

COMPANY REGISTRATION NUMBER:

3332779

CROXTETH & GILLMOSS COMMUNITY FEDERATION

(A company limited by guarantee)

REPORT AND UNAUDITED FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
31 March 2019**

CROXTETH & GILLMOSS COMMUNITY FEDERATION

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for the year ended 31 March 2019

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CROXTETH & GILLMOSS COMMUNITY FEDERATION

LEGAL & ADMINISTRATIVE INFORMATION for the year ended 31 March 2019

DIRECTOR:

Cllr Peter Mitchell, Chair of Trustees
Kay Callcott
Les Sefton
Susan Fisher

REGISTERED OFFICE:

Information & Resource Centre
35 Moss Way
Croxteth
L11 0BL

COMPANY NUMBER:

3332779

CHARITY NUMBER:

1071229

INDEPENDENT EXAMINER:

Leslie Eriera ICPA
LESLIE ERIERA & CO CERTIFIED PRACTISING ACCOUNTANTS
11-17 Fowler Road
Ilford
Essex
IG6 3UJ

BANKERS:

Barclays Bank Plc
Leicester
LE87 2BB

**REPORT OF THE DIRECTORS (INCLUDING THE TRUSTEES' ANNUAL REPORT)
for the year ended 31 March 2019**

The directors of the company (who are also charity trustees for the purpose of charity law), present their report with the financial statements of the charitable company for year the ended 31 March 2019. The legal and administrative information set out on page 1 forms part of this report. The directors have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and in planning future activities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The organisation is a charitable company limited by guarantee, incorporated on 13 March 1997 and registered as a charity on 27 August 1998. The Governing Instruments under which the charitable company operates comprise the Memorandum and Articles of Association dated 13 March 1997 with the policies made from time to time by the directors. In the event of the company being wound up, members are required to contribute an amount not exceeding £10.

DIRECTORS

The directors during the year under review, who are appointed by the members in accordance with procedures set out in the Memorandum and Articles, were:

Cllr Peter Mitchell, Chair of Trustees
Kay Callcott
Les Sefton
Susan Fisher

Much of the charity's work focuses upon providing advice and support to local people of varying age groups with a variety of problems and from varied backgrounds. The directors seek to ensure that the needs of these groups are appropriately reflected through the diversity of the trustee body. The directors are familiar with the practical work of the charity and are encouraged to attend regular training, feedback and update sessions.

RISK MANAGEMENT

The directors have conducted a review of the major risks to which the charity is exposed and where appropriate, systems or procedures have been established to mitigate the risks the charity faces. 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 staff, volunteers, service users and visitors to the premises. Standards are monitored both internally and externally to ensure consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

ORGANISATIONAL STRUCTURE

The directors meet regularly and are responsible for the strategic direction and policy of the charity. The managers also attend these meetings but have no voting rights. A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the managers, volunteers and finance & administration staff. There is shared responsibility for ensuring that the charity delivers the services specified, that key performance indicators are met and that the staff team continues to develop their skills and working practices in line with good practice.

The principal objects and activities of the company in the year under review continued to focus on the provision of advice, information and support to young people and adults together with the development and coordination of community based projects and initiatives within the Croxteth and Gillmoss areas of Liverpool. The company has continued to achieve this by providing tailored advice and support on a wide range of issues including welfare rights and debt. In addition, resources and facilities are provided to advance the well being and improve the conditions of life and the education of people in the area. In achieving these objectives, the company operates a number of projects and initiatives and works in partnership with other agencies to secure the widest range of services is available that best matches the needs of its client population.

OBJECTIVES AND ACTIVITIES

In so far as it is complementary to the charity's objects, the charity is guided by both local and national policy. Advice from local organisations has proved invaluable to the charity in establishing improved links within the community and identifying relevant policy developments and prospective funding.

ACHIEVEMENTS AND PERFORMANCE

The charity has seen an increased and continuing demand for its services and now operates at various locations in the area and has had some success in obtaining commitments for future funding to enable it to further its aims. The directors are continuing to seek additional funding to support future operational plans.

CROXTETH & GILLMOSS COMMUNITY FEDERATION

REPORT OF THE DIRECTORS (INCLUDING THE TRUSTEES' ANNUAL REPORT) for the year ended 31 March 2019

FINANCIAL REVIEW

The financial activities for the year and financial position of the charitable company are as shown in the annexed financial statements. There was a net increase in restricted funds of £ 17699.93. The company obtained grant and contract funding from a wide range of supportive organisations as detailed in the financial statements. Details of reserves held are set out on the balance sheet. The directors have examined the charity's requirements for reserves in the light of the main risks to the organisation. They have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of the expenditure. This equates to between approximately £27,500 and £55,000 in general funds. At this level, the trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding could be replaced or activities changed. At present, the free reserves do not reach this target level and the directors continue to explore ways in which unrestricted funds can be raised.

