

Company Ltd by Guarantee No: 3691811

Registered Charity Number : 1077034

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018
FOR
BILSTON RESOURCE CENTRE
(A COMPANY LIMITED BY GUARANTEE)**

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BILSTON RESOURCE CENTRE

**COMPANY & CHARITY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2018**

DIRECTORS / TRUSTEES:	Mr J Kay (Chair) Mr K J Sammonds Mr P J Share Mr M N Milligan Mrs R K Patla
COMPANY SECRETARY	Mr S Bhardwaj
REGISTERED OFFICE :	St Michaels Mission Wolverhampton Street Bilston WV14 0LT
COMPANY NUMBER:	3691811 (England and Wales)
REGISTERED CHARITY NUMBER :	1077034
INDEPENDENT EXAMINER :	Amoeba Associates Derwent House Broad Street Kingswinford West Midlands DY6 9LP
BANKERS:	Lloyds Bank 89 Church Street Bilston West Midlands WV14 0AX

BILSTON RESOURCE CENTRE
REPORT OF THE TRUSTEES
FOR THE PERIOD ENDED 31 MARCH 2018

The directors, who are also trustees for the purposes of the Charity Act, present their annual report and independently reviewed Financial Statements for the year ended 31st March 2018

OBJECTS AND ACTIVITIES

As set out in the Memorandum and Articles of Association, the objects of the charity are: to promote the benefit of the inhabitants of the area of benefit. In particular, to advance Christian values, education and training, relieve sickness and old age, preserve and protect good health and to provide facilities in the interest of social welfare for recreation and other leisure time occupation with the object of improving the conditions of life for the said inhabitants.

Bilston Resource Centre's main activity is to support local people to access learning, skills and employment, by providing a welcoming open access facility, providing Information Advice & Guidance (IAG), help with CVs and jobsearch, as well as learning opportunities in Basic Skills, ESOL and Information Technology. We also provide help with benefits, housing and other issues, and work with partners to provide vocationally relevant skills and qualifications.

All of the Centre's activities are aimed at supporting local people, in an area of high deprivation. No member of the Company, including the Directors, receives any financial benefit from their involvement with the Centre.

In developing activities and delivering services, the Directors have taken account of the guidance on public benefit published by the Charities Commission.

ACHIEVEMENTS AND PERFORMANCE – April 2017 to March 2018

From April 2017 - March 2018, BRC has registered 665 new clients [298 men and 367 women].

The Centre provided a range of support to local people wishing to access education, training and employment including:

- Information Advice and Guidance to Matrix Quality Standard. This included career guidance and action planning, help with CVs and job applications, and access to jobsearch (including online job search).
- OCR and City & Guilds accredited learning for Basic Skills and ESOL. In the period of April 2017 to March 2018, 219 learners have attended ESOL and Basic Skills classes. In total 42 have gained certificates in this period.
- Access to our IT suite and learning support. Clients book time on our suite of computers, and work at their own pace, supported by skilled tutors. The suite is also used for job search, and supports a group undertaking OCR training in Sage bookkeeping and payroll. Altogether, 463 clients made use of the IT learning facility in the period of April 17- March 18 (372 for IT learning and 91 for jobsearch). 159 learners gained accredited qualifications in IT.
- Working with a range of partners, we have run a number of short programmes focussed on key employment sectors, providing training and relevant vocational qualifications. These have included care, security, warehousing, and construction. We have built up good links with employers, who have been involved in the course delivery and/or offered interviews to course completers. This is proving a successful model. From April 2017- March 2018, at least 121 people have gained employment with the assistance of BRC.

We also made progress on our Phase 2 capital project, to develop BRC as a Community Hub with a community café and additional meeting space. Work on the new extension started in February 2018, and is expected to be completed by September 2018.

BILSTON RESOURCE CENTRE

REPORT OF THE TRUSTEES (continued) FOR THE PERIOD ENDED 31 MARCH 2018

FINANCIAL REVIEW

The charity receives a variety of grants and donations for specific purposes, which are treated as Restricted Funds. Other income is earned through delivering contracts for public agencies. While not restricted funds, we are still required to account to these agencies for the use of these funds. We use the Money Manager software package to track expenditure against various funds. The largest area of expenditure is on staff salaries. We use an external payroll agency, who are responsible for handling of PAYE and NI and payments to HMRC. All other expenditure is authorised by the Centre Manager. Nearly all our income is received in the form of cheques or direct BACS payments, and most expenditure is also made by cheque or direct debit [salaries by BACS]. The bank statements are reconciled on a monthly basis.

Our core funding comes from the Big Lottery Fund Reaching Communities programme. A new five year grant commenced in June 2013, and so will finish in May 2018. We have submitted a further application for 2 year funding which if successful will ensure that our work remains sustainable over the next few years.

