Charity Number 1139281 Company Number 7422674

## COMMUNITY RESOURCES FOR CHANGE (A Company limited by guarantee)

# ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 March 2018

#### FOR THE YEAR ENDED 31st MARCH 2018

#### COMPANY INFORMATION

Directors/Trustees

Avril McIntyre Sally Dixon Elspeth Paisley John Singleton Rachel Wright

Governing Document	Memorandum and Articles of Association
Company Registration Number	5702090
Charity Registration Number	1140209
Registered Office	Lifeline House 25 Neville Road DAGENHAM ESSEX RM8 3QS
Independent Examiner	Gregory Webb CPA GLW Management Services 6 Norwich Crescent Chadwell Heath ROMFORD ESSEX RM6 4UW
Bankers	CAF Bank Ltd 25 Kings Hill Avenue, West Malling Kent ME19 4JQ CONTENTS

# PageCompany Information1Directors' Report2-6Independent Examiner's Report7Statement of Financial Activities8Balance Sheet9Detailed Statement of Financial Activities with comparatives10Notes to the Accounts11-15

## Trustees' Report (including Directors' Report) For the Year ended 31 March 2018

The Trustees present their report and accounts for the year ended 31 March 2018. The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Memorandum& Articles of Association, the Companies Act 2006 and 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

## **Objectives and Activities**

- the advancement of education and training and the relief of unemployment including (but not so as to limit the generality of the foregoing) assistance to find employment particularly but not exclusively amongst asylum seekers and refugees in Dagenham and in such other parts of the United Kingdom or the world as the Trustees from time to time may think fit

- the relief of financial hardship and of sickness and the promotion and preservation of good health by the provision of funds, goods or services of any kind in such parts of the United Kingdom or the world as the Trustees from time to time may think fit.

- provision of community facilities for recreational and other leisure-time occupation in the interests of social welfare for persons who have need by reason of their youth poverty or social and economic circumstances with the object of improving their conditions of life ·in Dagenham and in such other parts of the United Kingdom or the world as the Trustees may from time to time think fit and to fulfil such other purposes which are exclusively charitable according to the law of England and Wales and are connected with the charitable work of the Charity.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

## Public Benefit

In planning the activities of the charity, the trustees have given consideration to the guidance on public benefit issued by the Charity Commission, in particular to ensure that:

There are identifiable benefits Benefits are to the public or a section of the public The benefits relate closely to the charitable objectives

## **Financial Review Summary**

Total income for the year ended 31 March 2018 was £178,075 (2017: £275,411). There was a £50K reduction in grant income & a £50k reduction in charitable activity income from 2017 to 2018.

Total expenditure for the year ended 31 March 2018 was £165,948 (2017: £265,985). Hence, expenditure has reduced in proportion to income.

Cash balances have remained constant at £96,746 (2017: £97,298) Restricted fund balances have increased to £18,614 (2017: £6,025)

## **Reserves Policy**

Community Resources for Change Reserves Policy sets the level of reserves to be held as:

Two months full running costs

A further two months of salary costs

This level of reserves is designed to provide an orderly reduction in charity activity should income decline for any reason.

# **Overview of Activities:**

## The Hub

There continues to be very significant stories of impact on the lives of people who participate in Hub activities. Numbers remain high at around 300 people per week. We have added a new programme this year, Intentional Health and we have now run 2 courses. The Champion, secured an Awards for All grant for £8830 to cover costs. In addition, we have launched a Men's Shed as part of the Hub provision. This is run by volunteers with donated tools and materials.

The Hub has over 55 volunteers involved in running the weekly activities. We are increasingly engaging people with mental health issues and older people as well as the families. It's encouraging to see a mix of age groups and ethnicity and people participating in Hub activities is increasingly representative of the demographics of the wider community.

On average we have 15 activities each week and are now a Fareshare Centre which enables us to provide lunches and food parcels for people who have limited income.

In addition to the Awards for All grant, we had a small grant from FaithAction to deliver Creative English £2000. This year was our last year for the Reaching Communities grant and we are in the 2<sup>nd</sup> year of our Children in Need grant. Our earned income from activities has increased slightly to £8617 this year and we now receive rental income of nearly £4000 from other organisations using the centre. We have applied for a new grant from Reaching Communities to build on the work developed over the last 3 years and were informed on 17th August that we have been awarded £362,354 over 3 years.

