



# Receipts and payments accounts

For the period  
from

01/04/2016

To

31/03/2017

## Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Grants	2,900	104,903	-	107,803	87,456
Youth Work	9,787	-	-	9,787	10,471
Schools	25,155	-	-	25,155	11,377
Trips	-	10,414	-	10,414	11,361
Hire of Premises	3,855	-	-	3,855	4,693
Fundraising	3,568	-	-	3,568	3,853
Charity of Year	5,746	-	-	5,746	-
IT Equipment	-	-	-	-	9,925
<b>Sub total (Gross income for AR)</b>	<b>51,011</b>	<b>115,317</b>	<b>-</b>	<b>166,328</b>	<b>139,136</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>51,011</b>	<b>115,317</b>	<b>-</b>	<b>166,328</b>	<b>139,136</b>
<b>A3 Payments</b>					
Salaries and Pensions	21,263	91,978	-	113,241	73,677
Youth Realities Costs	-	19,758	-	19,758	25,549
Property Costs	11,510	-	-	11,510	7,308
Fundraising	2,255	-	-	2,255	1,793
Trips	-	13,572	-	13,572	12,342
IT Equipment	-	-	-	-	9,114
Sundry	-	-	-	-	4,262
	-	-	-	-	-
<b>Sub total</b>	<b>35,028</b>	<b>125,308</b>	<b>-</b>	<b>160,336</b>	<b>134,045</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>35,028</b>	<b>125,308</b>	<b>-</b>	<b>160,336</b>	<b>134,045</b>
<b>Net of receipts/(payments)</b>	<b>15,983</b>	<b>- 9,991</b>	<b>-</b>	<b>5,992</b>	<b>5,091</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>11,016</b>	<b>-</b>	<b>-</b>	<b>11,016</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>26,999</b>	<b>- 9,991</b>	<b>-</b>	<b>17,008</b>	<b>5,091</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	HSBC Current Account	1,805	-	-
	HSBC Business Management Account	20,003	-	-
	Petty Cash	200	-	-
	<b>Total cash funds</b>	<b>22,008</b>	<b>-</b>	<b>-</b>


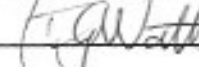
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Computers and Equipment	1200	-	-
	Furniture and Fittings	800	-	-
	Tuck Shop Stock	50	-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Grant 2017/2018	5000	-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of  
all the trustees

Signature	Print Name	Date of approval
	R.J.L. Rees	31-Jul-17
	T. Watts	31-Jul-17



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

FOUNDATION FOR ACTIVE COMMUNITY ENGAGEMENT  
(FACE)

On accounts for the year  
ended

31<sup>st</sup> MARCH 2017

Charity no  
(if any)

1156904

Set out on pages

1 AND 2

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 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  
examiner's 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 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 ~~(other than that disclosed below\*)~~

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 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

25 JULY 2017

Name:

MR ROGER GEORGE LAMONT

Relevant professional  
qualification(s) or body  
(if any):

ACIB, BA, C.Fed M.Fed.

Address:

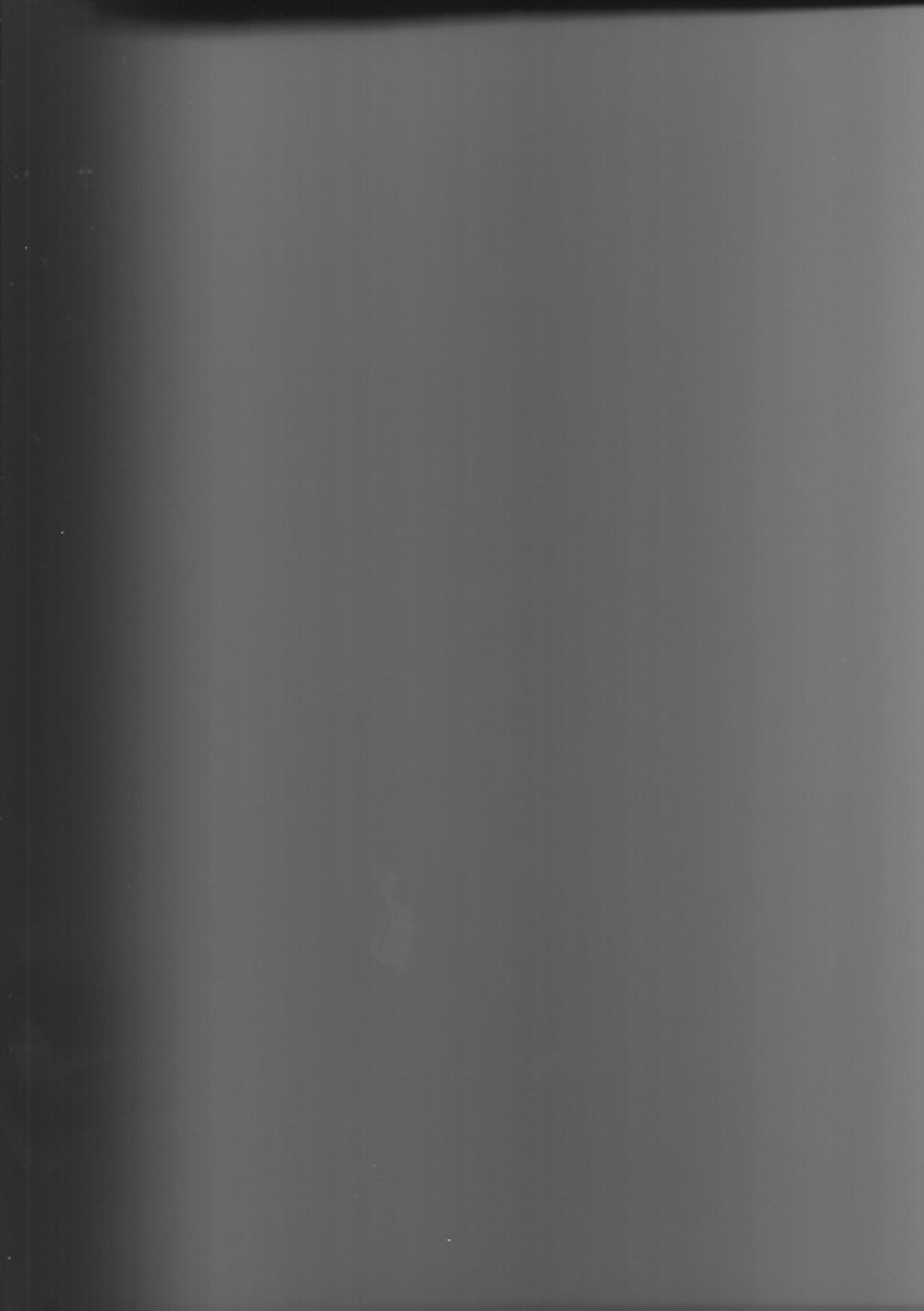
32 FOURACRE CRESCENT
DOWNEND
BRISTOL BS16 6PS

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of  
any items that the  
examiner wishes to  
disclose.



# **Foundation for Active Community Engagement**

## **Report of the Trustees for the Year Ended 31 March 2017**

### **Reference and administrative information**

#### ***Registered Charity Number:***

1156904

#### ***Other names used:***

FACE

#### ***Principal address:***

St. Andrews Methodist Youth Centre, Elm Park, Filton, Bristol, BS34 7PS

#### ***Trustees:***

Mr T Watts – Chairman

Mr R J Rees - Treasurer

Mrs J Rainey – Secretary

Mrs R Greenwood (resigned October 2016)

Mr B Robbins (resigned October 2016)

Mr K Soulsby (resigned October 2016)

Rev N Young

Rev H Cooke

Mrs J Hoggans (elected April 2016)

Mr R Sharp (elected June 2016)

Mrs C Barnes (elected May 2016 resigned October 2016)

# FOUNDATION FOR ACTIVE COMMUNITY ENGAGEMENT

## Report of the Trustees for the Year Ended 31 March 2017

### Structure Governance and Management

#### *Governing document*

The charity is controlled by its governing document and constitutes a Charitable Incorporated Organisation.

