

# Trustees' Annual Report for the period

	Period start date				Period end date		
<b>From</b>	Day 1st	Month April	Year 2018	<b>To</b>	Day 31st	Month March	Year 2019

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

Hutton Way	
Sandsfield Park	
Carlisle, Cumbria	
<b>Postcode</b>	<b>CA2 7TH</b>

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Les Tickner	Secretary		
2	Jim Horsfield	Treasurer		
3	Tom Dodd	Member of Management Committee		
4				

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

## Section B Structure, governance and management

## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution (CIO)
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Trustees are selected from Officers and Elected Members of the Management Committee. The Management Committee is selected at the AGM by nomination and simple majority voting.

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The charity operates under an agreed constitution with Carlisle City Council as owners of the property.

The charity operates within a network of local Community Centres.

The charity works with several third sector partners as well as other Public Sector organisations.

The charity uses formal meetings to address any risks with professional guidance from Carlisle City Council Officers.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

To act as a community resource for the benefit of the inhabitants of Yewdale Ward and its neighbourhoods without discrimination or prejudice. To offer, promote and advance facilities that will improve the education, social welfare, recreation and leisure time thus increasing the life conditions for the inhabitants.

To establish, maintain and manage the community centre for the activities promoted by the organisation and its constituent bodies, in the furtherance of the above objectives.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

- Maintenance and management of the Community Centre.
- The Community Centre serves a wide cross-section of the local community. It has been in existence since 14<sup>th</sup> February 1992 and throughout this time it has continued to host a wide variety of activities including but not limited to;
- Pre-School Nursery 2-5 years
- Yewtots
- Weight Watchers (WW)
- Family Quiz Nights
- Youth Club
- Moky & Keep Fit
- Short Mat Bowls
- Trampoline
- Church Services
- Residents Groups & Neighbourhood Forums
- Election Polling Station
- Ad hoc bookings including children's birthday parties

The organisation has complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the commission.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The organisation has a dedicated group of volunteers many of whom have been associated with the centre's activities since it opened in 1992. Without the goodwill and selflessness of those volunteers we would be unable to offer the range of activities that are currently available.

The furtherance of the aims and objectives of the organisation is reliant on income through activities as well as grants.

**Summary of the main achievements of the charity during the year**

Shortly after the buildings were opened a long-term plan was developed with a view to increasing the activities as well as the footprint of the building. The Centre owns and runs its own purpose-built nursery along with an outdoor play area. This has enabled the organisation to increase nursery numbers but also to vastly improve the offer.

We are currently working with several partners undertaking a feasibility study with a view to building a specialist trampoline facility on the site.

Ongoing maintenance and repairs through the year included;

- The installation of movement sensor lighting.
- A full environmental audit with recommendations for a phased introduction of energy saving measures.
- The nursery has just been awarded an Ofsted rating of Outstanding.
- We have recently begun a Breakfast and After School Club with a walking bus to and from the school
- We now take two-year-old children into the setting
- We have recently appointed a dedicated Child Care Manager
- Installation of new energy efficient windows
- New fob operated security system to be fitted
- We have Charitable Incorporated Organisation Foundation Status
- We now provide access to a wide range of Council and Agency services from the centre via a touch screen terminal
- Introduced the Living Wage for our staff
- Introduced a successful monthly Soup and Sandwich Lunchtime get together
- Installation of a new CCTV system
- New flooring in the nursery

**Capital Improvements**

- Thanks to a successful grant application we have been able to completely replace all of our kitchen appliances, worktops and cupboards. This will enable us to increase our food offer to local community groups.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Our policy is to maintain sufficient reserves to enable the centre to operate for six months. On top of this we build up a repair and renewal fund in order to have the capital available to replace key assets. The level of this fund is calculated using accepted write off depreciation timescales.

### Details of any funds materially in deficit

There are no funds materially in deficit.

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main source of income is derived through charges made for user groups, hall hire, membership fees and income from food and drink sales. The management committee meets regularly to monitor financial performance against predicted income and expenditure in order to adjust costs against actual income. We also currently receive a grant from Carlisle City Council and actively seek additional funding for specific objectives from the many funding agencies such as Lottery Funding etc.

