

Registered company number: - 03383296
(England and Wales)
Registered charity number: - 1064270

REPORT AND UNAUDITED
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2020

West Lancashire Crisis and Information Centre
(A company limited by guarantee)



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WEST LANCASHIRE CRISIS AND INFORMATION CENTRE

Legal and administrative information

Directors and Trustees

Mrs E D Hodgson – Chairperson
 Mrs M Walker – Vice-Chairperson
 (Deceased 22/07/2020)
 Mr J Pemberton – Treasurer
 (Deceased 11/04/2020)
 Mr A M Kershaw – Treasurer
 (Appointed as Treasurer from
 11/04/2020)
 Mrs G M Godson
 Mr M W Hodgson
 Mr A E Owens
 Mrs M Pendleton
 (Resigned 07/11/2019)

Secretary

Ms S M Connell

Chief Executive Officer

Ms S M Connell

Working name

Birchwood

Registered company number

03383296 (England and Wales)

Registered charity number

1064270

Registered office and principal charity address

64 Heversham
 Birch Green
 Skelmersdale
 Lancashire
 WN8 6QQ

Independent Examiner

Mr C Sawyer FCCA
 Sawyer Quine & Co
 Chartered Certified Accountants
 202 Merlin Park
 Ringtail Road
 Burscough
 Ormskirk
 Lancashire
 L40 8JY

Bankers

The Royal Bank of Scotland plc
 Chatham Customer Service Centre
 Waterside Court
 Chatham Maritime
 Chatham
 ME4 4RT

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WEST LANCASHIRE CRISIS AND INFORMATION CENTRE

Trustees Report for the year ended 31 March 2020

The Trustees are pleased to present their annual report together with the financial statements of the charitable company for the year ended 31 March 2020.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association of the charitable company and the Statement of Recommended Practice – Accounting and Reporting by Charities.

Governance structure

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 9 June 1997 and registered as a charity on 9 September 1997. The company is established under a Memorandum of Association, which established the powers of the charitable company and is governed by its Articles of Association, which established the objectives and activities of the charitable company; both dated 9 June 1997, as amended by Special Resolution registered at Companies House on 15 April 2015. In the event of the charitable company being wound up the Trustees are required to contribute an amount not exceeding £1.00.

Appointment of Trustees

The Directors of the charitable company are its Trustees for the purpose of charity law and throughout this report are collectively referred to as Trustees. Trustees who served during the year and up to the date of this report are detailed on page 1, legal and administrative information.

In accordance with the Memorandum and Articles of Association for the charitable company Trustees are elected at the Annual General Meeting with one-third standing down each year to provide a balance between continuity and experience and, therefore, providing the opportunity for new people to join the Board. Those standing down may put themselves forward for re-election.

Trustee induction and training

New Trustees participate in an induction programme in order to fully acquaint themselves with the activities and ethos of the Centre.

All Trustees are encouraged to participate in relevant training and development, which enhances their understanding and capabilities in their role as a Trustee.

Board functioning

The Board of Trustees meets quarterly or as deemed necessary throughout each financial year. The Board comprises all serving Trustees, all of whom have voting rights. In addition the Board may set up sub-committees with co-opted members for specific purposes only.

Decisions with implications for the organisation are brought to the Board by the Chief Executive Officer, including organisational priorities, risk assessment issues, matters regarding significant organisational change, major initiatives and major policy changes or development.

Governance structure (continued)

Risk management

The Trustees have examined the major strategic, business and operational risks which the charitable company may face and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Organisational structure

Overall responsibility for policy and the direction of the charitable company rests with the Board of Trustees.

The Trustees employ a full-time Chief Executive Officer and a staff team to deliver the services of the charitable company. To manage the charitable company effectively the Chief Executive Officer has authority delegated from the Trustees for all strategic, operational, financial, quality assurance and human resource matters. Operational decisions of the charitable company are taken by the Chief Executive Officer who is also responsible for managing projects through the staff team and for ensuring that all strategic and operational requirements are met.

Objectives and activities

The key objectives and activities of the charitable company are set out in the Articles of Association and can be best summarised by the Vision and Mission statement as follows: -

• **Vision**

Birchwood remains committed to its vision of changing the lives of young people, adults and communities for the better, by creating places of hope and belonging by enabling individuals and communities to realise their potential.

• **Mission**

Birchwood is dedicated to the prevention of youth and adult homelessness, improving emotional health and wellbeing and reducing social isolation by empowering individuals to make positive and informed choices about their future lives. We do this by providing a range of housing related support services, mediation services, independent living support, community interventions and training and development opportunities to support young people and adults at risk of homelessness in the community.

