

NEW GENERATION COMMUNITY TRUST
BLACKFEN COMMUNITY LIBRARY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019



Caladine

Chartered Certified Accountants

NEW GENERATION COMMUNITY TRUST

BLACKFEN COMMUNITY LIBRARY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr C Regan Ms J Wright Mr J West Ms J Dubbey Ms C Stevens	(Appointed 1 October 2018) (Appointed 1 October 2018)
Charity number	1166307	
Principal address	Blackfen Community Library 7-9 Blackfen Parade Blackfen DA15 9LU	
Independent examiner	Colin Dadswell FCA ACCA DChA Caladine Ltd Chantry House 22 Upperton Road Eastbourne East Sussex BN21 1BF	
Bankers	Lloyds Bank plc Butler Place Chelmsford Essex CM1 1JS	

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NEW GENERATION COMMUNITY TRUST BLACKFEN COMMUNITY LIBRARY TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2019

The trustees present their report and financial statements for the year ended 31 March 2019.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: 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)" (as amended for accounting periods commencing from 1 January 2016).

Objectives and activities

The charity's objects are:

1) To advance education through the provision of a public library and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the condition of life for these inhabitants.

2) To relieve those in need in the London borough of Bexley and its surrounding neighbourhood, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

Public benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

The library provides a comprehensive and efficient library service to the community, with a membership of over 4300. Key policies required for the Council are kept under review and updated as necessary, including Health and Safety, HR, Safeguarding and Data Protection policies.

The library and Coffee Shop are managed by a small team of paid staff and a team of dedicated volunteers, and had over 76,000 visits in this year. The team runs regular community groups and activities, which attracted approximately 4000 people over the year:

- Lucy Library is a song, story and puppet session for preschoolers
- Mini Makers is craft activity session for preschoolers
- Rhyme Time is a session of songs, rhymes and stories with musical instruments for preschoolers
- Sparkles Babies is a drop-in stay and play for mums and dads with babies under 1 to enjoy a coffee together
- Little Numbers is an early maths learning course for preschoolers
- Half term activities - we run variety of free activities for school aged children during half term and school holidays, including cupcake making, a Pom Pom Bugs event, robotics workshops and a puppet show.
- Come and Have a Yarn is a weekly knitting group
- Lego Club runs once a week after school, for children to come and play with Lego.
- Stitch and Craft is a friendly craft group that runs twice a month (all the craft materials are supplied for a fee of 50p)
- Reading Group runs once a month and is the chance to read varied material and discuss it with likeminded people
- Friday Coffee Morning is once a week and open to everyone to come and meet new friends over coffee
- Scrabble Club runs twice a week and is open to everyone to come along for some games of Scrabble
- Parkinson's Group is a weekly support group for carers of those with Parkinson's disease.
- Retro Vinyl Café is a Saturday morning café for swapping and listening to vinyl records, that runs once a month.

The team also hosted special events for the community, which were very popular, including a Quiz Night, Christmas event, Easter party, an Open Door event for the lonely and isolated and the national Summer Reading Challenge, which approximately 200 children took part in.

NEW GENERATION COMMUNITY TRUST BLACKFEN COMMUNITY LIBRARY TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

The library also engages with the community through a number of other relationships. The police and local community policing hold drop-in sessions at the library. The local councilors and the MP hold surgeries there, as well as joint ward surgeries. External groups come to meet at the library, such as Shine (a group for teenage girls for building self confidence), Crossroads Care (who provide support to unpaid carers), Homes for Good, Weight Watchers and groups from New Generation Church. The library team offers work placements for local schools, including work experience for students with additional needs at Shooters Hill Sixth Form. They also host whole class visits to the library for local schools.

The Charity reported its performance to the Council at quarterly meetings to review performance data and service delivery. The management team prepared these reports for the Council and the trustees.

Financial review

The unrestricted funds showed a surplus for the year of £45,892 leaving unrestricted funds of £22,654 at the year end.

During the year we were successful with funding applications of £15,000 from the Garfield Weston Foundation, and £7,929 from the Co-op, as well as submitting other applications for the financial year 2019-2020.

The Trustees made significant changes to the expenditure of the Coffee Shop during this financial year, increasing its profit so that it is now breaking even. Once it makes a profit, that will be put back into the library finances.

Reserves policy

Any reserves at the end of the financial year will be allocated to provide a strategic reserve for the enhancement of the library facilities for the community with agreement from the Trustees.

