

WILLENHALL COMMUNITY FORUM LIMITED

REPORT AND FINANCIAL STATEMENTS

31 March 2021

Registered No. 03125686
Charity Registered No. 1057458

WILLENHALL COMMUNITY FORUM LIMITED

REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2021

Registered No. 03125686
Charity Registered No. 1057458

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WILLENHALL COMMUNITY FORUM LIMITED

TRUSTEES' ANNUAL REPORT

31 March 2021

The trustees who are the directors of the charitable company present their report and the independently examined financial statements for the year ended 31 March 2021.

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity name	Willenhall Community Forum Limited
Company Registered Number	03125686
Registered Charity Number	1057458
Company Registered Office	Willenhall Education, Employment and Training Centre Robin Hood Road Coventry CV3 3AN

Trustees

The trustees of the charitable company during the year to 31 March 2021 were as follows:

Reverend P I A Howell
Mrs R M McAuley
Mrs I M Weir
Mrs C E Thomas
Mr D Chater

Secretary

Mrs M E Metcalf

Senior Management team

Mrs M E Metcalf

Others

Independent Examiners	Azets Audit Services 3mc Middlemarch Business Park Siskin Drive Coventry Warwickshire CV3 4FJ
Bankers	Unity Trust Bank Plc Four Brindley Place Birmingham B1 2HB
Solicitors	Rotherham & Co 8/9 The Quadrant Coventry CV1 2EG

WILLENHALL COMMUNITY FORUM LIMITED

TRUSTEES' ANNUAL REPORT

31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution of the charitable company

The charitable company was incorporated under the Companies Act 1985 on 14 November 1995 as a company limited by guarantee and not having a share capital. Its Governing Instruments are its Memorandum and Articles of Association which empowers the trustees to manage the business of the charitable company and, at their discretion admit full or associate members. Only full members may vote in General Meeting.

The company was awarded charitable status by the Charity Commission on 10 August 1996.

Organisational Structure

The organisation has a main board made up of all Trustees and Directors. The charitable company owns the whole of the equity share capital of a subsidiary trading company, Willenhall Community Forum (Trading) Limited, which has a directorship that is expected to be made up of 66% of directors/trustees from the main board and 33% independent membership. At 31 March 2021 the trading company had one director who was independent of the main board. Both boards meet simultaneously on a regular basis and reports are made from the trading company to the main board and vice versa. Joint decisions and discussions take place and are approved at a full board meeting.

Senior staff employed by the organisation produce monthly reports to the main board. Staff representatives attend the main board meeting. Representatives from appropriate stakeholders are invited to attend meetings to observe. This grouping comprises mainly relevant interested parties.

Election of Trustees/Directors

The Directors and Trustees are nominated on an annual basis from the representative organisational base. This base includes community and voluntary organisations providing services in Willenhall and Willenhall Wood that are alike to the aims of the organisation.

Each organisation nominates/elects a "voluntary" representative from their membership or user group. This representative may change on an annual basis.

Nominations are presented to the Annual General Meeting and the voting takes place from within the membership to accept/reject new members.

Trustee induction and training

New trustees are briefed on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision-making process, the business plan and recent financial performance of the charitable company. During the induction they meet key employees and other trustees. Trustees are encouraged to attend appropriate training events where these will facilitate the undertaking of their role.

Remuneration of key management personnel

The Directors consider that the Board of Directors, who are the charity's Trustees, and the Centre Manager comprise the key management personnel for the governance, running and operation of the charity on a day to day basis. All directors give of their time freely and no director received any remuneration in the year. The pay of the senior staff is reviewed annually by the trustees.

WILLENHALL COMMUNITY FORUM LIMITED

TRUSTEES' ANNUAL REPORT (continued)

31 March 2021

Volunteers

There are three regular volunteers who help in Eric's Community Café and the Hagard Community Space and we have also been fortunate to have a regular volunteer who supports our food hub.

Without the support of the volunteers much of the work would not be done. The impact of the volunteers in Eric's café means we can open five days a week offering food and drink at affordable prices to our community.

Risk Management

The Forum continues to take risk management seriously and assesses the risks of new and pilot services and projects whenever they are planned. Legal risks continue to be monitored to ensure that prevention of risk is addressed and protection is adequate where this is required.

The organisation takes a continuous improvement approach to risk and uses regular risk assessment to improve the state of the organisation, its services, assets and staffing.

OBJECTIVES AND ACTIVITIES

The charitable company's objects are the relief of the inhabitants of Willenhall and Willenhall Wood and the surrounding area by associating with the local authorities, voluntary organisations and local inhabitants in a common effort to provide, or assist in the provision of, facilities for education and recreation or other leisure-time occupations for the inhabitants and in particular to provide and maintain an education, training and advice centre.

The policies adopted in order to further the Charitable Objectives are:

- a) To fully extend and develop a range of opportunities available to local people at the Willenhall Education, Employment and Training Centre.
- b) To develop and build on our growing relationship with members of the local community and prioritise those who are most isolated.
- c) To further links with partnership agencies in order to target those with the greatest need.
- d) To implement strategies to develop and enhance the service available at our on-site childcare provision.
- e) To ensure that our community centre delivers a range of service and activities which are accessible to local people.
- f) To develop pilot activities to encourage younger people to become more engaged in the community in which they live.
- g) To create greater opportunity for the involvement of local residents in the services and projects that the Forum deliver.

ACHIEVEMENTS AND PERFORMANCE

The WCF team are an exceptional group of people; some were furloughed during the lockdown but there were a key number of the team who remained in work, ensuring that all our essential services were open and able to support some of the city's front-line workers and some of the most vulnerable in our community.

