

The Sheriff Centre Limited
Company Limited by Guarantee
Unaudited Financial Statements
31 December 2019

A. I. GROMAN FCA

Chartered Accountant and Independent Examiner

Groman and Company
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5 Violet Hill
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The Sheriff Centre Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 December 2019

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2019.

Reference and administrative details

Registered charity name The Sheriff Centre Limited

Charity registration number 1155848

Company registration number 08563341

Principal office and registered office Flat 1, St James House
Sherriff Road
London
NW6 2AP

The trustees Fr Robert George Thompson
Fr Andrew Foreshew-Cain
Victoria Isabel Rennoldson
Jennie Byun
Claire Victoria Hunter
Karin Becker
Priscilla May Dulley
Chris Nicholls
Geoffrey Michael Osbourne
Emma Jennifer Stanford
Jessica Sophie Warne

Independent examiner A I Groman FCA
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The Sheriff Centre Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2019

Structure, governance and management

Governing document

The Charity is constituted as a company limited by guarantee and is therefore governed by a Memorandum and Articles of Association dated 10th June 2012 and also registered with the Charity Commission.

Appointment, induction and training of Trustees

Trustees are sought via relevant organisations, targeted publicity and with three members ex officio - the Incumbent of the United Benefice of St Mary with All Souls, Kilburn and St James, West Hampstead and the two wardens of the parish of St James, West Hampstead. When considering new trustees, the Board has regard to the requirement for the skill and expertise required for the role.

Potential new trustees attend three meetings as observers before they are appointed as trustees and inducted into their legal obligations under charity and company law and decision making processes, the development plan for the charity and the recent financial performance. During induction trustees are encouraged to get to know the Sherriff Centre and to meet key staff.

Organisation

The charity is organised so that the trustees meet regularly to manage its affairs. The charity employs a part time debt advisor. The Centre Director, who manages both the charity and an associated trading company, works part time for the charity. The centre director, working with the Chair is jointly responsible with the trustees for strategy, and sustainability, adherence to all legal and financial requirements, business and partnership development.

Risk Management

The charity has a risk management strategy which comprises:

- An annual review of the risks the charity may face:
- The establishment of systems, procedures and actions to mitigate those risks identified in the plan; and
- The implementation of procedures and actions designed to minimise any potential impact upon the charity should those risks materialise.
- Each area of the Centre undertakes its own risk assessments on a regular basis.

Objectives and activities

It is a place where all people are made welcome and able to access the services offered and through their activities can support other members of the same community. The Sherriff Centre aims to:

- Improve the quality of life for local people.
- Provide an accessible, welcoming venue and focal point for the community where residents can meet, socialise and find rest and relaxation.
- To offer a high quality, free and impartial debt advice service to local residents at the point of need.

The local community is defined largely as those living in the NW6 postcode, across both the London Borough of Camden and the London Borough of Brent, and to all families and residents who come to use our facilities. The area is one of considerable variation in terms of social and ethnic diversity and the charity seeks to be open to all people regardless of their gender, ethnicity, and sexuality, and economic circumstances, physical or mental ability.

The Sheriff Centre Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2019

Objectives and activities *(continued)*

Public Benefit

We have referred to the guidance contained in the Charity Commissions general guidance on public benefit when reviewing our aims and objectives and in running and planning the services provided at the charity. The trustees are aware of the need to consider how our planned activities and services will contribute to the aims and objectives they have set.

Principal Activities Undertaken To Achieve Our Aims for the Public Benefit

Debt advice at The Sherriff Centre is committed to providing free, independent, confidential and impartial advice, information and support to people who live, work or study in West Hampstead and its surrounding area and who are experiencing financial difficulty. The service offers advice on a wide range of debt issues including, utility debts, rent and council tax arrears, credit debts, overpayments of benefits and tax credits. The service also aims to assist clients facing emergency situations including:- Creditor about to take drastic action, e.g. eviction, repossession, disconnection, imprisonment- Deadline approaching, e.g. replying to court forms, court hearing date- Other crisis, e.g. no money for food. The service is currently available two days per week and we directly employ a debt advice worker. Our debt advice service is available to all local residents and works with all relevant local agencies.

Achievements and performance

2019 has seen our service grow and with the attraction of further funding we have been able to increase the hours of our debt advisor from 12 to 16 per week. The service continues to receive appointment requests from partner agencies and members of the public self-referring and we meet with local advice providers at money and debt advice forums in both Brent and Camden representing local community debt advice needs.

