

# **Community Spaces Northampton**

Annual Report 2017 – 2018



The Farmhouse  
Olden Road  
Northampton  
NN3 5DD

(01604) 408365

Registered Charity No. 1146849

Registered Company No. 07831065



## From the Chair

I am very pleased to report that Community Spaces Northampton (CSN) has experienced another remarkable and successful year of operation. CSN has now been operating for 6 years. We have continued to expand our networks and build on others in the community sector. Our running costs grants from Northampton Borough Council (NBC) have ceased for two years, and despite the strain on our finances through two years of large but necessary repairs, we have managed to make improvements to the buildings and start to recover our finances. This has been made possible by the dedication and careful planning of the staff. It has been a triumph over adversity. The voluntary and community sector is facing many challenges.

CSN continues to expand and build on its networking. We have greater numbers of groups, 72 in total using the centres, with a greater range of activities and interests catered for. We have invested heavily in the 8 areas of the town in which we operate the community centres. We have developed community engagement in these areas and now have a strong stakeholder relationship with other community groups and statutory authorities.

We worked closely with Free2Talk and submitted a successful partnership grant application to the NBC Community Partnership Fund, which has established two very successful youth clubs in Lodge Farm and Standens Barn Community Centres. These are now thriving and demonstrate the evident need. A third youth group has now been established in Briar Hill and was initiated with the dedication of volunteers, and funding from local Councillors Empowerment Funding. All volunteers have been trained and the group is flourishing. **Aims and objectives: 3, 5, 7 & 8**

In July a Week of Action took place at Briar Hill. This was preceded by a series of planning meetings with officers from NBC, Councillors, other statutory bodies such as the Fire Service and Police and local residents. There were a number of community events in the area during the week, including several in the centre. The week culminated in a Family Fun Day held at the community centre. Our Staff and volunteers worked in the kitchen. My thanks to everyone that contributed to making the day a great success. Nearly 300 people attended the event **Aims and objectives: 1, 3, 4, 6 & 8**

In addition, other community events were held in our Kingsthorpe centre. We held two community events with The Friends of Thornton Park. Trustees helped in the planning and preparation of the event, and also manned a neighbourhood plan stand and activities for children. In addition, two events were held at Vernon Terrace Community Centre and the Bouverie Estate. Trustees worked with two Councillors and attended the events in the community centre and the street party, and also helped with planting around the estate **Aims and objectives: 2, 6, 7 & 8**



I was invited to speak at the town forum meetings organised by Northampton Borough Council. These included the Diverse Communities, Women's, Disabled People's, Pensioners and LGBTQ forums. These were well received by the forums, with a good deal of interest being shown in CSN **Aims and objectives: 3, 6, 7 & 8**. As a result of these talks, a number of new groups have made contact with CSN. CSN was involved in a number of litter picks with local residents in the Briar Hill, Standens Barn, Southfields, Vernon Terrace, Rectory Farm and Kingsthorpe areas.

We were pleased to welcome Dawn Cummings, CEO of Voluntary Impact Northamptonshire (VIN) to CSN, and talk to her about our partnership grant and CSN in general. Dawn sits on the CFAP Partnership Funding Panel at NBC.

In addition, I was a speaker at the Trustee Voluntary Action Network. This talk was well received, with many questions raised and answered.

Staff and Trustees attended the VIN conference in Wellingborough, gaining a number of contacts and some useful information.

CSN regularly attend the formal and informal meetings of the Community Centres' Forum, the VCS forums, the Billing Ward meetings, and is a major participant in the resident's association meetings in Southfields, Rectory Farm and Vernon Terrace.

Additionally, there were a number of meetings with Cllr Anna King – Cabinet member for Communities, and Cllr Stephen Hibbert – Cabinet member for housing, and NBC officers to try and break the deadlock in outstanding repairs in the centres that should have been actioned by NBC asset Management.

