**REGISTERED CHARITY NUMBER: 1171347** 

REPORT OF THE TRUSTEES AND

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

FOR

BLYTH RESOURCE AND INITIATIVE CENTRE

Robson Laidler Accountants Limited
Fernwood House
Fernwood Road
Jesmond
Newcastle upon Tyne
NE2 1TJ

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#### REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2020

**TRUSTEES** 

Mrs L Croudace

Mr N Croudace (resigned 30.10.20) Mr N Gow (resigned 1.4.20)

Ms T Machnicki (appointed 1.4.19) (resigned 31.1.20)
Mr B McLaughlin (appointed 1.4.19)
Mr P Fletcher (appointed 1.10.20) Mr W Lennox (appointed 1.10.20)

**PRINCIPAL ADDRESS** 

Blyth Community Enterprise Centre

Room 118 Ridley Street

Blyth

Northumberland NE24 3AG

**REGISTERED CHARITY NUMBER** 1171347

INDEPENDENT EXAMINER

Robson Laidler Accountants Limited

Fernwood House Fernwood Road Jesmond

Newcastle upon Tyne

NE2 1TJ

**BANKERS** 

National Westminster plc

Whitley Bay 18 Park View Whitley Bay Northumberland **NE26 2TQ** 

#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

The trustees present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: 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) (effective 1 January 2019).

#### **OBJECTIVES AND ACTIVITIES**

#### Objectives and aims

Blyth Resource and Initiative Centre is a people's charity based in Blyth, South Eastern Northumberland. Our main objective is to support those who are looking to secure long-term sustainable employment, however often they have barriers that hinder their ability to do this. In fulfilling this objective the charity also aims to increase the client's knowledge and independence in making positive decisions, raising their aspirations and empower them to lead a more fulfilling life.

There are no eligibility criteria in regards to the people that we support although we work very closely with various partners to ensure that clients get specialist support when they need it. We identify barriers to learning through a response-to-need approach where support is tailored around the need of the client and their identified outcomes.

BRIC deliver an array of much-needed provision to ensure that people are supported as much as possible on their journey to secure employment. This provision can fall into the following categories.

#### Education:

Courses are delivered to enhance knowledge, skills and learning, with informal and accredited provision. This includes IT qualifications, functional skills in English and Maths and various occupation-based qualifications delivered by an outside provider. Informal learning includes emotional wellbeing and mental health, IT workshops and craft courses for the over 50s.

#### Employability:

Provision has included group and individual support for job searching, Universal Jobs Match, online and paper applications, interview skills, mock interviews and other support as it is required. We are a partner in the Building Better Opportunities Big Lottery ESF funded programme along with five other third sector organisations, with Northumberland County Council as the strategic and compliance lead. We also provide a CV writing service where clients learn to write their own CV with our support, and are taught the skills to update it, edit it and tailor it to specific vacancies.

#### Drop-In:

This medium of support allows people access to computers, with support. Therefore they are often used for job-searching and recording on Universal Jobs Match, as well as making job applications and other job-related activities. Although drop-in is an open session for anyone who wants to use the computers for whichever purpose they wish, as long as they adhere to our access policy, priority is given to those undertaking job-related activities.

#### **Public benefit**

The trustees confirm that the charity has complied with section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charities Commission.

#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

#### **ACHIEVEMENT AND PERFORMANCE**

#### Charitable activities

BRIC continues to operate in a difficult environment, in terms of both the funding of small charities, though were successful and grateful to receive financial support from Blyth Town Council which has helped to cover some core costs during the reporting period, alongside several other grant awards from the Good Things Foundation, Balfour Trust and Ridley Family Trust.

Our major work during this period has been within the BBO Project, which covers the whole of Northumberland and is a Lottery Community Fund and ESF funded project helping those people who are furthest from the job market. The Digital Skills training we provide will continue to work alongside the governments Digital Skills Framework. The essential digital skills framework defines the digital skills adults need to safely benefit from, participate in and contribute to the digital world, this includes Benefits claims through UC, job searching abilities and the gaining of skills which make them more attractive to future employers.

With respect to governance, BRIC has maintained a small but effective group of trustees, adding expertise in funding and governance as well as a former centre manager to the team. All trustees are dedicated to the continued success of the charity.

#### **FINANCIAL REVIEW**

#### Financial position

The financial statements for the year ending 31 March 2020 show:

- Total income of £115,642
- Total expenditure of £96,947
- Net income of £18,695
- Total funds £43,079

#### Principal funding sources

The charity has two main sources of funds: the provision of services/core funding, and grants for specific projects and funding of general overheads. The funds are mainly used for the employment of staff and engagement of tutors to deliver charitable benefit, with the balance funding the administrative support function.

