

**BRIDGE COMMUNITY CENTRE LIMITED**  
**(Registered Charity - a Company Limited by Guarantee)**

**REPORT AND FINANCIAL STATEMENTS**

for the YEAR 1st JULY 2017 to 30 th JUNE 2018

Charity Number: 1165008

Company Number: 8893213

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**BRIDGE COMMUNITY CENTRE LIMITED**  
**(Registered Charity - a Company Limited by Guarantee)**

The Trustees / Directors present their report and financial statements for the YEAR 1st JULY 2017 to 30th JUNE 2018

**Reference and Administrative Information**

Charity Name **BRIDGE COMMUNITY CENTRE LIMITED**  
**(Registered Charity - a Company Limited by Guarantee)**  
 Charity Registration Number 1165008  
 Company Registration Number 8893213  
 Registered Office 2 Daneville Road  
 Clubmoor  
 Liverpool  
 L4 9RG

**DIRECTORS/ TRUSTEES:**

Mrs Susan Carson	Trustee & Chair
Mrs Dot Blackman	Trustee & Treasurer
Mrs Kieran Barker	Trustee
Mrs Karen Lee	Trustee
Mr Charles Otim	Company Secretary

**BANKERS:** Lloyds TSB Bank Plc

**Accountants:** Knowsley Business Services Ltd  
 Unit 112  
 North Mersey Business Centre  
 Woodward Road  
 Liverpool  
 Merseyside  
 L33 7UY

**Solicitors** Kelley Heargreaves

**BRIDGE COMMUNITY CENTRE LIMITED****(Registered Charity - a Company Limited by Guarantee)****REPORT OF THE TRUSTEES /DIRECTORS****for the YEAR 1st JULY 2017 to 30 th JUNE 2018****Our Aims and objectives**

Our Charity purposes as set out in the objects contained in the company's Memorandum of Association are to generate support for the following objects:

The acquisition and maintenance of a Community Centre for the use of the residents of Merseyside without distinction of a Political, Religious, Sexual, Ethnic and other opinions, and specifically for the benefits of families, single parents, the elderly, the sick and the mentally ill, the carers, the unemployed, the refugees and asylum seekers, the victims of natural or manmade disasters, and for the promotion of conciliation, mediation and respect of law and order and the prevention of crime.

**Ensuring our work delivers our aims:**

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous years. The review looks at the success of each key activity and the benefits they have brought to those people we are set up to help.

The review also helps us ensure our aim, objectives and activities remain focused on our stated purposes. We refer to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the Trustees / Directors consider how planned activities contribute to the aims and objectives they have set.

**The focus of our work**

Our main objectives for the year 2017-18 as in all previous years continue to be that of raising of financial support for the running and efficient operation of the Bridge Community Centre in order to:

Provide a meeting venue for the local community as well as give advice to persons needing housing and or employment.

Organising activities for persons with various disabilities.

We also Enable Job Centre Plus (JCP), Housing Associations, the NHS and other agencies to provide advice and assistance to complete various Government and agency forms as needed.

**How our activities deliver public benefit**

Our main activities and who we try to help are described below. All our charitable activities focus on the poor the vulnerable and the unemployed people of Merseyside and surrounding areas.

**Who used and benefited from our services:**

Our objects and funding limit the services we provide to those resident in Merseyside and the surrounding areas.

**Training Programme:**

During 2017-18 we continued to train local people to become volunteers each suited to their own individual specific roles and they have also been trained in appreciative conversations to enable more interaction with the community around them.

**Community Engagement:**

As in previous years we went out into the community to engage in conversations with local people, businesses, GP surgeries etc to find out about their aspirations for the local people, their families, their health and wellbeing and community matters relevant to the area.

We have successfully engaged with members of the community to enable them to gain accredited qualifications in Health & Social Care: First Aid, Food Hygiene, Health & Safety, Manual Handling, Employability Skills Training, Training Courses for Older People and those with learning difficulties, Mental Health Training, basic Mathematics & English. We are in the process of sourcing ESOL Classes to further encourage integration within the community.