Willenhall Community Forum has been heavily impacted from the pandemic; activities and groups stopped running during the lockdown periods and have been slow to return, although in recent months we have seen an increase in people requesting room hire. Throughout the lockdown many staff members were on furlough, and those in work continued to work hard to ensure we were able to deliver core services, such as 'child day care' and 'Willenhall food hub' plus support the local food bank each week. We continue to strive to work with all of our Stakeholders to maximise resources and deliver services in the area to our most vulnerable clients.

WILLENHALL COMMUNITY FORUM LIMITED

TRUSTEES' ANNUAL REPORT (continued)

31 March 2021

We have been able to attract Pet-xi a company who seek to support people into paid employment and CAP (Christians against poverty) who attend each Wednesday offering support to anyone who seeks it.

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit.

It is down to the dedication and loyalty of the staff team that we remain a dynamic and focussed organisation working with some of the most disengaged families in our community. The experience that the team draw on is well grounded in working with our communities to give them a voice.

Whatever the future may hold for the organisation, it is still important that our core work continues "to build a better and stronger Willenhall through the active involvement of the community to find solutions to local problems" in line with our established delivery objectives:

- Unemployment & Worklessness
- Poverty and Disadvantage
- Children & Young People
- Inclusion & Cohesion
- Isolation
- Leisure, Learning and lifestyles changes

There is an ongoing dialogue to measure the effectiveness of the work and our commitment to the community involvement whilst recognising that we are competing with other local organisations in a variety of settings for funding. Why do we do this? It is because we believe in the work we do and the area in which we live and serve.

Against this backdrop for the year the organisation is pleased to be able to offer the following review of the current activities, projects and services:

Staff Training and Development

Throughout this year we have focussed on staff training and making sure that we are all up to date and identifying our training needs to address the requirements of the service and to look at the personal development of our team.

General Employment Support

Willenhall Community Forum continues to work with Reed in Partnership, providing 1:1 support for people who are unemployed, underemployed or seeking new ventures. This support is provided from the Hagard centre, two days per week or remotely during lock down, (lockdown periods were extensive during 2021 due to the Covid-19 pandemic). Support is provided to create or amend CVs, job searches, interview techniques, presenting at interview. Clients are also offered benefit advice and budget control advice. A jobs club, where clients can gain access to laptops, internet and support from peers and professionals is planned for 2020/21, the sessions will be in addition to the 1:1 session.

Pet-xi joined us at the Hagard on Wednesday, doing similar work to Reed in Partnership, supporting residents who are seeking paid employment

WILLENHALL COMMUNITY FORUM LIMITED

TRUSTEES' ANNUAL REPORT (continued)

31 March 2021

The WEET Centre was locked down for several months during 2021, again due to Covid 19. From July we have seen a return of some of the faith groups, and Adult Education, who continue with their support for people with learning disabilities and provide other courses supporting adults with English and ESOL.

WCF has linked with Woodside family hub, a centre operated by officers from Coventry City Council with links to other professional services. Together we were able to offer school uniform and volunteer opportunities.

Poverty and Disadvantage

- **FareShare**

The support from FareShare is invaluable in providing food sources for the food bank and food hub as well as providing snacks and meals for nursery children and other local residents. The weekly food deliveries are tremendous value for money and allows us to provide nutritious and varied food options. This results in a reduction in our food bill and also enables us to donate ambient food items to our local foodbank.

In addition to the above we have been able to support a range of free activities for local community including:

- The HAF programme – offering high quality food and learning activities for children who were entitled to free school meals
- Refreshments during Peace festival week
- Food items from Eric's, our community café
- Children's activities and parties, including Halloween and Christmas
- Free breakfast club each Saturday – thank you to Franklin

- **Willenhall Market**

The market has continued to add a valuable contribution to the local economy and provide a vital service to the local residents. During the Winter and during lock down we have seen traders providing a service to the community. Some stalls selling essential items remained with us during the lock down period.

- **Fun days and Outings**

During 2020 Covid-19, lock downs and social distancing has resulted in us not being able to provide all the events and outings we would normally aim to deliver.

We were able to support the Peace Festival 2021. Eric's, our community café, offered freshly prepared and cooked roast dinners every Monday and high quality freshly cooked meals/sandwiches and snacks during the rest of the week. WCF working with members from the local history group and Willenhall library created a display of pictures, stories and articles taken during and just after the Coventry Blitz.

The Hagard remains a great support to the Remembrance service. With the support from our craft group we are able to offer 'pledge/memorial Doves' where residents are able to make a pledge of peace and/or remember a lost one and the Doves are hung on a tree. The service, overseen by local vicar Rev Pam Howell, is always well attended by local residents and primary schools. All are invited back into the Hagard for a hot drink, biscuit and friendly conversation.

WILLENHALL COMMUNITY FORUM LIMITED

TRUSTEES' ANNUAL REPORT (continued)

31 March 2021

Children and Young people

- **Eureka Nursery**

Remained open during all lockdowns providing essential support for parents working on the front line.

Some of the team were furloughed and those remaining in work were put into bubbles. A special thank you to the team.

The nursery has continued to work on improving the environment for the children and staff. There have been changes to the outdoor space, a new play shed, decking and fencing and a raised level which is now used to develop young people's road crossing and highway awareness. Internally they have had all the rooms and doors freshly painted.

