

**REGISTERED CHARITY NUMBER: 1186995**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE  
YEAR ENDED 31 MARCH 2021  
FOR  
THE LYTHAM INSTITUTE**

Rushtons  
Chartered Accountants  
Shorrock House  
1 Faraday Court  
Fulwood  
Preston  
Lancashire  
PR2 9NB

**THE LYTHAM INSTITUTE**  
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**FOR THE YEAR ENDED 31 MARCH 2021**

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**THE LYTHAM INSTITUTE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2021**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1186995

**Principal address**

Fylde Council  
Town Hall  
Lytham St Annes  
Lancashire  
FY8 1LW

**Trustees**

Fylde Borough Council

**Independent examiner**

Rushtons  
Chartered Accountants  
Shorrock House  
1 Faraday Court  
Fulwood  
Preston  
Lancashire  
PR2 9NB

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, Indenture dated 29 September 1917 and constitutes an unincorporated charity.

No trustees have been appointed since 1917. The sole trustee has invited the Charity Commission to make a scheme to change its trusts to amend its charitable objects. Following the making of such a scheme, the trustee expects to make changes to its trusts to (inter alia) enable it to appoint additional trustees.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**THE LYTHAM INSTITUTE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

To maintain Lytham Institute for public use under the provisions of the Public Libraries Acts 1892 - 1901 and the Museum and Gymnasiums Act 1891 or any Acts re-enacting or amending the said Acts or any of them.

The charity has maintained and managed the Lytham Institute building and has ongoing arrangements with a number of community groups. Activity has been limited during the pandemic and following the library operator ceasing its activities from the building.

The trustee has had regard to Charity Commission guidance on public benefit.

A number of community groups have an involvement in the use of the building historically although its future use is to be the subject of consultation going forward.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

Lancashire County Council formally surrendered their user rights to occupy part of Lytham Institute building during 2020.

Following the library/registrar operator ceasing its activities from the building use has been limited to the following community activities:

- yoga
- slimming club
- music society / judo
- dog agility classes

Approved by resolution of the sole trustee on ..... and signed on its behalf by:

.....  
Head of Governance

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LYTHAM INSTITUTE

I report on the accounts for the year ended 31 March 2021, which are set out on pages four to eight.

### **Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 130 of the Act; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of the Act; or
4. that there is further information needed for a proper understanding of the accounts.

### **Independent examiner's statement**

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.

Adam Calvert  
ACA  
Rushtons  
Chartered Accountants  
Shorrock House  
1 Faraday Court  
Fulwood  
Preston  
Lancashire  
PR2 9NB

Date: .....

**THE LYTHAM INSTITUTE**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2021**

		2021 Unrestricted fund £	2020 Total funds £
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds</b>			
Voluntary income		14,500	1,000
Activities for generating funds	2	15,078	49,890
<b>Total incoming resources</b>	29,578		50,890
<b>RESOURCES EXPENDED</b>			
<b>Costs of generating funds</b>			
Costs of generating voluntary income	3	27,432	36,631
<b>Governance costs</b>	2,146	_____	14,259
<b>Total resources expended</b>	29,578		50,890
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	-	_____	_____
<b>TOTAL FUNDS CARRIED FORWARD</b>	-	_____	_____

The notes form part of these financial statements

# THE LYTHAM INSTITUTE

## BALANCE SHEET AT 31 MARCH 2021

		2021 Unrestricted fund £	2020 Total funds £
<b>FIXED ASSETS</b>	Notes		
Tangible assets	6	1,000	1,000
<b>CREDITORS</b>			
Amounts falling due within one year	7	(1,000)	(1,000)
		_____	_____
<b>NET CURRENT ASSETS/(LIABILITIES)</b>	(1,000)		(1,000)
		_____	_____
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		-	-
		_____	_____
<b>NET ASSETS</b>	-	_____	-
		_____	_____
<b>FUNDS</b>	8		
Unrestricted funds	-	_____	-
		_____	_____
<b>TOTAL FUNDS</b>	-	_____	-
		_____	_____

The financial statements were approved by resolution of the sole trustee on  
..... and were signed on its behalf by:

.....  
Chief Financial Officer

The notes form part of these financial statements

# THE LYTHAM INSTITUTE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

### 1. ACCOUNTING POLICIES

#### Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

#### Incoming resources

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

#### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life: Freehold Property - straight line basis over a 50 year useful life as estimated by the valuer. Further details relating to depreciation of the Institute building are contained in note 6 below.

