

COMPANY REGISTRATION NUMBER: 02994776
CHARITY REGISTRATION NUMBER: 1084632

West View Advice & Resource Centre Limited
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2020

CENSIS

Chartered accountant
Exchange Building
66 Church Street
Hartlepool
TS24 7DN

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2020

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West View Advice & Resource Centre Limited

Company Limited by Guarantee

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

Year ended 31 March 2020

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 March 2020.

Reference and administrative details

Registered charity name	West View Advice & Resource Centre Limited
Charity registration number	1084632
Company registration number	02994776
Principal office and registered office	The Community Centre Miers Avenue Hartlepool TS24 9JQ

The trustees

D Wise	
C J Simmons	
J E Shaw	
S Griffin	
R W Cook	
K Tranter	(Appointed 17 March 2020)
C Clark	(Appointed 17 March 2020)

Company secretary	V Evens
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Accountants	Censis Chartered accountant Exchange Building 66 Church Street Hartlepool TS24 7DN
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Structure, governance and management

A board of 7 trustees, who meet bi monthly, administer the charity. There are subcommittees covering finance and staffing.

West View Advice & Resource Centre Limited

Company Limited by Guarantee

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

Year ended 31 March 2020

Objectives and activities

The objects of the charity are to:

- (1) improve the conditions of life of residents of Hartlepool by advancing education and providing recreational facilities including by managing a community centre; and
- (2) relieve poverty, sickness and distress of the residents of North East England, including by providing advice on welfare benefits and generally.

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

The provision of a resource centre offers much needed support to the residents of Hartlepool. The centre is fully resourced, Advice workers are available throughout the day offering advice on welfare and benefits together with any other advice which may be required.

Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

Achievements and performance

The centre continues to serve the local community and other areas throughout Hartlepool. Our advice team is kept up to date with the many changes to our society and is highly regarded within the advice sector. This high regard has lead other organisations within the third sector to seek our support in advising local residents throughout the Hartlepool area.

The centre also delivers Macmillan advice throughout Northumberland, Durham and the Tees Valley areas.

With the support of our funders, the resource centre will continue to support and advise the general public. The trustees would like to thank our staff and all our volunteers for their continued support.

Financial review

The unrestricted funds of the charity as at 31 March 2020 amount to £62,762 of which free reserves (that is those not tied up in fixed assets) amount to £33,503.

The trustees have examined the requirement for free reserves and they consider the charity should aim to provide a contingency fund £28,000 for specific purposes such as redundancy and other contingencies. The trustees also consider that it is prudent to ensure that there are sufficient free reserves at a level which equates to approximately six months unrestricted expenditure. This provides sufficient funds to cover support costs, management and administration and to respond to emergency applications for grants which arise from time to time.

West View Advice & Resource Centre Limited

Company Limited by Guarantee

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

Year ended 31 March 2020

The trustees' annual report and the strategic report were approved on 23 July 2020 and signed on behalf of the board of trustees by:



D Wise
Trustee

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of West View Advice & Resource Centre Limited

Year ended 31 March 2020

I report to the trustees on my examination of the financial statements of West View Advice & Resource Centre Limited ('the charity') for the year ended 31 March 2020.

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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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).

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of West View Advice & Resource Centre Limited *(continued)*

Year ended 31 March 2020

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.

CENSIS
Chartered accountant

Exchange Building
66 Church Street
Hartlepool
TS24 7DN

24 July 2020

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

31 March 2020

		Unrestricted funds £	2020 Restricted funds £	Total funds £	2019 Total funds £
	Note				
Income and endowments					
Donations and legacies	5	26,457	264,957	291,414	325,717
Charitable activities	6	32,000	—	32,000	28,227
Investment income	7	17	—	17	15
Other income	8	—	—	—	25,596
Total income		<u>58,474</u>	<u>264,957</u>	<u>323,431</u>	<u>379,555</u>
Expenditure					
Expenditure on charitable activities	9	78,950	250,489	329,439	351,910
Total expenditure		<u>78,950</u>	<u>250,489</u>	<u>329,439</u>	<u>351,910</u>
Net (expenditure)/income and net movement in funds		<u>(20,476)</u>	<u>14,468</u>	<u>(6,008)</u>	<u>27,645</u>
Reconciliation of funds					
Total funds brought forward		83,238	—	83,238	55,593
Total funds carried forward		<u>62,762</u>	<u>14,468</u>	<u>77,230</u>	<u>83,238</u>

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 10 to 18 form part of these financial statements.

