

# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	Day 1st	Month April	Year 2017	<b>To</b>	Day 31st	Month March	Year 2018

## Section A Reference and administration details

**Charity name** Yewdale Community Association

**Other names charity is known by** Yewdale Community Centre

**Registered charity number (if any)** 1082951

**Charity's principal address** Hutton Way

Sandsfield Park

Carlisle, Cumbria

**Postcode**

**CA2 7TH**

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Les Tickner	Secretary		
2	Jim Horsfield	Treasurer		
3	Tom Dodd	Member of Management Committee		
4				
5				
6				
7				
8				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

Stephen Carter – Centre Manager

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Trustees are selected from Officers and Elected Members of the Management Committee. The Management Committee is selected at the AGM by nomination and simple majority voting.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The charity operates under an agreed constitution with Carlisle City Council as owners of the property.

The charity operates within a network of local Community Centres.

The charity works with several third sector partners as well as other Public Sector organisations.

The charity uses formal meetings to address any risks with professional guidance from Carlisle City Council Officers.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

To act as a community resource for the benefit of the inhabitants of Yewdale Ward and its neighbourhoods without discrimination or prejudice. To offer, promote and advance facilities that will improve the education, social welfare, recreation and leisure time thus increasing the life conditions for the inhabitants.

To establish, maintain and manage the community centre for the activities promoted by the organisation and its constituent bodies, in the furtherance of the above objectives.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

- Maintenance and management of the Community Centre.
- The Community Centre serves a wide cross-section of the local community. It has been in existence since 14<sup>th</sup> February 1992 and throughout this time it has continued to host a wide variety of activities including but not limited to;
- Pre-School Nursery 3-5 years
- Breakfast and After School Club
- Pre School two-year-old care
- Yewtots
- Slimming World
- Family Quiz Nights
- Youth Club
- Zumba & Keep Fit
- Short Mat Bowls
- Trampoline
- Church Services
- Residents Groups & Neighbourhood Forums
- Election Polling Station
- Ad hoc bookings including children's birthday parties

The organisation has complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the commission.

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The organisation has a dedicated group of volunteers many of whom have been associated with the centre's activities since it opened in 1992. Without the goodwill and selflessness of those volunteers we would be unable to offer the range of activities that are currently available.

The furtherance of the aims and objectives of the organisation is reliant on income through activities as well as grants.

**Summary of the main achievements of the charity during the year**

Shortly after the buildings were opened a long-term plan was developed with a view to increasing the activities as well as the footprint of the building. The Centre owns and runs its own purpose-built nursery along with an outdoor play area. This has enabled the organisation to increase nursery numbers but also to vastly improve the offer.

We are currently working with several partners undertaking a feasibility study with a view to building a specialist trampoline facility on the site.

Ongoing maintenance and repairs through the year included;

- The installation of movement sensor lighting.
- A full environmental audit with recommendations for a phased introduction of energy saving measures.
- The nursery has just been awarded an Ofsted rating of Outstanding.
- We have recently begun a Breakfast and After School Club with a walking bus to and from the school
- We now take two-year-old children into the setting
- We have recently appointed a dedicated Child Care Manager
- Installation of new energy efficient windows
- New fob operated security system to be fitted
- We have Charitable Incorporated Organisation Foundation Status
- We now provide access to a wide range of Council and Agency services from the centre via a touch screen terminal
- Introduced the Living Wage for our staff
- Introduced a successful monthly Soup and Sandwich Lunchtime get together

**Capital Improvements**

- Thanks to a successful grant application we have been able to completely replace all of our kitchen appliances, worktops and cupboards. This will enable us to increase our food offer to local community groups.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Our policy is to maintain sufficient reserves to enable the centre to operate for six months. On top of this we build up a repair and renewal fund in order to have the capital available to replace key assets. The level of this fund is calculated using accepted write off depreciation timescales.

### Details of any funds materially in deficit

There are no funds materially in deficit.

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main source of income is derived through charges made for user groups, hall hire, membership fees and income from food and drink sales. The management committee meets regularly to monitor financial performance against predicted income and expenditure in order to adjust costs against actual income. We also currently receive a grant from Carlisle City Council and actively seek additional funding for specific objectives from the many funding agencies such as Lottery Funding etc.

