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REGISTERED COMPANY NUMBER: 06354930 (England and Wales)

REGISTERED CHARITY NUMBER: 1122405

1122405

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016  
FOR  
ST ALBANS COMMUNITY ASSOCIATION**

**CHARITY COMMISSION  
FIRST CONTACT**

**- 8 JUL 2016**

**ACCOUNTS  
RECEIVED**

**J W Hinks LLP  
Chartered Accountants  
and Statutory Auditors  
19 Highfield Road  
Edgbaston  
Birmingham  
West Midlands  
B15 3BH**



**ST ALBANS COMMUNITY ASSOCIATION**

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FOR THE YEAR ENDED 31 MARCH 2016**

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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2016**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. 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 for Smaller Entities (the FRSE) (effective 1 January 2015).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

Purposes and aims

St Albans Community Association's objects and principal activities are to improve the conditions of life for the residents of the St Paul's Ward, Smethwick, and the surrounding areas through the use of the facilities available to the Association.

St Albans Community Association's vision can be summarised as follows.

1. To work for a community in which all are valued and respected.
2. To work for a community in which every resident has access to the information, support and quality services they need.
3. To work for a community in which everyone irrespective of their history, culture, race, gender or disability can feel a sense of belonging.

St Albans Community Association's mission is to be an asset to the local community by providing access to inclusive and supportive services which enable residents to thrive and achieve their potential.

Ensuring our work delivers our aims

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The review also helps us to ensure that our aim, objectives and activities remained focused on our stated purposes.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

The focus of our work

The Association continues to provide various activities to benefit a wide range of age groups.

At present, the Association provides two pre-school clubs, a lunch club, an out-meals service, an advocacy and advice service and a befriending service for people living with mental health issues and also for people over the age of 55.

In addition to the various services provided by the Association, the Association also hires rooms to various community/voluntary groups from the local area. Their activities include arts and crafts, painting and many other activities which suit a wide range of people and age groups.

Furthermore, the Association also supports several autonomous groups by providing not only rooms but also support, advice and guidance on funding.

**Grantmaking**

The Association reviews various organisations and individuals who support and deliver the Association's objects.

Potential recipient of grants paid by the Association are reviewed by the Association on a case by case basis depending upon the available resources of the Association.

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REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2016

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**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

How our activities deliver public benefit

In setting our objectives and planning our activities the trustees have given careful consideration to the Charity Commission's general guidance on public benefit, including the guidance on public benefit and fee charging.

Our main activities and who we try to help are described below.

All of our charitable activities focus on our ability to improve the conditions of life for the residents of the St Paul's Ward and the surrounding areas of Smethwick through the use of the facilities available to the Association.

Pre-school

The Association's pre-school service continues to educate and care for children aged between 2 and 4 years of age who live in the local community and the pre-school service continues to maintain a healthy waiting list for the academic year 2016-2017.

Our work means that we continue to help children learn and develop important social skills that they will transfer into school and beyond. We lay important foundations such as physical development, communication and language, literacy, mathematics, knowledge and understanding of the world and expressive arts and design development, all of which are fundamental to children's learning,

Funding from Children in Need enables us to support families - as a result, we have been able to welcome Sabina Sierzega-Przychodzien as a member of our pre-school staff. Sabina speaks Polish, Russian and English and can assist families in a number of ways such as translation, completing forms and providing guidance on applying for schools and registering with a GP.

After our latest OFSTED inspection we received a good assessment. OFSTED paid particular emphasis on our work with SEND children (special needs and disabilities) as, here at St Albans, we do have some pre-school children with complex needs.

The newly refurbished outside play area now provides additional opportunities for the children under our care to learn and develop with space being created so that the children can draw on their own imagination and resources to develop confidence in play. This will enhance their gross and fine motor skills.

The past year has been very busy and successful as our pre-school is very popular which our current numbers are demonstrating. Parents and their children at our pre-school are happy with their care and learning and we aspire to improve ourselves all of the time. Next year we are hoping to extend our current provision to make available another 15 to 20 places for 2 year olds.

Lunch Club and outmeals

The Lunch Club has been a key part of the Association since 1989, offering a selection of freshly made hot and cold dinners and puddings to our clients.

Our clients access our Lunch Club service either by coming to our premises via our bus pick up service or by making their own way by themselves. Additionally, for those who are housebound, we will arrange for a meal to be delivered to their home.

Our aim with the Lunch Club service is to bring elderly and vulnerable people back into the community, people who most likely do not see anyone for days on end, and to offer them a hot meal, integration and communication with others. We stimulate their body and mind with parties, events and day trips such as a visit to the pantomime to a day out at the seaside.

We also monitor their wellbeing and report any concerns to the relevant agencies. This is a massive relief to families knowing that someone is looking out for their loved ones' wellbeing and the monitoring of their lifestyle.

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REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2016

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**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The volunteers and staff at the Association work very hard to maintain this service and are very proud of the relationship they have built up with clients, families and local agencies.

The Lunch Club service is a devoted team effort which makes this service so successful at St Albans - the Lunch Club continues to be very busy and the Association's staff and volunteers should be very proud of the fact that supplied in the region of 7,300 inmeals and 5,000 outmeals during the year ended 31 March 2016.

Advocacy and support service

The advocacy and support service, otherwise known as Caring in a Crisis, has continued this year after the Association obtained funding until the end of December 2015 from the Sandwell Consortium, which funded our welfare rights and debt service, and from the William A Cadbury Charitable Trust, which funded our advocacy service.

In addition, we have secured further funding from the Big Lottery Fund for a period of 5 years, effective from January 2016, concerning our Caring in a Crisis service which puts us in a much more secure position for the years to come.

Funding from the Big Lottery Fund has enabled us to hire a part-time administrator to assist our current advocate, enabling our advocate to see more clients and deal with issues.

Our advocate provides a holistic service to our clients, helping with multiple issues such as benefits, homelessness, housing (including poor, inadequate and overcrowded housing), care packages (inadequate or ineffective), families with children who have learning disabilities and who require support at school and much more.

The service continues to be oversubscribed and it is our success stories which keep us going and understanding the impact our service has on those individual and their families.

The service runs on an appointment basis and we are able to see clients with disabilities or care duties within their own homes.

This year Universal Credit rolled out in Sandwell which has, as expected, caused problems for many claimants. With little information or guidance available it has been a source of a lot of confusion and has been a major contributing factor towards people struggling to manage their monies, resulting in them desperately trying to keep their heads above water. We continue to support these people with food bank vouchers provided by Smethwick Food Bank to assist them to put food on the table. Our advocacy and support service works hand in hand with the food bank to help people out of the crisis and to give them the tools they need to become independent,

Our Caring in a Crisis service has ensured that the people of Sandwell can claim all of the benefits to which they are entitled to - as a result, this year, we have been successful on our clients' behalf in claiming over £134,000 in much needed benefits.

Our Friend is your Friend

During the year ended 31 March 2015, the Association was successful in obtaining funding for a period of 5 years from the Big Lottery Fund's Reaching Communities programme to offer a much needed befriending service for socially isolated elderly members of the local community.

