

REGISTERED COMPANY NUMBER: 07476312 (England and Wales)

REGISTERED CHARITY NUMBER: 1140924

**Three Trees Community Centre**  
**Report of the Trustees and Unaudited Financial Statements**  
**for the Year Ended 31 December 2018**

Three Trees Community Centre  
Hedingham Grove  
Chelmunds Cross  
Chelmsley Wood  
B37 7TP

**Three Trees Community Centre**

**Contents of the Financial Statements  
for the Year Ended 31 December 2018**

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## **Three Trees Community Centre**

### **Report of the Trustees for the Year Ended 31 December 2018**

The trustees who present their report with the financial statements of the charity for the year ended 31 December 2018. The trustees have adopted the provisions of 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) (effective 1 January 2015).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The charity's objects are specifically restricted to the following:

The provision and maintenance of a community centre for the use of the inhabitants of north Solihull and the surrounding areas without distinction of political, religious or other opinions, including use for:

*(a) Meetings, lectures and classes, and*

*(b) Other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants,*

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

Three Trees Community Centre is a company limited by guarantee and a registered charity governed by a Memorandum and Articles of Association. The Directors of the charitable company ('the charity') are its trustees for the purpose of charity law and within this report are collectively referred to as the trustees.

##### **Appointment of Trustees**

Potential new trustees are identified in accordance with the developing service and business needs of the Charity, usually on the recommendation of the working groups that advise the Board from time to time. Final appointment follows a probationary period of observing attendance at board meetings.

#### **ACHIEVEMENT AND PERFORMANCE**

##### **The year in review**

During 2018 we saw the use of rooms increase and, more importantly, our place as a centre of community activity become further established. We streamlined our activity, focusing on community use of the rooms and moving away from managing projects within the rooms and this has helped us find time to establish our systems and think more strategically.

We also recruited new board members, broadening out the skill set across the trustees, and saw staff changes, with previous employees moving on. We re-jigged the manager post and recruited a new Centre Co-Ordinator, with an emphasis on systems and logistics, and have already seen the benefit in terms of more efficient bookings and invoicing, which is reflected in our financial results.

## **Three Trees Community Centre**

### **Report of the Trustees for the Year Ended 31 December 2018**

#### **FINANCIAL REVIEW**

##### **Financial Overview**

The year has seen a vast improvement in regular income for the centre, partly due to an increase in room usage and the rental of office space. The bedding in of an improved system to register, track and perform credit control has also helped towards the collection of income.

Chelmund's Community Enterprises, who run the community takeaway based on nearby Chelmunds Cross have also had a successful year and are on track to meet their financial targets, this is a project that we have been heavily supporting.

Finally, 2018 saw us review our charges for room hire so that charges are more equitable, consistent and contribute towards our financial objectives so that we are better able to plan for the needs of the future.

##### **Reserves policy**

The trustees have agreed to a policy to maintain an unrestricted reserves position to hold between 3 and 6 months expenditure. Based on existing unrestricted reserves of £60,174 the trustees are satisfied that the existing reserves levels achieves this.

##### **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 from authorising these financial statements.

#### **FUTURE PLANS**

In the coming year it is our intention to conclude the Phase 3 work, upon completion of the work we expect to get the contractors work signed off for payment.

We have also begun looking at the development potential to the side of the building based on continued demand for space for organisations to deliver activities to the community. Deciding on tactics for how we could do this in a way that is sustainable and doesn't put a strain on the current system is the current focus of discussions.

The final element to next years plans include also looking at ways of creatively expanding the communities use of our facilities, encouraging people to use Three Trees more but also exploring the potential to deliver training and educational opportunities locally.

**Three Trees Community Centre**

**Report of the Trustees  
for the Year Ended 31 December 2018**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1140924

**Registered office**

Hedingham Grove  
Chelmund's Cross  
Chelmsley Wood  
B37 7TP

**Trustees**

Roger Look

(Appointed on 30th November 2018)

Neil Roberts

Patricia Hayes

Kris Chase-Byrne

Alison Trout

Louise Beddoe

Mark Frampton

Junior Brown

(Appointed on 28th November 2018)

**Accountants**

Colebridge Enterprises Ltd t/a Colebridge Accountancy  
Unit 21, Chelmsley Wood Ind Estate  
Waterloo Avenue  
West Midlands  
B37 6QQ