The priority for any reserves generated will be to create a reserve for the enhancement of the library facilities for the community. The Trustees expect that a reserve of 10 to 15 percent of income should ideally be maintained for a contingency.

Risk assessment

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is a Charitable Incorporated Organisation governed by a constitution dated 31 March 2016, registered with the Charity Commission in England and Wales, registration number 1166307.

The trustees who served during the year and up to the date of signature of the financial statements were:

Mr C Regan	
Ms D Collins	(Resigned 5 June 2018)
Ms J Wright	
Miss D E Shearing	(Resigned 5 June 2018)
Mr J West	
Ms J Dubbey	(Appointed 1 October 2018)
Ms C Stevens	(Appointed 1 October 2018)

Trustees were appointed by the New Generation Church Trust who began the work to establish the New Generation Community Trust. The trustees have responsibility for the proper management and administration of the Charity.

**NEW GENERATION COMMUNITY TRUST
BLACKFEN COMMUNITY LIBRARY
TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2019

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees' report was approved by the Board of Trustees.



Ms C Stevens

Trustee

Dated: 22/1/20

**NEW GENERATION COMMUNITY TRUST
BLACKFEN COMMUNITY LIBRARY
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF NEW GENERATION COMMUNITY TRUST**

I report to the trustees on my examination of the financial statements of New Generation Community Trust (the charity) for the year ended 31 March 2019.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

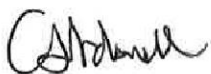
Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 financial statements to be reached.



Colin Dadswell FCAACCA DChA

Caladine Ltd
Chantry House
22 Upperton Road
Eastbourne
East Sussex
BN21 1BF

Dated: 24/01/2020

**NEW GENERATION COMMUNITY TRUST
BLACKFEN COMMUNITY LIBRARY
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2019**

		Unrestricted funds 2019 £	Unrestricted funds 2018 £
	Notes		
<u>Income from:</u>			
Donations and legacies	3	96,918	65,345
Charitable activities	4	2,030	1,209
Other trading activities	5	38,903	16,586
Total income		137,851	83,140
<u>Expenditure on:</u>			
Raising funds	6	16,855	8,796
Charitable activities	7	75,104	85,591
Total resources expended		91,959	94,387
Net income/(expenditure) for the year/ Net movement in funds		45,892	(11,247)
Fund balances at 1 April 2018		(23,238)	(11,991)
Fund balances at 31 March 2019		22,654	(23,238)


The statement of financial activities includes all gains and losses recognised in the year.


All income and expenditure derive from continuing activities.

**NEW GENERATION COMMUNITY TRUST
BLACKFEN COMMUNITY LIBRARY
STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2019**

	Notes	2019 £	£	2018 £	£
Fixed assets					
Property, plant and equipment	11		4,981		6,169
Current assets					
Trade and other receivables	12	1,308		1,308	
Cash at bank and in hand		39,632		3,803	
		40,940		5,111	
Current liabilities	13	(23,267)		(34,518)	
Net current assets/(liabilities)			17,673		(29,407)
Total assets less current liabilities			22,654		(23,238)
Income funds					
Unrestricted funds			22,654		(23,238)
			22,654		(23,238)

The financial statements were approved by the Trustees on 22/1/2020


Ms J Wright
Trustee


Ms C Stevens
Trustee

**NEW GENERATION COMMUNITY TRUST
BLACKFEN COMMUNITY LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

1 Accounting policies

Charity information

New Generation Community Trust is a Charitable Incorporated Organisation governed by its constitution. The charity's principal address is Blackfen Community Library, 7-9 Blackfen Parade, Blackfen, DA15 9LU.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: 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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Revenue is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts.

**NEW GENERATION COMMUNITY TRUST
BLACKFEN COMMUNITY LIBRARY
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019**

1 Accounting policies (Continued)

1.5 Expenditure

Liabilities are recognised when a constructive obligation exists, the payment is probable and the obligation can be measured or estimated reliably.

Resources expended are allocated to the particular cost centre to which they relate and include irrecoverable VAT.