Again CSN has made welcome and necessary improvements to the centres including new lighting and hand dryer installation **Aim and objective 2**

During the year it became evident that CSN would need to re-locate it's office function away from the Farmhouse. During our first year we were granted a Licence to Occupy the building at Rectory Farm, after 5 years the [promised lease had never materialised. As a result, CSN was unable to take up an offer of funding which would have led to great improvements and renovations taking place there. The building was in a very poor state back at the start of this process, and thanks to the many repeated mindless acts of vandalism it degraded yet further. We were unable to function properly after the phone lines were snapped on two separate occasions. Staff were regularly subject to abuse and attempted intimidation. Mail was stolen, and windows broken. We never knew one day to the next what would be found on arrival in the morning. There were major maintenance problems, with the roof leaking into the two offices upstairs which had previously been our base and had been dry. Since we moved out, NBC have declared the building unfit for human habitation, and have added security shutters to vulnerable windows and doors – something they would not do whilst we were there. The office function was moved round to Lodge Farm Community Centre, as a temporary solution to improving the

working conditions of the staff. This ongoing situation, and a change in staffing unfortunately contributed to CSN not keeping on top of its financial reporting and recording. It became apparent that adequate records had not been kept for the year. Full co-operation was given to the external examiner at year end to complete the accounts, and satisfactory answers were given to all questions raised. Not all rental receipts had been matched with invoices issued, and invoices were not issued promptly, with ongoing accurate records not being kept summarising and analysing receipts and payments during the year. The member of staff previously employed to undertake this work left in the last quarter of our financial year, without a proper hand over of information to the new member of staff taking on the role. This member of staff also had less time to complete their duties as they also had another role with us. This situation has been rectified with this qualified member of staff now working full time in the accounting and admin role, New integrated banking, invoicing and accounting software has been identified and work is starting to set up the information required in order to launch it as soon as possible. The situation was compounded by the upheaval of moving buildings. We as trustees recognise that there was a lapse in appropriate levels of oversight from the CEO and ourselves of the accounting function and following serious internal reviews we have all have learnt lessons from this. Authorisation has been given to utilise whatever further resources be they financial, staffing hours or training, to ensure that we have competent staff who can deputise for one another, reducing as far as possible the chances of falling behind, or missing vital record keeping functions as we move forward. A qualified accountant has been approached and has agreed to join the board and act as treasurer. The trustees and CEO will carry out regular reviews to ensure that no further lapses arise.

The development of the new centre at St Crispin opens up new possibilities to expand the range of community provision that we can undertake. And also opens up opportunities to deliver functions and have conference provision. However, despite having been approved to take on the lease of the centre by NBC, progress on the lease has been very slow. This is very disheartening and frustrating considering how many volunteer hours have been devoted to this by CSN on this development. It is also a wasted opportunity. We have been working hard with our solicitors to move this forward towards completion. It is also holding up CSN moving to the next stage of our development. In Mid March 2017 we were very close to completing the lease as all legal matters had been agreed with NBC. The project officer then left NBC and the project was handed to a new officer and the whole process was started again. Since this time progress has stalled almost completely and NBC has been very slow to respond. On the 12 April the project was approved by the NBC cabinet for the second time. On the 18<sup>th</sup> August 2017 a Tenancy at Will was signed by CSN and NBC. This was restrictive in the use of the building and as such we were



unable to gain the full potential income from the building as forecast in the business plan. The positive side is that we were able to work with NBC to carry out further improvements and resolve snagging issues.

On the 20<sup>th</sup> September 2107 CSN organised a soft launch/open day event. The event was a great success and I would like to thank Steven Richards for organising the event which was hugely successful in raising the profile of CSN. It was good to welcome Helen Blaby and her team from BBC Radio Northampton as they broadcast her entire three hour lunchtime show live from the event. Over 350 people attended the event and we provided the food and refreshments, whilst many other groups, including those already using the centre and other local groups had stalls and displays for the visitors to enjoy. It is sad that despite this event, NBC did nothing to move the lease process forward.

