

Registered Company Number: 5012490

Registered Charity Number: 1104088

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
(A Company Limited by Guarantee)

FINANCIAL STATEMENTS AND ANNUAL REPORT

Year Ended 31 March 2018

Registered Charity Number: 1104088
Registered Company Number: 5012490

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Report and accounts
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QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Reference and Administrative Information

Charity Number

1104088

Company Number

5012490

Directors and Trustees

Hugh Warner	Chair
Barbara Woodhead	
Christine Birkett	
Anthony Peverell	Resigned November 2017
Gaynor Flash	Resigned November 2017
Susan Marbrow	
Rhys Buchan	Appointed November 2017
Cllr. Syed Anwar Hussain	ESBC nominee Cllr Anglesey Ward
Cllr. Ali Chaudhry	ESBC nominee Cllr Anglesey Ward

Company Secretary

David Adkins

Reporting Accountant

D Alexander & Co Ltd
12 Granary Wharf Business Park
Wetmore Road
Burton upon Trent
Staffordshire
DE14 1DU
Tel - 01283 743851

Bankers

Unity Trust Bank Plc
PO Box 1487
Stafford
ST16 3GJ
Tel - 0345 140-1000

Registered office

Queen Street Neighbourhood Resource Centre
Queen Street
Burton Upon Trent
Staffs
DE14 3LW
Tel - 01283 743744

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Report of the Trustees

The Trustees present their report, together with the Financial Statements of the Charitable Company for the year ended 31 March 2018. This report represents a trustees' report in accordance with the Charities Act.

The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSE) (effective 1 January 2015).

The reference and administrative information on page 1 forms part of this report.

Structure, Governance and Management

Governing Document

The Queen Street Neighbourhood Resource Centre is a charitable company limited by guarantee. It was incorporated on 12 January 2004 and registered as a charity on 2 June 2004. The charity was established under a memorandum and articles of association which establishes the objects and powers of the charitable company and is governed under its articles of association. In the event of winding up the members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Directors

The Trustees of the company make up the Board of Directors which is elected each year by the members of the Charity. In addition, three nominees from East Staffordshire Borough Council hold office as Trustees and Directors. The Chair is elected by the Trustees from among their number immediately following the Annual General Meeting.

Trustees receive no remuneration for their work as trustees but are reimbursed for their out of pocket expenses, as claimed on an official form.

Trustee Induction and Training

When a new trustee is appointed they are provided with a pack which contains:

- Copies of the company's memorandum and articles of association.
- Copy of the most recent annual report and accounts.
- Copy of minutes of previous trustee meetings.
- Copy of Charity Commission guidance "The Essential Trustee"
- Copy of guidance to Councillors to ESBC nominees.

Organisational Structure

The board of directors administers the charity and meets on a monthly basis. The board delegate the day to day management of the centre to the manager.

Risk Management

The trustees have examined the major risks to which the Charity is exposed and are satisfied that the systems are in place to mitigate those risks.

Objectives and Activities

Objectives

Queen Street Neighbourhood Resource Centre (operating under the name of Queen Street Community Centre) aims to promote the benefit of the inhabitants of those areas known for administrative purposes as Anglesey Ward and that part of Burton Ward adjacent to Anglesey Ward but bounded by Station Street, Burton upon Trent (hereinafter called the area of benefit) without distinction of race, sex or of political, religious or other opinions.

Queen Street Community Centre pursues these aim by:

1. associating with the local authorities, voluntary associations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.
2. managing a Community Centre and maintaining, managing and co-operating with any local statutory authority in the maintenance and management of the above aims and objectives.
3. promoting any other charitable purpose in the area of benefit.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Report of the Trustees

Review of the Year's Activities and Future Developments

Queen Street Community Centre has continued to adapt its business model to demand. Although it retains its identity as a Childrens Centre it is now gaining a growing reputation as a venue for training providers.

