

**St. Francis Youth and Community Centre
(A company limited by guarantee)**

Report and Financial Statements

For the year ended 31st March 2016

Charity Number 1153521

Company Number 8319680

**TJQ Accountants Limited
Accountants
70 Summer Lane
Birmingham
B19 3NG**

Financial Statements for the year ended 31st March 2016

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Directors' Report for the year ended 31st March 2016

The Board of Directors present their report and independently examined financial statements for the year ended 31st March 2016.

The financial statements have been prepared in accordance with the accounting policies set out on page 10 and comply with the Charity's constitution and applicable law.

Reference and Administration Information

Charity Name

St Francis Youth and Community Centre

Registered Charity Number

1153521

Company Number

8319680

Registered Office and Operational address

St. Francis Youth and Community Centre, Sycamore Road, Bournville,
Birmingham, B30 2AA

Board of Directors

Reverend Peter Babington	Chair
Mr Geoffrey Clarke	Vice Chair
Miss Verona Naylor	PCC Appointee
Mr Patrick Penrose (PCC Appointee)	PCC Appointee
Mr William Mason (PCC Appointee)	PCC Appointee
Mrs Sheila Miles (PCC Appointee)	PCC Appointee
Mr Nigel Dawkins (Community Appointee - LEA)	Board Appointee
Ms Tessa Mitchell (Community Appointee - BVT)	Board Appointee
Ms Yvonne Brown (PCC Appointee)	PCC Appointee
Mr Steven Wood	Board Appointee
William Rice	Board Appointee - appointed 1st February 2016
Mark Isgrove	Board Appointee - appointed 5th October 2015

All of the above acted throughout the year.

Bankers

Lloyds TSB Bank Plc, University of Birmingham, Birmingham.

Independent Examiner

TJQ Accountants Limited, 70 Summer Lane, Birmingham, B19 3NG.

Directors' Report for the year ended 31st March 2016 - Continued

Company Secretary and Finance Manager

Jayne Clabon

Appointed as Finance Manager 9th
September 2015
Appointed as Company Secretary 5th
October 2015

Minute Secretary

Carol Hall

Governing Document etc

The organisation is a charitable company limited by guarantee, incorporated on 5th December 2012 and registered as a charity on 23rd August 2013. The company began trading on 1st April 2015. The company was established under a Memorandum of Association which established the objects and powers of the Charitable company and is governed under its' Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

Recruitment and appointments of Directors

The Directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as charity members. The board comprises up to 7 Directors appointed by the Parochial Church Council, up to 7 directors appointed by the Board and the Vicar of St Francis Bournville.

All directors of the company give their time voluntarily and received no benefits from the charity.

Any expenses reclaimed from the charity are set out in note 5 to the financial statements.

Organisational Structure

The charity is small, administration being carried out by Centre staff, overseen by the directors who meet 3-4 times through the year.

Risks

There are no major risks identified by the directors.

Directors' Report for the year ended 31st March 2016 - Continued

Objectives and Activities

Objects

The charity's objects for the public benefit are specifically restricted to the following:

to further or benefit primarily (but not limited to) those residing in or near the Parish of St Francis, Bournville without distinction of sex, sexual orientation, race or political, religious or other opinions by associating together the residents and local authorities, voluntary or other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for residents and particularly (but without limitation) for young people.

Main Activities

The main activities are the After School and Holiday Clubs (K@boom), All4One youth groups and Day Centre organised by the Centre. In addition, facilities are provided for groups involved in the care of young persons and others in accordance with the above objects. Specifically this includes Hopscotch nursery, Adult leisure Classes, Folk Dancing, Tai Chi and the Rita Cashmore School of Dance.

The Directors have given careful consideration to the Charity Commission's general guidance on public benefit and the Centre furthers its' objects for the public benefit as described above.

Achievements and Performance

The income for the year amounted to £205,829 (2015 - £220,426) and comprised parental fees, grants, donations and rental for the use of the Centre. Expenditure was £172,366 (2015 - £176,601) during the year which produced a surplus of £33,463 (2015 - £43,825).

At 31st March 2016 the net assets were £77,541 (2015 - £44,524). This figure represented Unrestricted Funds of £70,209 (2015 - £40,262) plus Restricted Funds of £7,332 (2015 - £4,262). These Restricted Funds are for the Friday Day Centre to ensure its continuation to provide a weekly meeting and lunch venue for the elderly and the Youth Project held on a Wednesday evening.

