

**STEP SHORT FOLKESTONE LTD**  
**(A Company Limited by Guarantee)**

**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31 MARCH 2013**

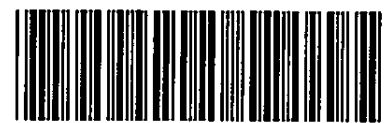
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**MAGEE GAMMON**

Chartered Accountants  
Henwood House  
Henwood  
Ashford  
Kent  
TN24 8DH

FRIDAY



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13/12/2013  
COMPANIES HOUSE

**STEP SHORT FOLKESTONE LTD**  
**(A Company Limited By Guarantee)**

**INFORMATION**

Trustees and Directors: Mrs A Berry  
Mr P Emden  
Mr M George  
Mr G Jordan  
Mr E Rooney  
Mr G Tolson  
Mr D Collins

Charity Registered Number: 1143305

Company Registered Number: 07577216

Registered Office: Henwood House  
Henwood  
Ashford  
Kent  
TN24 8DH

Business Address: 14 St Andrews  
The Durlocks  
Folkestone  
Kent  
CT19 6AW

Accountants Magee Gammon  
Chartered Accountants  
Henwood House  
Henwood  
Ashford  
Kent  
TN24 8DH

**STEP SHORT FOLKESTONE LTD**  
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**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2013**

The trustees present their report with the financial statements of the company for the year ended 31 March 2013.

**Structure, Governance and Management**

**Governing Document**

Step Short Folkestone Limited is a charitable company limited by guarantee, incorporated on 24 March 2011 and registered as a charity on 12 August 2011. The charitable company is governed by its Memorandum and Articles of Association. In the event of the company being wound up, the members may each be required to contribute an amount not exceeding £10.

**Recruitment and Appointment of Trustees**

The trustees of the company are also charity trustees as defined by Section 97 of the Charities Act 1993.

At each Annual General Meeting, one third or the number nearest to one third of the directors should retire from office in rotation.

All trustees give their time voluntarily and received no benefits from the charity. The board of trustees reflects a broad skill mix to assist with the running of the charity. Decision making is made by the board of trustees with sub committees being formed where necessary

**Objectives and activities**

The principal activity of the company in the year under review was that of assisting with the provision and maintenance of a memorial in Folkestone as well as educating the public of the role that Folkestone played during the first world war.

**Achievements and Performance**

During the year, the charity spent funds on the design and planning of the Arch, which the charity believes will not only be a memorial for those who served but will also be a symbol of Folkestone's status as a key gateway to the Western Front. On 13th July 2012 the charity successfully unveiled plans for the Arch to be at the top of the Road of Remembrance. Planning permission was granted in October 2012

The charity also held an Enrichment day at Folkestone School for Girls on 17th July 2012, which involved a morning expedition and then later a session looking at documents and artefacts from the First World War.

On 9th June 2013, Step Short, Folkestone School for Girls and The Queen's Own Royal West Kent Regiment held an event on Folkestone's Leas, recreating life in the town during the dark days of the First World War. The free event included live themed music, 50 girls from Folkestone School for Girls dressed as Nurses, War Poets and Women's Army Auxiliary Corps. There were also games for children with prizes.

Post year end Sainsbury's at Park Farm have chosen Step Short Folkestone Limited as the charity they will support in 2013 - 2014. This will enable the charity to work closely with Sainsbury's and present interesting and informative displays at the store, thereby increasing local knowledge and awareness of Folkestone's important role during the First World War.

On 4th August 2013 the first stone was dug in the construction of the Arch. The company has since met the conditions attached to a grant of £200,000 to be received from Shepway District Council towards the cost of the Arch.

**STEP SHORT FOLKESTONE LTD**  
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**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2013**

**Financial Review**

**Principal Funding Sources**

Aside from the income received from memberships and the boot fair event, the principal funding sources for the charity are currently by way of grants and funding from Folkestone Town Council and the Roger De Haan Charitable Trust.

**Reserves Policy**

The unrestricted funds are required for working capital requirements as the charity moves towards the construction of the Arch and the provision of further educational facilities in line with the objectives of the charity.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime in Part 15 of the Companies Act 2006.

It has also been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005).