The service provides a minimum of 16 hours of appointment, outreach and casework over a minimum of two days per week retaining the built in flexibility to meet clients appointment needs outside of the usual fixed times/days.

Our client numbers this year are 81, and we have had some incredible results with clients, for example, our debt advisor successfully challenged a £94,000 housing benefit overpayment for one elderly client which saw the whole amount written off and the return of over £5,000 (already collected from client).

Our outreach sessions are meeting the most urgent need via work with local community hubs; at least 7 sessions per month. We continue to provide home visits accompanied by others (i.e. care in the community workers) as well as appointments at The Sherriff Centre itself. We are seeing increasing client numbers on outreach where we provide a triage service sorting between low level and complex debt enquiries immediately representing those facing an emergency situation. .

The service remains highly regarded, continues to meet the needs of the local community and has not received a complaint since inception.

We would like to thank our funders this year who have enabled us to carry on this vital work; Hampstead Wells and Campden
Brent Advice Fund
Awards for All
Primark Corporate Giving

The Sheriff Centre Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2019

Financial review

The statement of Financial Activities shows income for the year of £29,633 (2018 - £5,000) and total expenditure of £16,545 (2018 - £12,226).

Reserves

The present level of funding and reserves are considered adequate to support the running of the charity for the year ahead.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies' exemption.

The trustees' annual report was approved on and signed on behalf of the board of trustees by:

Fr Robert George Thompson
Trustee

The Sheriff Centre Limited

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of The Sheriff Centre Limited

Year ended 31 December 2019

I report to the trustees on my examination of the financial statements of The Sheriff Centre Limited ('the charity') for the year ended 31 December 2019.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 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.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

A I Groman FCA
Independent Examiner

Groman and Company
Chartered Accountant and Independent Examiner
5 Violet Hill
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NW8 9EB

The Sheriff Centre Limited

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 December 2019

		2019		2018
	Note	Restricted funds £	Total funds £	Total funds £
Income and endowments				
Donations and legacies	5	29,633	29,633	5,000
Total income		29,633	29,633	5,000
Expenditure				
Expenditure on charitable activities	6,7	16,545	16,545	12,226
Total expenditure		16,545	16,545	12,226
Net income/(expenditure) and net movement in funds				
		13,088	13,088	(7,226)
Reconciliation of funds				
Total funds brought forward		295	295	7,521
Total funds carried forward		13,383	13,383	295

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 8 to 12 form part of these financial statements.

The Sheriff Centre Limited
Company Limited by Guarantee
Statement of Financial Position
31 December 2019

	Note	2019 £	2018 £
Current assets			
Cash at bank and in hand		20,038	4,350
Creditors: amounts falling due within one year	11	6,655	4,055
Net current assets		13,383	295
Total assets less current liabilities		13,383	295
Net assets		13,383	295
Funds of the charity			
Restricted funds		13,383	295
Total charity funds	13	13,383	295

For the year ending 31 December 2019 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors 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.

These financial statements were approved by the board of trustees and authorised for issue on, and are signed on behalf of the board by:

Fr Robert George Thompson
Trustee

The notes on pages 8 to 12 form part of these financial statements.

The Sheriff Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 December 2019

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Flat 1, St James House, Sherriff Road, London, NW6 2AP.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

The Sheriff Centre Limited

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Notes to the Financial Statements *(continued)*

Year ended 31 December 2019

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

The Sheriff Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2019

4. Limited by guarantee

That charity is limited by guarantee of £1 per member without share capital.

5. Donations and legacies

	Restricted Funds £	Total Funds 2019 £	Restricted Funds £	Total Funds 2018 £
Donations				
Donations	2,827	2,827	—	—
Donations - Trustee Company - Match				
Donations	180	180	—	—
Donations - Associated News - Match				
Donations	907	907	—	—
Donations - November event	1,235	1,235	—	—
Grants				
The Hampstead Wells and Campden Trust	5,000	5,000	—	—
Trust for London	—	—	5,000	5,000
Awards for all	10,000	10,000	—	—
CVS Brent	9,484	9,484	—	—
	<u>29,633</u>	<u>29,633</u>	<u>5,000</u>	<u>5,000</u>