Directors' Report for the year ended 31st March 2016 - Continued

Financial Review - Policy on Reserves

As stated above the Unrestricted Funds amounted to £70,209 at 31st March 2016 (2015 - £40,262). The Unrestricted Funds consist of three designated funds and an unrestricted general fund. The general fund is the working capital of the Centre. The designated funds are a maintenance fund to cover the costs of the larger regular maintenance needs of the Centre, a salary reserve and a fund for the grants received to set up the film club and complete acoustic work on the hall. The grants received by the film club fund were fully spent in the year.

All the funds are summarised in note 12. The directors consider the general fund of £55,719 is an appropriate level of reserves subject to the additional designated funds, which the directors keep under constant review.

Directors Responsibilities in Relation to the Financial Statements

Company law requires the Board of Directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its' incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the management committee should follow best practice and:

- a) select suitable accounting policies and then 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 accounts; and
- d) prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Board of Directors are responsible for maintaining 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 1985. The Board of Directors is 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.

Directors' Report for the year ended 31st March 2016 - Continued

In accordance with company law, as the company's directors, we certify that:

so far as we are aware, there is no relevant accounting information of which the company's Independent Examiner's are unaware; and

as the directors of the company, we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant accounting information and to establish that the company's Independent Examiner's are aware of that information.

Independent Examiners

TJQ Accountants Limited remain as the charitable company's Independent Examiners for the year ended 31st March 2016.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Board of Directors on.....17.10.2016.....and signed on its behalf by:

Cannon Peter Babington (Chair of Directors).....

Independent Examiner's Report to the Board of Directors

I report on the accounts of the charitable company for the year ended 31st March 2016, which are set out on pages 8-18.

Respective responsibilities of directors and examiner

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

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

examine the financial statements under section 145 of the 2011 Act;

follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

state whether particular matters have come to my attention.

Basis of independent examiner's report

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

Independent examiner's 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 2011 Act; and

to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have 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.

cc *AWHite*

..... **B A James**
TJQ Accountants Limited
70 Summer Lane
Birmingham B19 3NG

07/09/16
..... Dated

**Statement of Financial Activities
for the year ended 31st March 2016**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income	2.1	2,800	17,941	20,741	53,133
Activities for generating funds	2.2	1,466	-	1,466	1,234
Investment income	2.3	349	-	349	175
Incoming resources from charitable activities	2.4	181,185	2,088	183,273	165,884
Total incoming resources		185,800	20,029	205,829	220,426
Resources expended					
Costs of generating funds					
Charitable activities	3.1	81,528	16,967	98,495	85,209
Fundraising trading costs	3.2	186	-	186	162
Governance and running costs	3.3	73,685	-	73,685	91,230
Total resources expended		155,399	16,967	172,366	176,601
Net incoming / outgoing resources before transfers		30,401	3,062	33,463	43,825
Gross transfers between funds		(8)	8	-	-
Net incoming resources before other recognised gains / (losses)		30,393	3,070	33,463	43,825
(Loss) / gain on revaluation of investments		(446)	-	(446)	699
Net movement in funds		29,947	3,070	33,017	44,524
Total funds brought forward		40,262	4,262	44,524	-
Total funds carried forward		70,209	7,332	77,541	44,524

St. Francis Youth and Community Centre

9.

Balance Sheet at 31st March 2016

	Total 2016	Total 2015
	£	£
Fixed Assets		
Tangible Fixed Assets	624	-
Investment assets	10,253	10,699
Current Assets		
Debtors and Prepayments	18,611	15,198
Cash at Bank and in Hand	49,545	21,386
	<u>68,156</u>	<u>36,584</u>
Less: creditors falling due within one year	1,492	2,759
Total Net Assets	<u><u>77,541</u></u>	<u><u>44,524</u></u>
Funds		
Unrestricted - general	55,719	25,772
Unrestricted - designated	14,490	14,490
Restricted	7,332	4,262
Total Funds	<u><u>77,541</u></u>	<u><u>44,524</u></u>

The notes on pages 10 to 18 form part of these accounts.

Approved by the Board of Directors on 17.10.2016
on its behalf by:

2016 and signed

Canon Peter Babington (Chair of Directors).....P.A. Babington

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

1. Accounting Policies

Basis of Preparation

The financial statements have been prepared under the historical cost convention in accordance with the Companies Act 1985 and the Statement of Recommended Practice (SORP 2005): Accounting and Reporting by Charities issued in March 2005.

Recognition of Incoming Resources

These are included in the Statement of Financial Activities when the Charity becomes unconditionally entitled to the resources, the Directors are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

Incoming Resources with Related Expenditure

Where incoming resources have related expenditure (as with fundraising), the incoming resources and related expenditure are reported gross in the Statement of Financial Activities.

