<b>Bankers</b>	Barclays Bank PLC Westminster Branch 2 Victoria Street, London SW1H 0ND	
<b>Solicitors</b>	Slaughter and May One Bunhill Row, London EC1Y 8YY	
<b>Independent Auditors</b>	Wilkins Kennedy LLP Bridge House London Bridge London SE1 9QR	

## **ST ANDREWS CLUB**

### **MISSION STATEMENT**

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St Andrew's gives to young people of diverse backgrounds, a sense of belonging and fun, in a safe and attractive environment where they develop self-confidence, and respect for others and, thereby, their ability to contribute to society as good citizens.

The club continues to offer a full programme and wide range of activities to the children and young people who attend the club. The club is in action seven days a week: senior club Monday – Thursday evenings; junior club on Monday and Wednesday evenings; karate club on Fridays; a performing arts school rents out the space on Saturday and the club fields football teams on Sundays. In addition, we run programmes during school holidays through the day and into the evenings. It has no religious affiliations and is open to all, with members paying only a very modest subscription.

In 2015/16 senior club membership aged 9 and upwards was 535 (368 male; 167 female). Male membership was higher because of our football and gym programmes. However, attendance on a regular basis is higher pro rata for female members. Over 75% of our members come from Westminster.

Total senior club attendances for the year were: 13,139 (234 attendances more than 2014/15).

The junior club goes from strength to strength. In the last two years its membership has nearly doubled. There are now 30-50 members coming each Monday and Wednesday evening. Our thanks to M&G Investments for sponsoring junior club. Junior club membership ages 5-9 was 90 (57 male; 33 female).

Total Junior Club attendances for the year were: 2,289 (326 attendances more than 2014/15).

Total club attendances for the year were 18,143 including senior club, junior club, summer programme and football (1,603).

Thanks to John Lyon's Charity and TriBorough Children's Services the club once again ran an exciting and successful four-week summer programme in August 2016 – an incredible provision for local young people, keeping them safe, entertained and challenged, here at the club and with some fun outings to a trampoline park amongst other trips.

We were delighted to have been awarded the Bronze City & Guilds Quality Mark from London Youth. The Bronze Quality Mark is about policy and procedure. It demonstrates that we meet all legal requirements and have good youth work practice. Now we are spurred on to work towards the Silver Quality Mark, which focuses on the opportunities we offer our young people through their involvement in helping to run our club as well as the opportunities and training we give to our staff and volunteers.

#### **Club Building**

We continue to seek tenants for our club space when it is not in use by members. We are grateful to St Matthew's School for their continued use of the sports hall three times a week, and to The Supreme Court for their regular Friday lunch time football hire.

The possibility of releasing capital from our freehold building is an ongoing project, with discussions with property experts and Westminster City Council. Our priority is to keep the vital club provision here locally in Westminster in our own premises.

#### **Financial outlook**

The funding climate remains tough and competitive but due to focused efforts from staff and trustees and higher than usual reserves from the previous year we were pleased to end 2015/16 with an operating revenue of six months' unrestricted reserves, which is in line with the guidance criteria from the Charity Commission.

I would like to thank our loyal supporters as well as those who are new to the work of the club for their invaluable financial assistance in helping us raise the necessary funds to finance our operating costs. Our steady annual membership of around 700 is evidence of the great need for the Club in the local area, when other local youth provision is folding. We are not a commercial organisation, and we only ask for a negligible contribution to encourage a sense of 'ownership' and pride in the club itself. Instead, we are a vital community asset, showing understanding and empathy to our young people, as well as supporting the older people of the community in hosting a weekly tea and dance club, and lending out our mini bus to community groups such as the scouts, schools and local families in need of a respite holiday.

## ST ANDREWS CLUB

### CHAIRMAN'S REPORT

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To manage future risks of unpredictable success rates due to the nature of fundraising and unusually high and sometimes low cash balances, the trustees and friends of the club have now created a "capital fund" to which supporters can subscribe to help prepare for the club's long term sustainability. We are delighted that support for this "capital fund" has been generous. The intention is to grow this fund to generate income from the preserved capital to enhance the club's core activities and facilities.

