

Company Ltd by Guarantee No: 3691811

Registered Charity Number : 1077034

**REPORT OF THE DIRECTORS AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016  
FOR  
BILSTON RESOURCE CENTRE  
(A COMPANY LIMITED BY GUARANTEE)**

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**BILSTON RESOURCE CENTRE**

**COMPANY & CHARITY INFORMATION  
FOR THE YEAR ENDED 31 MARCH 2016**

**DIRECTORS / TRUSTEES:** Mr J Kay (Chair)  
Mr K J Sammonds  
Mr P J Share  
Mr M N Milligan [ from 6 Sept 2015]  
Mrs R K Patla [ from 17 Nov 2015 ]

**COMPANY SECRETARY** Mr S Bhardwaj

**REGISTERED OFFICE:** St Michaels Mission  
Wolverhampton Street  
Bilston  
WV14 0LT

**REGISTERED NUMBER:** 3691811 (England and Wales)

**REGISTERED CHARITY NUMBER :** 1077034

**INDEPENDENT EXAMINER :** Amoeba Associates  
Derwent House  
Broad Street  
Kingswinford  
West Midlands  
DY6 9LP

**BANKERS:** Lloyds Bank  
89 Church Street  
Bilston  
West Midlands  
WV14 0AX

**BILSTON RESOURCE CENTRE**  
**REPORT OF THE DIRECTORS**  
**FOR THE PERIOD ENDED 31 MARCH 2016**

The directors, who are also trustees for the purposes of the Charity Act, present their annual report and independently reviewed Financial Statements for the year ended 31<sup>st</sup> March 2016.

**OBJECTS AND ACTIVITIES**

As set out in the Memorandum and Articles of Association, the objects of the charity are: to promote the benefit of the inhabitants of the area of benefit. In particular, to advance Christian values, education and training, relieve sickness and old age, preserve and protect good health and to provide facilities in the interest of social welfare for recreation and other leisure time occupation with the object of improving the conditions of life for the said inhabitants.

Bilston Resource Centre's main activity is to support local people to access learning, skills and employment, by providing a welcoming open access facility, providing Information Advice & Guidance (IAG), help with CVs and jobsearch, as well as learning opportunities in Basic Skills, ESOL and Information Technology. We also provide help with benefits, housing and other issues, and work with partners to provide vocationally relevant skills and qualifications.

All of the Centre's activities are aimed at supporting local people, in an area of high deprivation. No member of the Company, including the Directors, receives any financial benefit from their involvement with the Centre.

In developing activities and delivering services, the Directors have taken account of the guidance on public benefit published by the Charities Commission.

**ACHIEVEMENTS AND PERFORMANCE – April 2015 to March 2016**

From April 2015 - March 2016, BRC has registered 782 new clients [377 men and 405 women], and recorded 16,648 client visits, a 21% increase on the previous year.

The Centre provided a range of support to local people wishing to access education, training and employment including:

- Information Advice and Guidance to Matrix Quality Standard. This included career guidance and action planning, help with CVs and job applications, and access to jobsearch (including online job search). From April 2015- March 2016, at least 71 people have gained employment with the assistance of BRC.
- OCR and City & Guilds accredited learning for Basic Skills and ESOL. In the period of April 2015 to March 2016, 281 learners have attended ESOL and Basic Skills classes [ up from 224 in 2014-15]. In total 115 have gained certificates in this period.
- Access to our IT suite and learning support. Clients book time on our suite of computers, and work at their own pace, supported by skilled tutors. The suite is also used for job search, and supports a group undertaking OCR training in Sage book-keeping and payroll. Altogether, 430 clients made use of the IT learning facility in the period of April 15 - March 16 ( 301 for IT learning and 129 for jobsearch).

This was our second year of operation in our new extended premises, which are proving very popular with our clients. We are continuing to see an increase in activity, with more classes, and more use by partner agencies.

We are now planning a second phase of development, to provide a community café and additional meeting space. With the help of a Development Grant from Big Lottery, we prepared a detailed Business Plan and Capital Project Development Plan for this project, and in May 2016, were awarded a capital grant of £706,662 through the Big Lottery Community Buildings Fund. Work is expected to start on the Phase 2 extension early in 2017.

## **FINANCIAL REVIEW**

The charity receives a variety of grants and donations for specific purposes, which are treated as Restricted Funds. Other income is earned through delivering contracts for public agencies. While not restricted funds, we are still required to account to these agencies for the use of these funds. We use the Money Manager software package to track expenditure against various funds. The largest area of expenditure is on staff salaries. We use an external payroll agency, who are responsible for handling of PAYE and NI and payments to HMRC. All other expenditure is authorised by the Centre Manager. Nearly all our income is received in the form of cheques or direct BACS payments, and most expenditure is also made by cheque [salaries by BACS]. The bank statements are reconciled on a monthly basis.

