

The Norris Green Community Health Forum

Report of the Trustees and Financial Statements for the

Financial Year ended 31 March 2121

Charity Registration Number 1044190

THE NORRIS GREEN COMMUNITY HEALTH FORUM
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FOR THE YEAR ENDED 31 MARCH 2121

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THE NORRIS GREEN COMMUNITY HEALTH FORUM CHARITY INFORMATION

REFERENCE AND ADMINISTRATION DETAILS

Charity Name

The Norris Green Community Health Forum

Registered Charity Number

1044190

Registered Office

Ellergreen Community & Early Years Centre
Ellergreen Road
Norris Green
Liverpool
L11 2RY

Trustees

Mrs Gemma Green
Mrs Joanna Bee
Miss Jane Harper

Banker

Lloyds
St Helens Branch
C/o PO Box 1000
Andover
BX1 1LT

Independent Examiner

Counting for Communities Ltd
16 Holmwood Drive
Liverpool
L37 1PQ

THE NORRIS GREEN COMMUNITY HEALTH FORUM
TRUSTEES' ANNUAL REPORT
For the year ended 31 March 2121

The trustees present their report with the financial statements of the charity for the year ended 31 March 2121.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charities Act 2111 and the '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) (effective 1 January 2119)'.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Norris Green Community Health Forum is a non-profit association and is controlled by its governing document, a written constitution adopted on 25 August 1994.

Organisational Structure

The Norris Green Community Health Forum is a registered charity with The Charity Commission, Charity Number 1044190 and was registered on 15 February 1995.

It is managed by a committee of trustees who meet twice a year. Ordinary meetings and one AGM special meeting may be called at any time by the Chairperson or by any two members of the executive committee upon not less than 4 days' notice being given to the other members of the executive committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than 21 days' notice must be given.

Risk Management

The Trustees are aware that the main area of risk is the cost of managing and sustaining the project. The Board of Trustees regularly reviews the organisation's reserves and is seeking to maintain a level of unrestricted funds to meet three months core running costs.

PUBLIC BENEFIT

When planning and programming activities for the local residents of Norris Green, the Trustees are mindful of the Charity Commission's guidelines on Public Benefit.

OBJECTIVES AND ACTIVITIES

The Norris Green Community Health Forum was formed in 1994 to promote the preservation of the health and wellbeing of persons resident in Norris Green in particular by advancing the education of the public in the promotion of health awareness, health issues and health problems.

ACHIEVEMENT AND PERFORMANCE

During the year we had 3 full time staff, 1 part time staff member and 2 part time staff that worked term time only.

Covid 19 caused the charity to close in March 2020 and all staff were furloughed. The charity remained closed till August 2121 when things started to settle down, however, the charity closed again in January 2021. Covid 19 had a devastating effect on the charity and we don't know if we will ever get back to the numbers we had before we closed. It is extremely difficult to increase numbers as many parents are still working from home.

We will continue to look for further funding and try to maintain our numbers but we are finding it hard as all other charities are looking for funding as well. We fell behind with rent payments but were given two free months.

We welcome Gemma Green as our new chair. Gemma has been a named person with Ofsted for many years and has also worked for the charity advising on legal matters.

RESERVES POLICY

The trustees regularly review reserves and have a policy to keep them uncommitted or invested. The trustees aim to have reserves to cover 3 months running costs.

PLANS FOR THE FUTURE

The charity received a £5,000 small businesses grant from Liverpool City Council that covered some of the lost income from Covid and we hope to get more in the future. In addition the charity received £25,298 from HMRC re the Covid job retention scheme funding.

The future plans are for the committee to take an active role in helping to secure funding for future development and sustainability of the project. To access funding and grants so staff and committee members can enhance their training needs for the ever changing criteria for child care workers. To help the manager with new policies and procedures and to look on how the committee can attract new members.

To keep networking with other organisations to make sure that the service we are offering is what the local residents and our parents want. To develop the outside room so children can still go outside when the weather is bad.

THE NORRIS GREEN COMMUNITY HEALTH FORUM
STATEMENT OF TRUSTEES' RESPONSIBILITIES
For the year ended 31 March 2121

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give true and fair view of the fund's financial activities during the year and of its financial position at the end of the year.

In preparing accounts giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the accounts;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the fund will continue in operation

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the fund and enable them to ensure that the accounts comply with the applicable law. They are also responsible for safeguarding the assets of the fund and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ON BEHALF OF THE TRUSTEES:

.....
Mrs Gemma Green - Chair

.....
Date

REPORT OF THE INDEPENDENT EXAMINER TO THE MEMBERS OF THE NORRIS GREEN COMMUNITY HEALTH FORUM

I report on the accounts for the year ended 31 March 2121 set out on pages 8 to 17.