Through a time of great change, upheaval and challenge, I am extremely proud of our achievements over the last 12 months. We have a strong dedicated team, all of whom are committed to community engagement and keen to achieve our aims and objectives. We all passionately believe in what we deliver.

T. Birch  
Chair

## **Purposes**

Our charity's purposes, as set out in the objectives contained in the company's Memorandum of Association are to: -

- Promote the benefit of the inhabitants without distinction of sex, sexual orientation, age, disability, nationality, race, or of political, religious, or other opinion, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education, and to provide facilities in the interests of social welfare, or recreation and leisure time occupation with the objective of improving the conditions of life for the said inhabitants.
- To establish, or secure the establishment, of community centres and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the objectives.

## **Values, Aims and Objectives**

**Working together to find the best ways to shape and provide opportunities for activities, services and experiences that create a greater sense of community and belonging.**

### **Values:**

- We are committed to providing opportunities that are affordable and of benefit to local people.
- We are committed to improving and enhancing the lives of people living, working or learning in the community.
- We aspire to achieve community cohesion by supporting activities that allow all individuals to share experiences We aspire to put the needs of the community at the heart of everything we do.
- We are committed to supporting the empowerment of communities, staff and volunteers to make a real impact.
- We are committed to taking responsibility for the continuous improvement of the provision on offer and being and being part of the answer and not the problem.
- We will operate within strict charitable, legal and ethical guidelines.



## **Aims and Objectives:**

### **Community Spaces Northampton manages a number of community centres in Northampton to:**

1. Accommodate a range of activities that are relevant, accessible and affordable for local people
2. Provide a welcoming, safe and supportive environment that is responsive to the needs of all within the community
3. Encourage local partnerships and networks that reflect the diversity of communities
4. Support local people to improve their health and wellbeing
5. Support the development of new initiatives and groups that respond to local needs
6. Encourage active participation in the life of the local community
7. Nurture an ethos of trust and mutual respect
8. Promote and organise co-operation between local residents, voluntary and community organisations, statutory bodies and other agencies, both at local and national level, in encouraging development and cohesion.

**Our definition of a 'community centre'** The term 'community centre' covers facilities that provide opportunities for social interaction, health activities and exercise, recreation, events, interest based courses, meeting spaces, youth groups. The organisation is proactive in determining needs, innovative in meeting the requirements of the local community and open to all groups within the community. The centres are there to provide a space for activities built around the needs of local people and are welcoming, inclusive and encourage a sense of belonging.

Our aims, objectives and activities are reviewed annually. The review also considers what has been achieved and the outcomes from the initiatives that have been actioned. The success of the engagement activities, initiatives and development can be shown to demonstrate how the charity is improving and enhancing the lives of people living, working or learning in the community. Through our feedback from groups and events, and liaison with residents and stakeholder groups we can ensure that we have a range of activities that are relevant, accessible and affordable for local people.

Many new initiatives have been started in response to local needs. The review helps us to ensure our aims and objectives remain focussed on our stated purposes.

## **Public Benefit Statement**

The trustees have paid due regard to the charity commission guidance on public benefit. The trustees are confident that CSN's aims, objectives and activities accommodate a range of activities that are relevant, accessible and affordable and improve and enhance the lives of people, whilst encouraging and developing partnerships and networks, and are in accordance with the regulations on public benefit.

## **Structure, Governance and Management:**

The organisation is a charitable company, limited by guarantee, incorporated on 1<sup>st</sup> November 2011, and registered as a charity on 11<sup>th</sup> April 2012. The company was established under a memorandum and articles of association, which defines its objects and powers, and is governed by its articles of association.

The financial statements comply with current statutory requirements, the memorandum and articles of association and the statement of recommended practice – accounting and reporting by charities (SORP 2005) issued in March 2005.

