BURWELL COMMUNITY PRINT CENTRE LIMITED

England & Wales · Charity number 1053026

Details

Status	Registered
Legal form	Charitable company
Company number	03156756
Registered	1996-02-19
Register	View on the Charity Commission register

Contact

Address	The Causeway Burwell CB25 0DU
Phone	01638 613102
Email	info@burwellprint.co.uk
Website	www.burwellprint.co.uk

Activities

Objects: TO PROVIDE SHELTERED WORK EXPERIENCE AND TRAINING FOR ADULTS WITH SPECIAL NEEDS.

Activities: A SOCIAL TRAINING ENTERPRISE WORKING WITH ADULTS WITH LEARNING DISABILITIES

Classification

- **How:** Provides Services
- **What:** Education/training, Disability, Economic/community Development/employment
- **Who:** People With Disabilities

Geography

- Cambridgeshire
- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£314,222	£326,088	-	-
2024-03-31	£306,679	£267,402	-	-
2023-03-31	£243,489	£289,862	-	-
2022-03-31	£239,713	£263,661	-	-
2021-03-31	£269,222	£240,178	-	-

Trustees

Name	Role	Appointed
JOHN GRAHAM SMITH	Chair	2012-09-18
GILES THOMAS COX		2013-08-01
HAZEL WILLIAMS MBE		
MARY HELEN HAMMOND		
SIMON JOHN GIBSON		2018-04-24

BURWELL COMMUNITY PRINT CENTRE LIMITED

England & Wales - Charity number 1053026

Accounts

COMPANY REGISTRATION NUMBER: 03156756
CHARITY REGISTRATION NUMBER: 1053026

Burwell Community Print Centre Limited

Company Limited by Guarantee

Unaudited Financial Statements

For the year ended

31 March 2025

Burwell Community Print Centre Limited

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2025

Burwell Community Print Centre Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2025

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2025.

Reference and administrative details

Registered charity name	Burwell Community Print Centre Limited
Charity registration number	1053026
Company registration number	03156756
Principal office and registered office	The Causeway Burwell Cambridgeshire CB25 0DU
The trustees	Hazel Williams MBE Giles Cox Mary Hammond (Vice Chair) Rosemary Emmett Simon Gibson (Treasurer) John Smith (Chair)
COMPANY SECRETARY	Giles Cox
INDEPENDENT EXAMINER	Mr Shane Tharby FCA For and on behalf of Streets Chartered Accountants 3 Wellbrook Court Girton Cambridge CB3 0NA

Structure, governance and management

Governing document

Burwell Community Print Centre Limited ("Print Centre") is constituted as a company limited by guarantee, and is governed by its Memorandum and Articles of Association.

Structure, governance and management *(continued)*

Organisational structure

The trustees/directors of the Print Centre meet separately as a Board on a regular basis and between four and six times each year to determine the overall general policy and fiduciary responsibilities of the company. A quorum of four trustees present at a board meeting is required for the transaction of business.

Staff of the charity have delegated authority to carry out day-to-day work within policies agreed by the Board.

Two subgroups, Finance and Employment, have been formed with members of Staff and Trustees to oversee these key sectors of the enterprise.

Relationships with other groups

Burwell Community Print Centre maintains strong relations with other social training enterprises within Cambridgeshire through the Social Training and Enterprises Network Group (STEnG).

Trustee recruitment and appointment

The trustees may at their discretion admit to membership of the charity persons who support the objects of the charity, provided that no individual shall be admitted to membership who is under eighteen years of age or who is an undischarged bankrupt or who is otherwise prevented by law from being a company director or a charity trustee. Upon becoming a member of the company, a person shall also become a trustee.

Risk management

The trustees continue to review the major risks to which the charity maybe exposed to and to implement systems to mitigate those risks wherever possible.

This report covers the period from end of March 2024 to 31 March 2025.

The on-going challenge is to secure the longevity of this enterprise.

With a background of increasing financial pressures over recent years starting with Covid and followed by the cost-of-living increases reducing disposable income and dampening economic confidence. These challenges have escalated.

We see a continuing need for printed material; however, the impact of the new electronic world cannot be ignored, and we have recognised the need for diversify in our business activities. Our new venture is to add craft products to our portfolio and have taken a lease on a small shop in close proximity to our main site. As well as adding an additional revenue stream the craft shop provides an extension to the work experience and skills we can offer to our clients.

Objectives and activities

The objects of the charity as stated in the Memorandum of Association are to provide sheltered work experience and training for adults with special needs - these adults are known as 'Printers'.

During the year, the charity was able to provide places for 30 Printers attending Burwell Community Print Centre for one or two days each week - each 'Printer' having a Support Worker and a training programme of measurable tasks and achievements.

Our mission is to promote independence and increase self-esteem for adults with learning disabilities in a stimulating working environment, while providing quality community printing and related services.

Our vision is to;

- Provide a base for vocational training and work experience within a sheltered working environment, providing a service based on individual needs.
- Promote self-advocacy within an organisation where all can be fully and actively involved in every aspect of its operation.
- Run a quality community print service.
- Raise awareness within the local community, of the potential of people with learning disabilities.
- Enable individuals to access employment services.

In the exercise of our powers to that end we have paid due regard to the published guidance from the Charity Commission on the operation of the Public Benefit requirement under the Charities Act 2011.

Achievements and performance

Annual Report: Centre Performance Review

This has been a positive year for the Centre, with the management and staff changes implemented in 2023/24 performing well. This is reflected in a 24% increase in commercial sales (print work in charitable activities plus other trading activities) in 2024/25, underscoring the effectiveness of the operational improvements.

Financial Overview

Income

- Commercial Sales increased by £29,743 to a total of £153,658, representing a 24% growth in revenue from both the Print Centre and the Hidden Treasures shop.
- Adult Social Care (ASC) services income rose modestly by £2,487 (2%), reaching £132,433.
- These gains were partially offset by a decline in fundraising income (detailed below).

Expenditure

- A strategic decision was made in 2024 to reduce reliance on Time Off In Lieu (TOIL) particularly for Saturday shop hours and return to conventional paid hours.
- The Finance Admin function was extended with additional hours, addressing a previously under-resourced function.
- In total this increased the worked hours by 500 hrs. (3.7%).
- In 2023/24 the Centre operated without a Manager in position, with the Chair taking this role for 5 months on an interim basis. Refilling this position has added a further 735 hrs (5.5%)
- An average of 4.5% pay award was granted, including 10% for those on real living wage.
- Overall, these changes led to a 16% increase in employment costs.
- There was an increase in Premises costs of £14,765 (note 13). This includes an £8,062 adjustment in 2024 following final settlement of the Water Rates. A long-standing issue with water metering by Anglia Water has been resolved with the installation of a dedicated meter for the Centre. In the previous financial year, a refund was introduced in the financial statements for the over-payments previously made. This year's figures have no such adjustment and are considered a truer reflection of ongoing costs.

Fundraising

- The previous year's exceptional fundraising figure of £48,084 which included a £25,000 grant from the People's Postcode Lottery was not repeated.
- In 2024/25, fundraising returned to typical levels at £22,375, representing a £25,709 decrease year-on-year.

Financial review

Reserves policy

The net movement of funds in 2024/25 was £11,867. Cash at bank and hand at the end of March 2025 was £139,599.

The Trustees policy on reserves is to hold funds equivalent to 3 months of operating costs. Based on the current cost base this equates to £62,250.

The Free Reserves, the result of deducting the restricted funds, the value of buildings and commitments to contracted leases from the total assets are £97,625 and are generally in line with the reserves policy as outlined above.

Other sources of income

The charity receives funds for contracts with Cambridgeshire County Council whose support is greatly valued. Local fundraising was undertaken to replace equipment, add new facilities and to meet the costs of social events. The charity is very grateful for those supporting Burwell Community Print Centre, many of whom are regular donors to the organisation.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 21/7/25 and signed on behalf of the board of trustees by:

John Smith (Chair)
Trustee

Independent Examiner's Report to the Trustees of Burwell Community Print Centre Limited

Year ended 31 March 2025

I report to the trustees on my examination of the financial statements of Burwell Community Print Centre Limited ('the charity') for the year ended 31 March 2025.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or

2. the financial statements do not accord with those records; or

3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or

4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Burwell Community Print Centre Limited

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Burwell Community Print Centre Limited ***(continued)***

Year ended 31 March 2025

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 accounts to be reached.

Mr Shane Tharby FCA
Independent Examiner

For and on behalf of
Streets Chartered Accountants
3 Wellbrook Court
Girton
Cambridge
CB3 0NA

29 July 2025

Burwell Community Print Centre Limited

Company Limited by Guarantee

Statement of Financial Activities
(including income and expenditure account)

Year ended 31 March 2025

		2025			2024
		Unrestricted funds	Restricted funds	**Total funds**	Total funds
	Note	£	£	£	£
Income and endowments					
Donations and legacies	5	18,537	3,838	**22,375**	48,084
Charitable activities	6	259,047	–	**259,047**	232,063
Other trading activities	7	27,044	–	**27,044**	21,798
Investment income	8	3,566	–	**3,566**	2,517
Other income	9	2,190	–	**2,190**	2,217
Total income		310,384	3,838	**314,222**	306,679
Expenditure					
Expenditure on raising funds:					
Costs of other trading activities	10	1,912	–	**1,912**	2,563
Expenditure on charitable activities	11,12	316,551	7,625	**324,176**	264,839
Total expenditure		318,463	7,625	**326,088**	267,402
Net (expenditure)/income and net movement in funds		(8,079)	(3,787)	**(11,866)**	39,277
Reconciliation of funds					
Total funds brought forward		145,624	30,863	**176,487**	137,210
Total funds carried forward		137,545	27,076	**164,621**	176,487

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Burwell Community Print Centre Limited

Company Limited by Guarantee

Statement of Financial Position

31 March 2025

	Note	2025 £	2025 £	2024 £	2024 £
Fixed assets					
Tangible fixed assets	**18**		**29,639**		36,732
Current assets					
Stocks	**19**	**3,435**		6,228	
Debtors	**20**	**11,088**		28,934	
Cash at bank and in hand		**139,599**		126,107	
		154,122		161,269	
Creditors: amounts falling due within one year	**21**	**19,140**		21,514	
Net current assets			**134,982**		139,755
Total assets less current liabilities			**164,621**		176,487
Net assets			**164,621**		176,487
Funds of the charity					
Restricted funds			**27,076**		30,863
Unrestricted funds			**137,545**		145,624
Total charity funds	**23**		**164,621**		176,487

For the year ending 31 March 2025 the charity 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 financial statements 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 financial statements.

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

The statement of financial position
continues on the following page.
The notes on pages 11 to 20 form part of these financial statements.