Significant Results Impacting This Year's Results:

Whilst BRIC is ready to expand its provision and the board has a vision of this expanded operation, securing the necessary long-term or substantial funding required to do this remains difficult.

#### Reserves policy

As income streams for specific projects fell away during the period, more emphasis was placed on core cost funding. This can be seen in the balance sheet where Restricted Reserves fell from £3,770 to nil over the year, whereas Unrestricted Reserves increased from £20,614 to £43,079.

The Trustees recognise the replenishment of the General Reserve as a priority.

#### Going concern

The following risks and uncertainties which may impact future performance have been identified.

- Future lack of funding for core costs and competition for funding.
- As a charity with very few members of staff, losses from the staff team will result in business continuity issues.
- A programme of IT refurbishment is required.

#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

#### **FUTURE PLANS**

The Board of Trustees has worked with the Centre Manager to reassess the focus of BRICs engagement with its objectives based around four core activities - Information Technology, Employability, Wellbeing and Mental Health, and Confidence. This has given a structure around which future provision and training can be planned and funded.

The Board is also reviewing the viability of taking the services provided by BRIC out into the community; rather than engaging the clients in the centre, taking the services into the client's communities.

Following a difficult year from a financial perspective BRIC is keen to refocus our delivery in 2020-21. The Trustees and Management believe that a move to looking at more longer term projects may be something to be considered, in particular in relation to Apprenticeships. There is also a desire to look at working in more Partnership type projects (much like BBO).

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

#### Recruitment and appointment of new trustees

All trustees initially hold office for a period of four years and then 'year on year' following consideration and agreement by a majority of Trustees may have their term of office extended for further periods of one year.

#### Organisational structure

The Trustees act as stewards for both current and future beneficiaries and are accountable to the public by reason of the charitable status of BRIC. The Board of Trustees is responsible for establishing structures for the proper governance and management, and the development of the vision and strategy of the Charity in accordance with its objectives. The board meets every six weeks (or more frequently if required) to discuss operational, financial and developmental policy, making decisions on key issues. The Trustees are required to elect a Chair at the first meeting of each calendar year. A Vice-Chair is also elected. A scheme of delegation is agreed annually, allowing the Chair and the Vice-Chair to act between meetings when necessary. As required, the Trustees also form working groups to take on detailed work in specific areas and make recommendations to the Board for approval.

The charity's Centre Manager reports to the Board on their respective area of responsibility allowing the trustees to monitor principle functions.

The day-to-day management of BRIC is delegated to the Centre Manager, Sharron Fawcett. She is well supported by a staff of four.

#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Induction and training of new trustees

Trustees come from a variety of backgrounds and as part of their induction and training received an induction pack which includes the following documents:

- Scheme of the charity
- Articles of Association
- History of the charity and its governance and objectives
- Latest set of accounts and budget for the current financial year
- Minutes of previous board meetings
- Scheme of delegation
- Standing financial instructions and risk management register
- Management structure and details of other trustees
- The Charity Commission publication 'The Essential Trustee What you need to know, what you need to do.'

In addition, new trustees may meet with the chair and the centre manager to discuss BRIC's strategy, objectives and current activities, and have a tour of the premises and meet the staff. Specific training and development needs are addressed in consultation with Trustees and one meeting per year may be devoted to trustee training and development. The experience, knowledge, expertise and skills of Trustees is periodically reviewed. Information from this Skills Audit can identify any potential gaps and can be used to influence and encourage appropriate nominations and appointments to the Board to complement and enhance the diversity of skills and perspectives.

#### Key management remuneration

Periodic salary reviews and job evaluations are undertaken.

#### Related parties

Although not a part of a formal network of charities, the charity has established working relationships with other charities with similar aims. The charity has excellent links with the VCS as well as working closely on joint projects. An example of this is the Building Better Opportunities ESF and Big Lottery funded project where BRIC works with Northumberland County Council, NCVA, VoiCes, CAB and Cygnus. We also have links with statutory services with respect to our accredited training.

#### Risk management

The trustees have assessed the major strategic, operational and business risks which they believe the charity faces. A risk management register is in place and control systems have been put into place to mitigate the charities exposure to such risks. The centre manager and chair maintain the risk management register, which is reviewed annually, incorporating any new risks which may affect the charity. Any such new risks are reported to the Trustees who continue to review the risk management procedures as required.