6. Expenditure on charitable activities by fund type

	Restricted Funds £	Total Funds 2019 £	Restricted Funds £	Total Funds 2018 £
Principal activity	13,100	13,100	8,741	8,741
Support costs	3,445	3,445	3,485	3,485
	<u>16,545</u>	<u>16,545</u>	<u>12,226</u>	<u>12,226</u>

7. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2019 £	Total fund 2018 £
Principal activity	13,100	2,605	15,705	9,915
Governance costs	—	840	840	2,311
	<u>13,100</u>	<u>3,445</u>	<u>16,545</u>	<u>12,226</u>

The Sheriff Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2019

8. Independent examination fees

	2019 £	2018 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>780</u>	<u>720</u>

9. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2019 £	2018 £
Wages and salaries	12,395	8,741
Social security costs	524	—
Employer contributions to pension plans	<u>181</u>	<u>—</u>
	<u>13,100</u>	<u>8,741</u>

The average head count of employees during the year was 1 (2018: 1). The average number of full-time equivalent employees during the year is analysed as follows:

	2019 No.	2018 No.
Number of staff - Advisor/Counsellor	<u>1</u>	<u>1</u>

No employee received employee benefits of more than £60,000 during the year (2018: Nil).

10. Trustee remuneration and expenses

SORP 2015 requires the following statements to be made:- no remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

11. Creditors: amounts falling due within one year

	2019 £	2018 £
Accruals and deferred income	1,851	1,680
PCC of St James	1,000	1,000
Other creditors	<u>3,804</u>	<u>1,375</u>
	<u>6,655</u>	<u>4,055</u>

12. Pensions and other post-retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £181 (2018: £Nil).

The Sheriff Centre Limited

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Notes to the Financial Statements *(continued)*

Year ended 31 December 2019

13. Analysis of charitable funds

Restricted funds

	At 1 January 2019 £	Income £	Expenditure £	At 31 December 2019 £
Restricted Fund	<u>295</u>	<u>29,633</u>	<u>(16,545)</u>	<u>13,383</u>

	At 1 January 2018 £	Income £	Expenditure £	At 31 December 2018 £
Restricted Fund	<u>7,521</u>	<u>5,000</u>	<u>(12,226)</u>	<u>295</u>

14. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Current assets	<u>4,309</u>	<u>9,074</u>	<u>13,383</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Current assets	<u>—</u>	<u>295</u>	<u>590</u>

The Sheriff Centre Limited
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Management Information
Year ended 31 December 2019

The following pages do not form part of the financial statements.

The Sheriff Centre Limited

Company Limited by Guarantee

Detailed Statement of Financial Activities

Year ended 31 December 2019

	2019 £	2018 £
Income and endowments		
Donations and legacies		
Donations	2,827	—
Donations - Trustee Company - Match Donations	180	—
Donations - Associated News - Match Donations	907	—
Donations - November event	1,235	—
The Hampstead Wells and Campden Trust	5,000	—
Trust for London	—	5,000
Awards for all	10,000	—
CVS Brent	9,484	—
	<u>29,633</u>	<u>5,000</u>
Total income	<u>29,633</u>	<u>5,000</u>
Expenditure		
Expenditure on charitable activities		
Wages and salaries	12,395	8,741
Employer's NIC	524	—
Pension costs	181	—
Insurance	674	674
Other establishment	1,498	—
Legal and professional fees	880	2,251
Other office costs	333	500
Other interest payable and similar charges	60	60
	<u>16,545</u>	<u>12,226</u>
Total expenditure	<u>16,545</u>	<u>12,226</u>
Net income/(expenditure)	<u>13,088</u>	<u>(7,226)</u>

The Sheriff Centre Limited

Company Limited by Guarantee

Notes to the Detailed Statement of Financial Activities

Year ended 31 December 2019

	2019 £	2018 £
Expenditure on charitable activities		
Principal activity		
<i>Activities undertaken directly</i>		
Wages and salaries	12,395	8,741
Employer's NIC	524	—
Employers pension costs	181	—
	<u>13,100</u>	<u>8,741</u>
<i>Support costs</i>		
Insurance	674	674
Software and IT Costs	1,498	—
Supervision fees	100	—
Other office costs	333	500
	<u>2,605</u>	<u>1,174</u>
Governance costs		
Independent Examiner fees	780	720
Legal and other professional fees	—	1,531
Bank charges	60	60
	<u>840</u>	<u>2,311</u>
Expenditure on charitable activities	<u><u>16,545</u></u>	<u><u>12,226</u></u>