The administrator and volunteer co-ordinator were made redundant in March because there was no ongoing funding. We are hoping to continue to cover a part-time salary for the Hub Co-ordinator from earned income until we can secure additional funding.

## **OPEN DOORS**

Open Doors has been embedded in the Hub activity over the last 2 years, however, we want to relaunch the project as there is a new interest in the one-to-one family support with local professionals and also wider context.

Peaced Together has trained facilitators in 20 churches over the last year. We are now supporting these churches to widen their impact in the community and this is likely to include replicating the Open Doors programme across these churches. We have applied for a grant from AllChurches Trust to enable us to do this.

## **COFFEE SHOP**

The Coffee Shop continues to provide an excellent local place for people to connect. One quote from a regular at the 4<sup>th</sup> birthday celebration said, 'this place has turned my life around'. We also launched the 'Love where you live' campaign at this celebration which was supported by our local councillor and many local residents.

We have continued to secure earned income of approximately £25,000 which has enabled us to continue to cover costs for the running of the shop. We have submitted an application to Garfield Weston for ongoing support.

## PEACED TOGETHER

Peaced Together has gone from strength to strength this year and has now been rolled out to 20 churches across England and Northern Ireland. This has primarily been through the partnership with Cinnamon Network.

The 3 year grant secured from Lancaster Foundation this year £15,000 per annum covers the core costs and the income from training and licence fees comes to £9040. Plans to expand further continue.

## FAMILY LEARNING PROJECT

Now just finished it's 2<sup>nd</sup> year, this project has been highly effective, particularly through the holiday activities. Parents and children have fed back how much they enjoy the sessions and there is substantial evidence of the impact on these families. Children in Need were very positive about the annual report and suggested we apply for additional funding next year.

## VALENCE PARK PROJECT

We are working with a local mum, to rejuvenate the Valence Park playground and basketball area. Barking & Dagenham council are fully on board and supporting funding applications. This resident has engaged the support of London Sport who are now working with her to design and develop the park.

Community Resources is acting as the accountable body where possible and we are supporting this resident as she develops the idea.

We have applied to London Marathon Trust and Veolia for £225,000 in total and will be undertaking a Crowdfunding campaign over the summer for additional income to cover the £274,000 project.

## WIDER CONTEXT

Avril McIntyre, Trustee, is involved with a strategy for a national movement of family hubs. Driven by Lord Farmer & Fiona Bruce via Conservative Family Manifesto. We have agreed not to continue to contract with LifeLine Projects for financial management support. We have developed a relationship with a new company GLW Management Services Pty Ltd for 2018-19 to manage our accounts and overall finances.

## Achievements and performance

During the year Community Resources has received income from grants and some earned income.

Grants come from Reaching Communities, Children in Need, Awards for All and the Lancaster Foundation.

At the year end, the charity's reserves include a balance of £18,614 of restricted funds which comprise unexpended balances of grants and domations held for specific purposes. This primarily relates to salaries for the Family Learning staff as well as resource costs that the funder agreed we could carry forward to the new financial year.

The charity has a surplus of £29,772 (of which £18,614 is restricted) and Trustees continue to monitor closely the implications of this for the future of the Charity.

## Plans for the future

We have a number of funding applications submitted for ongoing activity and we are hopeful that we will secure additional income. In the meantime, we are monitoring costs carefully and have agreed to continue with a part-time Hub Co-ordinator until October. This cost can be covered through earned income from activities and rental. In addition, our landlords, LifeLine Projects, have advised that they will gift the rental costs for the Coffee Shop, bringing a saving of £7200 each year.

Community Resources continues to identify local people with an idea that will impact their community and want to grow and develop this further. We have a robust strategy for fundraising in place for 2018-19.

## Structure, governance and management

The Charity is a company limited by guarantee, as well as registered charity and as such is a non-profit making organisation. It was incorparted on February 2006 and its governing document is the Memorandum and Articles of Association.

## **Trustees Responsibilities**

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its financial activities for that period.

In preparing these financial statements , the Trustees are required to:

Select suitable accounting policies and apply them consistently

Make judgements and estimates that are reasonable and prudent

Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the activities will continue

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

On Behalf of the Trustees

Date: 19th September 2018

A M McIntyre

#### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

#### COMMUNITY RESOURCES FOR CHANGE

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2018 on pages 8 to 15 following, which have been prepared on the basis of the accounting policies set out on page 11.

#### Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### Independent examiner's statement

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or

2. the accounts do not accord with those records; or

3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or

4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

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.

Gregory Webb Certified Practising Accountant 20th September 2018

For and on behalf of: GLW Management Services 6 Norwich Crescent Chadwell Heath ROMFORD RM6 4UW

## **Statement of Financial Activities**

## FOR THE YEAR ENDED 31st MARCH 2018

## Summary Income and Expenditure Account

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
INCOME AND ENDOWMENTS FROM		L	L	L	L
General Donations & Legacies	2	10,402	128,689	139,091	187,082
Charitable Activities	2	38,955	-	38,955	88,315
Investment income	_	28	-	28	14
Total income		49,386	128,689	178,075	275,411
EXPENDITURE ON					
Charitable activities	3	56,674	104,274	160,948	265,985
Total expenditure	_	56,674	104,274	160,948	265,985
Net income/(expenditure)		(7,288)	24,415	17,127	9,426
Transfers between funds		11,826	(11,826)	-	-
	-	4,538	12,589	17,127	9,426
<i>Other recognised gains/(losses):</i> Gains/(losses) on revaluation of fixed	assets				
	<b>C</b> 1.	-	-	-	-
Actuarial gains/(losses) on defined be pension schemes	nefit	-	-	-	-
Other gains/(losses)		-	-	-	-
Net movement in funds	_	4,538	12,589	17,127	9,426
Reconciliation of funds:					
Total funds brought forward		6,620	6,025	12,645	3,219
Total funds carried forward	-	11,158	18,614	29,772	12,645

Movements on reserves and all recognised gains and losses are shown above.

The notes on page 11-15 form part of these accounts.

#### **BALANCE SHEET**

#### FOR THE YEAR ENDED 31st MARCH 2018

FIXED ASSETS	Note	Unrestricted Funds £	Restricted Funds £	Total funds 2018 £	Total funds 2017 £
Tangible assets	5	-	-	-	443
			-		
		-	-	-	443
CURRENT ASSETS					
Debtors	6	4,617	-	4,617	10,913
Cash at bank	7.	78,133	18,614	96,746	97,298
		82,751	18,614	101,364	108,211
CURRENT LIABILITIES	-				
Liabilities falling due within one year	8	71,592	-	71,592	96,009
Net Current Assets		11,159	18,614	29,772	12,202
NET ASSETS		11,159	18,614	29,772	12,645
FUND BALANCES					
Unrestricted funds	9				
General Funds	5	11,158		11,158	6,620
		·			
Restricted Funds	9		18,614	18,614	6,025
		11,158	18,614	29,772	12,645

For the year ended 31 March 2018, the company was entitled to the exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

Responsibilities of directors/trustees:

- a. The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act however, in accordance with Section 145 of the Charities Act 2011 the accounts have been examined by an independent examiner whose report forms part of this document.
- b. The directors/trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 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.

Approved by the Directors and signed on their behalf on the 19th September 2018 by:

A MCIntyre			
A McIntyre			
Company number:	5702090	Charity number:	1140209

The notes on page 11-15 form part of these accounts.

## **Detailed Statement of Financial Activities with Comparatives**

## FOR THE YEAR ENDED 31st MARCH 2018

		Unrestricted Funds	- General	Restricted	Funds	Total Funds	Total Funds
		2018	2017	2018	2017	2018	2017
	Note	£	£	£	£	£	£
INCOME FROM							
General donations	2	10,402	38,673	128,689	148,409	139,091	187,082
Charitable activities	2	38,955	88,315	-	-	38,955	88,315
Investment income	_	28	14	-		28	14
Total income		49,386	127,002	128,689	148,409	178,075	275,411
EXPENDITURE ON							
Charitable activities	3	56,674	121,194	104,274	144,791	160,948	265,985
Total expenditure		56,674	121,194	104,274	144,791	160,948	265,985
Net income/(expenditure)	-	(7,288)	5,808	24,415	3,618	17,127	9,426
Transfers between funds		11,826	0	(11,826)	0	-	-
	-	4,538	5,808	12,589	3,618	17,127	9,426
Other recognised gains/(losses):							
Gains/(losses) on revaluation of fix	ced assets	-	-	-	-	-	-
Actuarial gains/(losses) on defined	benefit						
pension schemes		-	-	-	-	-	-
Other gains/(losses) <b>Net movement in funds</b>	-	4,538	- 5,808	- 12,589	- 3,618	- 17,127	9,426
	-	·				·	
Reconciliation of funds: Total funds brought forward		6,620	812	6,025	2,407	12,645	3,219
	-						
Total funds carried forward	-	11,158	6,620	18,614	6,025	29,772	12,645

Movements on reserves and all recognised gains and losses are shown above.