A prime example of this is the building of a bespoke nursery at the centre.

We invest where possible but are aware of our role as a community resource in that we use any capital to provide services rather than to simply bank all surpluses.

## Section F

## Other optional information


The organisation is ambitious and is determined to provide the services that are relevant to the social conditions. In a time of recession, we will focus on activities that bring opportunity and hope to the vulnerable members of our community.

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

### Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Les Tickner	Jim Horsfield
Position (eg Secretary, Chair, etc)	Secretary	Treasurer

Date 2<sup>nd</sup> December 2018

**YEWDALE COMMUNITY FOUNDATION**

**Receipts and Payments Account - Financial Year ending 31st March 2018**

	2017/18	2017/18	2016/17	2016/17
	£	£	£	£
<b><u>Voluntary Receipts</u></b>				
Gifts and Donations	0.00		0.00	
Donation	0.00	<b>0.00</b>	670.00	<b>670.00</b>
<b><u>Core Funding Grants Restricted</u></b>				
Bike Run Grants	0.00		13,449.36	
Dementia Signage Grant	<b>Note 1</b> 1,500.00		0.00	
Kitchen Grants	<b>Note 1</b> 3,000.00		0.00	
EYPP Grants	<b>Note 1</b> 1,055.76		1,473.93	
Big Lunch Grant	250.00		0.00	
Youth Grants	<b>Note 1</b> 6,554.00		5,000.00	
Trampoline CAF Grant 2016/17	<b>Note 1</b> 0.00		500.00	
Nursery Sensory Grant	0.00	<b>12,359.76</b>	500.00	<b>20,923.29</b>
<b><u>Core Funding Grants Unrestricted</u></b>				
Nursery Early Years Pupil Grants	87,404.56		69,362.11	
Small Scales Project Grant	<b>Note 1</b> 0.00		1,400.00	
Carlisle City Annual Grant	8,432.00		10,416.00	
Carlisle City Garden Grant	1,600.00		0.00	
Councillor Grant 2016/17	0.00		1,440.00	
Charity Aid Foundation Grants	946.92	<b>98,383.48</b>	0.00	<b>82,618.11</b>
<b><u>Membership Subscriptions</u></b>				
	0.00	<b>0.00</b>	0.00	<b>0.00</b>
<b><u>Receipts from Fundraising Activities</u></b>				
Tuck Shop	1,087.32		1,856.74	
Yewtots	936.30		1,605.00	
Trampoline Total Receipts	24,028.11		30,875.37	
Bowls	843.90		1,145.70	
Coffee Machine Sales	1,202.00		0.00	
Nursery Uniform Sales	83.00		0.00	
Other Nursery Receipts	8,283.39		15,262.79	
Nursery Lunches	2,827.03		2,578.00	
Nursery Training Receipts	2,019.00		0.00	
Photo Commission	76.33		0.00	
NCS Fundraiser	0.00		181.20	
Breakfast/ Afternoon Parental Fees	635.00	<b>42,021.38</b>	964.00	<b>54,468.80</b>
<b><u>Receipts from Charitable Activities</u></b>				
Miscellaneous Sales	0.00	<b>0.00</b>	59.00	<b>59.00</b>
<b><u>Miscellaneous Receipts</u></b>				
Employment Allowance	<b>Note 3</b> 3,000.00		3,000.00	
SMP Refund	0.00		3,733.44	
Bank Compensation	0.00		250.00	
Other Miscellaneous Receipts	54.98	<b>3,054.98</b>	0.00	<b>6,983.44</b>
<b>Hall and Lounge Hire</b>	11,285.28	<b>12,232.20</b>	11,394.23	<b>11,394.23</b>
<b>TOTAL RECEIPTS</b>		<b><u>168,051.80</u></b>		<b><u>177,116.87</u></b>