Coventry city council's Adult Education service, local Colleges and Social Services continue to use places at the provision alongside local parents. The provision continues to include parents, grandparents and carers. Unfortunately, due to the impact of Covid-19 the nursery has not been able to host the family events it would like to have done. They have though been finding ways in which the children can still be part of seasonal events and have fun, Halloween dressing up time, Children in need fund raising and spotty day, Christmas party with gifts from Santa. The nursery and its staff continue to set high standards; a centre which Willenhall community forum are proud to have as part of its portfolio.

- **Eureka Discovery Hut**

Childcare was available for up to 44 children aged 2-4 years, all of whom were receiving state vouchers. Staff work closely with the children's parents/carers to ensure that the children's needs, some of which are SEN, are met and compliment home and nursery activities.

- **Safe guarding children**

Safe guarding children continues to be a high priority for staff, and staff continue to receive a range of safeguarding courses as part of our organisation's commitment to safeguarding. Staff attend and support CAF meetings. Willenhall community forum has 3 representatives on the governing boards of 2 local primary schools, Willenhall community primary and Stretton Church of England Academy. This enables closer working relationships with schools and provide the Forum with opportunities to network and work closely with schools. The schools are keen to support local events and join in activities when possible.

Inclusion and Cohesion

Bringing the community together throughout the year is a vital part of our engagement and outreach. During this year it has been particularly challenging, due to lockdown and social distancing. We have though continued to offer activities and social engagement at various times throughout the year

- St George's Day
- Thursday Craft group
- Peace Festival
- Remembrance service
- Halloween and Christmas events

WILLENHALL COMMUNITY FORUM LIMITED

TRUSTEES' ANNUAL REPORT (continued)

31 March 2021

• The Hagard Community Space

The Hagard has been the centre where many people can find a warm welcome, take part in activities, delivered by residents for residents. Eric's our community café is also sited within the Hagard. This year we opened Willenhall food hub, a shop where people who are finding themselves in financial hardship can find affordable food packages, support and advice. We were also able to support the campaign to feed families with school aged children during school holidays. During the summer weeks over 100 food parcels per week were collected by parents/carers.

The Hagard remained open throughout ensuring that both the food hub and food bank were able to support some of the most vulnerable and in need of support. In the first lock down the centre was available 7 days a week at various times.

We should acknowledge the hard work done by WCF staff and volunteers of both the food hub and food bank, all of whom were without question caring and so very vital, without them many more people across Binley and Willenhall would have suffered even more. It is estimated that 1000's of people received support from either the food bank or food hub.

The range of activities presently taking place at the Hagard Community Space are as follows:

- Credit Union
- Line Dancing
- YMCA
- Car boot and market
- Willenhall local history group
- Arabic classes
- Grangers Club
- Eric's community café
- Willenhall food bank
- Willenhall food hub
- Let's get crafty
- Karate Classes
- Willenhall library
- Reed in Partnership
- CAP
- Pet-xi
- Halloween fun tea time
- Christmas lunch during December - Santa comes to the Hagard
- Christmas fete
- Christmas family disco
- Christmas panto
- Lateral Flow Testing (weekly)

Willenhall 'e'focus magazine

The content remains focused on local interest and a hard copy can be found in the local library

The editing team have a wide range of expertise and together they have created an interesting local topical newsletter. Issues come out each quarter with a special edition for Christmas.

WILLENHALL COMMUNITY FORUM LIMITED

TRUSTEES' ANNUAL REPORT (continued)

31 March 2021

Supporting smaller and developing groups

We continue with our support to residents and groups in the area. Activities have reduced during 2021, due to lockdown and social distancing. We do continue to link with group leaders and encourage them to return to the community as soon as government guidance allows. We continue in our belief that the residents are the key to keeping a healthy active community, both in body and mind.

Neighbourhood Planning

Willenhall has seen no new development during 2021, existing developments from previous years have matured and reached their goals. New developments for 2021, on the Severn Trent land have gone to public consultation. Planning permissions are yet to be given, and we are awaiting the end of the consultation and further proposals from developers.

Future Plans

At the end of December 2021 WCF will say goodbye to Maureen Metcalf, their General Manager since January 2017. We would sincerely like to thank her for all her contributions in supporting the team at WCF, the charity to reach new goals and most importantly to keep us focused on how we can continue to support our local community.

We will welcome the new General Manager, who we are confident will lead us into a successful 2022/23 and beyond.

The impact of Covid 19 and instruction from government has seen a reduction of room hire and service demand, resulting in a loss of income. We remain positive and confident that 2022/23 will be a good year for Willenhall and for WCF.

We shall continue to keep on top of maintenance and repairs, ensuring that venues are fit for purpose and offer a safe and comfortable environment for all users and staff.

We shall pick up links with other service providers in Willenhall with a view of recruiting and training volunteers. Volunteers will be able to share their skills, learn new skills and support various groups and projects in the area.

To continue applying for grants/funding which will help us to sustain our being and replace resources and enhance our venues.

We will work with other groups and service providers in the area, so we are all able to provide a solid support group to the community.

FINANCIAL REVIEW

The financial statements show total income of £732,404, an increase of £28,691 on 2020 and total expenditure of £632,493, a decrease of £9,569 on 2020. This has led to net income of £99,911 for the year compared to net income of £61,651 in 2020.

Principal funding sources

As a result of increasing constraints on local authority expenditure the charity has to seek funding from a broader group of agencies. The principal funding sources are the income generated from the hiring of facilities at our centres and the gift aided profits of the trading subsidiary.