Our core funding comes from the Big Lottery Fund Reaching Communities programme. A new five year grant commenced in June 2013, which will ensure that our work remains sustainable over the next few years.

We were also successful in securing new funding through the Black Country City Deal, to provide support to workless social housing tenants in Bilston East. The City Deal project started in June 2015.

However, the ERDF funded NESS Project [ Neighbourhood Skills & Employment Service ] which we delivered with 6 partner agencies across deprived parts of Wolverhampton, came to an end in December 2015, and a two year grant from Lloyds Bank Foundation finished in March 2016. The end of these two funding streams meant that 2015-16 was a difficult one financially. Our Big Lottery project requires us to match the grant of £94,000 with around £19,000 from other sources, and in 2015-16 we were unable to generate this level of income. As a result, there was a deficit of £22,620 in unrestricted funds, resulting in a reduction in unrestricted balances to some £62,000.

We have been active in pursuing new sources of funds to support our work, both individually and with our partners in the Wolverhampton Learning Platform. This has resulted in new funding from Tinder Foundation to support IT learning, and from RBS Skills & Opportunities Fund to support our work with women.

In line with the recommendations of the Charity Commission, the directors have adopted a policy on the holding of reserves. In view of the short term nature of the Centre's funding, the Directors are seeking to achieve reserves amounting to six months' salaries and running costs. This amounts to around £115,000 a year. We will continue to work towards achieving this level over the next few years.

The directors are empowered to invest monies of the Charity not immediately required for the furtherance of its objects in or upon such investments, securities or property as may be thought fit, nevertheless subject to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Charity is constituted as a Charitable Company Limited by Guarantee and is a charity registered with the Charity Commissioners number 1077034, and is therefore not subject to Corporation Tax.

Governing document: Memorandum & Articles of Association incorporated on the 5<sup>th</sup> January 1999 as amended by special resolution dated 15th April 1999.

The trustees all provide their services free of charge. They have a wide range of skills and experience in management in the public, private and voluntary sectors. Trustees are elected by the membership at the AGM, and serve for a three-year term.

The trustees set the overall policy and direction of the Charity. Day to day management responsibility is devolved to the paid staff, led by Simon Bhardwaj, the Centre Manager, who also acts as Company Secretary.

## REFERENCE & ADMINISTRATIVE DETAILS

These are set out on Page 3 of these accounts.

## STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are required under UK Company law to prepare financial statements for each financial year, which give a true and fair view of the company's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the directors are required to:

- a) select suitable accounting policies and apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in operation.

The directors are responsible for keeping accounting records, which disclose with reasonable accuracy the financial position of the company and which enable them to ensure that the financial statements comply with applicable law and regulations. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The directors have identified the major risks to which the charity are exposed and have put adopted suitable mechanisms to manage those risks. This report has been prepared in accordance with the special provisions of the Companies Act 2006 applicable to companies subject to the Small Companies regime.

## APPROVAL

This report was approved by the directors on 27<sup>th</sup> September 2016,

and signed on their behalf:

John Kay  
Mr John Kay, Chair

**REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF  
BILSTON RESOURCE CENTRE**

I report on the accounts of the Charity for the year ended 31st March 2016, which are set out on pages 3-6 and 8-14.

**Respective responsibilities of Trustees and Examiner**

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

It is my responsibility to:

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


**Basis of Independent Examiners statement**

My examination was carried out in accordance with 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention :

1. which gives me reasonable cause to believe that in any material respect the requirements
  - To keep accounting records in accordance with section 130 of the Charities Act; and
  - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
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Mr Mills, EMB

Amoeba Associates  
Derwent House  
Broad Street  
Kingswinford  
DY6 9LP

Date : 27<sup>th</sup> September 2016

## Bilston Resource Centre

### Statement of Financial Activities ( incorporating an Income and Expenditure Account) for the year ended 31st March 2016

