

The BRANCH

COMMITTEE/TRUSTEES AGM FINANCIAL REPORT PREVIOUS MINUTES

&

ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2020



Annual General Meeting

Agenda

Friday 27th November 2019 @ 1pm

91 Beeches Road • West Bromwich • West Midlands • B70 6HG

- 1. Welcome – Introductions**
- 2. Present /Apologies**
- 3. Minutes of Meeting held 10th Nov 2018**
- 4. Matters Arising from Minutes**
- 5. Minutes Approved / Seconded**
- 6. Presentations - Reports**
- 7. Finance – Treasurer Report**
- 8. Questions from the floor**
- 9. Acknowledgement of**
 - a. Chairperson
 - b. Treasurer
 - c. Secretary
 - d. Trustees
 - e. New Members
- 10. Any Other Business**
- 11. Date of next Meeting**

Minutes of AGM
10th November 2018 – 12 noon
The BRANCH • 91 Beeches Road • West Bromwich • B70 6HG

		ACTION
1	WELCOME:	
1.1	The meeting commenced at 12 noon. Loreen Lawson welcomed all present to the meeting.	
2	PRESENT / APOLOGIES:	
2.1	Elizabeth Lawson-Bennett (ELB) Pauline Marshall (PM) Keith Byron (KB) Cleopatra Newell (CN) Loreen Lawson (LL) Sandra Frazer (SF)	
2.2	No apologies were received.	
3	MINUTES OF LAST MEETING:	
3.1	Minutes of meeting held on 10 th November 2017, were approved by CN and seconded by SF.	
4	MATTERS ARISING FROM MINUTES / APPROVAL OF MINUTES	
4.1	Matters were raised concerning the reports presented to the meeting from the Manager's reports. Issues and suggestions relating to fund raising were discussed.	
5	PRESENTATIONS & REPORTS:	
5.1	Reports were submitted to the meeting by the leaders and senior staff of the Youth Club, The Out School Club, The Half Term Playschemes and the Manager of the BRANCH. Compliments were extended regarding the sustained full capacity of service provision. The sustained Ofsted rating of 'Good' for both settings was also noted and congratulated. The five-star health and safety hygiene rating for the setting was noted and congratulated.	
6	FINANCE – Treasurer's Report:	
6.1	The Independently checked financial report was signed off for submission to the Charities Commission.	
7	QUESTIONS FROM THE FLOOR:	
7.1	All present were given opportunity to feedback regarding the accounts which were presented with a detailed addendum to those in attendance. Matters raised included a discussion on fund-raising and appreciation to the Manager for undertaking and overseeing another successful year of service to the community. There was a continued discussion on fund raising and possible development with working from additional school sites.	
8	NOMINATIONS AND SELECTIONS OF ROLES:	
8.1	Chair Person: Elizabeth Lawson-Bennett (Approved by Keith Byron & Cleopatra Newell) Secretary: Pauline Marshall (Approved by Sandra Fraser & Elizabeth Lawson-Bennett) Treasurer: Cleopatra Newell (Approved by Pauline Marshall & Sandra Fraser)	

9 9.1	ANY OTHER BUSINESS: It was agreed that the December board meeting would be replaced by the Board and Staff Christmas Party.	
10 10.1 10.2	DATE OF NEXT AGM MEETING: Dates were projected for the forthcoming board meetings throughout the coming year. To be agreed – suggested 27 th November 2019.	

ADDENDUM TO AGM REPORT 2019-2020
ANNUAL FINANCIAL REPORT OF THE
MANAGEMENT COMMITTEE/TRUSTEES
&
ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2020

The Management Committee and Trustees present their Annual Report and the Financial Statement of the BRANCH for the year ended 30th March 2020.

The Financial Statements are set out on pages 5-9.

Principle Aims

The aim of the Association shall be to advance in life and relieve the needs of disadvantaged children, young people and families living in Sandwell through:

- a) The provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life.
- b) Providing support and activities that develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

Principal Activities

- Homework/Study Club
- Out of School Club 4 -11
- Youth Club 11-16
- Youth Workshops/Programmes for 11 -16 years olds in Personal Development
- Off-site Youth Activities & Trips
- Summer, Easter and Half Term Play schemes

Executive Committee & Trustees

As at 31st March 2020 the nominated Committee and Trustees of the BRANCH consisted of the following:

Elizabeth Lawson-Bennett - Chairperson
Pauline Marshall- Secretary

Keith Byron
Cleopatra Newell - Treasurer

The BRANCH

ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2020

Reports and financial Statements

Year ended: 31 March 2019

Charity No: 509725

Vision Statement:

“The BRANCH believes that all people are equally loved by God: therefore we will provide appropriate community-based initiatives to support and develop individuals and groups in the local community.”