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 2111 (the Charities Act) and that an independent examination is required.

It is my responsibility to:

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

Basis of the 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 the 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:
 - a. to keep accounting records in accordance with section 130 of the Charities Act; and
 - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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:

Date:

Name: Stephen Leonard
Professional qualification: BA, FCCA
Counting for Communities Ltd
16 Holmwood Drive
Liverpool, L37 1PQ

THE NORRIS GREEN COMMUNITY HEALTH FORUM
STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 March 2021

		2021	2021	2021	2020
		Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
	Note	£	£	£	£
INCOMING RESOURCES					
Incoming & endowments from:					
Donations and legacies	2	-	-	-	370
Charitable activities	3	5,000	25,298	30,298	-
Other trading activities	4	20,134	-	20,134	67,033
Investments	5	-	-	-	-
Total income		25,134	25,298	50,432	67,403
RESOURCES EXPENDED					
Expenditure on:					
Raising funds	6	-	-	-	-
Charitable activities	7	24,983	25,298	50,281	78,798
Total expenditure	8	24,983	25,298	50,281	78,798
Net income / (expenditure) for the year before transfers		151	-	151	(11,395)
Transfer between funds		-	-	-	-
Net income / (expenditure) for the year		151	-	151	(11,395)
RECONCILIATION OF FUNDS					
Total funds brought forward	14	5,868	-	5,868	17,263
TOTAL FUNDS CARRIED FORWARD		6,019	-	6,019	5,868

THE NORRIS GREEN COMMUNITY HEALTH FORUM
BALANCE SHEET
For the Year Ended 31 March 2121

	Note	2021 Unrestricted Funds £	2021 Restricted Funds £	2021 Total Funds £	2020 Total Funds £
FIXED ASSETS					
Tangible assets	10	863	-	863	1,221
CURRENT ASSETS					
Debtors	11	650	-	650	690
Cash at bank and in hand	12	5,058	-	5,058	7,004
		<u>5,708</u>	<u>-</u>	<u>5,708</u>	<u>7,694</u>
CREDITORS					
Amounts falling due within one year	13	(552)	-	(552)	(3,047)
NET CURRENT ASSETS		<u>5,156</u>	<u>-</u>	<u>5,156</u>	<u>4,647</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>6,019</u>	<u>-</u>	<u>6,019</u>	<u>5,868</u>
FUNDS					
Unrestricted funds	14			6,019	5,868
Restricted funds				<u>-</u>	<u>-</u>
TOTAL FUNDS				<u>6,019</u>	<u>5,868</u>

The Norris Green Community Health Forum Charity Number: 1044190

Approved by the Trustees and signed on their behalf:

.....
Mrs Gemma Green - Chair

.....
Date

1. ACCOUNTING POLICIES

Basis of preparation and accounting convention

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared under the historical cost convention, the Charities Act 2111 and 'Accounting and Reporting by Charities: Statement of Recommended Practice for Charities' applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2119). The charity has taken advantage of the disclosure exemption in preparing these financial statements, as permitted by FRS 102, the requirements of Section 7 Statement of Cash Flows.

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

Going Concern

At the time of approving the accounts, the trustees have 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.

Income

Incoming recognition

All incoming resources are included on the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

Incoming Resources with Related Expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA

Grants and Donations

Grants and donations are only included in the SoFA when the Charity has unconditional entitlement to the resource.

Contractual Income and Performance Related Grants

This is only included in the SoFA once the related goods or services have been delivered.

Volunteer Help

The value of any voluntary help received is not included in the accounts.

Investment Income

This is included in the accounts when receivable

Expenditure and Liabilities

Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to that expenditure.

Governance Costs

These include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

Grants and Performance Conditions

Where the charity gives a grant with conditions for its payment being a specific level of service output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specific service or output.

Grants payable without Performance Conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity

Fixed assets for use by the Charity

All equipment, fixtures and fittings with an original cost of less than £500, are written off in the year in which the expenditure was incurred on the basis that due to the nature of the charity's activities, there is no expectation that the cost of the assets will be recovered in the way of future revenues

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life. The following rates and methods are used:

- Fixtures, fittings & equipment – 21% on a straight line basis
- IT equipment – 33.3% on a straight line basis

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Taxation

The charity is exempt from corporation tax on its charitable activities and is not registered for VAT. As a registered charity the company benefits from rates relief.

Fund accounting

Unrestricted funds - can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds - 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 restricted purposes.