Our other main sources of income were grants from the Black Country City Deal, to provide support to workless social housing tenants in Bilston East, which will finish in October 2018; and from the Building Better Opportunities programme, which is aimed at helping people furthest from the labour market, and runs to November 2019. We also generated income through Black Country Impact, which supports young people not in education, employment or training, but is planned to end in July 2018.

We also worked hard to secure the funding for our Phase 2 capital project, where the tender costs were higher than anticipated. We received generous donations from the Michael Marsh Charitable Trust, the Bernard Sunley Charitable Foundation, Garfield Weston Foundation, and the CB and HH Taylor 1984 Trust, and offers of grant from the Beatrice Laing Trust, and the Clothworkers Foundation. Big Lottery Reaching Communities increased their grant offer by £58,385. The Tudor Trust provided valuable legal advice and an offer of funding. We would like to thank all our funders for their generous support.

Overall, this was a satisfactory year financially. We recorded a surplus in Unrestricted funds of £65,456, increasing our unrestricted reserves to just under £132,499.

In line with the recommendations of the Charity Commission, the Trustees have adopted a policy on the holding of reserves. In view of the short term nature of the Centre's funding, the Trustees are seeking to achieve unrestricted reserves amounting to six months' salaries and running costs. This amounts to around £115,000, which we have now exceeded. Given the expected loss of funding as current grants expire, the Trustees have agreed to use part of the reserves in 2018-19 to retain key staff whose posts are currently grant-funded.

The directors are empowered to invest monies of the Charity not immediately required for the furtherance of its objects in or upon such investments, securities or property as may be thought fit, nevertheless subject to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is constituted as a Charitable Company Limited by Guarantee and is a charity registered with the Charity Commission number 1077034, and is therefore not subject to Corporation Tax.

Governing document: Memorandum & Articles of Association incorporated on the 5th January 1999 as amended by special resolution dated 15th April 1999.

BILSTON RESOURCE CENTRE

REPORT OF THE TRUSTEES (continued) FOR THE PERIOD ENDED 31 MARCH 2018

The Trustees set the overall policy and direction of the Charity. Day to day management responsibility is devolved to the paid staff, led by Simon Bhardwaj, the Centre Manager, who also acts as Company Secretary.

The Trustees all provide their services free of charge. They have a wide range of skills and experience in management in the public, private and voluntary sectors. Trustees are elected by the membership at the AGM, and serve for a three-year term.

REFERENCE & ADMINISTRATIVE DETAILS

These are set out on Page 3 of these accounts.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are required under UK Company law to prepare financial statements for each financial year, which give a true and fair view of the company's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the directors are required to:

- a) select suitable accounting policies and apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in operation.

The directors are responsible for keeping accounting records, which disclose with reasonable accuracy the financial position of the company and which enable them to ensure that the financial statements comply with applicable law and regulations. 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. The directors have identified the major risks to which the charity are exposed and have put adopted suitable mechanisms to manage those risks.

This report has been prepared in accordance with the special provisions of the Companies Act 2006 applicable to companies subject to the Small Companies regime.

APPROVAL

This report was approved by the directors on 17 July 2018,

and signed on their behalf:


Mr John Kay, Chair

**REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF
BILSTON RESOURCE CENTRE**

I report on the accounts of the Charity for the year ended 31st March 2018, which are set out on pages 3-6 and 8-14.

Respective responsibilities of Trustees and Examiner

As the Charity's trustees you are responsible for preparation of the accounts; you consider that an audit is not required for this year under section 144(2) 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


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 I do not express an audit opinion on the view given by the accounts.

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 Charities Act; and
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.



Mr Mills, EMB

Amoeba Associates

Derwent House

Broad Street

Kingswinford

DY6 9LP

Date : 20/7/2018.

Statement of Financial Activities (incorporating an Income and Expenditure Account)
for the year ended 31st March 2018

	Notes	Unrestricted Funds £	Designated Funds £	2018 Restricted Funds £	2018 Total Funds £	2017 Total Funds £
INCOME FROM:						
Donations & legacies	2			25,500	25,500	30,000
Charitable activities	3	71,841		285,249	357,090	273,594
Other trading activities	4	5,749			5,749	1,085
Investment income	5	43			43	32
TOTAL INCOME		77,633	0	310,749	388,382	304,711
EXPENDITURE ON:						
Raising Funds	6	5,809			5,809	31,911
Charitable Activities	6	6,368	15,641	293,150	315,159	277,096
TOTAL EXPENDITURE		12,177	15,641	293,150	320,968	309,007
NET INCOME/(EXPENDITURE)						
before transfers		65,456	-15,641	17,599	67,414	-4,296
Transfers between funds						
Net Incoming/(Outgoing) resources		65,456	-15,641	17,599	67,414	-4,296
RECONCILIATION OF FUNDS						
Total funds brought forward		66,993	318,284	48,400	433,677	437,973
TOTAL FUNDS CARRIED FORWARD		132,449	302,643	65,999	501,091	433,677

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

There are no recognised gains or losses other than those passing through the income and expenditure account.