Approved by order of the board of trustees on .	28/01/2021	and signed on its behalf by:
B. M. S.		
Wil b Wichaughiin - Trustee		

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BLYTH RESOURCE AND INITIATIVE CENTRE

#### Independent examiner's report to the trustees of Blyth Resource and Initiative Centre

I report to the charity trustees on my examination of the accounts of Blyth Resource and Initiative Centre (the Trust) for the year ended 31 March 2020.

#### Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 Trust as required by section 130 of the Act; or
- 2. the accounts do not accord with those records; or
- 3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Nicholas Cunningham FCCA Robson Laidler Accountants Limited

Fernwood House Fernwood Road

Jesmond Newcastle upon Tyne

NE2 1TJ

Date: 29-1-2021

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2020

	Notes	Unrestricted funds	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM Donations and legacies	3	51,005	9,255	60,260	57,632
Charitable activities Services provided		55,382	-	55,382	47,505
Total		106,387	9,255	115,642	105,137
EXPENDITURE ON Charitable activities Training and education		84,103	12,844	96,947	116,607
NET INCOME/(EXPENDITURE)		22,284	(3,589)	18,695	(11,470)
Transfers between funds	11	181	(181)		-
Net movement in funds		22,465	(3,770)	18,695	(11,470)
RECONCILIATION OF FUNDS					
Total funds brought forward		20,614	3,770	24,384	35,854
TOTAL FUNDS CARRIED FORWARD		43,079	<u> </u>	43,079	24,384

#### BALANCE SHEET 31 MARCH 2020

	Notes	·				2020 £		2019 £	)
CURRENT ASSETS Debtors Cash at bank	8					329 46,282		3,78 24,64	
						46,611		28,43	— 38
CREDITORS Amounts falling due within one year	9					(3,532)		(4,05	54)
NET CURRENT ASSETS						43,079		24,38	 34 
TOTAL ASSETS LESS CURRENT LIABILITIES						43,079		24,38	34
NET ASSETS						43,079		24,38	 34 
FUNDS Unrestricted funds Restricted funds	11					43,079		20,6° 3,7	
TOTAL FUNDS						43,079		24,38	34 —
The financial statements were approved	l by the	Board	of	Trustees	and	authorised	for	issue	on

The financial statements were approved by the Board of Trustees and authorised for issue on 28/01/2021 and were signed on its behalf by:

Mr B McLaughlin - Trustee

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

#### 1. STATEMENT OF COMPLIANCE

Blyth Resource & Initiative Centre is Charitable Incorporated Organisation (charity number: 1171347). The registered office is shown on the contents page.

#### 2. ACCOUNTING POLICIES

#### Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: 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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared on a going concern basis on the ground that current and future sources of funding or support will be more than adequate for the charity's needs. The Trustees have considered a period of 12 months from the balance sheet date and consider no further disclosures relating to the charity's ability to continue as a going concern need to be made.

Blyth Resource & Initiative Centre meets the definition of a public benefit entity entry under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

#### Significant estimates and judgements

The preparation of the financial statements requires the directors to make judgements and estimates. The main areas where such judgements and estimates are made are in respect of fixed assets and depreciation.

The company has applied the following accounting policies:

#### Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

the requirements of Section 7 Statement of Cash Flows.

#### Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

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## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

#### 2. ACCOUNTING POLICIES - continued

#### Tangible fixed assets

Fixtures and fittings

- 20% on cost and 15% on cost

#### Taxation

The charity is exempt from tax on its charitable activities.

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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 restricted purposes.

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

#### Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

#### 3. DONATIONS AND LEGACIES

	2020 £	2019 £
Donations	-	8,583
Grants	60,260	49,049
	60,260	57,632

#### 4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019.

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

#### 5. STAFF COSTS

The average monthly number of employees during the year was as follows:

	Operational staff		2020 4 ———	2019 4 ———
	No employees received emoluments in excess of £60,000.			
	During the period, key management remuneration totalled £18,	928 (2019: £26,1	72)	
6.	COMPARATIVES FOR THE STATEMENT OF FINANCIAL A	CTIVITIES  Unrestricted funds £	Restricted funds £	Total funds £
	INCOME AND ENDOWMENTS FROM Donations and legacies	8,583	49,049	57,632
	Charitable activities Services provided	47,505	-	47,505
	Total	56,088	49,049	105,137
	EXPENDITURE ON Charitable activities Training and education	51,968	64,639	116,607
	NET INCOME/(EXPENDITURE)	4,120	(15,590)	(11,470)
	RECONCILIATION OF FUNDS			
	Total funds brought forward	16,494	19,360	35,854
	TOTAL FUNDS CARRIED FORWARD	20,614	3,770	24,384

# NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

#### 7. TANGIBLE FIXED ASSETS

ι.	ANGIBLE FIXED ASSETS				Fixtures and fittings £
	COST At 1 April 2019 and 31 March 2020				41,823
	<b>DEPRECIATION</b> At 1 April 2019 and 31 March 2020				41,823
	NET BOOK VALUE At 31 March 2020				<u> </u>
	At 31 March 2019				-
8.	DEBTORS: AMOUNTS FALLING DUE WITH	IIN ONE YEAR		2020 £	2019 £
	Trade debtors Other debtors Prepayments			193 136	2,206 62 1,521
				<u>329</u>	3,789 =====
9.	CREDITORS: AMOUNTS FALLING DUE WI	THIN ONE YEAR	R	2020 £	2019 £
	Trade creditors Taxation and social security Other creditors			738 1,816 978	1,627 1,531 896
				3,532	4,054 =====
10.	ANALYSIS OF NET ASSETS BETWEEN FU	NDS		2020	2019
	Current assets Current liabilities	Unrestricted funds £ 46,611 (3,532)	Restricted funds £ -	Total funds £ 46,611 (3,532)	Total funds £ 28,438 (4,054)
		43,079	-	43,079	24,384

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

### 11. MOVEMENT IN FUNDS

MOVEMENT IN FUNDS				
		Net movement	Transfers between	At
	At 1.4.19	in funds	funds	31.3.20
	£	£	£	£
Unrestricted funds				
General fund	20,614	22,284	181	43,079
Restricted funds				
Big Lottery Fund	-	(3,589)	3,589	-
Community Foundation Grass Roots	2,081	-	(2,081)	-
Big Potential	1,689	<u> </u>	(1,689) ———	
	3,770	(3,589)	(181)	-
TOTAL FUNDS	24,384	18,695		43,079
TOTALTONDO		====		=====
Net movement in funds, included in the above	are as follows:			
		Incoming	Resources	Movement
		Incoming resources	expended	in funds
		£	£	£
Unrestricted funds				
General fund		106,387	(84,103)	22,284
Restricted funds				
Big Lottery Fund		9,255	(12,844)	(3,589)
TOTAL FUNDS		115,642	(96,947)	18,695
TOTALTONDO		====	====	====
Comparatives for movement in funds				
			Net	
			movement	At
		At 1.4.18	in funds	31.3.19
Unrestricted funds		£	£	£
General fund		16,494	4,120	20,614
		,	·	·
Restricted funds		0.47	(2.47)	
Community Foundation Grass Roots Big Potential		347 8,900	(347) (7,211)	1,689
Community Foundation Nash Fund		9,850	(7,769)	2,081
Good Thing				_,,
Cood IIIIIg		263	(263)	-
		-		
Cood Timig		19,360	(15,590)	3,770
TOTAL FUNDS		-		3,770

#### **NOTES TO THE FINANCIAL STATEMENTS - continued** FOR THE YEAR ENDED 31 MARCH 2020

#### 11. **MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	56,088	(51,968)	4,120
Restricted funds Big Lottery Fund Community Foundation Grass Roots Big Potential Community Foundation Nash Fund Good Thing	44,049 - - - 5,000	(44,049) (347) (7,211) (7,769) (5,263)	(347) (7,211) (7,769) (263)
	49,049	(64,639)	(15,590)
TOTAL FUNDS	105,137	(116,607)	(11,470)

#### Purpose of restricted funds

The purpose of the restricted funds is as follows:

**Big Lottery Reaching Communities**To cover staff costs, room hire and general dilivery of education courses.

#### **RELATED PARTY DISCLOSURES** 12.

There were no related party transactions for the year ended 31 March 2020.

## **DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

FOR THE YEAR ENDED 31 MARCH 2020		
TOK THE TEAK ENDED OF MAKON 2020	2020	2019
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations and legacies	-	8,583
Grants	60,260	49,049
	60,260	57,632
Charitable activities		
Sales	55,382	47,505
Total incoming resources	115,642	105,137
EXPENDITURE		
Charitable activities		
Wages	65,516	74,562
Social security	1,885	2,545
Pensions	1,470	2,299
Rent and rates	16,666	16,346 959
Insurance Telephone	809 47	959 142
Postage and stationery	576	668
Courses	1,710	1,583
Sundries	<sup>′</sup> 79	1,437
Professional fees	3,385	5,445
Office costs	311	178
Staff travel	1,190	889
Tutor costs	2,325	3,378
Depreciation of tangible fixed assets	<del></del>	5,216
	95,969	115,647
Support costs		
Other	978	960
Independent examiner's fees		
Total resources expended	96,947	116,607
Net income/(expenditure)	18,695	(11,470)