

# WILLENHALL COMMUNITY FORUM LIMITED

## REPORT AND FINANCIAL STATEMENTS

31 March 2023

Registered No. 03125686  
Charity Registered No. 1057458

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# WILLENHALL COMMUNITY FORUM LIMITED

## REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2023

Registered No. 03125686  
Charity Registered No. 1057458

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# **WILLENHALL COMMUNITY FORUM LIMITED**

## **TRUSTEES' ANNUAL REPORT**

### **31 March 2023**

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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 2023.

#### **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 2023 were as follows:

Reverend P I A Howell (resigned 26 January 2023)  
Mr R P Lakha (appointed 17 February 2023)  
Mrs R M McAuley (resigned 3 October 2023)  
Mrs I M Weir  
Mrs C E Thomas  
Mr F O Agboola (appointed 27 February 2023)  
Mr D Chater (resigned 16 February 2023)

#### **Secretary**

Mrs C A Linney (appointed 17 February 2023)  
Mr R Waite (resigned 16 February 2023)

#### **Senior Management team**

Mr R Waite (from January 2022 to February 2023)

#### **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

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# **WILLENHALL COMMUNITY FORUM LIMITED**

## **TRUSTEES' ANNUAL REPORT**

### **31 March 2023**

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#### **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 2023 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.

##### **Governance and leadership**

The previous 12 months have been a period of change for the charity. Our chair Dave Chater stood down after many years' service to the Forum and we would like to thank him for his dedication and leadership he brought to the Forum during that time. Our finance chair Ram Lakha stepped up to replace Dave bringing his knowledge and experience across multiple sectors to his new role. Alongside this, we recruited a new General Manager who joined us in May 2023. We also recruited new trustees to bring new skills to the board and to strengthen our governance. We are pleased to report the transition went well and allows us to plan clearly for the future.

##### **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.

# **WILLENHALL COMMUNITY FORUM LIMITED**

## **TRUSTEES' ANNUAL REPORT (continued)**

**31 March 2023**

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### **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.

### **Volunteers**

Volunteering opportunities for members of the local community continues to be important for us both in supporting the work we do and providing chances for local people to improve their skills. WE have increased the breadth of volunteering this year to now include roles to help maintain and improve our green spaces. Those who volunteer at Communi-tea continue to be the backbone of our delivery at the Hagard. Over the course of the past 12 months over 2,500 hours of volunteering has been delivered across our sites.

### **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.

# **WILLENHALL COMMUNITY FORUM LIMITED**

## **TRUSTEES' ANNUAL REPORT (continued)**

**31 March 2023**

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### **ACHIEVEMENTS AND PERFORMANCE**

This year we have introduced a number of community activities including working with the YMCA to develop the Youth club which has a steadily increasing membership. We are also developing a warm space initiative with aid of a National Lottery grant. We are also working with Groundwork West Midlands to create a community garden for the local community.

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 focused 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**

Continuous professional development of our staff and volunteers remains a key focus to ensure we have a highly skilled work force supporting the communities which we serve. Our Eureka nurseries have three staff training days throughout the year. Staff supervisions allow us to focus on a one to one basis on areas for development and training. We continue to commit resources that allow us to train and develop our highly valued staff and volunteer teams.

#### **Poverty and Disadvantage**

- **Food Provision**

We have continued to operate our food hub throughout the year opening every single Wednesday. We have continued to see an increase in demand as the cost of living crisis impacts the communities we serve. Each week we consistently see over 100 families from the local area access the food hub. We remain committed to ensuring that every family in the area has enough food to eat healthily and well.

This year we also delivered the Holiday Activity Fund with support from Coventry City Council. This operated throughout the school summer holidays and saw us support 70 children and their families with a hot meal and activities including arts and crafts and football.

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# **WILLENHALL COMMUNITY FORUM LIMITED**

## **TRUSTEES' ANNUAL REPORT (continued)**

**31 March 2023**

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- **Willenhall Market**

The market has continued to add a valuable contribution to the local economy and provide a vital service to the local residents.

- **Fun days and Outings**

We continue to run our ever-popular day trips to UK holiday destinations at an affordable price to ensure the local community has an opportunity to get away and enjoy the sea air

### **Partnership working**

We recognise that the Forum can not deliver all the services needed in the local area and we continue to build partnerships with statutory services and other voluntary sector partners to ensure they get the right support at the right time for their personal needs. WE also advocate on behalf of the local community during public consultations.