The former Sure Start unit continues to house the successful Little Scholars Community Nursery five days per week. This maintains its maximum intake numbers and operates to full capacity. The Sure Start Service itself has a reduced but persistent interest in the Centre running, one day a week, group activities as part of the Early Years offer.

The Staffordshire registered charity "Approach" serve senior citizens with dementia using the Beech Room. They now operate three days per week and the user numbers are increasing slowly.

The registered charity "Everyone Health" now deliver health based initiatives to the local area use the Appleby Room three days per week and the Anglesey Hall one day per week.

Little Scholars Community Nursery, Approach, Everyone Health and Surer Start are all in contract with QSCC for use of the above facilities.

Elite Security Training and CT Skills have become regular centre users delivering training to groups in three week recurring block.

We have increased opportunities to use the facility for children's parties and weddings, formerly only possible on a Saturday they are now accommodated on any week day where possible. This is a new initiative and is projected to increase steadily over the coming months.

Our long standing client groups continue to use the Centre on a regular basis. Midland Psychology, Heritage Care, Socratots, Sport in the Hood, Pilates, Trent Rowing Club, Batacoda Dance Studio, Girls Dance Group, Polish Church Group, Golden Cloud and a local choir are the core repeat clients. Burton Albion Community Trust (BACT) are still associated with the Centre through the Girls Dance Group.

Funding has been secured from ESBC to cover office equipment upgrades. The Police and Crime Commissioners People Power Fund has provided a series of permanent display boards. The Friday evening youth club facility for older children, formerly "Project Regeneration Youth" and The G'Ang..." has ended due to a reduced demand and lack of funding.

The Money Spider credit union and work club continue to be well utilised every Thursday and the former continues to use the Centre for their monthly board meetings. Anglesey Parish Council continue to hold parish council meetings in the Centre.

The annual Senior Citizen's Christmas Party was once again sponsored by Anglesey Parish Council and supported by a range of local businesses who donated numerous prizes. The computer group, primarily attended by senior citizens, is still runs one morning per week.

Queen Street Community Centre Property

For the thirteenth year the Charity continues to operate under an informal arrangement for lease (subletting) with East Staffordshire Borough Council. We continue to have security due to the arrangements in place before the major redevelopment of the site in 2005. While the responsibilities and rights to the building remain unclear the increasing maintenance issues are being honoured by ESBC under the original lease.

Reserves

Unrestricted reserves at 31 March 2018 total £16,900 (2017 - £21,132).

The charity's reserve policy is to hold a minimum of 6 months, and a maximum of 12 months, operating expenditure in unrestricted reserves.

Trustee's Responsibilities in relation to the financial statements

Company law requires the Trustees as Directors to prepare accounts for each financial year which give a true and fair view of the state of the company's affairs and the surplus or deficit for that year. In preparing these accounts, the trustees are required to:

- (i) Select suitable accounting policies and then apply them consistently;
- (ii) Make judgements and estimates that are reasonable and prudent;
- (iii) Prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company and enable them to ensure the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small Company Exemptions

This report is prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

On behalf of the Trustees
Trustee: Hugh Warner

Date: 12 September 2018.



QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Independent examiner's report to the trustees of
for the year ended 31 March 2018

I report on the accounts of the company for the year ended 31 March 2018 set out on pages 2 to 13.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) or the Charities Act 2011 (the 2011 Act) and that an independent examination is required. The charity's gross income did not exceed £250,000 and is not required to select an examiner who is a member of a designated professional body.

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

- examine the accounts under section 145 of the 2011 Act;
- to follow procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to 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.

It is unclear whether property expenditure of Queen Street Community Centre is the responsibility of East Staffordshire Borough Council (landlord) or the Trustees (tenant). In the absence of a formal sublease I cannot, therefore, be certain that all property expenditure (capital, repair, renewal, maintenance) is correct and proper expense of the Charitable Trustees. Furthermore, the lack of clarity may also impact on the charity's ability to generate additional income that would improve the financial performance, and thus help to further achieve its objectives.