As a result, for the year ended 31 March 2016, we have just come to the end of the second year of the 5 year programme of funding provided by the Big Lottery Fund's Reaching Communities programme.

The befriending service identifies volunteers that can give one to two hours per week in which befrienders visit elderly socially isolated people in their own homes or accompany them to enable them to take part in a number of activities.

All volunteers are DBS police checked and are asked for two references to try to ensure the safety of our clients.

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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2016**

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**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

A comprehensive induction and training package is also offered to support them in their role as a befriender.

Clients are matched from a number of sources including health care professionals, family and self-referral. Upon receipt of a referral the befriending staff arrange to go out and meet the client. We find out what their interests and hobbies are and what they would like to do. We then use this information to match them with an appropriate volunteer.

Once matched, the volunteer will visit the client on a weekly basis as agreed by both parties. Every client and volunteer is also called on a weekly basis and calls are logged. This helps us to monitor the befriending and ensure that all parties are happy. These calls also provide us with a chance to identify any possible issues that may arise in the friendship and the chance to amend those issues before they get out of hand.

The weekly telephone calls also give us a chance to monitor the health of the clients and, where necessary, we will refer back to the health care professionals or relatives involved to ensure that they are aware of any issues which we have identified.

Since the project started in April 2014, 89 people have accessed this service. This project is proving to be very popular with clients and volunteers and during the year ended 31 March 2017, the third year of the 5 year programme of funding provided by the Big Lottery Fund's Reaching Communities programme, we are planning to extend our service offer to clients and volunteers in the Wednesbury area.

**HAPPY**

The Association has been working in partnership with a local based charity called BUDS (Better Understanding of Dementia in Sandwell) and other providers to deliver a service called HAPPY (Healthy Ageing Project Provided for You).

As part of the community offer for Oldbury, Langley and Smethwick, the HAPPY service provides residents over 55 years of age within the target areas a free, unique and specialised service to improve their health and wellbeing and clients are able to access a variety of services including the following.

- o Advocacy and support.
- o Access to health screening.
- o Befriending.
- o BUDS clubs.
- o Training for carers.
- o Pop-in services.
- o Home safety checks.
- o Gentle exercise classes.
- o Wellbeing roadshows.
- o Vaccination reminders.
- o Hot meal delivery services.
- o Support groups.
- o Telephone support.
- o Luncheon clubs with transport.
- o 72 hours emergency home support.
- o Weekly walking groups.
- o Short breaks for carers.
- o Weekly drop-in centres.

Volunteer opportunities are also available for the HAPPY service.

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REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2016

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**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

JCP work experience programme

During the year ended 31 March 2015, the Association began piloting a work experience programme specifically aimed at people aged over 50 years which aimed to give clients up to date work experience and to make them more jobs ready.

The work experience programme lasted for 8 weeks and consisted of 1 day per week based at the Association's premises during which we covered employability essentials such as job search techniques, application form filling, a CV surgery, IT skills, interview techniques, team building and confidence building.

In addition to this, clients also received a work experience placement for 2 days per week.

As part of the initial assessment, clients' areas for development were identified and were then used by us as part of the work experience placement to assist clients in addressing the gaps they identified.

The work experience programme was completed in August 2015.

Throughout the 6 month trial period we had 32 participants of which 14 secured employment and 1 progressed onto further education.

Of the volunteers who assisted us with the work experience programme, 4 volunteers are still with us and have become much valued members of the St Albans team.

Keeping You in Positive Mind

In September 2015 the Association launched a 12 month pilot project called Keeping You in Positive Mind which has been funded with assistance from the Lloyds Bank Foundation.

The project is aimed at helping 25 people who have been diagnosed with a mental health condition to assimilate back into the community.

We are now well underway with this project and have experienced high levels of demand.

To make people aware of the project we contacted various people and organisations ranging from Community Mental Health Teams to Kaleidoscope. We also attended some local events and open days to distribute leaflets and to inform people about the project. These organisations and people then sent in referrals. We then went to meet the people referred to discuss how the project works and what activities they would be interested in taking part in.

The project is designed to get people out into the community - in order to do this, we arrange for a volunteer to go and visit the person participating in the project once a week.

All of our volunteers assisting with the project have to undergo DBS checks and provide references to ensure that they are suitable candidates. We then match them based upon area and hobbies and interests.

We currently have 11 volunteers who go out visiting and, as a result of this, we have had some great outcomes - people have participated in the project have experienced new activities such as gardening, shopping and eating out and there has also been an increase in the number of people who are doing more exercise which has been shown to help people have improved mental health wellbeing.

As part of the project, staff have completed mental health first aid courses as well as various other mental health training workshops. This has helped us to be more understanding and more helpful to the people who we are working with.



REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2016

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**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

Pat Ryan Volunteer Awards

Following the sad loss a number of years ago of Pat Ryan who had worked tirelessly and who dedicated so much time supporting St Albans, the Association has implemented the Pat Ryan Volunteer of the Year Award.

Every year staff will be asked to nominate the volunteer who they feel has made a significant contribution towards the Association.

During the current year, nominees consisted of current Association volunteers and, following voting by the Association's staff, the unanimous winner was declared to be Humairaa Khalid.

Pete Ryan, Pat Ryan's husband, and Robert Evetts, the Association's new Chairman, presented the Pat Ryan Volunteer of the Year Award to Humairaa for her commitment and dedication to the Association.

Humairaa's involvement with the Association commenced in September 2012 as a student at the Association's pre-school and since then Humairaa has continued to volunteer at the Association's pre-school, volunteering on average some 30 hours per week. She has become much loved by the Association's staff and children alike.

There were many more awards presented to volunteers at the awards evening and the Association's staff and supporters judged the awards event to be a great success.

Autonomous groups

A number of autonomous groups, independent of the Association, meet at the Association's premises.

Details of their activities and achievements during the year ended 31 March 2016 are as follows.

**o The Friendship Club**

The Friendship Club continues to grow from strength to strength.

The Friendship Club has organised several trips over the past year including trips to Cadbury World, West Midlands Safari Park, Weston Super Mare, the Coronation Street studio, RAF Cosford and to the Birmingham Hippodrome, all of which were well attended. The club has also offered additional trips to the cinema at the request of its clients.

The Friendship Club has also held several theme days celebrating calendar events over the year including Valentine's Day, Easter and Remembrance Day and has planned a full schedule of activities for 2016 and 2017 which everyone is welcome to join.

On average there are approximately 80 people who attend each of the club's theme days.

The Friendship Club continues to offer the following weekly core services.

Monday	Activities differ from week to week and have recently included gentle exercise.
Wednesday	Due to popular demand the club now offers outings to the cinema every other Wednesday - the club organised a one-off trip that was so popular that it has now become a regular activity.
Tuesday, Thursday and Friday	Bingo is a favourite activity for most of the club's clients and, due to demand, the club now offers bingo three times a week. One of the club's clients has also started calling bingo in an extra session on Thursday.



**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2016**

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**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

**o BUDS**

BUDS clubs continue to provide an important service for people with dementia in the community as, often when the condition advances, people become very isolated within their own homes.

Better Understanding for Dementia in Sandwell holds clubs at St Albans Community Association's premises every Wednesday and Friday between 11.30am and 2.00pm.

