

Hainworth Wood Community Centre

Charity number 1161769

Annual Report and Financial Statements  
for the year ended 31 March 2016



West Yorkshire Community Accounting Service

# Hainworth Wood Community Centre

## Annual Report and Financial Statements for the year ended 31 March 2016

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 3
Examiner's report	4
Receipts and payments account	5
Statement of assets and liabilities	6
Notes to the accounts	7 to 8

**Prepared by West Yorkshire Community Accounting Service**

# Hainworth Wood Community Centre

Trustees' report for the year ended 31 March 2016

## Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>
John Smith	Chair
Richard Wainhouse	Vice Chair
Janet Peters	
Betty Cartwright	
Thomas Simcock	

## Charity number

The charity was registered with the Charity Commission for England and Wales, number 1161769, on 21 May 2015.

## Registered and principal address

Hainworth Wood Community Centre  
109 Hainworth Wood Road  
Keighley  
BD21 5NG

## Bankers

Yorkshire Bank  
73 North Street  
Keighley

## Independent examiner

Dave Collins

## West Yorkshire Community Accounting Service

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

## Structure, governance and management

The charity is governed by a constitution adopted on 30 November 2014.

## Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

## Objectives and activities

### The charity's objects

To further or benefit the residents of Hainworth Wood and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the Local Authorities, voluntary and other organisations in a common effort to advance education and provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

In furtherance of these objects but not otherwise, the trustees shall have power:

To establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by charity in furtherance of the above objects.

# Hainworth Wood Community Centre

Trustees' report (continued) for the year ended 31 March 2016

## Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

## Achievements and performance

### Improving our Centre

We have two major renovation projects running this year:

The first one in July when we had to close the centre to all provision for a two week period in the second half of July.

This was to enable a complete re-wire of the centre including all new lights, sockets, alarms, a door entry system and CCTV camera's which improves the security of the building and also the safety of the many people who use the centre. This was funded by a grant from in-communities

The Second one was in the beginning of November when we only closed for a couple of day and the rest of the time they worked around us! We had new doors and windows fitted, a completely removing the render, re-rendering and re-painting of the outside, the fitting of a canopy and repair and re-paint of the railings. This was funded by a large funding award from Asda Stores, Keighley.

This has made a huge difference to the look and feel of the centre for the staff, volunteers and residents who use the building and although not completely renovated yet we are looking at further work next year.

### Youth Provision

During the school holidays we have a packed schedule of events and run a variety of different activities for our young people these are very successful in cutting down on anti-social behaviour caused by boredom.

We had a forest school which involved adventures in the woods, camp fires, climbing trees building dens. This was run by professional people and the young people and their parents had a great time.

Keighley Cougars ran a bicycle build and repair on the 'reck' which was a great workshop because it meant after the young people had learnt to build their bike, they could keep them !! which was a great incentive and kept everyone busy and out of trouble.

### Charitable Status

In May 2015 we achieved charitable status which was a long and difficult procedure, this coupled with signing a new 5 year lease, will open a lot of doors for us enabling us to apply for a lot more funding grants.

### Financial review

The net receipts for the year were £7,998, including net receipts of £7,406 on unrestricted funds and net receipts of £592 on restricted funds.

### Reserves policy

The charity's free cash reserves at the year end were £11,258.

The trustees have not adopted a formal reserves policy.

Signed on behalf of the board of trustees:

Signed: .....

Date: .....

Name ..... (Trustee)

# Hainworth Wood Community Centre

## Independent examiner's report to the trustees of Hainworth Wood Community Centre

I report on the accounts of the charity for the year ended 31 March 2016, which are set out on pages 5 to 8.

### **Respective responsibilities of the trustees and the examiner**

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

It is my responsibility to examine the accounts 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 statement**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 the 2011 Act; and

to prepare accounts 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.

Signed: .....

Name: Dave Collins

Date: .....

