

The Norris Green Community Health Forum

Report of the Trustees and Financial Statements for the
Financial Year ended 31 March 2022

Charity Registration Number 1044190

THE NORRIS GREEN COMMUNITY HEALTH FORUM
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FOR THE YEAR ENDED 31 MARCH 2022

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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

Gemma Green
Kevin Devlin
Kathleen Keary

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 2022

The trustees present their report with the financial statements of the charity for the year ended 31 March 2022.

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 2011 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 2019)'.

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

At present we have 2 full time staff, 1 part time member and 2 part time staff that work term time only. In addition we also have 1 volunteer but the deputy did not return after maternity leave. We do have someone to take her place but at present she is doing camp America and will return to us in September.

We received a grant from the National Lottery of £8,682 in September 2021 which we are very grateful for and this has given us a much needed boost.

Our numbers have improved but are still slightly down than before lockdown as many parents now work from home.

The Early years setting, which is on the same site as us, has moved to term time only, so we have had many requests for places. This on the one hand is good for us but these children are only 3 years old, so this impacts on our ratios and is not currently possible to accommodate everyone at present. Therefore we have had to allocate only a small amount of places for 3 year olds.

2021-22 has not been a bad year, we hope to keep going and be stronger in the future.

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 also received a £2,500 small grant from Liverpool City Council as well as the £8,662 grant from the National Lottery that covered some of the lost income from Covid and we hope to get more grants in the future.

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 2022

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:

.....
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 2022 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 2011 (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 2022

		2022	2022	2022	2021
		Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
	Note	£	£	£	£
INCOMING RESOURCES					
Incoming & endowments from:					
Donations and legacies	2	-	-	-	-
Charitable activities	3	11,182	-	11,182	30,298
Other trading activities	4	50,879	-	50,879	20,134
Investments	5	-	-	-	-
Total income		62,061	-	62,061	50,432
RESOURCES EXPENDED					
Expenditure on:					
Raising funds	6	-	-	-	-
Charitable activities	7	51,970	-	51,970	50,281
Total expenditure	8	51,970	-	51,970	50,281
Net income / (expenditure) for the year before transfers		10,091	-	10,091	151
Transfer between funds		-	-	-	-
Net income / (expenditure) for the year		10,091	-	10,091	151
RECONCILIATION OF FUNDS					
Total funds brought forward	14	6,019	-	6,019	5,868
TOTAL FUNDS CARRIED FORWARD		16,110	-	16,110	6,019

THE NORRIS GREEN COMMUNITY HEALTH FORUM
BALANCE SHEET
For the Year Ended 31 March 2022

	Note	2022 Unrestricted Funds £	2022 Restricted Funds £	2022 Total Funds £	2021 Total Funds £
FIXED ASSETS					
Tangible assets	10	505	-	505	863
CURRENT ASSETS					
Debtors	11	635	-	635	650
Cash at bank and in hand	12	15,420	-	15,420	5,058
		<u>16,055</u>	<u>-</u>	<u>16,055</u>	<u>5,708</u>
CREDITORS					
Amounts falling due within one year	13	(450)	-	(450)	(552)
NET CURRENT ASSETS		<u>15,605</u>	<u>-</u>	<u>15,605</u>	<u>5,156</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>16,110</u>	<u>-</u>	<u>16,110</u>	<u>6,019</u>
FUNDS	14				
Unrestricted funds				16,110	6,019
Restricted funds				<u>-</u>	<u>-</u>
TOTAL FUNDS				<u>16,110</u>	<u>6,019</u>

The Norris Green Community Health Forum Charity Number: 1044190

Approved by the Trustees and signed on their behalf:

.....
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 2011 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 2019). 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 2022

Note	2022 Unrestricted £	2022 Restricted £	2022 Total £	2021 Total £
2 Donations and legacies				
Donations	-	-	-	-
	-	-	-	-
3 Charitable activities				
HMRC JRS Grant	-	-	-	25,298
National Lottery	8,682	-	8,682	-
Liverpool City Council	2,500	-	2,500	5,000
	<u>11,182</u>	<u>-</u>	<u>11,182</u>	<u>30,298</u>
4 Other trading activities				
Fees	50,879	-	50,879	20,134
	<u>50,879</u>	<u>-</u>	<u>50,879</u>	<u>20,134</u>
5 Investment Income				
Bank interest receivable	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

