

# The BRANCH

COMMITTEE/TRUSTEES AGM REPORT/PREVIOUS MINUTES

&

ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2019



**ADDENDUM TO AGM REPORT 2018-2019**  
**ANNUAL FINANCIAL REPORT OF THE**  
**MANAGEMENT COMMITTEE/TRUSTEES**  
**&**  
**ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2018**

The Management Committee and Trustees present their Annual Report and the Financial Statement of the BRANCH for the year ended 30<sup>th</sup> March 2019.

The Financial Statements are set out on pages 5-9.

**Principle Aims**

The aim of the Association shall be to advance in life and relieve the needs of disadvantaged children, young people and families living in Sandwell through:

- a) The provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life.
- b) Providing support and activities that develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

**Principal Activities**

- Homework/Study Club
- Out of School Club 4 -11
- Youth Club 11-16
- Youth Workshops/Programmes for 11 -16 years olds in Personal Development
- Off-site Youth Activities & Trips
- Summer, Easter and Half Term Play schemes

**Executive Committee & Trustees**

As at 31<sup>st</sup> March 2019 the nominated Committee and Trustees of the BRANCH consisted of the following:

Elizabeth Lawson-Bennett - Chairperson  
Pauline Marshall- Secretary

Keith Byron  
Cleopatra Newell - Treasurer

# **Annual General Meeting Agenda**

**Friday 27th November 2019 @ 12pm**

**91 Beeches Road • West Bromwich • West Midlands • B70 6HG**

1. Welcome – Introductions
2. Present /Apologies
3. Minutes of Meeting held 10<sup>th</sup> November 2018
4. Matters Arising from Minutes
5. Minutes Approved / Seconded
6. Presentations - Reports
7. Finance – Treasurer Report
8. Questions from the floor
9. Acknowledgement of
  - a. Chairperson
  - b. Treasurer
  - c. Secretary
  - d. Trustees
  - e. Other Members
10. Any Other Business
11. Date of next Meeting

**Minutes of The BRANCH Annual General Meeting**  
**10<sup>th</sup> December 2018 – 5pm**  
**The BRANCH • 91 Beeches Road • West Bromwich • B70 6HG**

**1 WELCOME:**

The meeting commenced at 5pm. The BRANCH Manager Loreen Lawson welcomed all present to the meeting.

**2 PRESENT:**

Loreen Lawson	Keith Byron
Elizabeth Lawson-Bennett	Natasha Rolfe
Cleopatra Newell	Sandra Fraser
Pauline Marshall	Colleen Hazel
Tony Burton	

**3 APOLOGIES:**

No apologies were received.

**4 MINUTES OF LAST MEETING:**

Minutes of previous meeting held on 17<sup>th</sup> November 2017, were approved by Pauline Marshall and seconded by Keith Byron.

**5 MATTERS ARISING FROM PREVIOUS MINUTES:**

No matters were raised.

**6 REPORTS:**

The Manager, Youth Leaders and the Senior Workers presented written reports to the meeting.

**7 TREASURERS REPORT**

There was a lengthy discussion on available fund streams primarily for health and safety improvements and updates to the setting.

**8 NOMINATIONS AND SELECTION**

Chairperson:	Elizabeth Lawson-Bennett (Approved by Sandra Fraser & Keith Byron)
Treasurer:	Cleopatra Newell (Approved by Cleopatra Newell & Elizabeth Lawson)
Secretary:	Pauline Marshall (Approved by Loreen Lawson & Sandra Fraser)

**9 ANY OTHER BUSINESS**

Dates were set for the forthcoming Board meetings throughout the coming year. No other business was discussed. Dates were set for policy & procedures review and sign off.

**10 DATE OF NEXT MEETING**

Date agreed for Friday 27<sup>th</sup> November 2019. Meeting closed at 7.30pm.

# The BRANCH

## ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2019

### **Reports and financial Statements**

**Year ended: 31 March 2019**

**Charity No: 509725**

### **Vision Statement:**

“The BRANCH believes that all people are equally loved by God: therefore we will provide appropriate community-based initiatives to support and develop individuals and groups in the local community.”