Bilston Resource Centre**Balance Sheet as at 31st March 2018**

	Notes	At 31st March 2018 £	At 31st March 2017 £
FIXED ASSETS			
Tangible	8	306,329	325,841
CURRENT ASSETS			
Debtors & prepayments	9	18,123	15,501
Cash at bank and in hand		<u>192,237</u>	<u>103,979</u>
		210,360	119,480
CREDITORS			
Amounts falling due within one year	10	<u>15,598</u>	<u>11,644</u>
NET CURRENT ASSETS		<u>194,762</u>	<u>107,836</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		501,091	433,677
CREDITORS			
Amounts falling due after more than one year		0	0
NET ASSETS		<u><u>501,091</u></u>	<u><u>433,677</u></u>
FUNDS OF THE CHARITY			
Restricted funds	12	65,999	48,400
Unrestricted funds		132,449	66,993
Designated funds		302,643	318,284
TOTAL FUNDS		<u><u>501,091</u></u>	<u><u>433,677</u></u>

For the year ending 31st March 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities :

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006. However, in accordance with Section 145 of the Charities Act 2011, the financial statements have been examined by an Independent Examiner, whose report is included in these accounts.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The accounts were approved by the Board on 17 July 2018

John Kay
Mr John Kay, Chair

The notes form part of the financial statements

**Notes to the Financial statements
for the year ended 31st March 2018**

Note

1 ACCOUNTING POLICIES

Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Financial Reporting Standard Number 1

Exemption has been taken from preparing a cashflow statement on the grounds that the company qualifies as a small company.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life :

Fixtures, fittings & equipment	- 25% per annum on the fixed instalment basis
Property	- 4 % per annum on the fixed instalment basis

Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Restricted incoming resources in respect of capital expenditure are carried forward as deferred capital grants and released to the fund account to match the depreciation charges.

Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all the costs related to the category. Where costs cannot be directly attributable to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities

Fund Accounting

Unrestricted Funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when the funds are raised for a particular restricted purpose.

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

Pension costs

The Company operates a money purchase pension scheme for employees. Employer contributions are charged as an expense in the period to which they relate and are allocated to activities in line with the related salary cost.

Bilston Resource Centre

Notes to the Financial statements for the year ended 31st March 2018

Note

2 INCOME FROM DONATIONS & LEGACIES	2018	2017
	£	£
Edward Cadbury Charitable Trust		5,000
William A Cadbury Charitable Trust		20,000
The Roger & Douglas Turner Charitable Trust		5,000
The Michael Marsh Charitable Foundation	5,000	
The CB & HH Taylor 1984 Trust	1,000	
Garfield Weston Foundation	15,000	
The Bernard Sunley Charitable Foundation	4,500	
	25,500	30,000

3 INCOME FROM CHARITABLE ACTIVITIES	2018	2017
	£	£
Restricted Funds		
Big Lottery Fund - revenue grant	94,000	94,000
Black Country City Deal	116,742	101,785
BBO Community Matters	52,765	23,356
Big Lottery Fund Buildings - Phase 2 capital grant	16,742	26,690
Santander Discovery Grant	5,000	0
	285,249	245,832
Other charitable income		
Education & training	33,288	15,608
Advice, guidance & help into work	37,890	12,003
Other income	663	151
	357,090	273,594

4 INCOME FROM OTHER TRADING ACTIVITIES		
Centre lettings	5,749	1,085

Hire charges were made for use of the Centre by various outside organisations in 2017-18

5 INVESTMENT INCOME		
Interest receivable	43	32

Note

6 EXPENDITURE	2018	2017
	£	£
Charitable Activities:		
Staff costs	209,784	207,559
Establishment costs	20,545	17,873
Direct cost of activities	46,903	31,702
Phase 2 expenditure	17,966	26,690
Depreciation	19,511	19,511
Independent Examiner's Fee	450	450
	315,159	303,786
Raising funds:		
Staff costs	5,309	5,220
Other direct costs	500	
	5,809	5,220
Total Expenditure	320,968	309,007

Notes to the Financial statements
for the year ended 31st March 2018

Note

7 STAFF COSTS, TRUSTEES REMUNERATION AND EXPENSES

During the year no remuneration for services as a director/trustee and no expenses were paid or were payable, directly or indirectly, out of funds of the charity to any trustee.
Trustee Stewardship Insurance of £1,197 was paid during the year (PYR £1,167)

STAFF COSTS	2018 £	2017 £
Wages and salaries	201,690	199,611
Social security costs	10,465	10,751
Pension costs	2,938	2,418
	<u>215,093</u>	<u>212,780</u>