### **Children and Young people**

- **Eureka Nursery**

Our new Nursery Manager joined us early in 2023 and ensured we had a smooth transition from our previous manager who left after many years' service to Eureka.

Our Eureka nursery at WEETC has up to 70 children attend each and every day throughout term time. Eureka also runs very popular school holiday clubs for school aged children ensuring a safe place to learn and have fun while ensuring their parents can continue to work.

Eureka prides itself on our work and support to children with Special Educational Needs ensuring they have the best support available to meet their needs.

- **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. We have a Safeguarding lead who develops our Safeguarding Policies and Procedures meeting industry best practice and leads on all of our work with children at risk.

- **New Arrivals**

We are please to say 4 of our Eureka staff have had babies this year. All are healthy and doing well and we look forward to welcoming them to our Eureka family.

# **WILLENHALL COMMUNITY FORUM LIMITED**

## **TRUSTEES' ANNUAL REPORT (continued)**

**31 March 2023**

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### **The Hagard Community Space**

In March 2024, the Hagard Community Space will turn 60 years old. We will have a week-long celebration of the past while we plan for the future and the work needed to ensure the space remains at the heart of the community for the next 60 years.

The Hagard has been the centre where many people can find a warm welcome, take part in activities, delivered by residents for residents. Our café was rebranded back to its original name of Communi-tea this year.

Thousands of people access the Hagard each and every year and a wide range of statutory services, charities and local people book it to host their activities and events.

We juggle with the challenge of making our hire costs as competitive and affordable as possible while also facing increasing running and repair costs.

### **Supporting smaller and developing groups**

We continue with our support to residents and groups in the area recognising we have the skills and experience to support new and developing groups. This has included working in partnership with the Willenhall Men's Support Group to secure computers from Coventry City Council to increase digital inclusion in the area.

### **Future Plans**

The Forum is currently working on exciting plans across our sites that will ensure our impact in the area remains and we can grow our services and increase the ability of our partners to deliver high quality services in Willenhall. We also aim to increase the depth and breadth of the services we directly deliver including in partnership and aim to secure funding to support this aim.

## **FINANCIAL REVIEW**

The financial statements show total income of £778,488, an increase of £38,288 on 2022 and total expenditure of £775,004, an increase of £76,625 on 2022. This has led to net income of £3,484 for the year compared to net income of £41,821 in 2022.

### **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.

### **Investment policy**

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



# **WILLENHALL COMMUNITY FORUM LIMITED**

## **TRUSTEES' ANNUAL REPORT (continued)**

**31 March 2023**

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### **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 2023 would be six month's operating costs of both the charity and it's trading subsidiary (approx £387,500).

The actual free reserves at 31 March 2023 were £452,519.

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
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# **WILLENHALL COMMUNITY FORUM LIMITED**

## **TRUSTEES' ANNUAL REPORT (continued)**

**31 March 2023**

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**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
- Willenhall Library
- Coventry Community Centres Group / community food hubs
- Coventry City Council Resilience team
- YMCA
- Reed in Partnership
- CAP

On behalf of the Board

R P Lakha – Trustee



5 January 2024

# WILLENHALL COMMUNITY FORUM LIMITED

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

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I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023 which are set out on pages 10 to 26.

### **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.

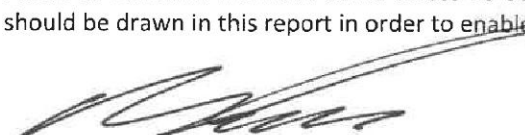
### **Independent examiner's statement**