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Statement of Financial Position

31 March 2020

		2020 £	2019 £
Fixed assets			
Tangible fixed assets	14	29,259	30,142
Current assets			
Debtors	15	4,182	4,067
Cash at bank and in hand		44,729	49,969
		48,911	54,036
Creditors: amounts falling due within one year	16	940	940
Net current assets		47,971	53,096
Total assets less current liabilities		77,230	83,238
Net assets		77,230	83,238
Funds of the charity			
Restricted funds		14,468	—
Unrestricted funds		62,762	83,238
Total charity funds	18	77,230	83,238

For the year ending 31 March 2020 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.

The statement of financial position
continues on the following page.

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

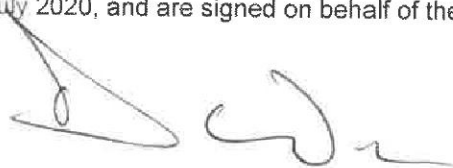
West View Advice & Resource Centre Limited

Company Limited by Guarantee

Statement of Financial Position *(continued)*

31 March 2020

These financial statements were approved by the board of trustees and authorised for issue on 23 July 2020, and are signed on behalf of the board by:



D Wise
Trustee

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

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Statement of Cash Flows

Year ended 31 March 2020

	2020 £	2019 £
Cash flows from operating activities		
Net (expenditure)/income	(6,008)	27,645
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	883	959
Other interest receivable and similar income	(17)	(15)
Gains on disposal of tangible fixed assets	—	(25,596)
<i>Changes in:</i>		
Trade and other debtors	(115)	1,079
Trade and other creditors	—	(5,687)
Cash generated from operations	(5,257)	(1,615)
Interest received	17	15
Net cash used in operating activities	(5,240)	(1,600)
Cash flows from investing activities		
Proceeds from sale of tangible assets	—	45,183
Net cash from investing activities	—	45,183
Net (decrease)/increase in cash and cash equivalents	(5,240)	43,583
Cash and cash equivalents at beginning of year	49,969	6,386
Cash and cash equivalents at end of year	44,729	49,969

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

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2020

1. General information

The charity is 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 The Community Centre, Miers Avenue, Hartlepool, TS24 9JQ.

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 Charities Act 2011.

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.

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

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.

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

3. Accounting policies *(continued)*

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Freehold property	- 2% straight line
Equipment	- 25% reducing balance

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.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

West View Advice & Resource Centre is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Donations			
Donations	4,751	—	4,751
Grants			
Catalyst - Clinical Commissioning Group	10,366	—	10,366
Hadrian Trust	—	1,000	1,000
Hartlepool Borough Council - Community HUB	—	115,661	115,661
Tudor Trust	—	3,000	3,000
Trusthouse Charitable Foundation	—	19,000	19,000
Hospital of God Greatham	2,000	—	2,000
Rothley Trust	—	1,250	1,250
Virgin Money	—	12,958	12,958
NTUC	—	30,221	30,221
Macmillan Cancer Support	—	81,867	81,867
Joseph Rowntree Foundation	9,340	—	9,340
	<u>26,457</u>	<u>264,957</u>	<u>291,414</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Donations			
Donations	5,080	—	5,080
Council Ward Budgets	750	—	750

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

5. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Grants			
Catalyst - Clinical Commissioning Group	31,097	—	31,097
Hadrian Trust	—	1,000	1,000
Hartlepool Borough Council - Community HUB	—	110,000	110,000
Hartlepool College of Further Education	500	—	500
The Henry Smith Charity	—	22,000	22,000
Sir James Knott Trust	5,000	—	5,000
Recognising Excellence	7,306	—	7,306
NTUC	—	30,221	30,221
Macmillan Cancer Support	960	83,647	84,607
Joseph Rowntree Foundation	—	19,156	19,156
1989 Willan Trust	—	9,000	9,000
	<u>50,693</u>	<u>275,024</u>	<u>325,717</u>

6. Charitable activities

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Room & hall hire	20,079	20,079	18,110	18,110
Kilmarnock Road	1,066	1,066	6,400	6,400
Other	10,855	10,855	3,717	3,717
	<u>32,000</u>	<u>32,000</u>	<u>28,227</u>	<u>28,227</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Bank interest received	17	17	15	15