Public benefit

The Trustees have considered the Charity Commission guidance regarding public benefit and are content that the charitable company has met the requirements as a result of the objectives and activities described above.

Achievements and performance

Housing Related Support and Accommodation Services

Birchwood has continued to provide high quality housing related support, prevention, inclusion and outreach services to young people and adults with multiple and complex needs, who are homeless or at risk of homelessness.

Our young people's accommodation service which provides intensive day, evening and night support to enable young people to achieve independent living has operated throughout the year at 100% capacity with no voids. All outcomes for young people have been positive. The service continues to receive excellent feedback from commissioners, stakeholders and service users.

Our Dispersed Out Reach Service has delivered tenancy support to meet the needs of vulnerable individuals at risk of losing their tenancy as a consequence of poverty, mental or poor physical health.

Birchwood has worked closely with Lancashire County Council (LCC) and West Lancashire Borough Council (WILBC) to settle Syrian Refugee families in Skelmersdale. All families have high and complex needs, with health and welfare needs being the immediate priority. Key outcomes have included providing appropriate housing, schooling for children and accessing urgent health care. The remaining challenges are to integrate the families into the community and address the associated barriers.

Our therapeutic crisis facility has provided much needed residential support for those people experiencing a mental health crisis. Over 60% of those accommodated at the service have no fixed abode which clearly impacts on their mental health and wellbeing. The service has helped individuals secure long term accommodation on discharge, improved their quality of life, reduced hospital admissions, and enabled early discharge from hospital.

Mental Health and Emotional Well being

Birchwood was disappointed not to be able to open the planned for ten bed Ennerdale Mental Health Crisis Accommodation following unplanned changes in commissioning requirements.

Despite the setback Birchwood was delighted to achieve CQC registration in May 2019 and to open the Ennerdale Mental Health Facility in February 2020 which provides much needed mental health and wellbeing crisis support to the community. The facility is utilised by mental health services, social prescribing, police, children's and adult social care and the local community.

Birchwood has made significant strides in providing accessible and available counselling services to those who ordinarily may not receive counselling. During the year Birchwood secured a counselling contract to provide talking therapies to West Lancashire clients from the MindsMatters service. The service is highly valued by Lancashire Care Foundation Trust (LCFT) and further contracts have been negotiated. The Birchwood team were delighted to receive feedback from LCFT that Birchwood were the only counselling contracted service in Lancashire that had met the required recovery rates and delivered against the contract.

Achievements and performance (continued)

Social Inclusion Service

Our Social Inclusion Service has developed at pace in response to community need identified through wider Birchwood services and highlighted by the close links that our Junk Food Café has with communities and stakeholders. This service which includes both the Junk Food Café and befriending service provides opportunities, events and interventions to ensure those who are most at risk of becoming marginalised and excluded are included. The service has been well received and described as a lifeline by stakeholders and the local community.

Foyer Update

Building a Foyer for West Lancashire to improve and increase our supported accommodation offer for young people remains one of Birchwood's key strategic ambitions. Despite major uncertainty, setbacks at national level and at times what has felt like very little progress, we have worked throughout the year to keep this objective alive. Key achievements include securing planning in perpetuity in April 2019 and securing a housing association delivery partner, which has provided the resource and expertise required to deliver the capital scheme to our requirements. Birchwood is confident and optimistic that the build can be progressed now that this partnership is in place, planning is secured and new funding frameworks are established enabling Birchwood to move forward.

Trustees, staff and volunteers

Birchwood thanks and recognises the commitment and hard work of Trustees, staff and volunteers. It is because of their endeavours that Birchwood is able to deliver high quality services and continues to develop services that help to change the lives of individuals who are vulnerable, at risk and on the margins of society.

Financial review

The results for the year are shown in the Statement of Financial Activities on page 10.

The charitable company's Balance Sheet as detailed on page 11 shows a satisfactory position with net assets amounting to £1,084,092. This consists of restricted funds of £54,538 relating to specific projects, designated funds of £749,225 for specific future purposes as set aside by the Trustees out of unrestricted general funds and unrestricted general funds of £280,329 for the day-to-day general running of the charitable company.

The charitable company continued to operate its systems of financial control and monthly reporting throughout the year, with detailed controls in line with grant funding bodies

The Trustees would like to thank these grant funding bodies for their contributions during the financial year and for their continuing support. The Trustees are fully aware that if the Centre is to continue operating successfully it must continue to seek funding from a broad range of agencies. In particular the

WEST LANCASHIRE CRISIS AND INFORMATION CENTRE

Trustees Report for the year ended 31 March 2020

Financial review (continued)

Trustees would wish to acknowledge the long-term support of Lancashire County Council and West Lancashire Borough Council.