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	2016 Total Funds £	2015 Total Funds £
Notes						
<b>INCOME FROM:</b>						
Donations & legacies	2	7,332			7,332	2,409
Charitable activities	3	18,784		287,525	306,309	280,536
Other trading activities	4	1,310			1,310	2,645
Investment income	5	70			70	30
<b>TOTAL INCOME</b>		<b>27,496</b>	<b>0</b>	<b>287,525</b>	<b>315,021</b>	<b>285,620</b>
<b>EXPENDITURE ON:</b>						
Raising Funds	6	5,363		14,760	<b>20,123</b>	5,676
Charitable Activities	6	26,080	15,640	274,927	<b>316,647</b>	274,603
<b>TOTAL EXPENDITURE</b>		<b>31,443</b>	<b>15,640</b>	<b>289,687</b>	<b>336,770</b>	<b>280,279</b>
<b>NET INCOME/(EXPENDITURE) before transfers</b>		-3,947	-15,640	-2,162	<b>-21,749</b>	5,341
Transfers between funds		-18,673		18,673	<b>0</b>	0
<b>Net Incoming/(Outgoing) resources</b>		<b>-22,620</b>	<b>-15,640</b>	<b>16,511</b>	<b>-21,749</b>	5,341
<b>RECONCILIATION OF FUNDS</b>						
Total funds brought forward		84,590	349,565	25,567	459,722	454,381
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>61,970</b>	<b>333,925</b>	<b>42,078</b>	<b>437,973</b>	<b>459,722</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

There are no recognised gains or losses other than those passing through the income and expenditure account.



# Bilston Resource Centre

## Balance Sheet as at 31st March 2016

	Notes	At 31st March 2016 £	At 31st March 2015 £
<b>FIXED ASSETS</b>			
Tangible	8	345,352	364,863
<b>CURRENT ASSETS</b>			
Debtors & prepayments	9	19,146	23,645
Cash at bank and in hand		86,855	88,082
		<u>106,001</u>	<u>111,726</u>
<b>CREDITORS</b>			
Amounts falling due within one year	10	<u>13,380</u>	<u>16,867</u>
<b>NET CURRENT ASSETS</b>		<u>92,621</u>	<u>94,859</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		437,973	459,722
<b>CREDITORS</b>			
Amounts falling due after more than one year			
<b>NET ASSETS</b>		<u><u>437,973</u></u>	<u><u>459,722</u></u>
<b>FUNDS OF THE CHARITY</b>			
Restricted funds	12	42,078	25,567
Unrestricted funds		61,970	84,590
Designated funds		333,925	349,565
<b>TOTAL FUNDS</b>		<u><u>437,973</u></u>	<u><u>459,722</u></u>

For the year ending 31st March 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities :

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The accounts were approved by the Board on 27<sup>th</sup> September 2016

John Kay  
Mr John Kay, Chair

The notes form part of the financial statements

**Notes to the Financial statements  
for the year ended 31st March 2016**

**Note**

**1 ACCOUNTING POLICIES**

**Accounting Convention**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Financial Reporting Standard Number 1**

Exemption has been taken from preparing a cashflow statement on the grounds that the company qualifies as a small company.

**Tangible fixed assets**

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

Fixtures, fittings & equipment	- 25% per annum on the fixed instalment basis
Property	- 4 % per annum on the fixed instalment basis

**Incoming Resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Restricted incoming resources in respect of capital expenditure are carried forward as deferred capital grants and released to the fund account to match the depreciation charges.

**Resources Expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all the costs related to the category. Where costs cannot be directly attributable to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The charity is exempt from corporation tax on its charitable activities

**Fund Accounting**

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

Restricted funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when the funds are raised for a particular restricted purpose.

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

# Bilston Resource Centre

## Notes to the Financial statements for the year ended 31st March 2016

### Note

<b>2 INCOME FROM DONATIONS &amp; LEGACIES</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Donations	7,332	2,409

<b>3 INCOME FROM CHARITABLE ACTIVITIES</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Contract income	18,784	45,050
Big Lottery Fund	94,000	94,000
ERDF - NESS	56,165	63,953
Black Country City Deal	100,000	0
Wolverhampton CC 3rd Sector Dev Fund	0	42,033
Lloyds Bank Foundation	22,600	0
Big Lottery - Building Development grant	14,760	
Tudor Trust		35,000
Alfred Haines		500
	<b>306,309</b>	<b>280,536</b>

<b>4 INCOME FROM OTHER TRADING ACTIVITIES</b>		
Centre lettings	<b>1,310</b>	<b>2,645</b>

Hire charges were made for use of the Centre by various outside organisations in 2015-16

<b>5 INVESTMENT INCOME</b>		
Interest receivable	<b>70</b>	<b>30</b>

### Note

<b>6 EXPENDITURE</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Charitable Activities:		
Staff costs	249,545	218,370
Establishment costs	27,805	28,951
Direct cost of activities	19,338	7,322
Depreciation	19,510	19,510
Independent Examiner's Fee	450	450
	<b>316,647</b>	<b>274,603</b>
Raising funds:		
Staff costs	5,123	5,081
Other direct costs	15,000	595
	<b>20,123</b>	<b>5,676</b>
<b>Total Expenditure</b>	<b>336,770</b>	<b>280,279</b>