#### Notes to the Accounts

#### FOR THE YEAR ENDED 31st MARCH 2018

#### 1 Accounting Policies

The accounts have been prepared under the historic cost convention, in accordance with applicable accounting standards and follow the FRS 102 Statement of Recommended Practice: Accounting by Charities 2015. The following are the accounting policies which have been applied in dealing with material items:-

#### a) Donated and grant income:

Donated income and grants receivable are taken into account when received by the charity. Income received in circumstances where a claim for repayment of tax has been or will be made to HM Revenue & Customs is grossed up for the tax recoverable. Any amount of tax reclaimed from HM Revenue & Customs but not yet received is shown within the charity's debtors.

#### b) Other income and expenditure:

Investment income is taken into account when receivable and expenditure, including irrecoverable VAT, when incurred by the charity, regardless of when payment is made. Grants payable are taken into account at the earlier of when they are paid or become constructive obligations.

#### c) <u>Funds:</u>

Unrestricted funds are donations and other income received or generated for the objects of the charity without specified purpose and are available for purposes as directed by the trustees. Restricted funds are amounts received where the donor has specified the purpose for which it should be used.

#### d) Fixed assets and depreciation:

Fixed assets acquired for use by the charity are capitalised and depreciated over their estimated useful life unless they cost less than £500 when they are written off on purchase.

Depreciation periods are as follows:

Office Equipment	4 years
Computer equipment	4 years

#### e) Pension costs:

The company operates a defined contribution scheme for those employees who are eligible for auto-enrolment. Pension premiums are charged as they fall due.

#### f) <u>Taxation</u>

The company is a registered charity and is exempt from taxation under the Income & Corporation Taxes Acts.

## g) Cashflow statement

The company has taken advantage of the exemption provided by the FRS 102 SORP and has not prepared a Cash Flow Statement for the year.

#### Notes to the Accounts

#### FOR THE YEAR ENDED 31st MARCH 2018

2	Voluntary income	Unrestricted	Restricted	Total	Total
		Funds	Funds	2018	2017
		£	£	£	£
	General Donations	10,402	-	10,402	13,673
	Grants	-	128,689	128,689	173,409
		10,402	128,689	139,091	187,082
		Unrestricted	Restricted	Total	Total
		Funds	Funds	2018	2017
	Income from Charitable Activities	£	£	£	£
	Coffee House takings	25,683		25,683	29,350
	Peaced Together Training Course	5,290		5,290	-
	Rental Income	4,655		4,655	-
	Other income	3,327		3,327	58,965
		38,955	0	38,955	88,315
3	Charitable activity				
5		Unrestricted	Restricted	Total	Total
		Funds	Funds	2018	2017
а	Direct Charitable Costs	£	£	£	£
-					
	Staff costs		84,349	84,349	106,939
	Partnership Costs	-		-	62,892
	Property costs	6,924	11,761	18,685	19,744
	Business Development	1,059	-	1,059	16,261
	Communication, marketing &				
	administration	10,048	-	10,048	14,113
	Project delivery costs		8,164	8,164	10,177
	Coffee shop running costs	7,341	-	7,341	9,652
	Travel and subsistence	1,201		1,201	2,073
	Depreciation	443	-	443	401
		27,015	104,274	131,290	242,252
b	Support & Administration	£	£	£	£
	Governance costs	1,980	-	1,980	1,329
	Premises	26,544		26,544	16,993
	Office, computer & admin costs	-		-	3,667
	Other	34		34	144
	Professional fees	1,100	-	1,100	600
	Staff costs		-	-	1,000
		29,658	-	29,658	23,733
	Combined charitable activity cost	56,674	104,274	160,948	265,985

The amount paid to GLW Management Services (2017: Whittle & Partners LLP) to prepare the accounts and conduct the independent examination of the accounts for year ending March 31st 2018 was £1,150 (2017: £1,329).