The expenditure in the year supported the key charitable objectives enabling the Centre to provide safe, comfortable accommodation to people and the support and resources they need to make independent decisions about their future.

Reserves policy

The Trustees consider it prudent to attempt to maintain, as a minimum, unrestricted general funds at a level that equates to approximately six months expenditure.

At present, unrestricted general funds, which amounted to £280,329 as at 31 March 2020 do not reach this target level, and so it is the Trustees policy to build up funds to meet this target of six months by means of annual surpluses and, also, by adopting and maintaining a vigorous fundraising, publicity and marketing campaign to promote the objectives and activities of the charitable company.

Further analysis and explanation of the various funds held by the charitable company can be found in note 19 of the financial statements.

These policies are reviewed annually.

Investment powers

Under the Memorandum and Articles of Association, the charitable company has the power to make any investment, using the unrestricted general funds, as the Trustees see fit.

Future developments

The priority for Birchwood remains consistent with previous years and its strategy which will deliver a range of support services for the homeless, those with complex needs and the migrant community. We will deliver this by bringing to reality the developments we have and continue to work on, to ensure that all services are commissioned and funded appropriately, and that our services continue to be fully utilised by those most in need.

Birchwood intends to: -

- work with stakeholders including health and social care professionals to ensure the Innerdale Mental health facility is fully commissioned by West Lancashire NHS Clinical Commissioning Group and Lancashire Care Foundation Trust for future service delivery;
- progress the development of the Birchwood Foyer to meet the needs of young people who are homeless and in housing need;
- further develop its counselling services to ensure therapeutic talking therapies are accessible and

Future developments (continued)

- available to those suffering from stress, anxiety and depression;
- work with Well Skelmersdale and the local business community to further develop its catering offering;
- settle Syrian Refugee families as part of the government resettlement project, which will add to the work already carried out with refugees and asylum seekers; and
- seek to identify and acquire a portfolio of dedicated dispersed properties to provide stable long-term facilities for our service users for the years to come.

Statement of Trustees Responsibilities

The Trustees, who are also the Directors of West Lancashire Crisis and Information Centre for the purposes of company law, are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting standard 102: The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company and charity 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 income, resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to: -

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees 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.

Independent Examiner

Mr C Sawyer FCCA of Sawyer Quine & Co, Chartered Certified Accountants, has offered himself for re-appointment as Independent Examiner to the charitable company.

WEST LANCASHIRE CRISIS AND INFORMATION CENTRE

Trustees Report for the year ended 31 March 2020

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD: -



Mrs E D Hodgson
Chairperson

Dated: - 7 December 2020

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WEST LANCASHIRE CRISIS AND INFORMATION CENTRE

Independent Examiners Report to the Trustees of West Lancashire Crisis and Information Centre

I report to the charity Trustees on my examination of the financial statements of the charitable company for the year ended 31 March 2020, which are set out on pages 10 to 27.

Responsibilities and basis of report

As the charity's Trustees of the charitable 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 charitable 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 your 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 Report

Since the charitable company's 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 Association of Chartered Certified Accountants 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 company as required by section 386 of the 2006 Act; or

(2) the accounts do not accord with the accounting records; or

(3) the accounts 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 accounts 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.

Mr C Sawyer FCCA
Sawyer Quine & Co
Chartered Certified Accountants
202 Merlin Park
Ringtail Road
Burscough
Ormskirk Lancashire L40 8JY

Handwritten signature: R. Sawyer

Date: - 7 December 2020

Registered charity number: -
1064270

WEST LANCASHIRE CRISIS AND INFORMATION CENTRE

Statement of Financial Activities (including Income and Expenditure Account) for the year ended 31 March 2020

Income and expenditure	Note	Restricted funds	Un - restricted funds	Total funds 2020	Total funds 2019
Income					
Donations	3	1,000	7,232	8,232	32,735
Income from charitable activities: -					
- Grants and contracts for the provision of supported accommodation, care, advice and information	4	260,823	171,840	432,663	191,742
- Residents fees for supported accommodation and care	4	-	374,513	374,513	413,498
Other trading activities	5	-	22,591	22,591	17,704
Income from investments: -					
- Interest receivable on bank deposits		=	885	885	470
Total income		261,823	577,061	838,884	656,149
Expenditure					
Raising funds					
- Fundraising and trading expenditure	7	-	8,622	8,622	9,772
Expenditure on charitable activities	8	236,998	362,091	599,089	510,183
Total expenditure		236,998	370,713	607,711	519,955
Net incoming resources before transfers		24,825	206,348	231,173	136,194
Gross transfers between funds		5,469	(5,469)	=	=
Net incoming resources after transfers, net income and net movement in funds for the year	9	30,294	200,879	231,173	136,194
Reconciliation of funds					
Total funds at 1 April 2019	19	24,244	828,675	852,919	716,725
Total funds at 31 March 2020	19	54,538	1,029,554	1,084,092	852,919

The Statement of Financial Activities contains all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

The accompanying accounting policies and notes form an integral part of these financial statements.