Principal Activities:

Homework/Study Club & Facilities 5-11 & 11-16

Youth Club 11-16

Youth Workshops/Programmes for 13 -19 years olds in Music, Drama and Dance

Off-site Youth Activities & Trips

Summer & Easter Play schemes

Out of School Club 4 -11

Main Priorities:

Reduce social isolation and improve the quality of life of people and communities facing disadvantage and social exclusion.

Create opportunities for disaffected young people to facilitate reintegration back into education, training and employment.

Trustees:

The trustees who served throughout the year were as follows:

Elizabeth Lawson-Bennett

Cleopatra Newell

Update and Acknowledgements:

THE BRANCH continues to make significant efforts in trying to engage the communities residing in and around the area it serves in the strategic planning of the organisation. Given the transient nature of our neighbouring communities it has been difficult at times to engage families beyond their access to the services we provide. Our Youth Club, After School Clubs, Homework Clubs and Holiday Clubs have remained full to capacity. At the close of this financial year, we are sadly faced with an international pandemic. We have endeavoured to extend our services to assist with those Key Workers who serve our NHS, our community services and our local schools. We are encouraged by the encouragement and gratitude of the parents, carers and social users we serve. We remain ever grateful for the unwavering support of Sandwell MBC, the Early Years, Parents and Carers and all the Organisations that form the fabric of the work we do.

The BRANCH	
Income & Expenditure account as at the 3rd April 2020	
INCOME	
OOSC	94,904.47
SMBC	44,912.00
Total Income	<u>139,816.47</u>
EXPENDITURE	
Salaries/Wages/HMRC	92,578.53
Admin / Accounts / Training / Bank charges	5,731.91
Maintenance / Running Costs	9,110.04
Telephones / Broadband / Equipment	11,487.71
Vehicle / Travel	5,953.41
Youth Club / OOSC	6,245.99
Miscellaneous	0.00
Total Expenditure	<u>132,298.82</u>
Net Surplus/(Loss)	<u>7,517.65</u>
Balance B/F 5 th April 2019	38,107.32
Plus Income	101,709.15
Less Expenditure	132,298.82
Balance as at 3rd April 2020	7,517.65
Balance C/F	<u>7,517.65</u>

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31/3 2020

1. Accounting Policies

The financial statements are prepared under the historical cost convention and in accordance with the Statement of recommended Practice. Accounting and Reporting by Charities (SORP) issued 2008. The principal accounting policies adopted in the preparation of the financial statements are as follows:

2. Income Resources

- Income from donations and grants, included capital grants, is included in incoming resources when these are receivable, except as follows:
- When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions, which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.
- When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

3. Resources Expended

Resources expended are included in the Statement of financial Activities on an accruals basis, inclusive of any VAT that cannot be recovered. Certain expenditure is directly attributable to specific activities and has been included in those cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.

4. Depreciation

There is no provision for depreciation as all assets are written off during the year.

5. Grants Receivable

Grants towards operating costs are credited to the income and expenditure account in the same period as the expenditure to which they relate.

6. Fund Accounting

- Funds held by the charity are either:
- Unrestricted general funds – these are funds, which can be used in accordance with the charitable objects at the discretion of the trustees.
- Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

7. Current Assets

Bank £7,557.65 less unpresented cheques of AUDITOR'S REPORT



The BRANCH

After School Clubs Childcare

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AFTER SCHOOL Club 4-11 Years

The

- ◆ Healthy Hot Snacks & Drinks
- ◆ Indoor/Outdoor Activities
- ◆ Communication Skills Play
- ◆ Expressive Arts Play
- ◆ Emotional Development Play
- ◆ Skills for Life
- ◆ Homework Club
- ◆ Trained Experienced CRB'd Staff

Mon - Fri 3 - 6pm



YOUTH Club

WHO ARE WE?

The BRANCH has been working in the community since 1979. We are situated at 91 Beeches Road, West Bromwich. The youth group was established in March 1993. The BRANCH caters for 11-16 year olds 6pm to 8.30pm Mondays & Wednesdays. Our aim is to provide the youth with a safe, warm environment that keeps them off the Streets and works towards their personal well being and social development.

10-16 Years
Mons & Weds



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