

**View Advice & Resource Centre Limite
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2019**

COMPANY REGISTRATION NUMBER: 02994776
CHARITY REGISTRATION NUMBER: 1084632

West View Advice & Resource Centre Limited
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2019

CENSIS

Chartered accountant
Exchange Building
66 Church Street
Hartlepool
TS24 7DN

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2019

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West View Advice & Resource Centre Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report)

Year ended 31 March 2019

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2019.

Reference and administrative details

Registered charity name West View Advice & Resource Centre Limited

Charity registration number 1084632

Company registration number 02994776

Principal office and registered office The Community Centre
Miers Avenue
Hartlepool
TS24 9JQ

The trustees

D Wise
C J Simmons
J E Shaw
S Griffin
R W Cook

Company secretary V Evens

Accountants Censis
Chartered accountant
Exchange Building
66 Church Street
Hartlepool
TS24 7DN

Structure, governance and management

A board of 5 trustees, who meet bi monthly, administer the charity. There are subcommittees covering finance and staffing.

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2019

Objectives and activities

The objects of the charity are to:

- (1) improve the conditions of life of residents of Hartlepool by advancing education and providing recreational facilities including by managing a community centre; and
- (2) relieve poverty, sickness and distress of the residents of North East England, including by providing advice on welfare benefits and generally.

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

The provision of a resource centre offers much needed support to the residents of Hartlepool. The centre is fully resourced. Advice workers are available throughout the day offering advice on welfare benefits together with any other advice which may be required.

Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

Achievements and performance

The centre continues to serve the local community and other areas throughout Hartlepool. Our advice team is kept up to date with the many changes in legislation and is highly regarded within the advice sector. This high regard has lead other organisations within the third sector to seek our support in advising local residents throughout the Hartlepool area.

The centre also delivers Macmillan advice throughout Northumberland, Durham and the Tees Valley areas.

With the support of our funders, the resource centre will continue to support and advise the general public. The trustees would like to thank our staff and all our volunteers for their continued support.

Financial review

The unrestricted funds of the charity as at 31 March 2019 amount to £83,238 of which free reserves (that is those not tied up in fixed assets) amount to £53,096.

The trustees have examined the requirement for free reserves and they consider the charity should aim to provide a contingency fund £28,000 for specific purposes such as redundancy and other contingencies. The trustees also consider that it is prudent to ensure that there are sufficient free reserves at a level which equates to approximately six months unrestricted expenditure. This provides sufficient funds to cover support costs, management and administration.

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2019

The trustees' annual report and the strategic report were approved on 22 May 2019 and signed on behalf of the board of trustees by:



D Wise
Trustee

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of West View Advice & Resource Centre Limited

Year ended 31 March 2019

I report to the trustees on my examination of the financial statements of West View Advice & Resource Centre Limited ('the charity') for the year ended 31 March 2019.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of West View Advice & Resource Centre Limited *(continued)*

Year ended 31 March 2019

I have no concerns and 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.

CENSIS
Chartered accountant

Exchange Building
66 Church Street
Hartlepool
TS24 7DN

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

31 March 2019

		Unrestricted funds £	2019 Restricted funds £	Total funds £	2018 Total funds £
	Note				
Income and endowments					
Donations and legacies	5	50,693	275,024	325,717	317,151
Charitable activities	6	28,227	—	28,227	29,163
Investment income	7	15	—	15	—
Other income	8	25,596	—	25,596	—
Total income		<u>104,531</u>	<u>275,024</u>	<u>379,555</u>	<u>346,314</u>
Expenditure					
Expenditure on raising funds:					
Costs of other trading activities	9	—	—	—	265
Expenditure on charitable activities	10	76,886	275,024	351,910	399,034
Total expenditure		<u>76,886</u>	<u>275,024</u>	<u>351,910</u>	<u>399,299</u>
Net income/(expenditure) and net movement in funds		<u>27,645</u>	<u>—</u>	<u>27,645</u>	<u>(52,985)</u>
Reconciliation of funds					
Total funds brought forward		55,593	—	55,593	108,578
Total funds carried forward		<u>83,238</u>	<u>—</u>	<u>83,238</u>	<u>55,593</u>

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 9 to 17 form part of these financial statements.