Independent examiner's statement

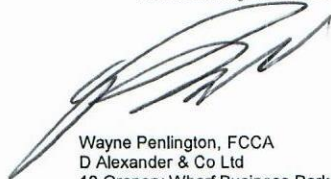
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with sections 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts with the Financial Reporting for Smaller Entities (the FRSSE) (effective 1 January 2015)

have 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.



Wayne Penlington, FCCA
D Alexander & Co Ltd
12 Granary Wharf Business Park
Wetmore Road
Burton upon Trent
Staffordshire
DE14 1DU

Date: 12 September 2018.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Statement of Financial Activities
(Including Income and Expenditure Account)
for the year ended 31 March 2018

	Notes	2018 Unrestricted £	2018 Restricted £	2018 Total £	2017 Total £
<u>Incoming Resources</u>					
Incoming resources from generated funds:					
<i>Voluntary income:</i>					
Donations	2	78	-	78	-
Grants receivable	3	412	2,500	2,912	5,163
<i>Investment Income:</i>					
Interest received		-	-	-	26
Incoming resources from charitable activities:					
Community space and services		56,319	-	56,319	55,746
Total Incoming Resources		56,809	2,500	59,309	60,935
<u>Resources Expended</u>					
Costs of Generating Funds	4	5,437	-	5,437	5,512
<i>Charitable Services:</i>					
Community space and services	5	53,331	5,606	58,937	58,136
Governance costs	6	2,273	-	2,273	2,235
Total Resources Expended		61,041	5,606	66,647	65,883
Net Incoming / (Outgoing) Resources before transfer (Net Income / (Expenditure))		(4,232)	(3,106)	(7,338)	(4,948)
Transfer from Restricted Funds to Unrestricted		-	-	-	-
Net Movement in Funds		(4,232)	(3,106)	(7,338)	(4,948)
Total Funds brought forward		21,132	6,389	27,521	32,469
Total Funds carried forward		16,900	3,283	20,183	27,521

The statement of financial activities includes all gains and losses recognised in the year.

All amounts derived from continuing activities.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Balance Sheet
as at 31 March 2018

	Notes	2018 £	2017 £
Fixed assets			
Tangible assets	10	11,142	13,941
Current assets			
Debtors	11	3,465	1,441
Cash at bank and in hand		10,767	14,338
		14,232	15,779
Creditors: amounts falling due within one year	12	(5,191)	(2,199)
Net current assets		9,041	13,580
Net assets		20,183	27,521
Funds			
Restricted funds	15	3,283	6,389
Unrestricted funds	15	16,900	21,132
Total Funds		20,183	27,521

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that members have not required the company to obtain an audit in accordance with section 476 of the Act.

The trustees acknowledge their responsibilities for:

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006; and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements have been prepared in accordance with the special provisions in Part 15 of the Companies Act 2006 relating to charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Approved and authorised for issue by the Trustees on 12 September 2018.



Trustee: Ali Chaudhry

The notes form part of these financial statements.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Statement of Changes in Equity
for the year ended 31 March 2018

	Restricted funds	Unrestricted funds	Total
	£	£	£
At 31 March 2016	5,927	26,542	32,469
Net movement in funds	462	(5,410)	(4,948)
At 31 March 2017	<u>6,389</u>	<u>21,132</u>	<u>27,521</u>
At 31 March 2017	6,389	21,132	27,521
Net movement in funds	(3,106)	(4,232)	(7,338)
At 31 March 2018	<u>3,283</u>	<u>16,900</u>	<u>20,183</u>

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE

Notes to the Accounts

for the year ended 31 March 2018

1 Accounting policies

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities; Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The principal accounting policies adopted in the preparation of the financial statements are set out below.