#### The 150th anniversary celebrations

Saint Andrew's official 150<sup>th</sup> birthday was November 30<sup>th</sup> 2016. Celebrations are planned until November 30<sup>th</sup> 2017 when we officially turn 151. Events in 2015/16 included a football match against the Parliamentary football team and the Club's First XI in February 2016; a fundraising supper hosted by one of our trustees, Elizabeth Hitchcock in June 2016 and, the highlight of the year, a reception for the Club at No 10 Downing Street hosted by the Prime Minister in July 2016. Events will continue into the 2016/17 financial year.

We are grateful to the Heritage Lottery Fund for funding to develop the heritage research and archive of the Club, which will culminate with an interactive website, a fascinating short film and educational materials.

At the end of May 2016 we employed a full-time Development and Communications Manager who has developed a structured income generating plan for 2016/17, which relies on many of our key previous funders continuing their support, as well as developing new income streams, including support from local businesses and individuals, increasing the number of regular givers to provide a valuable and reliable form of income and developing third party fundraising events to generate sponsorship income.

Our supporter communications now include a refresh of the website, revival of our newsletter The Chronicle and regular social media activity. This gives us an excellent base to continue our engagement with supporters old and new. A new cloud-based database has been installed to help us maximise donor support, continuity and communications.

St. Andrew's is a vital resource in the community, examples of which are contained within the report. My aim is to make it even stronger, working together with the staff and board of trustees, working to maintain St. Andrew's as a great youth club for all its members.

  
.....  
Chairman  
Elizabeth Cuffy

Date: 15<sup>th</sup> May 2017

## **ST ANDREWS CLUB**

### **REPORT OF THE TRUSTEES**

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The Trustees present their report and financial statements for the year ended 31 August 2016. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' (FRS 102) in preparing the annual report and financial statements of charitable company.

The financial statements comply with Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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) published on 16 July 2016, as amended by Bulletin 1.

#### **Objectives and activities**

##### **History**

In November 1866 the Club was founded in Market Street, Soho, to provide hostel accommodation for young men who had come to London in search of employment.

On 11 November 1940 the Club's premises were destroyed during the Blitz.

After the War, the Club raised fresh funds and moved to premises in Great Peter Street. In September 1984 following expansion, the Duke of Edinburgh opened the Club's current purpose-built premises in Old Pye Street in which the Club holds the freehold interest.

##### **Object**

The objects, as set out in the Club's Memorandum of Association, are to promote the mental, physical and spiritual well-being of young people resident or working in the City of Westminster, and the neighbouring district by the provision of a social, educational and sports club.

The Club provides an evening club, external residential opportunities and regular weekend sporting activities.

The Club encourages young people from all backgrounds to participate in structured programmes in an environment that engenders personal responsibility, self-respect and respect for others.

#### **Achievements and Performance**

The Club's activities, achievements and performance for the year ended 31 August 2016 are set out in the Chairman's Report.

#### **Financial review**

The Club is not endowed financially and has to annually raise finance from external sources to fund its general operating running costs to remain open and to be staffed.

This financial year to 31st August 2016 has proved successful for the Club. It has raised significant funds from its very supportive sponsors and donors but it also controlled expenditure. The result was that the Club had net assets of £447,074 as at 31st August 2016 of which £156,721 were tangible fixed assets. This was a good performance against the backdrop of a challenging fundraising environment. The deficit for the year of £40,035 reflects, to a greater extent, the increase in fundraising costs noted below. This fundraising activity should lead to an increase in future grants and donations.

The transactions and financial position of the Charity are set out on pages 9 and 10 of the financial statements. The activities of the Club in delivering its charitable objectives are detailed in the Chairman's report. Some details on income and expenditure and reserves policy are set out below:

##### **1. Income:**

The Club's total income for the year was £369,291 which was a decrease from the record £519,233 achieved in 2015. This figure included (a) £328,341 (£466,776 in 2015) received from numerous charitable trusts, other grant giving charities and individuals. Note 2 on page 14 of the financial statements lists those donors (other than those that have requested to remain anonymous) who have given more than £3,000 during the year. 2015-16 saw a natural break in funding from some key supporters, to whom we are extremely grateful. (b) £40,260 (£30,646 in 2015) received from charitable activities during the year and (c) £ 690 (£21,811 in 2015) from other sources including trading activities.

## ST ANDREWS CLUB

### REPORT OF THE TRUSTEES

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#### 2. Expenditure:

Resources expended increased to £409,826 (£357,565 in 2015). Of the £51,721 increase, £38,971 was due to an increase in fundraising costs. The Club employed a full-time Development and Communications Manager at the end of May 2016 who has developed a structured income generating plan for 2016-17 onwards.