Attending clubs means that people with dementia can continue to lead active and meaningful lives. They can also offer family carers the chance to attend and meet other carers or, alternatively, give them a regular break from their caring role, safe in the knowledge that their loved ones are being supported.

The BUDS club has organised a varied amount of activities for its clients which have included dominoes, jenga, musical bingo, colouring, singing, quizzes and making Christmas and Easter cards.

The BUDS club has also joined in with the Friendship Club's gentle exercise and karaoke sessions. Its clients really enjoyed this as they enjoyed singing the songs.

**o Community Learning**

Community Learning has had another successful year offering weekly term time art and craft and patchwork quilting sessions.

The patchwork and quilting course welcomed new and regular members, some of whom had never threaded a needle before, and the course's aims and objectives involved setting its amazing group members the challenge of creating a unique wall hanging commemorating St Albans Community Association's 30 birthday in 2014.

With technical support and guidance from Jean Weigh, a highly experienced quilter, the group has experienced basic needlework skills, learned about patchwork designs and collaborated to produce unique and individual pieces of quilting and patchwork which resulted in the final accomplishment taking its place in the main room at the Association's premises in the summer of 2015.

The art and craft sessions on Thursday mornings have welcomed new friends to the group, some of whom face social isolation, some of whom are newly retired individuals and some of whom are carers in need of a little respite for themselves, and all have gained through the therapeutic nature of art and craft.

Activities have involved craft using natural materials, textiles on canvas and felted soap making.

**o Friends United Learning Together (FULT)**

Friends United Learning Together (FULT) has been meeting at St Albans Community Association's premises since 2011.

During 2014 FULT consulted with its members to see if there was anything new they would like to learn. There were a lot of suggestions but the one that was most popular was jewellery making. Members were also keen to continue to develop their card making skills. As a result, FULT set about trying to find some funding in order to make this possible.

FULT applied to Awards for All and was given funding to provide a 12 month course which was completed in August 2015. This course offered a jewellery making session on a Wednesday morning and a creative card making session on a Thursday afternoon where members used many card making techniques including die-cutting, deco patch, wooden templates, digital stamping and origami.

The courses that FULT provides at the Association go a long way in supporting people who are living with mental health disorders, long term physical disabilities and isolation and have proved in the past to be positive for the people who attend them,



## ST ALBANS COMMUNITY ASSOCIATION

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

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#### ACHIEVEMENT AND PERFORMANCE

##### Charitable activities

FULT is based in the hub of the community and it is vitally important to continue to be able to supply this kind of service for as long as it may be needed by the people of our community.

##### o Crafty Fingers

Crafty Fingers continues to meet with regular members attending each week.

Meetings continue to cover a variety of crafts, of which the main craft is card making.

However, over the last year, Crafty Fingers members have also made handbags from old jeans and have created shopping bags using linen material. These were decorated using a die cutting machine.

Crafty Fingers members have also been making needle cases, painting silk scarves and covering glass containers with silk to transform them into tea light holders. Members have also used pastels and the scenes created have been included into greetings cards.

The Crafty Fingers club remains a friendly club and some members attend each week in the knowledge that they will be having a social morning and giving the craft element a rest for that particular week. Gossip, discussion, jokes and general chatter are part of the very bones of the club with friendships continuing to blossom.

##### o Redeemed Christian Church of God (RCCG)

The Redeemed Christian Church of God, Covenant Restoration Assembly Sandwell, provides Christian religious services for Christians living in the community at the Association's premises every Sunday from 11.30am to 1.30pm..

Non-Christians are also welcome to attend RCCG meetings and services.

RCCG strives to identify activities in which the community may be interested in order to meet and share love with one another. For example, RCCG holds a coffee meeting on the last Saturday of each month between 11.30am and 1.30pm to create an opportunity for one-to-one interaction with people from the community. Other examples include the organisation of an outdoor summer barbecue to which people from the community are invited to attend.

Participation in all of RCCG's activities and meetings is free of charge.

RCCG partners with the Association's befriending service where church members, after being DBS checked, are linked up with a lonely friend to visit them in their home. RCCG also works with the Association to facilitate the entertaining of their elderly clients with a Christmas Carol service.

##### o Warley Gateway Club

Warley Gateway Club holds club meetings at the Association's premises on a Monday evening.

The club caters for young and older adults with learning disabilities to give them a better quality of life and to give their parents / carers a couple of hours free time on a Monday evening.

##### o United Martial Arts & National Wrestling Legion

The United Martial Arts & National Wrestling Legion (formerly known as United Martial Arts Academy UMAA) has spent over 30 years training on almost a weekly basis at the Association's premises.

Shotokan Karate is taught by Tom McLaughlin, a 5 Dan Sensei, Ju-Jitsu is taught by Tony Edwards, a 2 Dan Sensei, and Kenpo Karate and Kickboxing is occasionally taught by Paul Sippits, a 1 Dan Sensei.

The United Martial Arts & National Wrestling Legion has members ranging in age from as early as 7 years of age up to its eldest member who is 86 years of age.

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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2016**

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**FINANCIAL REVIEW**

**Principal funding sources**

St Albans Community Association is reliant upon the income derived from grants it receives from organisations such as Sandwell Metropolitan Borough Council and other grant making organisations as well as income derived from room hire and catering and other sources of income.

**Reserves policy**

It is the policy of the trustees to maintain a level of reserves sufficient to ensure the continued operation of the charity's activities.

**Financial review**

The Statement of Financial Activities for the year ended 31 March 2016 shows incoming resources of £458,848 (2015 - £501,125) and resources expended of £431,979 (2015 - £480,968).

The reserves are primarily to cover the development and future operational expenses of St Albans Community Association.

**FUTURE PLANS**

During the coming year the Association has plans to make progress in the following areas in order to continue to help improve the conditions of life for the residents of the St Paul's Ward and the surrounding areas of Smethwick through the use of the facilities available to the charity.

1. The Association has plans to extend its pre-school service to enable it to accommodate 30 to 40 more children aged 2 years of age.
2. The Association is working in partnership with 4 other organisations to share a volunteer co-ordinator in order to recruit, train, retain and place volunteers.
3. The Association has reviewed its accounting system and has implemented a computerised accounts software package with the aim of giving us a clearer breakdown of our finances.
4. The Association has plans to review its staff's salaries to ensure that, as a minimum, our staff are paid the living wage.
5. The Association is now able to track clients and outcomes utilising our new database provided by Lamplight CIC and paid for by the Lloyds Bank Foundation.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

St Albans Community Association is a company limited by guarantee (registered number 06354930) which was incorporated on 29 August 2007 and achieved charitable status on 22 January 2008 (registered number 1122405).

The Association was established under a Memorandum of Association which established the objects and powers of the Association and is governed under its Articles of Association. In the event of the Association being wound up members are required to contribute an amount not exceeding £1.

**Recruitment and appointment of new trustees**

As set out in the Association's Articles of Association new trustees are appointed by the Board of Trustees after applying to the Association in the form required by the trustees and after being approved by the Board of Trustees.

All trustees give their time voluntarily and receive no benefits from the Association. Any expenses reclaimed from the Association are set out in the notes to the financial statements.



