

**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**

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# Burwell Community Print Centre Limited

Company Limited by Guarantee

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

Year ended 31 March 2024

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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

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

# **Burwell Community Print Centre Limited**

**Company Limited by Guarantee**

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

**Year ended 31 March 2024**

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## **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.

# **Burwell Community Print Centre Limited**

**Company Limited by Guarantee**

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

**Year ended 31 March 2024**

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## **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.

# Burwell Community Print Centre Limited

Company Limited by Guarantee

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

Year ended 31 March 2024

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## 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.

# Burwell Community Print Centre Limited

Company Limited by Guarantee

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

Year ended 31 March 2024

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## 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 .....21/01/25..... 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 2024

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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

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# Burwell Community Print Centre Limited

Company Limited by Guarantee

Statement of Financial Activities  
(including income and expenditure account)

Year ended 31 March 2024

|   |       |                         | 2024                  |                  | 2023             |
|---|-------|-------------------------|-----------------------|------------------|------------------|
|   | Note  | Unrestricted funds<br>£ | Restricted funds<br>£ | Total funds<br>£ | Total funds<br>£ |
| <b>Income and endowments</b>                              |       |                         |                       |                  |                  |
| 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            |
| <b>Total income</b>                                       |       | <u>306,471</u>          | <u>208</u>            | <u>306,679</u>   | <u>243,489</u>   |
| <b>Expenditure</b>  |       |                         |                       |                  |                  |
| 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          |
| <b>Total expenditure</b>                                  |       | <u>261,535</u>          | <u>5,867</u>          | <u>267,402</u>   | <u>289,862</u>   |
| <b>Net income/(expenditure) and net movement in funds</b> |       | <u>44,936</u>           | <u>(5,659)</u>        | <u>39,277</u>    | <u>(46,373)</u>  |
| <b>Reconciliation of funds</b>                            |       |                         |                       |                  |                  |
| Total funds brought forward                               |       | 100,688                 | 36,522                | 137,210          | 183,583          |
| <b>Total funds carried forward</b>                        |       | <u>145,624</u>          | <u>30,863</u>         | <u>176,487</u>   | <u>137,210</u>   |

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

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.

# Burwell Community Print Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2024

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## 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.

# Burwell Community Print Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

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## 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 |

# Burwell Community Print Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

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## 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<br>Funds<br>£ | Total Funds<br>2024<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
|--------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| <b>Donations</b>   |                            |                          |                            |                          |
| Donations received | 11,445                     | 11,445                   | 7,776                      | 7,776                    |
| <b>Grants</b>      |                            |                          |                            |                          |
| Grants received    | 33,000                     | 33,000                   | —                          | —                        |
| Access 2 Work      | 3,639                      | 3,639                    | 4,294                      | 4,294                    |
|                    | <u>48,084</u>              | <u>48,084</u>            | <u>12,070</u>              | <u>12,070</u>            |

# Burwell Community Print Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2024

## 6. Charitable activities

|                   | Unrestricted<br>Funds<br>£ | Total Funds<br>2024<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
|-------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Print work        | 102,117                    | 102,117                  | 112,885                    | 112,885                  |
| Adult social care | 129,946                    | 129,946                  | 104,590                    | 104,590                  |
|                   | <u>232,063</u>             | <u>232,063</u>           | <u>217,475</u>             | <u>217,475</u>           |

## 7. Other trading activities

|                        | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2024<br>£ |
|------------------------|----------------------------|--------------------------|--------------------------|
| 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                    |
|                        | <u>21,590</u>              | <u>208</u>               | <u>21,798</u>            |

|                        | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
|------------------------|----------------------------|--------------------------|--------------------------|
| 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                    |
|                        | <u>11,275</u>              | <u>—</u>                 | <u>11,275</u>            |

## 8. Investment income

|                          | Unrestricted<br>Funds<br>£ | Total Funds<br>2024<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Bank interest receivable | 2,517                      | 2,517                    | 493                        | 493                      |

## 9. Other income

|  | Unrestricted<br>Funds<br>£ | Total Funds<br>2024<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
|--|----------------------------|--------------------------|----------------------------|--------------------------|
| 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                    |
|  | <u>2,217</u>               | <u>2,217</u>             | <u>2,176</u>               | <u>2,176</u>             |

# Burwell Community Print Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2024

## 10. Costs of other trading activities

|  | Unrestricted<br>Funds<br>£ | Total Funds<br>2024<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
|--|----------------------------|--------------------------|----------------------------|--------------------------|
| Costs of other trading activities - Shop costs | 2,563                      | 2,563                    | 2,933                      | 2,933                    |

