

Charity registration No. 1191751
Company registration No. 0CE024183 (England and Wales)

Spark Community Space
Annual Report and Unaudited Accounts
31 March 2023

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Spark Community Space
Legal and Administrative Information

Charity Number	1191751
Company number	CE024183
Principle address	Unit 12, The Pompey Centre Southsea Portsmouth PO4 8SL
Trustees:	Jackie Evans- Chair Rebecca Simmons- Project manager Louise Mant- Secretary Harriet Lunnemann- Safeguarding lead (from Jan 2023) Tracy Elizabeth Hext (resigned Aug 2022)
Independent examiner	BC&A Chartered Accountants 161-163 Elm Grove Southsea Hampshire PO5 1LU

**Spark Community Space
Trustees' annual report
For the period ended 31 March 2023**

Policies and Procedures

All policies and procedures are reviewed annually. They are given to new trustees and volunteers when inducted.

The Volunteer Handbook is given to all new volunteers.

Organisational Structure

4 Trustees
32 volunteers
Project Manager - paid Admin support – paid.
Events and fundraising coordinator – paid.
Grant coordinator – unpaid
6 business mentors to support Project Manager

Summary of the Objectives of the Charity

To promote social inclusion for the public benefit preventing people from becoming socially excluded.

To relieve the needs of people who are socially excluded and assist them to integrate into society and to do so through the operation of a community facility in Hampshire providing practical opportunities for engagement and reintegration.

Summary of the Main Activities

Pay what you can afford community cafe, which includes other charities and community groups that support our objectives; workshops and small day events open to all users.

Trustees Statement regarding adherence to the guidance on public benefit.

The trustees have done due diligence regarding all financial expenses, ensuring the objectives of the charity are met for the benefit of the public. Trustees have read Charity Commission guidelines for trustees.

Grants

All grants applied for meet the charity's objectives to make the cafe a 'pay what you can' space and provide workshops for users. They also provide wages for our part-time staff.

As a charity, we do not give grants.

Contribution made by volunteers.

Volunteers are encouraged to engage with public users, serving and chatting with them.

Several have helped set up a games area where users can take part in board games during their time in the cafe.

Volunteers are now being trained to use the new kitchen facilities at Fratton Park and to manage the space, which includes a coffee shop, areas for users to work quietly using the Wi-Fi, sales of books, games, CDs, DVDs and bric -a- brac and space for users to read or play board games, creating social opportunities.

**Spark Community Space
Trustees' annual report
For the period ended 31 March 2023**

Volunteers will also be encouraged to become familiar with social media through using the social media pod which is being constructed in the Spark premises.

Achievements and Performance

The coffee mornings which had been running at Sherlock's Bar in Southsea were so successful and well attended, the charity has had to seek a larger venue which could be a dedicated space for Spark to operate so that we could continue to grow and meet the demand for the service.

The arrangement with Sherlock's was terminated in July 2022 and a premises was found at Fratton Retail Park in Portsmouth. We have signed a 15-year lease and moved into the space to begin renovations in January 2023. The space is ready to open with a date of April 20th as the official grand opening.

The charity now has 32 volunteers, 12 of whom are Beneficiaries, and 3 paid part-time workers. Numbers attending at Sherlock's were consistently around 80 people per session, the new premises will be able to accommodate many more.

The charity space will continue to be used by other groups and services to bring clients to. These are: Solent Mind, NHS Solent, PCC Community Connections, You Trust, Island Network Group, Home Instead, Minstead Trust, Hope Project's Circle of Support. 7 different Doctor's surgeries will be socially prescribing attendance at Spark to patients whose health is being adversely affected by loneliness and isolation, and the Job Centre long-term unemployment department will be running a Job Club from the cafe.

In addition to this, we anticipate that many people will pass by the cafe and will attend again, either with other family members and friends or because they have met and made friends in the cafe. Our social media (Twitter, Facebook, Instagram) and media presence (newspapers, radio, blogs, podcasts) also attracts people to the project both locally and nationally. Our first e-newsletter was produced March 2022, which people can sign up to receive.

The charity has had a huge impact on the users and volunteers. It has increased self-worth and confidence of its beneficiaries, allowing several to apply for other jobs for the first time. It has provided a safe place for users to make connections and supported those facing both mental, emotional, and physical challenges.

The increasing number of group users have found the space to be a guaranteed safe place to meet, allowing their clients to spark back into life.

The charity has supported users in workshops run through PCC, attending a pantomime, Dick Whittington, and a Christmas dinner at the Queen's Hotel paid for by donations from local businesses. Volunteers were treated to an afternoon tea at the Queen's Hotel in the summer as a thankyou from the project.

