

**POTTERY BANK COMMUNITY CENTRE LTD**

**(A company limited by guarantee)**

**REPORT AND FINANCIAL STATEMENTS**

**For the year ended 30 September 2018**

**Charity number 1150674**

**Company number 08172955**

# **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

## **TRUSTEES ANNUAL REPORT**

For the year ended 30 September 2018

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The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 30 September 2018 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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 (FRS 102) (effective 1 January 2015).

### **OBJECTIVES AND ACTIVITIES**

The centre delivers community services and encourages local participation and ownership from the local area in addressing the issues which affect people's lives. Our programme incorporates training and education, children, young people and families, leisure and social and health.

The board confirm that they have complied with the duty in section 4 of the Charities act 2006 to have due regard to the Charity Commissions general guidance on public benefit when reviewing the aims and objectives and in planning the future activities. In particular, the board considered how planned activities would contribute to the new vision, aims and objectives they have set.

Pottery Bank Community Centre actively works in partnership with other organisations. Our aim is to be a centre managed by local people, for local people, developing and delivering community activities.

### **ACHIEVEMENTS AND PERFORMANCE**

Pottery Bank Community Centre, working in partnership with Community Catering Initiative Limited, has continued to engage local women in non-accredited and accredited training through the Walker Women project. We have continued to offer a range of courses which address and improve well-being, including cooking and food hygiene, arts and crafts, growing, exercise and fitness, Health and Social Care Level 1 and 2, Counselling Level 2 and Understanding Autism. Partnerships have been developed with Newcastle College and Sunderland and South Tyneside Home Care.

Over the three years of the Walker Women project more than 300 women have completed training courses, some moving on to volunteering roles, paid employment or Higher Education courses.

Through Phase 2 of YHN funding the outside seating area has been completed. This has been greatly appreciated and much used throughout the summer months, particularly during Family fun Days at the centre. The next phase of YHN funding is to develop a sensory garden alongside our Community Allotment. There is now a secure locked area for our community mini bus.

Through funding received from Greggs we have been able to secure our Cleaner post for a further three years and to employ a part-time caretaker.

Community Catering Initiative Limited have established a weekly Lunch Club which is well attended and popular with over 55's from our local community.

Pottery Bank Community Centre, in partnership with Community Catering Initiative Limited, have organised Family Fun Days for half term holidays, Easter (including egg decorating and Easter Bonnet competitions and Easter Egg Hunt), Summer and Christmas. This has included a sea-side trip in summer and Christmas Party.

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We have also run Kids Cafe sessions, providing fun activities, healthy exercise and a nutritious meal during school holidays.

We have a range of volunteering roles within Pottery Bank Community Centre and Community Catering Initiative Limited. Volunteers are offered free training. We currently have volunteers who are involved in working in the Community Cafe, supporting and assisting at Lunch Club, assisting with administrative tasks, working in the community Allotment, helping in Kids Cafe and at Family Fun Days and other events in the centre.

### **PLANS FOR FUTURE PERIODS**

We are looking into funding to enable us to build on the success of the Walker Women Project, when this comes to an end in December 2018, and also to develop training and therapeutic courses through our Community Allotment.

### **ACTIVITIES, PROJECTS AND OUTREACH:**

#### **Pottery Bank Community Centre Limited:**

- Office space for rent
- Free internet access
- Conference and meeting room hire
- Mini bus hire for community groups
- Baby Equipment Loan Service (BELS) for families in the East end of Newcastle
- Food Bank – official distributors for food bank vouchers
- Family activity sessions
- Community events

#### **The following organisations are placed within Pottery Bank community Centre:**

##### **Community Catering Initiative Limited: cafe and outside catering**

- Hot and cold buffet menus
- Community cafe open Monday to Friday
- Weekly Lunch Club
- Cookery lessons for children and adults
- Family food activities
- Themed afternoon teas and social events throughout the year.

##### **Newcastle Central & East Methodist Circuit**

- Supporting the work of the Community Centre and the local community through offering spiritual and emotional support to individuals
- Weekly discussion group
- Debt advice project across Walker and Byker
- Involvement through Board of Directors
- Carol service and Harvest celebration involving children from Central Walker C of E Primary academy.