Fund Accounting

Unrestricted funds are those available for use at the discretion of the charity in furtherance of its general objectives and which have not been designated for other purposes.

Restricted funds are those to be used in accordance with specific restrictions imposed by donors.

Incoming Resources

Incoming resources are included in the SOFA when it is quantifiable with reasonable accuracy.

Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Resources Expended

All expenditure is accounted for on an accruals basis.

Donations and Voluntary Income

Donations and voluntary income are accounted for gross when received.

Deferred Income

Incoming resources are shown in the Statement of Financial Activities in the period to which they relate.

Where income is received in advance of and subject to certain conditions being met; for example advance payments for room hire, then it is treated as deferred income until those conditions are satisfied.

Grants Receivable

Grants for immediate expenditure are accounted for when they become receivable. Grants received for specific purposes are treated as restricted funds.

Tangible Fixed Assets and Depreciation

Fixed assets for charity use are capitalised at cost, where acquired, or market value as determined by the trustees where donated. They are stated in the financial statements at cost or original value less depreciation.

Depreciation is calculated to write off the cost or valuation of the fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Aerobics equipment	7 years
CCTV and security equipment	8 years
Equipment	3 years
Furniture	15 years
Office and computer equipment	3 years

Allocation of costs

Costs are allocated between fundraising costs, direct costs in furtherance of the charity's objects and other expenditure according to the nature of the cost. Where items involve more than one category they are apportioned on a basis consistent with the use of the resource.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Notes to the Accounts
for the year ended 31 March 2018

2 Incoming resources - Donations, Legacies and similar income

There was no income received during the year, or previous year, from donations, legacies or similar income.

3 Incoming resources - Grants Receivable

	Unrestricted Funds £	Restricted Funds £	2018 Total £	2017 Total £
The Gang Grant	-	2,000	2,000	-
Youth Club Project	-	-	-	2,640
Gardening Project Grant	-	500	500	578
WASP Syed	412	-	412	-
Christmas Party	-	-	-	908
CSE Grant Fund	-	-	-	587
Peter Davies Grant	-	-	-	450
	<u>412</u>	<u>2,500</u>	<u>2,912</u>	<u>5,163</u>

4 Cost of generating funds

	Unrestricted Funds £	Restricted Funds £	2018 Total £	2017 Total £
Salaries	5,423	-	5,423	5,512
Recruitment	14	-	14	-
	<u>5,437</u>	<u>-</u>	<u>5,437</u>	<u>5,512</u>

5 Expenditure in furtherance of charity's objects

	Unrestricted £	Restricted £	2018 £	2017 £
People related (note 7)	31,845	-	31,845	32,283
Premises related	13,807	1,038	14,845	12,980
Organised activities	711	3,867	4,578	5,006
Office expenses	2,491	-	2,491	2,459
Other expenses	2,379	-	2,379	2,528
Depreciation	2,098	701	2,799	2,880
	<u>53,331</u>	<u>5,606</u>	<u>58,937</u>	<u>58,136</u>

Premises related

The charity leases the Neighbourhood Resource Centre from East Staffordshire Borough Council for a peppercorn rent.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Notes to the Accounts
for the year ended 31 March 2018

6 Governance costs

	Unrestricted Funds £	Restricted Funds £	2018 Total £	2017 Total £
People related	1,553	-	1,553	1,575
Accountancy	720	-	720	660
	<u>2,273</u>	<u>-</u>	<u>2,273</u>	<u>2,235</u>

7 People related

	Unrestricted Funds £	Restricted Funds £	2018 Total £	2017 Total £
Wages and salaries	38,735	-	38,735	39,270
Recruitment and training	100	-	100	-
	<u>38,835</u>	<u>-</u>	<u>38,835</u>	<u>39,270</u>

The average number of employees during the accounting period was:

	2018	2017
Cost of generating funds	0.00	0.00
Activities in furtherance of the charity's objects	2.20	2.70
Management and administration	0.00	0.00
Total	<u>2.20</u>	<u>2.70</u>

No employee received emoluments in excess of £50,000

8 Trustees remuneration and Expenses

No remuneration was paid or is payable for the year out of the funds of the charity, either directly or indirectly, to any trustee or person known to be connected to any trustee.