These financial statements were approved by the board of trustees and authorised for issue on 22/7/25, and are signed on behalf of the board by:

John Smith (Chair)
Trustee

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Causeway, Burwell, Cambridgeshire, CB25 0DU.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)), the Companies Act 2006 and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis. The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Significant judgements

There are no judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies that have significant effect on the amounts recognised in the financial statements.

Key sources of estimation uncertainty

Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. The key assumptions and other sources of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are as follows:

Tangible fixed assets are recognised at cost, less accumulated depreciation. Depreciation is charged over the estimated useful life of the asset to its estimated residual value.

Income tax

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only.

3. Accounting policies ***(continued)***

Fund accounting

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

There is no formal policy on the allocation of funds to designated funds.

There is no formal policy on transfer between funds. Any proposed transfer between funds would be considered on the particular circumstances.

Income

Income is accounted for on a receivable basis.

Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred.

Charitable expenditure comprises those costs incurred by the charity in furtherance of the charity's objectives and represents the cost of goods and services and ancillary trading costs that have been incurred in charitable activities and the costs associated with meeting the constitutional and statutory requirement of the charity. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Operating leases

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

Tangible assets

All fixed assets are initially recorded at cost. Assets costing over £500 and having an expected life greater than one year are capitalised.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Land and buildings	-	3.33% straight line
Other plant, machinery etc	-	20% or 25% straight line, except solar panels at 4% straight line

3. Accounting policies *(continued)*

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowances for obsolete and slow moving items. Cost is based on purchase price.

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs and current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.

4. Limited by guarantee

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2025 £**
Donations			
Donations received	13,189	–	**13,189**
Grants			
Grants received	–	3,838	**3,838**
Access 2 Work	5,348	–	**5,348**
	18,537	3,838	**22,375**

5. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Donations			
Donations received	11,445	–	11,445
Grants			
Grants received	33,000	–	33,000
Access 2 Work	3,639	–	3,639
	48,084	–	48,084

6. Charitable activities

	Unrestricted Funds £	Total Funds 2025 £	Unrestricted Funds £	Total Funds 2024 £
Print work	126,614	**126,614**	102,117	102,117
Adult social care	132,433	**132,433**	129,946	129,946
	259,047	**259,047**	232,063	232,063

7. Other trading activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £
HT shelf rental income	5,767	–	**5,767**
Fundraising events	7,566	–	**7,566**
HT commission	4,777	–	**4,777**
HT other sales	8,934	–	**8,934**
	27,044	–	**27,044**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
HT shelf rental income	5,368	–	5,368
Fundraising events	5,020	208	5,228
HT commission	4,520	–	4,520
HT other sales	6,682	–	6,682
	21,590	208	21,798

8. Investment income

	Unrestricted Funds £	Total Funds 2025 £	Unrestricted Funds £	Total Funds 2024 £
Bank interest receivable	3,566	3,566	2,517	2,517

9. Other income

	Unrestricted Funds £	Total Funds 2025 £	Unrestricted Funds £	Total Funds 2024 £
Gain on disposal of tangible fixed assets held for charity's own use	–	–	625	625
Feed in Tariff- Income Solar Panels	2,190	2,190	1,592	1,592
	2,190	2,190	2,217	2,217

10. Costs of other trading activities

	Unrestricted Funds £	Total Funds 2025 £	Unrestricted Funds £	Total Funds 2024 £
Costs of other trading activities - Shop costs	1,912	1,912	2,563	2,563

11. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £
Activities in furtherance of charity's objectives	266,658	–	266,658
Support costs	49,893	7,625	57,518
	316,551	7,625	324,176

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Activities in furtherance of charity's objectives	221,894	–	221,894
Support costs	37,078	5,867	42,945
	258,972	5,867	264,839

12. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2025	Total fund 2024
	£	£	£	£
Activities in furtherance of charity's objectives	266,658	51,172	317,830	260,338
Governance costs	–	6,346	6,346	4,501
	266,658	57,518	324,176	264,839

13. Analysis of support costs

	Analysis of support costs	Total 2025	Total 2024
	£	£	£
Premises	38,985	38,985	24,220
General office	3,722	3,722	3,381
Governance costs	6,346	6,346	4,501
Training and welfare	2,589	2,589	4,727
Depreciation	5,876	5,876	6,116
	57,518	57,518	42,945

14. Net (expenditure)/income

Net (expenditure)/income is stated after charging/(crediting):

	2025	2024
	£	£
Depreciation of tangible fixed assets	7,093	7,530
Gains on disposal of tangible fixed assets	–	(625)

15. Independent examination fees

	2025	2024
	£	£
Fees payable to the independent examiner for:		
Independent examination of the financial statements	2,250	2,130

The independent examination fees are for the costs of preparing the financial statements and the independent examination fee of £405 (2024: £390).

16. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2025	2024
	£	£
Wages and salaries	188,068	161,979
Social security costs	8,265	5,568
Employer contributions to pension plans	3,106	2,692
	199,439	170,239

The average head count of employees during the year was 11 (2024: 10). The average number of full-time equivalent employees during the year is analysed as follows:

	2025	2024
	No.	No.
Engaged on charitable activities	6	6
Engaged on management and administration	1	1
	7	7

No employee received employee benefits of more than £60,000 during the year (2024: Nil).

17. Trustee remuneration and expenses

The trustees received no remuneration or expenses in carrying out their duties as trustees.

18. Tangible fixed assets

	Land and buildings	Other plant, machinery etc	Total
	£	£	£
Cost			
At 1 April 2024 and 31 March 2025	146,714	72,733	219,447
Depreciation			
At 1 April 2024	118,766	63,949	182,715
Charge for the year	4,704	2,389	7,093
At 31 March 2025	123,470	66,338	189,808
Carrying amount			
At 31 March 2025	23,244	6,395	29,639
At 31 March 2024	27,948	8,784	36,732

19. Stocks

	2025	2024
	£	£
Raw materials and consumables	3,435	6,228

20. Debtors

	2025	2024
	£	£
Trade debtors	4,310	13,904
Prepayments and accrued income	6,778	6,968
Other debtors	–	8,062
	11,088	28,934

21. Creditors: amounts falling due within one year

	2025	2024
	£	£
Trade creditors	12,288	14,186
Accruals and deferred income	2,505	2,385
Social security and other taxes	4,266	4,332
Other creditors	81	611
	19,140	21,514

22. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £3,106 (2024: £2,692).

23. Analysis of charitable funds

Unrestricted funds

	At 1 April 2024	Income	Expenditure	At 31 March 2025
	£	£	£	£
General funds	145,624	310,384	(318,463)	137,545

	At 1 April 2023	Income	Expenditure	At 31 March 2024
	£	£	£	£
General funds	100,688	306,471	(261,535)	145,624

23. Analysis of charitable funds *(continued)*

Restricted funds

	At 1 April 2024	Income	Expenditure	At 31 March 2025
	£	£	£	£
Co-op Community fund	2,685	–	(1,115)	1,570
Building fund	27,948	–	(4,704)	23,244
Sports equipment	230	–	–	230
Soap Project	–	1,000	(713)	287
Bruce Wake Charitable Trust	–	1,500	(1,093)	407
Workshop Funding	–	1,338	–	1,338
	30,863	3,838	(7,625)	27,076

	At 1 April 2023	Income	Expenditure	At 31 March 2024
	£	£	£	£
Co-op Community fund	3,640	208	(1,163)	2,685
Building fund	32,652	–	(4,704)	27,948
Sports equipment	230	–	–	230
Soap Project	–	–	–	–
Bruce Wake Charitable Trust	–	–	–	–
Workshop Funding	–	–	–	–
	36,522	208	(5,867)	30,863

The building fund represents the asset value of the premises. The resources expended represent the depreciation charge for the year.

The Co-op Community Fund is to fund specific community benefits and the current donation is for the garden area where the year's expenditure was spent.

The sports equipment project was funded by a grant from East Cambridgeshire District Council.

The Soap project was funded by Reach Solar Farm. The fund is to fund the purchase of the correct equipment in the process of making Soap.

The Bruce Wake Charity Trust fund is to find the need for height adjustable tables for wheelchair access.

The Workshop Funding is provided by Cambridgeshire Community Fund. The funding is for the hire of professionals in the assistance of art workshops for fundraising.

24. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds 2025
	£	£	£
Tangible fixed assets	6,395	23,244	**29,639**
Current assets	150,290	3,832	**154,122**
Creditors less than 1 year	(19,140)	–	**(19,140)**
Net assets	137,545	27,076	**164,621**

	Unrestricted Funds	Restricted Funds	Total Funds 2024
	£	£	£
Tangible fixed assets	8,784	27,948	36,732
Current assets	158,354	2,915	161,269
Creditors less than 1 year	(21,514)	–	(21,514)
Net assets	145,624	30,863	176,487

25. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2025	2024
	£	£
Not later than 1 year	**17,560**	17,674
Later than 1 year and not later than 5 years	**22,360**	39,920
	39,920	57,594

26. Related parties

There have been no related party transactions in the current or previous reporting period.

Accounts

COMPANY REGISTRATION NUMBER: 03156756
CHARITY REGISTRATION NUMBER: 1053026

Burwell Community Print Centre Limited

Company Limited by Guarantee

Unaudited Financial Statements

For the year ended

31 March 2024

Burwell Community Print Centre Limited

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2024

Burwell Community Print Centre Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2024

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2024.

Reference and administrative details

Registered charity name	Burwell Community Print Centre Limited
Charity registration number	1053026
Company registration number	03156756
Principal office and registered office	The Causeway Burwell Cambridgeshire CB25 0DU
The trustees	Hazel Williams MBE Giles Cox Mary Hammond (Vice Chair) Rosemary Emmett Simon Gibson (Treasurer) John Smith (Chair)
Company secretary	Giles Cox
Independent examiner	Mr Shane Tharby FCA For and on behalf of Streets Chartered Accountants 3 Wellbrook Court Girton Cambridge CB3 0NA

Structure, governance and management

Governing document

Burwell Community Print Centre Limited ("Print Centre") is constituted as a company limited by guarantee, and is governed by its Memorandum and Articles of Association.

Structure, governance and management *(continued)*

Organisational structure

The trustees/directors of the Print Centre meet separately as a Board on a regular basis and between four and six times each year to determine the overall general policy and fiduciary responsibilities of the company. A quorum of four trustees present at a board meeting is required for the transaction of business.

Staff of the charity have delegated authority to carry out day-to-day work within policies agreed by the Board.

Two subgroups, Finance and Employment, have been formed with members of Staff and Trustees to oversee these key sectors of the enterprise.

Relationships with other groups

Burwell Community Print Centre maintains strong relations with other social training enterprises within Cambridgeshire through the Social Training and Enterprises Network Group (STEnG).