WILLENHALL COMMUNITY FORUM LIMITED

TRUSTEES' ANNUAL REPORT (continued)

31 March 2021

Investment policy

A prudent amount is retained in reserves each year and there have been few funds for long term investment.

Reserves policy

Objectives of the reserves policy

To ensure that all reserves accumulated will be used to meet the following objectives:

- To resource the central core functions of the organisation. This includes management, administration and building running costs.
- To fund material building maintenance considering the age of the property.
- To provide for potential redundancy.
- To assist in piloting new and innovative areas of work that will not attract main stream funding.

Reserves policy and going concern

The Trustees aim to maintain general reserves in unrestricted funds (that is those funds not tied up in fixed assets, designated funds and restricted funds) at a level that considers the financial requirements of the charity. This would include anticipated income, future funding and expenditure to which the charity is committed. The charity does not have the security of long-term funding; cash flow and continuity of funding have been identified among the main risks facing the charity. Therefore, it is the view of the trustees that a sufficient level of reserves are held to maintain the financial viability of the charity and considers the most appropriate level of free reserves at 31 March 2021 would be six month's operating costs (approx £110,000).

The actual free reserves at 31 March 2021 were £369,081.

The trustees have reviewed the circumstances and consider that adequate resources continue to be available to fund the activities of the charity for the foreseeable future and are of the view that the charity is a going concern.

Third party indemnity provision for trustees

Qualifying third party indemnity provision is in place for the benefit of all trustees of the charitable company and the subsidiary company Willenhall Community Forum (Trading) Limited.

CONNECTED CHARITIES AND ORGANISATIONS

During the course of the financial year we have worked harmoniously and productively with a range of organisations in order to maximize the impact of our work and better meet our charitable objectives.

We have worked with the following Registered Charities:

- Groundwork West Midlands
- Willenhall Association Trust (The Hut)
- West Midlands Housing Group – Clarion
- Coventry & Warwickshire YMCA
- Betty Ennis foundation

WILLENHALL COMMUNITY FORUM LIMITED

TRUSTEES' ANNUAL REPORT (continued)

31 March 2021

We have also worked closely with the following voluntary and community organisations:

- St John the Divine Church
- Supported Remembrance Sunday – annual service on the Village Green
- Adult Education Coventry
- Woodside, Willenhall, Coventry – including working together to support residents into voluntary practice
- Willenhall Library
- Coventry Community Centres Group / community food hubs
- Coventry City Council Resilience team
- YMCA
- Reed in Partnership
- CAP

On behalf of the Board



P I A Howell – Trustee



D Chater - Trustee

6/12/2021

WILLENHALL COMMUNITY FORUM LIMITED

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF WILLENHALL COMMUNITY FORUM LIMITED

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021 which are set out on pages 11 to 27.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts 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 your 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 company'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, 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 that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities

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.



Robert Anderson FCA

Azets Audit Services
3mc Middlemarch Business Park
Siskin Drive
Coventry
Warwickshire
CV3 4FJ

Date 8/12/21

WILLENHALL COMMUNITY FORUM LIMITED

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE)

for the year ended 31 March 2021

	Note	Unrestricted Funds £	Restricted Funds £ (Note 13)	Total 2021 £	Unrestricted Funds £	Restricted funds £	Total 2020 £
Incoming resources							
Activities for generating funds							
Trading income (incl. trading subsidiary income)		562,087	8,847	570,934	676,723	10,676	687,399
Investment income	6	151	-	151	1,001	-	1,001
Incoming resources from charitable activities							
Grants receivable	7	64,500	84,702	149,202	-	2,000	2,000
Other income	8	10,811	1,306	12,117	13,313	-	13,313
Total incoming resources		637,549	94,855	732,404	691,037	12,676	703,713
Resources expended							
Cost of generating funds							
Costs of generating voluntary income		3,775	-	3,775	3,459	-	3,459
Trading costs (incl. trading subsidiary expenditure)		398,885	37,150	436,035	428,317	18,324	446,641
Charitable activities		135,137	37,615	172,752	160,626	12,033	172,659
Governance costs		19,931	-	19,931	19,303	-	19,303
Total resources expended	9	557,728	74,765	632,493	611,705	30,357	642,062
Net incoming/(outgoing) resources being net movement of funds		79,821	20,090	99,911	79,332	(17,681)	61,651
Transfers between funds		1,434	(1,434)	-	(94)	94	-
Fund balances brought forward at 1 April		321,246	52,316	373,562	242,008	69,903	311,911
Fund balances carried forward at 31 March		402,501	70,972	473,473	321,246	52,316	373,562

The Consolidated Statement of Financial Activities include all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

WILLENHALL COMMUNITY FORUM LIMITED

BALANCE SHEET at 31 March 2021

Company Registration No. 3125686

		Group		Charitable Company	
	Note	2021 £	2020 £	2021 £	2020 £
Fixed assets					
Tangible fixed assets	10	68,729	84,056	68,729	84,056
Investments	11	-	-	3	3
		<u>68,729</u>	<u>84,056</u>	<u>68,732</u>	<u>84,059</u>
Current assets					
Debtors	12	40,261	43,381	17,723	22,781
Cash at bank		492,314	377,847	445,946	348,995
		<u>532,575</u>	<u>421,228</u>	<u>463,669</u>	<u>371,776</u>
Creditors: amounts falling due within one year	13	(127,831)	(131,722)	(58,928)	(82,273)
Net current assets		<u>404,744</u>	<u>289,506</u>	<u>404,741</u>	<u>289,503</u>
Net assets		<u>473,473</u>	<u>373,562</u>	<u>473,473</u>	<u>373,562</u>
Funds					
Unrestricted funds					
- General fund	14	402,501	321,246	402,501	321,246
Restricted funds	14	<u>70,972</u>	<u>52,316</u>	<u>70,972</u>	<u>52,316</u>
	14	<u>473,473</u>	<u>373,562</u>	<u>473,473</u>	<u>373,562</u>

