

GLADSTONE DISTRICT COMMUNITY ASSOCIATION

GLADCA

Trustees Report and Accounts

For the year ended 31st March 2020

Charity number 268326

GLADSTONE DISTRICT COMMUNITY ASSOCIATION

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GLADSTONE DISTRICT COMMUNITY ASSOCIATION

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Reference and Administrative information

Charity registration number	268326
Management Trustees	Z Akbar (Treasurer) S Akhtar (Chair) K Igbo (Secretary) R Liaqat R Mugwery M Nawaz (Vice Chair)
Holding Trustee	M Afzal M Jamil M Yousaf
Chief Executive Officer	M Choudhary
Principal Address	Gladstone House 316 – 318 Gladstone Street Peterborough PE2 2BX
Independent Examiner	M Ray AAC Accountants Ltd Rycroft School Road Broughton Cambridgeshire PE28 3AT
Bankers	Co-operative Bank plc 33 Westgate Peterborough PE1 1QB

GLADSTONE DISTRICT COMMUNITY ASSOCIATION

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Trustees Report

For the year ended 31st March 2020

The Trustees present their report and the independently examined financial statements of the charity for the year ended 31st March 2020. 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 the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities / Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016)].

Structure, governance and management

The charity is governed by a constitution adopted 14th May 1974 and amended 6th June 1975, 29th June 1989, 26th June 1990 and 14th July 2013.

The management trustees who served during the year were:

Z Akbar
S Akhtar
K Igbo
R Liaqat
R Mugwery
M Nawaz

In addition to the management trustees, the following persons served as a holding trustees:

M Afzal
M Jamil
M Yousaf

None of the Trustees has any beneficial interest in the charity.

The Trustees are responsible for the recruitment and appointment of the Trustees Board.

The Trustees delegate the day to day management of the charity to GLADCA management.

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Trustees Report continued

For the year ended 31st March 2020

Objectives of the charity

The objectives of the charity are to promote the social welfare of the inhabitants of the Gladstone District and any individual working and living within the administrative area of Peterborough City Council, or living outside that administrative area but wishing to avail himself or herself of the benefit of or to access the services offered by GLADCA.

Activities, Achievements and Performance of the year under review

One of predominant activities at GLADCA is the Education services, especially the provision of accredited courses through our thriving partnership with New College Stamford.

In 2019/20 we also ran three other very successful services too:

- EUSS Grant Funding to deliver and help and support the EU settlement scheme.
- Creative English Project from Faith Action to deliver speaking and listening courses to students on beginners' level in English.
- Inclusive Communities Project to promote improved confidence and skills through delivery of social, leisure and learning activities for newly arrived immigrants and their communities experiencing barriers to social integration.

Public benefit statement

The trustees confirm they have met their obligations relating to public benefit, as detailed above in "Activities, Achievements and Performance of the year under review".

Financial review for the year

In the year to 31st March 2020 there was a deficit of £1,141 compare to the deficit of £12,080 the year before. There was a net increase in income of £24,274 as a result of decreased training and education income more than offset by increased immigration income from the EU Settlement Scheme. Costs overall increased year on year by a net £13,335 as a result of the increased activity.

At the end of the year the reserves stood at £81,333.

Reserves policy

The trustees aim is that the reserves of the charity represent at least 3 months operating costs, and whilst only a relatively small amount is in liquid funds, the charity could realise sufficient cash from the disposal of its freehold property to meet its liabilities if it needed to.

GLADSTONE DISTRICT COMMUNITY ASSOCIATION

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Trustees Report continued

For the year ended 31st March 2020

Plans for the future (including principle risks, uncertainties, and development and plans)

The Covid-19 pandemic has severely disrupted our plans for 2020/21. Lower income as a result of this is the major risk to which the charity is exposed. Although provision of accredited courses through our franchise with New College Stamford will still be the main activity for the financial year 2020/21, as was planned prior to the pandemic, we are now expecting student numbers and therefore income to be lower. Because the funding for this is on an academic year basis, this will also have an impact on the 2021/22 financial year. The Inclusive Communities and EU Settlement Scheme will continue for part of the year and we will look to build up our own Immigration work. We have been awarded a grant towards the core costs by the Tudor Trust, have received the Covid-19 grant from the City Council related to the rateable value of the property, have furloughed as many staff as possible, are actively seeking additional grants to help us through this difficult period, and are continuously trying to identify new avenues of funding to be able to sustain our services.

As with most small charities, the current economic environment is very worrying, but the Trustees are confident the Charity will adapt and survive and have produced accounts on a going concern basis.

Disclosure of information to the Independent Examiners

We, the trustees of the charity who held office at the date of approval of these Financial Statements as set out above each confirm, so far as we are aware, that:

- there is no relevant information of which the company's independent examiners are unaware; and
- we have taken all the steps that we ought to have taken as trustees in order to make ourselves aware of any relevant information and to establish that the company's independent examiners are aware of that information.

On behalf of the board of Trustees

2. 
Trustee

Date 16th July 2020

GLADSTONE DISTRICT COMMUNITY ASSOCIATION

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Independent Examiners report

To the members of Gladstone District Community Association.