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#### **St. Anthony's Playgroup (Heaton Community Centre)**

- Stimulating play and learning for children aged 2 – 4 years, and places for government 2 year funded offer.
- St Anthony's playgroup finished at Pottery Bank in Summer 2018 and are no longer based in the centre.

#### **Newcastle Community Family Hub East Team @ Pottery Bank**

- Family support: Supporting parents, carers and families in the community and in diverse cultural circumstances. Guidance and advice aimed at supporting vulnerable children and their families.

#### **Wesley Bingo Association**

- Weekly bingo/social sessions for local people.

### **CHAIR'S COMMENTS**

Pottery Bank has enjoyed a busy and successful year to September 2018. Partnerships have been developed through the Walker Women Project and several women have been enabled to engage with training and personal development programmes.

Family Fun Days and events have been well attended, drawing new visitors to our centre.

As we approach the end of our Walker Women project we are looking ahead to the development of possible new partnerships and to continuing to offer training and courses across the community.

Many thanks to the hard-working staff at the centre and the dedicated team of volunteers, without whom it would be impossible to continue the work here.

### **FINANCIAL REVIEW**

The balance sheet at 30 September 2018 shows a total fund position of £75,931. This was represented by Tangible Fixed Assets of £46,345 and net current assets of £29,586. The balance of funds is made up of restricted funds of £54,750 and unrestricted funds of £21,181.

#### Reserves policy

Pottery Bank Community Centre has maintained a good level of free reserves over the years currently there are £21,181 free reserves to meet the working capital requirements of the charity in the event of a significant drop in funding. It has established a policy whereby the free unrestricted funds held by the charity should be between 3 and 6 months of annual expenditure. The present level of reserves will fall short of this requirement; the trustees are aware of this and are confident of building these funds up through further secured funding.

### **PUBLIC BENEFIT STATEMENT**

The Trustees have referred to the Charity Commission's guidance on public benefit when reviewing the charity's objectives and planning its future activities. This annual report will aim to demonstrate the link between our charitable activity and how this benefits our service users.

## POTTERY BANK COMMUNITY CENTRE LTD

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### TRUSTEES ANNUAL REPORT

For the year ended 30 September 2018

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#### REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name	Pottery Bank Community Centre Ltd
Registered Charity Number	1150674
Company Number	08172955
Registered Office and operational address	Pottery Bank Community Centre Yelverton Crescent Newcastle Upon Tyne NE6 3SW
Trustees	P McKenna C Carroll K G Davidson
Independent Examiner	Michelle Wright Ellison Services C/O Newcastle Council for Voluntary Service Higham House Higham, Place Newcastle upon Tyne NE1 8AF

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing documents

The organisation is a charitable company limited by guarantee, incorporated on the 10 March 2003 and amended by special resolution to allow for current governance on 7 October 2003, 30 October 2006 and 12 April 2007.

##### Appointment of Trustees

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Council of Management. The council is made up of volunteers who are all members of the company elected by the membership at Annual General Meeting and serve for a period of three years retiring by rotation. A retiring trustee is eligible for re-election. The council may from time to time and at any time appoint any member of the company as a member of the Council, either to fill a casual vacancy or by way of addition to the Council, provided that the prescribed maximum be not thereby exceeded. Any member so appointed shall retain his office only until the next Annual General Meeting, but he shall then be eligible for re-election. No person who is not a member of the company shall in any circumstances be eligible to hold office as a member of the Council. The Council is referred to familiarly as the Management Committee.

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#### Induction and training of trustees

New trustees undergo an orientation day to brief them on their obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making process, the business plan and recent financial performance of the charity. During the induction day they meet key employees and other trustees; they are provided with a comprehensive pack containing all the information covered during induction. All trustees are encouraged to attend appropriate external training events where these facilitate the undertaking of their role.

#### Organisation

The Board of Directors administers the charity and meets bi-monthly. A centre manager is appointed by the trustees to manage day to day operations of the charity. To facilitate effective operations the centre manager has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and project related activity.

