

Hainworth Wood Community Centre

Charity number 1161769

Annual Report and Financial Statements for the year ended 31 March 2020



West Yorkshire Community Accounting Service

Hainworth Wood Community Centre

Annual Report and Financial Statements for the year ended 31 March 2020

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Prepared by West Yorkshire Community Accounting Service

Hainworth Wood Community Centre

Trustees' report for the year ended 31 March 2020

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Claire Young	Chair	Appointed August 2019
Thomas Simcock	Vice Treasurer	
John Smith		Resigned August 2019
Richard Wainhouse		Resigned August 2019
Janet Peters		Resigned August 2019
Pamela Stinson		Appointed August 2019
Claire Lockyer		Appointed August 2019
Betty Cartwright		

Non Voting Committee Members

Michelle Horsfall	Vice Chair	
Trevor Parry	Treasurer	
Edna Bradley		
Ellen Baily		
Janet Peters		
Neil Harris		Resigned August 2020
Gillian Clough		
Rita Ettenfield		
Linda Mahomet		

Non Voting Advisers

Elspeth Mangham	Secretary	Resigned October 2020
Cllr Doreen Lee	Attendance as advisor	
Cllr Malcolm Slater	Attendance as advisor	
Sue Gledhill	Attendance as advisor	
Caroline Firth	Attendance as advisor	

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1161769, on 21 May 2015.

Principal address

Hainworth Wood Community Centre
109 Hainworth Wood Road
Keighley
BD21 5NG

Bankers

Yorkshire Bank
73 North Street
Keighley

Independent examiner

Rhys North ACA

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Hainworth Wood Community Centre

Trustees' report (continued) for the year ended 31 March 2020

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) formed on 21 May 2015.

The charity benefits from an active management team which meets regularly. This team comprises the trustees and management committee members as listed on page 1 of this report. The trustees retain responsibility for the running of the charity but work closely with the management committee team.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed for a term of three years at a properly convened meeting of the charity trustees.

Objectives and activities

The charity's objects

To further or benefit the residents of Hainworth Wood and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the Local Authorities, voluntary and other organisations in a common effort to advance education and provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

In furtherance of these objects but not otherwise, the trustees shall have power:

To establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by charity in furtherance of the above objects.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

Achievements and performance

The DART group (over 55's) have continued to meet on Tuesday and Thursday mornings when attendees socialise, participate in a quiz, a fitness session and have a two course dinner. During this year there has also been the opportunity for members to enjoy a dance class on Tuesday afternoons.

A community kitchen is held on the first Sunday each month run by Sajjid to provide hot meals for homeless people or others who are struggling to support themselves. The centre has also been the base for a food bank for local people in need, supported by Big Local and the Salvation Army.

The computer room has been re-furnished and new computer equipment installed, we are grateful for the funding provided by In-communities who also hold weekly job club sessions to assist people looking for work. This was launched by a Jobs Fair attended by several local employers in the district.

The computer room has also been used for a series of sessions run by Worth Connecting to provide tuition and support for over 55's in using I-phones and tablets etc. These have proved very popular and have attracted people who have not used the centre previously.

The centre has provided activities, entertainment and meals for local children during the summer holidays, thanks go to Michelle Horsfall for leading this work supported by Big Local.

Halloween activities plus a party were held at half term with a popular competition for the best pumpkin lantern.

During February half term crafts and baking classes took place.

The centre has also hosted Women's Forums, "Crafty Friday's" craft classes, councillor surgeries, elections and Bird Auctions in addition to private parties.

Hainworth Wood Community Centre

Trustees' report (continued) for the year ended 31 March 2020

Achievements and performance (Continued)

The proceeds of some of the events held have been allocated for the Roof Fund as our roof is in a poor state of repair and may lead to closure of the centre unless it is completely replaced. We have submitted several bids for grants for the work and have been successful with a number, together with donations we have received, for which we are very grateful. These funds together with an allocation from our reserves should enable us to proceed with this essential work later in 2020.

We held a stand at Keighley Agricultural show to publicise the community centre and raise funds through a tombola, thanks to Ellen Bailey and Claire Young for their work in staging this.

There was a day trip to Morecambe for local children organised by HWCC and supported by Big Local.

A Christmas fair was held at the centre at which local children received presents.

Due to the Covid 19 outbreak all activities at the centre have been suspended from early March, with the exception of the food bank which continues to provide this vital service during these difficult times.

Recruitment

We have continued to explore opportunities for funding and recruiting a Centre Worker; progress has been made although slowly involving Keighley College and Big Local. As at the year end funding had been approved to employ a manager for a limited period contract, we are now awaiting an appointment to be made. This should enable the centre to extend the services and activities provided.

General

We would like to express our thanks Elspeth Mangham who stood down as secretary during the year for all her hard work.

Our finances are in a healthy state as at the year end and we have also received our grants for DART and core funding for the first half of the 2020/2021 year meaning that we have sufficient funds to continue supporting the centre whilst also fulfilling our reserves policy.