		<u>March 2018</u>			
		2017/18	2017/18	2016/17	2016/18
		£	£	£	£
<b>Fundraising Costs</b>		<b>1,870.88</b>	<b>1,870.88</b>	<b>1,890.86</b>	<b>1,890.86</b>
<b>Charitable Activities Costs</b>					
Centre Wages Gross	<b>Note 3</b>	43,261.61		43,014.25	
Centre Employers National Insurance	<b>Note 2</b>	1,807.29		1,751.85	
Nursery Wages Gross		81,058.56		81,302.08	
Nursery Employers National Insurance	<b>Note 2</b>	2,764.59		2,658.21	
Centre and Nursery DBS Checks		0.00		109.00	
Payroll Administration Costs		1,248.76		1,167.84	
Pension Enrolment Fees		0.00		360.00	
Employer Pension Contributions		299.59		0.00	
Nursery Training		780.00		530.00	
Heat and Light		4,107.85		3,433.56	
Water		1,378.70		1,927.24	
Cleaning Materials		1,069.24		957.37	
Room Hire		18.00		158.40	
Waste Disposal		1,220.58		958.68	
Extinguisher Maint/Risk Assessment		72.00		77.70	
Alarm Maintenance		259.56		259.56	
Transport Costs		0.00		96.30	
Insurance		609.36		580.32	
Ofsted		50.00		50.00	
Nursery Fee Refund		0.00		400.00	
Telephone/ Broadband		901.88		1,018.44	
Portable Appliance Testing		0.00		72.00	
Postage		71.17		17.84	
Stationery, Printing and Photocopying		458.27		878.41	
Centre and Nursery Equipment		2,232.21		951.31	
Coffee Machine		3,377.98		0.00	
Trampoline Repairs and Service		0.00		386.72	
Uniforms		763.54		28.00	
Adverts		210.00		150.00	
Social Media		286.00		117.00	
PRS Music		97.80		96.00	
Other Miscellaneous Nursery Costs		945.93		660.19	
Centre and Nursery Groceries		1,424.75		815.94	
Centre and Nursery Milk		37.54		84.59	
Donation		200.00		0.00	
TV Licence		147.00		145.50	
Xmas Party and Decorations etc.,		60.99		234.12	
Brampton Community Centre		100.00		0.00	
Membership subscriptions		188.60		267.80	
Centre Miscellaneous Expenditure		54.00	<b>151,563.35</b>	36.44	<b>145,752.66</b>
<b>Restricted Grants Payments</b>					
Bike Run Restricted Grant		0.00		13,449.99	
EYPP Restricted Grant	<b>Note 1</b>	1,298.26		1,231.43	
Nursery Sensory Restricted Grant		0.00		500.00	
Youth Grant Restricted	<b>Note 1</b>	4,133.00		4,200.00	
Trampoline Restricted Grant 16/17	<b>Note 1</b>	500.00	<b>5,931.26</b>	760.33	<b>20,141.75</b>
<b>Unrestricted Grant Payments</b>					
Councillor Unrestricted Grant 2015/16	<b>Note 1</b>	1,663.14		540.45	
Councillor Unrestricted Grant 2016/17		0.00		1,440.00	
CAF Grants 2017/18		946.92	<b>2,610.06</b>	0.00	<b>1,980.45</b>
<b>Governance Costs</b>					
Audit		190.00		175.00	
Bank Charges		68.61	<b>258.61</b>	51.00	<b>226.00</b>
<b>TOTAL PAYMENTS</b>			<b>162,234.16</b>		<b>168,011.27</b>
<b>Net Receipts + / Net Payments ( )</b>	<b>Note 4</b>		<b>5,817.64</b>		<b>7,125.15</b>
<b>Balances Brought Forward from 2016/17</b>					
Bank Balance			<b>23,270.42</b>		<b>16,141.39</b>
Cash in Hand			<b>0.00</b>		<b>0.00</b>
Petty Cash balance			<b>18.88</b>		<b>22.76</b>
<b>TOTAL FUNDS IN HAND AT 31/03/18</b>	<b>Note 5</b>		<b>29,106.94</b>		<b>23,289.30</b>

**Y EWDALE COMMUNITY FOUNDATION**  
**Receipts and Payments Account - Financial Year 2017/18 Notes to the Accounts**  
**W REGISTERED CHARITY NUMBER 1164301**  
**D**