A prime example of this is the building of a bespoke nursery at the centre.

We invest where possible but are aware of our role as a community resource in that we use any capital to provide services rather than to simply bank all surpluses.

## Section F

## Other optional information


The organisation is ambitious and is determined to provide the services that are relevant to the social conditions. In a time of recession, we will focus on activities that bring opportunity and hope to the vulnerable members of our community.

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

### Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Les Tickner	Jim Horsfield
Position (eg Secretary, Chair, etc)	Secretary	Treasurer

Date 6<sup>th</sup> January 2020



**Statement of Assets and Liabilities at Year End**

For the financial year ended on 31 March 2019

	General Funds	Restricted Funds Restricted	Utilities	Total 2019	Total 2018
<b>Cash Funds</b>					
Current a/c	£ 28,237			£ 28,237	£ 29,088
current a/c	£ 152			£ 152	£ 19
Deposit a/c	£ -			£ -	£ -
	<u>£ 28,389</u>	<u>£ -</u>	<u>£ -</u>	<u>£ 28,389</u>	<u>£ 29,107</u>
CBS a/c	£ -			£ -	£ -
CBS a/c	£ -			£ -	£ -
CBS a/c	£ -			£ -	£ -
<b>Other Monetary Assets(cash)</b>	£ -			£ -	£ -
Total	<u>£ -</u>	<u>£ -</u>	<u>£ -</u>	<u>£ -</u>	<u>£ -</u>
	<u>£ 28,389</u>	<u>£ -</u>	<u>£ -</u>	<u>£ 28,389</u>	<u>£ 29,107</u>
<b>Investment Assets</b>					
	<u>£ -</u>	<u>£ -</u>	<u>£ -</u>	<u>£ -</u>	
<b>Assets Retained for the Charity's Own Use</b>					
Office electrical equipment	✓				
Office furniture	✓				
Kitchen equipment	✓				
Tables & chairs	✓				
<b>Liabilities</b>					
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
	<u>£ -</u>	<u>£ -</u>	<u>£ -</u>	<u>£ -</u>	

**Notes forming part of the financial statements for the year ended 31 March 2019**

**1. Accounting Policies**

a These statements are prepared on a receipts and payments basis, with all revenue and expenses shown on a cash basis. Non-monetary assets and liabilities are shown as at year end

b The charity has 6 funds supported by grants from Carlisle City Council and from own fundraising

c All bank interest is allocated to the General Fund in the year in which it is received.

d No remuneration or travel expenses were paid to any Trustees.

e Unrestricted funds are donations, grants and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

f) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure that meets the criteria is charged to the fund, together with a fair allocation of management and support costs. There has been no such allocation in these statements as the expenditure would be negligible.

g All expenditure is included on a receipts and Payments basis and is outlined when there is an obligation to pay for the expenditure. All costs have been directly attributed to one of the funds as expended in the SOFA. The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

h As far as possible SORP 2000 has been followed in the production of these financial statements. However the recording of income and expenditure for the years ending 31 March 2003 & 2004 did not follow SORP 2000 and so the allocation and understanding of some of the items was difficult.

**2. Donations and Grants**

	<b>General Funds</b>	<b>Restricted Funds Restricted</b>	<b>Utilities</b>	<b>Total 2019</b>	<b>Total 2018</b>
City of Carlisle	£ -	£ -	£ -	£ -	£ 10,032
Councillor Grant	£ -	£ -	£ -	£ -	£ -
Cumbria Foundation	£ -	£ -	£ -	£ -	£ -
Cumbria C.C.	£ -	£ -	£ -	£ -	£ -
Cumbria C.C.(Forum)	£ -	£ -	£ -	£ -	£ 947
Playscheme	£ -	£ -	£ -	£ -	£ -
Coffee Bar(playscheme)	£ -	£ -	£ -	£ -	£ -
Private Donations	£ -	£ -	£ -	£ -	£ -
Admin	£ -	£ -	£ -	£ -	£ -
Room Hire	£ 8,848	£ -	£ -	£ 8,848	£ 12,232
Restricted Income	£ -	£ 11,540	£ -	£ 11,540	£ 12,360
Unrestricted Income	£ 32,568	£ -	£ -	£ 32,568	£ -
	£ -	£ -	£ -	£ -	
	<b>£ 41,416</b>	<b>£ 11,540</b>	<b>£ -</b>	<b>£ 52,956</b>	<b>£ 35,571</b>