Approved by the board of trustees on and signed on its behalf by:-



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Mr P Emden - Director

**Registered office**

Henwood House  
Henwood  
Ashford  
Kent  
TN24 8DH

**STEP SHORT FOLKESTONE LTD**  
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**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2013**

	Notes	Unrestricted Funds 2013	Restricted Funds 2013	Total 2013	Total 2012
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds:</b>					
<u>Voluntary income:</u>					
Donations		4,763	-	4,763	10,333
<u>Activities for generating funds:</u>					
Merchandise sales	2	479	-	479	273
Events		475	-	475	1,874
Membership		470	-	470	215
<b>Incoming resources from charitable activities:</b>					
Grants and Funding	3	31,823	-	31,823	35,750
<b>TOTAL INCOMING RESOURCES</b>		38,010	-	38,010	48,445
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Commercial Trading operations	2	108	-	108	-
<b>Charitable activities</b>					
Promotion of charity and educational activities	4	12,741	-	12,741	13,286
<b>Governance Costs</b>	5	1,740	-	1,740	1,500
<b>TOTAL RESOURCES EXPENDED</b>		14,589	-	14,589	14,786
<b>NET INCOMING RESOURCES</b>		23,421	-	23,421	33,659
<b>RECONCILIATION OF FUNDS</b>					
<b>TOTAL FUNDS BROUGHT FORWARD</b>		31,599	2,060	33,659	-
<b>TOTAL FUNDS CARRIED FORWARD</b>		£55,020	£2,060	£57,080	£33,659

The accompanying notes form an integral part of these financial statements

**STEP SHORT FOLKESTONE LTD**  
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**BALANCE SHEET**  
**AS AT 31 MARCH 2013**


	Notes	2013	2012
<b>FIXED ASSETS</b>			
Tangible assets	7	30,916	11,728
<b>CURRENT ASSETS</b>			
Stocks	8	517	-
Cash at bank and in hand		<u>27,147</u>	<u>23,681</u>
		27,664	23,681
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
	9	<u>(1,500)</u>	<u>(1,750)</u>
<b>NET CURRENT ASSETS</b>		<u>26,164</u>	<u>21,931</u>
<b>NET ASSETS</b>		<u><u>£57,080</u></u>	<u><u>£33,659</u></u>
<b>FUNDS</b>			
Unrestricted funds	11	55,020	31,599
Restricted funds	11	<u>2,060</u>	<u>2,060</u>
<b>TOTAL FUNDS</b>		<u><u>£57,080</u></u>	<u><u>£33,659</u></u>

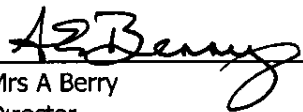
For the year ended 31 March 2013 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies and no members have deposited a notice under Section 476 requiring an audit

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime of the Companies Act 2006 and the Financial Reporting Standard for Smaller Entities (effective April 2008)

Approved by the board of directors on and signed on its behalf by -

  
 \_\_\_\_\_  
 Mr P Emden  
 Director

 23/11/13  
 \_\_\_\_\_  
 Mrs A Berry  
 Director

The accompanying notes form an integral part of these financial statements

**STEP SHORT FOLKESTONE LTD**  
(A Company Limited by Guarantee)

**NOTES FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

**1 Accounting policies**

The financial statements have been prepared in accordance with applicable accounting standards. The principal accounting policies are as follows -

Basis of preparation

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) and with the Statement of Recommended Practice on Accounting and Reporting by Charities (SORP) and the Companies Act 2006.

Incoming resources

Income from donations and grants is included in incoming resources when there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability

Tangible fixed assets

Tangible fixed assets are stated at cost or valuation, net of depreciation and any provision for impairment. Depreciation is provided on all tangible fixed assets, other than investment properties and freehold land and after taking account of any grants receivable, at the following annual rates in order to write off each asset over its estimated useful life

Freehold Buildings	None
Office equipment	20% reducing balance basis

Stocks

Stocks and work in progress are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow-moving items. Cost includes all direct expenditure and an appropriate proportion of fixed and variable overheads.

Funds

The Trust has restricted income funds to account for situations where a donor has required that a donation must be spent on a particular purpose or where funds have been raised for a specific purpose

All other funds are unrestricted income funds to support the aims of the charity.

Resources expended

Expenditure is recognised when a liability is incurred. Contractual arrangements and performance related grants are recognised as goods or services are supplied.

Costs of generating funds are those costs incurred in attracting voluntary income and those incurred in trading activities that raise funds.