**NOTE 1**

The Trampoline Restricted Grant 2016/17 of £500 was unspent at the end of the financial year and was carried forward to 2017/18 and then fully spent in 2017/18.  
The EYPP Restricted Grant unspent balance brought forward from 2016/17 of £242.50 was fully spent in 2017/18 along with further spending of £1,055.76.  
The Restricted Youth Grant unspent balance from 2016/17 of £800 plus another grant of £3,333 received in 2017/18 were fully spent in 2017/18 but another youth grant of £3,221 received in 2017/18 was carried forward to 2018/19.  
The Restricted Kitchen Grants of £1,000 and £2,000 received in 2017/18 were carried forward to 2018/19. The Dementia Signage/Carpet Restricted Grant of £1,500 received in 2017/18 was carried forward to 2018/19.  
The Unrestricted Councillor 2015/16 grant balance was carried forward to 2016/17 and then the unspent balance from 2016/17 of £1,663.14 was fully spent in 2017/18.  
The Unrestricted Small Scales Grant 2016/17 of £1,400 was unspent at the end of the financial year and has been carried forward to 2018/19.

**Note 2**

An Employment Allowance of £3,000 is shown under Miscellaneous Receipts as Income and the cost of both Centre and Nursery Employers National Insurance have been shown as gross costs i.e before the deduction of the Employment Allowance.

**Note 3**

The Centre Wages gross figure in the 2017/18 Accounts includes Centre and Trampoline staff and the Centre Manager's wages were split 70% Centre and 30% Nursery. The cleaner wages were split 60% Centre and 40% Nursery.

**Note 4**

The difference between Receipts and Payments in 2017/18 produced net receipts of £5,817.64.

**Note 5**

<b><u>The total funds in hand for 2017/18 year-end were made up of :</u></b>	<b>£</b>	<b>£</b>
Adjusted bank balance (see sheet headed adjusted bank balance Page 4)	29,071.17	
Petty Cash in Hand at 2017/18-year end.	35.77	
<b><u>TOTAL FUNDS IN HAND AT 2017/18 YEAR END</u></b>		<b><u>29,106.94</u></b>

**The total funds in hand as at 2017/18 year end are further represented as below:**

<b><u>Restricted Grant balances carried forward to 2018/19</u></b>	<b>£</b>	<b>£</b>
Kitchen Grants 2017/18	3,000.00	
Dementia Signage/Carpet Grant 2017/18	1,500.00	
Youth Grant 2017/18	3,221.00	<b><u>7,721.00</u></b>

<b><u>Unrestricted Grant balances carried forward to 2018/19</u></b>	<b>£</b>	<b>£</b>
Small Scales Project Grant 2016/17	1,400.00	<b><u>1,400.00</u></b>

<b><u>Balance of funds in hand 2017/18 after deducting balances carried forward to 2018/19</u></b>	<b><u>19,985.94</u></b>
<b><u>Total of Restricted and Unrestricted balances and Balance of funds in hand</u></b>	<b><u>29,106.94</u></b>



Relevant professional qualification(s) or body (if any):

RETIRED SENIOR ACCOUNTING TECHNICIAN

Name:

MR JOHN ACKERLEY

Signed:

*John Ackereley*  
Date: 10<sup>th</sup> October 2018

Independent examiner's statement

Basis of independent examiner's statement

Respective responsibilities of trustees and examiner

Set out on pages

On accounts for the year ended

Report to the trustees/ members of

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.  
\* Please delete the words in the brackets if they do not apply.

In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:  
• accounting records were not kept in accordance with section 130 of the Charities Act or  
• the accounts do not accord with the accounting records

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 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.