PLANS FOR FUTURE PERIODS

The charity plans continuing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements. Plans are being developed to expand upon the successes achieved to date but these are also dependent upon satisfactory funding arrangements being in place.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

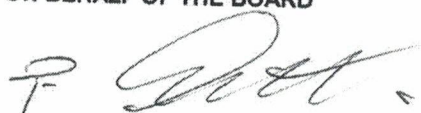
Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the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

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The 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 Companies Act 2006. They 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.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD



Cllr Peter Mitchell, Chair of Trustees

19 August 2019

INDEPENDENT EXAMINERS REPORT TO THE DIRECTORS OF CROXTETH & GILLMOSS COMMUNITY FEDERATION

I report on the accounts of the charitable company for the year ended 31 March 2019 which are set out on pages 5-8

Respective responsibilities of directors and examiner

The directors are responsible for the preparation of the accounts. The charity's directors consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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 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 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 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 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) have 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.



Leslie Eriera ICPA
LESLIE ERIERA & CO CERTIFIED PRACTISING ACCOUNTANTS
11-17 Fowler Road
Ilford
Essex
IG6 3UJ

19 August 2019

CROXTETH & GILLMOSS COMMUNITY FEDERATION**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNT)
for the year ended 31 March 2019**

| RESTRICTED INCOME FUNDS | 2019 £ | 2018 £ |
|--|-------------------|-------------------|
| INCOMING RESOURCES | | |
| From charitable activities: | | |
| Grants & Contracts | | |
| - advice, information, support, outreach & training | 333,621 | 261,738 |
| Investment Income - UK interest receivable | 6 | 4 |
| TOTAL INCOMING RESOURCES | 333,627 | 261,742 |
| RESOURCES EXPENDED | | |
| Charitable Activities - advice, information, outreach & training | -311,927 | -258,981 |
| Governance Costs | -4,000 | -2,750 |
| TOTAL RESOURCES EXPENDED | -315,927 | -261,731 |
| NET INCOMING RESOURCES | | |
| - Net Income for the year (note 3) | 17,700 | 11 |
| TOTAL FUNDS BROUGHT FORWARD | 26,773 | 26,762 |
| TOTAL FUNDS CARRIED FORWARD | 44,473 | 26,773 |

CROXTETH & GILLMOSS COMMUNITY FEDERATION

BALANCE SHEET
as at 31 March 2019

| | Notes | £ | 2019 | £ | £ | 2018 | £ |
|-------------------------------------|-------|---------------|------|---------------|---------------|------|---------------|
| CURRENT ASSETS | | | | | | | |
| Debtors | 4 | 50,780 | | | 45,702 | | |
| Cash at Bank & In Hand | | 3,422 | | | 970 | | |
| | | <u>54,202</u> | | | <u>46,672</u> | | |
| CREDITORS | | | | | | | |
| Amounts falling due within one year | 5 | 9,729 | | | 19,900 | | |
| NET CURRENT ASSETS | | | | <u>44,472</u> | | | <u>26,773</u> |
| TOTAL ASSETS LESS | | | | | | | |
| CURRENT LIABILITIES | | | | 44,472 | | | 26,773 |
| NET ASSETS | | | | <u>44,472</u> | | | <u>26,773</u> |
| FUNDS | | | | | | | |
| Restricted Income Funds | 6 | | | <u>44,472</u> | | | <u>26,773</u> |

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which 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 company as at the end of each financial year and of its income and expenditure for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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

The financial statements were approved by the Board of Directors and signed on it's behalf by



Cllr Peter Mitchell, Chair of Trustees

19 August 2019

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2019

1. ACCOUNTING POLICIES

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

Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005 and the Financial Reporting Standard for Smaller Entities (effective April 2008).

Incoming Resources

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

The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

Incoming resources from charitable trading activities are accounted for when earned.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by performance.

Resources Expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully 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 beneficiaries.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

Fixed Assets

Individual fixed assets costing £3,000 or more are capitalised at cost.