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# Hainworth Wood Community Centre

## Receipts and payments account

### for the year ended 31 March 2016

	Notes	2016 Unrestricted funds £	2016 Restricted funds £	2016 Total funds £
<b>Receipts</b>				
Grants	(2)	16,451	35,840	52,291
Recycle Project		388	-	388
Fundraising and events		1,675	-	1,675
Donations		508	-	508
Other income		303	-	303
Leisure link		4,723	-	4,723
Dart Lunch		5,585	-	5,585
Room hire		980	-	980
<b>Total receipts</b>		<b>30,613</b>	<b>35,840</b>	<b>66,453</b>
<b>Payments</b>				
Wages	(3)	-	19,184	19,184
Payroll charges		-	222	222
Utilities		6,087	-	6,087
Telephone		734	-	734
Freelance workers		7,707	490	8,197
Trips		208	-	208
Premises expense		810	14,754	15,564
Equipment		1,508	-	1,508
Fund Raising Costs		104	-	104
Dart Food Costs		3,824	-	3,824
Volunteer Expenses		312	-	312
Events		368	328	696
Youth Expenditure		440	270	710
Dart Expenditure		1,105	-	1,105
<b>Total payments</b>		<b>23,207</b>	<b>35,248</b>	<b>58,455</b>
<b>Net receipts / (payments)</b>		<b>7,406</b>	<b>592</b>	<b>7,998</b>
<b>Cash fund balances brought forward</b>		<b>3,852</b>	<b>-</b>	<b>3,852</b>
<b>Cash fund balances carried forward</b>	(4)	<b>11,258</b>	<b>592</b>	<b>11,850</b>

# Hainworth Wood Community Centre

## Statement of assets and liabilities

as at 31 March 2016

	2016	2016	2016
	Unrestricted	Restricted	Total
	£	£	£
<b>Cash funds</b>			
Cash at bank	6,009	592	6,601
Cash in hand	304	-	304
Cash at Bradford CPA	4,945	-	4,945
<b>Total cash funds</b>	<u>11,258</u>	<u>592</u>	<u>11,850</u>

<b>Liabilities</b>	£
Premises expense	440
Independent examination	<u>450</u>
	<u>890</u>

### Approval of the accounts

The financial statements were approved by the board of trustees on .....

Signed: ..... (Trustee)

Name .....

# Hainworth Wood Community Centre

## Notes to the accounts

for the year ended 31 March 2016

### **1 Accounting policies**

#### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

#### **Taxation**

As a registered charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

#### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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



# Hainworth Wood Community Centre

## Notes to the accounts continued

for the year ended 31 March 2016

### 2 Grants and donations

	2016 Unrestricted funds £	2016 Restricted funds £	2016 Total funds £
Bradford MDC - Community Development	-	21,000	21,000
Bradford MDC - Core	4,202	-	4,202
Bradford MDC - Area Committee	1,500	-	1,500
Bradford MDC - Dart Lunches	9,249	-	9,249
Asda	-	13,600	13,600
Incommunities	500	-	500
Bradford MDC - Be Active	-	490	490
Tenants and Residents Association	500	-	500
Big Local	-	750	750
Bradford MDC ( Play & Activity Scheme)	500	-	500
	<u>16,451</u>	<u>35,840</u>	<u>52,291</u>

### 3 Staff costs and numbers

	2016 £
Gross salaries	19,184
Social security costs	1,583
Employment allowance	<u>(1,583)</u>
	<u>19,184</u>

The average number employees during the year was 1.

There were no employees with emoluments above £60,000.

### 4 Restricted funds

	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Community Development	-	21,000	21,000	-	-
Asda	-	13,600	13,160	-	440
Bradford MDC - Be Active	-	490	490	-	-
Big Local	-	750	598	-	152
	<u>-</u>	<u>35,840</u>	<u>35,248</u>	<u>-</u>	<u>592</u>

#### Fund name

#### Purpose of restriction

Community Development	For development worker salary and associated costs
Asda	For premises renovations
Bradford MDC - Be Active	For youth activities
Big Local	For setting up new groups and activities

### 5 Trustee expenses

No trustee received any expenses during the year.

### 6 Related party transactions

There were no related party transactions during the year.