THE NORRIS GREEN COMMUNITY HEALTH FORUM
NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
For the Year Ended 31 March 2022

RESOURCES EXPENDED

Note

6 Raising funds

Other

2022	2022	2022	2021
Unrestricted	Restricted	Total	Total
£	£	£	£
-	-	-	-
-	-	-	-

7 Charitable activities

Staffing Costs

Rent & Rates

Equipment

Transport & Travel

Payroll Costs

Depreciation

Insurance

Printing & Stationery

Ofsted

Governance

Other

2022	2022	2022	2021
Unrestricted	Restricted	Total	Total
£	£	£	£
40,288	-	40,288	45,218
6,000	-	6,000	394
738	-	738	265
2,224	-	2,224	1,890
720	-	720	720
358	-	358	358
576	-	576	525
223	-	223	98
220	-	220	220
450	-	450	425
173	-	173	168
51,970	-	51,970	50,281

THE NORRIS GREEN COMMUNITY HEALTH FORUM
NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
For the Year Ended 31 March 2022

Note	Direct Charitable Expenditure	Support & Governance Costs	Total
8 Analysis of expenditure	£	£	£
Total expenditure in 2022	51,520	450	51,970
Total expenditure in 2021	49,856	425	50,281
Analysed as follows:	2022	2021	
Direct Charitable Expenditure	£	£	
Staffing Costs	40,288	45,218	
Rent & Rates	6,000	394	
Equipment	738	265	
Transport & Travel	2,224	1,890	
Payroll Handling	720	720	
Depreciation	358	358	
Insurance	576	525	
Printing & Stationery	223	98	
Ofsted	220	220	
Other	173	168	
	51,520	49,856	
Support & Governance Costs			
Governance	450	425	
	450	425	
Examination fees for the accounts	2022	2021	
Included in Governance costs	£	£	
Independent examiner's fees	450	425	
	450	425	

THE NORRIS GREEN COMMUNITY HEALTH FORUM
NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
For the Year Ended 31 March 2022

Note	2022	2021
9 Staff Costs and Employees	£	£
Wages and salaries	40,288	45,218
Social security costs	-	-
Pension	-	-
	40,288	45,218

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

	2022	2021
The average number of employees during the year was :	6	6

10 Fixed Assets	Fixtures & Fittings £	IT equipment £	Total £
Cost			
At 1 April 2021	1,788	-	1,788
Disposals	-	-	-
Additions	-	-	-
At 31 March 2022	<u>1,788</u>	<u>-</u>	<u>1,788</u>
Depreciation			
At 1 April 2021	925	-	925
On Disposals	-	-	-
Charge for year	<u>358</u>	<u>-</u>	<u>358</u>
At 31 March 2022	<u>1,283</u>	<u>-</u>	<u>1,283</u>
Net Book Value			
At 31 March 2022	505	-	505
At 31 March 2021	863	-	863

THE NORRIS GREEN COMMUNITY HEALTH FORUM
NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
For the Year Ended 31 March 2022

Note	2022	2021
11 Debtors	£	£
Debtors	-	-
Prepayments	635	650
	635	650
12 Cash at bank and in hand	2022	2021
	£	£
Current Account	15,420	5,058
Deposit Account	-	-
	15,420	5,058
13 Creditors : amounts falling due within one year	2022	2021
	£	£
Accruals	450	425
HMRC	-	127
	450	552

THE NORRIS GREEN COMMUNITY HEALTH FORUM
NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
For the Year Ended 31 March 2022

14 Movement in Funds	Balance at 31 March 2021 £	Incoming Resources £	Resources Expended £	Transfers In / (Out) £	Balance at 31 March 2022 £
Unrestricted Funds					
General Fund	6,019	62,061	(51,970)	-	16,110
Restricted Funds	-	-	-	-	-
	-	-	-	-	-
Total Funds	6,019	62,061	(51,970)	-	16,110

15 Trustees' Remuneration and Benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021

16 Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021

17 Capital Commitments

The company had no capital commitments at 31 March 2022 (2021: None) either contracted for or authorised by the directors but not contracted for.