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 11/1/24

# WILLENHALL COMMUNITY FORUM LIMITED

## CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE)

for the year ended 31 March 2023

	Note	Unrestricted Funds £	Restricted Funds £ (Note 14)	Total 2023 £	Unrestricted Funds £	Restricted funds £ (Note 14)	Total 2022 £
<b>Incoming resources</b>							
<b>Activities for generating funds</b>							
Trading income (incl. trading subsidiary income)		689,550	34,550	724,100	647,399	36,260	683,659
Investment income	6	4,323	-	4,323	189	-	189
<b>Incoming resources from charitable activities</b>							
Grants receivable	7	-	36,424	36,424	12,000	35,145	47,145
Other income	8	8,778	4,863	13,641	5,557	3,650	9,207
<b>Total incoming resources</b>		<b>702,651</b>	<b>75,837</b>	<b>778,488</b>	<b>655,145</b>	<b>75,055</b>	<b>740,200</b>
<b>Resources expended</b>							
<b>Cost of generating funds</b>							
Costs of generating voluntary income		5,099	-	5,099	3,955	-	3,955
Trading costs (incl. trading subsidiary expenditure)		488,849	42,991	531,840	464,655	24,202	488,857
<b>Charitable activities</b>		<b>168,251</b>	<b>48,430</b>	<b>216,681</b>	<b>133,424</b>	<b>51,798</b>	<b>185,222</b>
<b>Governance costs</b>		<b>21,384</b>	<b>-</b>	<b>21,834</b>	<b>20,345</b>	<b>-</b>	<b>20,345</b>
<b>Total resources expended</b>	<b>9</b>	<b>683,583</b>	<b>91,421</b>	<b>775,004</b>	<b>622,379</b>	<b>76,000</b>	<b>698,379</b>
<b>Net incoming/(outgoing) resources being net movement of funds</b>		<b>19,068</b>	<b>(15,584)</b>	<b>3,484</b>	<b>42,766</b>	<b>(945)</b>	<b>41,821</b>
<b>Transfers between funds</b>		<b>(2)</b>	<b>2</b>	<b>-</b>	<b>6,500</b>	<b>(6,500)</b>	<b>-</b>
Fund balances brought forward at 1 April		451,767	63,527	515,294	402,501	70,972	473,473
Fund balances carried forward at 31 March		470,833	47,945	518,778	451,767	63,527	515,294

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 2023

Company Registration No. 3125686

		Group		Charitable Company	
	Note	2023 £	2022 £	2023 £	2022 £
<b>Fixed assets</b>					
Tangible fixed assets	10	37,930	54,843	37,930	54,843
Investments	11	-	-	3	3
		<u>37,930</u>	<u>54,843</u>	<u>37,933</u>	<u>54,846</u>
<b>Current assets</b>					
Debtors	12	44,917	41,992	23,258	37,810
Cash at bank		562,509	553,291	523,737	452,322
		<u>607,426</u>	<u>595,283</u>	<u>546,995</u>	<u>490,132</u>
<b>Creditors: amounts falling due within one year</b>	13	(126,578)	(134,832)	(66,150)	(29,684)
		<u>480,848</u>	<u>460,451</u>	<u>480,845</u>	<u>460,448</u>
<b>Net current assets</b>					
		<u>518,778</u>	<u>515,294</u>	<u>518,778</u>	<u>515,294</u>
<b>Net assets</b>					
		<u>518,778</u>	<u>515,294</u>	<u>518,778</u>	<u>515,294</u>
<b>Funds</b>					
<b>Unrestricted funds</b>					
- General fund	14	470,833	451,767	470,833	451,767
<b>Restricted funds</b>	14	47,945	63,527	47,945	63,527
	14	<u>518,778</u>	<u>515,294</u>	<u>518,778</u>	<u>515,294</u>

For the year ending 31 March 2023 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 2023

Company Registration No. 3125686

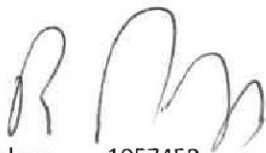
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For the financial year ended 31 March 2023, the company was entitled to exemption from audit under the *Companies Act 2006*, (s. 477 relating to small companies) and the members have not required the company to obtain an audit of its accounts for the 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 10 to 26 were approved by the trustees on and authorised for issue on 5 January 2024 and are signed on its behalf by:

R P Lakha - Trustee:



Charity number: 1057458

Company number: 03125686

# WILLENHALL COMMUNITY FORUM LIMITED

## CONSOLIDATED STATEMENT OF CASHFLOWS

31 March 2023

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	2023 £	2022 £
<b>Cashflows from Operating Activities</b>		
Operating Profit for the year	3,484	41,821
Adjustments for:		
Depreciation charged in year	16,913	16,578
(Increase) in Debtors	(2,925)	(1,731)
(Decrease) / Increase in Creditors	(8,254)	7,001
Interest Received	(4,323)	(189)
<b>Net Cash from Operating Activities</b>	<b>4,895</b>	<b>63,480</b>
<b>Cashflows from Investing Activities</b>		
Purchase of Fixed Assets during the year	-	(2,692)
<b>Net Cash from Investing Activities</b>	<b>-</b>	<b>(2,692)</b>
<b>Cashflows from Financing Activities</b>		
Interest Received	4,323	189
<b>Net Cash from Financing Activities</b>	<b>4,323</b>	<b>189</b>
<b>Net Increase / (Decrease) in Cash and Cash Equivalents</b>	<b>9,218</b>	<b>60,977</b>
<b>Cash and Cash Equivalents at beginning of year</b>	<b>553,291</b>	<b>492,314</b>
<b>Cash and Cash Equivalents at end of year</b>	<b>562,509</b>	<b>553,291</b>

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# WILLENHALL COMMUNITY FORUM LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

31 March 2023

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### 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 1<sup>st</sup> 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 2023

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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.

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# WILLENHALL COMMUNITY FORUM LIMITED

## NOTES TO FINANCIAL STATEMENTS (continued)

31 March 2023

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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.

l) **Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

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 2023

### 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.

	2023 £	2022 £
<b>Gross incoming resources</b>	246,648	251,343
Fundraising costs of grants and donations	(5,099)	(3,955)
Charitable activities	(216,681)	(185,222)
Governance costs	(21,384)	(20,345)
	<hr/>	<hr/>
Net incoming/(outgoing) resources	3,484	41,821
Total funds brought forward	515,294	473,473
	<hr/>	<hr/>
Total funds carried forward	518,778	515,294
	<hr/>	<hr/>
<b>Represented by:</b>		
Restricted income funds	47,945	63,527
Unrestricted income funds	470,833	451,767
	<hr/>	<hr/>

### 4 NET INCOMING/(OUTGOING) RESOURCES

	2023 £	2022 £
<b>Net incoming/(outgoing) resources is stated after charging:</b>		
Auditor/Independent examiner's remuneration		
- audit/independent exam	2,972	2,532
Operating leases		
- rent payable	4,600	4,600
- plant and machinery	3,005	3,005
Depreciation of tangible fixed assets		
- owned assets	16,913	16,578
	<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, £1,442 (2022: £1,293) 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 (2022: Nil).

# WILLENHALL COMMUNITY FORUM LIMITED

## NOTES TO FINANCIAL STATEMENTS (continued)

31 March 2023

### 6 INVESTMENT INCOME

	Unrestricted 2023	Restricted 2023	Total 2023	Unrestricted 2022	Restricted 2022	Total 2022
Interest Received	4,323	-	4,323	189	-	189

### 7 GRANT INCOME

During the year restricted income grants were received amounting to £36,424 (2022: £35,145), which included £10,000 from National Lottery to support the Hagard's warm space, and a total of £19,699 from Feeding Coventry and Coventry City Council to support the work of the Food Hub.

No other unrestricted grants were received (2022: £12,000)

None of these amounts are repayable.

### 8 OTHER INCOME

	Unrestricted 2023	Restricted 2023	Total 2023	Unrestricted 2022	Restricted 2022	Total 2022
Donations	630	4,863	5,493	599	3,650	4,249
Tickets & Events	3,148	-	3,148	958	-	958
Employers Allowance	5,000	-	5,000	4,000	-	4,000
	<b>8,778</b>	<b>4,863</b>	<b>13,641</b>	<b>5,557</b>	<b>3,650</b>	<b>9,207</b>

# WILLENHALL COMMUNITY FORUM LIMITED

## NOTES TO FINANCIAL STATEMENTS (continued)

31 March 2023

### 9 TOTAL RESOURCES EXPENDED

	Staff Costs £	Depreciation £	Grants Payable £	Support Costs £	Total 2023 £	Total 2022 £
<b>Costs of generating funds (Unrestricted)</b>						
Cost of generating voluntary income	4,863	-	-	236	5,099	3,955
Trading costs	422,499	-	-	66,350	488,849	464,655
<b>Charitable expenditure</b>	116,299	9,067	-	42,885	168,251	133,424
<b>Governance</b>	17,800	-	-	3,584	21,384	20,345
	<u>561,461</u>	<u>9,067</u>	<u>-</u>	<u>113,055</u>	<u>683,583</u>	<u>622,379</u>

