

REGISTERED CHARITY NUMBER:1164696

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2018
FOR
DEAN BANK & FERRYHILL LITERARY INSTITUTE**

DEAN BANK & FERRYHILL LITERARY INSTITUTE

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FOR THE YEAR ENDED 31ST DECEMBER 2018**

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DEAN BANK & FERRYHILL LITERARY INSTITUTE

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31ST DECEMBER 2018

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st December 2018. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity number
1164696

Registered office
St Cuthbert's Terrace
Ferryhill
Co. Durham
DL17 8PP

PURPOSE OF THE CHARITY

Our purpose is to operate and maintain a community centre for the benefit of the people of Ferryhill and the Dean Bank area. The Institute has once again been successful in providing a community focal point and resource for some of the area's most vulnerable and marginalised groups, including the elderly, people with visual impairments and mental health issues, autistic children and young people seeking employment. In all decisions, the trustees have taken the Charity Commission's public benefit guidance into account.

CONTRIBUTIONS MADE BY VOLUNTEERS

Volunteers play a vital role in the operation of the community centre by organising a range of social groups, such as line dancing and yoga: by being trustee's of the Charity's Management Committee: and by running the twice-weekly cafe.

REVIEW OF CHARITY'S FINANCIAL POSITION AT END OF YEAR

The Institute generated a total income of £44,537 in 2018, slightly down from £44,749 in 2017. Hire rates are very competitive and businesses/groups are looking for discounts.

Expenditure was £35,117 in 2018 compared to £34,112 in 2017 this included the new windows in the Dean and Chapter and the new handrails on the stairs.. The Institute made an operating profit of £9,420 in 2018 compared to £10,637 in 2017.

The Current account balance is £32,549 as of 31st December 2018.

RESERVE POLICY

The Institute holds a reserve of £210,000, which is to ensure the future viability of the community centre.

RESTRICTED ACCOUNTS

The Institute holds 2 restricted accounts:

Vivo (Village Voices Choir) £1,440 on 31st December 2018

Over-50s Exercise Group £280 at 31st December 2018

The money is held on behalf of the groups.

HOW THE CHARITY IS CONSTITUTED

The Charity completed its change to a Charitable Incorporated Organisation (C.I.O) this year. This was done to modernise the charity's structure and to offer more protection to the Trustees.

NAMES OF TRUSTEES 2018

| | |
|----------------------------|----------------------|
| Debra Kobasa (Chair) | 2 nd year |
| Derek Bradley (Asst Chair) | 2 nd year |
| Betty Sheppard | 2 nd year |
| Joan Watson | 2 nd year |
| Rita Forster | 2 nd year |
| Kathleen Mason | 2 nd year |
| Fiona Duke | 2 nd year |
| Marion Cooke | 2 nd year |
| Robert Sheppard) | 1 st year |
| Moveen Savage | 1 st year |
| Celia Higginbottom | 1 st year |
| Pastor Richard Smith | 1 st year |

ON BEHALF OF THE BOARD

.....
Trustee

Date:.....

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

DEAN BANK & FERRYHILL LITERARY INSTITUTE

I report on the accounts for the year ended 31st December 2018 set out on pages five to eleven.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purpose of company law) are responsible for the preparation of the accounts. The charity trustees consider that an audit is not required for this year under Section 43(2) of the Charities act 1993 (the 1993 Act) and that an independent examination is required.

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 43 of the 1993 Act
- To follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7) (b) of the 1993 Act); and
- To state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the 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 you as 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 statements below.

Independent examiner's statement

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 386 and 387 of the Companies Act 2006; and
- To prepare accounts which accord with the accounting records, comply with the accounting requirements of Section 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

Andrew Cannings ACA
Independent Examiner
22 Hardwick Road
Sedgefield
Stockton on Tees
TS21 2AL