For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

WILLENHALL COMMUNITY FORUM LIMITED

BALANCE SHEET (Continued)

at 31 March 2021

Company Registration No. 3125686

For the financial year ended 31 March 2021, the company was entitled to exemption from audit under the *Companies Act 2006*, (s. 477 relating to small companies) and the members have not required the company to obtain an audit of its accounts for the year in question in accordance with s. 476

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

The financial statements on pages 11 to 27 were approved by the trustees on and authorised for issue on09/12/.....2021 and are signed on its behalf by:

Reverend PIA Howell - Trustee:



Charity number: 1057458

Company number: 03125686

WILLENHALL COMMUNITY FORUM LIMITED

CONSOLIDATED STATEMENT OF CASHFLOWS

31 March 2021

	£
Cashflows from Operating Activities	
Operating Profit for the year	99,911
Adjustments for:	
Depreciation charged in year	16,563
(Increase) / Decrease in Debtors	3,120
Increase / (Decrease) in Creditors	(3,891)
Interest Received	(151)
Net Cash from Operating Activities	115,552
Cashflows from Investing Activities	
Purchase of Fixed Assets during the year	(1,236)
Net Cash from Investing Activities	(1,236)
Cashflows from Financing Activities	
Interest Received	151
Net Cash from Financing Activities	151
Net Increase / (Decrease) in Cash and Cash Equivalents	114,467
Cash and Cash Equivalents at beginning of year	377,847
Cash and Cash Equivalents at end of year	492,314

WILLENHALL COMMUNITY FORUM LIMITED

NOTES TO THE FINANCIAL STATEMENTS

31 March 2021

1 ACCOUNTING POLICIES

a) Company information

Willenhall Community Forum Limited is a charitable company limited by guarantee incorporated in England and Wales. The registered office is Willenhall Education, Employment and Training Centre, Robin Hood Road, Coventry, CV3 3AN. (Charity number: 1057458, Company number: 03125686).

b) Basis of preparation

The consolidated financial statements have been prepared under the historical cost convention. The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2019)", Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006.

The financial statements are prepared in Sterling, which is the functional currency of the company. Monetary amounts in the financial statements are rounded to the nearest £.

c) Going concern

As with most charities, the trustees are mindful of the uncertain timing of incoming resources. At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

In early March 2020, the COVID-19 virus was declared a global pandemic. Business continuity, including supply chains and consumer demand across a number of industries and countries, could be severely impacted for months or more, as governments and their citizens take significant and unprecedented measures to mitigate the consequences of the pandemic.

The trustees are monitoring the ever changing situation and continue to evaluate the charity's ability to continue to trade on an ongoing and foreseeable basis. However, due to the uncertainty surrounding COVID-19 no adjustments have been made to these financial statements which may arise from the impact of COVID-19 on the charity. Despite the unknown impact COVID-19 may or may not have on the charity under normal circumstances the trustees would have had a reasonable expectation that the charity has adequate resources, thus the trustees would have adopted the going concern basis of accounting.

d) Basis of consolidation

The consolidated financial statements incorporate those of Willenhall Community Forum Limited, and its subsidiary, Willenhall Community Forum (Trading) Limited.

All intra-group transactions, balances and unrealised gains on transactions between group companies are eliminated on consolidation. Both companies' financial statements are made up to 31st March and employ consistent accounting policies.

WILLENHALL COMMUNITY FORUM LIMITED

NOTES TO THE FINANCIAL STATEMENTS (continued)

31 March 2021

e) **Tangible fixed assets and depreciation**

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Leasehold land and buildings	over the period of the lease
Fixtures, fittings and equipment	over 4 years

f) **Investments**

The investment in the trading subsidiary is stated at cost.

g) **Debtors and creditors receivable/payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

h) **Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charitable company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charitable company for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

i) **Incoming resources**

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of a general nature are recognised when there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods or;
- The donor has imposed conditions that must be met before the charitable company has unconditional entitlement.

Income from commercial trading activities is recognised as earned (as the related goods and services are provided).

Investment income is recognised on a receivable basis

Income from charitable activities includes income receivable under contract or where entitlement to grant funding is subject to specific performance conditions and is recognised as earned (as the goods or services are provided). Grants included in this category provide income to support performance activities and are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

WILLENHALL COMMUNITY FORUM LIMITED

NOTES TO FINANCIAL STATEMENTS (continued)

31 March 2021

j) **Resources expended**

Expenditure is recognised when a liability is incurred. Contractual arrangements and performance related grants are recognised as goods and services are supplied. Other grant payments are recognised when a constructive obligation arises that result in the payment being unavoidable.

Costs of generating funds are those costs incurred in attracting voluntary income and those incurred in trading activities that raise funds.

Charitable activities include expenditure associated with carrying out the charitable functions and include both the direct costs and support costs relating to these activities.

Governance costs include those incurred in the governance of the charitable company and its assets and are primarily associated with constitutional and statutory requirements.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources e.g. staff costs by the estimated time spent and other costs by their estimated usage.

k) **Leased assets and obligations**

All leases are "operating leases" and the annual rentals are charged to the statement of financial activities on a straight-line basis over the lease term.

