

The BRANCH

COMMITTEE/TRUSTEES AGM REPORT/PREVIOUS MINUTES

&

ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2017



Est. 1979

The BRANCH

91 Beeches Road - West Bromwich - B70 6HG

ANNUAL FINANCIAL REPORT OF THE
MANAGEMENT COMMITTEE/TRUSTEES
ADDENDUM TO AGM REPORT 2016-2017
&
ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2017

The Management Committee and Trustees present their Annual Report and the Financial Statement of the BRANCH for the year ended 30th March 2017.

The Financial Statements are set out on pages 5-9.

Principle Aims

The aim of the Association shall be to advance in life and relieve the needs of disadvantaged children, young people and families living in Sandwell through:

- a) The provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life.
- b) Providing support and activities that develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

Principal Activities

- Homework/Study Club
- Out of School Club 4 -11
- Youth Club 11-16
- Youth Workshops/Programmes for 11 -16 years olds in Personal Development
- Off-site Youth Activities & Trips
- Summer, Easter and Half Term Play schemes

Executive Committee & Trustees

As at 31st March 2017 the nominated Committee and Trustees of the BRANCH consisted of the following:

Elizabeth Lawson-Bennett - Chairperson
Keith Byron (TBF)

Pauline Marshall- Secretary
Cleopatra Newell - Treasurer

Annual General Meeting Agenda

Friday 17th November 2017 @ 1pm

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1. Welcome – Introductions
2. Present /Apologies
3. Minutes of Meeting held 2nd December 2016
4. Matters Arising from Minutes
5. Minutes Approved / Seconded
6. Presentations - Reports
7. Finance – Treasurer Report
8. Questions from the floor
9. Acknowledgement of
 - a. Chairperson
 - b. Treasurer
 - c. Secretary
 - d. Trustees
 - e. Other Members
10. Any Other Business
11. Date of next Meeting

Minutes of The BRANCH Annual General Meeting & Lunch 2nd December 2016 – 1-2pm

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1.0 WELCOME

The meeting commenced at 1pm. The BRANCH Manager Loreen Lawson welcomed all present to the meeting.

2.0 PRESENT

Elizabeth Lawson-Bennett	Kimara McKenzie
Pauline Marshall	Natasha Rolfe
Keith Byron	Tony Burton
Cleopatra Newell	Sandra Fraser
Loreen Lawson	

APOLOGIES:

3.0 Grace Welch

ACTION

4.0 MINUTES OF LAST MEETING:

These were approved by Keith Byron and Pauline Marshall

5.0 MATTERS ARISING FROM PREVIOUS MINUTES:

No matters were raised.

6.0 REPORTS:

The Manager, Youth Leaders and the Senior Play Leaders presented reports to the meeting. These will be published in the AGM booklet being sent to the printers.

7.0 FINANCE- TREASURER'S REPORT:

All present were given a chance to feedback regarding the accounts presented in the report. No matters were raised. The report was signed off for submission to the Charities Commission.

8.0 NOMINATIONS:

It was noted that the Committee as it stands is reviewed every three years in accordance with the current Constitution. Nominations were made for the current Committee Members to reside in their current positions. This was especially in light of the recent death of the Vice Treasurer and the resignation of the Treasurer due to family carer commitments. The Manager and Committee remain active in seeking out interested members to serve on the board. Focus was currently on recruiting Parents and Youth representatives.

Loreen

9.0 NOMINATIONS AND SELECTION

Chair Person: Elizabeth Lawson
(Approved by Keith Byron & Sandra Fraser)

Treasurer: Cleopatra Newell
(Approved by Pauline Marshall & Elizabeth L. Bennett)

Comp Secretary: Pauline Marshall
(Approved by Keith Byron & Cleopatra Newell)

10.0

ANY OTHER BUSINESS

Dates were set for the forthcoming Board meetings throughout the coming year.
No other business was discussed.

Board

11.0

DATE OF NEXT AGM MEETING

Date to be agreed for November or December 2017.

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The BRANCH

ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2017

Reports and financial Statements

Year ended: 31 March 2017

Charity No: 509725

Vision Statement:

“The BRANCH believes that all people are equally loved by God: therefore we will provide appropriate community-based initiatives to support and develop individuals and groups in the local community.”

Principal Activities:

- Homework/Study Club & Facilities 5-11 & 11-16
- Youth Club 11-16
- Youth Workshops/Programmes for 13 -19 years olds in Music, Drama and Dance
- Off-site Youth Activities & Trips
- Summer & Easter Play schemes
- Out of School Club 4 -11

Main Priorities:

- Reduce social isolation and improve the quality of life of people and communities facing disadvantage and social exclusion.
- Create opportunities for disaffected young people to facilitate reintegration back into education, training and employment.

Trustees:

The trustees who served throughout the year were as follows:

Elizabeth Lawson-Bennett
Grace Welch

Update:

THE BRANCH has made significant efforts in trying to engage the communities residing in and around the area it serves in the strategic planning of the organisation. Given the transient nature of our neighbouring communities it has been difficult at times to engage families beyond their access to the services we provide. We have taken their continual use of our services and our filled capacity as an indication of their view that our services remain of benefit to them and this is encouraging.

THE BRANCH

Income & Expenditure account as at the 3rd April 2017

INCOME

OOSC	51006.82	
SMBC	44998.00	
Total Income		<u>96004.82</u>

EXPENDITURE

Salaries/Wages	75984.42	
Building Cost	370.87	
Computer Cost	0.00	
Mobile/Telephone	757.43	
Running Cost	9852.75	
Inland Revenue	934.64	
Youth Club	675.00	
Bank Charges	464.14	
Bad Debts	0.00	
Equipment	0.00	
Miscellaneous	3100.53	
Total Expenditure		<u>92139.78</u>

Net Surplus/(Loss) 3865.04

Balance c/f 30/03/16	5,438.91
Unpresented Cheques	2,157.68
Plus Income	96004.82
Less Expenditure	92139.78
Balance as at 3rd April 2017	7,146.27
W/Off Unpresented Cheques	73.05
Balance c/f	7,219.32

Notes forming part of the financial statements for the year ended 31 March 2017

1. Accounting Policies

The financial statements are prepared under the historical cost convention and in accordance with the Statement of recommended Practice. Accounting and Reporting by Charities (SORP) issued 2008. The principal accounting policies adopted in the preparation of the financial statements are as follows:

2. Income Resources

Donations and grants

Income from donations and grants, included capital grants, is included in incoming resources when these are receivable, except as follows:

- When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

3. Resources Expended

Resources expended are included in the Statement of financial Activities on an accruals basis, inclusive of any VAT that cannot be recovered. Certain expenditure is directly attributable to specific activities and has been included in those cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.

4. Depreciation

There is no provision for depreciation as all assets are written off during the year.

5. Grants Receivable

Grants towards operating costs are credited to the income and expenditure account in the same period as the expenditure to which they relate.

6. Fund Accounting

Funds held by the charity are either:

- Unrestricted general funds – these are funds, which can be used in accordance with the charitable objects at the discretion of the trustees.
- Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

7. Current Assets

Bank 7,219.32 less unpresented cheques of £2157.68