



Fishburn
Youth & Community Centre

Trustees Annual **Report 2018**

Fishburn Youth & Community Centre

Butterwick Road, Fishburn, TS21 4ED

Charity Number: 1165240

Trustees

Chairman: Michael Parkin

Vice-Chair: Pamela Herron

Secretary: Jade Kemp

Treasurer: Scott Waller

Liam Mullinger

Nicola Dodsworth



Structure

The site consist of two buildings, a Community Centre building and Youth Centre. Durham County Council run a Youth service 3 nights a week, Monday, Wednesday and Friday; deploying youth workers and auxiliaries. FYCC were due to complete an asset transfer on the Youth Club building this year, however this has been further delayed until 2019.

The community centre building is owed by CISWO (formally NCB – Miners Welfare Hall), DCC hold the building in trust and FYCC lease the building from them. Whilst he Community Centre and Youth Centre are overseen by the Management Committee the day to day running, development and fundraising is carried out by the Centre Manager. The Committee also employ a general assistant to oversee cleaning, setting up/clearing away rooms and reporting maintenance issues.

Activities and Objectives

The centre boasts a variety of activities including an Art Group, Dance, Taekwondo, Clubbercise, Kurling, Carpet Bowls, Dog Training, Bingo, Citizens Advice, Food Bank, Luncheon Club, Craft Club and numerous social groups.

FYCC have private functions such as Christenings, Weddings and Birthday Parties. We also have bookings from the public and private sector such as the NHS. FYCC operates a very successful Youth Service with around 40-50 young people attending the centre three nights a week.

The main objective of FYCC remains to provide the community of Fishburn with a range of activities including main areas of the concern in the area such as Social Isolation and financial deprivation.

Achievements and Performance

The main objectives this year has been refurbishing the Community Centre and Youth Club Kitchens. The Youth Club also seen major refurbishment works to extend an opening to give an open plan aspect to the centre. A very popular Luncheon Club started in April 2018, serving on average 20 meals each Wednesday to an age group of 50+.

A new Car Park was added to the Community Centre building and an outside storage building was created to store chairs for events. The Centre celebrated its 90th Birthday, members of the community enjoyed the celebration events thanks to funding from the local AAP.

Financial Information

FYCC do operate a reserves policy to ensure running costs and the Centre Manager Salary is safeguarded for at least one year. The building in insured to have £5000 in cash.

Fishburn Youth & Community Centre

Balance Sheet 01/01/18 - 31/12/18



INCOME

Admin	503.45
Bar Income	31684.13
Craft Club Income	7745
Donations	650
Food Income	371.52
Total Funding	53044.2
Fundraising	2124
Interest income	30.75
Luncheon Club	1775.4
Rental	1349.42
Room Hire	15112.63
Youth Club	3818.75
Youth Club Funding	18983.26

Balance as at 1st Jan 2018	41519.32
Balance as at 1st Jan 2018	20049.77
Cash in hand 1st Jan 2018	4571.40

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TOTAL INCOME:	£137,192.51
TOTAL EXPENDITURE:	£146,175.89
NET:	-£8,983.38

EXPENDITURE

90th Birthday Celebration	1,267.91
Accountancy	303.60
Advertising/Promotional	316.00
Bank Charges	60.00
Bar Stock	15,554.54
Broadband	660.00
Business Licenses and Permits	2,521.52
Car Park Project 2018	34,104.00
Catering Events	303.39
christmas fayre	95.27
Cleaning	342.79
CC Kitchen Project 2018	6,544.61
Community Christmas Dinner	946.02
Compliance Checks	109.74
Internet Expenses	35.00
Craft Club	2,910.90
Equipment	3,264.49
Events Expense	211.42
Hungry Holidays Funding	461.24
Insurances	1,725.65
Janitorial Expense	406.76
Ladies Group	1,481.69
Lunch Club	1,454.35
Office Supplies	10.00
Outside Storage Project	8,487.00
Payroll Expenditures 2018	18,384.81
Photocopier	839.17
Postage and Stationery	156.90
Repair and maintenance	4,327.37
Summer Activities Programme	507.16
HMRC 2017	132.80
HMRC 2018	1,781.30
Telephone Expense	1,095.64
Telephone Line Rental	44.60
Till System	780.00
Utilities	8,410.21
website	268.80
Youth Club Equipment	2,871.12
Youth Club Refurb Summer 18	13,144.05
Youth Club Sessions	340.00
Youth Work SLA	9,213.77
Pensions	300.30

Balance as at 31st Dec 2018	44244.64
Balance as at 31st Dec 2018	10010.75
Cash in hand 31st Dec 2018	2901.72

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5 Beveridge Close
Manor Park
Fishburn
TS21 4HA
01740 623712
29th October 2019

Report of Audit for Fishburn Youth and Community Centre

Year ending 31st December 2018

I was requested to audit the accounts for the above organisation. I was previously Parish Clerk for Fishburn Parish Council for 13 years and as such was responsible for preparing accounts and preparing for audit, both internal and external. I have audited the accounts of this organisation for three years.

The accounts were presented in an organised and clear fashion, with receipts for payments clearly and chronologically ordered month by month. Bank statements were provided showing the start and end balances for the year, which corresponded with the accounts presented.

After sampling two separate months of the accounts and checking all payments against invoices, I am satisfied that the accounts presented accurately represent the current financial position of the organisation. I met with the Treasurer of the Centre who answered all my queries regarding any difficulties I encountered in understanding the balance sheet.

All questions I had regarding the accounts were answered properly and I am willing to certify that the audit is completed satisfactorily.

I would, however, like to make suggestions as to how the accounts could be presented differently to make the task of auditing less difficult:-

1. Payments to the HMRC differ from the amounts collected in the previous month, with no documentation provided as to how the figures have been calculated. I am satisfied, however, that all due monies have been paid to the HMRC. Systems should be put in place so that all due returns to the HMRC are sent in when the salary pay notes are prepared and details given to the auditor of why differences occur.
2. It is very difficult at times to decide which category invoices have been placed under on the payments sheet. Sometimes 5 or 6 invoices have been put together and as they are not placed together in the documentation it is a long and onerous task to decide which invoices apply to which category. Some receipts have been marked with the category but not all.
3. Consideration should be given to adding sub headings to the Expenditure sheet in order to make clearer where the money has been spent. For instance, I struggled to identify an invoice for Data Protection registration, which was categorised under 'Internet Expenses'.
4. Details of Income are kept at the Centre, but not provided to the Auditor in the same way as the Receipts are. It would be much easier to audit if this information could be provided, or the accounts presented earlier in the year so that more time could be devoted to visiting the Centre to check the figures.

These are small points and should not detract from what are very well organised and well presented accounts, especially from a voluntary organisation. I make these points in the interest of improving and simplifying the process of audit.

John F. Irvine (B. Ed Hons, Cert. Ed, Dip. Phys. Ed)