## 11. Expenditure on charitable activities by fund type

|   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2024<br>£ |
|---|----------------------------|--------------------------|--------------------------|
| 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<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
|---|----------------------------|--------------------------|--------------------------|
| 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<br>undertaken<br>directly<br>£ | Support costs<br>£ | Total funds<br>2024<br>£ | Total funds<br>2023<br>£ |
|---|---|--------------------|--------------------------|--------------------------|
| 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<br>support costs<br>£ | Total 2024<br>£ | Total 2023<br>£ |
|----------------------|-----------------------------------|-----------------|-----------------|
| 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          |

# Burwell Community Print Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

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## 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)        | —            |
|  | <u>6,905</u> | <u>7,848</u> |

## 15. Independent examination fees

|   | 2024         | 2023         |
|---|--------------|--------------|
|   | £            | £            |
| Fees payable to the independent examiner for:       |              |              |
| Independent examination of the financial statements | <u>2,130</u> | <u>1,936</u> |

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          |
|   | <u>170,239</u> | <u>169,593</u> |

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        |
|  | <u>7</u> | <u>7</u> |

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.



# Burwell Community Print Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2024

## 18. Tangible fixed assets

|                         | Land and<br>buildings<br>£ | Other plant,<br>machinery etc<br>£ | Total<br>£     |
|-------------------------|----------------------------|------------------------------------|----------------|
| <b>Cost</b>             |                            |                                    |                |
| At 1 April 2023         | 146,714                    | 75,645                             | 222,359        |
| Disposals               | —                          | (2,912)                            | (2,912)        |
| <b>At 31 March 2024</b> | <b>146,714</b>             | <b>72,733</b>                      | <b>219,447</b> |
| <b>Depreciation</b>     |                            |                                    |                |
| 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)        |
| <b>At 31 March 2024</b> | <b>118,766</b>             | <b>63,949</b>                      | <b>182,715</b> |
| <b>Carrying amount</b>  |                            |                                    |                |
| <b>At 31 March 2024</b> | <b>27,948</b>              | <b>8,784</b>                       | <b>36,732</b>  |
| At 31 March 2023        | 32,652                     | 11,610                             | 44,262         |

## 19. Stocks

|                               | 2024<br>£ | 2023<br>£ |
|-------------------------------|-----------|-----------|
| Raw materials and consumables | 6,228     | 5,389     |

## 20. Debtors

|                                | 2024<br>£     | 2023<br>£     |
|--------------------------------|---------------|---------------|
| Trade debtors                  | 13,904        | 18,400        |
| Prepayments and accrued income | 6,968         | 6,937         |
| Other debtors                  | 8,062         | 2,034         |
|                                | <b>28,934</b> | <b>27,371</b> |

## 21. Creditors: amounts falling due within one year

|                                 | 2024<br>£     | 2023<br>£     |
|---------------------------------|---------------|---------------|
| 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         |
|                                 | <b>21,514</b> | <b>14,450</b> |

# Burwell Community Print Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

## 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<br>1 April 2023<br>£ | Income<br>£    | Expenditure<br>£ | At 31<br>March 2024<br>£ |
|---------------|-------------------------|----------------|------------------|--------------------------|
| General funds | <u>100,688</u>          | <u>306,471</u> | <u>(261,535)</u> | <u>145,624</u>           |

|               | At<br>1 April 2022<br>£ | Income<br>£    | Expenditure<br>£ | At 31<br>March 2023<br>£ |
|---------------|-------------------------|----------------|------------------|--------------------------|
| General funds | <u>141,652</u>          | <u>243,489</u> | <u>(284,453)</u> | <u>100,688</u>           |

### Restricted funds

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

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

# Burwell Community Print Centre Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

## 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<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2024<br>£ |
|----------------------------|----------------------------|--------------------------|--------------------------|
| 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)                 |
| <b>Net assets</b>          | <b>145,624</b>             | <b>30,863</b>            | <b>176,487</b>           |

  

|                            | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
|----------------------------|----------------------------|--------------------------|--------------------------|
| 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)                 |
| <b>Net assets</b>          | <b>100,688</b>             | <b>36,522</b>            | <b>137,210</b>           |

## 25. Operating lease commitments

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

|  | 2024<br>£     | 2023<br>£     |
|--|---------------|---------------|
| Not later than 1 year                        | 17,674        | 17,560        |
| Later than 1 year and not later than 5 years | 39,920        | 57,480        |
|  | <b>57,594</b> | <b>75,040</b> |

## 26. Related parties

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