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WEST LANCASHIRE CRISIS AND INFORMATION CENTRE

Balance Sheet as at 31 March 2020

Note	2020	2019	£
Fixed assets			
Tangible fixed assets	13	19,225	31,170
Current assets			
Debtors	14	156,819	22,230
Cash at bank and in hand		1,003,232	883,886
		1,160,051	906,116
Creditors: -			
amounts falling due within one year	15	(95,184)	(84,367)
Net current assets		1,064,867	821,749
Net assets	20	1,084,092	852,919
Funds			
Restricted funds	19	54,538	24,244
Unrestricted funds			
Designated funds	19	749,225	581,170
General funds	19	280,329	247,505
		1,029,554	828,675
Total funds	18, 19	1,084,092	852,919

For the year in question, the charitable company was entitled to exemption from an audit under section 477 of the Companies Act 2006.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The Trustees/Directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of the accounts.

Approved by the Board of Directors on 7 December 2020 and signed on their behalf.

ON BEHALF OF THE BOARD: -

Mr A M Kershaw

Mr A M Kershaw

Treasurer

The accompanying accounting policies and notes form an integral part of these financial statements.

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1.0 Statutory information

West Lancashire Crisis and Information Centre is a charitable company limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found on page 1, legal and administrative information.

The presentation currency of the financial statements is the Pound Sterling (£).

2.0 Accounting policies

2.1 Basis of preparation of accounts

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note to these financial statements. The financial statements have been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) (Effective 1 January 2015) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011, the Companies Act 2006 and applicable accounting standards. The principal accounting policies adopted in the preparation of the financial statements are set out below.

The charity constitutes a public benefit entity as defined by FRS 102.

The Trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

2.2 Income recognition

All incoming resources are included in the Statement of Financial Activities when the charitable company is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income: -

- Voluntary income is received by way of donations and is included in full in the Statement of Financial Activities when receivable;
- grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable;
- income from residents fees is credited to the Statement of Financial Activities in the year in which they are receivable;
- deferred income represents grants and funding received for future periods and is released to incoming resources in the period for which it has been received;
- income from other trading activities, which comprises income from the community food project, fundraising stalls and events and student placement fees, is accounted for on a receivable basis; and
- investment income, comprising of interest on bank deposits, is accounted for on a

Notes forming part of the financial statements for the year ended 31 March 2020

2.0 Accounting policies (continued)

2.2 Income recognition (continued)

receivable basis.

2.3 Donated services and facilities

Donated services and facilities are included at the value to the charitable company where this can be quantified. Further analysis and information is provided in note 6.

2.4 Expenditure recognition

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates. All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis. These estimates are based on staff time.

2.5 Tangible fixed assets and depreciation

Individual fixed assets costing £500 or more are capitalised at cost, including any incidental expenses of acquisition.

Tangible fixed assets are depreciated over their estimated useful lives as follows: -

Computer equipment	- 33 1/3% on cost
Household goods	- 33 1/3% on cost
Motor vehicles	- 25% on cost

2.6 Fund accounting

Funds held by the charitable company are: -

- **Restricted funds** – these are funds that can only be used for particular restricted purposes within the objects of the charitable company. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes;
- **Designated funds** – these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects; and
- **Unrestricted general funds** – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

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

Notes forming part of the financial statements for the year ended 31 March 2020

2.0	Accounting policies (continued)
2.6	Fund accounting (continued)
2.7	Pension costs
3.0	Income from donations

The charitable company operates a defined contribution pension scheme. Contributions payable for the year are charged in the Statement of Financial Activities.