The Management Committee continues to review expenditure and to make efficiency savings where possible but in a manner that does not reduce the level of activities that the Club provides for its members.

#### 3. Investment policy:

As with previous years, the Club has adopted a low risk investment approach and holds the majority of its reserves on deposit, albeit prevailing interest rates are and remain low.

#### 4. Fundraising:

A sub-committee of the Management Committee continues to monitor how the Club raises funds.

#### Reserves policy

At 31st August 2016 the Club had Total Reserves of £447,074 made up of Unrestricted Funds of £386,714 and Restricted Funds of £60,360.

The Unrestricted Reserves of £386,714 represents Designated Reserves of £206,721 and General Reserves of £179,993. The Designated Reserves comprise £156,721 of a Fixed Asset Reserve and £50,000 as a Club Refurbishment reserve.

The General Reserves as at August 2016 amounted to £179,993. It remains the Management Committee's long held objective to ensure this balance is such that the Club has sufficient cash reserves to operate for an acceptable period in adverse circumstances. The Club aims to hold unrestricted free reserves equivalent to at least 6 months operating expenditure, in addition to the Club Refurbishment reserve.

The £60,360 of restricted Funds held by the Club are to be spent in accordance with the wishes of the donor(s).

#### Plans for future periods

The Club continues to plan to run a number of activities in the year ahead to build on the success of this year. In terms of the Club building maintenance there are plans to refurbish the ageing heating system. On an ongoing basis work continues to explore maximising the return from the building to secure the Club's future. As noted in the Chairman's report, the Club celebrates its 150<sup>th</sup> anniversary during 2016-17 and this will be a particular focus for both activities and also on fundraising.

#### Structure, governance and management

##### Constitution

The Club is a company limited by guarantee, registered number 04900308, having charitable status, charity number 1103322.

The Club is governed by its Memorandum and Articles of Association and has taken into account the provisions of the Charities Act 2011.

The Club is headed by the President, and the Club has five Vice Presidents.

The management of the affairs of the Club is vested in a Management Committee.

Each member of the Management Committee is also a Trustee of the Club and is a director for the purposes of the Companies Act 2006.

## **ST ANDREWS CLUB**

### **REPORT OF THE TRUSTEES**

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#### **Trustees**

The Trustees who served during the year and to date were:

Elizabeth Cuffy  
Elizabeth Hitchcock – appointed 25 January 2016  
Lionel Hoare – resigned 29 February 2016  
Curtis Juman – appointed 19 July 2016  
Steven Oxley  
Janette Parish  
John Rhodes  
Anthony Scott  
James Scott-Webb – resigned 2 March 2016  
Martin Snow  
Barry Walsh – resigned 30 September 2015

The Club's Articles of Association require that the number of members of the Management Committee must not be less than 3 nor more than 12. Not more than 10 members may be invited to serve by the Management Committee and two members by other organisations. At every Annual General Meeting half the members of the Management Committee must retire from office and each retiring member may offer themselves for re-appointment. Each Trustee is regularly invited to identify prospective candidate members of the Management Committee.

Policies and procedures are in place for the induction and training of trustees.

The Management Committee met two-monthly throughout the year.

The Club employs full-time a General Manager, two Assistant Club Managers, one Administrator, one Development & Communications Manager, one part time Development Assistant and 15 part-time paid youth-workers, supported by more than 20 volunteers.

#### **Public benefit**

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Club's aims and objectives and in planning future activities.

#### **Risk management**

The Trustees recognise their responsibilities with regard to risk management and to this end have endeavoured to ensure that the Club has adequate procedures and strategies that can monitor, eliminate or mitigate the risks faced. The Trustees have assessed the significance and likelihood of the risks to which the Club might be exposed, in particular those related to the operations and financial management of the Club, and they are satisfied that the Club has appropriate systems of control which mitigate exposure to the key risks that it faces.



## ST ANDREWS CLUB

### REPORT OF THE TRUSTEES

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#### Trustees' responsibilities in relation to the financial statements

The Trustees (who are also directors of St Andrew's Club 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, which 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 the year. 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 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts 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 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.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

This report has been prepared in accordance with the Statement of Recommended Practice: 'Accounting and Reporting by Charities' and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to smaller entities.

