

Hainworth Wood Community Centre

Charity number 1161769

Annual Report and Financial Statements  
for the year ended 31 March 2017



West Yorkshire Community Accounting Service

# Hainworth Wood Community Centre

## Annual Report and Financial Statements for the year ended 31 March 2017

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**Prepared by West Yorkshire Community Accounting Service**

# Hainworth Wood Community Centre

Trustees' report for the year ended 31 March 2017

## 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:

Name	Position	Dates
John Smith	Chair	
Richard Wainhouse	Vice Chair	
Janet Peters		
Betty Cartwright		
Thomas Simcock	Treasurer	

## 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 charitable incorporated organisation is governed by a constitution adopted on 30 November 2014.

## 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.

## 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.

# Hainworth Wood Community Centre

Trustees' report (continued) for the year ended 31 March 2017

## Chairman's Report

This year's review begins with a look at some of the events that have made this Centre a vibrant hub of the community.

Volunteers have come from all parts of the Keighley East ward and even as far as Bingley and Halifax to share their skills, time and talents. These are the people who make this place vibrant; a place where folks of all ages and from all walks of life can come and make friends and enjoy a wide range of activities together.

I'm going to list these activities because there are many and this will give you some idea of how valuable an asset this Centre is to the community of Hainworth and beyond.

Monthly Councillors' Surgery; over 50's luncheon club & activity club twice a week; youth provision for young people aged 11 to 21; Parents and Play (not parent and toddlers); drop-in service (support & advice); community events / fun days; multi-agency meeting space; charity shop (local fundraising); uniform swap shop; work club (CV writing and job search); inclusive activities (Special / Additional Needs); knitting group started up with money from Big Local; school holiday provision; community café; volunteer support and training; specific localised training; On line training courses; community projects; and finally, an emergency food bank which was offered to local residents.

Other activities that took place at the Centre included the Queen's birthday tea party, Forest School activities, a fun day in September with 66 children attending, and a first at last year's Christmas party with a female Santa aka our Edna.

We are also trying to help people out of the poverty trap by making them aware of borrowing from the loan sharks, hence the graffiti of a shark on the outside walls.

The Centre is getting comfy with its new boiler, making the central heating system more economical and efficient. The youth have helped to give the Centre a fresh coat of paint throughout and have been busy cleaning up the community on a litter pick.

The Centre has continued to develop a number of effective partnerships with: - Police, Bradford Youth service, Area office, In-communities, Worth Valley Community Church, ASBU, Play and development team, Strong Close children's centre, Youth Offending and Restorative Justice team, Forest Project, Councillors, and Big Local. All these partnerships enable a stronger working team of community services delivering in unity and working towards the same outcome – providing a service as well as encouraging local people to take ownership of their community centre.

However, things took a turn for the worse around Feb/March when due to lack of funding we were forced to make redundant our Centre manager Sonia Evers. At the same time, Sonia became very ill and sadly passed away 5th October. So, this review is as much a tribute to Sonia and the work she did along with the efforts and achievements of all our volunteers.

Nevertheless, from this year's review and by looking around at the Centre's recent refurbishments, I am sure you will agree with me that the Centre and its wonderful team of supporters has a great future ahead.

It only remains for me to say that as Chair I have enjoyed the challenges and changes we have seen over the past year. As I stand down as Chair after 4 years, I would like to say a huge thank you to everyone who has helped and supported the Centre in any way and I hope to see the Centre continue as a thriving hub of this community for many more years to come.

## Financial review

The net receipts for the year were £303, including net receipts of £488 on unrestricted funds and net payments of £185 on restricted funds.

## Reserves policy

The charity's free cash reserves at the year end were £11,746.

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 CIO for the year ended 31 March 2017, which are set out on pages 5 to 8.