The constitution was adopted on 2<sup>nd</sup> May 2014.

#### *Organisational structure*

The charity is administered by an elected board of trustees, made up of between three and twelve members. The trustees are elected by the general membership at the Annual General Meeting. Additional trustees can be appointed by the members or the incumbent trustees throughout the year.

The trustees meet several times a year to administer the charity, this is currently approximately quarterly. Decisions may also be made by a majority of trustees responding via electronic means.

No official trustee sub committees have been created.



## FOUNDATION FOR ACTIVE COMMUNITY ENGAGEMENT

### Report of the Trustees for the Year Ended 31 March 2017

#### Objectives and Activities

##### *Objectives and Aims*

The objectives of the organisation are:

To act as a resource for young people living in Filton and surrounding areas by providing advice and assistance and organising programmes of physical, educational and other activities as a means of:

- a) advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
- b) advancing education;
- c) relieving unemployment;
- d) providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of life of such persons.

To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.

The organisation is non-party in politics, and non-sectarian in religion.

##### *Significant Activities*

In pursuance of the objectives of the organisation, the activities fall into four main areas of operation as follows:

1. The organisation was created from an existing youth centre, the premises are leased from the Methodist Church. The organisation continues to support this work by providing a venue for youth clubs, targeting based on age or mental or physical ability.
2. The organisation provides sessions funded by South Gloucestershire Council. These sessions are closely monitored by the council to ensure that they deliver the required service.
3. The organisation works closely with other voluntary or educational organisations. This is through the use of employees and volunteers of the organisation operating sessions, for example at local schools.
4. The organisation works with a wider range of members of the local community providing social support or employment skills. This is through a number of different sessions, provided at the centre.

## FOUNDATION FOR ACTIVE COMMUNITY ENGAGEMENT

### Report of the Trustees for the Year Ended 31 March 2017

#### Achievements and Performance

##### *Charitable activities*

##### Children's & Youth Work: (CYW)

During this year we have continued to develop in terms of children's and youth work. Our Friday night sessions for school years 3 to 8 are successful and we have at times needed to operate a waiting list due to excess levels of interest. We have been working on increasing the levels of involvement of young people in club processes, for example by getting them to help with tuck shop sales. Some of the most popular activities which have been on the programme for these age groups this year have involved physical activities and cooking.

Across all age ranges we have provided the opportunity for young people to undertake training courses including First Aid and Babysitting. The latter resulted in 7 young people gaining accreditations during the period.

Many trips have been run for young people throughout the year, including with the Filton Twinning Association to Witzenhausen in Germany, and a residential trip to the Brecon Beacons which was attended by 11 young people.

We have continued to promote and work with the Filton Youth Council, however interest has been starting to wane. We recognise that the core group of the Youth Council have developed in their roles over a number of years. Since the current members are now older and entering exam years at school we are now looking at replacing them with members from a younger cohort.

##### School's work:

Our work with local schools has moved forward during the period. At Orchard School we provide one-to-one mentoring and support groups for young carers, and an after school youth club. Attendance is low at the after school club, but we are trying alternative timings to see if numbers can be improved.

Unfortunately our work at Sheilling School was cancelled during the period due to a key member of our staff leaving her post. We were unable to find an alternate resource to offer to the school so had to withdraw the service.

Pathway Learning Centre, engaged FACE to provide alternative education for individuals who have been excluded from mainstream schooling. we have been offering one-to-one sessions to these students in Maths, English, Geography, and ASDAN short courses.