We are grateful to Big Local, Local Councillor's, CBMDC and In-communities for their continued support of the centre.

Financial review

The net receipts for the year were £8,839, including net payments of £496 on unrestricted funds and net receipts of £9,335 on restricted funds, after transfers.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £14,119.

The trustees have agreed a reserves policy and have decided that they would look to maintain reserves which cover three months running costs as well as having sufficient monies available to cover any closing down costs and emergency roof repairs. Based on this policy the trustees believe they should maintain unrestricted reserves of £16,750.

Signed on behalf of the board of trustees:

Signed: Claire Young

Date: 16 December 2020

Hainworth Wood Community Centre

Independent examiner's report to the trustees of Hainworth Wood Community Centre Charitable Incorporated Organisation ('the CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2020, which are set out on pages 6 to 9.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- 1 accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

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.

Signed: Rhys North

Relevant professional qualification or body: ACA

Date: 18 December 2020

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Hainworth Wood Community Centre

Receipts and payments account

for the year ended 31 March 2020

	Notes	2020	2020	2020	2019
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Receipts					
Grants and donations	(2)	3,323	20,146	23,469	25,765
Fundraising and events		197	459	656	1,197
Other income		-	-	-	125
Client contributions		1,849	-	1,849	2,388
Room hire		2,265	-	2,265	785
Total receipts		7,634	20,605	28,239	30,260
Payments					
Utilities		1,728	-	1,728	1,769
Telephone		955	-	955	879
Freelance workers		1,850	2,916	4,766	6,112
Premises expenses		1,754	1,050	2,804	4,525
Equipment		385	3,940	4,325	468
Fundraising and event costs		188	456	644	532
Volunteer expenses		99	-	99	7
Youth expenditure		-	392	392	120
Dart expenditure		-	2,362	2,362	3,407
Miscellaneous expenditure		93	-	93	247
Independent examination		432	-	432	432
Foodbank		53	197	250	-
Consumables		283	-	283	-
Insurance		267	-	267	258
Training		-	-	-	504
Total payments		8,087	11,313	19,400	19,260
Net receipts / (payments)		(453)	9,292	8,839	11,000
Transfers between funds		(43)	43	-	-
Net movement in funds after transfers		(496)	9,335	8,839	11,000
Fund balances brought forward		14,615	7,391	22,006	11,006
Fund balances carried forward	(3)	14,119	16,726	30,845	22,006

Hainworth Wood Community Centre

Statement of assets and liabilities

as at 31 March 2020

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	13,797	16,726	30,523	21,807
Cash in hand	322	-	322	199
Total cash funds	<u>14,119</u>	<u>16,726</u>	<u>30,845</u>	<u>22,006</u>
Other monetary assets			£	
Annual insurance prepayments			<u>222</u>	
			<u>222</u>	
Assets retained for the charity's own use at cost			£	
Computer and software			<u>3,934</u>	
			<u>3,934</u>	
Liabilities			£	
Independent examination			<u>432</u>	
			<u>432</u>	

Approval of the accounts

The financial statements were approved by the board of trustees on

Date: 16 December 2020

Signed: Claire Young

(Trustee)

Hainworth Wood Community Centre

Notes to the accounts

for the year ended 31 March 2020

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Hainworth Wood Community Centre

Notes to the accounts continued

for the year ended 31 March 2020

2 Grants and donations	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Bradford MDC	2,335	18,500	20,835	14,269
Airedale Enterprise Services	-	213	213	-
Incommunities Grant	318	746	1,064	5,976
Big Local	-	50	50	3,100
Keighley TC	600	250	850	2,200
Donations	70	387	457	220
	<u>3,323</u>	<u>20,146</u>	<u>23,469</u>	<u>25,765</u>

3 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Day Opportunities Fund	-	10,000	5,284	-	4,716
Youth Group	-	349	392	43	-
Roof Fund	-	10,256	245	252	10,263
Co-op	1,222	-	970	(252)	-
Big Local	104	-	-	-	104
Incommunities	5,475	-	4,145	-	1,330
Keighley Town Council	80	-	80	-	-
Big Local 1000	510	-	197	-	313
	<u>7,391</u>	<u>20,605</u>	<u>11,313</u>	<u>43</u>	<u>16,726</u>

Fund name	Purpose of restriction
Day Opportunities Fund	Funding for the Dart over 55 project.
Youth Group	For a day trip for local children to Morecambe. The transfer is from unrestricted funds to meet additional costs for the trip.
Roof Fund	For replacement of the centre's roof. This has been funded via donations, fundraising and grants from Bradford Council, Incommunities as well as restricted monies brought forward from the Co-op. The transfer represents unspent monies from the Co-op fund.
Co-op	For bathroom and roof repairs. The transfer is to move unspent monies to the roof fund as agreed by the Co-op.
Big Local	For setting up new groups and activities, fun day and sign.
Incommunities	For the provision of IT equipment.
Keighley Town Council	For repairs to the centre's roof.
Big Local 1000	For the development of a website and other operating costs.

4 Related party transactions

Trustee Expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.