Date 20/5/19

DEAN BANK & FERRYHILL LITERARY INSTITUTE

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2018

| | | Unrestricted funds | Restricted funds | 2018 Total funds | 2017 Total funds |
|--|-------|-----------------------|---------------------|------------------------|------------------------|
| | Notes | £ | £ | £ | £ |
| INCOMING RESOURCES | | | | | |
| Incoming resources from generated funds | | | | | |
| Voluntary income | | 33,838 | 633 | 34,471 | 31,382 |
| Gift Aid | | 439 | 0 | 439 | 1,901 |
| Activities for generating funds | 2 | 9,026 | 2,903 | 11,929 | 10,915 |
| Investment income | 3 | 1,234 | | 1,234 | 146 |
| Total incoming resources | | 44,537 | 3,536 | 48,073 | 44,344 |
| RESOURCES EXPENDED | | | | | |
| Costs of generating funds | | 48,708 | 2,220 | 50,928 | 47,874 |
| Costs of generating voluntary income | | 200 | 0 | 200 | 200 |
| Governance costs | | <u>48,908</u> | <u>2,220</u> | <u>51,128</u> | <u>48,074</u> |
| Total resources expended | | <u>49,108</u> | <u>2,220</u> | <u>51,128</u> | <u>48,274</u> |
| NET INCOMING/(OUTGOING) RESOURCES | | -4,571 | 1,316 | -3,055 | -3,930 |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | 149,226 | 512,421 | 661,747 | 665,577 |
| TOTAL FUNDS CARRIED FORWARD | | 144,655 | 513,737 | 658,692 | <u>661,747</u> |

These notes form part of these financial statements

DEAN BANK & FERRYHILL LITERARY INSTITUTE

**BALANCE SHEET
AS AT 31ST DECEMBER 2018**

| | Notes | Unrestricted funds £ | Restricted funds £ | 2018 Total funds £ | 2017 Total funds £ |
|--|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| FIXED ASSETS | | | | | |
| Tangible assets | 7 | 10,844 | 417,689 | 428,533 | 442,922 |
| CURRENT ASSETS | | | | | |
| Debtors | 8 | 1,127 | 0 | 1,127 | 1,127 |
| Cash at bank and in hand | | <u>242,547</u> | <u>0</u> | <u>242,547</u> | <u>231,819</u> |
| | | 243,674 | 0 | 243,674 | 232,940 |
| CREDITORS | | | | | |
| Amounts falling due within one year | 9 | <u>-11,717</u> | <u>-2,098</u> | <u>-13,815</u> | <u>-14,215</u> |
| NET CURRENT ASSETS/(LIABILITIES) | | 242,801 | 415,591 | 658,392 | <u>661,647</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | | | 658,392 | 661,647 |
| CREDITORS | | | | | |
| Amounts falling due after more than one year | 10 | 0 | 0 | 0 | 0 |
| NET ASSETS | | <u>242,801</u> | <u>415,591</u> | <u>658,392</u> | <u>661,647</u> |
| FUNDS | 11 | | | | |
| Unrestricted funds | | | | 144,655 | 149,226 |
| Redtricted funds | | | | 513,737 | <u>512,421</u> |
| TOTAL FUNDS | | <u>0</u> | <u>0</u> | <u>658,392</u> | <u>661,647</u> |

These notes form part of these financial statements

DEAN BANK & FERRYHILL LITERARY INSTITUTE

BALANCE SHEET – CONTINUED

AS AT 31ST DECEMBER 2018

The charitable company is entitled to exemption from audit under Section 477 of the Companies act 2006 for the year ended 31st December 2018

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31st December 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) Ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 Of the Companies act 2006 and
- (b) Preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of the Companies act 2006 relating to the financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

.....
Trustee

The notes form part of these financial statements

DEAN BANK & FERRYHILL LITERARY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2018

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting standards for Smaller Entities (effective April 2008) the Companies act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

| | |
|-------------------------|--------------------------|
| Land and Buildings | -2% on cost |
| Plant and machinery etc | -20% on reducing balance |

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees

Restricted funds can only be used for particular restricted purposes within the objects of the charity
Restrictions arise when specified by the donor or when the funds are raised for particular restricted purposes

Further explanation of the nature and purpose of each fund is included in the notes to the

2. ACTIVITIES FOR GENERATING FUNDS

| | 2018 | 2017 |
|---------------|------------|--------------|
| | £ | |
| Sundry income | 0 | 0 |
| Star Catering | 0 | 0 |
| VIVO | <u>639</u> | <u>1,451</u> |
| | <u>639</u> | <u>1,451</u> |

DEAN BANK & FERRYHILL LITERARY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST DECEMBER 2018

3. INVESTMENT INCOME

| | 2018 | 2017 |
|------------------------|--------------|------------|
| | £ | £ |
| Deposit account income | <u>1,234</u> | <u>146</u> |

4. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting)

| | 2018 | 2017 |
|-----------------------------|---------------|---------------|
| | £ | £ |
| Depreciation - owned assets | <u>14,389</u> | <u>14,389</u> |

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2018 nor for the year ended 31st December 2016.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31st December 2018 nor for the year ended 31st December 2017.