Donations			
- Individuals and organisations	1,000	7,232	2,735
- GSK Impact	-	-	30,000
	<u>1,000</u>	<u>7,232</u>	<u>32,735</u>
Un - restricted funds	£	£	£
Total funds	2020	2019	
	8,232	8,232	
	<u>8,232</u>	<u>8,232</u>	

Donations

- Individuals and organisations
- GSK Impact

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WEST LANCASHIRE CRISIS AND INFORMATION CENTRE

Notes forming part of the financial statements for the year ended 31 March 2020

4.0 Income from charitable activities

Un -	Restricted funds	Restricted funds	Total funds	Total funds
£	£	£	£	£
2019	2020	2020	2020	2019
Total funds	Total funds	Total funds	Total funds	Total funds
107,700	107,200	-	107,200	107,700
-	12,000	-	12,000	-
-	15,840	15,840	-	-
3,000	-	-	-	3,000
2,000	-	-	-	2,000
53,800	24,842	-	24,842	53,800
-	4,000	4,000	-	-
-	19,611	-	19,611	-
-	9,900	-	9,900	-
2,000	1,500	1,500	-	2,000
25,000	47,917	-	47,917	25,000
3,000	-	-	-	3,000
-	5,000	5,000	-	-
18,000	139,000	139,000	-	18,000
500	16,000	16,000	-	500
2,500	8,000	8,000	-	2,500
1,820	1,500	1,500	-	1,820
16,320	75,070	15,000	60,070	16,320
3,860	5,200	-	5,200	3,860
239,500	492,580	205,840	286,740	239,500
(47,758)	(59,917)	(34,000)	(25,917)	(47,758)
191,742	432,663	171,840	260,823	191,742
Grants and contracts for the provision of supported accommodation, care, advice and information: -				
Big Lottery				
Council for Voluntary Service West Lancashire				
Grantscape				
Employability Pilot				
Groundwork UK				
Henry Smith Foundation				
John Moores Foundation				
Lancashire Care NHS Foundation Trust				
Lancashire County Council				
Lancashire Mind				
Lloyds Bank Foundation				
Manchester Academic Health Science Centre				
NHS Blackburn with Darwen CCG				
NHS West Lancashire CCG				
Revision				
Tanhouse Community Enterprise				
The Peter Latham Charity				
West Lancashire Borough Council				
West Lancashire College				
Less: Deferred income				

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Notes forming part of the financial statements for the year ended 31 March 2020

4.0 Income from charitable activities (continued)

	Un -	Restricted	Restricted	Total
	funds	funds	funds	funds
	2020	2020	2019	2019
Residents fees for supported accommodation and care: -	117,744	109,800	119,896	
Housing benefit	-	-	-	
Lancashire Care NHS Foundation Trust	-	-	109,500	
Residents service charges	-	-	3,525	
Stonham contract income	-	-	84,391	
Supporting People contract income	-	-	98,568	
	376,009	96,258	415,880	
Less: Deferred income	(1,496)	(1,496)	(2,382)	
	374,513	374,513	413,498	

Housing benefit is stated after taking into account any losses arising from vacancies and absences.

5.0 Income from other trading activities

	Un -	Restricted	Restricted	Total
	funds	funds	funds	funds
	2020	2020	2019	2019
Community food project	4,019	-	2,062	
Fundraising stalls and events	18,572	-	14,242	
Student placement fees	-	-	1,400	
	22,591	-	17,704	

6.0 Donated services and facilities

Donated facilities

	2020	2019
	16,320	16,320
	16,320	16,320

The Trustees acknowledge the contribution made by West Lancashire Borough Council for their continued support in providing, on a rent free basis, the four properties currently used by the Centre to provide shelter for homeless people. The value placed on this contribution by the Trustees is £16,320. The incoming equivalent is recognised within incoming resources and is included within grants and contracts for the provision of supported accommodation, care, advice and information.

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Notes forming part of the financial statements for the year ended 31 March 2020

Donated services and facilities (continued)

An equivalent charge is included within charitable activities, provision of supported accommodation, care, advice and information.

Raising funds

Un -	Restricted	Restricted	Restricted	Un -	Restricted	Restricted	Restricted
funds	funds	funds	funds	funds	funds	funds	funds
2019	2020	2019	2020	2019	2020	2019	2020
£	£	£	£	£	£	£	£
2,807	2,526	2,526	2,526	2,807	2,526	2,526	2,526
6,965	6,096	6,096	6,096	6,965	6,096	6,096	6,096
9,772	8,622	8,622	8,622	9,772	8,622	8,622	8,622