We have been trying to develop a provision of services at Abbeywood School. We have started with one-to-one mentoring but we have found that this has not been well supported. We are working with the new school head to identify students and the support that they may require from FACE.

##### Work with those with learning, social and physical disabilities:

This is an area where we have made many changes during the period. We started a forum for disabled young people (ages 13-25). "Young People United" meet once a month to discuss issues of concern to them, and consider any ways forward to a possible resolution.

## FOUNDATION FOR ACTIVE COMMUNITY ENGAGEMENT

### Report of the Trustees for the Year Ended 31 March 2017

We have launched the practice of providing volunteer buddies to new members. We find that this peer support helps to integrate the new member into the sessions and helps to develop the confidence and communication skills of the volunteer buddy. Confidence has also been developed within the 11 to 15 year old group by a visit from theHide where the young people were encouraged to hold a number of exotic animals including snakes, spiders and lizards.

We have provided various courses and training sessions to this group. Our Facing Forwards adult sessions have been working on ASDAN awards (including baking) and a Community Learning Course in Communication which was prewritten for a more able group. Although it was challenging at times it was met with enthusiasm and all members of the group achieved their aims and completed the course. Additional courses have included CPR, Fire Awareness, and a workshop focusing on awareness of and strategies for dealing with hate crime.

This year we have again run a number of successful residential trips to the Calvert Trust in Exmoor National Park. These visits give our more vulnerable members the opportunity to take part in a number of exciting and challenging outdoor activities.

#### Community Work:

We have needed to scale back in some areas of our community work this year. Our work club in particular was stopped at Easter as no longer cost effective. This was due to a serious decline in numbers during the spring term but we will reassess the levels of demand regarding possibly restarting these sessions at some point in the future.

The supervisor for our Silver Surfer sessions has left and will not be replaced. Many of the membership are becoming more proficient with technology so the sessions will continue to run but with a greater reliance on volunteers.

We continued to develop our plot at the Filton Community Garden. It is inevitable that this receives a greater focus at some times of the year than others but we will continue to care for and develop it. The garden gives an alternate programme activity for many different groups of our membership.

At Christmas we provided a family party for over 60 individuals from the local community. This was funded by Asda and gave us the opportunity to celebrate the season with people who had been nominated by local schools and businesses.

#### Events and fundraising:

Early this year we launched a bi-monthly fundraising meeting. This gives staff, volunteers and trustees a chance to get together to discuss forthcoming events and fundraising ideas.

We have focused on our partnership with the local branch of Sainsburys after we were selected as their charity of the year. We held several events including a 'Bake-Off', bag packing and in-store collections. We have now partnered with Wessex Garages for the forthcoming year.

Our Christmas Fayre was again one of our biggest events. This brought many members of the local community into the centre to shop, eat, and play games. Additionally at Christmas we were selected as the local charity to benefit from the Filton Carol Bus. Many of our staff, volunteers, members,

## FOUNDATION FOR ACTIVE COMMUNITY ENGAGEMENT

### **Report of the Trustees for the Year Ended 31 March 2017**

and trustees, walked with the bus on its route around the streets of Filton raising money and meeting many members of the local community.

For the second year running we were fortunate to win £500 in the Bristol Post Community Awards sponsored by Airbus. This involved the collection of the greatest possible number of tokens from the newspaper and ended in two of our staff and a trustee attending the presentation of the awards at Airbus. As the charity most local to the Airbus office it was great to be represented and to receive the award.

The Filton Festival again became our busiest event of the summer. We had a stand at the local event at which we held a tombola and several games. Unfortunately the weather was not favourable but it was still a great event which helped to promote FACE within the local community.

We have been busy preparing for the forthcoming celebration of the 50<sup>th</sup> anniversary of the youth centre building in which we are located, this will take place in April. Leading up to this, starting in early March we had an Egg trail around the local community. This was a great event which encouraged members of the public to identify words on 50 Egg cards hosted by local community groups and businesses. These words were then placed into a passage of text which gave a fascinating insight into the history of Filton and the Youth Centre. Additionally in preparation for the 50<sup>th</sup> anniversary celebrations Filton Youth Council have designed a banner for each decade detailing the key events, movies, music, and the price of groceries.