8. Other income

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Gain on disposal of tangible fixed assets held for charity's own use	—	—	25,596	25,596

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

9. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
General Fund	78,950	–	78,950
Virgin Money	–	3,240	3,240
Trust House Charitable Trust	–	14,250	14,250
Community HUB	–	115,661	115,661
Hadrian Trust	–	1,000	1,000
Rothley Trust	–	1,250	1,250
MacMillan Cancer Support	–	84,867	84,867
NTUC	–	30,221	30,221
	<u>78,950</u>	<u>250,489</u>	<u>329,439</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
General Fund	76,886	–	76,886
Henry Smith & 1989 Willan Trust	–	31,000	31,000
Community HUB	–	110,000	110,000
Hadrian Trust	–	1,000	1,000
MacMillan Cancer Support	–	83,647	83,647
Joseph Rowntree Foundation	–	19,156	19,156
NTUC	–	30,221	30,221
	<u>76,886</u>	<u>275,024</u>	<u>351,910</u>

10. Net (expenditure)/income

Net (expenditure)/income is stated after charging/(crediting):

	2020 £	2019 £
Depreciation of tangible fixed assets	883	959
Gains on disposal of tangible fixed assets	–	(25,596)

11. Independent examination fees

	2020 £	2019 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>940</u>	<u>940</u>

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

12. Staff costs

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

	2020	2019
	£	£
Wages and salaries	251,826	247,735
Social security costs	15,671	16,754
Employer contributions to pension plans	3,686	4,157
	<u>271,183</u>	<u>268,646</u>

The average head count of employees during the year was 13 (2019: 17). The average number of full-time equivalent employees during the year is analysed as follows:

	2020	2019
	No.	No.
Charitable activities	12	16
Management & governance	<u>1</u>	<u>1</u>
	<u>13</u>	<u>17</u>

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

13. Trustee remuneration and expenses

no remuneration or other benefits from employment with the charity or a related entity were received by the trustees; or

14. Tangible fixed assets

	Freehold property £	Equipment £	Total £
Cost			
At 1 April 2019 and 31 March 2020	<u>32,761</u>	<u>28,948</u>	<u>61,709</u>
Depreciation			
At 1 April 2019	3,532	28,035	31,567
Charge for the year	<u>655</u>	<u>228</u>	<u>883</u>
At 31 March 2020	<u>4,187</u>	<u>28,263</u>	<u>32,450</u>
Carrying amount			
At 31 March 2020	<u>28,574</u>	<u>685</u>	<u>29,259</u>
At 31 March 2019	<u>29,229</u>	<u>913</u>	<u>30,142</u>

15. Debtors

	2020	2019
	£	£
Prepayments and accrued income	<u>4,182</u>	<u>4,067</u>

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

16. Creditors: amounts falling due within one year

	2020	2019
	£	£
Accruals and deferred income	940	940

17. 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 £3,686 (2019: £4,157).

18. Analysis of charitable funds

Unrestricted funds

	At 1 April 2019	Income	Expenditure	At 31 March 2020
	£	£	£	£
General Fund	55,238	58,474	(78,950)	34,762
Contingency Fund	28,000	—	—	28,000
	<u>83,238</u>	<u>58,474</u>	<u>(78,950)</u>	<u>62,762</u>

Restricted funds

	At 1 April 2019	Income	Expenditure	At 31 March 2020
	£	£	£	£
Hadrian Trust	—	1,000	(1,000)	—
Community HUB	—	115,661	(115,661)	—
Virgin Money	—	12,958	(3,240)	9,718
Trust House Charitable Trust	—	19,000	(14,250)	4,750
MacMillan Cancer Support	—	84,867	(84,867)	—
Rothley Trust	—	1,250	(1,250)	—
NTUC	—	30,221	(30,221)	—
	—	<u>264,957</u>	<u>(250,489)</u>	<u>14,468</u>

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

19. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Tangible fixed assets	29,259	–	29,259	30,142
Current assets	34,443	14,468	48,911	54,036
Creditors less than 1 year	(940)	–	(940)	(940)
Net assets	<u>62,762</u>	<u>14,468</u>	<u>77,230</u>	<u>83,238</u>