Charitable activities include expenditure associated with the Arch itself including exhibitions and educational programmes and the maintenance of the Arch. These will include both the direct costs and support costs relating to these activities

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

**STEP SHORT FOLKESTONE LTD**  
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**NOTES FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

**2 Commercial Trading operations**

	<b>Unrestricted 2013</b>	<b>Restricted 2013</b>	<b>2013</b>	<b>2012</b>
Turnover	479	-	479	273
Cost of Sales	(108)	-	(108)	-
	<u>£371</u>	<u>£-</u>	<u>£371</u>	<u>£273</u>

**3 Grants and Funding**

	<b>Unrestricted 2013</b>	<b>Restricted 2013</b>	<b>2013</b>	<b>2012</b>
Folkestone Town Council	6,000	-	6,000	10,750
Roger De Haan Charitable Trust	25,000	-	25,000	25,000
Barclays Matched Funding	823	-	823	-
	<u>£31,823</u>	<u>£-</u>	<u>£31,823</u>	<u>£35,750</u>

**4 Promotion of Charity and Educational activities**

	<b>Unrestricted 2013</b>	<b>Restricted 2013</b>	<b>2013</b>	<b>2012</b>
Classroom activity costs	-	-	-	2,230
Advertising and promotion	5,671	-	5,671	2,795
Property costs	2,541	-	2,541	3,433
Administration costs	1,281	-	1,281	1,374
Professional fees	3,150	-	3,150	3,384
Finance costs	-	-	-	10
Depreciation of tangible fixed assets	98	-	98	60
	<u>£12,741</u>	<u>£-</u>	<u>£12,741</u>	<u>£13,286</u>

**5 Governance Costs**

	<b>Unrestricted 2013</b>	<b>Restricted 2013</b>	<b>2013</b>	<b>2012</b>
Independent examination and accountancy costs	1,740	-	1,740	1,500
	<u>£1,740</u>	<u>£-</u>	<u>£1,740</u>	<u>£1,500</u>



**STEP SHORT FOLKESTONE LTD**  
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**NOTES FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

**6 Taxation**

The company is non-profit making and hence does not have a liability to corporation tax.

**7 Tangible fixed assets**

	<u>Land &amp; Buildings</u>	<u>Office Equipment</u>	<u>Total</u>
<u>Cost :</u>			
At 1 April 2012	11,238	550	11,788
Additions	19,286	-	19,286
At 31 March 2013	<u>30,524</u>	<u>550</u>	<u>31,074</u>
<u>Depreciation</u>			
At 1 April 2012	-	60	60
Charge for the year	-	98	98
At 31 March 2013	<u>-</u>	<u>158</u>	<u>158</u>
<u>Net book value :</u>			
As at 31 March 2013	<u>£30,524</u>	<u>£392</u>	<u>£30,916</u>
As at 31 March 2012	<u>£11,238</u>	<u>£490</u>	<u>£11,728</u>

**8 Stocks**

	<b>2013</b>	<b>2012</b>
Merchandise	517	-
	<u>£517</u>	<u>£-</u>

**9 Creditors : amounts falling due within one year**

	<b>2013</b>	<b>2012</b>
Accruals and deferred income	1,500	1,750
	<u>£1,500</u>	<u>£1,750</u>

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**NOTES FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

**10 Company status**

The company is a company limited by guarantee and therefore does not have share capital. Every member of the company undertakes to contribute in a winding up a sum not exceeding £10 whilst they are still a member, or within one year after ceasing to be a member, towards the debts and liabilities contracted before ceasing to be a member.

**11 Movement in funds**

	At 31 March 2012	Incoming Resources	Outgoing Resources	At 31 March 2013
<b>Restricted Funds:</b>				
Visitor book data extraction	2,060	-	-	2,060
Total restricted funds	<u>2,060</u>	<u>-</u>	<u>-</u>	<u>2,060</u>
<b>Unrestricted Funds:</b>				
General Funds	31,599	38,010	(14,589)	55,020
Total unrestricted funds	<u>31,599</u>	<u>38,010</u>	<u>(14,589)</u>	<u>55,020</u>
<b>Total Funds</b>	<u><u>£33,659</u></u>	<u><u>£38,010</u></u>	<u><u>(£14,589)</u></u>	<u><u>£57,080</u></u>