THE NORRIS GREEN COMMUNITY HEALTH FORUM
NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
For the Year Ended 31 March 2121

Note	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Total £
2 Donations and legacies				
Donations	-	-	-	370
	-	-	-	370
3 Charitable activities				
HMRC JRS Grant	-	25,298	25,298	-
Liverpool City Council	5,000	-	5,000	-
	5,000	25,298	30,298	-
4 Other trading activities				
Fees	20,134	-	20,134	67,033
	20,134	-	20,134	67,033
5 Investment Income				
Bank interest receivable	-	-	-	-
	-	-	-	-

THE NORRIS GREEN COMMUNITY HEALTH FORUM
NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
For the Year Ended 31 March 2121

RESOURCES EXPENDED

Note

6 Raising funds

Other

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
	-	-	-	-
	-	-	-	-

7 Charitable activities

Staffing Costs

Rent & Rates

Equipment

Transport & Travel

Payroll Costs

Depreciation

Insurance

Printing & Stationery

Ofsted

Governance

Other

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
	19,920	25,298	45,218	58,816
	394	-	394	13,270
	265	-	265	1,118
	1,890	-	1,890	2,567
	720	-	720	712
	358	-	358	358
	525	-	525	524
	98	-	98	467
	220	-	220	220
	425	-	425	425
	168	-	168	321
	24,983	25,298	50,281	78,798

THE NORRIS GREEN COMMUNITY HEALTH FORUM
NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
For the Year Ended 31 March 2121

Note	Direct Charitable Expenditure	Support & Governance Costs	Total
8 Analysis of expenditure	£	£	£
Total expenditure in 2021	49,856	425	50,281
Total expenditure in 2020	78,373	425	78,798
Analysed as follows:	2021	2020	
Direct Charitable Expenditure	£	£	
Staffing Costs	45,218	58,816	
Rent & Rates	394	13,270	
Equipment	265	1,118	
Transport & Travel	1,890	2,567	
Payroll Handling	720	712	
Depreciation	358	358	
Insurance	525	524	
Printing & Stationery	98	467	
Ofsted	220	220	
Other	168	321	
	49,856	78,373	
Support & Governance Costs			
Governance	425	425	
	425	425	
Examination fees for the accounts	2021	2020	
Included in Governance costs	£	£	
Independent examiner's fees	425	425	
	425	425	

THE NORRIS GREEN COMMUNITY HEALTH FORUM
NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
For the Year Ended 31 March 2121

Note	2021	2020
9 Staff Costs and Employees	£	£
Wages and salaries	45,218	58,816
Social security costs	-	-
Pension	-	-
	45,218	58,816

No employee earned £60,000 or more during the year

	2021	2020
The average number of employees during the year was :	6	6

10 Fixed Assets	Fixtures & Fittings	IT equipment	Total
	£	£	£
Cost			
At 1 April 2020	1,788	-	1,788
Disposals	-	-	-
Additions	-	-	-
At 31 March 2021	<u>1,788</u>	<u>-</u>	<u>1,788</u>
Depreciation			
At 1 April 2020	567	-	567
On Disposals	-	-	-
Charge for year	<u>358</u>	<u>-</u>	<u>358</u>
At 31 March 2021	<u>925</u>	<u>-</u>	<u>925</u>
Net Book Value			
At 31 March 2021	863	-	863
At 31 March 2020	1,221	-	1,221

THE NORRIS GREEN COMMUNITY HEALTH FORUM
NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
For the Year Ended 31 March 2121

Note	2021	2020
	£	£
11 Debtors		
Debtors	-	-
Prepayments	<u>650</u>	<u>690</u>
	<u>650</u>	<u>690</u>
12 Cash at bank and in hand		
Current Account	<u>5,058</u>	<u>7,004</u>
Deposit Account	<u>-</u>	<u>-</u>
	<u>5,058</u>	<u>7,004</u>
13 Creditors : amounts falling due within one year		
Accruals	<u>425</u>	<u>2,637</u>
HMRC	<u>127</u>	<u>410</u>
	<u>552</u>	<u>3,047</u>

THE NORRIS GREEN COMMUNITY HEALTH FORUM
NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
For the Year Ended 31 March 2121

14 Movement in Funds	Balance at 31 March 2020 £	Incoming Resources £	Resources Expended £	Transfers In / (Out) £	Balance at 31 March 2021 £
Unrestricted Funds					
General Fund	5,868	25,134	(24,983)	-	6,019
Restricted Funds					
HMRC JRS Grant	-	25,298	(25,298)	-	-
	-	25,298	(25,298)	-	-
Total Funds	5,868	50,432	(50,281)	-	6,019

15 Trustees' Remuneration and Benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020

16 Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020

17 Capital Commitments

The company had no capital commitments at 31 March 2021 (2020: None) either contracted for or authorised by the directors but not contracted for.