

# Foundation for Active Community Engagement

## Report of the Trustees for the Year Ended 31 March 2018

### Reference and administrative information

#### *Registered Charity Number:*

1156904

#### *Other names used:*

FACE

#### *Principal address:*

St. Andrews Methodist Youth Centre, Elm Park, Filton, Bristol, BS34 7PS

#### *Trustees:*

Mr T Watts – Chairman

Mr R J Rees - Treasurer

Mr R Sharp – Secretary

Rev N Young (resigned October 2017)

Rev H Cooke

Mrs J Hoggans

Mrs J Rainey

# FOUNDATION FOR ACTIVE COMMUNITY ENGAGEMENT

## Report of the Trustees for the Year Ended 31 March 2018

### Structure Governance and Management

#### *Governing document*

The charity is controlled by its governing document and constitutes a Charitable Incorporated Organisation.

The constitution was adopted on 2<sup>nd</sup> May 2014.

#### *Organisational structure*

The charity is administered by an elected board of trustees, made up of between three and twelve members. The trustees are elected by the general membership at the Annual General Meeting. Additional trustees can be appointed by the members or the incumbent trustees throughout the year.

The trustees meet several times a year to administer the charity, this is currently approximately quarterly. Decisions may also be made by a majority of trustees responding via electronic means.

No official trustee sub committees have been created.

## FOUNDATION FOR ACTIVE COMMUNITY ENGAGEMENT

### Report of the Trustees for the Year Ended 31 March 2018

#### Objectives and Activities

##### *Objectives and Aims*

The objectives of the organisation are:

To act as a resource for young people living in Filton and surrounding areas by providing advice and assistance and organising programmes of physical, educational and other activities as a means of:

- a) advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
- b) advancing education;
- c) relieving unemployment;
- d) providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of life of such persons.

To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.

The organisation is non-party in politics, and non-sectarian in religion.

##### *Significant Activities*

In pursuance of the objectives of the organisation, the activities fall into four main areas of operation as follows:

1. The organisation was created from an existing youth centre, the premises are leased from the Methodist Church. The organisation continues to support this work by providing a venue for youth clubs, targeting based on age or mental or physical ability.
2. The organisation provides sessions funded by South Gloucestershire and Bristol City Councils. These sessions are closely monitored by the council to ensure that they deliver the required services.
3. The organisation works closely with other voluntary or educational organisations. This is through the use of employees and volunteers of the organisation operating sessions, for example at local schools.
4. The organisation works with a wider range of members of the local community providing social support, learning, or employment skills. This is through a number of different sessions provided at the centre and in other venues.

## FOUNDATION FOR ACTIVE COMMUNITY ENGAGEMENT

### Report of the Trustees for the Year Ended 31 March 2018

#### Achievements and Performance

##### *Charitable activities*

##### Children's & Youth Work: (CYW)

Early this year we made the decision to restructure our youth club sessions. The Monday evening session was closed due to low attendance. As this was a session funded by South Gloucestershire Council this funding allocation has been moved to the busier Friday evening allowing it to continue. Unfortunately, some staff were unable to move to the alternative session so resigned from their posts.

Friday evening sessions for school years 3, 4 and 5, and a later session for years 6, 7 and 8 continue to be busy and fulfilling. At times we have needed to operate a waiting list in order to keep staff member ratios in hand. Many different activities have taken place with these groups including graffiti workshop, bake-off and ready steady cook, and ice skating and Christmas shopping trips.

During the school summer holidays we ran a youth café, this delivered consistent attendance but mostly from existing members of the various youth sessions, not many new faces were brought into the centre.

##### School's work:

Our work with local schools has been under pressure from budgetary constraints this year. Many of the schools who engaged us in previous years have not returned due to their own financial constraints.

At the end of the summer term we ran a transitions day for 90 year 6 students from the three Filton primary schools. The groups explored dilemmas about going to secondary school, made pencil cases and picture frames as well as tackling problem solving and team building games. Feedback from the schools was good.

##### Work with those with learning, social and physical disabilities:

Our funded sessions from Children in Need have continued to be popular. We have extended our age range for this to 9-17 (instead of age 11+) due to the demand from younger children. The group continues to grow and due to the success of the work, a further bid was submitted to Children in Need in the autumn term and was successful, to run from March 2018. This will include the provision of new sensory and messy play work with under 5s and an independence skills session for 15-18 year olds, both to start in September 2018.