**Bankers**

Co-operative Bank PLC  
PO Box 250  
Delf House  
Southway  
Skelmersdale  
WN8 6WT

## Three Trees Community Centre

### Report of the Trustees for the Year Ended 31 December 2018

#### STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Three Trees Community Centre for the purposes of company law) are responsible for preparing the report of the Trustees 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 that period. In preparing those financial statements, the trustees are required to

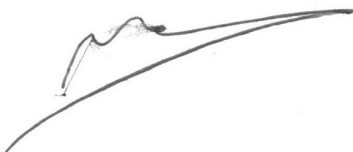
- select suitable accounting policies and the apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgement and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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 information of which the charitable company's independent examiners are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiners are aware of it.

Approved by order of the board of trustees on 11 April 2019 and signed on its behalf by:



Neil Roberts  
Chair of Trustees

## **Three Trees Community Centre**

### **Report of the Independent Examiners for the Year Ended 31 December 2018**

We report on the Accounts of the company for the year ended 31 December 2018

#### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purpose of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 and that an independent examination is needed.

We are satisfied that the charity is not subject to audit under company law and is eligible for an independent examination, it is our responsibility to:

- Examine the accounts under section 43 of the 1993 Act
- Follow the procedures laid down in the general directions given by the charity commission under section 43(7)(b) of the 1993 Act, and
- State whether particular matters have come to our attention

#### **Basis of independent examiner's report**

The examination is carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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

In connection with the examination no matter has come to our attention which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Company Act 2006, and
- to prepare accounts which accord with the accounting records and to comply with the requirements of the Company Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities (revised 2005) have not been met, or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Independent Examiner

4 April 2019

**Three Trees Community Centre****Statement of Financial Activities  
for the Year Ended 31 December 2018**

		2018	2018	2018	2017
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
	Notes	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	4,609	-	4,609	3,624
<b>Charitable activities</b>					
Charitable activities	3	85,086	10,818	95,904	298,789
Other trading activities	4	1,704	-	1,704	-
<b>Total</b>		<u>91,399</u>	<u>10,818</u>	<u>102,217</u>	<u>302,413</u>
<b>EXPENDITURE ON</b>					
Raising funds	5	911	-	911	-
<b>Charitable activities</b>					
Charitable activities	6	<u>59,219</u>	<u>22,512</u>	<u>81,731</u>	<u>322,810</u>
<b>Total</b>		<u>60,130</u>	<u>22,512</u>	<u>82,642</u>	<u>322,810</u>
<b>NET INCOME</b>		31,269	- 11,694	19,575	- 20,397
<b>RECONCILIATION OF FUNDS</b>					
	9				
<b>Total funds brought forward</b>		28,905	23,592	52,497	72,894
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>60,174</u></u>	<u><u>11,898</u></u>	<u><u>72,072</u></u>	<u><u>52,497</u></u>

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

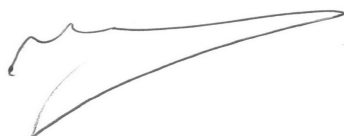


**Three Trees Community Centre****Balance Sheet  
At 31 December 2018**

		2018	2018	2018	2017
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
	Notes	£	£	£	£
<b>CURRENT ASSETS</b>					
Cash at bank and in hand		38,798	11,898	50,696	25,306
Debtors	7	22,296	-	22,296	27,191
		<u>61,094</u>	<u>11,898</u>	<u>72,992</u>	<u>52,497</u>
<b>CREDITORS</b>					
Amounts falling due within one year	8	920	-	920	-
		<u>60,174</u>	<u>11,898</u>	<u>72,072</u>	<u>52,497</u>
<b>NET CURRENT ASSETS/(LIABILITIES)</b>					
		<u>60,174</u>	<u>11,898</u>	<u>72,072</u>	<u>52,497</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>60,174</u>	<u>11,898</u>	<u>72,072</u>	<u>52,497</u>
<b>NET ASSETS</b>		<u>60,174</u>	<u>11,898</u>	<u>72,072</u>	<u>52,497</u>
<b>FUNDS</b>					
Unrestricted funds		60,174	-	60,174	28,905
Restricted funds		-	11,898	11,898	23,592
		<u>60,174</u>	<u>11,898</u>	<u>72,072</u>	<u>52,497</u>

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

The financial statements were approved by the Board of Trustees on 11 April 2019 and were signed on its behalf by:



Neil Roberts  
Chair of Trustees

The notes form part of these financial statements

## **Three Trees Community Centre**

### **Notes to the Financial Statements for the Year Ended 31 December 2018**

#### **1 ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then the income is deferred until those conditions are fully met or the fulfillment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Income from trading activities includes income earned from fundraising events, trading activities and the charges of premises costs to tenants. Income is received in exchange for supplying goods and services, in order to raise funds and is recognised when entitlement has occurred.