Trustee recruitment and appointment

The trustees may at their discretion admit to membership of the company persons who support the objects of the charity, provided that no individual shall be admitted to membership who is under eighteen years of age or who is an undischarged bankrupt or who is otherwise prevented by law from being a company director or a charity trustee. Upon becoming a member of the company, a person shall also become a trustee.

Risk management

The trustees continue to review the major risks to which the charity maybe exposed to and to implement systems to mitigate those risks wherever possible.

This report covers the period from end of March 2023 to 31 March 2024.

The on-going challenge is to secure the longevity of this enterprise.

With a background of increasing financial pressures over recent years starting with Covid and followed by the cost-of-living increases reducing disposable income and dampening economic confidence. These challenges have escalated.

We see a continuing need for printed material; however, the impact of the new electronic world cannot be ignored, and we have recognised the need for diversify in our business activities. Our new venture is to add craft products to our portfolio and have taken a lease on a small shop in close proximity to our main site. As well as adding an additional revenue stream the craft shop provides an extension to the work experience and skills we can offer to our clients.

Objectives and activities

The objects of the charity as stated in the Memorandum of Association are to provide sheltered work experience and training for adults with special needs - these adults are known as 'Printers'.

During the year, the charity was able to provide places for 30 Printers attending Burwell Community Print Centre for one or two days each week - each 'Printer' having a Support Worker and a training programme of measurable tasks and achievements.

Our mission is to promote independence and increase self-esteem for adults with learning disabilities in a stimulating working environment, while providing quality community printing and related services.

Our vision is to;

- Provide a base for vocational training and work experience within a sheltered working environment, providing a service based on individual needs.
- Promote self-advocacy within an organisation where all can be fully and actively involved in every aspect of its operation.
- Run a quality community print service.
- Raise awareness within the local community, of the potential of people with learning disabilities.
- Enable individuals to access employment services.

In the exercise of our powers to that end we have paid due regard to the published guidance from the Charity Commission on the operation of the Public Benefit requirement under the Charities Act 2011.

Achievements and performance

Annual Report: Centre Performance Review

This has been a very positive year for the Centre, marked by notable growth in several key areas.

Financial Overview

- The Centre's total income increased by £63,190, reflecting a strong financial performance across multiple revenue streams.

- Income from Adult Social Care (ASC) services saw a 25% rise, reaching £129,946. This boost was partly due to back payments, which contributed significantly to the overall increase.

- While revenue from print work decreased by 10% to £102,117, the income generated by the shop nearly doubled, reaching £21,798, which helped to offset the decline in print sales.

Staff and Operational Changes:

- In line with the Centre's growth and operational adjustments, a staff pay award of 3.5% was implemented. However, the overall cost of employment remained stable at approximately £170,000, thanks to reduced hours following the management reorganisation.

- At the start of the year, the Chair was still serving as the interim manager following the resignation of the previous manager in October 2022. This arrangement was concluded in September 2023 with the formal appointment of three existing staff members as co-managers, ensuring continuity in leadership.

Fundraising and Development:

- In April 2023, the Centre engaged a fundraising consultant on a rolling three-month contract. The results have been extremely promising, with significant increases in donations. Notably, the Centre received a £25,000 award from the People's Places Trust, which has had a substantial impact on our funding.

Conclusion:

Overall, the Centre has had a successful year, with substantial growth in key revenue streams, effective leadership transitions, and encouraging progress in fundraising efforts. The positive financial performance, coupled with strategic operational adjustments, positions the Centre well for future success.

Financial review

Reserves policy

The net movement of funds in 2023/24 was £39,277. Cash at bank and hand at the end of March 2024 was £126,107.

The Trustees policy on reserves is to hold funds equivalent to 3 months of operating costs. Based on the current cost base this equates to £62,000.

The Free Reserves, the result of deducting the restricted funds, the value of buildings and commitments to contracted leases from the total assets are £60,082 and are generally in line with the reserves policy as outlined above.

Financial review ***(continued)***

Other sources of income

The charity receives funds for contracts with Cambridgeshire County Council whose support is greatly valued. Local fundraising was undertaken to replace equipment, add new facilities and to meet the costs of social events. The charity is very grateful for those supporting Burwell Community Print Centre, many of whom are regular donors to the organisation.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 31/01/25 and signed on behalf of the board of trustees by:

John G Smith.

John Smith (Chair)
Trustee

Burwell Community Print Centre Limited

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Burwell Community Print Centre Limited

Year ended 31 March 2024

I report to the trustees on my examination of the financial statements of Burwell Community Print Centre Limited ('the charity') for the year ended 31 March 2024.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or

2. the financial statements do not accord with those records; or

3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or

4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 accounts to be reached.

Shane Tharby

Mr Shane Tharby FCA
Independent Examiner

For and on behalf of
Streets Chartered Accountants
3 Wellbrook Court
Girton
Cambridge
CB3 0NA

29 January 2025

Burwell Community Print Centre Limited

Company Limited by Guarantee

Statement of Financial Activities
(including income and expenditure account)

Year ended 31 March 2024

	Note	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Income and endowments					
Donations and legacies	**5**	48,084	–	**48,084**	12,070
Charitable activities	**6**	232,063	–	**232,063**	217,475
Other trading activities	**7**	21,590	208	**21,798**	11,275
Investment income	**8**	2,517	–	**2,517**	493
Other income	**9**	2,217	–	**2,217**	2,176
Total income		306,471	208	**306,679**	243,489
Expenditure					
Expenditure on raising funds:					
Costs of other trading activities	**10**	2,563	–	**2,563**	2,933
Expenditure on charitable activities	**11,12**	258,972	5,867	**264,839**	286,929
Total expenditure		261,535	5,867	**267,402**	289,862
Net income/(expenditure) and net movement in funds		44,936	(5,659)	**39,277**	(46,373)
Reconciliation of funds					
Total funds brought forward		100,688	36,522	**137,210**	183,583
Total funds carried forward		145,624	30,863	**176,487**	137,210

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 9 to 17 form part of these financial statements.

Burwell Community Print Centre Limited

Company Limited by Guarantee

Statement of Financial Position

31 March 2024

	Note	2024 £	2024 £	2023 £	2023 £
Fixed assets					
Tangible fixed assets	18		**36,732**		44,262
Current assets					
Stocks	19	**6,228**		5,389	
Debtors	20	**28,934**		27,371	
Cash at bank and in hand		**126,107**		74,638	
		161,269		107,398	
Creditors: amounts falling due within one year	21	**21,514**		14,450	
Net current assets			**139,755**		92,948
Total assets less current liabilities			**176,487**		137,210
Net assets			**176,487**		137,210
Funds of the charity					
Restricted funds			**30,863**		36,522
Unrestricted funds			**145,624**		100,688
Total charity funds	23		**176,487**		137,210

For the year ending 31 March 2024 the charity 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 financial statements 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 financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 21/01/25, and are signed on behalf of the board by:

John Smith (Chair)
Trustee

The notes on pages 9 to 17 form part of these financial statements.

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Causeway, Burwell, Cambridgeshire, CB25 0DU.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)), the Companies Act 2006 and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis. The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Significant judgements

There are no judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies that have significant effect on the amounts recognised in the financial statements.

Key sources of estimation uncertainty

Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. The key assumptions and other sources of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are as follows:

Tangible fixed assets are recognised at cost, less accumulated depreciation. Depreciation is charged over the estimated useful life of the asset to its estimated residual value.

Income tax

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only.

3. Accounting policies *(continued)*

Fund accounting

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

There is no formal policy on the allocation of funds to designated funds.

There is no formal policy on transfer between funds. Any proposed transfer between funds would be considered on the particular circumstances.

Income

Income is accounted for on a receivable basis.

Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred.

Charitable expenditure comprises those costs incurred by the charity in furtherance of the charity's objectives and represents the cost of goods and services and ancillary trading costs that have been incurred in charitable activities and the costs associated with meeting the constitutional and statutory requirement of the charity. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Operating leases

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

Tangible assets

All fixed assets are initially recorded at cost. Assets costing over £500 and having an expected life greater than one year are capitalised.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Land and buildings	-	3.33% straight line
Other plant, machinery etc	-	20% or 25% straight line, except solar panels at 4% straight line

3. Accounting policies *(continued)*

Stocks

Stock are valued at the lower of cost and net realisable value, after making due allowances for obsolete and slow moving items. Cost is based on purchase price.

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs and current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.

4. Limited by guarantee

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

5. Donations and legacies

	Unrestricted Funds £	**Total Funds 2024 £**	Unrestricted Funds £	Total Funds 2023 £
Donations				
Donations received	11,445	**11,445**	7,776	7,776
Grants				
Grants received	33,000	**33,000**	–	–
Access 2 Work	3,639	**3,639**	4,294	4,294
	48,084	**48,084**	12,070	12,070

6. Charitable activities

	Unrestricted Funds £	**Total Funds 2024 £**	Unrestricted Funds £	Total Funds 2023 £
Print work	102,117	**102,117**	112,885	112,885
Adult social care	129,946	**129,946**	104,590	104,590
	232,063	**232,063**	217,475	217,475

7. Other trading activities

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2024 £**
HT shelf rental income	5,368	–	**5,368**
Fundraising events	5,020	208	**5,228**
HT commission	4,520	–	**4,520**
HT other sales	6,682	–	**6,682**
	21,590	208	**21,798**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
HT shelf rental income	3,970	–	3,970
Fundraising events	1,669	–	1,669
HT commission	2,892	–	2,892
HT other sales	2,744	–	2,744
	11,275	–	11,275

8. Investment income

	Unrestricted Funds £	**Total Funds 2024 £**	Unrestricted Funds £	Total Funds 2023 £
Bank interest receivable	2,517	**2,517**	493	493

9. Other income

	Unrestricted Funds £	**Total Funds 2024 £**	Unrestricted Funds £	Total Funds 2023 £
Gain on disposal of tangible fixed assets held for charity's own use	625	**625**	–	–
Feed in Tariff- Income Solar Panels	1,592	**1,592**	2,176	2,176
	2,217	**2,217**	2,176	2,176

10. Costs of other trading activities

	Unrestricted Funds £	**Total Funds 2024 £**	Unrestricted Funds £	Total Funds 2023 £
Costs of other trading activities - Shop costs	2,563	**2,563**	2,933	2,933

11. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2024 £**
Activities in furtherance of charity's objectives	221,894	–	**221,894**
Support costs	37,078	5,867	**42,945**
	258,972	5,867	**264,839**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Activities in furtherance of charity's objectives	230,633	–	230,633
Support costs	50,887	5,409	56,296
	281,520	5,409	286,929

12. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	**Total funds 2024 £**	Total funds 2023 £
Activities in furtherance of charity's objectives	221,894	38,444	**260,338**	279,904
Governance costs	–	4,501	**4,501**	7,025
	221,894	42,945	**264,839**	286,929

13. Analysis of support costs

	Analysis of support costs £	**Total 2024 £**	Total 2023 £
Premises	24,220	**24,220**	36,352
General office	3,381	**3,381**	3,423
Governance costs	4,501	**4,501**	7,026
Training and welfare	4,727	**4,727**	2,875
Depreciation	6,116	**6,116**	6,620
	42,945	**42,945**	56,296

14. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2024	2023
	£	£
Depreciation of tangible fixed assets	7,530	7,848
Gains on disposal of tangible fixed assets	(625)	–

15. Independent examination fees

	2024	2023
	£	£
Fees payable to the independent examiner for:		
Independent examination of the financial statements	2,130	1,936

The independent examination fees are for the costs of preparing the financial statements and the independent examination fee of £390 (2023: £355).

16. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2024	2023
	£	£
Wages and salaries	161,979	162,296
Social security costs	5,568	4,686
Employer contributions to pension plans	2,692	2,611
	170,239	169,593

The average head count of employees during the year was 10 (2023: 11). The average number of full-time equivalent employees during the year is analysed as follows:

	2024	2023
	No.	No.
Engaged on charitable activities	6	6
Engaged on management and administration	1	1
	7	7

No employee received employee benefits of more than £60,000 during the year (2023: Nil).

17. Trustee remuneration and expenses

The trustees received no remuneration or expenses in carrying out their duties as trustees.

18. Tangible fixed assets

	Land and buildings £	Other plant, machinery etc £	**Total £**
Cost			
At 1 April 2023	146,714	75,645	**222,359**
Disposals	–	(2,912)	**(2,912)**
At 31 March 2024	146,714	72,733	**219,447**
Depreciation			
At 1 April 2023	114,062	64,035	**178,097**
Charge for the year	4,704	2,826	**7,530**
Disposals	–	(2,912)	**(2,912)**
At 31 March 2024	118,766	63,949	**182,715**
Carrying amount			
At 31 March 2024	27,948	8,784	**36,732**
At 31 March 2023	32,652	11,610	44,262

19. Stocks

	2024 £	2023 £
Raw materials and consumables	**6,228**	5,389

20. Debtors

	2024 £	2023 £
Trade debtors	**13,904**	18,400
Prepayments and accrued income	**6,968**	6,937
Other debtors	**8,062**	2,034
	28,934	27,371

21. Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	**14,186**	8,138
Accruals and deferred income	**2,385**	3,193
Social security and other taxes	**4,332**	–
Other creditors	**611**	3,119
	21,514	14,450

22. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £2,692 (2023: £2,611).

23. Analysis of charitable funds

Unrestricted funds

	At 1 April 2023	Income	Expenditure	**At 31 March 2024**
	£	£	£	**£**
General funds	100,688	306,471	(261,535)	**145,624**

	At 1 April 2022	Income	Expenditure	At 31 March 2023
	£	£	£	£
General funds	141,652	243,489	(284,453)	100,688

Restricted funds

	At 1 April 2023	Income	Expenditure	**At 31 March 2024**
	£	£	£	**£**
Co-op Community fund	3,640	208	(1,163)	**2,685**
Building fund	32,652	–	(4,704)	**27,948**
Sports equipment	230	–	–	**230**
	36,522	208	(5,867)	**30,863**

	At 1 April 2022	Income	Expenditure	At 31 March 2023
	£	£	£	£
Co-op Community fund	4,345	–	(705)	3,640
Building fund	37,356	–	(4,704)	32,652
Sports equipment	230	–	–	230
	41,931	–	(5,409)	36,522

23. Analysis of charitable funds *(continued)*

The building fund represents the asset value of the premises. The resources expended represent the depreciation charge for the year.

The Co-op Community Fund is to fund specific community benefits and the current donation is for the garden area where the year's expenditure was spent.

The sports equipment project was funded by a grant from East Cambridgeshire District Council.

24. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	**Total Funds 2024**
	£	£	**£**
Tangible fixed assets	8,784	27,948	**36,732**
Current assets	158,354	2,915	**161,269**
Creditors less than 1 year	(21,514)	–	**(21,514)**
Net assets	145,624	30,863	**176,487**

	Unrestricted Funds	Restricted Funds	Total Funds 2023
	£	£	£
Tangible fixed assets	11,610	32,652	44,262
Current assets	103,528	3,870	107,398
Creditors less than 1 year	(14,450)	–	(14,450)
Net assets	100,688	36,522	137,210

25. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2024	2023
	£	£
Not later than 1 year	**17,674**	17,560
Later than 1 year and not later than 5 years	**39,920**	57,480
	57,594	75,040

26. Related parties

There have been no related party transactions in the current or previous reporting period.

Accounts

COMPANY REGISTRATION NUMBER: 03156756
CHARITY REGISTRATION NUMBER: 1053026

Burwell Community Print Centre Limited

Company Limited by Guarantee

Unaudited Financial Statements

For the year ended

31 March 2023

Burwell Community Print Centre Limited

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2023

Burwell Community Print Centre Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2023

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2023.

Reference and administrative details

Registered charity name	Burwell Community Print Centre Limited	
Charity registration number	1053026	
Company registration number	03156756	
Principal office and registered office	The Causeway Burwell Cambridgeshire CB25 0DU	
The trustees	Hazel Williams MBE Giles Cox Mary Hammond (Vice Chair) Rosemary Emmett Simon Gibson (Treasurer) John Smith (Chair)	
	Sara Phipps	(Served from 4 April 2022 to 10 June 2022)
COMPANY SECRETARY	Giles Cox	
INDEPENDENT EXAMINER	Mr Shane Tharby FCA For and on behalf of Streets Chartered Accountants 3 Wellbrook Court Girton Cambridge CB3 0NA	

Structure, governance and management

Governing document

Burwell Community Print Centre Limited ("Print Centre") is constituted as a company limited by guarantee, and is governed by its Memorandum and Articles of Association.

Structure, governance and management *(continued)*

Organisational structure

The trustees/directors of the Print Centre meet separately as a Board on a regular basis and between four and six times each year to determine the overall general policy and fiduciary responsibilities of the company. A quorum of four trustees present at a board meeting is required for the transaction of business.

Staff of the charity have delegated authority to carry out day-to-day work within policies agreed by the Board.

Two subgroups, Finance and Employment, have been formed with members of Staff and Trustees to oversee these key sectors of the enterprise.

Relationships with other groups

Burwell Community Print Centre maintains strong relations with other social training enterprises within Cambridgeshire through the Social Training and Enterprises Network Group (STEnG).

Trustee recruitment and appointment

The trustees may at their discretion admit to membership of the company persons who support the objects of the charity, provided that no individual shall be admitted to membership who is under eighteen years of age or who is an undischarged bankrupt or who is otherwise prevented by law from being a company director or a charity trustee. Upon becoming a member of the company, a person shall also become a trustee.

Risk management

The trustees continue to review the major risks to which the charity maybe exposed to and to implement systems to mitigate those risks wherever possible.

This report covers the period from end to March 2022 to 31 March 2023. The Centre has been operating with no Covid restrictions since the start of this financial year. Any Covid specific government support such as the Job Retention Scheme ceased in Sept 2021.

The on-going challenge is to secure the longevity of this enterprise.

With a background of increasing financial pressures over recent years starting with Covid and followed by the cost-of-living increases reducing disposable income and dampening economic confidence. These challenges have escalated.

We see a continuing need for printed material; however, the impact of the new electronic world cannot be ignored, and we have recognised the need for diversify in our business activities. Our new venture is to add craft products to our portfolio and have taken a lease on a small shop in close proximity to our main site. As well as adding an additional revenue stream the craft shop provides an extension to the work experience and skills we can offer to our clients.

The Centre has always had fundraising activities with some degree of success. However, the Trustees have identified this as an area we need to increase activity and in March 2023 the Centre engaged the services of Stephanie Ward Online Business Services to assist in significantly increasing our activity in seeking core support for our organisation. Securing funds will take time but we are optimistic about securing additional charitable funds in 2023-24.

Objectives and activities

The objects of the charity as stated in the Memorandum of Association are to provide sheltered work experience and training for adults with special needs - these adults are known as 'Printers'.

During the year, the charity was able to provide places for 25 Printers attending Burwell Community Print Centre for one or two days each week - each 'Printer' having a Support Worker and a training programme of measurable tasks and achievements.

Our mission is to promote independence and increase self-esteem for adults with learning disabilities in a stimulating working environment, while providing quality community printing and related services.

Our vision is to;

- Provide a base for vocational training and work experience within a sheltered working environment, providing a service based on individual needs.
- Promote self-advocacy within an organisation where all can be fully and actively involved in every aspect of its operation.
- Run a quality community print service, and a local craft shop/.
- Raise awareness within the local community, of the potential of people with learning disabilities.
- Enable individuals to access employment services.

In the exercise of our powers to that end we have paid due regard to the published guidance from the Charity Commission on the operation of the Public Benefit requirement under the Charities Act 2011.

Achievements and performance

This year has been particularly challenging in addition to the task of rebuilding the Print business after the impact of Covid shut down, the Organisation has had several personnel events to address through the year. Our Finance Administrator was on sick leave for 10weeks in April and May, and it was necessary to employ temporary staff to cover this situation. In June and July the Chair of Trustees had to stand down for medical reasons. Many thanks to our Vice Chair who took on the role for this period. In October 2022 the Manager of the Centre had to resign suddenly on health grounds. The Chair took on the role on an interim basis from November 2022. This arrangement remained in place for the rest of the 2022-23.

Income from Print sales increased from £100,688 to £112,885. The income from Adult Social Care was £104,590, similar to the previous year.

In July 2021 we embarked on a new venture with the opening of a craft shop Hidden Treasures (HT). The income from HT in 2022-23 increased nearly 40% from prior year to £9,606. The cost of operating the shop in 2022-23 was £2,933 compared to £2,814 in 2021-22.

Staff costs increased 7% to £169,593.

Financial review

Reserves policy

The net movement of funds in 2022/2023 was a deficit of £46,373. Cash at bank and at hand at the end of March 2023 was £74,638.

The Trustees have set a reserve figure equivalent of 3 months of operating costs. With the current cost base this equates to circa £55,000. The current funds are in line with this policy.

Other sources of income

The charity receives funds for contracts with Cambridgeshire County Council Suffolk County Council and Norfolk County Council, whose support is greatly valued. Local fundraising was undertaken to replace equipment, add new facilities and to meet the costs of social events. The charity is very grateful for those supporting Burwell Community Print Centre, many of whom are regular donors to the organisation.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 15/11/23 and signed on behalf of the board of trustees by:

John Smith (Chair)
Trustee

Burwell Community Print Centre Limited

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Burwell Community Print Centre Limited

Year ended 31 March 2023

I report to the trustees on my examination of the financial statements of Burwell Community Print Centre Limited ('the charity') for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or

2. the financial statements do not accord with those records; or

3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or

4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 accounts to be reached.