This year we have again run a number of successful residential trips to the Calvert Trust in Exmoor National Park. These visits give our more vulnerable members the opportunity to take part in a number of exciting and challenging outdoor activities.

Our Facing Forwards adults group did a paramedic lead first aid course including learning how to use a defibrillator. Unfortunately our Facing Forwards sessions were put on hold due to lack of ongoing funding, we continued them for a while once the funding ceased but this put additional pressure on

## FOUNDATION FOR ACTIVE COMMUNITY ENGAGEMENT

### Report of the Trustees for the Year Ended 31 March 2018

our finances so we were forced to close them. Once member of staff was made redundant, and another had their hours reduced.

#### Community Work:

This year we have taken part in another successful trip with the Filton Twinning Association, taking a group to St Vallier in France.

We have increased attendance at our Silver Surfers sessions by targeting advertising at residential homes, nursing homes, doctors surgeries and health centres. These sessions have become just as much a social benefit to the attendees as a technological one, reducing isolation and improving mental well-being.

#### Events and fundraising:

We have been partnered with Nissan Wessex Garages as their charity of the year. They worked with us to organise a summer raffle and a Christmas online auction to raise much needed funds.

For the third year running we were fortunate to win £500 in the Bristol Post Community Awards sponsored by Airbus. This involved the collection of the greatest possible number of tokens from the newspaper and resulted in a number of our staff, volunteers and members attending the presentation of the awards at Airbus. As the charity most local to the Airbus office it was great to be represented and to receive the award.

We have again been beneficiary of regular quiz nights at Inn on the Green in Horfield, and again had a successful stall at Filton Festival raising over £400. The members of the UK Garrison Star Wars costuming group also donated £500 to FACE through nomination to their Members Grants Funding.

#### Staff & Trustee Development:

Staff took part in "Financial Capability for Young People" training which gave good insights to support young people with their economic well-being.

Our long-standing administrative assistant retired this year. We have replaced her with a new member of staff in March who we hope will become just as important a member of the team.

Trustees and staff implemented policy and process changes to cater for the General Data Protection Regulations (GDPR). We have agreed to implement a new pay structure from 1<sup>st</sup> April 2018 which will give some staff their first pay rise for a few years.

#### Improvement of Facilities:

Unfortunately we have still not been able to secure plans or funding for the rebuild of the centre entrance and foyer area due to operational pressures taking precedent. A concrete step has however been removed from the ladies toilet, improving accessibility.

A grant from Leeds Building Society has enabled us to purchase and fit a new cooker and hob, we have had the lounge redecorated by the Prince's Trust, and new tables and chairs have been purchased for the diner area, funded by a grant from local councilors.

## FOUNDATION FOR ACTIVE COMMUNITY ENGAGEMENT

### Report of the Trustees for the Year Ended 31 March 2018

#### Financial Review

##### *Policy on reserves*

A Policy on Reserves was approved by the Trustees and adopted in 2016 to provide FACE with adequate financial resources and sources of funds for it to maintain its charitable services and objectives for the foreseeable future whilst providing sufficient Reserves to demonstrate financial resilience and capacity to manage unforeseen circumstances. At 31 March 2017 a Reserve of £2,000 had been accumulated with a plan to increase this to £6,500 by the end of March 2019 and an overall objective to raise this to £15,000.

##### *Financial Reporting*

During the year the following financial reports were provided to the Trustees to enable them to monitor and analyse FACE's financial performance on a quarterly basis:

- Quarterly Management Accounts provided at the trustee meetings that include Summary and Analysis reports on Income, Cost of Service Provision, Overheads and Banking.
- Annual Budget of revenue, cost of service provision and overheads to be adopted by FACE for quarterly comparative analysis
- A full monthly analysis of payroll costs, subscription income, staff expenses and petty cash is now completed so costs can be allocated directly to the relevant Restricted Grant and hence financial reporting of these to both the providers of the Grant and the Trustees.

##### *Financial Processes*

The following financial processes are implemented at FACE

- Internet Banking services to allow bank balance analysis and bank transfers in real time and to make electronic payment of staff payroll and to suppliers
- Implemented pension provisions for all eligible staff via NEST
- A new accounting software system will be implemented during the year to March 2019 to replace the existing manual accounting system.