2 **JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY**

In the application of the charitable group and company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision only affects that period, or in the period of the revision and future periods where the revision affects both current and future periods.

WILLENHALL COMMUNITY FORUM LIMITED

NOTES TO FINANCIAL STATEMENTS (continued)

31 March 2021

3 FINANCIAL ACTIVITIES OF THE CHARITABLE COMPANY

The financial activities shown in the consolidated statement of financial activities includes those of the charitable company's wholly owned subsidiary Willenhall Community Forum (Trading) Limited.

A summary of the financial activities undertaken by the charitable company is set out below.

	2021 £	2020 £
Gross incoming resources	296,368	257,072
Fundraising costs of grants and donations	(3,774)	(3,459)
Charitable activities	(172,752)	(172,659)
Governance costs	(19,931)	(19,303)
	<hr/>	<hr/>
Net incoming/(outgoing) resources	99,911	61,651
Total funds brought forward	373,562	311,911
	<hr/>	<hr/>
Total funds carried forward	473,473	373,562
	<hr/>	<hr/>
Represented by:		
Restricted income funds	70,972	52,316
Unrestricted income funds	402,501	321,246
	<hr/>	<hr/>

4 NET INCOMING/(OUTGOING) RESOURCES

	2021 £	2020 £
Net incoming/(outgoing) resources is stated after charging:		
Auditor/Independent examiner's remuneration		
- audit/independent exam	2,460	2,400
Operating leases		
- rent payable	4,600	4,600
- plant and machinery	7,061	7,111
Depreciation of tangible fixed assets		
- owned assets	16,563	15,228
	<hr/>	<hr/>

5 TRUSTEE REMUNERATION AND RELATED PARTY TRANSACTIONS

None of the trustees received any remuneration or expenses during the current year or previous year. During the year, £1,032 (2020: £929) was paid for Trustees Indemnity Insurance.

No trustee or other person related to the charitable company had any personal interest in any contract or transaction entered into by the charitable company during the year (2020: Nil).

WILLENHALL COMMUNITY FORUM LIMITED

NOTES TO FINANCIAL STATEMENTS (continued)

31 March 2021

6 INVESTMENT INCOME

	Unrestricted 2021	Restricted 2021	Total 2021	Unrestricted 2020	Restricted 2020	Total 2020
Interest Received	151	-	151	1,001	-	1,001

7 GRANT INCOME

During the year restricted income grants were received amounting to £84,702 (2020: £2,000), which included £35,964 of Covid Job Retention Scheme grants to support the payment of furloughed employees, £23,384 from the National Lottery to support the response to Covid and £12,800 from HoE Community to support the work of the Food Hub and Covid response.

Other unrestricted grants amounting to £64,500 (2020: Nil) were received which included £44,500 of Covid Business Support Grants and £20,000 received to run the PTC Programme.

None of these amounts are repayable.

8 OTHER INCOME

	Unrestricted 2021	Restricted 2021	Total 2021	Unrestricted 2020	Restricted 2020	Total 2020
Donations	934	1,306	2,240	2,074	-	2,074
Tickets & Events	5,179	-	5,179	5,239	-	5,239
Insurance Claim	698	-	698	-	-	-
Employers Allowance	4,000	-	4,000	3,000	-	3,000
Settlement of Lease Agreement	-	-	-	3,000	-	3,000
	10,811	1,306	12,117	13,313	-	13,313

WILLENHALL COMMUNITY FORUM LIMITED

NOTES TO FINANCIAL STATEMENTS (continued)

31 March 2021

9 TOTAL RESOURCES EXPENDED

	Staff Costs	Depreciation	Grants Payable	Support Costs	Total 2021	Total 2020
	£	£	£	£	£	£
Costs of generating funds (Unrestricted)						
Cost of generating voluntary income	3,438	-	-	337	3,775	3,459
Trading costs	357,118	-	-	41,767	398,885	428,317
Charitable expenditure	87,314	8,717	-	39,106	135,137	160,627
Governance	16,776	-	-	3,155	19,931	19,303
	464,646	8,717	-	84,365	557,728	611,706

	Staff Costs	Depreciation	Grants Payable	Support Costs	Total 2021	Total 2020
	£	£	£	£	£	£
Costs of generating funds (Restricted)						
Cost of generating voluntary income						
Trading costs	36,628	-	-	522	37,150	18,324
Charitable expenditure	11,760	7,846	500	17,509	37,615	12,032
Governance						
	48,388	7,846	500	18,031	74,765	30,356

Staff costs:	2021	2020
	£	£
Wages and salaries	480,652	449,540
Social security costs	25,093	23,285
Pension costs	7,289	6,811
	513,034	479,636
	Number	Number
Average number of persons employed by the group was as follows;	37	38

There were no employees whose emoluments exceeded £60,000 (2020: Nil).

Redundancy payments of £Nil were included in the above staff costs in the year ended 31st March 2021 (2020: £Nil).