We continue to reduce isolation within the community by operating daily lunch and social clubs & activity sessions - this has been ongoing since January 2016

**Principal Funding Sources:**

We wish to thank all the donors, institutions and individuals for their kind and generous support, over the year thus enabling Bridge Community Centre to be established and become operational.

**Investment Policy**

During the year 2017-18 most of the charity's funds are to be spent in the short term so there are no funds for long term investment.

**Reserves Policy:**

The Trustees / Directors have examined the charity's requirements for reserves in light of the main risks to the organisation and has established a policy whereby the unrestricted funds not committed by the charity should be 12 months of anticipated charitable activity expenditure.

The reserves would be needed to meet the rent, rates and heating of the community centre in order for activities to continue to take place in the building.

At present, we have no reserves. The long term strategy is to start to build reserves through planned operating surpluses, the Trustees /Directors are well aware that it is unlikely that the target range can be reached for at least five years. In the short term the Trustees / Directors have also considered the extent to which existing activities and expenditure could be managed, should such circumstances arise.

**Plans for Future Periods:**

The charity plans continuing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

Plans are also being developed to work on a number of schemes including the expansion of resident counselling educational programme.

The charity will also continue to work with other individuals or institutions who have a vision for helping people in Merseyside.

**Structure, Governance and Management:****Governing Document:**

The organisation is a Registered Charity and a registered company limited by guarantee, incorporated on 13 February 2014 and registered as a charity on 4 the January 2016. The Charity / Company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

## Recruitment and Appointment of Trustees / Directors:

The Trustees of the Charity are also the Directors of the company for the purposes of charity law and under the company's Articles are known as members of the Board of Trustees of the Charity / Company. Under the requirements of the Memorandum and Articles of Association the members of the Board are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

All Trustees / Directors give their time voluntarily and receive no financial or benefits in kind from the charity. Any expenses reclaimed from the charity are set out in notes to the accounts.

## Trustee Induction and Training:

The Trustees are already familiar with the practical work of the charity having been encouraged to attend meetings and are invited and encouraged to attend a series of short training sessions (of no more than an hour) to familiarise themselves with the charity and the context within which it operates. These are jointly led by the Chair of the Board of Trustees / Directors and the Office Administrator.

## Risk Management

The Trustees / Directors conduct a review of the major risks to which the charity is exposed. A risk register is being set up and will be updated at least annually. Where appropriate, systems or procedures is being established to mitigate the risks the charity faces.

Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of the children, volunteers, clients and visitors to the projects.

These procedures continue to be developed and reviewed to ensure that they continue to meet the needs of the charity.

## Organisational Structure:

Bridge Community Centre Limited (a Charity) has a Board of Trustees/Directors made up of 6 members who meet quarterly and are responsible for the strategic direction and policy of the charity. The Board of trustees periodically co-opt additional members from a variety of professional backgrounds relevant to the work of the charity and are responsible for the strategic direction and policy of the charity. At present the Board has an additional co-opted members from a variety of professional backgrounds relevant to the work of the charity.

A volunteer Office Administrator also sits on the Board of Trustees / Directors meeting but has no voting rights.

A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the Trustees along with the Treasurer and Office Administrator.

The Trustees are responsible for ensuring that the charity delivers the services specified and that key performance indicators are met, and has responsibility for the day to day operational management

## Related Parties:

In so far as it is complimentary to the charity's objects, the charity is guided by both local and national policy.

## Responsibilities of the Trustees / Directors:

The Charities Act and Company law requires the Trustees / Directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the management committee should follow best practice and:

- ☐ select suitable accounting policies and then apply them consistently;
- ☐ make judgements and estimates that are reasonable and prudent; and
- ☐ prepare the financial statements on the going concern basis unless it is not appropriate to assume that the charity /company will continue on that basis.

The Trustees / Directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Charities Act and Companies Act. The Trustees / Directors 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.

