

The BRANCH

COMMITTEE/TRUSTEES AGM REPORT/PREVIOUS MINUTES

&

ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2018



ANNUAL FINANCIAL REPORT OF THE
MANAGEMENT COMMITTEE/TRUSTEES
ADDENDUM TO AGM REPORT 2017-2018
&
ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2018

The Management Committee and Trustees present their Annual Report and the Financial Statement of the BRANCH for the year ended 30th March 2018.

The Financial Statements are set out on pages 5-9.

Principle Aims

The aim of the Association shall be to advance in life and relieve the needs of disadvantaged children, young people and families living in Sandwell through:

- a) The provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life.
- b) Providing support and activities that develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

Principal Activities

- Homework/Study Club
- Out of School Club 4 -11
- Youth Club 11-16
- Youth Workshops/Programmes for 11 -16 years olds in Personal Development
- Off-site Youth Activities & Trips
- Summer, Easter and Half Term Play schemes

Executive Committee & Trustees

As at 31st March 2018 the nominated Committee and Trustees of the BRANCH consisted of the following:

Elizabeth Lawson-Bennett - Chairperson
Keith Byron (TBF)

Pauline Marshall- Secretary
Cleopatra Newell - Treasurer

Annual General Meeting Agenda

Friday 10th November 2018 @ 12pm

91 Beeches Road • West Bromwich • West Midlands • B70 6HG

1. Welcome – Introductions
2. Present /Apologies
3. Minutes of Meeting held 17th November 2017
4. Matters Arising from Minutes
5. Minutes Approved / Seconded
6. Presentations - Reports
7. Finance – Treasurer Report
8. Questions from the floor
9. Acknowledgement of
 - a. Chairperson
 - b. Treasurer
 - c. Secretary
 - d. Trustees
 - e. Other Members
10. Any Other Business
11. Date of next Meeting

Minutes of The BRANCH Annual General Meeting & Lunch **17th November 2017 – 12-2pm**

The BRANCH • 91 Beeches Road • West Bromwich • B70 6HG

1.0

WELCOME

The meeting commenced at 1pm. The BRANCH Manager Loreen Lawson welcomed all present to the meeting.

2.0

PRESENT

Elizabeth Lawson-Bennett

Pauline Marshall

Keith Byron

Cleopatra Newell

Loreen Lawson

Kimara McKenzie

Natasha Rolfe

Sandra Fraser

Colleen Hazel

Kirsty Moore

APOLOGIES:

3.0

No apologies were received.

4.0

MINUTES OF LAST MEETING:

These were approved by Cleopatra Newell and Sandra Fraser.

5.0

MATTERS ARISING FROM PREVIOUS MINUTES:

No matters were raised.

6.0

REPORTS:

The Manager, Youth Leaders and the Senior Workers presented reports to the meeting.

7.0

FINANCE- TREASURER'S REPORT:

All present were given a chance to feedback regarding the accounts presented in the report. Matters raised included discussion on fund-raising and appreciation to the Manager for undertaking and overseeing another successful year of service to the community. The report was signed off for submission to the Charities Commission.

8.0

NOMINATIONS AND SELECTION

Chair Person:

Elizabeth Lawson

(Approved by Pauline Marshall & Sandra Fraser)

Treasurer:

Cleopatra Newell

(Approved by Keith Byron & Elizabeth L. Bennett)

Secretary:

Pauline Marshall

(Approved by Keith Byron & Cleopatra Newell)

ACTION

9.0

ANY OTHER BUSINESS

Dates were set for the forthcoming Board meetings throughout the coming year.
No other business was discussed.

Board

10.0

DATE OF NEXT AGM MEETING

Date to be agreed for November or December 2018.

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The BRANCH

ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2018

Reports and financial Statements
Year ended: 31 March 2018
Charity No: 509725

Vision Statement:

"The BRANCH believes that all people are equally loved by God: therefore we will provide appropriate community-based initiatives to support and develop individuals and groups in the local community."

Principal Activities:

- Homework/Study Club & Facilities 5-11 & 11-16
- Youth Club 11-16
- Youth Workshops/Programmes for 13 -19 years olds in Music, Drama and Dance
- Off-site Youth Activities & Trips
- Summer & Easter Play schemes
- Out of School Club 4 -11

Main Priorities:

- Reduce social isolation and improve the quality of life of people and communities facing disadvantage and social exclusion.
- Create opportunities for disaffected young people to facilitate reintegration back into education, training and employment.

Trustees:

The trustees who served throughout the year were as follows:

Elizabeth Lawson-Bennett
Cleopatra Newell

Update:

THE BRANCH has made significant efforts in trying to engage the communities residing in and around the area it serves in the strategic planning of the organisation. Given the transient nature of our neighbouring communities it has been difficult at times to engage families beyond their access to the services we provide. We have taken their continual use of our services and our filled capacity as an indication of their view that our services remain of benefit to them and this is encouraging.

THE BRANCH

Income & Expenditure account as at the 3rd April 2018

INCOME

OOSC	71897.63
SMBC	45260.00
Total Income	<u>117157.63</u>

EXPENDITURE

Salaries/Wages	71525.59
Computer Cost	8592.09
Mobile/Telephone	1000.00
Running Cost	10168.29
OOSC	3431.91
Youth Club	227.05
Bank Charges	385.70
Miscellaneous	5712.80
Play Scheme	494.05
Total Expenditure	<u>101537.88</u>

Net Surplus/(Loss)	15619.75
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Balance b/f 05/04/17	7,321.21
Plus Income	117,157.63
Less Expenditure	101,537.88
Balance as at 5th April 2018	22,940.96
W/Off Unpresented Cheques	0.00
Balance c/f	22,940.96

Notes forming part of the financial statements for the year ended 31 March 2018

1. Accounting Policies

The financial statements are prepared under the historical cost convention and in accordance with the Statement of recommended Practice. Accounting and Reporting by Charities (SORP) issued 2008. The principal accounting policies adopted in the preparation of the financial statements are as follows:

2. Income Resources

Donations and grants

Income from donations and grants, included capital grants, is included in incoming resources when these are receivable, except as follows:

- When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included incoming resources of restricted funds when receivable.

3. Resources Expended

Resources expended are included in the Statement of financial Activities on an accruals basis, inclusive of any VAT that cannot be recovered. Certain expenditure is directly attributable to specific activities and has been included in those cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.

4. Depreciation

There is no provision for depreciation as all assets are written off during the year.

5. Grants Receivable

Grants towards operating costs are credited to the income and expenditure account in the same period as the expenditure to which they relate.

6. Fund Accounting

Funds held by the charity are either:

- Unrestricted general funds – these are funds, which can be used in accordance with the charitable objects at the discretion of the trustees.
- Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

7. Current Assets

Bank 22,940.96 less un-presented cheques of £0.00