The Project Manager continues to across the city with a vast number of groups, including: BNI Southsea and Hampshire, MNC Networking, Portsmouth Business Builders, Portsmouth Business Enterprise, B2B, LinkedIn Portsmouth, Together

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Trustees' annual report
For the period ended 31 March 2023

We Can Portsmouth, The Lark Network, AWE Women's Enterprise, Island City Living, Love Southsea, The Hive, The Big Networking Extravaganza. These connections have supported the charity's activities, donating time, resources, and expertise to further the objectives and support our beneficiaries and users. The fitting out of the premises at Fratton Park has been supported by many donations from these networking partners.

Achievements against objectives set.

The charity now has a premises from which to run the activities which will mean that we can reach more people, be open for more flexible times and have facilities to train volunteers and run workshops. We will be creating a social media suite where people can learn how to become more digitally literate and use the connectivity offered by the internet to increase their social inclusion in the online world as well as in the physical space. This will enable us to reach people who are unable to attend Spark in person to offer friendship and community involvement.

Performance of fundraising activities against objectives set.

The charity now has a premises from which to run the activities which will mean that we can reach more people, be open for more flexible times and have facilities to train volunteers and run workshops. We will be creating a social media suite where people can learn how to become more digitally literate and use the connectivity offered by the internet to increase their social inclusion in the online world as well as in the physical space. This will enable us to reach people who are unable to attend Spark in person to offer friendship and community involvement.

Performance of fundraising activities against objectives set.

Summer ball held- £9,000
Crowd Funder - approx. £10,191
Emma Weatherstone (a Spark Ambassador) birthday fundraiser- £150
Imogen Munn-Scott-birthday fundraiser £150
Ambassador Programme (£50 per month) - 6 people
Business Bespoke £600
Astute Financials £1500
Southern Co-Operative £500 x 3 B&Q £5,000

Financial Review

Reserves- The charity currently does not have any reserved funding.

Charity's Principal source of funds- funding pots from Grant Making bodies, donations from local businesses and public, fundraising activities, business ambassador programme.

Principal risks facing the charity.

Risks created by the Covid pandemic are now receding and our long-term lease and financial security mean that there are no current particular risks.

**Spark Community Space
Trustees' annual report
For the period ended 31 March 2023**

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees.

Jackie Evans

Jackie Evans

Chair

14 November 2023

**Spark Community Space
Independent Examiner's Report
For the year ended 31 March 2023**

To The Trustees of Spark Community Space

I report on the accounts of the charity for the year ended 31 March 2023.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's qualified statement

Subject to the limitations upon the scope of my work as detailed above, in connection with my examination, I can confirm that in the course of my examination, no matter has come to my attention.



Name: Tahir Ahmed, *FCA, ACMA, BSc (Hons)*

BC&A Chartered Accountants
161-163 Elm Grove, Southsea, Hampshire, PO5 1LU
14 November 2023

Spark Community Space
Statement of Financial Activities
For the year ended 31 March 2023

		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	Notes	2023 £	2023 £	2023 £	2022 £
<u>Income and endowments:</u>					
Charitable activities	3	-	78,748	78,748	52,634
Other trading activities	4	10,374	-	10,374	11,030
Other income	5	11,738	-	11,738	497
Total income and endowments		22,112	78,748	100,860	64,162
<u>Expenditure</u>					
Direct cost of generating funds	6	13,611	-	13,611	5,927
Charitable activities	7	-	55,948	55,948	19,505
Total charitable expenditure		13,611	55,948	69,559	25,432
Net movement in funds		8,501	22,800	31,301	38,730
Fund balances at 1 April 2022		8,045	31,685	39,730	1,000
Fund balances at 31 March 2023		16,546	54,485	71,031	39,730

**Spark Community Space
Balance Sheet
As at 31 March 2023**

	Notes	£	2023 £	£	2022 £
Fixed assets:					
Tangible assets	9		1,621		1,305
Current assets:					
Debtors	10	14,164		1,060	
Cash at bank and hand	11	<u>56,105</u>		<u>38,016</u>	
Total current assets		<u>70,270</u>		<u>39,076</u>	
Creditors falling due within 1 year	12	860		<u>651</u>	
Net current assets			69,410		38,425
Net assets			<u>71,031</u>		<u>39,730</u>
The funds of the charity:					
Unrestricted funds:					
General funds	13	<u>16,546</u>			
Total unrestricted funds			16,546		8,045
Restricted income funds			54,485		31,685
Total charity funds			<u>71,031</u>		<u>39,730</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

The trustees acknowledge their responsibility for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Jackie Evans

Jackie Evans
Chair

Approved by the Trustees on 14 November 2023

Spark Community Space
Notes to the accounts
For the year ended 31 March 2023

1. Accounting policies

Charity information

Spark Community Space is a private company limited by guarantee incorporated in England and Wales. The registered office is 161 Elm Grove, Southsea, Hampshire, PO5 1LU.

Accounting convention.

The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bullet 1 not to prepare a Statement of Cash flows.

The financial statements are prepared in Sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principle accounting policies adopted are set out below.

1.2 Going Concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation unless performance conditions required

Spark Community Space
Notes to the accounts
For the year ended 31 March 2023

deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is unknown, the legacy is treated as a contingent asset.