Income from grants, whether 'capital' grant or 'revenue' grants, is recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is usually upon notification of interest paid or payable by the Bank.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

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

## **Three Trees Community Centre**

### **Notes to the Financial Statements for the Year Ended 31 December 2018**

#### **1 ACCOUNTING POLICIES**

##### **Expenditure - continued**

Expenditure on charitable activities includes the direct costs of activities undertaken to further the purposes of the charity, including grants payable and all associated support costs.

Cost of raising funds comprises the costs of commercial trading.

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs and administrative support costs. They are incurred directly in support of expenditure on the objects of the charity. 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 the use of resources.

##### **Taxation**

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is 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.

##### **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.

A detailed summary of each fund, both restricted and unrestricted, is included in the notes to the financial statements on page 12.

##### **Pensions costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

##### **Trustees remuneration and benefits**

There were no trustees' remuneration or other benefits for the year ended 31 December 2018 nor the year ended 31 December 2017.

##### **Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 December 2018 nor the year ended 31 December 2017.

**Three Trees Community Centre****Notes to the Financial Statements  
for the Year Ended 31 December 2018****2 INCOME FROM DONATIONS AND LEGACIES**

	<b>2018</b>	2017
	£	£
Donations	<u>4,609</u>	<u>3,624</u>

**3 INCOME FROM CHARITABLE ACTIVITIES**

	<b>2018</b>	2017
	£	£
Grants	<b>18,818</b>	245,725
Room Hire	<b>42,915</b>	24,733
Tenants Rent	<b>34,171</b>	28,331
	<u><b>95,904</b></u>	<u>298,789</u>

**4 INCOME FROM OTHER TRADING ACTIVITIES**

	<b>2018</b>	2017
	£	£
Catering	<u>1,704</u>	<u>-</u>

**5 EXPENDITURE ON RAISING FUNDS**

	<b>2018</b>	2017
	£	£
Trading cost of goods sold	<u>911</u>	<u>-</u>

**6 EXPENDITURE ON CHARITABLE ACTIVITIES**

	<b>2018</b>	2017
	£	£
Direct costs	<b>80,525</b>	322,810
Support costs	<b>1,206</b>	-
	<u><b>81,731</b></u>	<u>322,810</u>

**7 DEBTORS**

	<b>2018</b>	2017
	£	£
Loan to Chelmunds Community Enterprises C.I.C	<b>5,000</b>	27,191
Loan to The Northern Star Community Arts	<b>6,500</b>	-
Olive Branch (Three Trees) C.I.C	<b>4,237</b>	-
Trade debtors	<b>5,741</b>	-
Prepayments	<b>818</b>	-
	<u><b>22,296</b></u>	<u>27,191</u>

**Three Trees Community Centre****Notes to the Financial Statements  
for the Year Ended 31 December 2018****8 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2018	2017
	£	£
Accruals	420	-
Fund held on behalf of "The Blessed Project"	500	-
	<u>920</u>	<u>-</u>

**9 MOVEMENT IN FUNDS**

	At 31.12.18	Net movement	At 31.12.17
	£	in funds £	£
<b>Unrestricted funds</b>			
General fund	60,174	31,269	28,905
<b>Restricted funds</b>			
Phase 3 - Big Lottery	1,904	- 1,838	3,742
Phase 3 - Non-Lottery	6,957	- 8,335	15,292
Local Fundraising	2,513	-	2,513
Youth Project	524	- 1,521	2,045
<b>TOTAL FUNDS</b>	<u>72,072</u>	<u>19,575</u>	<u>52,497</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	91,399	60,130	31,269
<b>Restricted funds</b>			
Phase 3 - Big Lottery	-	1,838	- 1,838
Phase 3 - Non-Lottery	-	8,335	- 8,335
Tudor Trust	10,000	10,000	-
Youth Project	818	2,339	- 1,521
<b>TOTAL FUNDS</b>	<u>102,217</u>	<u>82,642</u>	<u>19,575</u>