We organised a skydive in July. Five people, including two of our 16 year old members, raised over £1000 for FACE with a tandem skydive.

We were Cotham Church's charity of the month in February, we were fortunate to receive over £400 raised by the church members.

#### **Staff & Trustee Development:**

We launched our new staff structure in April 2016 with the aim of empowering some of our senior members of staff and reducing the workload of (and our reliance upon) our Youth and Community Work Manager.

Additionally at this time we launched our new pension scheme. This was in advance of our auto enrolment deadline and the employer contribution has been set at the target level two years ahead of statutory requirement.

Training has been given to a number of different staff members during this period. Subjects covered have included signs of safety, first aid, autism awareness, listening skills, and appreciating the perspectives of others. Our annual joint staff and trustee training day covered safeguarding and equality.

A review of our structure, policies and practices was carried out by a CVS associate. His comments have been taken on board by the trustees.

## FOUNDATION FOR ACTIVE COMMUNITY ENGAGEMENT

### Report of the Trustees for the Year Ended 31 March 2017

#### Financial Review

##### *Policy on reserves*

A Policy on Reserves was approved by the Trustees and adopted in 2016 to provide FACE with adequate financial resources and sources of funds for it to maintain its charitable services and objectives for the foreseeable future whilst providing sufficient Reserves to demonstrate financial resilience and capacity to manage unforeseen circumstances. At 31 March 2017 a Reserve of £8,500 had been accumulated with a plan to increase this to £14,500 by the end of March 2018 and £20,500 by March 2019.

##### *Financial Reporting*

During the year the following financial reports were provided to the Trustees to enable them to monitor and analyse FACE's financial performance on a quarterly basis:

- Quarterly Management Accounts provided at the trustee meetings that include Summary and Analysis reports on Income, Cost of Service Provision, Overheads and Banking.
- Annual Budget of revenue, cost of service provision and overheads to be adopted by FACE for quarterly comparative analysis
- A full monthly analysis of payroll costs, subscription income, staff expenses and petty cash is now completed so costs can be allocated directly to the relevant Restricted Grant and hence financial reporting of these to both the providers of the Grant and the Trustees.

##### *Financial Processes*

During the year the following financial processes were delivered to FACE

- Internet Banking services were utilised to allow bank balance analysis and bank transfers in real time and to make electronic payment of staff payroll and to suppliers
- Implemented pension provisions for eligible staff from 1 April 2016 via NEST a year ahead of our mandatory staging date.
- New forms have been implemented for staff including Timesheets, Petty Cash, Daily Income and Expenses and Sales Invoices

##### *Principal funding sources*

Our principal funding sources are listed below. Further detail on the activities undertaken are listed in the section on Charitable Activities above.

South Gloucestershire Council. These funds include priority neighbourhood, new homes bonus, community learning, and positive activities subsidy. Whilst we are still receiving priority neighbourhood funding, Filton standards are improving and it is no longer considered a priority neighbourhood which will impact on future funding for FACE

BBC Children in Need

Filton Town council

Sainsbury's Charity of the Year

**FOUNDATION FOR ACTIVE COMMUNITY ENGAGEMENT**

**Report of the Trustees  
for the Year Ended 31 March 2017**

Quartet Community Foundation

Learning Disabilities Development Fund grant awarded to fund the Facing Forwards daytime sessions.

Local School Funding to provide pastoral, after school activities and drop in support services

***Results and review of operations***

The results of the charity are set out in the accompanying statement of financial activities and the notes to the accounts.

Approved by order of the board of trustees on 12<sup>th</sup> November 2017 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'Tim Watts', with a stylized, cursive script.

Tim Watts – Chairman – Trustee