Bank Interest Received

This is included in the financial statements when receivable.

Liability Recognition

Liabilities are recognised as soon as there is a legal constructive obligation committing the Charity to pay out resources. Expenditure includes VAT, which cannot be recovered.

Administration and Other Costs (including support Costs)

Administration comprises management expenses for the running of the Centre itself. Other costs (including support costs) comprise expenditure to facilitate use of the Centre. All costs have been allocated on a basis consistent with the use of resources.

Fund Accounting

The Unrestricted Fund represents accumulated income which the Directors are free to use in accordance with the Charity's objectives.

Designated Funds represent funds set aside by the Charity for particular purposes. The Maintenance Fund is used for the larger regular maintenance needs of the Centre and the Salary Reserve will contain funds to cover any redundancy payments that may be needed in the future.

Restricted funds are funds which have been given for particular purposes and projects.

**Notes to the Financial Statements for the year ended 31st March 2016 -
continued**

Fixed Assets

Fixed Assets (excluding investments) are stated at cost less accumulated depreciation. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired. Equipment used within the Centre is depreciated on a straight line basis over 4 years.

Investments held as fixed assets are revalued at mid-market value at the balance sheet date and the gain or loss taken to the Statement of Financial Activities.

Notes to the Financial Statements for the year ended 31st March 2016 - continued

2. Incoming Resources

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
2.1 Voluntary Income				
Gifted assets & liabilities	-	-	-	38,951
Donations	2,800	-	2,800	20
Grants - Baron Davenport - Youth	-	-	-	1,000
Grants - Bournville Village Trust - Youth	-	5,299	5,299	2,000
Grants - Digbeth Trust - Day Centre	-	12,642	12,642	2,000
Gifted assets - Day Centre	-	-	-	2,201
Grants - Film Club / Acoustics	-	-	-	6,961
	2,800	17,941	20,741	53,133

2.2 Activities for generating funds

Coffee bar	1,200	-	1,200	958
Books, notice board	266	-	266	276
	1,466	-	1,466	1,234

2.3 Investment Income

Interest	-	-	-	19
Dividends	349	-	349	156
	349	-	349	175

2.4 Incoming resources from charitable activities

K@Boom - parental fees	149,468	-	149,468	134,686
Hopscotch	13,159	-	13,159	13,227
Leisure classes	7,030	-	7,030	6,773
Dance club	4,475	-	4,475	5,043
Youth - All 4 One	-	660	660	465
Folk dancing, Tai Chi	-	-	-	2,904
Private lettings	2,121	-	2,121	1,423
Other regular lettings	3,782	-	3,782	-
Friday day centre	1,150	1,428	2,578	1,363
	181,185	2,088	183,273	165,884

Notes to the Financial Statements for the year ended 31st March 2016 - continued

3. Total resources expended

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
3.1 Charitable activities				
K@Boom salaries	77,434	-	77,434	71,557
K@Boom general	4,094	-	4,094	3,540
Friday Day Centre	-	11,000	11,000	3,914
Youth - All 4 One	-	5,967	5,967	6,198
	<u>81,528</u>	<u>16,967</u>	<u>98,495</u>	<u>85,209</u>

3.2 Fundraising trading costs

Coffee bar	186	-	186	162
	<u>186</u>	<u>-</u>	<u>186</u>	<u>162</u>

3.3 Governance and running costs

Salaries	30,994	-	30,994	30,460
Cleaning	5,876	-	5,876	9,318
Heat, light and water	9,285	-	9,285	9,671
Building repairs & maintenance	10,601	-	10,601	15,999
Furniture & fittings	1,172	-	1,172	4,577
Equipment purchase & repair	637	-	637	1,451
Computers & software	1,547	-	1,547	1,901
General	2,259	-	2,259	1,126
Insurance	3,464	-	3,464	2,347
Refuse & recycling collection	1,016	-	1,016	1,157
Internet & phone	2,435	-	2,435	1,081
Stationery & postage	357	-	357	381
Advertising & website	269	-	269	162
Consumables	779	-	779	1,221
Film club / Acoustic panels	-	-	-	6,961
Independent examiner's fee	660	-	660	624
Professional fees	13	-	13	2,554
Human resources and recruitment	1,372	-	1,372	-
Bank charges	763	-	763	108
Depreciation	186	-	186	131
	<u>73,685</u>	<u>-</u>	<u>73,685</u>	<u>91,230</u>