6. STAFF COSTS

| | 2018 | 2017 |
|--------------------|---------------|---------------|
| | £ | £ |
| Wages and salaries | <u>20,685</u> | <u>20,223</u> |

DEAN BANK & FERRYHILL LITERARY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST DECEMBER 2018

7. TANGIBLE FIXED ASSETS

| | Land and buildings £ | Plant and machinery etc £ | Totals £ |
|--------------------------|----------------------------|------------------------------------|----------------|
| COST | | | |
| As at 1st January 2018 | 567,208 | 101,897 | 669,105 |
| Additions | <u>0</u> | <u>0</u> | <u>0</u> |
| As at 31st December 2018 | <u>567,208</u> | <u>101,897</u> | <u>669,105</u> |
| DEPRECIATION | | | |
| As at 1st January 2018 | 159,012 | 67,171 | 226,183 |
| Charge for the year | <u>11,334</u> | <u>3,055</u> | <u>14,389</u> |
| As at 31st December 2018 | 170,346 | 70,226 | 240,572 |
| NET BOOK VALUE | | | |
| As at 31st December 2018 | <u>396,862</u> | <u>31,671</u> | <u>428,533</u> |
| As at 31st December 2017 | <u>408,196</u> | <u>34,726</u> | <u>442,922</u> |

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2018 £ | 2017 £ |
|---------------|--------------|--------------|
| Trade debtors | 0 | 0 |
| Other debtors | <u>1,127</u> | <u>1,127</u> |
| | <u>1,127</u> | <u>1,127</u> |

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2018 £ | 2017 £ |
|-----------------|--------------|--------------|
| Trade creditors | 0 | 0 |
| Other creditors | <u>3,545</u> | <u>3,945</u> |
| | <u>3,545</u> | <u>3,545</u> |

DEAN BANK & FERRYHILL LITERARY INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST DECEMBER 2018

10. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

| | 2018 | 2017 |
|-----------------|---------------|---------------|
| | £ | £ |
| Other creditors | <u>12,255</u> | <u>12,255</u> |

11. MOVEMENT IN FUNDS

| | At 1.1.2018 | Net movement in funds | At 31.12.2018 |
|---------------------------|----------------|-----------------------|----------------|
| | £ | £ | £ |
| Unrestricted funds | | | |
| General fund | 149,226 | -4,571 | 144,655 |
| Restricted funds | | | |
| General fund | <u>512,421</u> | <u>1,316</u> | <u>513,737</u> |
| TOTAL FUNDS | <u>661,647</u> | <u>-3,255</u> | <u>658,392</u> |

Net movement in funds, included in the above are as follows:

| | Incoming resources | Resources expended | Movement in funds |
|---------------------------|--------------------|--------------------|-------------------|
| | £ | £ | £ |
| Unrestricted funds | | | |
| General fund | 44,537 | 49,108 | -4,571 |
| Restricted funds | | | |
| General fund | 3,536 | 2,220 | 1,316 |