2. STAFF COSTS

| | 2019 | 2018 |
|---------------------|----------------|----------------|
| | £ | £ |
| Staff Salaries & NI | 199,707 | 174,927 |
| | <u>199,707</u> | <u>174,927</u> |

No employees received emoluments of more than £60,000

The average weekly number of full time equivalent employees during the year was as follows:

| | 2019 | 2018 |
|--------------------------------------|---------------|---------------|
| | Number | Number |
| Advice, information and project work | 15 | 11 |

CROXTETH & GILLMOSS COMMUNITY FEDERATION

NOTES TO THE FINANCIAL STATEMENTS - continued
for the year ended 31 March 2019

3. NET EXPENDITURE

| | 2019 £ | 2018 £ |
|--------------------------------|-----------|-----------|
| This is stated after charging: | | |
| Independent Examination costs | 4,000 | 2,000 |

4. DEBTORS

| | 2019 £ | 2018 £ |
|---------------------------------------|-----------|-----------|
| <i>Due within one year</i> | | |
| Loan to Other Charitable Organisation | 19,608 | 19,608 |
| Prepayments & Accrued Income | 31,172 | 26,094 |
| | 50,780 | 45,702 |

5. CREDITORS

| | 2019 £ | 2018 £ |
|-------------------------------------|-----------|-----------|
| <i>Due within one year</i> | | |
| Other Taxes & Social Security Costs | 9,729 | 19,900 |
| Other Creditors | - | - |
| Accruals & Deferred Income | - | - |
| | 9,729 | 19,900 |

6. FUNDS

| | Restricted Income Funds £ |
|--|------------------------------------|
| At start of year | 26,773 |
| Net incoming resources for the year | 17,700 |
| At end of year - Advice, information, support & training represented by net current assets | <u>44,472</u> |

7. ACKNOWLEDGEMENT OF FUNDING

The charity wishes to acknowledge:-

(1) Receipt of the following funds:

| | £ |
|--|----------------|
| Big Lottery Reaching Communities Fund | 61,905 |
| Liverpool City Council - Community Resources | 20,000 |
| Mayors Fund | 7,800 |
| Liverpool City Council General | 7,350 |
| ILM Scheme | 20,966 |
| Cobalt Housing | 2,075 |
| The Steve Morgan Foundation | 129,124 |
| Donations | 9,127 |
| Gems | 6,925 |
| Membership Fees | 40 |
| Merseyside Play Action Council | 2,258 |
| LCVS | 8,000 |
| European Social Fund | 9,050 |
| Fazakerley Federation | 8,000 |
| The Big Help | 6,000 |
| Tudor Trust | 35,000 |
| | <u>333,621</u> |

(2) The £20,000 grant received from Liverpool City Council is restricted and reserved for purposes specified in the Charity's agreement with Liverpool City Council CRU.

CROXTETH & GILLMOSS COMMUNITY FEDERATION

INCOME AND EXPENDITURE ACCOUNT

for the year ended 31 March 2019

| | 2019 | | 2018 | |
|---|---------|----------------|---------|----------------|
| | £ | £ | £ | £ |
| Income | | | | |
| Grants, contracts & donations | 333,621 | | 261,738 | |
| Interest Receivable | 6 | | 4 | |
| | | <u>333,627</u> | | <u>261,742</u> |
| Administration Expenses | | | | |
| Staff Salaries & NI | 199,707 | | 174,927 | |
| Rent | 1,500 | | 1,800 | |
| Rates | 550 | | 1,127 | |
| Insurance | 4,555 | | 3,693 | |
| Light & Heat | 7,422 | | 2,331 | |
| Repairs & Maintenance | 16,543 | | 6,896 | |
| Equipment Hire | 6,909 | | 4,379 | |
| Travel & Subsistence | 6,362 | | 5,182 | |
| Telephone | 5,315 | | 5,421 | |
| Printing, Postage & Stationery | 1,980 | | 1,612 | |
| Support Activities & Consumable Items | 40,777 | | 25,437 | |
| Croxteth Community Council | 7,498 | | 23,345 | |
| Mayoral Fund | 7,772 | | 0 | |
| Subscriptions & Affiliation Fees | 1,167 | | 1,312 | |
| Meetings & Welfare | 435 | | 520 | |
| Quality Assurance Monitoring Fees | 3,380 | | 1,000 | |
| Accountancy & Independent Examiner Fees | 4,000 | | 2,750 | |
| Bank Charges | 0 | | 0 | |
| Interest Payable | 55 | | 0 | |
| | | <u>315,927</u> | | <u>261,731</u> |
| Net Income | | <u>17,700</u> | | <u>11</u> |