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WEST LANCASHIRE CRISIS AND INFORMATION CENTRE

Notes forming part of the financial statements for the year ended 31 March 2020

8.0 Expenditure on charitable activities

	Un -	Restricted	Restricted	Total
	funds	funds	funds	funds
	2020	2020	2019	2019
	£	£	£	£
Provision of supported accommodation, care, advice and information: -				
Staff salaries and costs	149,406	168,866	318,272	248,397
Staff pensions	3,378	6,629	10,007	7,312
Telephone	1,352	4,572	5,924	18,415
Advertising	-	108	108	6,756
Printing, postage and stationery	65	2,085	2,150	78
Computer maintenance and internet costs	103	6,885	6,988	14,987
Cleaning materials and costs	27	4,850	4,877	5,054
Repairs, renewals and refurbishment	1,066	23,921	24,987	38,590
Rent	16,320	14,125	30,445	19,260
Rates	-	2,620	2,620	3,489
Heat and light	-	10,246	10,246	7,213
Insurance	-	4,844	4,844	2,198
TV licence and costs	-	227	227	116
Life skills and removing barriers	27	1,565	1,592	2,882
Residents activities	-	50	50	750
Room hire	875	1,650	2,525	3,500
Mediation costs	2,587	-	2,587	2,388
Counselling costs	18,288	6,036	24,324	6,551
Training courses	3,000	5,166	8,166	4,672
Health and safety costs	-	17	17	3,998
Reference books	-	79	79	128
Subscriptions	30	1,655	1,685	5,398
Maharba Café	141	-	141	-
Travel expenses	5,352	2,323	7,675	5,690
Volunteer expenses	132	1,127	1,259	1,569
Motor expenses	90	9,678	9,768	7,552
Sundry expenses	3,793	2,017	5,810	3,410
Depreciation: -				
- Computer equipment	-	192	192	1,447
- Household goods	-	503	503	753
- Motor vehicles	-	11,250	11,250	11,250
	<u>206,032</u>	<u>293,286</u>	<u>499,318</u>	<u>433,803</u>

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Notes forming part of the financial statements for the year ended 31 March 2020

8.0 Expenditure on charitable activities (continued)

	Un -	Restricted	Restricted	Total
	funds	funds	funds	funds
	2020	2020	2019	2019
	£	£	£	£
Managing and administering the charity: -				
Staff salaries and costs	33,618	56,454	43,835	22,836
Accountancy fees	2,280	2,280	2,040	-
Professional and legal fees	17,609	25,739	22,679	8,130
Foyer accreditation and development costs	13,877	13,877	8,654	-
Bank charges	1,383	1,383	(860)	-
Credit card	38	38	32	-
	<u>68,805</u>	<u>99,771</u>	<u>76,380</u>	<u>30,966</u>
Total expenditure on charitable activities	362,091	599,089	510,183	236,998

9.0 Net movement in funds for the year

The net movement in funds for the year is stated after charging: -

	2020	2019		2020	2019
	£	£		£	£
Directors emoluments and other benefits etc (Note 10.0)	-	-	Staff costs (Note 10.0)	384,733	299,544
Accountancy fees	2,280	2,040	Independent examination	468	468
Other services	11,945	13,450	Depreciation	2,280	2,040
Owned assets (Note 13.0)	30,445	19,260	Hire of land and buildings	2,280	2,040
Staff costs and numbers					

The staff costs during the year were as follows: -

	2020	2019		2020	2019
	£	£		£	£
Staff salaries and costs	351,257	273,786	Staff pensions	23,469	18,446
Social security costs	10,007	7,312			
	<u>384,733</u>	<u>299,544</u>			

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Notes forming part of the financial statements for the year ended 31 March 2020

10.0 Staff costs and numbers (continued)

No employee received remuneration, including benefits, amounting to more than £60,000 in either period.

Twenty-four hour staff coverage is provided by the Centre, however, occasions sometimes arise and the Centre is required to use the services of agency staff to ensure that staff coverage is maintained.

The average number of full-time equivalent employees employed by the charitable company during the year was made up as follows: -

	2020	2019
Supported accommodation and care	16.0	12.0
Administration	1.0	1.0
Chief Executive Officer	1.0	1.0
	<u>18.0</u>	<u>14.0</u>

11.0 Related party transactions and Trustees remuneration and expenses

The Trustees all give freely their time and expertise and did not receive any form of remuneration or other benefit in cash or kind, nor reimbursed expenses in either period.

12.0 Taxation

West Lancashire Crisis and Information Centre has charitable status, registered number 1064270, and is not subject to taxation by HM Revenue and Customs.

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Notes forming part of the financial statements for the year ended 31 March 2020

13.0 Tangible fixed assets

	Computer equipment	Household goods	Motor vehicles	Total
Cost	£	£	£	£
As at 1 April 2019	15,834	2,260	45,000	63,094
and as at 31 March 2020				
Depreciation				
As at 1 April 2019	15,642	1,757	14,525	31,924
Charge for year	192	503	11,250	11,945
As at 31 March 2020	15,834	2,260	25,775	43,869
Net book value				
As at 31 March 2020	=	=	19,225	19,225
As at 31 March 2019	192	503	30,475	31,170

The charitable company had capital commitments at 31 March 2020 amounting to £Nil (2019: - £Nil).