The average monthly number of employees during the year was :

14 14

There were no employees whose annual emoluments were £60,000 or more (2016 : nil)

8 TANGIBLE FIXED ASSETS	Unrestricted Funds	Designated Funds	Restricted Funds	Total
Cost				
At 31st March 2017	3,686	387,329	20,881	411,896
Additions	0		0	0
Disposals	0		0	0
As at 31 March 2018	<u>3,686</u>	<u>387,329</u>	<u>20,881</u>	<u>411,896</u>
Depreciation				
At 31 March 2017	0	69,045	17,010	86,055
Charge for the period	0	15,641	3,871	19,512
Disposals	0		0	0
At 31 March 2018	<u>0</u>	<u>84,686</u>	<u>20,881</u>	<u>105,567</u>
Net Book Value				
At 31st March 2018	<u>3,686</u>	<u>302,643</u>	<u>0</u>	<u>306,329</u>
At 31st March 2017	3,686	321,970	3,871	325,841

Notes to the Financial statements
for the year ended 31st March 2018

Note

9 DEBTORS

	At 31st March 2018 £	At 31st March 2017 £
Trade Debtors	18,123	15,501
Prepayments and accrued income		
	<u>18,123</u>	<u>15,501</u>

10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Trade Creditors	15,148	11,194
Tax and social security		0
Accrued expenses - Independent Examiner	450	450
	<u>15,598</u>	<u>11,644</u>

CREDITORS: AMOUNTS FALLING DUE AFTER ONE YEAR

0	0
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11 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2018 Total Funds £	2017 Total Funds
Fixed Assets	7 3,686	302,643	0	306,329	325,841
Net Current Assets	128,763		65,999	194,762	107,836
Long term Liabilities					
	<u>132,449</u>	<u>302,643</u>	<u>65,999</u>	<u>501,091</u>	<u>433,677</u>

**Notes to the Financial statements
for the year ended 31st March 2018**

Note**12 Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held in trust for specific purposes :

	MOVEMENT IN FUNDS				Balance at 31 March 2018 £
	Balance at 1 April 2017 £	Incoming Resources £	Resources Expended £	Transfers £	
Big Lottery Fund	15,667	94,000	94,863		14,803
Black Country City Deal	-1,643	116,742	119,766		-4,667
BBO Community Matters	505	52,765	53,015		255
Santander Discovery Grant		5,000	3,668		1,332
Big Lottery Fund - Capital lead-in payment		16,742	17,966		-1,224
Edward Cadbury Charitable Trust	5,000				5,000
William A Cadbury Charitable Trust	20,000				20,000
The Roger & Douglas Turner Charitable Trust	5,000				5,000
The CB & HH Taylor 1984 Trust		1,000			1,000
The Michael Marsh Charitable Foundation		5,000			5,000
Garfield Weston Foundation		15,000			15,000
The Bernard Sunley Charitable Foundation		4,500			4,500
Tudor Trust	3,872		3,872		0
	48,400	310,749	293,150	0	65,999

Big Lottery Fund : Funding 'First Steps to Learning & Employment', a 5 year project. Supports 5 part time posts and a contribution to the Centre's running costs

Black Country City Deal : Grant for a project to support unemployed social housing tenants in Bilston East Ward

BBO Community Matters - a grant from ESF & Big Lottery for support to those furthest from the labour market

Santander Discovery Grant : grant to support a part time ESOL Tutor

Big Lottery Fund - Capital lead-in payment : a grant for preparatory costs for Phase 2 of BRC's expansion plan.

Edward Cadbury, William A Cadbury, Roger & Douglas Turner, CB & HH Taylor Trusts, Michael Marsh, Garfield Weston & Bernard Sunley Foundations : capital grants for the Phase 2 development

Tudor Trust : Depreciation of the IT capital equipment funded by Tudor Trust.

Transfers

Transfers may be made in situations where expenditure has exceeded available grant income or where there has been a small balance of grant remaining after the project completion.

13 Designated Funds

A sum of £15,641 has been charged as depreciation of the designated capital fund, which reflects the value of the new annexe.

14 Commitments under operating leases

At 31 March 2018 the company had a commitment under a non-cancellable operating lease from St Michaels Neighbourhood Church for a term of 25 years, commencing January 2014 until December 2038. This lease commits the company to an annual rent of £8,000 p.a. to cover its occupation of the newly constructed annexe at St Michaels Mission, Wolverhampton Street, Bilston WV14 0LT, to deliver its services and programmes. At the expiry of the term, the asset will revert back to the owners.

15 Reserves Policy

The directors have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The directors aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The directors will endeavour not to set aside funds unnecessarily.

16 Related party transactions

There were no transactions with related parties during the year or previous year that require disclosure in these accounts.