#### Risk management

The Trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks including the implementation of procedures for authorisation of all transactions and projects and for ensuring the consistent quality of the delivery of all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

# **POTTERY BANK COMMUNITY CENTRE LTD**

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## **TRUSTEES ANNUAL REPORT**

For the year ended 30 September 2018

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### **STATEMENT OF TRUSTEE RESPONSIBILITIES**

The trustees, who are also directors for the purposes of the Companies Act, are also 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).

The trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure of the charity for the year. In preparing those 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 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 which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on: 04/04/2019

and signed on their behalf by: \_\_\_\_\_

Chris Carroll  
Chair of trustees

## **POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

For the year ended 30 September 2018

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I report on the financial statements of Pottery Bank Community Centre Ltd for the year ended 30 September 2018, which are set out on pages 8 to 19.

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

The charity's trustees (who are also directors of the company for the purposes of company law) 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Michelle Wright  
Ellison Services Limited  
Higham House  
Higham Place  
Newcastle upon Tyne  
NE1 8AF  
Date: 18/04/2019



**POTTERY BANK COMMUNITY CENTRE LTD**

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**STATEMENT OF FINANCIAL ACTIVITIES**

(INCLUDING SUMMARY INCOME &amp; EXPENDITURE ACCOUNT)

For the year ended 30 September 2018

	Notes	Unrestricted Funds £	Restricted Funds £	<b>Total 2018 £</b>	Total 2017 £
<b><u>Income from:</u></b>					
Donations and legacies	6	4,263	-	<b>4,263</b>	1,080
Charitable activities					
Grants and contracts	7	21,206	163,384	<b>184,590</b>	175,721
Other trading activities	8	22,282	-	<b>22,282</b>	59,003
<b>Total income</b>		<b>47,752</b>	<b>163,384</b>	<b>211,136</b>	<b>235,804</b>
<b><u>Expenditure on:</u></b>					
Charitable activities					
Operation of the charity	9	72,293	168,375	<b>240,668</b>	243,712
<b>Total expenditure</b>		<b>72,293</b>	<b>168,375</b>	<b>240,668</b>	<b>243,712</b>
<b>Net income/(expenditure)</b>		<b>( 24,542 )</b>	<b>( 4,990 )</b>	<b>( 29,532 )</b>	<b>( 7,909 )</b>
Transfers between funds		4,004	( 4,004 )	-	-
<b>Net movement of funds</b>		<b>( 20,538 )</b>	<b>( 8,994 )</b>	<b>( 29,532 )</b>	<b>( 7,909 )</b>
<b><u>Reconciliation of funds</u></b>					
Total funds brought forward		41,719	63,745	<b>105,463</b>	113,371
<b>Total funds carried forward</b>		<b>21,181</b>	<b>54,750</b>	<b>75,931</b>	<b>105,463</b>

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 10 to 19 form an integral part of these accounts.

**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

Charity Number 1150674

Company Number 08172955

**BALANCE SHEET**

As at 30 September 2018

	Notes	£	Total 2018 £	£	Total 2017 £
<b>Fixed assets</b>					
Tangible assets	16		46,345		59,671
<b>Total fixed assets</b>			<b>46,345</b>		<b>59,671</b>
<b>Current assets</b>					
Debtors	17	10,655		13,588	
Cash at bank and in hand	18	21,302		38,617	
<b>Total current assets</b>		<b>31,957</b>		<b>52,205</b>	
<b>Creditors:</b> amounts falling due within one year	19	<b>( 2,372 )</b>		<b>( 6,413 )</b>	
<b>Net current assets</b>			<b>29,586</b>		<b>45,792</b>
<b>Total assets less current liabilities</b>			<b>75,931</b>		<b>105,463</b>
<b>Total net assets or liabilities</b>			<b>75,931</b>		<b>105,463</b>
<b>Funds of the charity</b>					
Unrestricted income funds			21,181		41,719
Restricted income funds			54,750		63,745
<b>Total funds</b>			<b>75,931</b>		<b>105,463</b>

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with the respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 10 to 19 form an integral part of these accounts.