Shane Tharby

Mr Shane Tharby FCA
Independent Examiner

For and on behalf of
Streets Chartered Accountants
3 Wellbrook Court
Girton
Cambridge
CB3 0NA

19 December 2023

Burwell Community Print Centre Limited

Company Limited by Guarantee

Statement of Financial Activities
(including income and expenditure account)

Year ended 31 March 2023

	Note	2023 Unrestricted funds £	Restricted funds £	Total funds £	2022 Total funds £
Income and endowments					
Donations and legacies	5	12,070	–	**12,070**	13,292
Charitable activities	6	217,475	–	**217,475**	217,429
Other trading activities	7	11,275	–	**11,275**	7,318
Investment income	8	493	–	**493**	52
Other income	9	2,176	–	**2,176**	1,622
Total income		243,489	–	**243,489**	239,713
Expenditure					
Expenditure on raising funds:					
Costs of other trading activities	10	2,933	–	**2,933**	2,814
Expenditure on charitable activities	11,12	281,520	5,409	**286,929**	260,847
Total expenditure		284,453	5,409	**289,862**	263,661
Net expenditure and net movement in funds		(40,964)	(5,409)	**(46,373)**	(23,948)
Reconciliation of funds					
Total funds brought forward		141,652	41,931	**183,583**	207,531
Total funds carried forward		100,688	36,522	**137,210**	183,583

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Burwell Community Print Centre Limited

Company Limited by Guarantee

Statement of Financial Position

31 March 2023

	Note	2023 £	2023 £	2022 £	2022 £
Fixed assets					
Tangible fixed assets	18		44,262		50,899
Current assets					
Stocks	19	5,389		4,600	
Debtors	20	27,371		32,153	
Cash at bank and in hand		74,638		113,599	
		107,398		150,352	
Creditors: amounts falling due within one year	21	14,450		17,668	
Net current assets			92,948		132,684
Total assets less current liabilities			137,210		183,583
Net assets			137,210		183,583
Funds of the charity					
Restricted funds			36,522		41,931
Unrestricted funds			100,688		141,652
Total charity funds	23		137,210		183,583

For the year ending 31 March 2023 the charity 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 financial statements 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 financial statements.

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

The statement of financial position continues on the following page.

The notes on pages 9 to 17 form part of these financial statements.

These financial statements were approved by the board of trustees and authorised for issue on ....15/11/23......,
and are signed on behalf of the board by:

John Smith (Chair)
Trustee

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Causeway, Burwell, Cambridgeshire, CB25 0DU.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)), the Companies Act 2006 and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis. The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Significant judgements

There are no judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies that have significant effect on the amounts recognised in the financial statements.

Key sources of estimation uncertainty

Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. The key assumptions and other sources of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are as follows:

Tangible fixed assets are recognised at cost, less accumulated depreciation. Depreciation is charged over the estimated useful life of the asset to its estimated residual value.

Income tax

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only.

3. Accounting policies *(continued)*

Fund accounting

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

There is no formal policy on the allocation of funds to designated funds.

There is no formal policy on transfer between funds. Any proposed transfer between funds would be considered on the particular circumstances.

Income

Income is accounted for on a receivable basis.

Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred.

Charitable expenditure comprises those costs incurred by the charity in furtherance of the charity's objectives and represents the cost of goods and services and ancillary trading costs that have been incurred in charitable activities and the costs associated with meeting the constitutional and statutory requirement of the charity. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Operating leases

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

Tangible assets

All fixed assets are initially recorded at cost. Assets costing over £500 and having an expected life greater than one year are capitalised.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Land and buildings	-	3.33% straight line
Other plant, machinery etc	-	20% or 25% straight line, except solar panels at 4% straight line

3. Accounting policies *(continued)*

Stocks

Stock are valued at the lower of cost and net realisable value, after making due allowances for obsolete and slow moving items. Cost is based on purchase price.

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs and current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.

4. Limited by guarantee

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2023 £**
Donations			
Donations received	7,776	–	**7,776**
Grants			
Grants received	–	–	–
Access 2 Work	4,294	–	**4,294**
	12,070	–	**12,070**

5. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Donations			
Donations received	6,952	3,124	10,076
Grants			
Grants received	1,363	–	1,363
Access 2 Work	1,853	–	1,853
	10,168	3,124	13,292

6. Charitable activities

	Unrestricted Funds £	**Total Funds 2023 £**	Unrestricted Funds £	Total Funds 2022 £
Print work	112,885	**112,885**	100,688	100,688
Adult social care	104,590	**104,590**	104,525	104,525
Coronavirus job retention scheme	–	–	12,216	12,216
	217,475	**217,475**	217,429	217,429

7. Other trading activities

	Unrestricted Funds £	**Total Funds 2023 £**	Unrestricted Funds £	Total Funds 2022 £
HT shelf rental income	3,970	**3,970**	2,621	2,621
Fundraising events	1,669	**1,669**	320	320
HT commission	2,892	**2,892**	1,829	1,829
HT other sales	2,744	**2,744**	2,548	2,548
	11,275	**11,275**	7,318	7,318

8. Investment income

	Unrestricted Funds £	**Total Funds 2023 £**	Unrestricted Funds £	Total Funds 2022 £
Bank interest receivable	493	**493**	52	52

9. Other income

	Unrestricted Funds £	**Total Funds 2023 £**	Unrestricted Funds £	Total Funds 2022 £
Feed in Tariff- Income Solar Panels	2,176	**2,176**	1,622	1,622

10. Costs of other trading activities

	Unrestricted Funds £	**Total Funds 2023 £**	Unrestricted Funds £	Total Funds 2022 £
Costs of other trading activities - Shop costs	2,933	**2,933**	2,814	2,814

11. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2023 £**
Activities in furtherance of charity's objectives	230,633	–	**230,633**
Support costs	50,887	5,409	**56,296**
	281,520	5,409	**286,929**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Activities in furtherance of charity's objectives	219,813	–	219,813
Support costs	33,735	7,299	41,034
	253,548	7,299	260,847

12. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	**Total funds 2023 £**	Total fund 2022 £
Activities in furtherance of charity's objectives	230,633	49,271	**279,904**	257,568
Governance costs	–	7,025	**7,025**	3,279
	230,633	56,296	**286,929**	260,847

13. Analysis of support costs

	Analysis of support costs £	**Total 2023 £**	Total 2022 £
Premises	36,352	**36,352**	28,892
General office	3,423	**3,423**	2,268
Governance costs	7,026	**7,026**	3,279
Training and welfare	2,875	**2,875**	1,572
Depreciation	6,620	**6,620**	5,023
	56,296	**56,296**	41,034

14. Net expenditure

Net expenditure is stated after charging/(crediting):

	2023	2022
	£	£
Depreciation of tangible fixed assets	7,848	6,529

15. Independent examination fees

	2023	2022
	£	£
Fees payable to the independent examiner for:		
Independent examination of the financial statements	1,936	1,760

The independent examination fees are for the costs of preparing the financial statements and the independent examination fee of £355 (2022: £325).

16. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2023	2022
	£	£
Wages and salaries	162,296	151,068
Social security costs	4,686	5,179
Employer contributions to pension plans	2,611	2,109
	169,593	158,356

The average head count of employees during the year was 11 (2022: 11). The average number of full-time equivalent employees during the year is analysed as follows:

	2023	2022
	No.	No.
Engaged on charitable activities	6	6
Engaged on management and administration	1	1
	7	7

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

17. Trustee remuneration and expenses

The trustees received no remuneration or expenses in carrying out their duties as trustees.

18. Tangible fixed assets

	Land and buildings £	Other plant, machinery etc £	**Total £**
Cost			
At 1 April 2022	146,714	74,434	**221,148**
Additions	–	1,211	**1,211**
At 31 March 2023	146,714	75,645	**222,359**
Depreciation			
At 1 April 2022	109,358	60,891	**170,249**
Charge for the year	4,704	3,144	**7,848**
At 31 March 2023	114,062	64,035	**178,097**
Carrying amount			
At 31 March 2023	32,652	11,610	**44,262**
At 31 March 2022	37,356	13,543	50,899

19. Stocks

	2023 £	2022 £
Raw materials and consumables	**5,389**	4,600

20. Debtors

	2023 £	2022 £
Trade debtors	**18,400**	27,498
Prepayments and accrued income	**6,937**	4,423
Other debtors	**2,034**	232
	27,371	32,153

21. Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	**8,137**	10,620
Accruals and deferred income	**3,193**	5,007
Social security and other taxes	–	2,041
Other creditors	**3,119**	–
	14,450	17,668

22. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £2,611 (2022: £2,109).

23. Analysis of charitable funds

Unrestricted funds

	At 1 April 2022 £	Income £	Expenditure £	**At 31 March 2023 £**
General funds	141,652	243,489	(284,453)	**100,688**

	At 1 April 2021 £	Income £	Expenditure £	At 31 March 2022 £
General funds	161,425	236,589	(256,362)	141,652

Restricted funds

	At 1 April 2022 £	Income £	Expenditure £	**At 31 March 2023 £**
Co-op Community fund	4,345	–	(705)	**3,640**
Building fund	37,356	–	(4,704)	**32,652**
Sports equipment	230	–	–	**230**
	41,931	–	(5,409)	**36,522**

	At 1 April 2021 £	Income £	Expenditure £	At 31 March 2022 £
Co-op Community fund	1,221	3,124	–	4,345
Building fund	40,885	–	(3,529)	37,356
Sports equipment	4,000	–	(3,770)	230
	46,106	3,124	(7,299)	41,931

23. Analysis of charitable funds *(continued)*

The building fund represents the asset value of the premises. The resources expended represent the depreciation charge for the year.

The Co-op Community Fund is to fund specific community benefits and the current donation is for the garden area where the year's expenditure was spent.

The sports equipment project was funded by a grant from East Cambridgeshire District Council.

24. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2023 £**
Tangible fixed assets	11,610	32,652	**44,262**
Current assets	103,528	3,870	**107,398**
Creditors less than 1 year	(14,450)	–	**(14,450)**
Net assets	100,688	36,522	**137,210**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Tangible fixed assets	13,543	37,356	50,899
Current assets	145,777	4,575	150,352
Creditors less than 1 year	(17,668)	–	(17,668)
Net assets	141,652	41,931	183,583

25. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2023 £	2022 £
Not later than 1 year	**17,560**	11,023
Later than 1 year and not later than 5 years	**57,480**	19,140
	75,040	30,163

26. Related parties

There have been no related party transactions in the current or previous reporting period.