<b>7. Grants</b>					
	<b>General Funds</b>	<b>Restricted Funds Restricted</b>	<b>Utilities</b>	<b>Total 2019</b>	<b>Total 2018</b>
Grant paymnets				£ -	£ 8,541
	£ -	£ -	£ -	£ -	£ 8,541
<b>8. Charitable Expenditure</b>					
	<b>General Funds</b>	<b>Restricted Funds Restricted</b>	<b>Utilities</b>	<b>Total 2019</b>	<b>Total 2018</b>
				£ -	
Imprest	£ 3,354	£ -	£ -	£ 3,354	£ -
Utilities	£ 4,109	£ -	£ -	£ -	£ 4,108
Restricted Salaries	£ 129,483	£ 3,221	£ -	£ 132,704	£ 128,892
Grants	£ 961	£ -	£ -	£ 961	£ -
Donations	£ -	£ -	£ -	£ -	£ -
Centre/ Nursery Food Supplies	£ 2,038	£ -	£ -	£ 2,038	£ -
Centre/ Nursery Stationery Supplies	£ 543	£ -	£ -	£ 543	£ 2,232
Misc	£ 585	£ -	£ -	£ 585	£ 14,379
Centre/ Nursery Cleaning	£ 1,114	£ -	£ -	£ 1,114	£ -
Equipment	£ 1,521	£ 1,500	£ -	£ 3,021	£ -
External Services	£ 786.91	£ 6,564	£ -	£ 7,351	£ -
Banking	£ 206	£ -	£ -	£ 206	£ -
Nursery Expenses	£ 764	£ 2,000	£ -	£ 2,764	£ -
Nursery Equipment/ Resources	£ 458	£ -	£ -	£ 458	£ -
Nursery Utilities	£ -	£ -	£ -	£ -	£ -
Kitchen	£ 16,293	£ 3,000	£ -	£ 19,293	£ -
Phone	£ 1,055	£ -	£ -	£ 1,055	£ 902
	£ 163,272	£ 16,285	£ -	£ 175,448	£ 150,513
<b>9. Management &amp; Administration</b>					
The management and administration of the Community Association takes place in the same building as the services are delivered and so a proportion of the utility bills and general administration costs are included below. This proportion has been determined as 10%. Other identifiable costs are also included below.					
The management and administration of the restricted funds are negligible.					
	<b>General Funds</b>	<b>Restricted Funds Restricted</b>	<b>Utilities</b>	<b>Total 2019</b>	<b>Total 2018</b>
Imprest	£ 839	£ -	£ -	£ 839	£ 1,080
Energy	£ 1,027	£ -	£ -	£ 1,027	£ 256
Administration	£ 264	£ -	£ -	£ 264	£ 1,844
	£ 2,130	£ -	£ -	£ 2,130	£ 3,180

## Yewdale Community Centre

### Independent Examiners Report to the Trustees of Yewdale Community Centre

I report on the accounts of the charity for the year ended 31st March 2019, which are set out on pages 1-12.

*This report is made solely to the charity's trustees, as a body, in accordance with s43 of the Charities Act 1993 (for a charity in England and Wales).*

### Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The Charity's 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 needed.

It is my responsibility to:

◆ Examine the accounts (under section 43(3)(a) of the 1993 Act);

◆ To follow the procedures laid down in the General Directions given by the Charity Commissioners under s43 (7)(b) of the Act; and

◆ To state whether particular matters have come to my attention.

### Basis of independent examiners report.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination included a review of 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 the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in audit and consequently, I do not express an audit opinion on the view given by the accounts.

### Independent examiners 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 s41 of the Act; and

◆ to prepare accounts which accord with accounting records and comply with the accounting requirements of the Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable proper understanding of the accounts to be reached.

Mr. Robert W. Gordon FCA, ATT, FMAAT  
Briar Lea House, Brampton Road,  
Longtown, Carlisle, CA6 5TN

Date: 03 October 2019