## Members of the Board of Trustees / Directors:

Members of the Board of Trustees are Directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

In accordance with the Charities Act and company law, as the charity/company's trustees /directors, we certify that:

- ☐ so far as we are aware, there is no relevant audit information of which the independent examiner is unaware; and
- ☐ as the Trustees and Directors of the Charity / Company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant Independent Examiner information and to establish that the charity's auditors are aware of that information.

## Independent Examiner:

The current honorary Independent Examiner is John Adcock, FCCA.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued 2011) and in accordance with the special provisions of the Companies Act relating to small entities.

**Approved by the Trustees / Directors on 1st December 2018 and signed on its behalf by:**

**Mrs Susan Carson (Trustee / Director)**

**BRIDGE COMMUNITY CENTRE LIMITED**  
 (Registered Charity - a Company Limited by Guarantee)  
**STATEMENT OF FINANCIAL ACTIVITIES (Including Income & Expenditure)**  
 for the YEAR 1st JULY 2017 to 30th JUNE 2018

Note

		Unrestricted Funds 30 June 2018	Restricted Funds 30 June 2018	Total Funds 30 June 2018	Unrestricted Funds 30 June 2017
<b>INCOMING RESOURCES:</b>					
Incoming Resources from donations:					
Donations and Grants		55,927	0	55,927	96,134
<b>RESOURCES EXPENDED:</b>					
Charitable Activities (Programmes and Projects):		50,781	0	50,781	63,592
<b>GROSS SURPLUS</b>		5,146	0	5,146	32,542
Governance Costs (Administrative Expenses)		495	0	495	495
Net Income for the YEAR	11	4,651	0	4,651	33,037
Other Gains		0	0	0	0
<b>NET MOVEMENT IN FUNDS:</b>		4,651	0	4,651	33,037
<b>RECONCILIATION OF FUNDS:</b>					
TOTAL FUNDS BROUGHT FWD	9	0		0	0
<b>NET SURPLUS CARRIED FWD</b>		4,651	0	4,651	33,037
<b>RETAINED SURPLUS FOR THE PERIOD CARRIED FWD</b>		4,651	0	4,651	33,037

**BRIDGE COMMUNITY CENTRE LIMITED**  
 (Registered Charity - a Company Limited by Guarantee)  
**BALANCE SHEET**  
 As At 30th June 2018

	NOTES	30 June 2018	30 June 2017
<b>FIXED ASSETS</b>			
Tangible assets	2	0	0
<b>CURRENT ASSETS</b>			
Stocks		0	0
Debtors	4	0	0
Bank Balance		36,698	32,047
		36,698	32,047
<b>CREDITORS</b>			
Amounts falling due within one year		0	0
Long term Loan	0 5	0	0
<b>NET CURRENT ASSETS</b>		36,698	32,047
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		36,698	32,047
<b>UNRESTRICTED FUNDS:</b>			
Designated Funds	9	0	0
General Funds		36,698	32,047
<b>Restricted Funds</b>		0	0
		36,698	32,047

The Trustees / Directors acknowledge their responsibility under the Charities Act 2011 for Accounting Records:

The charity trustees of a charity must ensure that accounting records are kept in respect of the charity which are sufficient to show and explain all the charity's transactions, and which are such as to—

a) disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and

enable the trustees to ensure that, where any statements of accounts are prepared by them under section 132(1), those statements of accounts comply with the requirements of

b) regulations under section 132(1).

**ON BEHALF OF TRUSTEES / DIRECTORS**

Susan Carson - Trustee / Director

Approved by the Board on 31st October 2018

## The Notes form part of these financial statements

**BRIDGE COMMUNITY CENTRE LIMITED**  
**(Registered Charity - a Company Limited by Guarantee)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the YEAR 1st JULY 2017 to 30th JUNE 2018**

**1 ACCOUNTING POLICIES:**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

**(a) Basis of Accounting:**

These financial statements have been prepared under the historic cost convention and in accordance with the Financial Reporting Standard for Smaller Entities, and the Statement of Recommended Practice: Accounting and Reporting by Charities 2011.