Notes to the Financial statements  
for the year ended 31st March 2016

Note

**7 STAFF COSTS, TRUSTEES REMUNERATION AND EXPENSES**

During the year no remuneration for services as a director/trustee and no expenses were paid or were payable, directly or indirectly, out of funds of the charity to any trustee or to any person or Trustee Stewardship Insurance of £1,079 was paid during the year (PYR £1,057)

<b>STAFF COSTS</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>232,910</b>	209,319
Social security costs	<b>14,720</b>	14,679
Pension costs	<b>1,915</b>	1,915
	<b>249,545</b>	225,913

The average monthly number of employees during the year was :

**14**                      13

There were no employees whose annual emoluments were £60,000 or more (2015 : nil)

<b>8 TANGIBLE FIXED ASSETS</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total</b>
<b>Cost</b>			
At 31st March 2015	391,015	20,881	411,896
Additions	0	0	0
Disposals	0	0	0
As at 31 March 2016	391,015	20,881	411,896
<b>Depreciation</b>			
At 31 March 2015	37,764	9,270	47,034
Charge for the period	15,640	3,870	19,510
Disposals	0	0	0
At 31 March 2016	53,404	13,140	66,544
<b>Net Book Value</b>			
At 31st March 2016	337,611	7,741	345,352
At 31st March 2015	353,252	11,611	364,863

Notes to the Financial statements  
for the year ended 31st March 2016

Note

9 DEBTORS

	At 31st March 2016 £	At 31st March 2015 £
Trade Debtors	19,145	23,645
Prepayments and accrued income		
Total Debtors	<u>19,145</u>	<u>23,645</u>

10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Trade Creditors	12,930	16,417
Tax and social security	0	0
Accrued expenses	450	450
	<u>13,380</u>	<u>16,867</u>

CREDITORS: AMOUNTS FALLING DUE AFTER ONE YEAR

0	0
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11 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2016 Total Funds £	2015 Total Funds £
Fixed Assets	3,687	333,924	7,741	345,352	364,863
Net Current Assets	58,283		34,337	92,620	94,859
Long term Liabilities					
	<u>61,970</u>	<u>333,924</u>	<u>42,078</u>	<u>437,972</u>	<u>459,722</u>

**Notes to the Financial statements  
for the year ended 31st March 2016**

**Note****12 Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held in trust for specific purposes :

	MOVEMENT IN FUNDS				Balance at 31 March 2016 £
	Balance at 1 April 2016 £	Incoming Resources £	Resources Expended £	Transfers £	
Big Lottery Fund	15,667	94,000	113,597	19,597	15,667
ERDF - NESS	(0)	56,165	55,241	(924)	0
Lloyds Bank Foundation	(1,711)	22,600	20,889		0
Black Country City Deal		100,000	81,330		18,670
Big Lottery Fund - Building Development grant		14,760	14,760		0
Tudor Trust	11,611		3,870		7,741
	<b>25,567</b>	<b>287,525</b>	<b>289,687</b>	<b>18,673</b>	<b>42,078</b>

Big Lottery Fund : Funding 'First Steps to Learning & Employment' , a 5 year project. Supports 5 part time posts and a contribution to the Centre's running costs

ERDF : Match funding for the Neighbourhood Employment & Skills Service (NESS) project which we delivered with partners in the Wolverhampton Learning Platform. The project finished in December 2015.

Lloyds Bank Foundation : Funding for a part time IT Tutor and ESOL/Basic Skills Tutor - project finished in March 2016

Black Country City Deal : Grant for a project to support unemployed social housing tenants in Bilston East Ward

Big Lottery Fund - Building Development grant : a grant towards the development costs of a capital bid for Phase 2 of BRC's expansion plan.

Tudor Trust : Depreciation of the new IT capital equipment funded by Tudor Trust.

**Transfers**

Transfers may be made in situations where expenditure has exceeded available grant income or where there has been a small balance of grant remaining after the project completion.

**13 Designated Funds**

A sum of £15,640 has been charged as depreciation of the designated capital fund, which reflects the value of the new annexe.

**14 Commitments under operating leases**

At 31 March 2016 the company had a commitment under a non-cancellable operating lease from St Michaels Neighbourhood Church for a term of 25 years, commencing January 2014 until December 2038. This lease commits the company to an annual rent of £8,000 p.a. to cover its occupation of the newly constructed annexe at St Michaels Mission, Wolverhampton Street, Bilston WV14 0LT, to deliver its services and programmes. At the expiry of the term, the asset will revert back to the owners.

**15 Reserves Policy**

The directors have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The directors aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The directors will endeavour not to set aside funds unnecessarily.

**16 Related party transactions**

There were no transactions with related parties during the year or previous year that require disclosure in these accounts.