Signed on behalf of the Trustees:



Chairman  
Elizabeth Cuffy

Date:

15<sup>th</sup> May 2017



Treasurer  
Curtis Juman

Date:

15 May 2017

## ST ANDREWS CLUB

### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS

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We have audited the financial statements of St Andrew's Club for the year ended 31 August 2016 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

This report is made solely to the charitable 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 charitable company's members those matters we are required to state to them in an auditor's 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 charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

#### Respective responsibilities of Trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 7, the Trustees (who are also the directors of the charitable company 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 (APB'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 charitable company'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' Annual Report to identify material inconsistencies with the audited financial statements and 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 charitable company's affairs as at 31 August 2016, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities SORP 2015..

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

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

#### 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

*Wilkins Kennedy LLP*

**Michelle Wilkes (Senior Statutory Auditor)**

For and on behalf of **Wilkins Kennedy LLP, Statutory Auditor**

Date: *15/5/2017*

Bridge House  
London Bridge  
London SE1 9QR

**ST ANDREWS CLUB**

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31 AUGUST 2016**

**INCORPORATING INCOME AND EXPENDITURE ACCOUNT**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
<b>Incoming from</b>					
Donations and legacies	2	239,888	88,453	328,341	466,776
Charitable activities	3	29,390	10,870	40,260	30,646
Other trading activities	4	400	-	400	21,527
Investment income	5	290	-	290	284
<b>Total income</b>		<b>269,968</b>	<b>99,323</b>	<b>369,291</b>	<b>519,233</b>
<b>Expenditure on</b>					
Raising funds		40,070	24,582	64,652	25,681
Charitable activities		288,200	56,434	344,634	331,884
<b>Total expenditure</b>	6	<b>328,270</b>	<b>81,016</b>	<b>409,286</b>	<b>357,565</b>
<b>Net income before other recognised gains</b>		<b>(58,302)</b>	<b>18,307</b>	<b>(39,995)</b>	<b>161,668</b>
<b>Net (losses)/gains on investment assets</b>	8	-	(40)	(40)	(853)
<b>Net income</b>		<b>(58,302)</b>	<b>18,267</b>	<b>(40,035)</b>	<b>160,815</b>
Transfers between funds	16	-	-	-	-
<b>Net movement in funds</b>		<b>(58,302)</b>	<b>18,267</b>	<b>(40,035)</b>	<b>160,815</b>
<b>Fund balances brought forward 1 September 2015</b>		<b>445,016</b>	<b>42,093</b>	<b>487,109</b>	<b>326,294</b>
<b>Fund balances carried forward 31 August 2016</b>	16	<b>386,714</b>	<b>60,360</b>	<b>447,074</b>	<b>£487,109</b>

All transactions are derived from continuing activities.

All recognised gains and losses are included in the Statement of Financial Activities.

The notes on pages 11 to 20 form part of the financial statements.

**ST ANDREWS CLUB**

**BALANCE SHEET**


**AS AT 31 AUGUST 2016**

	Notes	2016		2015	
		£	£	£	£
<b>Fixed assets</b>		156,721			
Tangible assets	11				161,679
<b>Current assets</b>					
Stock		150		150	
Debtors	12	33,106		7,612	
Investments	13	19,316		19,356	
Cash at bank and in hand		309,096		349,210	
		<u>361,668</u>		<u>376,328</u>	
<b>Creditors: Amounts falling due within one year</b>	14	(71,315)		(50,898)	
<b>Net current assets</b>			290,353		325,430
<b>Net assets</b>			<u>447,074</u>		<u>487,109</u>
<b>Represented by:</b>					
Unrestricted funds:					
- Designated	15	206,721		211,679	
- General		179,993		233,337	
		<u>386,714</u>		<u>445,016</u>	
Restricted funds	16		60,360		42,093
<b>Total funds</b>	17		<u>447,074</u>		<u>487,109</u>

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved on *15 May 2017* and signed on behalf of the Board by:

  
 .....  
 Chairman  
 Elizabeth Cuffy

  
 .....  
 Treasurer  
 Curtis Juman

The notes on pages 11 to 20 form part of these financial statements.