Notes to the Financial Statements for the year ended 31st March 2016 - continued

4. Net incoming resources for the year

This is stated after charging:

	2016 £	2015 £
Depreciation	186	131
Independent examiner remuneration	660	625
Salaries and wages	99,966	99,100
Social security costs	2,585	2,917
Total	103,397	102,773

All staff are employed by the Centre on a part time basis. The average number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2016	2015
K@Boom	4.4	4.4
Centre running and administration	1.7	1.7
Cooking and cleaning	0.2	0.2
Youth	0.2	0.2
Total	6.5	6.5

The charity does not operate any pension scheme for its' employees but does administer contributions to a stakeholder pension scheme for 2 members of staff. The charity makes no contributions to this scheme.

5. Trustee Remuneration & Related Party Transactions

No members of the Board of Directors received any remuneration or travel costs during the year. No Director or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

6. Taxation

As a charity, St Francis Youth and Community Centre is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its' charitable objects. No tax charges have arisen in the Charity.

Notes to the Financial Statements for the year ended 31st March 2016 - continued

7. Fixed Assets

	Office Equipment £	Total £
Actual Cost		
At 1st April 2015	2,155	2,155
Additions	810	810
At 31st March 2016	<u>2,965</u>	<u>2,965</u>
Depreciation		
At 1st April 2015	2,155	2,155
Charge in year	186	186
At 31st March 2016	<u>2,341</u>	<u>2,341</u>
Net Book Values		
At 31st March 2015	<u>-</u>	<u>-</u>
At 31st March 2016	<u>624</u>	<u>624</u>

The office equipment is the telephone system, which is still in use in the charity.

8. Investments

Movements in the year	£
Mid-market value - 1st April 2015	10,699
Unrealised Loss on investment	(446)
Mid-market value - 31st March 2016	<u>10,253</u>

Holdings at 31st March 2016: 770 shares in the CBF Church of England Investment Fund.

Notes to the Financial Statements for the year ended 31st March 2016 - continued

9. Analysis of Net Assets by Fund

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Fixed Assets	624	-	-	624	-
Investment Fixed Assets	10,253	-	-	10,253	10,699
Current Assets	46,334	14,490	7,332	68,156	36,584
Current Liabilities	(1,492)	-	-	(1,492)	(2,759)
Fund balance	55,719	14,490	7,332	77,541	44,524

10. Debtors

	Total 2016 £	Total 2015 £
Trade Debtors	14,370	14,594
Other Debtors	4,241	604
	18,611	15,198

11. Creditors: Amounts falling due within one year

	Total 2016 £	Total 2015 £
Taxation and social security	-	1,151
Other creditors and accruals	1,492	1,608
	1,492	2,759

Notes to the Financial Statements for the year ended 31st March 2016 - continued

12. Summary Statement of Funds

Fund Name	Fund Balances Brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Fund Balances Carried forward
	£	£	£	£	£	£
Restricted						
Lunch Club	4,262	14,070	11,000	-	-	7,332
Youth Project	-	5,959	5,967	8	-	-
Film Club	-	-	-	-	-	-
Designated						
Maintenance	4,890	14,400	8,945	-	-	10,345
Lunch Club	-	-	-	-	-	-
Salary reserve	9,600	3,300	-	-	-	12,900
Unrestricted						
General	25,772	184,840	163,194	(8)	(446)	46,964
					-	
Total	44,524	222,569	171,216	-	(446)	77,541

Notes to the Financial Statements for the year ended 31st March 2016 - continued

13. Fund details

The Maintenance Fund is used for the ongoing maintenance of the Centre. The salary reserve is to build up a reserve for redundancy pay or close down costs. The film club fund was used to house the grants given for the acoustic work on the hall and setting up the film club. All film club grants were spent in the year.

14. Related party transactions

Transactions between St Francis Centre and the Parochial Church Council of the Ecclesiastical Parish of St Francis of Assisi, Bournville (PCC Bournville) as a related party are as follows:

Relationship	Description	2016 £	2015 £
Owner of building	Reimbursement to PCC Bournville for heating, lighting, printing & photocopies	(9,551)	(11,337)
Employment of staff	Reimbursement from PCC Bournville for the shared costs of employing the treasurer, parish administrator and outreach youth worker as well as full cost of the children's choir director	25,124	30,520
Total		<u>15,573</u>	<u>19,183</u>

As at 31st March 2016 there was nothing due from St Francis Centre to PCC Bourville (31st March 2015: £638)

St Francis Centre paid no rental to PCC Bournville for use of the St Francis Centre buildings (31st March 2015: Nil)