14.0 Debtors

	2020	2019
Other debtors	1,400	-
Prepayments	4,633	1,356
Accrued income	150,786	20,874
	<u>156,819</u>	<u>22,230</u>

Accrued income comprises income and funding for this current accounting period and which had not been received at the end of the period.

WEST LANCASHIRE CRISIS AND INFORMATION CENTRE

Notes forming part of the financial statements for the year ended 31 March 2020

15.0 Creditors: - amounts falling due within one year

	2020	2019
Other creditors	9,799	11,256
Other taxes and PAYE	6,685	5,491
Accrued expenses	17,287	17,480
Deferred income (Note 16.0)	61,413	50,140
	<u>95,184</u>	<u>84,367</u>

16.0 Deferred income

	2020	2019
Balance at 1 April 2019	50,140	3,931
Amount deferred in year	61,413	50,140
Released to Statement of Financial Activities	(50,140)	(3,931)
	<u>61,413</u>	<u>50,140</u>

Deferred income comprises funding which the donor has specified must be used in future accounting periods.

17.0 Legal status of the charitable company

The charitable company is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.00.

18.0 Reserves

	Total funds 2020	Total funds 2019
Balance at 1 April 2019	852,919	716,725
Net incoming resources for the year	231,173	136,194
Balance at 31 March 2020	<u>1,084,092</u>	<u>852,919</u>

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WEST LANCASHIRE CRISIS AND INFORMATION CENTRE

Notes forming part of the financial statements for the year ended 31 March 2020

19.0 Statement of funds

Analysis of movements in funds – current year

At 1 April 2019 £	Incoming £	Outgoing £	Transfers £	At 31 March 2020 £
Restricted funds				
1,847	107,200	(105,247)	-	3,800
-	37,811	(45,048)	5,469	-
1,768	49,842	(46,128)	-	24,343
20,629	16,320	(16,320)	-	-
-	50,650	(24,255)	=	26,395
Total restricted funds	24,244	(236,998)	5,469	54,538
Designated funds				
45,000	75,764	(45,663)	(101)	75,000
50,000	79,586	(62,190)	(17,396)	50,000
31,170	-	(11,945)	-	19,225
250,000	-	-	-	250,000
10,000	-	(13,877)	13,877	10,000
150,000	-	-	150,000	300,000
45,000	-	(10,856)	10,856	45,000
247,505	421,711	(226,182)	(162,705)	280,329
Total unrestricted funds	828,675	(370,713)	(5,469)	1,029,554
Total funds	852,919	(607,711)	=	1,084,092

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Notes forming part of the financial statements for the year ended 31 March 2020

19.0 Statement of funds (continued)

Analysis of movements in funds – previous year

At 1 April 2018 £	Incoming £	Outgoing £	Transfers £	At 31 March 2019 £
Restricted funds				
Big Lottery fund	3,441	(99,294)	-	1,847
- Reference: - 0010233879				
Community participation and				
engagement fund	5,250	(5,250)	-	-
Counselling fund	-	(12,810)	-	1,768
Move on Support Worker fund	21,850	(32,263)	-	20,629
Rent fund	-	(16,320)	-	-
Total restricted funds	30,541	(165,937)	=	24,244
Designated funds				
Birchwood junk food cafe fund	30,000	(25,061)	15,579	45,000
Ennerdale mental health facility	-	2,500	99,775	50,000
fund				
Fixed assets fund	44,620	(13,450)	-	31,170
Foyer building fund	250,000	-	-	250,000
Foyer development fund	10,000	(8,654)	8,654	10,000
Property purchase fund	100,000	-	50,000	150,000
Upkeep and refurbishment fund	45,000	(9,453)	9,453	45,000
General funds	206,564	(244,546)	(183,461)	247,505
Total unrestricted funds	686,184	(496,509)	=	828,675
Total funds	716,725	(656,149)	=	852,919

Big Lottery fund
- Reference: - 0010233879 – This represents funding received from the Big Lottery to fund a Mediation Makes a Difference project; funding has been used to fund staff salaries and associated costs together with related running costs. The balance on the fund will be used to fund the future costs of the project.