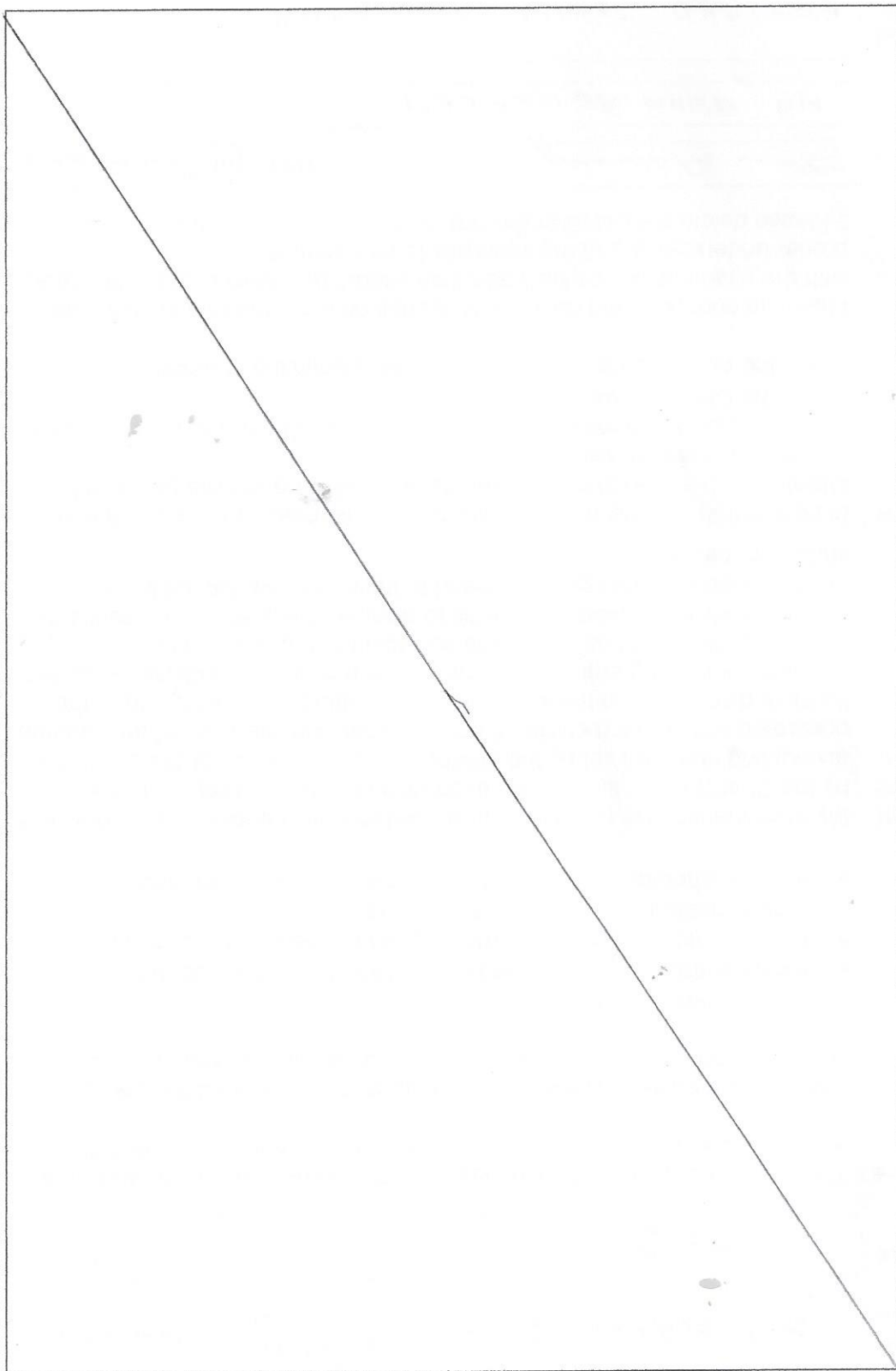
The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").  
The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.  
It is my responsibility to:  
• examine the accounts under section 145 of the Charities Act,  
• to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and  
• to state whether particular matters have come to my attention

1 to 3  
(remember to include the page numbers of additional sheets)

31<sup>st</sup> MARCH 2018  
Charity no 1164301 (if any)

HEWDALE COMMUNITY FOUNDATION  
Charity Name





Give here brief details of any items that the examiner wishes to disclose.

examiners).

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for

Disclosure

Section B

CAI 2HR

CHARITABLE COMPANIES