**ST ANDREWS CLUB**  
**( A Company Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**

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**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation**

St Andrews Club is a company limited by guarantee in the United Kingdom. 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. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are set out on page 5.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The Trustees have early adopted the Charity SORP (FRS102) Update Bulletin 1.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**1.2 Reconciliation with previous Generally Accepted Accounting Practice**

In preparing the accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

**1.3 Income**

All income is included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

- Donation income including core grants and donations is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Other trading income includes fundraising event income and is accounted for on a receivable basis.
- Charitable income includes income from general club activities, member subscriptions, canteen sales and rental income, accounted for on an accruals basis.
- Investment income is included when receivable.

**1.4 Expenditure**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Charitable expenditure comprises those costs incurred by the charity in the running of the Club. It includes both costs allocated directly to such activities and those costs of an indirect nature necessary to support them. Grants payable are accounted for when the Company is committed to paying them.
- All realised gains and losses are recognised in the accounts. Unrealised gains and losses on investment assets and permanent diminutions in the value of fixed assets are recognised in the Statement of Financial Activities in the restricted or unrestricted fund to which they relate.

**NOTES TO THE FINANCIAL STATEMENTS**

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- Governance costs include those incurred in the governance of the charity and are primarily associated with constitutional and statutory requirements.

**1.5 Support costs allocation**

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

The analysis of these costs is included in note 7.

**1.6 Funds accounting**

Restricted funds – these are funds that can only be used for specific restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for a particular restricted purposes.

Designated funds – these are funds set aside by the trustees out of the unrestricted general funds for specific future purposes or projects.

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

**1.7 Tangible fixed assets**

Fixed assets for Charity use are capitalised at cost, where acquired, or market value as determined by the trustees where donated. They are stated in the accounts at cost/original value less depreciation.

Depreciation is charged when the asset is brought into use and calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Computer equipment	25% straight line
Fixtures and fittings	10% straight line
General club equipment	10% straight line
Motor vehicles	25% straight line

No depreciation is provided on freehold land and buildings as required under FRS 102 as the Directors consider that any charge would be immaterial. They consider the residual value of the property to be in excess of the carrying value in the accounts and the property is well maintained and in a good state of repair.

**1.8 Investments**

Investments are initially recognised at fair value which is normally the transaction price excluding transaction costs. Subsequently, they are measured at fair value with changes recognised in 'net gains/(losses) on investments' in the SoFA if the shares are publicly traded or their fair value can otherwise be measured reliably. Other investments are measured at cost less impairment.

Current asset investments are short term highly liquid investments and are held at fair value. These include cash on deposit and cash equivalents with a maturity of less than one year.

**ST ANDREWS CLUB**  
**( A Company Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**

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**1. ACCOUNTING POLICIES (continued)**

**1.9 Stocks**

Stocks are valued at the lower of cost and estimate selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing stock to its present location and condition. Provision is made for damaged, obsolete and slow – moving stock where appropriate.

**1.10 Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**1.11 Cash and cash equivalents**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a maturity of three months or less from the date of acquisition or opening the deposit or similar account.

**1.12 Financial instruments**

The charity only has assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**1.13 Taxation**

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is therefore considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes

**1.14 Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**1.15 Judgements and key sources of estimation uncertainty**

Accounting estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The following judgements (apart from those involving estimates) have been made in the process of applying the above accounting policies that have had the most significant effect on amounts recognised in the financial statements:

*Useful economic lives of tangible assets*

The annual depreciation charge for tangible assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually. They are amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. See note 11 for the carrying amount of the property plant and equipment, and note 1.7 for the useful economic lives for each class of assets.

There are no key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

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**NOTES TO THE FINANCIAL STATEMENTS**