DEAN BANK & FERRYHILL LITERARY INSTITUTE
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2018

| | 2018 £ | 2017 £ |
|---|---------------|---------------|
| INCOMING RESOURCES | | |
| Voluntary income | | |
| Donations | | |
| Grants | 1,795 | 1,901 |
| Subscriptions | 3,342 | 5,918 |
| | <u>29,773</u> | <u>25,464</u> |
| | 34,910 | 33,283 |
| Activities from generating funds | | |
| Cafe De Ferie | | |
| VIVO | 8,571 | 9,464 |
| Fit | 633 | 1,451 |
| | <u>2,725</u> | <u>0</u> |
| | 11,929 | 10,915 |
| Investment income | | |
| Deposit account interest | | |
| | 1,234 | 146 |
| Other incoming resources | | |
| Gain on sale of tangible fixed assets | | |
| | 0 | 0 |
| Total incoming resources | 48,073 | 44,344 |
| RESOURCES EXPENDED | | |
| Costs of generating voluntary income | | |
| Wages | 20,685 | 20,223 |
| Insurance | 1,179 | 1,279 |
| Light and heat | 3,269 | 3,182 |
| Water rates | 1,201 | 624 |
| Telephone | 837 | 852 |
| Postage and stationery | 108 | 519 |
| Sundries | 187 | 162 |
| Repairs and maintenance | 5,699 | 3,931 |
| VIVO | 1,440 | 978 |
| Cafe de Ferie | 0 | 0 |
| DCC Loan | 1,935 | 1,935 |
| Donation | 0 | 0 |
| Freehold property - Depreciation | 11,334 | 11,334 |
| Fixtures and fittings - Depreciation | 2,543 | 2,543 |
| Computer equipment - Depreciation | <u>512</u> | <u>512</u> |
| | 50,928 | 48,074 |

These notes form part of these financial statements

DEAN BANK & FERRYHILL LITERARY INSTITUTE
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2018

| | 2018 £ | 2017 £ |
|---------------------------------|---------------|---------------|
| Governance costs | | |
| Accountancy | 200 | 200 |
| Other resources expended | | |
| Course fees | 0 | 0 |
| Support costs | | |
| Finance | | |
| Bank charges | 0 | <u>0</u> |
| Total resources expended | 51,128 | 52,011 |
| Net income | <u>-3,055</u> | <u>-7,667</u> |

These notes form part of these financial statements

DEAN BANK & FERRYHILL LITERARY INSTITUTE

CHAIRMANS ANNUAL REPORT FOR THE YEAR ENDED 31ST DECEMBER 2018

Trustee vacancies on the Management Committee were filled by electing Mrs Moveen Savage and Mr Robert Sheppard (both previously co-opted members) and Pastor Richard Smith and Mrs Cecilia Higginbottom. Sadly, for personal reasons, Pastor Smith submitted his resignation in December 2018. Which was accepted with thanks for his contributions and all good wishes for the future. The Immanuel Fellowship and Rainbow Tots have since relocated.

Chris Cairns and Jim Pallister continued to job share the Administrative Officer post taking care of running of the Institute and overseeing several refurbishment projects. A new Data Protection Policy in line with new GDPR regulations was introduced in May 2018..

FINANCE

The annual income and expenditure report shows that the institute made an operating profit of £9,420 slightly down on 2017. This is in a large part thanks to the work of our dedicated volunteers, fundraisers and user groups and the savings made by the Administrative Officers. The Institute's reserve policy for contingencies and future viability remains steady at £210,000. Security of the building continued to be an issue of concern in 2018. Refurbishment projects in 2018 included upgrading CCTV, replacement lighting and windows, and a new handrail on the main staircases. The closure of the local branch of NatWest Bank was a major disappointment but the administrative officers have found alternative arrangements to bank cash. The Institute received a bequest and generous donations following the death of a much-loved and well-respected volunteer, Mrs Jean Hedley..

USAGE AND DEVELOPMENT

The Institute has retained the patronage of local social groups and clubs, such as DIDO, VIVO (The Village Voice Choir) and line dancing. And has continued to host many Durham County community groups including: Little Treasures (for Autistic children); Maths & English tuition: Positive Horizons: Groundwork North East :NHS Diabetes Awareness: the Stroke Association: the Probation Service :Stonham (supporting elderly and vulnerable people): and Wellbeing Healthy Eating. As well as long-established groups, the Institute welcomed new ventures such as Reiki and Karma Baby: Profits from the Café de Ferie gave a major boost to the Institute's funds, for which the many volunteers deserve our thanks. Several local groups booked the Café for their Christmas meals in 2018, which provided welcome extra revenue.

We look forward to the challenges and opportunities coming in 2019.

Debra Kobasa
Chairman of Trustees

1st February 2019.

The notes form part of these financial statements