**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2016**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational structure**

St Albans Community Association is organised so that its management committee of trustees meet regularly to manage its affairs and formulate policy.

A scheme of delegation is in place and day to day responsibility for the provision of the Association's services rests with the centre manager. The centre manager is responsible for ensuring that the Association delivers the services specified and that key performance indicators are met. The centre manager also has responsibility for the day to day operational management of the Association, individual supervision of the staff team and ensuring that the team continue to develop their skills and working practices in line with good practice.

**Induction and training of new trustees**

New trustees undergo an orientation day to brief them on legal obligations under charity law, the content of the Association's Memorandum and Articles of Association, the committee and decision-making processes and the recent financial performance of the Association.

During the induction day they meet key employees and other trustees.

Trustees are encouraged to attend appropriate external training events where these will facilitate the understanding of their role.

**Key management remuneration**

In the trustees' opinion, the key management personnel of the Association responsible for the direction, control, running and operation of the Association on a day to day basis consists of the Board of Trustees and the Centre Manager.

**Key management personnel - trustees**

All trustees give of their time freely and no trustee received remuneration during the year.

Details of trustees' expenses and related party transactions are disclosed in notes 11 and 20 to the financial statements.

**Key management personnel - centre manager**

The pay of the Association's senior staff is reviewed annually and normally increased based upon the position of the Association's finances and the cost of living in general. In view of the nature of the Association, the trustees benchmark pay levels in other similar organisations of a similar size.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
06354930 (England and Wales)

**Registered Charity number**  
1122405

**Registered office**  
St Albans Community Centre  
St Albans Road  
Smethwick  
West Midlands  
B67 7NL



**ST ALBANS COMMUNITY ASSOCIATION**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2016**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Trustees**

R Bruce	- appointed 29.9.15
B D Bright	
G Darby	
R Evetts	- appointed 29.9.15
Reverend D R Gould	
R A Heath	- resigned 28.9.15
A Richards	- resigned 2.5.16

**Centre manager**

T M Flannagan

**Senior statutory auditor**

Peter Smith ACA

**Company Secretary**

T M Flannagan

**Auditors**

J W Hinks LLP  
Chartered Accountants  
and Statutory Auditors  
19 Highfield Road  
Edgbaston  
Birmingham  
West Midlands  
B15 3BH

**Solicitors**

QualitySolicitors Silks  
Barclays Bank Chambers  
Birmingham Street  
Oldbury  
West Midlands  
B69 4EZ

**Bankers**

Co-operative Bank  
1 Balloon Street  
Manchester  
M60 4EP

Leek United Building Society  
50 St Edward Street  
Leek  
Staffordshire  
ST13 5DL

United Trust Bank Limited  
1 Ropemaker Street  
London  
EC2 9AW

**FUNDS HELD AS CUSTODIAN FOR OTHERS**

Lauryn Lee was a local girl living with renal cancer and who had undergone intensive chemotherapy treatment.

During the year ended 31 March 2012 St Albans Community Association, along with Lauryn's family and close friends, raised funds with the intention for Lauryn and her family to visit Disney World in Florida, USA.



**ST ALBANS COMMUNITY ASSOCIATION**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2016**

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During the year ended 31 March 2015 expenses totalling £3,457 (2014 - £nil) were drawn upon by Lauryn's family from the appeal fund. Unfortunately, Lauryn died during the year ended 31 March 2015.

Included within other creditors falling due within one year as at 31 March 2015 were monies received by the Association on behalf of the Lauryn Lee Appeal fund totalling £5,355 yet to be expended as at 31 March 2015.

Following the receipt of advice issued by the Charity Commission, the Association planned to issue a resolution amending the purpose of the fund to allow the unexpended balance of £5,355 as at 31 March 2015 to be distributed by the Association to other suitable charitable organisations during the year ended 31 March 2016.

During the year ended 31 March 2016 this resolution was issued by the Association and the unexpended balance of £5,355 as at 31 March 2015 was distributed by the Association to other suitable charitable organisations - two nominated charities with similar aims and objectives each received equal sums and they were Make a Wish Foundation (registered charity number 295672) and Dreamflight (registered charity number 1117303).

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of St Albans Community Association for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company 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 incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- 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 keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They 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.

In so far as the trustees are aware:

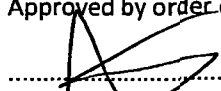
- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**AUDITORS**

The auditors, J W Hinks LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

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

Approved by order of the board of trustees on 29 June 2016 and signed on its behalf by:

  
.....  
R Bruce - Trustee



**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
ST ALBANS COMMUNITY ASSOCIATION**

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We have audited the financial statements of St Albans Community Association for the year ended 31 March 2016 on pages fifteen to thirty five. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees Responsibilities set out on page twelve, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.



**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
ST ALBANS COMMUNITY ASSOCIATION**

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**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.



Peter Smith ACA (Senior Statutory Auditor)

for and on behalf of J W Hinks LLP

Chartered Accountants

and Statutory Auditors

19 Highfield Road

Edgbaston

Birmingham

West Midlands

B15 3BH

Date: 29 June 2016



ST ALBANS COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2016

		Unrestricted funds	Restricted funds	2016 Total funds	2015 Total funds
	Notes	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	-	-	-	533
Charitable activities	5				
Grants receivable		209,159	119,085	328,244	367,713
Other trading activities	3	127,013	-	127,013	130,893
Investment income	4	3,591	-	3,591	1,986
<b>Total</b>		<b>339,763</b>	<b>119,085</b>	<b>458,848</b>	<b>501,125</b>
<b>EXPENDITURE ON</b>					
Charitable activities	6				
Charitable activities		210,726	83,611	294,337	319,068
Support costs		93,489	44,153	137,642	161,900
<b>Total</b>		<b>304,215</b>	<b>127,764</b>	<b>431,979</b>	<b>480,968</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>35,548</b>	<b>(8,679)</b>	<b>26,869</b>	<b>20,157</b>
Transfers between funds	19	194,943	(194,943)	-	-
<b>Net movement in funds</b>		<b>230,491</b>	<b>(203,622)</b>	<b>26,869</b>	<b>20,157</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		113,448	291,407	404,855	384,698
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>343,939</b>	<b>87,785</b>	<b>431,724</b>	<b>404,855</b>

The notes form part of these financial statements



ST ALBANS COMMUNITY ASSOCIATION

**BALANCE SHEET  
AT 31 MARCH 2016**

		Unrestricted funds	Restricted funds	2016 Total funds	2015 Total funds
	Notes	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	15	15,446	44,652	60,098	83,275
<b>CURRENT ASSETS</b>					
Stocks		788	-	788	850
Debtors	16	13,200	11,625	24,825	7,131
Cash at bank and in hand		<u>341,718</u>	<u>34,008</u>	<u>375,726</u>	<u>358,490</u>
		355,706	45,633	401,339	366,471
<b>CREDITORS</b>					
Amounts falling due within one year	17	(27,213)	(2,500)	(29,713)	(44,891)
<b>NET CURRENT ASSETS</b>		<u>328,493</u>	<u>43,133</u>	<u>371,626</u>	<u>321,580</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>343,939</u>	<u>87,785</u>	<u>431,724</u>	<u>404,855</u>
<b>NET ASSETS</b>		<u>343,939</u>	<u>87,785</u>	<u>431,724</u>	<u>404,855</u>
<b>FUNDS</b>	19				
Unrestricted funds				343,939	113,448
Restricted funds				<u>87,785</u>	<u>291,407</u>
<b>TOTAL FUNDS</b>				<u>431,724</u>	<u>404,855</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 29 June 2016 and were signed on its behalf by:

  
G Darby -Trustee

The notes form part of these financial statements



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016

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**1. ACCOUNTING POLICIES**

**BASIS OF PREPARING THE FINANCIAL STATEMENTS**

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**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.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

**ALLOCATION AND APPORTIONMENT OF COSTS**

All costs are allocated between the expenditure categories of the Statement of Financial Activities on the 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 e.g. floor areas, per capita or estimated usage.