Grants are credited as income in the year in which they are receivable. Grants received for specific purposes are accounted for as restricted funds. Grants are not recognised as receivable until all conditions for receipts have been complied with.

1.5 Resources expended.

All expenditure is accounted for on an accruals basis and includes VAT which cannot be recovered.

1.6 Tangible Fixed Assets

Tangible Fixed Assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment: reducing balance method @20%

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and assumptions are based on historical experience and other factors that are relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Spark Community Space
Notes to the accounts
For the year ended 31 March 2023

3 Charitable activities	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2023	2023	2023	2022
	£	£	£	£
Ambassador donations	-	1,670	1,670	700
Crowdfunding	-	9,845	9,845	18,590
Donations from businesses	-	23,785	23,785	3,480
Donations via CAF bank	-	7,948	7,948	5,344
Grants	-	35,500	35,500	24,520
	-	78,748	78,748	52,634
4 Other trading activities	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2023	2023	2023	2022
	£	£	£	£
Sales	10,374	-	10,374	11,030
	10,374	-	10,374	11,030
5 Other income	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2023	2023	2023	2022
	£	£	£	£
Other revenue	11,636	-	11,636	497
Interest income	102	-	102	-
	11,738	-	11,738	497
6 Direct cost of generating funds	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2023	2023	2023	2022
	£	£	£	£
Cost of goods sold	3,063	-	3,063	2,898
Other direct expenses	7,686	-	7,686	3,029
Direct wages	2,862	-	2,862	-
	13,611	-	13,611	5,927
7 Administrative Costs	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2023	2023	2023	2022
	£	£	£	£
Advertising & marketing	-	7,575	7,575	2,892
Bank Fees	-	73	73	125
Cleaning	-	45	45	-
Depreciation expense	-	363	363	258
Entertainment - 0%	-	125	125	-
Entertainment-100% business	-	2,389	2,389	210
Equipment expensed	-	418	418	-
General expenses	-	1,448	1,448	914
Insurance	-	287	287	216
IT software and consumables	-	149	149	54
Legal expenses	-	4,022	4,022	548
Light, power, heating	-	280	280	-
Operating lease payments	-	4,822	4,822	-
PA services	-	2,695	2,695	618
Printing & stationery	-	73	73	727
Rates	-	80	80	-
Rent	-	1,050	1,050	1,875
Repairs & maintenance	-	16,374	16,374	-
Salaries	-	11,166	11,166	9,148
Service charge	-	888	888	-
Staff training	-	510	510	-
Staff uniform	-	576	576	1,475
Storage	-	154	154	241
Subscriptions	-	65	65	66
Travel and subsistence	-	322	322	137
	-	55,948	55,948	19,505

8 Employees**Average number of employees**

2023	2022
Number	Number
3	3
3	3

Employment costs

Wages and salaries
Social security costs

2023	2022
£	£
11,166	9,148
1,665	410
12,830	9,558

There were no employees whose annual remuneration was £60,000 or more.

9 Fixed assets: tangible assets**Cost**

As at 1 April 2023
Addition
Disposals
At 31 March 2023

Fixture, fittings & equipment
£
1,563
679
-
2,242

Depreciation

As at 1 April 2023
Charge for the year
Disposals
At 31 March 2023

258
363
-
621

Net book value

At 31 March 2023

1,621

At 31 March 2022

1,305

10 Debtors falling due within 1 year

Accounts receivables
Crowdfunding account
Prepayments

2023
£
1,250
1,082
11,833
14,164

11 Analysis of cash movement

Balance b/f
Income
Depreciation
Taxation and social security
Asset purchase
Debtors/ prepayments
Expenses
Creditors
Balance at 31 March 2023

2023
£
38,016
100,860
363
-1,260
-679
-13,105
-69,559
1,469
56,105

12 Creditors falling due within 1 year

Other debtors
Taxation and social security

2023
£
250
609
860

13 Analysis of charitable funds

Analysis of fund movement	Balance b/f £	Incoming resources £	Resources expended £	Transfers £	Balance c/f £
Unrestricted funds:					
Unrestricted general funds	8,045	22,112	13,611	-	16,546
	8,045	22,112	13,611	-	16,546

	Balance b/f £	Incoming resources £	Resources expended £	Transfers £	Balance c/f £
Restricted funds:					
Restricted general funds	31,685	78,748	55,948	-	54,485
	31,685	78,748	55,948	-	54,485

14 Related Party Transactions

There were no disclosable related party transactions during the period (2022 – None)

Signature Certificate

Reference number: CQH7S-D5ASZ-YVGUA-TTX4B

Signer

Timestamp

Signature

Jackie Evans

Email: jackie.evans6000@gmail.com

Sent:

16 Nov 2023 09:24:04 UTC

Viewed:

16 Nov 2023 14:12:11 UTC

Signed:

16 Nov 2023 15:21:49 UTC

Jackie Evans

Recipient Verification:

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