### **Responsibilities and basis of report**

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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 2017

	Notes	2017 Unrestricted funds £	2017 Restricted funds £	2017 Total funds £	2016 Total funds £
<b>Receipts</b>					
Grants	(2)	14,031	22,613	36,644	52,291
Recycle Project		138	-	138	388
Fundraising and events		723	195	918	1,675
Donations		167	-	167	508
Other income		1,221	314	1,535	303
Leisure link		5,796	-	5,796	4,723
Dart Lunch		2,120	-	2,120	5,585
Room hire		1,415	-	1,415	980
<b>Total receipts</b>		<u>25,611</u>	<u>23,122</u>	<u>48,733</u>	<u>66,453</u>
<b>Payments</b>					
Wages	(3)	-	20,555	20,555	19,184
Payroll charges		-	222	222	222
Utilities		5,162	-	5,162	6,087
Telephone		490	223	713	734
Freelance workers		7,752	-	7,752	8,197
Trips		-	-	-	208
Premises expense		4,490	440	4,930	15,564
Equipment		1,254	346	1,600	1,508
Fund Raising Costs		593	-	593	104
Dart Food Costs		-	-	-	3,824
Volunteer Expenses		67	-	67	312
Events		-	-	-	696
Youth Expenditure		115	1,521	1,636	710
Dart Expenditure		4,170	-	4,170	1,105
Miscellaneous expenditure		580	-	580	-
Independent examination		450	-	450	-
<b>Total payments</b>		<u>25,123</u>	<u>23,307</u>	<u>48,430</u>	<u>58,455</u>
<b>Net receipts / (payments)</b>		<u>488</u>	<u>(185)</u>	<u>303</u>	<u>7,998</u>
<b>Cash fund balances brought forward</b>		<u>11,258</u>	<u>592</u>	<u>11,850</u>	<u>3,852</u>
<b>Cash fund balances carried forward</b>	(4)	<u>11,746</u>	<u>407</u>	<u>12,153</u>	<u>11,850</u>

# Hainworth Wood Community Centre

## Statement of assets and liabilities

as at 31 March 2017

	2017	2017	2017	2016
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Cash at bank	11,625	407	12,032	6,601
Cash in hand	121	-	121	304
Cash at Bradford CPA	-	-	-	4,945
<b>Total cash funds</b>	<u>11,746</u>	<u>407</u>	<u>12,153</u>	<u>11,850</u>

<b>Liabilities</b>	£
Independent examination	<u>462</u>
	<u>462</u>

### Approval of the accounts

The financial statements were approved by the board of trustees on

Date: .....

Signed: ..... (Trustee)

Name .....

# Hainworth Wood Community Centre

## Notes to the accounts

for the year ended 31 March 2017

### **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.

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 2017

### 2 Grants and donations

	2017	2017	2017	2016
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Bradford MDC - Community Development	-	21,000	21,000	21,000
Bradford MDC - Core	3,782	-	3,782	4,202
Bradford MDC - Area Committee	-	-	-	1,500
Bradford MDC - Dart Lunches	9,249	-	9,249	9,249
Asda	-	-	-	13,600
Incommunities	1,000	-	1,000	500
Bradford MDC - Be Active	-	-	-	490
Tenants and Residents Association	-	-	-	500
Big Local	-	1,033	1,033	750
Bradford MDC ( Play & Activity Scheme)	-	580	580	500
	<u>14,031</u>	<u>22,613</u>	<u>36,644</u>	<u>52,291</u>

### 3 Staff costs and numbers

	2017	2016
	£	£
Gross salaries	20,555	19,184
Social security costs	1,717	1,583
Employment allowance	<u>(1,717)</u>	<u>(1,583)</u>
	<u>20,555</u>	<u>19,184</u>

The average number employees during the year was 1, being an average of 1 full time equivalent (2016:1 and 1 FTE).

### 4 Restricted funds

	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Community Development	-	21,000	21,000	-	-
Asda	440	-	440	-	-
Bradford MDC - Be Active	-	991	991	-	-
Big Local	<u>152</u>	<u>1,131</u>	<u>876</u>	<u>-</u>	<u>407</u>
	<u>592</u>	<u>23,122</u>	<u>23,307</u>	<u>-</u>	<u>407</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 this year or the previous year.

### 6 Related party transactions

There were no related party transactions during this year or the previous year.