#### Taxation

The charity is exempt from tax on its charitable activities.

#### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### 2. ACTIVITIES FOR GENERATING FUNDS

	2021 £	2020 £
LCC Library contribution	-	26,604
Room rental	1,592	8,064
Funded by Fylde Council	13,486	15,222
	<u>15,078</u>	<u>49,890</u>



# THE LYTHAM INSTITUTE

## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2021

### 3. COSTS OF GENERATING VOLUNTARY INCOME

	2021 £	2020 £
Staff costs	1,004	4,101
Rates and water	5,154	6,891
Insurance	2,333	2,322
Light and heat	3,376	3,087
Sundries	-	179
Repairs and maintenance	3,079	3,816
Support costs	12,486	16,235
	<u>          </u>	<u>          </u>
27,432	<u>          </u>	<u>36,631</u>

### 4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

### 5. STAFF COSTS

	2021 £	2020 £
Wages and salaries	14,836	23,245
	<u>          </u>	<u>          </u>

The average monthly number of employees during the year was as follows:

	2021	2020
-	<u>          </u>	<u>          </u>

No employees received emoluments in excess of £60,000.

The Charity itself does not directly employ financial, legal, property services or management staff to carry out its activities. In lieu of that, these duties have fallen on the staff employed by Fylde Council as sole Trustee who carry the duties in good faith in the interests of the Trust. The figure of £14,836 comprises the total allocation of staff costs to the Trust including direct agency staff, overtime, and Fylde Council employees who have carried out duties attributable to the Trust in support of its operations.

# THE LYTHAM INSTITUTE

## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2021

### 6. TANGIBLE FIXED ASSETS

	Freehold property £
<b>COST</b>	
At 1 April 2020 and 31 March 2021	1,000 _____
<b>NET BOOK VALUE</b>	
At 31 March 2021	1,000 _____
At 31 March 2020	1,000 _____

In December 2019 a comprehensive Building and Asset Survey was carried out on the Lytham Institute by a specialist firm of Chartered Surveyors, Jacobs. The survey included two cost exercises, both of which exclude inflation and professional fees:

- a high-level benchmarking exercise with data taken from BCIS for buildings in similar use within the Fylde/Lancashire area. This identified a mean rehabilitation / conversion of public community centre and LA rooms index of £1,773m<sup>2</sup> which when applied to the Gross Internal Floor Area of the building of 953m<sup>2</sup> gave a benchmark cost estimate of £1.690m; and
- a cost estimate build-up of the defects identified in the building survey in the value of £1.157m

Subsequently in January 2020 Jacobs carried out a separate asset valuation which, in light of the Building and Asset Survey referred to above, valued the institute building at a nominal value of £1,000. Given that the asset is held at this nominal de-minimis level, it is the intention not to apply an annual depreciation charge.

### 7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Other creditors	1,000 _____	1,000 _____

### 8. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
<b>TOTAL FUNDS</b>	- _____	- _____	- _____

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	29,578	(29,578)	-
<b>TOTAL FUNDS</b>	29,578	(29,578)	-

# THE LYTHAM INSTITUTE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	2021 £	2020 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	-	1,000
Grants	14,500	-
14,500		1,000
<b>Activities for generating funds</b>		
LCC Library contribution	-	26,604
Room rental	1,592	8,064
Funded by Fylde Council	13,486	15,222
15,078		49,890
<b>Total incoming resources</b>	29,578	50,890
<b>RESOURCES EXPENDED</b>		
<b>Costs of generating voluntary income</b>		
Agency staff	1,004	4,101
Rates and water	5,154	6,891
Insurance	2,333	2,322
Light and heat	3,376	3,087
Sundries	-	179
Repairs and maintenance	3,079	3,816
14,946		20,396
<b>Governance costs</b>		
Wages	1,346	2,909
Accountancy	800	1,000
Professional fees - structural building and energy performance survey	-	10,350
2,146		14,259
<b>Support costs</b>		
<b>Management</b>		
Wages	10,868	12,325
<b>Finance</b>		
Wages	1,618	3,910
<b>Total resources expended</b>	29,578	50,890

This page does not form part of the statutory financial statements

THE LYTHAM INSTITUTE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2021

	2021 £	2020 £
	<hr/>	<hr/>
<b>Net income</b>	- <hr/>	- <hr/>

This page does not form part of the statutory financial statements