**2. INCOME FROM DONATIONS AND LEGACIES**

	Unrestricted £	Restricted £	2016 £	2015 £
M&G Investments	-	23,311	23,311	19,000
John Scott Charitable Trust	-	-	-	15,000
Anglo American	-	-	-	15,000
John Lewis Partnership	-	4,500	4,500	7,000
Henry Smith Charity	25,000	-	25,000	25,000
Wates Foundation	-	-	-	9,000
S Oxley	10,000	-	10,000	5,000
Swires Charitable Trust	15,000	-	15,000	10,000
Hawthorne Trust	3,000	-	3,000	3,000
Westminster Amalgamated Charity	10,000	-	10,000	7,500
British Land Group	-	-	-	75,000
Westminster Abbey	6,719	-	6,719	3,737
Hyde Park Place Estate	-	-	-	3,000
Phillip Lambert	10,000	-	10,000	-
Anthony Scott	-	50	50	-
Bernard Sunley	-	2,000	2,000	-
Edward Harvist	-	2,000	2,000	-
Duvollet Charity	-	3,000	3,000	-
Heritage Lottery Fund	-	35,800	35,800	-
Rolls Royce	-	3,000	3,000	-
Westminster City Council (Section 106 funds)	-	4,792	4,792	-
Development Securities	-	-	-	10,000
Rose Foundation	-	5,000	5,000	5,000
Mercers Charitable Trust	-	-	-	15,000
B. Mingay	-	-	-	20,000
John Lyon's Charitable Trust	-	5,000	5,000	45,000
Westminster Almshouses	-	-	-	4,000
Westminster City Council	30,000	-	30,000	33,000
Childhood Trust	-	-	-	6,295
Charities Trust	-	-	-	15,643
Cubbitt House	-	-	-	8,597
Drapers Charitable	-	-	-	10,000
Schroders Charitable Trust	-	-	-	2,000
C Dimmock	10,000	-	10,000	20,000
Smith & Williamson	-	-	-	10,000
Young England Kindergarten	3,500	-	3,500	5,700
Garfield Weston	15,000	-	15,000	15,000
Strand Parishes Trust	5,000	-	5,000	10,000
Charles Good	3,000	-	3,000	-
Charles Outwait	5,000	-	5,000	-
Scott Wills Trust	5,000	-	5,000	-
Peter Cruddas Foundation	5,000	-	5,000	-
Hitchcock	3,000	-	3,000	-
Westminster School	3,000	-	3,000	-
Esmee Fairbarin	5,000	-	5,000	-
Gift Aid receivable	24,541	-	24,541	1,494
Sundry donations	43,128	-	43,128	32,810
	<b>239,888</b>	<b>88,453</b>	<b>328,341</b>	<b>466,776</b>

Included within sundry donations are donations less than £3,000 in value and those who have requested to remain anonymous.

In 2015, £338,781 of donations and legacies was attributable to the unrestricted fund, with the remaining £127,995 being attributable to the restricted fund.



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**NOTES TO THE FINANCIAL STATEMENTS**

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Unrestricted £	Restricted £	2016 £	2015 £
Club activities revenue	4,570	-	4,570	3,079
Canteen income	1,208	-	1,208	1,160
Rents receivable	15,753	-	15,753	18,401
Members' subscriptions	7,860	-	7,860	5,995
Other income	-	10,870	10,870	2,011
	<u>29,391</u>	<u>10,870</u>	<u>40,260</u>	<u>30,646</u>

In 2015, £30,646 of income from charitable activities was attributable to the unrestricted fund.

**4. OTHER TRADING ACTIVITIES**

	Unrestricted £	Restricted £	2016 £	2015 £
Fundraising	400	-	400	21,527
	<u>400</u>	<u>-</u>	<u>400</u>	<u>21,527</u>

In 2015, £21,527 of fundraising income was attributable to the unrestricted fund.

**5. INVESTMENT INCOME**

	Unrestricted £	Restricted £	2016 £	2015 £
Bank interest receivable	290	-	290	284
	<u>290</u>	<u>-</u>	<u>290</u>	<u>284</u>

In 2015, £284 of investment income was attributable to the unrestricted fund.

**6. RESOURCES EXPENDED**

	Staff costs £	Direct costs £	Support costs £	Total 2016 £	Total 2015 £
<b>Raising funds</b>	25,992	38,660	-	64,652	25,681
<b>Charitable activities:</b>					
Promotion of mental and physical wellbeing	182,408	107,174	55,052	344,634	331,884
	<u>208,400</u>	<u>154,015</u>	<u>55,052</u>	<u>409,286</u>	<u>357,565</u>

All costs are allocated between the expenditure categories noted above on a basis designed to reflect the use of the resource. Costs relating to a particular activity have been allocated directly; others have been apportioned on an appropriate basis, for example, time spent, per capita or floor area.

The Club's secretarial and administrative costs represented 13.5% (2015: 9.9%) of its overall annual expenditure.

In 2015, £10,681 of the expenditure in relation to raising funds was attributable to the unrestricted fund with the remaining £15,000 being attributable to the restricted funds.