### **Principal Activities:**

Homework/Study Club & Facilities 5-11 & 11-16

Youth Club 11-16

Youth Workshops/Programmes for 13 -19 years olds in Music, Drama and Dance

Off-site Youth Activities & Trips

Summer & Easter Play schemes

Out of School Club 4 -11

### **Main Priorities:**

Reduce social isolation and improve the quality of life of people and communities facing disadvantage and social exclusion.

Create opportunities for disaffected young people to facilitate reintegration back into education, training and employment.

### **Trustees:**

The trustees who served throughout the year were as follows:

Elizabeth Lawson-Bennett

Cleopatra Newell

### **Update:**

THE BRANCH continues to make significant efforts in trying to engage the communities residing in and around the area it serves in the strategic planning of the organisation. Given the transient nature of our neighbouring communities it has been difficult at times to engage families beyond their access to the services we provide. We have taken their continual use of our services and our continued filled capacity as an indication of their view that our services remain of benefit to them and this is encouraging.

<b>The BRANCH</b>		
<b>Income &amp; Expenditure account as at the 3rd April 2019</b>		
<b>INCOME</b>		
OOSC	66522.17	
SMBC	72769.79	
<b>Total Income</b>		<b>139291.96</b>
<b>EXPENDITURE</b>		
Salaries/Wages	80535.14	
Admin	1560.02	
Maintenance	14335.80	
Telephones	946.61	
Running Costs	4206.19	
Vehicle / Travel	8031.26	
Training	439.73	
Youth Club/ASC/OOSC	9147.59	
Bank Charges	45.24	
Bad Debts	0.00	
Equipment	4010.88	
HMRC	867.14	
Miscellaneous	0.00	
<b>Total Expenditure</b>		<b>124125.60</b>
<b>Net Surplus/(Loss)</b>		<b>15166.36</b>
<b>Balance b/f 5<sup>th</sup> April 2018</b>	<b>22,940.96</b>	
<b>Plus Income</b>	<b>139291.96</b>	
<b>Less Expenditure</b>	<b>124125.60</b>	
<b>Balance as at 3rd April 2019</b>	<b>38,107.32</b>	
<b>Balance c/f</b>	<b>38,107.32</b>	

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31/3 2019

## **1. Accounting Policies**

The financial statements are prepared under the historical cost convention and in accordance with the Statement of recommended Practice. Accounting and Reporting by Charities (SORP) issued 2008. The principal accounting policies adopted in the preparation of the financial statements are as follows:

## **2. Income Resources**

- Income from donations and grants, included capital grants, is included in incoming resources when these are receivable, except as follows:
- When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.
- When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included incoming resources of restricted funds when receivable.

## **3. Resources Expended**

Resources expended are included in the Statement of financial Activities on an accruals basis, inclusive of any VAT that cannot be recovered. Certain expenditure is directly attributable to specific activities and has been included in those cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.

## **4. Depreciation**

There is no provision for depreciation as all assets are written off during the year.

## **5. Grants Receivable**

Grants towards operating costs are credited to the income and expenditure account in the same period as the expenditure to which they relate.

## **6. Fund Accounting**

- Funds held by the charity are either:
- Unrestricted general funds – these are funds, which can be used in accordance with the charitable objects at the discretion of the trustees.
- Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

## **7. Current Assets**

Bank 22,940.96 less unpresented cheques of AUDITOR'S REPORT  
FAO The Stakeholders and/or Management of

**The BRANCH**  
**91 Beeches Road**  
**West Bromwich**  
**B70 9HG**

I have audited the Financial Statements of The BRANCH for the year ended 31<sup>st</sup> March 2019. My responsibility is to express an opinion on these financial statements based on our audit.

I conducted the audit in accordance with auditing standards generally accepted in (the country where the report is issued). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing in the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that the audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Charity as at 31<sup>st</sup> March 2019 and for the year ended in accordance with generally accepted accounting principles in the UK.

C. Newell  
5<sup>th</sup> April 2019