These financial statements were approved by the Board on: 04/04/2019

and are signed on its behalf by:

C Carroll  
Chair

# **POTTERY BANK COMMUNITY CENTRE LTD**

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## **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2018

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### **1 Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

### **2 Basis of accounting**

#### **2.1 Basis of preparation**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts 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) (effective 1 January 2015) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Pottery Bank Community Centre Ltd meets the definition of a public benefit entity under FRS 102.

#### **2.2 Preparation of the accounts on a going concern basis**

The charity reported total unrestricted funds at the year end of £21,181 and has already secured a significant amount of funding for the current year. The trustees are of the view that the immediate future of the charity for the next 12 to 18 months is secure and that on this basis the charity is a going concern.

### **3 Income**

#### **3.1 Recognition of income**

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability

#### **3.2 Offsetting**

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

#### **3.3 Grants and donations**

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

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For the year ended 30 September 2018

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#### **3.4 Donated goods and services**

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided that the value of the gift can be measured reliably. Donated services and facilities that are consumed immediately are recognised as income with the equivalent amount recognised as an expense under the appropriate heading in the SoFA.

#### **3.5 Volunteer help**

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

#### **3.6 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

#### **3.7 Income from membership subscriptions**

Membership subscriptions received in the nature of a gift are recognised in donations and legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

#### **3.8 Investment gains and losses**

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

#### **3.9 Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

### **4 Expenditure and liabilities**

#### **4.1 Liability recognition**

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

#### **4.2 Charitable activities**

Expenditure on charitable activities includes the costs of running the community centre and other activities undertaken to further the purposes of the charity and their associated support costs.

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For the year ended 30 September 2018

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### **4.3 Governance and support costs**

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

### **4.4 Irrecoverable VAT**

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

### **4.5 Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts.

### **4.6 Provisions for liabilities**

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

## **5 Assets**

### **5.1 Tangible fixed assets for use by the charity**

Individual fixed assets costing £250 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Alterations to leasehold property	Over the length of the lease, 21 years
Fixtures and fittings	25% on reducing balance

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## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2018

### Analysis of income

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>6 Donations and legacies</b>				
Donations and fundraising	4,263	-	<b>4,263</b>	1,080
	<u>4,263</u>	<u>-</u>	<u><b>4,263</b></u>	<u>1,080</u>
<b>7 Charitable activities</b>				
<u>Income from grants</u>				
Community Foundation	-	4,020	<b>4,020</b>	2,930
Big Lottery Fund	-	124,595	<b>124,595</b>	120,608
Fresh Ideas	-	-	-	16,600
Awards for All - Big Lottery	-	-	-	9,966
COOP	-	3,018	<b>3,018</b>	-
Greggs Foundation	-	11,000	<b>11,000</b>	-
Access Reach	12,560	-	<b>12,560</b>	-
Newcastle Fund	-	18,501	<b>18,501</b>	18,807
Other grants	3,410	2,250	<b>5,660</b>	1,900
Other income	5,236	-	<b>5,236</b>	4,910
	<u>21,206</u>	<u>163,384</u>	<u><b>184,590</b></u>	<u>175,721</u>
<b>8 Other trading activities</b>				
Room hire	12,712	-	<b>12,712</b>	11,186
Rent	6,912	-	<b>6,912</b>	45,715
Minibus hire	2,658	-	<b>2,658</b>	2,072
BELS - other hire	-	-	-	30
	<u>22,282</u>	<u>-</u>	<u><b>22,282</b></u>	<u>59,003</u>

Income was £211,136 (2017: £235,804) of which £47,752 was unrestricted or designated (2017: £65,363) and £163,384 was restricted (2017: £170,441)

# POTTERY BANK COMMUNITY CENTRE LTD

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## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2018