Notes to the Accounts

FOR THE YEAR ENDED 31st MARCH 2018

#### Notes to the Accounts

#### FOR THE YEAR ENDED 31st MARCH 2018

#### 4 Staff & Trustees

	2018	2017
	£	£
Gross wages, salaries & benefits in kind	44,941	105,291
Employer's National Insurance costs	2,205	1,863
Pension costs	394	785
Total staff costs	47,540	107,939

The charity has 2.7 (2017: 8) full time equivalent employed staff. Many of its activities are carried out by volunteers.

No staff received salaries at a rate of more than £60,000 per annum.

Remuneration payable to key management amounted to £29,494 in the year (2017: £30,629). Key management is considered to cover the senior management directly employed by the charity.

During the year one Trustee, Sally Dixon, was paid £21,294 in her role as a project co-ordinator (2017 - £21,152)

No Trustee received reimbursed expenses in connection with their role as Trustee.

#### 5 Tangible Fixed Assets

6

	Fixtures, Fittings & equipment	Total
	database	2018
Cost	£	£
At 1 April 2017	1,751	1,751
Additions		-
At 31 March 2018	1,751	1,751
Accumulated Depreciation		
At 1 April 2017	1,308	1,308
Charge for the year	443	443
At 31 March 2018	1,751	1,751
Net book value		
At 31 March 2018		-
At 1 April 2017	443	443
Debtors and Prepayments		
	1 212	227
Trade Debtors Other Debtors	1,212	237
	3,406	9,543 1,133
Prepayments and accrued income	4,617	10,913
	4,017	10,913

### Notes to the Accounts

## FOR THE YEAR ENDED 31st MARCH 2018

## 7 Cash at Bank and in Hand

Bank operating accounts	13,342	16,931
Bank deposits	83,404	80,367
	96,746	97,298
Creditors: liabilities falling due within one year		
Accruals	1,150	-
Deferred Income(restricted)	-	47,800
HMRC PAYE/NIC	-	2,238
Government grants	-	4,600
Trade creditors	70,442	41,345
Other creditors	-	26
		96,009

#### 9 Funds

8

The restricted funds represent amounts received for specific purposes and the movements in the year are as follows:

	Opening balance £	Incoming resources £	Outgoing resources £	Transfers in the year £	Closing balance £
Reaching Communities	694	78,647	69,587	(9,754)	-
Children in Need	5,331	21,612	23,418	(1,312)	2,213
Lancaster Foundation Grant		19,600	10,575	2,225	11,250
Awards for All	-	8,830	694	(2,985)	5,151
	6,025	128,689	104,274	(11,826)	18,614
	0,025	128,089	104,274	(11,820)	16,014
Unrestricted funds General Funds	6,620	49,386	56,674	11,826	11,158
	12,645	178,075	160,948	0	29,772

The assets and liabilities represented by the various funds are as follows:

	Fixed assets	Bank & cash balances	Other net assets	Total
	£	£	£	£
Restricted funds	-	18,614	-	18,614
Unrestricted funds	-	78,133	(66,974)	11,158
-	0	96,746	(66,974)	29,772

#### Notes to the Accounts

#### FOR THE YEAR ENDED 31st MARCH 2018

## Purpose of restricted funds

Reaching Communities: Children in Need: Lancaster Foundation: Awards for All Reaching Communities is specifically for Community Hub activities Children in Need relates to our Family Learning programme Lancaster Foundation grant is for Peaced Together salary & project costs Awards for All is for our Intentional Health programme.

#### Notes to the Accounts

#### FOR THE YEAR ENDED 31st MARCH 2018

#### 10 Related Party Transactions

The charity, Lifeline Community Projects (LCP), has provided back office administrative & financial support to Community Resources. A monthly recharge invoice is processed to reflect such transactions. LCP also hold the lease on the building from which the the Hub project is operated. Community Resources pays the utilities & related running costs for that building. In addition, LCP owns the property from which the Coffee House is operated and there is a £600 per month rental charge paid by Community Resources for Change to LCP for the use of the this building. The Trustees Avril McIntyre & John Singleton are both Trustees of Lifeline Projects. The Trustee, Elspeth Paisley, is employed by LCP. The Trustee, Avril McIntyre, is also a trustee of Lifeline Church.

#### 11 Events since the year end

There have been no balance sheet events since the year end.

#### 12 Members

Each member of the company commits to contribute if the charity is wound up an amount of £1.