The total amount of employee benefits received by key personnel is £30,635 (2020: £32,261)

WILLENHALL COMMUNITY FORUM LIMITED

NOTES TO FINANCIAL STATEMENTS (continued)

31 March 2021

9 TOTAL RESOURCES EXPENDED (Continued)

	2021 £	2020 £
Support costs include:		
Rent and room hire	11,507	23,144
General and water rates	257	7,434
Light and heat	14,663	20,971
Insurance	7,662	6,771
Office expenses	15,444	17,201
Advertising	360	635
Repairs and renewals	8,443	14,687
Medical supplies and cleaning	4,377	5,472
General supplies	6,932	15,618
Training	1,259	3,236
Nursery resources and activity	4,494	13,445
Events and projects	14,333	4,071
Travel and expenses	581	20
Sundry expenses	5,690	5,022
Professional fees	7,121	8,728
Bank and credit charges	934	1,187
Bad debts recovered	(2,131)	(4,475)
Bad debts	471	3,231
	<u>102,396</u>	<u>146,398</u>

10 TANGIBLE FIXED ASSETS

Group and charitable company	Leasehold land and buildings £	Fixtures fittings & equipment £	Total £
Cost			
1 April 2020	773,460	334,474	1,107,934
Additions	-	1,236	1,236
31 March 2021	<u>773,460</u>	<u>335,710</u>	<u>1,109,170</u>
Depreciation			
1 April 2020	698,866	325,012	1,023,878
Charge for year	13,563	3,000	16,563
31 March 2021	<u>712,429</u>	<u>328,012</u>	<u>1,040,441</u>
Net book amount			
31 March 2021	<u>61,031</u>	<u>7,698</u>	<u>68,729</u>
31 March 2020	<u>74,594</u>	<u>9,462</u>	<u>84,056</u>

Future capital commitments

There were no capital commitments at 31 March 2021 (2020: £Nil)

WILLENHALL COMMUNITY FORUM LIMITED

NOTES TO FINANCIAL STATEMENTS (continued)

31 March 2021

11 FIXED ASSET INVESTMENT

	Investment in subsidiary undertaking £
Cost	
At 31 March 2021 and 31 March 2020	3

The parent charitable company holds the whole of the equity share capital of Willenhall Community Forum (Trading) Limited, a company incorporated in England. Its principal activity is to raise funds for the charitable company, this includes nursery care, room hire and functions.

All activities have been consolidated on a line by line basis in the SOFA. The total net profit is gifted to the charitable company.

A summary of the results of the subsidiary is shown below:

	2021 £	2020 £
Turnover	426,896	525,137
Cost of sales	(411,375)	(416,218)
	<u>15,521</u>	<u>108,919</u>
Gross profit		
Administrative expenses	(24,661)	(30,423)
Interest receivable	-	-
Other operating income	52,067	-
	<u>42,927</u>	<u>78,496</u>
Gift aid to Willenhall Community Forum Limited	(42,927)	(78,496)
	<u>-</u>	<u>-</u>
Retained in the company		

The aggregate of the assets, liabilities and funds was as follows:

Assets	91,514	100,779
Liabilities	(91,511)	(100,776)
	<u>3</u>	<u>3</u>
Funds (representing 3 ordinary shares of £1 each (2020: 3) and a profit and loss account of £Nil (2020: £Nil))		
	<u>3</u>	<u>3</u>

WILLENHALL COMMUNITY FORUM LIMITED

NOTES TO FINANCIAL STATEMENTS (continued)

31 March 2021

12	DEBTORS	Group		Charitable Company	
		2021	2020	2021	2020
		£	£	£	£
	Trade debtors	19,942	28,047	7,471	17,211
	Other debtors	260	1,525	260	1,525
	Prepayments and accrued income	20,059	13,809	9,992	4,045
		<u>40,261</u>	<u>43,381</u>	<u>17,723</u>	<u>22,781</u>

13	CREDITORS	Group		Charitable Company	
		2021	2020	2021	2020
		£	£	£	£
	Amounts falling due within one year:				
	Trade creditors	18,861	22,210	904	3,633
	Amounts due to subsidiary undertaking	-	-	22,608	51,327
	Other taxation and social security	4,907	1,040	4,907	1,040
	Other creditors	6,087	7,114	6,087	7,114
	Accruals and deferred income	97,976	101,358	24,422	19,159
		<u>127,831</u>	<u>131,722</u>	<u>58,928</u>	<u>82,273</u>

Deferred income

Included in accruals and deferred income above is the following deferred income:

	2021 £
Deferred income brought forward	79,675
Recognised in the year	73,828
Released in the year	(79,675)
	<u>73,828</u>
Deferred income carried forward	<u>73,828</u>

WILLENHALL COMMUNITY FORUM LIMITED
NOTES TO FINANCIAL STATEMENTS (continued)
31 March 2021

14 STATEMENT OF FUNDS

	Balance 31 March 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance 31 March 2021 £
General reserves	321,246	637,549	(557,728)	1,434	402,501
Restricted funds					
Access to Volunteering Fund	2,000	-	-	-	2,000
2 yr old Capacity Grant	43,155	-	(7,846)	-	35,309
Early Years Pupil Premium	1,431	6,952	(510)	-	7,873
Early Years Disability Access	1,230	615	-	-	1,845
Pupil Premium PEP	-	100	-	-	100
High Needs Top Up	-	517	(12)	-	505
Sen Inclusion Funding	-	663	(663)	-	-
Whitefriars Housing Community Pride	4,500	-	-	-	4,500
Willenhall Food Hub	-	41,490	(24,423)	(1,581)	15,486
Vinci UK Foundation	-	4,930	(4,439)	-	491
Clarion Community Investment	-	2,863	-	-	2,863
Coventry & District Charitable Trust	-	440	(348)	(92)	-
Coventry General Charities	-	320	(559)	239	-
Job Retention Scheme Grant	-	35,965	(35,965)	-	-
Total restricted funds	52,316	94,855	(74,765)	(1,434)	70,972
Total funds	373,562	732,404	(632,493)	-	473,473

WILLENHALL COMMUNITY FORUM LIMITED

NOTES TO FINANCIAL STATEMENTS (continued)