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**NOTES TO THE FINANCIAL STATEMENTS**

In 2015, £225,001 of the expenditure in relation to charitable activities was attributable to the unrestricted fund with the remaining £106,883 being attributable to restricted funds.

<b>7</b>	<b>SUPPORT COSTS</b>	<b>2016</b>	<b>2015</b>
		<b>£</b>	<b>£</b>
	Staff costs	1,083	805
	Finance	793	1,782
	Office costs	46,676	26,142
	Governance – Auditors' remuneration	6,500	6,540
		<u><b>55,052</b></u>	<u><b>35,269</b></u>
<b>8</b>	<b>NET INCOME FOR THE YEAR</b>	<b>2016</b>	<b>2015</b>
		<b>£</b>	<b>£</b>
	Net income is stated after charging/ ( crediting):		
	Depreciation of tangible fixed assets	<u>6,823</u>	<u>21,162</u>

**9 STAFF COSTS AND TRUSTEES'S REMUNERATION**

No Trustee received any remuneration or other financial benefits during the year under review (2015: £nil).

The trustees were not reimbursed for expenses (2015: £nil). Insurance, including Trustee indemnity insurance, of £9,836 (2015: £7,703) was taken out during the year.

	<b>STAFF COSTS</b>	<b>2016</b>	<b>2015</b>
		<b>£</b>	<b>£</b>
	Wages and salaries	193,220	175,187
	Social security costs	15,180	13,982
		<u><b>208,400</b></u>	<u><b>189,169</b></u>

There were no employees earning more than £60,000 during the year (2015: £nil more than £60,000).

The key management of the charitable company comprise of the general manager. The total employee benefits of the key management personnel of the charity were £55,712 (2015: £55,712).

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**NOTES TO THE FINANCIAL STATEMENTS**

**10 STAFF COSTS AND KEY MANAGEMENT PERSONNEL (continued)**

The average number of full time, part time and sessional employees by headcount, analysed by function was:

	2016 No.	2015 No.
Youth workers and teachers:		
- Full time	3	3
- Part time	15	15
Administration:		
- Full time	2	1
- Part time	1	1
	<u>21</u>	<u>20</u>

**11. TANGIBLE FIXED ASSETS**

	Freehold land & buildings £	Fixtures & fittings £	General club equipment & vehicles £	Computer equipment £	Total £
<b>COST</b>					
At 1 September 2015	52,864	105,334	107,563	16,554	282,315
Additions	-	300	-	1,565	1,865
At 31 August 2016	<u>52,864</u>	<u>105,634</u>	<u>107,563</u>	<u>18,119</u>	<u>284,180</u>
<b>DEPRECIATION</b>					
At 1 September 2015	-	41,029	63,053	16,554	120,636
Charge	-	5,499	1,324	-	6,823
At 31 August 2016	<u>-</u>	<u>46,528</u>	<u>64,377</u>	<u>16,554</u>	<u>127,459</u>
<b>NET BOOK VALUE</b>					
At 31 August 2016	<u>52,864</u>	<u>59,106</u>	<u>43,186</u>	<u>1,565</u>	<u>156,721</u>
<b>NET BOOK VALUE</b>					
At 31 August 2015	<u>52,864</u>	<u>64,305</u>	<u>44,510</u>	<u>-</u>	<u>161,679</u>

**12. DEBTORS**

	2016 £	2015 £
Prepayments	6,878	7,612
Accrued income	26,228	-
	<u>33,106</u>	<u>7,612</u>

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**NOTES TO THE FINANCIAL STATEMENTS**

**13. INVESTMENTS**

	<b>Total 2016 £</b>
At 1 September 2015	19,356
Unrealised loss	(40)
<b>Fair value at 31 August 2016</b>	<b>19,316</b>

The investments relate to the Jim Scott Bursary restricted fund (note 16).