9 Net incoming resources

Net incoming resources for the year are stated after charging:

	2018 £	2017 £
Accountancy	720	660
Depreciation of owned assets	2,799	2,880

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Notes to the Accounts
for the year ended 31 March 2018

10 Tangible fixed assets

	CCTV & Security equipment £	Furniture and Office Equipment £	Total £
Cost			
At 1 April 2017	13,751	43,903	57,654
Additions	-	-	-
At 31 March 2018	13,751	43,903	57,654
Depreciation			
At 1 April 2017	6,677	37,036	43,713
Charge for the year	701	2,098	2,799
At 31 March 2018	7,378	39,134	46,512
Net book value			
At 31 March 2018	6,373	4,769	11,142
At 31 March 2017	7,074	6,867	13,941

11 Debtors

	2018 £	2017 £
Trade debtors	3,033	1,008
Other debtors	432	433
	3,465	1,441

12 Creditors: amounts falling due within one year

	2018 £	2017 £
Accruals	2,627	1,935
Trade creditors	-	264

13 Taxation

No liability to UK Corporation Tax arose on ordinary activities for the year ended 31 March 2018 (2017 - nil).

14 Legal status of the charity

The charity is limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

15 Funds

The assets and liabilities are represented by the following funds:

	Restricted £	Unrestricted £	Total £
Fixed Assets	1,609	9,533	11,142
Current Assets	1,674	12,558	14,232
Creditors	-	(5,191)	(5,191)
	3,283	16,900	20,183

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Detailed Income and Expenditure Account
for the year ended 31 March 2018

<u>Incoming Resources</u>	2018 £	2017 £
Donations	<u>78</u>	<u>-</u>
Grants receivable:		
The Gang Grant	2,000	-
Youth Club Grant	-	2,640
Gardening Project Grant	500	578
CSE Grant	-	587
WASP Syed	412	-
Christmas Party	-	908
Hall Display Boards	-	-
Peter Davies Grant	-	450
	<u>2,912</u>	<u>5,163</u>
Facilities hire:		
Other Income	1,357	1,008
Room Hire	<u>54,962</u>	<u>54,738</u>
	<u>56,319</u>	<u>55,746</u>
Interest received	<u>-</u>	<u>26</u>
Total Income	<u><u>59,309</u></u>	<u><u>60,935</u></u>
Total Expenditure (page 13)	66,647	65,883
Surplus Income for the year	<u><u>(7,338)</u></u>	<u><u>(4,948)</u></u>

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Detailed Income and Expenditure Account
for the year ended 31 March 2018

<u>Resources Expended</u>	2018 £	2017 £
People related:		
Wages and salaries	38,735	39,270
Other	-	100
	<u>38,835</u>	<u>39,370</u>
Premises related:		
Rates	983	1,045
Cleaning, laundry and waste disposal	2,815	2,183
Repairs and maintenance	4,162	3,341
Utilities	6,885	6,411
	<u>14,845</u>	<u>12,980</u>
Activities:		
Activity expenses	<u>4,578</u>	<u>5,006</u>
Communications and postage	1,991	2,150
Stationery	500	309
	<u>2,491</u>	<u>2,459</u>
Accountancy	720	660
Insurance and licences	1,566	1,780
Books and software	441	424
Refreshment expenses	235	221
Sundry expenses	137	103
Exceptional Expenses	-	-
Exceptional Expenses (note 10)	-	-
	<u>3,099</u>	<u>3,188</u>
Depreciation	<u>2,799</u>	<u>2,880</u>
Total Expenditure	<u><u>66,647</u></u>	<u><u>65,883</u></u>