As part of the induction of new trustees they will formally meet the CEO and Chair of trustees. The induction will also include a question and answer session following a presentation. Potential new trustees are taken around and shown the community centres. Additionally, the new trustees will receive an information pack which includes:

- The obligations of the trustees.
- The key organisational policies and documents, including the Mem and Arts, policies, a copy of the building management agreement, and a sample copy of a lease.
- Resourcing and the current financial position as set out in the latest published accounts.
- Information from the various Charity Commission publications, sign-posted through the guide "The Essential Trustee".
- Aims and objectives and future plans.

All the trustees give their time voluntarily and receive no benefits from the charity.

## **Organisational Structure:**

The organisation is led by the board, who meet at least 4 times per year. During these meetings consideration is given to strategic direction and policy of the charity. The CEO attends to discuss strategy, present reports and to take direction from the board. Consideration is given to updating the business plan, future opportunities and assessing, and mitigating where possible, potential and



known risks to the charity.

The charity has put in place systems to encourage new volunteers in areas where the community centres are located. There has been a focus on volunteering policy, development and activities to enable this to be undertaken. Volunteers have helped in improving the centres through decoration, development and involvement in community activities, gardening projects and litter picking.

### **Principal Funding Sources:**

Our main income source is self generated through room hire rental income of the centres. In the current financial climate, it should be recognised that many of the groups using the centres require support and have limited forms of income. This has limited our ability to raise historically very low, subsidised room hire rates to those necessary to generate income in the longer term room hire rates have been held for almost 2 years. We have been successful in attracting some of the local Borough Council Councillor Empowerment monies to support projects and purchase equipment in some centres.

### **Reserves Policy:**

The trustees have set, in conjunction with the CEO, a reserves policy that requires reserves to be maintained at a level which ensures core activity could continue during a period of unforeseen difficulty, and that a proportion of reserves be maintained in a readily realisable form. The trustees assess the required level of reserves on an annual basis, alongside the operating budget.

**Registered number: 7831065**

**Community Spaces Northampton**

**Report and financial statements  
for the year ended  
28 February 2018**

**Natalie Green & Co  
Chartered Accountants  
7G Mobbs Miller House  
Christchurch Road  
Northampton  
NN1 5LL**



**Community Spaces Northampton****Legal and administrative information****Registered charity number: 1146849****Registered company number: 07831065****Trustees:**

Gary Youens  
Toby Birch  
Jane Birch

**Secretary:**

Steven Richards

**Registered office:**

The Farm House  
Olden Road  
Northampton  
NN3 5DD

**Independent examiner:**

Natalie Green  
Natalie Green & Co  
Chartered Accountants  
7G Mobbs Miller House  
Christchurch Road  
Northampton  
NN1 5LL

**Bankers:**

HSBC  
22 Abington Street  
Northampton  
NN1 2AN

## **Community Spaces Northampton**

### **Trustees' report for the year ended 28 February 2018**

The trustees, who are also directors of the charity for the purposes of the Companies Act, present herewith their report and the financial statements for the year ended 28 February 2018. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 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 published on 16 July 2014.

### **Structure, governance and management**

The charity is a registered charity and a charitable company limited by guarantee.

Community Spaces Northampton is governed by a memorandum and articles of association. The liability of members is limited. The members of the company are the trustees. The members have the power to appoint and remove trustees of the charity.

The trustees have considered the major risks to which the charity is exposed and having reviewed them have developed systems and procedures to manage those risks.

### **Objectives and activities**

The objects of the charity are set out in the articles of association. The principal object is to promote the benefit of the inhabitants of Northampton and the neighbourhood by means of advancing education and providing facilities in the interests of social welfare for recreation and leisure-time occupation, with a view to improving the conditions of life for the inhabitants.

To this end the charity maintains, manages and develops the work of eight community centres in Northampton for the benefit of the local communities. The charity is in the process of taking on the responsibility for one further community centre.

The articles of association give the charity the powers to do anything which is calculated to further its objects or which is conducive or incidental to doing so.

In planning activities, the trustees keep in mind the Charity Commission's guidance on public benefit.