**(b) Fund accounting:**

Unrestricted funds are available for use at the discretion of the Trustees / Directors in the furtherance of the charitable objectives of the Charity.

Designated funds are unrestricted funds earmarked by the Trustees / Directors for particular purposes

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through they terms of an appeal.

**(c) Incoming Resources:**

All Incoming Resources are included in the Statement of Financial Activities when the Charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

Voluntary Income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the Charity, are recognised when the Charity becomes unconditionally entitled to the grant.

Donated services and facilities have not been included at the value to the Charity as this could not be quantified. The value of services provided by volunteers has also not been included in these accounts.

**Gift Aid is reported when received:**

Gift Aid is accounted for in the books when a claim is made to HMRC. No Gift Aid was receivable during 2017/2018

**(d) Resources Expended:**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which was not recovered, and is reported as part of the expenditure to which it relates:

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs includes those costs associated with meeting the constitutional and statutory requirements of the Charity and in future (though not this year) include the audit fees and costs linked to the strategic management of the Charity.

All costs are allocated between expenditure of the SoFA on a basis designated to reflect the use of the resource. Costs relating to a particular activity are allocated directly.

**2 TANGIBLE FIXED ASSETS:**

Bridge Community Centre Limited did not carry forward any Tangible Fixed Assets during the year ended 30th June 2018

**TANGIBLE FIXED ASSETS**

		£
<b>COST</b>	<b>At 13th Feb 2017</b>	<b>0</b>
<b>Additions</b>		<b>0</b>
<b>BALANCE</b>	<b>At 30th June 2018</b>	<b>0</b>
<b>DEPRECIATION</b>		
At 13th Feb 2017		0
Charge for period		0
At 30th June 2018		0
<b>NET BOOK VALUE</b>	<b>At 30th June 2018</b>	<b>0</b>

**Stocks & Work In Progress:**

There were no Stock nor Work in Progress at 30th June 2018

Cost includes all direct expenditure and an appropriate proportion of fixed and Variable overheads

**3 Taxation**

Tax Charge on the Ordinary Activities and Deferred Tax is Not Applicable,

**4 DEBTORS : AMOUNTS FALLING DUE WITHIN ONE YEAR**

Debtors and Amounts Receivable - Not Applicable

£  
0

**5 CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR**

	£
Taxation and Social Security	0
Trade Creditors	0
Expenses paid by Directors / Trustees Personally	0
Accountancy Creditor	0

**6 Analysis of Net assets Between Funds:**

	General Funds	Designated Funds	Restricted Funds	Total Funds
Tangible Fixed assets	0	0	0	0
Investments	0	0	0	0
Current assets	36,698	0	0	36,698
Current Liabilities	0	0	0	0
<b>Net Assts at 30 June 2018</b>	<b>36,698</b>	<b>0</b>	<b>0</b>	<b>36,698</b>

**7 Movement of Funds:**

	At 01/07/2017	Incoming Resources (inc. gains)	Outgoing Resources	Transfers	At 30 June 2018
<b>Restricted Funds:</b>					
Equipment	0	0	0	0	0
Feeding Programme	0	0	0	0	0
School Fees	0	0	0	0	0
Teacher training	0	0	0	0	0
School Building Programme	0	0	0	0	0
<b>Total Restricted Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Unrestricted Funds</b>					
Equipment	0	0	0	0	0
Feeding Programme	0	0	0	0	0
School Fees	0	0	0	0	0
Teacher training	0	0	0	0	0
School Building Programme	0	0	0	0	0
General Funds	32,047	55,927	51,276	0	36,698
<b>Total Unrestricted Funds</b>	<b>32,047</b>	<b>55,927</b>	<b>51,276</b>	<b>0</b>	<b>36,698</b>
<b>Total Funds</b>	<b>32,047</b>	<b>55,927</b>	<b>51,276</b>	<b>0</b>	<b>36,698</b>

**8 DESIGNATED FUNDS:**

Provision for University Scholarship

0
£
0
0

**9 TOTAL FUNDS: Unrestricted Funds & Restricted Funds**

Retained Reserves 30/06/2017  
Operational SURPLUS for the period  
Corporation Tax  
Year End Adjustment  
At 30 th June 2018

<b>Total Funds</b>
<b>30 June 2018</b>
£
32,047
4,651
0
0
<b>36,698</b>

**10 RELATED PARTY DISCLOSURES**

The Charity was controlled by the Board of Trustees during the period under review.