For the year ended 31st March 2020

I report on the accounts of the Association for the year ended 31st March 2020 which are set out on pages 8 to 18.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Act
2. to follow the procedures laid down in the general directions given by the commission under section 145(5)(b) of the Act.
3. to state whether particular matters have come to my attention.

Basis of examiner's report

My examination was 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 also includes consideration of any unusual items or disclosures in the accounts, and seeking explanation 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 next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Act and
 - to prepare accounts which accord with the accounting records and
 - to comply with the accounting requirements of the Act

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mark Ray, FFA / FIPA.

AAC Accountants Ltd, Rycroft, School Road, Broughton, Huntingdon,
PE28 3AT

Date: 16th July 2020

GLADSTONE DISTRICT COMMUNITY ASSOCIATION

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Statement of Financial Activities

For the year ended 31st March 2020

Incoming Resources

	Note	Unrestricted (£)	Restricted (£)	Total (£)	Prior Year (£)
Income from					
Charitable Activities	2	224,174	0	224,174	199,900
Investments	2	0	0	0	0
Total		224,174	0	224,174	199,900

Resources Expended

Expenditure on					
Raising Funds	3	1,340	0	1,340	2,820
Charitable Activities	3	223,975	0	223,975	209,160
Total		225,315	0	225,315	211,980

Net income / (expenditure)	16	(1,141)	0	(1,141)	(12,080)
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Transfer between funds	16	0	0	0	0
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Net movement in funds	16	(1,141)	0	(1,141)	(12,080)
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Reconciliation of funds

Brought forward	16	82,474	0	82,474	94,552
Carried forward	16	81,333	0	81,333	82,474

GLADSTONE DISTRICT COMMUNITY ASSOCIATION

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Balance Sheet

For the year ended 31st March 2020

	Note	Unrestricted (£)	Restricted (£)	Total (£)	Prior Year (£)
Fixed assets					
Tangible assets	11	70,153	0	70,153	70,783
Current assets					
Debtors	12	11,038	0	11,038	2,131
Cash in hand and at bank		13,837	0	13,837	21,159
		24,875	0	24,875	23,290
Creditors falling due in one year	13	13,695	0	13,695	11,599
Net current assets		11,180	0	11,180	11,691
Creditors falling due over one year	14	0	0	0	0
Total net assets		81,333	0	81,333	82,474
Total funds	16	81,333	0	81,333	82,474

The trustees acknowledge their responsibilities for complying with the requirements of the Charities Act with respect to accounting records and the preparation of accounts.

These financial statements were approved and authorised for issue by the board on 16th July 2020

Signed on behalf of the trustees


(Trustee)

The notes on pages 10 to 18 form part of these financial statements.

GLADSTONE DISTRICT COMMUNITY ASSOCIATION

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Notes to the accounts

For the year ended 31st March 2020

1. Summary of significant accounting policies

a. Basis of accounting

These accounts have been prepared on a going concern basis under historical cost convention with items recognised at cost or transaction values unless otherwise states. They have been prepared in accordance with the Statement of Recommended Practice: Accounting and reporting by charities. They have been presented in sterling, which is the functional currency of the charity. The significant accounting policies are set out below and they have been applied consistently to both years.

b. Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

There are no designated funds or endowment funds.

c. Income recognition

Incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income; after performance criteria have been met; that it is more likely than not that the income will be received; and the monetary value can be reliably measured.

There has been no offsetting; no donations of any type were received; no government grants were received; and no legacies were received.

The value of services provided by volunteers has not been incorporated into these financial statements.

Investment income is only interest on bank accounts

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Notes to the accounts continued

For the year ended 31st March 2020

d. Expenditure recognition

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.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

No grants are payable to third parties.

e. Support costs

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, administrative and payroll 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 expenditure on charitable activities on a basis consistent with amount of income.

f. Governance costs

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

g. Costs of raising funds

The cost of raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes.

h. Tangible fixed assets

Tangible fixed assets are stated at cost or valuation less accumulated depreciation. Depreciation is provided on all tangible assets, except freehold property, at rates calculated to write off the cost, less estimated residual value, over its expected useful life as follows:

Equipment, computers, fixtures and fittings - 20% per annum on a straight line basis

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Notes to the accounts continued

For the year ended 31st March 2020

i. Cash at bank

Cash at bank is highly liquid funds with access such that commitments can be met as they fall due.

j. Debtors and creditors receivable and 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.

k. Leases

There are no finance leases.