**TANGIBLE FIXED ASSETS**

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life as follows.

Leasehold improvements	10% straight line basis
Lift and soft play area	10% straight line basis
Furniture, fixtures and fittings	10% straight line basis
Motor vehicles	25% straight line basis

**STOCKS**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**TAXATION**

The charity is exempt from corporation tax on its charitable activities.



**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**1. ACCOUNTING POLICIES - continued****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.

**LEASING COMMITMENTS**

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

**PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS**

Contributions to the personal pension schemes of certain employees are charged to the Statement of Financial Activities in the period in which they relate. The assets of these personal pension schemes are held separately from those of the charitable company in independently administered funds.

**OPERATING LEASES**

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

**COMPANY STATUS**

The Association is a company limited by guarantee. The members of the Association are the trustees named on the company information page. In the event of the Association being wound up the liability in respect of the guarantee is limited to £1 per member of the Association.

**2. DONATIONS AND LEGACIES**

	2016	2015
	£	£
Donations	<u>-</u>	<u>533</u>

**3. OTHER TRADING ACTIVITIES**

	2016	2015
	£	£
Fundraising events	353	533
Room hire charges	19,134	24,119
Catering	64,011	75,467
Clubs income	7,147	7,510
Coach and minibus hire	10,855	8,886
HAPPY project income	19,812	7,612
Other income	<u>5,701</u>	<u>6,766</u>
	<u>127,013</u>	<u>130,893</u>



ST ALBANS COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016

4. INVESTMENT INCOME

	2016 £	2015 £
Bank interest received	<u>3,591</u>	<u>1,986</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	2016 Grants receivable £	2015 Total activities £
Grants	<u>328,245</u>	<u>367,713</u>

Grants received, included in the above, are as follows.

	Unrestricted funds £	Restricted funds £	2016 £	2015 £
BBC Children in Need Appeal - Sensory Room and Maintenance fund	-	-	-	1,000
BBC Children in Need Appeal - Pre-School Salary Costs fund	-	4,915	4,915	-
Big Lottery Fund: Awards for All - Secret Outdoor Garden fund	-	-	-	10,000
Big Lottery Fund: Awards for All - Pre-School Session Support Workers fund	-	9,961	9,961	-
Big Lottery Fund: Reaching Communities - Advocacy and Advice fund (Caring In A Crisis)	-	11,625	11,625	-
Big Lottery Fund: Reaching Communities - Our Friend is Your Friend fund	-	40,645	40,645	34,476
Church Urban Fund - Near Neighbours fund	-	1,800	1,800	-
Department for Work & Pensions - Flexible Support fund	-	-	-	10,000
Balance carried forward	-	68,946	68,946	55,476



ST ALBANS COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016

5. INCOME FROM CHARITABLE ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	2016 £	2015 £
Balance brought forward	-	68,946	68,946	55,476
Eveson Charitable Trust - Lunch Club Salary fund	-	7,000	7,000	6,000
George and Thomas Henry Salter Trust Advocacy and Advice fund (Caring In A Crisis)	-	200	200	-
Harborne Parish Lands Charity - Lunch Club Salary fund	-	7,689	7,689	3,886
Lloyds Bank Foundation - Befriending Project Co-ordinator Salary fund	-	12,500	12,500	-
Sandwell Consortium - Advocacy and Advice fund (Caring In A Crisis)	-	7,750	7,750	15,500
Sandwell Metropolitan Borough Council - Early Years Childcare fund	-	10,000	10,000	-
Sandwell Metropolitan Borough Council - Management and administration	95,170	-	95,170	93,764
Sandwell Metropolitan Borough Council - Nursery	105,455	-	105,455	104,912
Sandwell Metropolitan Borough Council - West Smethwick Park	6,090	-	6,090	7,000
SIB Group - Community Right to Challenge fund	-	-	-	65,375
Smethwick CAN - Volunteer Co-ordinator Salary fund	-	5,000	5,000	-
Balance carried forward	206,715	119,085	325,800	352,713



**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**5. INCOME FROM CHARITABLE ACTIVITIES - continued**

	Unrestricted funds £	Restricted funds £	2016 £	2015 £
Balance brought forward	206,715	119,085	325,800	352,713
West Midlands Police - General fund	-	-	-	800
William A Cadbury Charitable Trust - Advocacy and Advice fund (Caring In A Crisis)	-	-	-	15,000
Sundry grants received - General fund	2,444	-	2,444	-
	<u>209,159</u>	<u>119,085</u>	<u>328,244</u>	<u>367,713</u>

**6. CHARITABLE ACTIVITIES COSTS**

	Direct costs (See note 7) £	Grant funding of activities (See note 8) £	Support costs (See note 9) £	Totals £
Charitable activities	294,200	137	-	294,337
Support costs	-	-	137,642	137,642
	<u>294,200</u>	<u>137</u>	<u>137,642</u>	<u>431,979</u>

**7. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2016 £	2015 £
Staff costs	226,053	182,862
Minibus expenses	9,303	6,523
Volunteers expenses	14,816	11,755
Toys and equipment	2,082	11,252
Catering expenses	25,377	29,164
Project delivery costs	16,569	77,512
	<u>294,200</u>	<u>319,068</u>



ST ALBANS COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016

8. GRANTS PAYABLE

	2016	2015
	£	£
Charitable activities	<u>137</u>	<u>-</u>

At the Association's discretion, the Association makes grants to individuals in order to help improve the conditions of life for the residents of the St Paul's Ward and the surrounding areas of Smethwick.

Total grants payable to individuals during the year were as follows.

	2016	2015
	£	£
Advocacy and advice fund		
Grants to individuals	<u>137</u>	<u>-</u>

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions are fulfilled.

9. SUPPORT COSTS

	Management	Finance	Other	Governance costs	Totals
	£	£	£	£	£
Support costs	<u>113,032</u>	<u>48</u>	<u>15,062</u>	<u>9,500</u>	<u>137,642</u>

Support costs are those costs that have been incurred by the charity in order to further the continued development of the charity's charitable activities.