Accounts

COMPANY REGISTRATION NUMBER: 03156756
CHARITY REGISTRATION NUMBER: 1053026

Burwell Community Print Centre Limited

Company Limited by Guarantee

Unaudited Financial Statements

For the year ended

31 March 2022

Burwell Community Print Centre Limited

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2022

Burwell Community Print Centre Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2022

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2022.

Reference and administrative details

Registered charity name	Burwell Community Print Centre Limited	
Charity registration number	1053026	
Company registration number	03156756	
Principal office and registered office	The Causeway Burwell Cambridgeshire CB25 0DU	
The trustees	Hazel Williams MBE	
	Martin Ley	(Resigned 12 November 2021)
	Giles Cox	
	Mary Hammond (Vice Chair)	
	Rosemary Emmett	
	Simon Gibson (Treasurer)	
	John Smith (Chair)	
	Sara Phipps	(Served from 4 April 2022 to 10 June 2022)
Company secretary	Giles Cox	
Independent examiner	Mr Shane Tharby FCA For and on behalf of Streets Chartered Accountants 3 Wellbrook Court Girton Cambridge CB3 0NA	

Structure, governance and management

Governing document

Burwell Community Print Centre Limited ("Print Centre") is constituted as a company limited by guarantee, and is governed by its Memorandum and Articles of Association.

Structure, governance and management *(continued)*

Organisational structure

The trustees/directors of the Print Centre meet separately as a Board on a regular basis and between four and six times each year to determine the overall general policy and fiduciary responsibilities of the company. A quorum of four trustees present at a board meeting is required for the transaction of business.

Staff of the charity have delegated authority to carry out day-to-day work within policies agreed by the Board.

Two subgroups, Finance and Employment, have been formed with members of Staff and Trustees to oversee these key sectors of the enterprise.

Relationships with other groups

Burwell Community Print Centre maintains strong relations with other social training enterprises within Cambridgeshire through the Social Training and Enterprises Network Group (STEnG).

Trustee recruitment and appointment

The trustees may at their discretion admit to membership of the company persons who support the objects of the charity, provided that no individual shall be admitted to membership who is under eighteen years of age or who is an undischarged bankrupt or who is otherwise prevented by law from being a company director or a charity trustee. Upon becoming a member of the company, a person shall also become a trustee.

Risk management

The trustees continue to review the major risks to which the charity maybe exposed to and to implement systems to mitigate those risks wherever possible.

This report covers the period from end of March 2021 to 31 March 2022. The major risk for the Centre and its staff has been the continuing impact of Covid. At the beginning of this period the Centre was still closed to our printers. The Design centre was eventually able to reopen on 15th June 2021 after putting in place appropriate safety measures. It was not possible to bring the Printers back to the Centre until 26th Aug 2021 after further relaxation of Covid restrictions. At the beginning of this period the Centre was still receiving support for the Job Retention Scheme. This support was finally withdrawn at the end of September 2021.

Objectives and activities

The objects of the charity as stated in the Memorandum of Association are to provide sheltered work experience and training for adults with special needs - these adults are known as 'Printers'.

During the year, the charity was able to provide places for 30 Printers attending Burwell Community Print Centre for one or two days each week - each 'Printer' having a Support Worker and a training programme of measurable tasks and achievements.

Our mission is to promote independence and increase self-esteem for adults with learning disabilities in a stimulating working environment, while providing quality community printing and related services.

Our vision is to;

- Provide a base for vocational training and work experience within a sheltered working environment, providing a service based on individual needs.
- Promote self-advocacy within an organisation where all can be fully and actively involved in every aspect of its operation.
- Run a quality community print service.
- Raise awareness within the local community, of the potential of people with learning disabilities.
- Enable individuals to access employment services.

In the exercise of our powers to that end we have paid due regard to the published guidance from the Charity Commission on the operation of the Public Benefit requirement under the Charities Act 2011.

Achievements and performance

At the beginning of the year the Centre was closed to Printers and the facility manned by a small number of staff offering a very limited printing service. As the Covid restrictions were progressively reduced it was possible to manage a phased return of staff and Printers to the Centre by the end of Sept 2021. Throughout this time due to the diligent work of the Staff in managing the Covid threats there were no major health incidents. Income from Print sales increased from £88,193 to £100,688. The income from Adult Social Care was £104,525, an increase of £1,929 from previous year.

During the first half of the year the support from the JRS was phased out. The total support in 21/22 was £12,216 compared to £52,180 in 20/21. Staff costs increased 7% to £158,356.

The Print Centre were eventually able to open the shop premises separate from the main site in July 2021 when Covid restrictions were removed. In the first 9 months of trading income from the shop was £6,998 with operating costs of £2,814.

Financial review

Reserves policy

The net movement of funds in 2021/2022 was a deficit of £23,948. Cash at bank and at hand at the end of March 2022 was £113,599.

Financial review *(continued)*

Other sources of income

The charity receives funds for contracts with Cambridgeshire County Council whose support is greatly valued. Local fundraising was undertaken to replace equipment, add new facilities and to meet the costs of social events. The charity is very grateful for those supporting Burwell Community Print Centre, many of whom are regular donors to the organisation.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 22 Feb 2023 and signed on behalf of the board of trustees by:

John Smith (Chair)
Trustee

Independent Examiner's Report to the Trustees of Burwell Community Print Centre Limited

Year ended 31 March 2022

I report to the trustees on my examination of the financial statements of Burwell Community Print Centre Limited ('the charity') for the year ended 31 March 2022.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 accounts to be reached.

Shane Tharby

Mr Shane Tharby FCA
Independent Examiner

For and on behalf of
Streets Chartered Accountants
3 Wellbrook Court
Girton
Cambridge
CB3 0NA

17 March 2023

Burwell Community Print Centre Limited

Company Limited by Guarantee

Statement of Financial Activities
(including income and expenditure account)

Year ended 31 March 2022

		2022			2021
	Note	Unrestricted funds £	Restricted funds £	**Total funds £**	Total funds £
Income and endowments					
Donations and legacies	**5**	10,168	3,124	**13,292**	24,649
Charitable activities	**6**	217,429	–	**217,429**	242,969
Other trading activities	**7**	7,318	–	**7,318**	132
Investment income	**8**	52	–	**52**	194
Other income	**9**	1,622	–	**1,622**	1,278
Total income		236,589	3,124	**239,713**	269,222
Expenditure					
Expenditure on raising funds:					
Costs of other trading activities	**10**	2,814	–	**2,814**	–
Expenditure on charitable activities	**11,12**	253,548	7,299	**260,847**	240,178
Total expenditure		256,362	7,299	**263,661**	240,178
Net (expenditure)/income and net movement in funds		(19,773)	(4,175)	**(23,948)**	29,044
Reconciliation of funds					
Total funds brought forward		161,425	46,106	**207,531**	178,487
Total funds carried forward		141,652	41,931	**183,583**	207,531

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 9 to 17 form part of these financial statements.

Burwell Community Print Centre Limited

Company Limited by Guarantee

Statement of Financial Position

31 March 2022

	Note	2022 £	2022 £	2021 £	2021 £
Fixed assets					
Tangible fixed assets	18		50,899		52,826
Current assets					
Stocks	19	4,600		4,143	
Debtors	20	32,153		19,390	
Cash at bank and in hand		113,599		142,105	
		150,352		165,638	
Creditors: amounts falling due within one year	21	17,668		10,933	
Net current assets			132,684		154,705
Total assets less current liabilities			183,583		207,531
Net assets			183,583		207,531
Funds of the charity					
Restricted funds			41,931		46,106
Unrestricted funds			141,652		161,425
Total charity funds	23		183,583		207,531

For the year ending 31 March 2022 the charity 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 financial statements 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 financial statements.

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

The statement of financial position continues on the following page.

The notes on pages 9 to 17 form part of these financial statements.

These financial statements were approved by the board of trustees and authorised for issue on 22 Feb 2023, and are signed on behalf of the board by:

John Smith (Chair)
Trustee

The notes on pages 9 to 17 form part of these financial statements.

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Causeway, Burwell, Cambridgeshire, CB25 0DU.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)), the Companies Act 2006 and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis. The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Significant judgements

There are no judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies that have significant effect on the amounts recognised in the financial statements.

Key sources of estimation uncertainty

Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. The key assumptions and other sources of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are as follows:

Tangible fixed assets are recognised at cost, less accumulated depreciation. Depreciation is charged over the estimated useful life of the asset to its estimated residual value.

Income tax

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only.

3. Accounting policies ***(continued)***

Fund accounting

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

There is no formal policy on the allocation of funds to designated funds.

There is no formal policy on transfer between funds. Any proposed transfer between funds would be considered on the particular circumstances.

Income

Income is accounted for on a receivable basis.

Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred.

Charitable expenditure comprises those costs incurred by the charity in furtherance of the charity's objectives and represents the cost of goods and services and ancillary trading costs that have been incurred in charitable activities and the costs associated with meeting the constitutional and statutory requirement of the charity. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Operating leases

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

Tangible assets

All fixed assets are initially recorded at cost. Assets costing over £500 and having an expected life greater than one year are capitalised.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Land and buildings	-	3.33% straight line
Other plant, machinery etc	-	20% or 25% straight line, except solar panels at 4% straight line

3. Accounting policies *(continued)*

Stocks

Stock are valued at the lower of cost and net realisable value, after making due allowances for obsolete and slow moving items. Cost is based on purchase price.

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs and current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.