##### *Principal funding sources*

Our principal funding sources are listed below. Further detail on the activities undertaken are listed in the section on Charitable Activities above.

South Gloucestershire Council. These funds include priority neighbourhood, community learning, and positive activities subsidy. FACE will continue to receive priority neighbourhood funding through to March 2019 and a revised funding model will then be implemented

BBC Children in Need. A new three year funding scheme was successfully applied for, to run from 1 April 2018

Filton Town council for Youth Council and Duke of Edinburgh Scheme Funding

Quartet Community Foundation

Santander and Learning Difficulties Development Fund – Facing Forwards group

**FOUNDATION FOR ACTIVE COMMUNITY ENGAGEMENT**

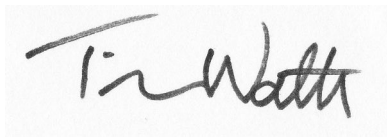
**Report of the Trustees  
for the Year Ended 31 March 2018**

Local School Funding to provide pastoral, after school activities and drop in support services

***Results and review of operations***

The results of the charity are set out in the accompanying statement of financial activities and the notes to the accounts.

Approved by order of the board of trustees on 10<sup>th</sup> December 2018 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'Tim Watts', on a light-colored rectangular background.

Tim Watts – Chairman – Trustee





# Receipts and payments accounts

CC16a

For the period  
from

01/04/2017

To

31/03/2018

## Section A Receipts and payments


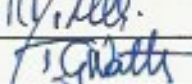
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Grants	700	98,026	-	98,726	107,803
Youth Work	9,782	-	-	9,782	9,787
Schools	-	9,408	-	9,408	25,155
Trips	-	13,859	-	13,859	10,414
Hire Of Premises	7,011	-	-	7,011	3,855
Fundraising	7,156	-	-	7,156	3,560
Charity of the Year	-	-	-	-	5,746
Short Term Loan and Interest	3,002	-	-	3,002	-
<b>Sub total (Gross income for AR)</b>	<b>27,651</b>	<b>121,293</b>	<b>-</b>	<b>148,944</b>	<b>166,328</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>27,651</b>	<b>121,293</b>	<b>-</b>	<b>148,944</b>	<b>166,328</b>
<b>A3 Payments</b>					
Salaries Inc Pensions	-	99,986	-	99,986	113,241
Youth Related Costs	-	19,252	-	19,252	19,758
Property Costs	16,284	-	-	16,284	11,510
Fundraising	-	-	-	-	2,255
Trips	-	19,879	-	19,879	13,572
Sundry	-	-	-	-	-
Repayment of Short Term Loan	3,000	-	-	3,000	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>19,284</b>	<b>139,117</b>	<b>-</b>	<b>158,401</b>	<b>160,336</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>19,284</b>	<b>139,117</b>	<b>-</b>	<b>158,401</b>	<b>160,336</b>
<b>Net of receipts/(payments)</b>	<b>8,367</b>	<b>- 17,824</b>	<b>-</b>	<b>- 9,457</b>	<b>5,992</b>
<b>A5 Transfers between funds</b>					
	-	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>17,008</b>	<b>-</b>	<b>-</b>	<b>17,008</b>	<b>11,016</b>
<b>Cash funds this year end</b>	<b>25,375</b>	<b>- 17,824</b>	<b>-</b>	<b>7,551</b>	<b>17,008</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	HSBC Current Account	2,846	-	-
	HSBC Business Management Account	-	4,505	-
	Petty Cash	200	-	-
	<b>Total cash funds</b>	<b>3,046</b>	<b>4,505</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Computers and Equipment	1200	-	-
	Furniture and Fittings	800	-	-
	Tuck Shop Stock	50	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		R. J. L. REES	14 AUGUST 2018
		T. WATTS	14 AUGUST 2018



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

FOUNDATION FOR ACTIVE COMMUNITY  
ENGAGEMENT (FACE)

On accounts for the year  
ended

31 MARCH 2018

Charity no  
(if any)

1156904

Set out on pages

1 + 2

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 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.

Basis of independent  
examiner's statement

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.

Independent  
examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

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 Act have 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

12-8-2018

Name:

MR ROGER LAMONT

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

A.C.I.B.



Address: 32 FOURACRE CRESCENT  
DOWNEY  
BRISTOL BS16 6PS

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.