Support costs, included in the above, are as follows:

Management

	2016	2015
	Support costs	Total activities
	£	£
Rent, rates and insurance	32,754	45,379
Maintenance costs	28,098	19,356
Light and heat	12,471	9,942
Telephone	1,298	2,294
Postage and stationery	3,245	2,668
Staff training expenses	3,463	545
Cleaning	4,658	3,773
Depreciation of tangible and heritage assets	<u>27,045</u>	<u>30,786</u>
	<u>113,032</u>	<u>114,743</u>



**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016**

**9. SUPPORT COSTS - continued****Finance**

	<b>2016</b>	<b>2015</b>
	<b>Support costs</b>	<b>Total activities</b>
	<b>£</b>	<b>£</b>
Bank charges	<u>48</u>	<u>48</u>

**Other**

	<b>2016</b>	<b>2015</b>
	<b>Support costs</b>	<b>Total activities</b>
	<b>£</b>	<b>£</b>
Other operating leases	2,176	-
Legal and professional	4,042	1,999
Sundries	<u>8,844</u>	<u>12,754</u>
	<u>15,062</u>	<u>14,753</u>

**Governance costs**

	<b>2016</b>	<b>2015</b>
	<b>Support costs</b>	<b>Total activities</b>
	<b>£</b>	<b>£</b>
Wages	3,621	25,943
Social security	387	1,197
Pensions	200	200
Auditors' remuneration	<u>5,292</u>	<u>5,016</u>
	<u>9,500</u>	<u>32,356</u>

**10. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Auditors' remuneration	5,292	5,016
Depreciation - owned assets	27,045	30,786
Other operating leases	<u>2,176</u>	<u>-</u>

**11. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

**TRUSTEES' EXPENSES**

During the year ended 31 March 2016 trustees' expenses totalling £331 (2015 - £nil) were paid by the Association.



**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**12. STAFF COSTS**

	2016	2015
	£	£
Wages and salaries	217,553	197,635
Social security costs	10,516	10,567
Other pension costs	2,192	2,000
	<u>230,261</u>	<u>210,202</u>

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

	2016	2015
Management	3	3
Administrative	15	13
	<u>18</u>	<u>16</u>

No employees received emoluments in excess of £60,000.

No individual employee received emoluments in excess of £60,000 during the year ended 31 March 2016 nor during the year ended 31 March 2015.

**13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	531	2	533
<b>Charitable activities</b>			
Grants receivable	199,476	168,237	367,713
Other trading activities	117,891	13,002	130,893
Investment income	1,986	-	1,986
<b>Total</b>	<b>319,884</b>	<b>181,241</b>	<b>501,125</b>
 <b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Charitable activities	176,559	142,509	319,068
Support costs	123,722	38,178	161,900
<b>Total</b>	<b>300,281</b>	<b>180,687</b>	<b>480,968</b>
 <b>NET INCOME/(EXPENDITURE)</b>	<b>19,603</b>	<b>554</b>	<b>20,157</b>



NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016

## 13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	93,844	290,854	384,698
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>113,447</b>	<b>291,408</b>	<b>404,855</b>

## 14. PENSION COMMITMENTS

The Association contributes to the individual pension plans of certain employees. The assets of these schemes are held separately from those of the Association in independently administered funds.

The total contributions for the year amounted to £2,192 (2015 - £2,000) and outstanding contributions as at 31 March 2015 amounted to £45 (2015 - £nil).

## 15. TANGIBLE FIXED ASSETS

	Leasehold improvements £	Lift and soft play area £	Furniture, fixtures and fittings £	Motor vehicles £	Totals £
<b>COST</b>					
At 1 April 2015	63,661	52,599	180,768	79,546	376,574
Additions	-	-	3,868	-	3,868
At 31 March 2016	<u>63,661</u>	<u>52,599</u>	<u>184,636</u>	<u>79,546</u>	<u>380,442</u>
<b>DEPRECIATION</b>					
At 1 April 2015	45,090	52,592	128,904	66,713	293,299
Charge for year	<u>3,695</u>	-	<u>10,520</u>	<u>12,830</u>	<u>27,045</u>
At 31 March 2016	<u>48,785</u>	<u>52,592</u>	<u>139,424</u>	<u>79,543</u>	<u>320,344</u>
<b>NET BOOK VALUE</b>					
At 31 March 2016	<u>14,876</u>	<u>7</u>	<u>45,212</u>	<u>3</u>	<u>60,098</u>
At 31 March 2015	<u>18,571</u>	<u>7</u>	<u>51,864</u>	<u>12,833</u>	<u>83,275</u>



NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016**16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2016	2015
	£	£
Other debtors	22,587	5,437
Prepayments	<u>2,238</u>	<u>1,694</u>
	<u>24,825</u>	<u>7,131</u>

**17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2016	2015
	£	£
Trade creditors	-	-
Social security and other taxes	2,576	-
Other creditors	45	6,571
Accruals and deferred income	<u>27,092</u>	<u>38,320</u>
	<u>29,713</u>	<u>44,891</u>

**Other creditors**Deferred income

Included within accruals and deferred income falling due within one year as at 31 March 2015 is grant income received in advance by the Association totalling £2,500 (2015 - £nil).

Funds held as custodian for others - Lauryn Lee Appeal fund

Lauryn Lee was a local girl living with renal cancer and who had undergone intensive chemotherapy treatment.

During the year ended 31 March 2012 St Albans Community Association, along with Lauryn's family and close friends, raised funds with the intention for Lauryn and her family to visit Disney World in Florida, USA.

During the year ended 31 March 2015 expenses totalling £3,457 (2014 - £nil) were drawn upon by Lauryn's family from the appeal fund. Unfortunately, Lauryn died during the year ended 31 March 2015.

Included within other creditors falling due within one year as at 31 March 2015 were monies received by the Association on behalf of the Lauryn Lee Appeal fund totalling £5,355 yet to be expended as at 31 March 2015.

Following the receipt of advice issued by the Charity Commission, the Association planned to issue a resolution amending the purpose of the fund to allow the unexpended balance of £5,355 as at 31 March 2015 to be distributed by the Association to other suitable charitable organisations during the year ended 31 March 2016.

During the year ended 31 March 2016 this resolution was issued by the Association and the unexpended balance of £5,355 as at 31 March 2015 was distributed by the Association to other suitable charitable organisations – two nominated charities with similar aims and objectives each received equal sums and they were Make a Wish Foundation (registered charity number 295672) and Dreamflight (registered charity number 1117303).



NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016

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**18. OPERATING LEASE COMMITMENTS**

The following operating lease payments are committed to be paid within one year:

	2016 £	2015 £
Expiring:		
Between one and five years	2,611	-
In more than five years	<u>35,000</u>	<u>35,000</u>
	<u>37,611</u>	<u>35,000</u>



NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016

## 19. MOVEMENT IN FUNDS

	At 1.4.15 £	Net movement in funds £	Transfers between funds £	At 31.3.16 £
<b>Unrestricted funds</b>				
General fund	82,648	35,548	74,943	193,139
Capital Reserve fund	30,800	-	-	30,800
Property Maintenance fund	-	-	75,000	75,000
Redundancy fund	-	-	45,000	45,000
	<b>113,448</b>	<b>35,548</b>	<b>194,943</b>	<b>343,939</b>
<b>Restricted funds</b>				
Pre-school fund	2,774	-	(2,774)	-
Kitchen Refurbishment fund	188	-	(188)	-
Furniture fund	13	-	(13)	-
Youth Club fund	4,078	-	(4,078)	-
Youth Club Neighbourhood Renewal fund	2	-	(2)	-
Quality Enhancement fund	38	-	(38)	-
Kitchen Equipment fund	1,600	(800)	-	800
Intercom fund	87	(105)	235	217
Nursery fund	167,570	-	(167,570)	-
Conversion/Refurbishment fund	677	-	(677)	-
Door Improvements fund	500	(500)	-	-
Outside Play Area fund	2,100	-	(2,100)	-
Buy the Building fund	3,779	-	-	3,779
Barclays Wealth fund / Awards for All	5,184	(1,300)	-	3,884
Marketing fund	2,500	-	(2,500)	-
Photocopier fund	900	(300)	-	600
Graduate Leader fund	727	-	(727)	-
Computer Suite Equipment fund	1,393	(447)	-	946
Lunch Club salary fund	5,850	-	-	5,850
Capital Programme Grant fund	1,795	(297)	-	1,498
Holiday Scheme fund	2,000	-	(2,000)	-
Advice and Advocacy fund	9,102	6,826	-	15,928
New Training Opportunities for				
Disadvantaged Community Members fund	6,004	(999)	-	5,005
Telephone Equipment fund	2,400	(400)	-	2,000
Futurebuilders fund	29,188	(15,230)	-	13,958
Sensory Room and Maintenance fund	8,054	(982)	-	7,072
IT Equipment fund	7,000	(1,000)	-	6,000
All About Food fund	6,943	(818)	-	6,125
IT Skills fund	7	-	(7)	-
West Smethwick Park Pavilion fund	7,742	-	(7,742)	-
HAPPY Project fund	4,762	-	(4,762)	-
Flexible Support fund	6,450	(5,000)	-	1,450
Befriending Project Co-ordinator's Salary fund	-	378	-	378
Pre-School Session Workers fund	-	6,184	-	6,184
Pre-School Salary Costs fund	-	1,105	-	1,105
Carried forward	<b>291,407</b>	<b>(13,685)</b>	<b>(194,943)</b>	<b>82,779</b>



**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**19. MOVEMENT IN FUNDS - continued**

<b>Restricted funds</b>				
Brought forward	291,407	(13,685)	(194,943)	82,779
Early Years Childcare fund	-	6	-	6
Volunteer Co-ordinator fund	-	5,000	-	5,000
	291,407	(8,679)	(194,943)	87,785
<b>TOTAL FUNDS</b>	<b>404,855</b>	<b>26,869</b>	<b>-</b>	<b>431,724</b>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	339,763	(304,215)	35,548
<b>Restricted funds</b>			
Lunch Club salary fund	14,689	(14,689)	-
Advice and Advocacy fund	19,575	(12,749)	6,826
Futurebuilders fund	-	(15,230)	(15,230)
Sensory Room and Maintenance fund	-	(982)	(982)
Flexible Support fund	-	(5,000)	(5,000)
Our Friend is Your Friend fund	40,645	(40,645)	-
Befriending Project Co-ordinator's Salary fund	12,500	(12,122)	378
Near Neighbours fund	1,800	(1,800)	-
Pre-School Session Workers fund	9,961	(3,777)	6,184
Pre-School Salary Costs fund	4,915	(3,810)	1,105
Early Years Childcare fund	10,000	(9,994)	6
Volunteer Co-ordinator fund	5,000	-	5,000
Kitchen Equipment fund	-	(800)	(800)
Intercom fund	-	(105)	(105)
Door Improvements fund	-	(500)	(500)
Barclays Wealth fund / Awards for All	-	(1,300)	(1,300)
Photocopier fund	-	(300)	(300)
Computer Suite Equipment fund	-	(447)	(447)
Capital Programme Grant fund	-	(297)	(297)
New Training Opportunities for Disadvantaged Community			
Members fund	-	(999)	(999)
Telephone Equipment fund	-	(400)	(400)
IT Equipment fund	-	(1,000)	(1,000)
All About Food fund	-	(818)	(818)
	119,085	(127,764)	(8,679)
<b>TOTAL FUNDS</b>	<b>458,848</b>	<b>(431,979)</b>	<b>26,869</b>



**19. MOVEMENT IN FUNDS - continued**

**Purpose of Unrestricted Funds**

General fund

This fund represents the free funds of the charity that are not designated for particular purposes.

**Purpose of Designated Funds**

Capital Reserve fund

This fund represents an amount set aside as a contingency to cover the costs of any large/unexpected capital expenditure.

Property Maintenance fund

This fund represent an amount set aside as a contingency to cover the costs of any major repairs or improvements required at the Association's premises.

Redundancy fund

This designated fund represents the approximate costs of redundancy if the Association, for whatever reason, is unable to continue operating.

**Purpose of Restricted Funds**

Pre-school fund

Funding obtained by the Association from the Local Network Fund to enable the Association to purchase sundry IT equipment for the Association's nursery. Also consists of funding obtained from the Local Network Fund to enable the Association to provide a wet play area and to provide language and communication activities.

This fund was fully expended as at 31 March 2016.

Kitchen Refurbishment fund

Funding obtained by the Association to enable the Association to refurbish and replace its kitchen equipment.

This fund was fully expended as at 31 March 2016.

Furniture fund

Funding obtained by the Association from Smethwick Town Team to help purchase new tables and chairs for the Association's hall.

This fund was fully expended as at 31 March 2016.

Youth Club fund

Funding obtained by the Association from the Birmingham Foundation to help towards the running costs of the Association's Youth Club.

This fund was fully expended as at 31 March 2016.

Youth Club Neighbourhood Renewal fund

Funding obtained by the Association from Sandwell Metropolitan Borough Council to help purchase sundry toys and equipment.

This fund was fully expended as at 31 March 2016.

Quality Enhancement fund

Funding obtained by the Association to help purchase outdoor benches.

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**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016**

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**19. MOVEMENT IN FUNDS - continued**

This fund was fully expended as at 31 March 2016.

Kitchen Equipment fund

Funding obtained by the Association from Sandwell Council of Voluntary Organisations to contribute towards the purchase of new kitchen equipment.

Intercom fund

Funding obtained by the Association from Smethwick Town Team to help purchase and install an intercom system at the Association's premises.

Nursery fund

A free place system for children over 3 years of age funded by Sandwell Metropolitan Borough Council.

In prior years the Association had recognised certain pre-school income and expenditure as restricted to the Nursery fund.

During the year ended 31 March 2016 the Association has received assurances from funders that such income and related expenditure is not restricted in nature.

As a result, the Association has recognised the brought forward balance of £167,570 as unrestricted and transferred this sum to the General fund.

Conversion/Refurbishment fund

Funding obtained to convert/refurbish the premises used by the Association.

This fund was fully expended as at 31 March 2016.

Door Improvements fund

Funding obtained by the Association from the Smethwick Town Team to enable the Association to install automatic doors and shutters at the Association's premises.

Outside Play Area fund

Funding provided by the Birmingham Foundation to fund improvements to the Association's outside play area.

This fund was fully expended as at 31 March 2016.