4. Limited by guarantee

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2022 £**
Donations			
Donations received	6,952	3,124	**10,076**
Grants			
Grants received	1,363	–	**1,363**
Access 2 Work	1,853	–	**1,853**
	10,168	3,124	**13,292**

5. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Donations			
Donations received	9,617	1,221	10,838
Grants			
Grants received	7,811	6,000	13,811
Access 2 Work	–	–	–
	17,428	7,221	24,649

6. Charitable activities

	Unrestricted Funds £	**Total Funds 2022 £**	Unrestricted Funds £	Total Funds 2021 £
Print work	100,688	**100,688**	88,193	88,193
Adult social care	104,525	**104,525**	102,596	102,596
Coronavirus job retention scheme	12,216	**12,216**	52,180	52,180
	217,429	**217,429**	242,969	242,969

7. Other trading activities

	Unrestricted Funds £	**Total Funds 2022 £**	Unrestricted Funds £	Total Funds 2021 £
HT shelf rental income	2,621	**2,621**	–	–
Fundraising events	320	**320**	132	132
HT commission	1,829	**1,829**	–	–
HT other sales	2,548	**2,548**	–	–
	7,318	**7,318**	132	132

8. Investment income

	Unrestricted Funds £	**Total Funds 2022 £**	Unrestricted Funds £	Total Funds 2021 £
Bank interest receivable	52	**52**	194	194

9. Other income

	Unrestricted Funds £	**Total Funds 2022 £**	Unrestricted Funds £	Total Funds 2021 £
Feed in Tariff- Income Solar Panels	1,622	**1,622**	1,278	1,278

10. Costs of other trading activities

	Unrestricted Funds £	**Total Funds 2022 £**	Unrestricted Funds £	Total Funds 2021 £
Costs of other trading activities - Shop costs	2,814	**2,814**	–	–

11. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2022 £**
Activities in furtherance of charity's objectives	219,813	–	**219,813**
Support costs	33,735	7,299	**41,034**
	253,548	7,299	**260,847**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Activities in furtherance of charity's objectives	202,747	2,000	204,747
Support costs	30,728	4,703	35,431
	233,475	6,703	240,178

12. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	**Total funds 2022 £**	Total fund 2021 £
Activities in furtherance of charity's objectives	219,813	37,755	**257,568**	238,202
Governance costs	–	3,279	**3,279**	1,976
	219,813	41,034	**260,847**	240,178

13. Analysis of support costs

	Analysis of support costs £	**Total 2022 £**	Total 2021 £
Premises	28,892	**28,892**	21,382
General office	2,268	**2,268**	2,830
Governance costs	3,279	**3,279**	1,976
Training and welfare	1,572	**1,572**	2,073
Depreciation	5,023	**5,023**	7,170
	41,034	**41,034**	35,431

14. Net (expenditure)/income

Net (expenditure)/income is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation of tangible fixed assets	**6,529**	10,071

15. Independent examination fees

	2022	2021
	£	£
Fees payable to the independent examiner for:		
Independent examination of the financial statements	**1,760**	1,620

The independent examination fees are for the costs of preparing the financial statements and the independent examination fee of £325 (2021: £300).

16. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2022	2021
	£	£
Wages and salaries	**151,068**	142,904
Social security costs	**5,179**	4,054
Employer contributions to pension plans	**2,109**	1,285
	158,356	148,243

The average head count of employees during the year was 11 (2021: 12). The average number of full-time equivalent employees during the year is analysed as follows:

	2022	2021
	No.	No.
Engaged on charitable activities	**6**	5
Engaged on management and administration	**1**	1
	7	6

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

17. Trustee remuneration and expenses

The trustees received no remuneration or expenses in carrying out their duties as trustees.

18. Tangible fixed assets

	Land and buildings £	Other plant, machinery etc £	**Total £**
Cost			
At 1 April 2021	146,714	71,627	**218,341**
Additions	–	4,602	**4,602**
Disposals	–	(1,795)	**(1,795)**
At 31 March 2022	146,714	74,434	**221,148**
Depreciation			
At 1 April 2021	105,777	59,738	**165,515**
Charge for the year	3,581	2,948	**6,529**
Disposals	–	(1,795)	**(1,795)**
At 31 March 2022	109,358	60,891	**170,249**
Carrying amount			
At 31 March 2022	37,356	13,543	**50,899**
At 31 March 2021	40,937	11,889	52,826

19. Stocks

	2022 £	2021 £
Raw materials and consumables	**4,600**	4,143

20. Debtors

	2022 £	2021 £
Trade debtors	**27,498**	13,063
Prepayments and accrued income	**4,423**	3,560
Other debtors	**232**	2,767
	32,153	19,390

21. Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	**10,620**	6,981
Accruals and deferred income	**5,007**	3,952
Social security and other taxes	**2,041**	–
	17,668	10,933

22. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £2,109 (2021: £1,285).

23. Analysis of charitable funds

Unrestricted funds

	At 1 April 2021	Income	Expenditure	**At 31 March 2022**
	£	£	£	**£**
General funds	161,425	236,589	(256,362)	**141,652**

	At 1 April 2020	Income	Expenditure	At 31 March 2021
	£	£	£	£
General funds	132,899	262,001	(233,475)	161,425

Restricted funds

	At 1 April 2021	Income	Expenditure	**At 31 March 2022**
	£	£	£	**£**
Co-op Community fund	1,221	3,124	–	**4,345**
Building fund	40,885	–	(3,529)	**37,356**
Recycling project	–	–	–	**–**
Sports equipment	4,000	–	(3,770)	**230**
	46,106	3,124	(7,299)	**41,931**

	At 1 April 2020	Income	Expenditure	At 31 March 2021
	£	£	£	£
Co-op Community fund	–	1,221	–	1,221
Building fund	45,588	–	(4,703)	40,885
Recycling project	–	2,000	(2,000)	–
Sports equipment	–	4,000	–	4,000
	45,588	7,221	(6,703)	46,106

23. Analysis of charitable funds *(continued)*

The building fund represents the asset value of the premises. The resources expended represent the depreciation charge for the year.

During the year a further amount was received from Co-Op to fund specific community benefits. The current donation is for the garden area. Previous projects were to extend the garden into a wider community garden available to the general public and to fund wider community activities in relation to the arts.

The recycling project was funded by a Cambridgeshire Community Grant and the sports equipment project was funded by a grant from East Cambridgeshire District Council.

24. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2022 £**
Tangible fixed assets	13,543	37,356	**50,899**
Current assets	145,777	4,575	**150,352**
Creditors less than 1 year	(17,668)	–	**(17,668)**
Net assets	141,652	41,931	**183,583**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	11,941	40,885	52,826
Current assets	160,417	5,221	165,638
Creditors less than 1 year	(10,933)	–	(10,933)
Net assets	161,425	46,106	207,531

25. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2022 £	2021 £
Not later than 1 year	**11,023**	6,188
Later than 1 year and not later than 5 years	**19,140**	4,643
	30,163	10,831

26. Related parties

There have been no related party transactions in the current or previous reporting period.

Accounts

COMPANY REGISTRATION NUMBER: 03156756
CHARITY REGISTRATION NUMBER: 1053026

Burwell Community Print Centre Limited

Company Limited by Guarantee

Unaudited Financial Statements

For the year ended

31 March 2021

Burwell Community Print Centre Limited

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2021

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

Reference and administrative details

Registered charity name	Burwell Community Print Centre Limited	
Charity registration number	1053026	
Company registration number	03156756	
Principal office and registered office	The Causeway Burwell Cambridgeshire CB25 0DU	
The trustees	Hazel Williams MBE	
	Martin Ley	(Resigned 12 November 2021)
	Giles Cox	
	Mary Hammond (Vice Chair)	
	Rosemary Emmett	
	Simon Gibson (Treasurer)	
	John Smith (Chair)	
COMPANY SECRETARY	Janice Clay	
INDEPENDENT EXAMINER	Mr Shane Tharby FCA For and on behalf of Streets Chartered Accountants 3 Wellbrook Court Girton Cambridge CB3 0NA	

Structure, governance and management

Governing document

Burwell Community Print Centre Limited ("Print Centre") is constituted as a company limited by guarantee, and is governed by its Memorandum and Articles of Association.

Structure, governance and management *(continued)*

Organisational structure

The trustees/directors of the Print Centre meet separately as a Board on a regular basis and between four and six times each year to determine the overall general policy and fiduciary responsibilities of the company. A quorum of four trustees present at a board meeting is required for the transaction of business.

Staff of the charity have delegated authority to carry out day-to-day work within policies agreed by the Board.

Two subgroups, Finance and Employment, have been formed with members of Staff and Trustees to oversee these key sectors of the enterprise.

Relationships with other groups

Burwell Community Print Centre maintains strong relations with other social training enterprises within Cambridgeshire through the Social Training and Enterprises Network Group (STEnG).

Trustee recruitment and appointment

The trustees may at their discretion admit to membership of the company persons who support the objects of the charity, provided that no individual shall be admitted to membership who is under eighteen years of age or who is an undischarged bankrupt or who is otherwise prevented by law from being a company director or a charity trustee. Upon becoming a member of the company, a person shall also become a trustee.

Risk management

The trustees continue to review the major risks to which the charity maybe exposed to and to implement systems to mitigate those risks wherever possible.

This report formally covers the fiscal period from end March 2020 to 31 March 2021. Due to Covid restrictions the Centre closed on 23 March 2020 with all staff furloughed except a small management /admin group. Throughout 2020-21 all stakeholders associated with the Print Centre have been acutely aware of the unprecedented risks from the Covid pandemic and have focussed on minimising any risks to the staff and Printers. After installing the appropriate safety measures in the building, the design function was reopened on 15th June 2021 and following further relaxation of Covid restrictions the Printers returned to the Centre on 26th August. At all times the Centre has focussed on the safety and welfare of Printers and Staff.

Objectives and activities

The objects of the charity as stated in the Memorandum of Association are to provide sheltered work experience and training for adults with special needs - these adults are known as 'Printers'.

During the year, the charity was able to provide places for 30 Printers attending Burwell Community Print Centre for one or two days each week - each 'Printer' having a Support Worker and a training programme of measurable tasks and achievements.

Our mission is to promote independence and increase self-esteem for adults with learning disabilities in a stimulating working environment, while providing quality community printing and related services.

Our vision is to;

- Provide a base for vocational training and work experience within a sheltered working environment, providing a service based on individual needs.
- Promote self-advocacy within an organisation where all can be fully and actively involved in every aspect of its operation.
- Run a quality community print service.
- Raise awareness within the local community, of the potential of people with learning disabilities.
- Enable individuals to access employment services.

In the exercise of our powers to that end we have paid due regard to the published guidance from the Charity Commission on the operation of the Public Benefit requirement under the Charities Act 2011.

Achievements and performance

The events of this year have been unprecedented and hopefully will not be repeated to the same degree in the future. There is little merit in trying to compare performance to previous years. The Centre has had two prime sources of income, funding for the placements provided and the contribution from the Printing services and products produced. This year with the enforced partial closure of the Printing business the income from Print works was reduced (£70,425) from £158,618 in 2020 to £88,193. The support from Cambridge Council and other funders for the Adult Social Training placements was maintained with only a small reduction of £6,269 through the year even though the Printers were unable to attend for several months. The Centre was supported by the governments Job Retention Scheme (JRS) and received £52,180 through the year. The Centre also received assistance of £6,000 through the business support grant scheme. In total the Centre received £26,649 in donations and grants. In January 2021 staff hours were reduced to reduce the overall cost of employment to £148,283 from £166,028 (£17,785 saving). The average equivalent headcount was reduced from 6 to 5.

To be noted the Centre took a lease of a small shop on the Causeway Burwell in Sept 2020 but were not able to operate due to Covid restriction in 2020/21 (The shop was able to open in July 2021)

Throughout this very difficult time for the organisation during the pandemic, the trustees would like to give special thanks to their Manager, Jo Graham Thomson. In addition, the trustees would like to acknowledge those staff members who supported the Manager in keeping in regular contact with the Printers as well as delivering a reduced print service during this very difficult period.