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Statement of Financial Position

31 March 2019

		2019 £	2018 £
Fixed assets			
Tangible fixed assets	15	30,142	50,688
Current assets			
Debtors	16	4,067	5,146
Cash at bank and in hand		49,969	6,386
		<u>54,036</u>	<u>11,532</u>
Creditors: amounts falling due within one year	17	940	6,627
Net current assets		<u>53,096</u>	<u>4,905</u>
Total assets less current liabilities		<u>83,238</u>	<u>55,593</u>
Net assets		<u>83,238</u>	<u>55,593</u>
Funds of the charity			
Unrestricted funds		83,238	55,593
Total charity funds	19	<u>83,238</u>	<u>55,593</u>

For the year ending 31 March 2019 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 22 May 2019, and are signed on behalf of the board by:



D Wise
Trustee

The notes on pages 9 to 17 form part of these financial statements.

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Statement of Cash Flows

Year ended 31 March 2019

	2019 £	2018 £
Cash flows from operating activities		
Net income/(expenditure)	27,645	(52,985)
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	959	1,846
Other interest receivable and similar income	(15)	—
Gains on disposal of tangible fixed assets	(25,596)	—
<i>Changes in:</i>		
Trade and other debtors	1,079	201
Trade and other creditors	(5,687)	5,687
Cash generated from operations	(1,615)	(45,251)
Interest received	15	—
Net cash used in operating activities	<u>(1,600)</u>	<u>(45,251)</u>
Cash flows from investing activities		
Purchase of tangible assets	—	(12,685)
Proceeds from sale of tangible assets	45,183	—
Net cash from/(used in) investing activities	<u>45,183</u>	<u>(12,685)</u>
Net increase/(decrease) in cash and cash equivalents	43,583	(57,936)
Cash and cash equivalents at beginning of year	<u>6,386</u>	<u>64,322</u>
Cash and cash equivalents at end of year	<u>49,969</u>	<u>6,386</u>

The notes on pages 9 to 17 form part of these financial statements.

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2019

1. General information

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Community Centre, Miers Avenue, Hartlepool, TS24 9JQ.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

3. Accounting policies *(continued)*

Tangible assets *(continued)*

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Freehold property	- 2% straight line
Equipment	- 25% reducing balance

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

West View Advice & Resource Centre is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Donations			
Donations	5,080	—	5,080
Council Ward Budgets	750	—	750

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

5. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Grants			
Catalyst - Clinical Commissioning Group	31,097	–	31,097
Hadrian Trust	–	1,000	1,000
Hartlepool Borough Council - Community HUB	–	110,000	110,000
Hartlepool College of Further Education	500	–	500
The Henry Smith Charity	–	22,000	22,000
Sir James Knott Trust	5,000	–	5,000
Recognising Excellence	7,306	–	7,306
NTUC	–	30,221	30,221
Macmillan Cancer Support	960	83,647	84,607
Joseph Rowntree Foundation	–	19,156	19,156
1989 Willan Trust	–	9,000	9,000
	<u>50,693</u>	<u>275,024</u>	<u>325,717</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Donations			
Donations	2,639	–	2,639
Grants			
Hadrian Trust	–	1,000	1,000
Hartlepool Borough Council - Community HUB	–	110,000	110,000
Trusthouse Charitable Foundation	–	11,000	11,000
Hartlepool Borough Council	500	–	500
Hartlepool College of Further Education	500	–	500
The Henry Smith Charity	–	22,000	22,000
Cleveland Fire Brigade	1,250	–	1,250
Recognising Excellence	6,550	–	6,550
NTUC	–	30,221	30,221
HVDA - Clinical Commissioning Group	39,330	–	39,330
Thirteen Group	200	–	200
Macmillan Cancer Support	–	81,342	81,342
Joseph Rowntree Foundation	–	1,469	1,469
1989 Willan Trust	–	9,150	9,150
	<u>50,969</u>	<u>266,182</u>	<u>317,151</u>

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

6. Charitable activities

	Unrestricted Funds	Total Funds 2019	Unrestricted Funds	Total Funds 2018
	£	£	£	£
Room & hall hire	18,110	18,110	14,556	14,556
Kilmarnock Road	6,400	6,400	7,000	7,000
Tees Credit Union	—	—	3,451	3,451
Other	3,717	3,717	4,156	4,156
	<u>28,227</u>	<u>28,227</u>	<u>29,163</u>	<u>29,163</u>

7. Investment income

	Unrestricted Funds	Total Funds 2019	Unrestricted Funds	Total Funds 2018
	£	£	£	£
Bank interest received	<u>15</u>	<u>15</u>	<u>—</u>	<u>—</u>