1.6 Property, plant and equipment

Property, plant and equipment are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following basis:

Furniture, equipment and software	25% straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of non-current assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

**NEW GENERATION COMMUNITY TRUST
BLACKFEN COMMUNITY LIBRARY
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019**

1 Accounting policies (Continued)

Basic financial liabilities

Basic financial liabilities, including trade and other payables and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2019 £	2018 £
Donations and gifts	11,404	974
Grants received	85,514	64,371
	<u>96,918</u>	<u>65,345</u>

**NEW GENERATION COMMUNITY TRUST
BLACKFEN COMMUNITY LIBRARY
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019**

4 Charitable activities

	2019 £	2018 £
Sale of books	599	476
Venue hire	1,431	733
	<u>2,030</u>	<u>1,209</u>

5 Other trading activities

	Unrestricted funds 2019 £	Unrestricted funds 2018 £
Events	3,565	-
Café income	35,338	16,586
Other trading activities	<u>38,903</u>	<u>16,586</u>

**NEW GENERATION COMMUNITY TRUST
BLACKFEN COMMUNITY LIBRARY
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019**

6 Raising funds

	Unrestricted funds	Unrestricted funds
	2019	2018
	£	£
<u>Fundraising and publicity</u>		
Advertising	555	666
<u>Trading costs</u>		
Cafe consumables	13,307	5,184
Cafe equipment	654	607
Cafe equipment leasing	2,339	2,339
Trading costs	16,300	8,130
	16,855	8,796

NEW GENERATION COMMUNITY TRUST
BLACKFEN COMMUNITY LIBRARY
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

7 Charitable activities

	2019	2018
	£	£
Staff costs	33,143	30,854
Depreciation and impairment	3,270	2,750
Printing and stationery	3,221	1,617
Groups and activities	884	647
Resources	229	127
Library cards	669	-
Training costs	749	528
Sundry	216	437
Cleaning	5,389	3,708
Gifts	497	717
	<u>48,267</u>	<u>41,385</u>
Share of support costs (see note 8)	25,097	41,826
Share of governance costs (see note 8)	1,740	2,380
	<u>75,104</u>	<u>85,591</u>
Analysis by fund		
Unrestricted funds	<u>75,104</u>	<u>85,591</u>

**NEW GENERATION COMMUNITY TRUST
BLACKFEN COMMUNITY LIBRARY
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2019

8 Support costs

	Support costs £	Governance costs £	Total 2019 £	Support costs £	Governance costs £	Total 2018 £
Business rates	4,043	-	4,043	3,550	-	3,550
Insurance	891	-	891	788	-	788
Telephone	6,501	-	6,501	7,809	-	7,809
Computer IT and software	4,695	-	4,695	2,412	-	2,412
Utilities	7,489	-	7,489	26,929	-	26,929
Bank charges	769	-	769	338	-	338
Licences	709	-	709	-	-	-
Legal and professional	-	-	-	-	940	940
Accountancy	-	1,740	1,740	-	1,440	1,440
	25,097	1,740	26,837	41,826	2,380	44,206
<u>Analysed between</u>						
Charitable activities	25,097	1,740	26,837	41,826	2,380	44,206

Governance costs includes payments to the accountants of £500 for Independent Examination fees.

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2019 Number	2018 Number
Cafe and Admin	5	5
Employment costs	2019 £	2018 £
Wages and salaries	33,143	30,494
Other pension costs	-	360
	33,143	30,854

There were no employees whose annual remuneration was £60,000 or more.

NEW GENERATION COMMUNITY TRUST
BLACKFEN COMMUNITY LIBRARY
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

11 Property, plant and equipment

	Furniture, equipment and software £
Cost	
At 1 April 2018	10,999
Additions	2,082
At 31 March 2019	13,081
Depreciation and impairment	
At 1 April 2018	4,830
Depreciation charged in the year	3,270
At 31 March 2019	8,100
Carrying amount	
At 31 March 2019	4,981
At 31 March 2018	6,169

12 Trade and other receivables

	2019 £	2018 £
Amounts falling due within one year:		
Prepayments and accrued income	1,308	1,308

13 Current liabilities

	Notes	2019 £	2018 £
Other taxation and social security		(321)	264
Deferred income	14	10,275	-
Other payables		11,813	33,054
Accruals and deferred income		1,500	1,200
		23,267	34,518

14 Deferred income

	2019 £	2018 £
Other deferred income	10,275	-

**NEW GENERATION COMMUNITY TRUST
BLACKFEN COMMUNITY LIBRARY
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019**

15 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £- (2018 - £360).

16 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2019	2018
	£	£
Within one year	3,964	3,964
Between two and five years	1,719	5,683
	<u>5,683</u>	<u>9,647</u>

17 Related party transactions

On 31 March 2016 New Generation Community Trust was formed by New Generation Church Trust (Charity Registration Number 1114139) as the legal entity which would take over the running of Blackfen Library.

The Church continued its financial support of the Community Trust. At the balance sheet date NG Community Trust owed the Church £11813 (2018: £33054).