### Analysis of expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>9 Charitable activities</b>				
<u>Direct costs</u>				
Staff salaries	23,735	70,006	<b>93,741</b>	82,416
Consultancy	17,950	-	<b>17,950</b>	8,200
<u>Activity costs</u>				
Staff training / conferences	-	-	-	1,856
Staff travel / meetings	305	-	<b>305</b>	397
Project activity fees	7,620	78,335	<b>85,955</b>	110,715
Volunteer expenses	1,786	30	<b>1,816</b>	1,589
Events	4,638	6,029	<b>10,667</b>	6,084
<u>Support costs</u>				
Minibus costs	2,379	-	<b>2,379</b>	1,828
ICT, telephone & internet	3,450	-	<b>3,450</b>	2,099
Light, heat & water	1,323	-	<b>1,323</b>	2,568
Equipment	812	-	<b>812</b>	1,770
Printing, postage & stationery	188	-	<b>188</b>	572
Cleaning & repairs	2,963	-	<b>2,963</b>	6,327
Insurance	1,149	-	<b>1,149</b>	1,050
Promotion & publicity	430	1,234	<b>1,664</b>	-
Professional fees	734	-	<b>734</b>	472
Sundry	1,045	-	<b>1,045</b>	1,049
Depreciation	586	12,740	<b>13,326</b>	13,521
<u>Governance costs</u>				
Audit & accountancy fees	1,200	-	<b>1,200</b>	1,200
	<u>72,293</u>	<u>168,375</u>	<u><b>240,668</b></u>	<u>243,712</u>

Expenditure on charitable activities was £240,668 (2017: £243,712) of which £72,293 was unrestricted or designated (2017: £53,949) and £168,375 was restricted (2017: £189,763)

### 10 Fees for examination of the accounts

	2018 £	2017 £
Independent examiner's fees for reporting on the accounts	<b>1,200</b>	1,200
Other accountancy services paid to the examiner	<b>721</b>	439
	<u><b>1,921</b></u>	<u>1,639</u>

## POTTERY BANK COMMUNITY CENTRE LTD

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### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2018

#### 11 Analysis of staff costs and the cost of key management personnel

	2018 £	2017 £
Salaries and wages	86,538	76,697
Social security costs	6,070	5,591
Pension costs (defined contribution pension plan)	1,133	128
	<b>93,741</b>	<b>82,416</b>

No employee received remuneration above £60,000 (2017: £nil)

The key management personnel of the charity, comprise the trustees and the centre manager. The total employee benefits of the key management personnel of the charity were £27,500.

#### 12 Staff numbers

The average monthly head count was 5 staff (2017: 5 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2018 Number	2017 Number
The parts of the charity in which the employee's work		
Charitable activities	4.0	4.0
	<b>4.0</b>	<b>4.0</b>

#### 13 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

##### Trustees' expenses

No trustee expenses have been incurred in the year.

##### Transaction(s) with related parties

Trustee Kathryn Davidson was paid for carrying out consultancy work during the year. In total Kathryn Davidson was paid £5,000, which was the same rate paid to other consultants initiated.

#### 14 Defined contribution pension scheme

The charitable company contributes to individual private staff pension schemes. The employer's pension costs represent contributions payable by the charity.

#### 15 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.



**POTTERY BANK COMMUNITY CENTRE LTD**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30 September 2018

<b>16 Tangible fixed assets</b>	<b>Alterations to L/H Prop £</b>	<b>Fixtures &amp; fittings £</b>	<b>Total £</b>
<b>Cost</b>			
Balance brought forward	267,538	19,023	<b>286,561</b>
Additions	-	-	-
Disposals	-	-	-
<b>Balance carried forward</b>	<b>267,538</b>	<b>19,023</b>	<b>286,561</b>
<b>Depreciation</b>			
Basis	SL	RB	
Rate	Lease	25%	
Balance brought forward	210,210	16,680	<b>226,890</b>
Depreciation charge for year	12,740	586	<b>13,326</b>
Disposals	-	-	-
<b>Balance carried forward</b>	<b>222,950</b>	<b>17,266</b>	<b>240,216</b>
<b>Net book value</b>			
<b>Brought forward</b>	<b>57,328</b>	<b>2,343</b>	<b>59,671</b>
<b>Carried forward</b>	<b>44,588</b>	<b>1,757</b>	<b>46,345</b>
<b>17 Debtors and prepayments (receivable within 1 year)</b>	<b>2018 £</b>	<b>2017 £</b>	
Other debtors	1,360	3,126	
Room hire	918	1,095	
Minibus hire	639	672	
Prepayments	7,739	8,695	
	<b>10,655</b>	<b>13,588</b>	
<b>18 Cash at bank and in hand</b>	<b>2018 £</b>	<b>2017 £</b>	
Bank account & cash in hand	21,302	38,617	
	<b>21,302</b>	<b>38,617</b>	
<b>19 Creditors and accruals (payable within 1 year)</b>	<b>2018 £</b>	<b>2017 £</b>	
Trade creditors	110	1,276	
Accruals			
Independent examination of accounts	1,200	1,200	
Deferred income			
Dogs for Good	132	-	
Other creditors	930	3,938	
	<b>2,372</b>	<b>6,413</b>	