8. Other income

	Unrestricted Funds	Total Funds 2019	Unrestricted Funds	Total Funds 2018
	£	£	£	£
Gain on disposal of tangible fixed assets held for charity's own use	<u>25,596</u>	<u>25,596</u>	<u>—</u>	<u>—</u>

9. Costs of other trading activities

	Unrestricted Funds	Total Funds 2019	Unrestricted Funds	Total Funds 2018
	£	£	£	£
Purchases	<u>—</u>	<u>—</u>	<u>265</u>	<u>265</u>

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

10. Expenditure on charitable activities by activity type

	Activities undertaken directly	Total funds 2019	Total fund 2018
	£	£	£
General Fund	76,886	76,886	111,852
Thirteen Group	—	—	21,000
Henry Smith & 1989 Willan Trust	31,000	31,000	31,150
Community HUB	110,000	110,000	110,000
Hadrian Trust	1,000	1,000	1,000
Trusthouse Charitable Foundation	—	—	11,000
MacMillan Cancer Support	83,647	83,647	81,342
Joseph Rowntree Foundation	19,156	19,156	1,469
NTUC	30,221	30,221	30,221
	<u>351,910</u>	<u>351,910</u>	<u>399,034</u>

11. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2019	2018
	£	£
Depreciation of tangible fixed assets	959	1,846
Gains on disposal of tangible fixed assets	<u>(25,596)</u>	<u>—</u>

12. Independent examination fees

	2019	2018
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>940</u>	<u>940</u>

13. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2019	2018
	£	£
Wages and salaries	247,735	295,009
Social security costs	16,754	19,522
Employer contributions to pension plans	<u>4,157</u>	<u>1,619</u>
	<u>268,646</u>	<u>316,150</u>

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

13. Staff costs *(continued)*

The average head count of employees during the year was 17 (2018: 17). The average number of full-time equivalent employees during the year is analysed as follows:

	2019 No.	2018 No.
Charitable activities	16	16
Management & governance	1	1
	<u>17</u>	<u>17</u>

No employee received employee benefits of more than £60,000 during the year (2018: Nil).

14. Trustee remuneration and expenses

no remuneration or other benefits from employment with the charity or a related entity were received by the trustees; or

15. Tangible fixed assets

	Freehold property £	Equipment £	Total £
Cost			
At 1 April 2018	63,361	28,948	92,309
Disposals	(30,600)	—	(30,600)
At 31 March 2019	<u>32,761</u>	<u>28,948</u>	<u>61,709</u>
Depreciation			
At 1 April 2018	13,890	27,731	41,621
Charge for the year	655	304	959
Disposals	(11,013)	—	(11,013)
At 31 March 2019	<u>3,532</u>	<u>28,035</u>	<u>31,567</u>
Carrying amount			
At 31 March 2019	<u>29,229</u>	<u>913</u>	<u>30,142</u>
At 31 March 2018	<u>49,471</u>	<u>1,217</u>	<u>50,688</u>

16. Debtors

	2019 £	2018 £
Prepayments and accrued income	<u>4,067</u>	<u>5,146</u>

West View Advice & Resource Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

17. Creditors: amounts falling due within one year

	2019 £	2018 £
Accruals and deferred income	940	940
Social security and other taxes	–	5,456
Other creditors	–	231
	<u>940</u>	<u>6,627</u>

18. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £4,157 (2018: £1,619).

19. Analysis of charitable funds

Unrestricted funds

	At 1 April 2018 £	Income £	Expenditure £	At 31 March 2019 £
General Fund	27,593	104,531	(76,886)	55,238
Contingency Fund	28,000	–	–	28,000
	<u>55,593</u>	<u>104,531</u>	<u>(76,886)</u>	<u>83,238</u>

Restricted funds

	At 1 April 2018 £	Income £	Expenditure £	At 31 March 2019 £
Community HUB	–	110,000	(110,000)	–
Hadrian Trust	–	1,000	(1,000)	–
MacMillan Cancer Support	–	83,647	(83,647)	–
Henry Smith & 1989 Willan Trust	–	31,000	(31,000)	–
Joseph Rowntree Foundation	–	19,156	(19,156)	–
NTUC	–	30,221	(30,221)	–
	<u>–</u>	<u>275,024</u>	<u>(275,024)</u>	<u>–</u>

West View Advice & Resource Centre Limited

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Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

20. Analysis of net assets between funds

	Unrestricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Tangible fixed assets	30,142	30,142	50,688
Current assets	54,036	54,036	11,532
Creditors less than 1 year	(940)	(940)	(6,627)
Net assets	<u>83,238</u>	<u>83,238</u>	<u>55,593</u>