

The Burngreave Messenger Ltd

(Company Ltd by Guarantee Number 04642734)

(Registered Charity No. 1130836)

Financial statements

for the year ended 31 March 2019

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The Burngreave Messenger Ltd

Legal Information

Trustees

David McLeish	Chair
Douglas Johnson	Secretary
Tim Neal	Treasurer
Susannah Mary Dufort	Appointed 18 September 2018

Registered Charity number

1130836

Company Ltd by Guarantee number

04642734

Registered office

Abbeyfield Park House
Abbeyfield Road
Sheffield
S4 7AT

Independent examiner

Craig Williamson
White Rose Accounting for Charities
The Ghyll
Threapland
Aspatria
CA7 2EL

Bank

Alliance & Leicester
Bridle Road
Bootle GIR 0AA

The Burngreave Messenger Ltd

Trustees' report

The Trustees present their annual report and financial statements for the year ended 31 March 2019 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards for Smaller Entities.

Structure, governance and management

The Burngreave Messenger is a Company limited by Guarantee, incorporated on 21 January 2003. It was established under a Memorandum of Association, which established the charitable objects and powers of the company, and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1. The Burngreave Messenger registered as a charity in July 2009. Trustees are appointed at the AGM and casual vacancies are filled by co-option.

Trustees meet at least eight times a year and are responsible for the strategic direction and policy of the organisation, and for the editorial policy of the Burngreave Messenger newspaper and website. As of September 9th 2019 there are 4 trustees of the charity.

Responsibility for the delivery of project outcomes, the management of staff and oversight of the Messenger's activities has continued with Richard Belbin, Project Manager and Editor. Richard Belbin took up the role in March 2018. From April 2018 our publication frequency has been maintained at from six to eight issues a year (approximately one issue every six weeks), so that eight issues were produced in this 2018/19 financial year.

Risk review

The main risk is that presented by failure to secure enough funding to continue our work, which would be compounded by any exposure to bad debt. Having successfully secured funds for the continuation of our work from January 2016 to December 2018 trustees submitted further funding bids to take us up to 2021. The trustees continue to manage the finances of the organisation prudently and maintain tight credit controls.

Reserves Policy

The Messenger's policy has been to maintain a general reserve (unrestricted funds) at a level equivalent to at least 10% of one year's running costs. We have carried forward unrestricted funds of £33,430 to the 2019/20 financial year, which easily meets the amount required by our policy and provides us with some security in case of a gap in grant funding.

The Burngreave Messenger Ltd

Trustees' report continued

Financial review

In 2018/19 our restricted income was £85,890 from the Big Lottery – Reaching Communities fund (2017/18: £110,318). Unrestricted funds in 2018/19 totalled £14,910 (2017/18, £17,521) . Total income for the year was £100,800 (2017/18: £127,839). Total expenditure on all charitable activities was £121,598 (2017/18: £114,160). Expenditure exceeded income due to a significant part of the previous years' Big Lottery Funding being carried over from the previous financial year.

Objectives and activities

The objects of the Company are to develop the capacity and skills of the members of the socially and economically disadvantaged community of the Burngreave Ward in the City of Sheffield (the area of benefit) in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society, in particular but not exclusively by the production and publication of a community newspaper.

All activities are directed toward the building of community capacity.

To this end we:

- increase awareness of services and opportunities available to Burngreave residents
- increase involvement by Burngreave residents in local groups and community activities increase confidence and pride in the Burngreave community
- enable greater participation in the Messenger project by Burngreave residents who might find it difficult to be involved
- increase the capacity of Burngreave residents to identify and address problems in their community
- increase understanding between different sections of the community

The Burngreave Messenger Ltd

Trustees' report continued

Public benefit statement

The trustees regularly give due consideration to the Commission's guidance in deciding what activities they should undertake, by reviewing the needs of their beneficiaries, by ensuring that the service is fully inclusive, and that no detriment or harm arises from the organisation carrying out its activities.

Achievements and performance

The trustees regularly give due consideration to the Commission's guidance in deciding what activities they should undertake, by reviewing the needs of their beneficiaries, by ensuring that the service is fully inclusive, and that no detriment or harm arises from the organisation carrying out its activities.

We are particularly proud to have achieved Big Lottery Reaching Communities funding and are grateful for additional funds raised through local councillors and residents. Besides the financial contributions we are indebted to the hard work and commitment of our volunteers and partners, including new volunteers coming forward, who have supported us to produce content for the newspaper, ensure it is printed and distributed, and that the website has been kept up to date

Increasing awareness of services and opportunities available to Burngreave residents

We have included information about opportunities and services through features and adverts for 152 projects from 112 organisations, including 18 newly covered organisations and the wider community itself as well as 36 local businesses. At every opportunity, we have included contact information for residents to use to get in touch with organisations about what is featured.