Buy the Building fund

Donations received during the year to enable the Association to establish a fund to buy the Association's premises.

Barclays Wealth fund / Awards for All

Funding obtained by the Association from the Birmingham Foundation to enable the Association to provide debt advice sessions to local residents.

During the year ended March 2010 the Association obtained further funding from the Big Lottery Fund (Awards for All) to purchase a portakabin.

Marketing fund

Funding obtained by the Association from Sandwell Council of Voluntary Organisations to enable the Association to market and promote the Barclays Wealth fund.

This fund was fully expended as at 31 March 2016.

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NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016

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19. MOVEMENT IN FUNDS - continued

Photocopier fund

Funding obtained by the Association from the Harborne Parish Lands Charity to enable the Association to purchase a photocopier.

Graduate Leader fund

Funding obtained by the Association from Sandwell Metropolitan Borough Council to enable the Association to provide 2 members of staff with access to pre-school higher education courses.

This fund was fully expended as at 31 March 2016.

Computer Suite Equipment fund

Funding obtained by the Association from Sandwell Metropolitan Borough Council to enable the Association to purchase new IT equipment for its computer suite.

Lunch Club Salary fund

Funding obtained by the Association from the Eveson Charitable Trust and the Harborne Parish Lands Charity as a contribution towards the funding of the salary of a Lunch Club employee.

Capital Programme Grant fund

Funding obtained by the Association from Sandwell Metropolitan Borough Council to enable the Association to finance the conversion of a disabled toilet at the Association's premises into a baby changing room and also to enable the Association to purchase toys and equipment.

Holiday Scheme fund

Funding obtained by the Association from the Garfield Weston Foundation as a contribution towards the funding of the Association's Holiday Scheme.

This fund was fully expended as at 31 March 2016.

Advice and Advocacy fund

Funding received by the Association to enable the Association to provide an advice and advocacy service called "Caring In A Crisis".

New Training Opportunities for Disadvantaged Community Members fund

Funding received by the Association from the Big Lottery Fund (Awards for All) to enable the Association to purchase catering equipment for the training of young and unemployed people to obtain experience of the catering industry.

Telephone Equipment fund

Funding received by the Association from the Rowlands Trust to enable the Association to purchase a VOIP telephone system.

Futurebuilders fund

Funding received by the Association from the Department of Health's Social Enterprise Investment Fund to enable the Association to fund the purchase of a new minibus vehicle, to refurbish particular areas of the Association's premises and to replace a water heater.

Sensory Room and Maintenance fund

Funding received by the Association from the BBC Children in Need Appeal to enable the Association to fund the provision and maintenance of a sensory room.



NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016

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19. MOVEMENT IN FUNDS - continued

IT Equipment fund

Funding received by the Association from the Clothworkers' Foundation to enable the Association to fund the purchase of a new server and PCs for use at the Association's premises.

All About Food fund

Funding received by the Association from the Big Lottery Fund's Awards for All programme to enable the Association to upgrade kitchen equipment.

IT Skills fund

Funding received by the Association from Sandwell Homes to enable the Association to provide a course to participants in order to increase confidence in the usage of computers and technology in general.

This fund was fully expended as at 31 March 2016.

West Smethwick Park Pavilion fund

Funding received from Sandwell Metropolitan Borough Council to enable the Association to operate and maintain a pavilion located at West Smethwick Park.

This fund was fully expended as at 31 March 2016.

HAPPY Project fund

Funding received by the Association to enable the Association to help residents aged 65 years and over living within the areas of Oldbury and Langley improve their health and wellbeing.

This fund was fully expended as at 31 March 2016.

Our Friend is Your Friend fund

Funding received by the Association to enable the Association to provide a befriending service for people who are socially isolated.

Flexible Support fund

Funding received by the Association to enable the Association to help improve the employment outcomes and prospects of long-term unemployed individuals and groups.

This fund was fully expended as at 31 March 2016.

Befriending Project fund

Funding received by the Association to enable the Association to help local people who have been diagnosed with a mental health condition assimilate back into the local community.

Near Neighbours fund

Funding received by the Association to enable the Association to work to bring together neighbours and to develop relationships across diverse faiths and ethnicities to improve the community.

This fund was expended in full as at 31 March 2016.

Pre-School Session Support Workers fund

Funding received by the Association to enable the Association to hire pre-school session workers at the Association's pre-school.



**19. MOVEMENT IN FUNDS - continued**

Pre-School Salary Costs fund

Funding obtained by the Association to enable the Association to hire a pre-school staff member at the Association's pre-school.

Early Years Childcare fund

Funding obtained by the Association to enable the Association to modify its pre-school outside play area to create a more child friendly environment.

Volunteer Co-ordinator fund

Funding obtained by the Association to enable the Association to hire a volunteer co-ordinator.

**TRANSFERS BETWEEN FUNDS**

Transfers between funds as at 31 March 2016 represent a re-analysis of unrestricted and restricted expenditure undertaken by the charity.

**Nursery fund**

In prior years the Association had recognised certain pre-school income and expenditure as restricted to the Nursery fund.

During the year ended 31 March 2016 the Association has received assurances from funders that such income and related expenditure is not restricted in nature.

As a result, the Association has recognised the brought forward balance of £167,570 as unrestricted and transferred this sum to the General fund.



NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016

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**20. RELATED PARTY DISCLOSURES**

**Rent of premises**

The Association's premises are owned by Holy Trinity Church, Parish of the Resurrection, Smethwick, and the Birmingham Diocesan Trustees Registered.

The Reverend D R Gould, a trustee of the Association, also serves as vicar of Holy Trinity Church, Parish of the Resurrection, Smethwick, and during the year ended 31 March 2016 the Association incurred annual rent for the hire of the Association's premises totalling £25,000 (2015 - £35,000).

This transaction was conducted under normal commercial terms.

**Friends United Learning Together**

Barbara Bright, a trustee of the Association, also serves as a board member of an organisation called Friends United Learning Together.

During the year ended 31 March 2016 the Association received income totalling £1,295 (2015 - £2,400) for the hire of rooms and other services provided by the Association to Friends United Learning Together.

**S.C.V.O.**

Tonia Flannagan, a senior employee of the Association, served as a trustee of a charity registered in England called S.C.V.O. (registered charity number 1071514) until 5 May 2016.

During the year ended 31 March 2015 the Association incurred costs totalling £300 (2014 - £nil) from S.C.V.O. to help deliver a project organised by the Association called Community Right to Challenge.

No such transactions occurred between the Association and S.C.V.O. during the year ended 31 March 2016.

**Smethwick Church Action Network**

The Reverend D R Gould, a trustee of the Association, also serves as a trustee of a charity registered in England called Smethwick Church Action Network (registered charity number 1157993).

During the year ended 31 March 2016 the Association received income totalling £5,000 (2015 - £nil) from Smethwick Church Action Network to be used for the funding of a volunteer co-ordinator's salary.

Furthermore, during the year ended 31 March 2016, the Association purchased services totalling £nil (2015 - £6,465) from Smethwick Church Action Network.

**21. ULTIMATE CONTROLLING PARTY**

The charity is controlled by the trustees as listed in the Report of the Trustees.