BRIDGE COMMUNITY CENTRE LIMITED (Registered Charity - a Company Limited by Guarantee)  
STATEMENT OF FINANCIAL ACTIVITIES (Including Income & Expenditure)  
for the YEAR 1st JULY 2017 to 30th JUNE 2018

Basis of allocation	Unrestricted	Restricted	30 June 2018	30 June 2017
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## INCOMING RESOURCES FROM ACTIVITIES TO FURTHER THE CHARITY'S OBJECTS:

			£	£
Income : GENERAL DONATION from the public and Institutions	55,927	0	55,927	96,134
			0	-
Total Donation	55,927	0	55,927	96,134

## TOTAL RESOURCES EXPENDED:

## PAYMENTS FOR PROGRAMME &amp; PROJECTS:

	Basis of allocation	Programme	Project	Governance	Governance	30 June 2018	30 June 2017
PROGRAMME:	Direct	0	0			0	0
PROGRAMME:	Direct	0	0			0	0
PROGRAMME:	Direct	0	0			0	0
PROGRAMME:	Direct	0	0			0	0
PROJECT:	Direct	0	0			0	0
PROJECT:	Direct	0	0			0	0
PROJECT:	Direct	0	0			0	0
PROJECT:	Direct	0	0			0	0
Total Programme & Projects	Direct	0	0	0	0	0	0

Gross Surplus / (Deficit)						55,927	96,134
Less : Administration Expenditure							
Employee costs ( Wages and NIC)	Direct				0	0	0
Premises expenses						0	
Rent and Rates	Direct				6,932	6,932	15,417
Utilities (Water, Light & Heating)	Direct				3,341	3,341	9,243
Waste Disposal	Direct				888	888	454
General Administrative Expenses							
Stationery & Supplies	Direct				0	0	2,023
Telephone & Postage	Direct				558	558	1,056
Subscription & Donation	Direct				0	0	0
Insurances	Direct				711	711	1,450
Repairs & Replacement(Building & Equipment)	Direct				2,687	2,687	6,112
Miscellaneous Admin Expenses	Direct				0	0	6,618
CHARITABLE ACTIVITIES, Volunteer Travel and Expenses	Direct				35,393	35,393	20,291
Advertising Promotion & Entertainment	Direct				0	0	0
Professional & Accountancy fees	Direct				495	495	990
Loan Interest	Direct				0	0	0
Bank Interest & Charges	Direct				271	271	433
Other Expenses					0	0	
Companies House	Direct				0	0	0
Training	Direct				0	0	0
Depreciation	Direct				0	0	0
Total Administration	Direct	0	0	0	51,276	51,276	64,087
Total Payments	Direct	0	0	0	51,276	51,276	64,087
Net Surplus for the Year	Direct					4,651	32,047

Report of the Independent Examiner to the Trustees and Members of the BRIDGE COMMUNITY CENTRE

The Trustees are responsible for the preparation of the Accounts, they consider that the audit requirements of the Charities Act 1993 (the Act) do not apply. It is my responsibility to state, on the basis of procedure specified in the General Direction given by the Charity Commissioners under Section 43(7)(b) of the Act, whether particular matters have come to my attention.

My examination was carried out in accordance with the General Directions given by the Charities Commissioners. An examination includes a review of accounting records kept by the church and a comparison of the accounts presented with those records. It also includes consideration of any comparison of the accounts presented with those records. It also includes consideration of any concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 41 of the Act, and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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

Signed :

INDEPENDENT EXAMINER  
Rawson Irekponor, ACCA  
Unit 112, North Mersey Business  
Woodward Road, Kirkby  
Liverpool, Merseyside, L33 7UY