## Community Spaces Northampton

### Trustees' report for the year ended 28 February 2018 - continued

#### Achievements and performance

Details of the income and expenditure for the year are set out in the statement of financial activities on page 6 of the annual report. The charity received grants of £114,493 during the year. Total income from all sources for the year amounted to £234,582 and total expenditure amounted to £198,597. The surplus arising of £35,985 has been transferred to reserves.

#### Statement of trustees responsibilities

The trustees, who are also directors of Community Spaces Northampton for the purposes of company law, are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

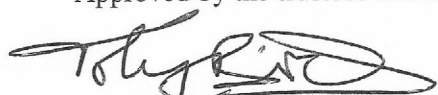
Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year. In preparing these financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

The trustees recognise that they have failed in their responsibility to keep proper accounting records, and that they may therefore have inadvertently failed in their responsibilities to safeguard the assets of the company and to take reasonable steps to prevent and detect fraud and other irregularities. The trustees have therefore put in place measures to rectify the issues arising. A new accounting system has been approved for immediate implementation. Extra resources will be applied to ensure that due priority will be given to the timely preparation and maintenance of all appropriate accounting records. The trustees will carry out regular reviews to ensure that no further lapses will arise.

Approved by the trustees and signed on their behalf by



**T Birch**

Date: 26 November 2018

## **Independent Examiner's report to the Trustees of Community Spaces Northampton**

I report to the charity trustees on my examination of the accounts of the company for the year ended 28 February 2018 which are set out on pages 6 to 13.

### **Respective responsibilities of trustees and examiner**

As the charity 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 company'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 - matter of concern identified**

I have completed my examination. I have identified matters of concern that give me reasonable cause to believe that:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; and
2. the accounts cannot therefore accord with the accounting records.

No records have been kept summarising and analysing receipts and payments in the year. Not all sales invoices have been raised in a timely manner. Not all rental receipts have been matched with sales invoices. The records are not adequate to ensure satisfactory credit control in respect of debtors. The records do not disclose with reasonable accuracy at any chosen time the financial position of the company. The records do not distinguish adequately between restricted and unrestricted funds.

The accounts have therefore been prepared from bank statements, and from information and explanations supplied by you.

In view of the lack of timeliness in sales invoicing, and the lack of adequate sales ledger control, I am further concerned that income may not be completely reported, and that there may be unidentified doubtful debts.

I confirm that no other matters have come to my attention in connection with the examination that give me reasonable cause to believe that in any material respect:

1. 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
2. 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 applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).



**Independent Examiner's report to the Trustees of Community Spaces Northampton - continued**

I confirm that there are no other matters in connection with the examination to which your attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

*Natalie Green*

**Natalie Green**

Chartered Accountant

7G Mobbs Miller House, Christchurch Road, Northampton, NN1 5LL.

Date: 26 November 2018

## Community Spaces Northampton

### Statement of financial activities including summary income and expenditure account for the year ended 28 February 2018

		2018 £	2017 £
<b>Income from:</b>			
Voluntary income			
Grants - NBC for St Crispins (restricted)		78,783	-
Grants - NBC for youth project (restricted)		11,250	-
Grants - NBC wages contribution (restricted)		16,250	-
Grant - NBC for running costs		-	500
Grant - Partnership funding		-	15,000
Grants - councillors' empowerment grant		2,000	1,234
Grants - other (restricted)		4,418	11,083
Grants - other		1,792	
Activities for generating funds			
Rentals from room hire		120,084	132,285
Investment income			
Bank interest		5	8
<b>Total income</b>		<u>234,582</u>	<u>160,110</u>
<b>Expenditure on:</b>			
Governance costs	2	17,161	3,840
Other costs	3	181,436	187,231
<b>Total expenditure</b>		<u>198,597</u>	<u>191,071</u>
<b>Net income/(expenditure)</b>		<u>35,985</u>	<u>(30,961)</u>
Net income/(expenditure) for the year (as above)		35,985	(30,961)
Total funds brought forward at 01/03/2017		67,349	98,310
<b>Total funds carried forward at 28/02/2018</b>	11	<u>103,334</u>	<u>67,349</u>

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above.