Rentals payable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

l. Pensions

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

m. Tax

The charity is exempt from taxation.

n. Judgements and key sources of estimation uncertainty

No material judgements have been made in the process of applying the above accounting policies that have significant effect on amounts recognised in the financial statements, or 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 accounts continued

For the year ended 31st March 2020

2. Analysis of income

	Note	Unrestricted (£)	Restricted (£)	Total (£)	Prior Year (£)
Charitable Activities:					
Training & education		171,476	0	171,476	176,376
Immigration		47,298	0	47,298	15,720
Room Hire		5,400	0	5,400	5,804
AGM		0	0	0	2,000
Total		224,174	0	224,174	199,900

	Note	Unrestricted (£)	Restricted (£)	Total (£)	Prior Year (£)
Investments					
Bank deposit interest		0	0	0	0
Total		0	0	0	0

Total		224,174	0	224,174	199,900
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3. Analysis of expenditure

	Note	Unrestricted (£)	Restricted (£)	Total (£)	Prior Year (£)
Raising funds					
Consultants		1,340	0	1,340	2,820
Total		1,340	0	1,340	2,820

	Note	Unrestricted (£)	Restricted (£)	Total (£)	Prior Year (£)
Charitable activities :					
Training & education		168,336	0	168,336	179,318
Immigration		55,639	0	55,639	28,075
AGM			0		1,767
Total		223,975	0	223,975	209,160

Total		225,315	0	225,315	211,980
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Notes to the accounts continued

For the year ended 31st March 2020

Further analysis of expenditure on charitable activities

	Note	Training / Education	Immigration	Support Costs	Total	Last year
Salary and on costs	8	79,748	30,049	77,153	186,950	167,120
Non salary service provision costs		7,071	3,105	0	10,176	10,977
General Administration		0	0	21,262	21,262	25,992
Property		0	0	4,267	4,267	3,751
Governance	5	0	0	1,320	1,320	1,320
Support Costs reallocated	4	81,517	22,485	(104,002)	0	0
Total		168,336	55,639	0	223,975	209,160

4. Allocation of Support Costs

Support costs have been allocated to the unrestricted activities based on income.

5. Governance costs

These are the cost of the Independent Examination per note 6

6. Independent Examiners costs

	This year	Last year
Independent Examination	1,320	1,320
Other services	486	293
Total paid to Independent Examiner	1,806	1,613

7. Trustees' and key management personnel remuneration and expenses

The total amount of employee benefits received by key management personnel was £18,237 (2019 : £18,218)

The trustees neither received nor waived any remuneration during the year.

The trustees were not reimbursed any expenses.

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Notes to the accounts continued

For the year ended 31st March 2020

8. Staff costs and employee benefits

	This year	Last year
Salaries and wages	174,712	158,023
Employers National Insurance costs	7,513	6,068
Pension costs	4,725	3,029
Total staff costs	186,950	167,120

No employee in either year received any other benefits

No employee received total employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

9. Average headcount

	This year	Last Year
The average monthly number of employees during the year was :	14	13

10. Pension

The charity operates a defined contribution pension scheme for its employees. The amount recognised as an expense in the year is recorded in note 8.

The defined pension contribution liability at the yearend is allocated to unrestricted funds.

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Notes to the accounts continued

For the year ended 31st March 2020

11. Tangible fixed assets

	Freehold buildings	Fixtures and equipment	Total
Cost or valuation			
At 1 st April 2019	82,500	42,640	125,140
Additions	0	0	0
Disposals	0	0	0
At 31 st March 2020	82,500	42,640	125,140

Depreciation			
At 1 st April 2019	14,850	39,507	54,357
Charge for the year	0	630	630
On disposals	0	0	0
At 31 st March 2019	14,850	40,137	54,987

Net book value			
At 31 st March 2020	67,650	2,503	70,153
At 31 st March 2019	67,650	3,133	70,783

The freehold property, which is 316 Gladstone Street, is stated at cost, which includes its purchase in 1999 and subsequent alterations. 318 Gladstone Street is leased from Peterborough City Council.

12. Debtors due within one year

	This year	Last year
Trade debtors	0	0
Accrued income for grants and furlough pay	9,051	0
Prepayments	1,987	2,131
Total	11,038	2,131

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Notes to the accounts continued

For the year ended 31st March 2020

13. Creditors falling due within one year

	This year	Last year
Trade and other creditors	2,203	1,580
Payroll costs	5,104	3,494
Accruals and deferred income	6,182	2,719
Overpayment from LSC	206	3,806
Total	13,695	11,599

14. Creditors falling due in more than one year

None

15. Leases

a. Finance leases – none

b. Operating leases

Total future minimum lease payments under non cancellable operating leases are as follows:

	This year	Last year
For office photocopier - between two and five years	17,300	3,108
Total	17,300	3,108

318 Gladstone Street is leased for a peppercorn rent.

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Notes to the accounts continued

For the year ended 31st March 2020

16. Fund reconciliation

	Balance at 31 st March 2019	Income	Expenditure	Gains / (losses)	Transfers	Balance at 31 st March 2020
Unrestricted	82,474	224,174	(225,315)	(1,141)	0	81,333
Restricted						
Total Restricted	0	0	0	0	0	0
Total Funds	82,474	224,174	(225,315)	(1,141)	0	81,333

17. Fund descriptions

- Unrestricted Funds – these are general funds
- Restricted Funds – None of the sources of income were considered to be restricted.

18. Related party transactions

Mr Choudhary, the Chief Executive, is a director of Sahara Community Care Services Ltd.

	This year	Last year
Sales to Sahara Community Care Services	5,400	5,400
Purchases from Sahara Community Care Services	760	320
Balance due to Sahara Community Care Services at year end	0	0