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2018

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#### 20 Deferred income

Deferred income comprises of advance payments from grants that relate to future periods

	<b>2018</b>
	<b>£</b>
Balance brought forward	-
Amount released to income earned from charitable activities	-
Amount deferred in year	<b>132</b>
Balance carried forward	<b>132</b>

#### 21 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

#### 22 Analysis of charitable funds

##### Analysis of movements in unrestricted funds

	Fund balances brought forward	Incoming resources	Resources expended	Transfers	Fund balances carried forward
	£	£	£	£	£
<b>Unrestricted funds</b>					
General unrestricted fund	41,719	47,752	( 72,293 )	4,004	<b>21,181</b>
<b>Totals</b>	<b>41,719</b>	<b>47,752</b>	<b>( 72,293 )</b>	<b>4,004</b>	<b>21,181</b>

##### Purpose of unrestricted funds

General unrestricted fund                      The 'free reserves' of the charity

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2018

#### Analysis of movement in restricted funds

	<b>Fund balances brought forward</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>Fund balances carried forward</b>
<b>Restricted funds</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Community Fund - capital	57,760	-	( 12,740 )	-	<b>45,020</b>
Baby Equipment Loan Scheme	4,798	-	-	( 4,000 )	<b>798</b>
Places for People	4	-	-	( 4 )	-
Big Lottery Fund	1,183	124,595	( 121,684 )	-	<b>4,093</b>
COOP	-	3,018	( 937 )	-	<b>2,081</b>
Greggs Foundation	-	11,000	( 8,486 )	-	<b>2,514</b>
Newcastle Fund	-	18,501	( 18,501 )	-	-
Community Foundation	-	4,020	( 4,020 )	-	-
Newcastle City Council 4P's	-	1,500	( 1,256 )	-	<b>244</b>
Newcastle City Council Ward	-	750	( 750 )	-	-
<b>Totals</b>	<b>63,745</b>	<b>163,384</b>	<b>( 168,375 )</b>	<b>( 4,004 )</b>	<b>54,750</b>

#### Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

The Community Fund	Capital relates to a grant given in a previous year for alterations to leasehold property, and is being reduced by the amount of depreciation over the life of the lease
Baby Equipment Loan Scheme	This makes equipment available for use by families living in the east end of Newcastle
Big Lottery Fund	To fund the Walker Women project, employing 4 people to provide training and delivery of the project
COOP	To provide equipment for our allotment/garden
Greggs Foundation	This is to fund a part-time cleaner post and a part-time caretaker post
Newcastle Fund	To fund a full time admin worker for the Walker Women project, and contribute to core staff costs
Community Foundation	This is a contribution towards the summer activities
Newcastle City Council 4P's	To fund events
Newcastle City Council Ward Fund	To fund seasonal events

#### Transfers between funds

	<b>Reason for transfer</b>	<b>Amount £</b>
Between unrestricted and restricted funds	Fund closed and agreed to be transferred	<b>4,004</b>

#### 23 Capital commitments

As at 30 September 2018, the charity had no capital commitments (2017 -£nil)

## POTTERY BANK COMMUNITY CENTRE LTD

(A company limited by guarantee)

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2018

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#### 24 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total 2018 £
Tangible fixed assets	1,325	45,020	46,345
Cash at bank and in hand	11,572	9,730	21,302
Other net current assets/(liabilities)	8,284	-	8,284
	<u>21,181</u>	<u>54,750</u>	<u>75,931</u>