The above incoming resources relate to unrestricted funds, with the exceptions of NBC grants for St Crispins, the youth project, wages contribution and other items. These grants amount to £110,701 and represent restricted income.

The above resources expended relate to unrestricted funds, with the exceptions of governance costs in the sum of £12,241, and other costs in the sum of £31,468, which were met from the restricted income described above. Additionally fixed asset additions of £4,433 were met from restricted income.

The balance of net income, and the fund balance carried forward, therefore comprise both restricted and unrestricted funds as detailed in note 11 to the accounts.

**Community Spaces Northampton - Registered company number: 07831065**

**Balance sheet as at 28 February 2018**

	Notes	2018 £	2017 £
<b>Fixed assets</b>			
Tangible assets	8	<u>32,804</u>	<u>33,353</u>
<b>Current assets</b>			
Debtors	9	44,146	19,257
Cash at bank and in hand		<u>34,104</u>	<u>18,099</u>
		78,250	37,356
<b>Creditors: amounts falling due within one year</b>	10	<u>(7,720)</u>	<u>(3,360)</u>
<b>Net current assets</b>		<u>70,530</u>	<u>33,996</u>
<b>Total assets less current liabilities</b>		<u>103,334</u>	<u>67,349</u>
<b>Funds</b>			
Restricted funds	11	62,559	-
Unrestricted funds			
General funds	11	<u>40,775</u>	<u>67,349</u>
<b>Total funds</b>		<u><u>103,334</u></u>	<u><u>67,349</u></u>

For the year ending 28 February 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' 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;
- The directors acknowledge their responsibilities for complying with the requirements of the 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.

These financial statements were approved and authorised for issue by the trustees on 26 November 2018 and signed on their behalf by:



**T Birch**  
**Director**



## **Community Spaces Northampton**

### **Notes to the financial statements for the year ended 28 February 2018**

#### **1 Accounting policies**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued on 16 July 2014, the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

#### **Company status**

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up the liability in respect of the guarantee is limited to £10 per member of the charity.

#### **Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

#### **Income recognition**

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

#### **Expenditure recognition**

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

#### **Irrecoverable VAT**

Irrecoverable VAT is charged to the category of resources expended for which it was incurred.

## Community Spaces Northampton

### Notes to the financial statements for the year ended 28 February 2018 - continued

#### 1 Accounting policies - continued

##### Pension costs

The charity has contributed to a defined benefit scheme for the benefit of its employees. The costs of contributions are written off against net income in the year they are payable.

##### Depreciation and amortisation

Depreciation has been computed to write off the cost of tangible fixed assets over their expected useful lives on a straight line basis using the following rates:

Office equipment	20% or 10% per annum
Heating systems	10% per annum

#### 2 Governance costs

	2018	2017
	£	£
Legal fees	12,241	-
Independent examiner's fees (see note 7)	4,920	3,840
	<u>17,161</u>	<u>3,840</u>

#### 3 Other costs

	2018	2017
	£	£
Staff costs (see note 4)	84,250	104,565
Payroll administration fee	540	475
Travel and subsistence	2,387	938
Heat, light and power	29,128	33,036
Rent (lease payment)	1,968	1,968
Water	3,502	5,539
Insurance	2,714	2,482
Office expenses	4,665	3,930
Telephone	1,815	894
Repairs, maintenance and cleaning	24,617	20,514
Bad debts	-	4,355
PRS and PPL licence	2,795	2,986
Briar Hill Community Hub	2,968	-
Free2talk project	13,216	-
Standens Barn youth club	1,000	-
Miscellaneous costs	720	789
Bank charges	169	221
Depreciation	4,982	4,539
	<u>181,436</u>	<u>187,231</u>

## Community Spaces Northampton

### Notes to the financial statements for the year ended 28 February 2018 - continued

#### 4 Staff costs

	2018	2017
	£	£
Wages and salaries	81,168	99,588
Social security costs	2,367	3,756
Employer's pension contributions	715	1,221
	<u>84,250</u>	<u>104,565</u>
Average number of staff (in addition to trustees)	<u>3</u>	<u>4</u>

No employees had emoluments in excess of £60,000 (2017: nil).