31 March 2021

14 STATEMENT OF FUNDS (Continued)

	Balance 31 March 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance 31 March 2020 £
General reserves	242,008	691,037	(611,705)	(94)	321,246
Restricted funds					
Access to Volunteering Fund	2,000	-	-	-	2,000
Mini Children's Woodland	741	-	(741)	-	-
2 yr old Capacity Grant	51,001	-	(7,846)	-	43,155
Early Years Pupil Premium	9,337	4,810	(12,715)	-	1,431
Early Years Disability Access	632	1,230	(632)	-	1,230
Pupil Premium PEP	300	100	(400)	-	-
High Needs Top Up	-	1,400	(1,400)	-	-
SEN Inclusion Funding	-	3,136	(3,177)	41	-
Whitefriars Housing Community Pride	4,500	-	-	-	4,500
Back to my Roots Project	603	-	(603)	-	-
Active Citizens Fund	489	2,000	(2,489)	-	-
St Georges Day 2019	300	-	(353)	53	-
Total restricted funds	69,903	12,676	(30,357)	94	52,316
Total funds	311,911	703,713	(642,042)	-	373,562

Restricted funds are held for the following purposes:

Access to Volunteering Fund

A grant from the Charities Aid Foundation (CAF) to install an induction loop system and PA at the Hagard Community Space so that those with limited hearing can attend and volunteer at events, deliver sessions and participate in community meetings.

2 yr old Capacity Grant

Funding received from Coventry City Council for capital costs at both childcare settings for an increase in the number of two-year old children and promotion of the early learning for two-year olds' funding to eligible families.

Early Years Pupil Premium

Additional funding for early years settings to improve the education they provide for disadvantaged 3 and 4 year olds.

Early Years Disability Access

From April 2017 the Disability Access Fund (DAF) is new funding for early years providers to support children with disabilities or special educational needs.

WILLENHALL COMMUNITY FORUM LIMITED

NOTES TO FINANCIAL STATEMENTS (continued)

31 March 2021

14 STATEMENT OF FUNDS (continued)

Pupil Premium PEP

Extra funding provided by the Government to help narrow the attainment gap between looked after children and other children. Receipt of the Pupil Premium is dependent on submission of a high-quality Personal Education Plan (PEP)

High Needs Top Up

Funding for provision identified in the education, health and care plan for children with special education needs who need more support than is available through special education needs support.

SEN Inclusion Funding

Special Education Needs Inclusion Fund (SENIF) funding is government funding to help providers deliver early intervention for children presenting with emerging or complex needs

Whitefriars Housing Community Pride

Grant funding received to pilot a School Bank project in the Willenhall area providing on site banking for children and raising their financial awareness.

Willenhall Food Hub

Supporting people from Willenhall and Binley in financial hardship and food poverty.
Funding has been received from the National Lottery covid-19 response, Heart of England Community Foundation coronavirus resilience fund, Severn Trent Water community fund and Groundwork UK.

Vinci UK Foundation

Financial support received for refurbishment of room R1 at the Hagard Community Space, including furniture and flooring.

Clarion Community Investment

Clarion Futures Recovery and Resilience grants programme 'Willenhall comes through' project for a jobs club supporting people into work at the Hagard Community Space.

Coventry & District Charitable Trust

A grant awarded for the purchase of a table top cooler for Eric's café at the Hagard Community Space.

Coventry General Charities

A donation received for the purchase of a fridge freezer for cold storage of food at the Hagard Community Space.

Job Retention Scheme Grant

Grants received under the Job Retention Scheme are intended specifically to support the payment of wages for employees furloughed due to covid-19.

WILLENHALL COMMUNITY FORUM LIMITED

NOTES TO FINANCIAL STATEMENTS (continued)

31 March 2021

15 ANALYSIS OF GROUP NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £ 2021	Net Current Assets £ 2021	Total £ 2021	Tangible fixed assets £ 2020	Net Current Assets £ 2020	Total £ 2020
Restricted funds						
Access to Volunteering Fund	-	2,000	2,000	-	2,000	2,000
2 yr old capacity grant	35,309	-	35,309	43,155	-	43,155
Early Years Pupil Premium	-	7,873	7,873	-	1,431	1,431
Early Years Disability Access	-	1,845	1,845	-	1,230	1,230
Pupil Premium PEP	-	100	100	-	-	-
High Needs Top Up	-	505	505	-	-	-
Whitefriars Housing						
Community Pride	-	4,500	4,500	-	4,500	4,500
Willenhall Food Hub	-	15,486	15,486	-	-	-
Vinci UK Foundation	-	491	491	-	-	-
Clarion Community Investment	-	2,863	2,863	-	-	-
	35,309	35,663	70,972	43,155	9,161	52,316
Unrestricted funds	33,420	369,081	402,501	40,901	280,345	321,246
	68,729	404,744	473,473	84,056	289,506	373,562

16 COMMITMENTS UNDER OPERATING LEASES

At 31 March 2021, the group has outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021 £	2020 £
Within one year	11,661	11,661
Between two and five years	21,736	31,097
After more than five years	-	2,300
	<u>33,397</u>	<u>45,058</u>

17 RELATED PARTY TRANSACTIONS

During the period 1 April 2020 to 31 March 2021 Willenhall Community Forum Trading Limited rented premises at an arm's length basis from Willenhall Association Trust at a cost of £7,715 (2020: £14,287). R M McAuley was a Trustee of both Willenhall Community Forum Limited and Willenhall Association Trust during this period.