Alongside promotion of jobs, Council and voluntary sector services, we have continued our particular focus on promoting activities for young people, including the surveys carried out in partnership with Ellesmere Youth Project. We also continued to focus on health services with a regular health page sponsored by Burngreave Healthy Communities Programme. We supported two community networks for Health and Adult Learning with Burngreave Messenger representation at meetings and launched two further networks (Creativity, and Sports), providing webspace, mailing lists, special themed issues and events/meetings. The Business & previously established Community Celebration networks came together to help community festivals.

Increasing involvement by Burngreave residents in local groups and community activities

Throughout the year we have supported projects and organisations by featuring them in articles that get more local people to engage with them. We include information in every article about how to find out more or get involved. In feedback from local organisations we have been told that information in the Messenger had increased the number of people contacting them to take part in activities or get more involved.

Increasing confidence and pride in the Burngreave community

Stories which contributed to this aim included those which celebrated individual and local organisations' achievements. We featured individual's achievements in sport and education; these features provide positive role models and reflect the positive achievements of all parts of the community. Confidence in local institutions, such as schools and community organisations, is an important factor in the success of the area, so we included stories about local groups and schools in each issue. We have also celebrated festivals and diverse cultural events that are organised by local residents and demonstrate that we live in an area to be proud of.

The Burngreave Messenger Ltd

Trustees' report continued

Enabling greater participation in the Messenger project by Burngreave residents who might find it difficult to be involved

We have maintained a broad range of volunteers throughout the year, with residents of different backgrounds, ages and abilities joining and continuing to contribute to the production of the Messenger newspaper and website. We are increasingly working with vulnerable adults and carers. We have delivered a wide range of training events, on subjects requested by our volunteers, including in photo editing, blogging, podcasting and vlogging, cartooning, creative writing and stories for children and using social media, as well as our popular and highly successful Community Journalism course. We have resourced the local history group, members of which continue to submit regular articles. We encouraged new volunteers and provided one-to-one support so residents could get involved with writing and photography and editorial activities. The Community Journalism training programme has helped less confident residents become volunteers some of whom have then had personal support from our Volunteer Coordinator to write articles or upload content to our website.

Increasing the capacity of Burngreave residents to identify and address problems in their community

We have supported residents to come together to address a range of issues in the area, often around reporting issues to the council. Current campaigns and action we are supporting focus around air pollution, littering, drug use and housing. We reported on consultations going on in the area and helped those without internet access report their opinions.

Increasing understanding between different sections of the community

Throughout the year we have developed stories that reflect the different cultures of people living in the area. We kept in touch with a whole range of local groups who helped us reflect the positive activities of different communities. Residents in these groups are from a range of ethnic backgrounds including Pakistani, Yemeni, Somali, African Caribbean, White British, Kenyan, Congolese, and Roma Slovak. We also engage with residents of different ages from school children to pensioners. By interviewing local residents we can share culture and experiences that people would not otherwise be aware of. The results of our readers' and youth surveys show that people feel they understand other cultures more from reading the Burngreave Messenger.

The Burngreave Messenger Ltd

Trustees' report continued

Trustees responsibilities for the financial statements

Company and charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

- ☐ select suitable accounting policies and 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 presume that the charity will continue in operation.
- ☐ state whether applicable accounting standards of recommended practice have been followed subject to any departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

This report was approved by the Trustees on _____ and is signed on their behalf by:

David McLeish
Trustee

The Burngreave Messenger Ltd

Independent Examiner's report on the Accounts of The Burngreave Messenger Ltd for the year ended 31 March 2019

I report on the accounts of the company for the year ended 31 March 2019, which are set out on pages 9 to 14.

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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- ☐ examine the accounts under section 145 of the 2011 Act;
- ☐ to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- ☐ to state whether particular matters have come to my attention.

Basis of independent examiner's report

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 you as 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 section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not 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.

Signed: _____

Craig Williamson
White Rose Accounting for Charities
The Ghyll
Threapland
Aspatria
CA7 2EL

Date: _____

The Burngreave Messenger Ltd
Statement of financial activities
(incorporating the income and expenditure account)
for the year ended 31 March 2019

		Unrestricted fund	Restricted fund	Total funds 2019	Total funds 2018
	Notes	£	£	£	£
Income from					
Income from generated funds:					
Investment income		199	-	199	67
Public Service and Local advertisements		13,336	-	13,336	17,454
Other income and donations		1,375	-	1,375	-
Income from charitable activities					
Grants	2	-	85,890	85,890	110,318
Total Income		14,910	85,890	100,800	127,839
Expenditure					
Charitable activities	3	11,800	109,798	121,598	114,160
Total Expenditure		11,800	109,798	121,598	114,160
Net (outgoing)/incoming resources		3,110	(23,908)	(20,798)	13,679
Total funds brought forward		30,320	23,908	54,228	40,549
Total funds carried forward		33,430	-	33,430	54,228