Financial review

Reserves policy

The net result for 2020/21was a net income of £29,044. Net assets (excluding building and equipment) increased from £117,983 to £154,705. The Centre has been able with the help of the government support schemes, the support form donors, and the dedicated efforts of the staff to maintain a strong cash position at the end of the year at £142,105.

Other sources of income

The charity receives funds for contracts with Cambridgeshire County Council whose support is greatly valued. Local fundraising was undertaken to replace equipment, add new facilities and to meet the costs of social events. The charity is very grateful for those supporting Burwell Community Print Centre, many of whom are regular donors to the organisation.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on …………………… and signed on behalf of the board of trustees by:

John Smith (Chair)
Trustee

I report to the trustees on my examination of the financial statements of Burwell Community Print Centre Limited ('the charity') for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or

2. the financial statements do not accord with those records; or

3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or

4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 accounts to be reached.

Mr Shane Tharby FCA
Independent Examiner

For and on behalf of
Streets Chartered Accountants
3 Wellbrook Court
Girton
Cambridge
CB3 0NA

Burwell Community Print Centre Limited

Company Limited by Guarantee

Statement of Financial Activities
(including income and expenditure account)

Year ended 31 March 2021

	Note	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income and endowments					
Donations and legacies	**5**	17,428	7,221	**24,649**	9,903
Charitable activities	**6**	242,969	–	**242,969**	267,483
Other trading activities	**7**	132	–	**132**	6,129
Investment income	**8**	194	–	**194**	388
Other income	**9**	1,278	–	**1,278**	1,894
Total income		262,001	7,221	**269,222**	285,797
Expenditure					
Expenditure on charitable activities	**10,11**	233,475	6,703	**240,178**	295,429
Total expenditure		233,475	6,703	**240,178**	295,429
Net income/(expenditure) and net movement in funds		28,526	518	**29,044**	(9,632)
Reconciliation of funds					
Total funds brought forward		132,899	45,588	**178,487**	188,119
Total funds carried forward		161,425	46,106	**207,531**	178,487

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 10 to 18 form part of these financial statements.

Burwell Community Print Centre Limited

Company Limited by Guarantee

Statement of Financial Position

31 March 2021

	Note	2021 £	2021 £	2020 £	2020 £
Fixed assets					
Tangible fixed assets	**16**		**52,826**		60,504
Current assets					
Stocks	**17**	**4,143**		4,296	
Debtors	**18**	**19,390**		36,900	
Cash at bank and in hand		**142,105**		82,887	
		165,638		124,083	
Creditors: amounts falling due within one year	**19**	**10,933**		6,100	
Net current assets			**154,705**		117,983
Total assets less current liabilities			**207,531**		178,487
Net assets			**207,531**		178,487
Funds of the charity					
Restricted funds			**46,106**		45,588
Unrestricted funds			**161,425**		132,899
Total charity funds	**21**		**207,531**		178,487

For the year ending 31 March 2021 the charity 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 financial statements 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 financial statements.

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

The statement of financial position
continues on the following page.
The notes on pages 10 to 18 form part of these financial statements.

These financial statements were approved by the board of trustees and authorised for issue on ……………………., and are signed on behalf of the board by:

John Smith (Chair)
Trustee

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Causeway, Burwell, Cambridgeshire, CB25 0DU.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)), the Companies Act 2006 and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis. The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Significant judgements

There are no judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies that have significant effect on the amounts recognised in the financial statements.

Key sources of estimation uncertainty

Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. The key assumptions and other sources of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are as follows:

Tangible fixed assets are recognised at cost, less accumulated depreciation. Depreciation is charged over the estimated useful life of the asset to its estimated residual value.

Income tax

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only.

3. Accounting policies *(continued)*

Fund accounting

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

There is no formal policy on the allocation of funds to designated funds.

There is no formal policy on transfer between funds. Any proposed transfer between funds would be considered on the particular circumstances.

Income

Income is accounted for on a receivable basis.

Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred.

Charitable expenditure comprises those costs incurred by the charity in furtherance of the charity's objectives and represents the cost of goods and services and ancillary trading costs that have been incurred in charitable activities and the costs associated with meeting the constitutional and statutory requirement of the charity. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Operating leases

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

Tangible assets

All fixed assets are initially recorded at cost. Assets costing over £500 and having an expected life greater than one year are capitalised.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Land and buildings	-	3.33% straight line
Other plant, machinery etc	-	20% or 25% straight line, except solar panels at 4% straight line

3. Accounting policies *(continued)*

Stocks

Stock are valued at the lower of cost and net realisable value, after making due allowances for obsolete and slow moving items. Cost is based on purchase price.

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs and current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.

4. Limited by guarantee

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2021 £**
Donations			
Donations received	9,617	1,221	**10,838**
Grants			
Grants received	7,811	6,000	**13,811**
Access 2 Work	–	–	**–**
	17,428	7,221	**24,649**

5. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Donations			
Donations received	6,422	–	6,422
Grants			
Grants received	–	–	–
Access 2 Work	3,481	–	3,481
	9,903	–	9,903

6. Charitable activities

	Unrestricted Funds £	**Total Funds 2021 £**	Unrestricted Funds £	Total Funds 2020 £
Print work	88,193	**88,193**	158,618	158,618
Adult social care	102,596	**102,596**	108,865	108,865
Coronavirus job retention scheme	52,180	**52,180**	–	–
	242,969	**242,969**	267,483	267,483

7. Other trading activities

	Unrestricted Funds £	**Total Funds 2021 £**	Unrestricted Funds £	Total Funds 2020 £
Fundraising events	132	**132**	6,129	6,129

8. Investment income

	Unrestricted Funds £	**Total Funds 2021 £**	Unrestricted Funds £	Total Funds 2020 £
Bank interest receivable	194	**194**	388	388

9. Other income

	Unrestricted Funds £	**Total Funds 2021 £**	Unrestricted Funds £	Total Funds 2020 £
Feed in Tariff- Income Solar Panels	1,278	**1,278**	1,894	1,894

10. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2021 £**
Activities in furtherance of charity's objectives	202,747	2,000	**204,747**
Support costs	30,728	4,703	**35,431**
	233,475	6,703	**240,178**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Activities in furtherance of charity's objectives	255,719	–	255,719
Support costs	31,875	7,835	39,710
	287,594	7,835	295,429

11. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Grant funding of activities £	Support costs £	**Total funds 2021 £**	Total fund 2020 £
Activities in furtherance of charity's objectives	202,542	2,205	33,455	**238,202**	293,156
Governance costs	–	–	1,976	**1,976**	2,273
	202,542	2,205	35,431	**240,178**	295,429

12. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2021 £	2020 £
Depreciation of tangible fixed assets	**10,071**	13,862

13. Independent examination fees

	2021 £	2020 £
Fees payable to the independent examiner for:		
Independent examination of the financial statements	**1,620**	1,799

The independent examination fees are for the costs of preparing the financial statements and the independent examination fee of £300 (2020: £300).

14. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	**142,904**	158,420
Social security costs	**4,054**	6,281
Employer contributions to pension plans	**1,285**	1,327
	148,243	166,028

The average head count of employees during the year was 12 (2020: 13). The average number of full-time equivalent employees during the year is analysed as follows:

	2021	2020
	No.	No.
Engaged on charitable activities	**5**	6
Engaged on management and administration	**1**	1
	6	7

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

15. Trustee remuneration and expenses

The trustees received no remuneration or expenses in carrying out their duties as trustees.

16. Tangible fixed assets

	Land and buildings	Other plant, machinery etc	**Total**
	£	£	**£**
Cost			
At 1 April 2020	146,714	69,234	**215,948**
Additions	–	2,393	**2,393**
At 31 March 2021	146,714	71,627	**218,341**
Depreciation			
At 1 April 2020	100,946	54,498	**155,444**
Charge for the year	4,831	5,240	**10,071**
At 31 March 2021	105,777	59,738	**165,515**
Carrying amount			
At 31 March 2021	40,937	11,889	**52,826**
At 31 March 2020	45,768	14,736	60,504

17. Stocks

	2021	2020
	£	£
Raw materials and consumables	**4,143**	4,296

18. Debtors

	2021	2020
	£	£
Trade debtors	**13,063**	30,022
Prepayments and accrued income	**3,560**	6,359
Other debtors	**2,767**	519
	19,390	36,900

19. Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	**6,981**	524
Accruals and deferred income	**3,952**	3,555
Social security and other taxes	**–**	2,021
	10,933	6,100

20. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £1,285 (2020: £1,327).

21. Analysis of charitable funds

Unrestricted funds

	At 1 April 2020	Income	Expenditure	At 31 March 2021
	£	£	£	£
General funds	132,899	262,001	(233,475)	**161,425**

	At 1 April 2019	Income	Expenditure	At 31 March 2020
	£	£	£	£
General funds	134,696	285,797	(287,594)	132,899

21. Analysis of charitable funds *(continued)*

Restricted funds

	At 1 April 2020	Income	Expenditure	**At 31 March 2021**
	£	£	£	**£**
Co-op Community fund	–	1,221	–	**1,221**
New building fund	45,588	–	(4,703)	**40,885**
Recycling project	–	2,000	(2,000)	**–**
Sports equipment	–	4,000	–	**4,000**
	45,588	7,221	(6,703)	**46,106**

	At 1 April 2019	Income	Expenditure	At 31 March 2020
	£	£	£	£
Co-op Community fund	26	–	(26)	–
New building fund	53,397	–	(7,809)	45,588
Recycling project	–	–	–	–
Sports equipment	–	–	–	–
	53,423	–	(7,835)	45,588

The new building fund represents the asset value of the premises. The resources expended represent the depreciation charge for the year.

During the year a further amount was received from Co-Op to fund specific community benefits. The current donation is for the garden area. Previous projects were to extend the garden into a wider community garden available to the general public and to fund wider community activities in relation to the arts.

The recycling project was funded by a Cambridgeshire Community Grant and the sports equipment project was funded by a grant from East Cambridgeshire District Council.

22. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	**Total Funds 2021**
	£	£	**£**
Tangible fixed assets	11,941	40,885	**52,826**
Current assets	160,417	5,221	**165,638**
Creditors less than 1 year	(10,933)	–	**(10,933)**
Net assets	161,425	46,106	**207,531**

	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
Tangible fixed assets	14,916	45,588	60,504
Current assets	124,083	–	124,083
Creditors less than 1 year	(6,100)	–	(6,100)
Net assets	132,899	45,588	178,487

23. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2021	2020
	£	£
Not later than 1 year	**6,188**	13,364
Later than 1 year and not later than 5 years	**4,643**	10,831
	10,831	24,195

24. Related parties

There have been no related party transactions in the current or previous reporting period.