Counselling fund – This represents funding received from the Council for Voluntary Service West Lancashire, Lancashire Care NHS Foundation Trust and West Lancashire College and donations received from individuals and organisations; funding has been used to fund staff salaries and

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WEST LANCASHIRE CRISIS AND INFORMATION CENTRE

Notes forming part of the financial statements for the year ended 31 March 2020

19.0 Statement of funds (continued)

associated costs together with related running costs. The deficit on the fund has been transferred to unrestricted general funds at the year end.

Move on Support Worker fund – This represents funding received from the Henry Smith Foundation and Lloyds Bank Foundation; funding has been used to recruit a full time 'Move on' Support Worker. The balance on this fund will be used to fund the salary and on costs of this staff member and associated costs.

Rent fund – This represents the four properties provided by West Lancashire Borough Council, on a rent free basis, and used by the Centre for its activities and to provide supported accommodation.

Syrian refugee project fund – This represents funding received from Lancashire County Council and West Lancashire Borough Council; funding has been used to fund staff salaries and associated costs together with related running costs. The balance on this fund will be used to fund the future costs of the project.

Birchwood junk food cafe fund – The charitable company operates a number of 'junk food cafes'; these cafes use food that would otherwise be wasted and turn it into delicious home cooked meals where people can eat on a 'pay as you feel' basis in money, time or skills. Funding has been received from NHS West Lancashire Borough Council together with donations for meals, these funds have been used to fund staff salaries and associated costs together with related running costs. The Trustees consider that this fund should be increased to £75,000 at the end of the year.

Ennerdale mental health facility fund – The Trustees have agreed that funds can be designated for the Ennerdale mental health facility, in addition funding has been received from Grantscape, John Moores Foundation, NHS West Lancashire CCG and Tannahouse Community Enterprise; these funds will be used to cover salary and on costs for staff, property rental and utilities and general running costs. The Trustees consider that this fund should be maintained at £50,000 at the end of the year.

Fixed assets fund – This fund identifies those funds that are not free funds as they represent the net book value of tangible fixed assets funded from general funds.

Foyer building fund – The charitable company is currently in the process of developing and building its own Foyer building. The Trustees have agreed to create a designated fund for this project and have designated £250,000 to assist with this development.

Foyer development fund – The Trustees have agreed that funds can be designated for Foyer development, which will include Foyer research, consultation and Foyer accreditation. The Trustees consider that this fund should be maintained at £10,000 at the end of the year.

Property purchase fund – The Trustees have been looking to purchase a number of properties in Skelmersdale, therefore enabling the charitable company to offer more supported accommodation

WEST LANCASHIRE CRISIS AND INFORMATION CENTRE

Notes forming part of the financial statements for the year ended 31 March 2020

19.0 Statement of funds (continued)

services. At present the Trustees have designated £300,000 to this fund.

Upkeep and refurbishment fund – The Trustees consider that the ongoing upkeep and refurbishment of both the exterior and interior of the properties used by the charitable company to provide safe and suitable accommodation is of major importance; the estimated current cost being approximately £45,000. In view of this the Trustees feel that it is prudent to create and maintain a designated fund to cover these ongoing costs.

General funds – These represent the free funds of the charitable company and are not designated for any particular purpose.

20.0 Analysis of net assets between funds

Current year

	Restricted funds	Designated funds	General funds	Total funds
Fund balances at 31 March 2020	£	£	£	£
are represented by: -				
Fixed assets	-	19,225	-	19,225
Current assets	91,550	767,733	300,768	1,160,051
Creditors	(37,012)	(37,733)	(20,439)	(95,184)
Total net assets	54,538	749,225	280,329	1,084,092
Previous year				
Fixed assets	-	19,225	-	19,225
Current assets	91,550	767,733	300,768	1,160,051
Creditors	(37,012)	(37,733)	(20,439)	(95,184)
Total net assets	54,538	749,225	280,329	1,084,092

Fund balances at 31 March 2019

are represented by: -

	Restricted funds	Designated funds	General funds	Total funds
Fund balances at 31 March 2019	£	£	£	£
are represented by: -				
Fixed assets	-	31,170	-	31,170
Current assets	79,623	553,287	273,206	906,116
Creditors	(55,379)	(3,287)	(25,701)	(84,367)
Total net assets	24,244	581,170	247,505	852,919

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21.0 Pension commitments

The charitable company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charitable company, being invested with insurance companies. Pension costs charged in the Statement of Financial Activities represent the contributions payable by the charitable company in the year.

At the balance sheet date unpaid contributions of £1,005 (2019: - £653) were due to the fund.

22.0 Ultimate controlling party

The charitable company was controlled throughout the year by the Directors and Trustees holding office.

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