The Burngreave Messenger Ltd
Balance Sheet
as at 31 March 2019

Company number: 04642734

	Notes	2019 £	2018 £
Current Assets			
Debtors		1,455	1,990
Balance at bank and cash	6	35,059	55,082
Total current assets		36,514	57,072
Creditors	7	(3,084)	(2,844)
Net current assets		33,430	54,228
Total assets less current liabilities		33,430	54,228
Total net assets		33,430	54,228
Represented by:			
Funds			
Restricted income fund	9	-	23,908
Unrestricted income fund		33,430	30,320
		33,430	54,228

For the year ended 31 March 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements are approved by the Board on _____ and signed on its behalf by:

David McLeish
Trustee

**Notes to the financial statements
for the year ended 31 March 2019**

1 Accounting Policies

(a) Basis of preparation

The Financial Statements have been prepared in accordance with the Companies Act 2006, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS102 (effective from January 2015 and updated with effect from January 2016) - (the Charities SORP (FRS102)), as modified for smaller charities.

The Charity meets the definition of a public benefit entity as defined under FRS102.

(b) Income

Grants donations and Income from charitable trading activities are recognised in full in the Statement of Financial Activities in the year in which they are received.

(c) Restricted Funds

Restricted funds are used for specific purposes as laid down by the donor. Expenditure which meets the criteria is identified to the fund together with a fair allocation of management and support costs.

(d) Unrestricted Funds

Unrestricted Funds are other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

(e) Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of V.A.T. The company is not VAT registered.

Governance costs of the charity relate to the costs of running the charity such as the costs of meetings, professional costs and statutory compliance, and includes any costs which cannot be specifically identified to another expenditure classification. In the opinion of the trustees all support costs relate to charitable expenditure.

(f) Tangible Fixed Assets and Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its useful life.

(g) Fund Accounting

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

The Burngreave Messenger Ltd

Notes to the financial statements for the year ended 31 March 2019

2 Incoming Resources from Charitable Activities

	Total	Total
	2019	2018
	£	£
Grants:		
Big Lottery Grant Fund	85,990	110,318
	<u>85,990</u>	<u>110,318</u>

3 Resources Expended

	Total	Total
	2019	2018
	£	£
Charitable Activities		
Staff costs	83,394	70,289
Staff development	684	2,486
Staff travel	71	121
Volunteer expenses	444	471
Consultancy	2,000	-
Printing of Messenger	14,722	16,916
Collation and Distribution	8,113	9,111
Design & Layout	3,950	4,350
Technical support and hosting	597	400
Premises costs	2,108	2,084
Telephone & Internet	926	964
Office Costs	2,450	2,487
Postage	357	277
Bank charges	151	133
Equipment	459	2,850
Bad debts	-	60
Governance costs	60	13
Independent Examination	435	435
Other expenditure	677	713
	<u>121,598</u>	<u>114,160</u>

The Burngreave Messenger Ltd

Notes to the financial statements (cont'd) for the year ended 31 March 2019

4 Details of certain items of expenditure

	Total 2019 £	Total 2018 £
The surplus for the year is stated after charging:		
Depreciation of tangible fixed assets	-	-
Independent examiner's fees	435	435
	<hr/>	<hr/>

Directors did not receive any payments or expense reimbursements either this year or last.

5 Staff costs

	Total 2019 £	Total 2018 £
Gross wages	80,371	67,266
Employer's national insurance costs	1,893	1,893
	<hr/>	<hr/>
	82,264	69,159
Sessional staff	1,130	1,130
	<hr/>	<hr/>
	83,394	70,289
	<hr/>	<hr/>

6 Debtors (all due within one year)

	Total 2019 £	Total 2018 £
Trade debtors less provision for doubtful debt	1,455	1,990
	<hr/>	<hr/>
	1,455	1,990
	<hr/>	<hr/>

7 Creditors and accruals

	Total 2019 £	Total 2018 £
Accruals	3,084	2,844
	<hr/>	<hr/>
	3,084	2,844
	<hr/>	<hr/>

The Burngreave Messenger Ltd

Notes to the financial statements (cont'd) for the year ended 31 March 2019

8 Transactions with related parties

There were no other transactions with related parties, either this year or last.

9 Restricted funds	1 April 2018	Incoming	Outgoing	31 March 2019
	£	£	£	£
Big Lottery Fund	23,908	85,890	(109,798)	-
	<u>23,908</u>	<u>85,890</u>	<u>(109,798)</u>	<u>-</u>