#### 5 Trustees remuneration

The trustees did not receive any remuneration or expenses payments during the year.

#### 6 Pension costs

The company contributes to a defined contribution pension scheme. The assets of the scheme are held separately from those of the company. The pension cost charge represents contributions payable by the company to the fund and amounted to £715 during the year.

#### 7 Independent examiner's fees

	2018	2017
	£	£
Fees payable to independent examiner:		
- independent examination	600	600
- other	3,900	2,280
- prior year under accrual	420	960
	<u>4,920</u>	<u>3,840</u>



# Community Spaces Northampton

## Notes to the financial statements for the year ended 28 February 2018 - continued

### 8 Tangible fixed assets

	Equipment £	Total £
<b>Cost</b>		
At 1 March 2017	41,839	41,839
Additions	4,433	4,433
	<hr/>	<hr/>
At 28 February 2018	46,272	46,272
	<hr/>	<hr/>
<b>Depreciation</b>		
At 1 March 2017	8,486	8,486
Charge for the year	4,982	4,982
	<hr/>	<hr/>
At 28 February 2018	13,468	13,468
	<hr/>	<hr/>
<b>Net book value</b>		
At 28 February 2018	32,804	32,804
	<hr/>	<hr/>
At 29 February 2017	33,353	33,353
	<hr/>	<hr/>

### 9 Debtors

	2018 £	2017 £
Trade debtors	40,420	15,926
Prepayments	3,726	3,331
	<hr/>	<hr/>
	44,146	19,257
	<hr/>	<hr/>

### 10 Creditors - amounts falling due within one year

	2018 £	2017 £
Trade creditors	-	-
Accruals	7,720	3,360
	<hr/>	<hr/>
	7,720	3,360
	<hr/>	<hr/>

## Community Spaces Northampton

### Notes to the financial statements for the year ended 28 February 2018 - continued

#### 11 Statement of funds

	At 01/03/2017	Net incoming resources £	Transfer re fixed asset additions £	At 28/02/2018 £
<b>Restricted funds</b>	-	66,992	(4,433)	62,559
<b>Unrestricted funds</b>				
General reserve	67,349	(31,007)	4,433	40,775
<b>Total funds</b>	<u>67,349</u>	<u>35,985</u>	<u>-</u>	<u>103,334</u>

The general reserve represents the free funds of the charity which are not designated for specific purposes.

The restricted funds relate to unexpended grant income intended for specific purposes, and comprise:

	2018 £	2017 £
Water boiler Briar Hill	450	-
St Crispins - legal fees	2,759	-
St Crispins - set up expenses	21,817	-
St Crispins - costs	37,533	-
	<u>62,559</u>	<u>-</u>

Certain costs have been met with regard to St Crispins, but these have not been separately quantified, and therefore have not been matched with grants received. As a consequence, the restricted funds as at 28 February 2018 as analysed above may be overstated.

#### 12 Lease commitments

At the balance sheet date the company had annual commitments under operating leases relating to land and buildings. The total future minimum lease payments are as follows:

	2018 £	2017 £
Payable:		
- not later than one year	1,968	1,968
- later than one and not later than five years	7,872	7,872
- later than five years	22,992	24,960
	<u>32,832</u>	<u>34,800</u>

## **Community Spaces Northampton**

### **Notes to the financial statements for the year ended 28 February 2018 - continued**

#### **13 Related party transactions**

There were no related party transactions requiring disclosure during the year (2017: none).

#### **14 General Information**

Community Spaces Northampton Registered number 7831065 is a private company limited by guarantee and is incorporated in England & Wales. The Registered Office is The Farm House, Orden Road, Northampton, NN3 5DD.