The Company holds over 5% of its investment portfolio in the following:

	<b>2016 £</b>	<b>2015 £</b>
Barings UK Income PlusTrust	19,316	19,356
	<b>19,316</b>	<b>19,356</b>
Historical cost at 31 August 2016	16,736	16,736

**14. CREDITORS: Amounts falling due within one year**

	<b>2016 £</b>	<b>2015 £</b>
Other creditors	35,930	11,413
Accruals	20,385	9,485
Deferred income	15,000	30,000
	<b>71,315</b>	<b>50,898</b>

**Deferred Income**

	<b>2016 £</b>	<b>2015 £</b>
At 1 September 2015	30,000	21,000
Released in year	(30,000)	(21,000)
Deferred in year	15,000	30,000
At 31 August 2016	<b>15,000</b>	<b>30,000</b>

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**NOTES TO THE FINANCIAL STATEMENTS**

15. DESIGNATED FUNDS	Balance 1 Sep 2015 £	New Designations £	Designations Released £	Balance 31 Aug 2016 £
Fixed asset reserve	161,679	-	(4,958)	156,721
Club refurbishment	50,000	-	-	50,000
	<u>211,679</u>	<u>-</u>	<u>(4,958)</u>	<u>206,721</u>

The designated funds are reserves put aside for future expenditure on Club refurbishment. The Trustees will consider this expenditure once the general reserves have reached the level as set out in the policy.

16. RESTRICTED FUNDS	Balance 1 Sep 2015 £	Income £	Expenditure £	Transfers & Unrealised gains £	Balance 31 Aug 2016 £
Jim Scott Bursary Fund	19,356	-	-	(40)	19,316
Ski instructor training	1,130	-	(1,310)	-	-
Gym and Boxing Club	442	-	-	-	442
Junior Club	17,165	19,000	(16,051)	-	20,114
Silk screening	4,000	-	(2,389)	-	1,611
Summer projects – John Lyons	-	9,792	(7,630)	-	2,162
Lighting	-	7,000	(7,000)	-	-
Photocopier	-	10,870	(10,870)	-	-
Heritage project	-	35,800	(25,582)	-	10,218
John Lewis – activities	-	4,500	-	-	4,500
Lift refurbishment	-	2,000	-	-	2,000
Sundry restricted donations	-	6,050	(6,050)	-	-
	<u>£42,093</u>	<u>£99,323</u>	<u>£(81,016)</u>	<u>£(40)</u>	<u>£60,360</u>

The transfer of funds from restricted to unrestricted mainly relates to amounts donated from capital items which have been purchased during the year and for which the restriction has been satisfied.

**Jim Scott Bursary Fund** was established to replace bursaries given to individuals for educational purposes by a connected charity. The restricted fund takes the form of an investment portfolio, and the income as well as any gain on the asset is restricted in use. The transfers and unrealised losses is made up of an unrealised gain of £40.

**Ski Instructor training** funding for a group of members to take part in a year long, modular programme of snow sports training and life skills, resulting in accredited qualifications.

**Gym and Boxing Club** various restricted funds have been used throughout the year for repairs to gym equipment and for equipment replacement. The remaining funds will be used in the coming year.

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**NOTES TO THE FINANCIAL STATEMENTS**

**16. RESTRICTED FUNDS (continued)**

**Junior Club** funding from M&G towards the Junior Club, with additional expenditure expected in the following year.

**Silk Screening** funds received from United Westminster Almshouses to run silk screen courses for members including instructors fees and resources used. The remaining funds will be used in the coming year.

**Summer Projects** funds received from Westminster City Council and John Lyon's Charity to provide a summer activity programme during July/August. The remaining funds will be used in the coming year.

**Lighting** funds received from the Rose Foundation to upgrade our lighting system in the coffee bar area and in the downstairs gym, to LED lighting. The remaining funds will be used in the coming year.

**Photocopier** – funds received to cease the existing contract and replace the photocopier. The funds have been fully expensed in the year.

**Heritage project** - fund received from the Heritage Lottery Fund for research into the history of St Andrew Club and the youth movement. The remaining funds will be used in the coming year.

**John Lewis activities** – the funds received for sporting activities. The remaining funds will be used in the coming year.

**Lift Refurbishment** – funds received from Edward Harvist for repair to the lift. The remaining funds will be utilised in the coming year.

Other restricted funds include donations received for specific purposes that have been fully expensed in the year.

**17. ALLOCATION OF NET ASSETS BETWEEN FUNDS**

The funds of the charity are represented by the following net assets:

	Unrestricted £	Restricted £	Total £
Fixed assets	156,721	-	156,721
Current assets	286,308	75,360	361,668
Current liabilities	(56,315)	(15,000)	(71,315)
	<u>386,714</u>	<u>60,360</u>	<u>447,074</u>