	Staff Costs £	Depreciation £	Grants Payable £	Support Costs £	Total 2023 £	Total 2022 £
<b>Costs of generating funds (Restricted)</b>						
Cost of generating voluntary income	-	-	-	-	-	-
Trading costs	36,838	-	-	6,153	42,991	24,202
<b>Charitable expenditure</b>	5,291	7,846	1,725	33,568	48,430	51,798
<b>Governance</b>	-	-	-	-	-	-
	<u>42,129</u>	<u>7,846</u>	<u>1,725</u>	<u>39,721</u>	<u>91,421</u>	<u>76,000</u>

	2023 £	2022 £
<b>Staff costs:</b>		
Wages and salaries	558,197	501,271
Social security costs	36,495	29,127
Pension costs	8,897	7,874
	<u>603,589</u>	<u>538,272</u>
	<b>Number</b>	<b>Number</b>
Average number of persons employed by the group was as follows;	<u>37</u>	<u>38</u>

There were no employees whose emoluments exceeded £60,000 (2022: Nil).

Redundancy payments of £Nil were included in the above staff costs in the year ended 31st March 2023 (2022: £Nil).

The total amount of employee benefits received by key personnel is £32,192 (2022: £32,292)

# WILLENHALL COMMUNITY FORUM LIMITED

## NOTES TO FINANCIAL STATEMENTS (continued)

31 March 2023

### 9 TOTAL RESOURCES EXPENDED (Continued)

	2023 £	2022 £
<b>Support costs include:</b>		
Rent and room hire	19,836	19,010
General and water rates	5,165	2,922
Light and heat	33,186	20,178
Insurance	9,382	7,922
Office expenses	10,115	15,068
Advertising	360	360
Repairs and renewals	12,553	20,047
Medical supplies and cleaning	7,608	6,324
General supplies	20,164	16,825
Training	744	4,025
Nursery resources and activity	9,831	7,612
Events and projects	7,066	4,731
Travel and expenses	1,033	1,095
Sundry expenses	4,760	7,140
Professional fees	10,642	10,084
Bank and credit charges	1,187	1,165
Bad debts recovered	(1,205)	(1,981)
Bad debts	349	702
	<u>152,776</u>	<u>143,229</u>

### 10 TANGIBLE FIXED ASSETS

Group and charitable company	Leasehold land and buildings £	Fixtures fittings & equipment £	Total £
<b>Cost</b>			
1 April 2022	773,460	338,402	1,111,862
Additions	-	-	-
Disposals	-	(247,174)	(247,174)
31 March 2023	<u>773,460</u>	<u>91,228</u>	<u>864,688</u>
<b>Depreciation</b>			
1 April 2022	725,992	331,027	1,057,019
Charge for year	13,563	3,350	16,913
Eliminated on disposal	-	(247,174)	(247,174)
31 March 2022	<u>739,555</u>	<u>87,203</u>	<u>826,758</u>
<b>Net book amount</b>			
31 March 2023	<u>33,905</u>	<u>4,025</u>	<u>37,930</u>
31 March 2022	<u>47,468</u>	<u>7,375</u>	<u>54,843</u>

# WILLENHALL COMMUNITY FORUM LIMITED

## NOTES TO FINANCIAL STATEMENTS (continued)

31 March 2023

### Future capital commitments

There were no capital commitments at 31 March 2023 (2022: £Nil)

### 11 FIXED ASSET INVESTMENT

Investment in  
subsidiary  
undertaking  
£

#### Cost

At 31 March 2023 and 31 March 2022

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:

	2023 £	2022 £
Turnover	576,041	524,682
Cost of sales	(498,170)	(450,309)
	<hr/>	<hr/>
Gross profit	77,871	74,373
Administrative expenses	(38,671)	(38,548)
Interest receivable	-	-
Other operating income	4,500	9,209
	<hr/>	<hr/>
	48,700	45,034
Gift aid to Willenhall Community Forum Limited	(48,700)	(45,034)
	<hr/>	<hr/>
Retained in the company	-	-
	<hr/>	<hr/>

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

Assets	96,272	118,780
Liabilities	(96,269)	(118,777)
	<hr/>	<hr/>
Funds (representing 3 ordinary shares of £1 each (2022: 3) and a profit and loss account of £Nil (2022: £Nil))	3	3
	<hr/>	<hr/>

# WILLENHALL COMMUNITY FORUM LIMITED

## NOTES TO FINANCIAL STATEMENTS (continued)

31 March 2023

12	DEBTORS	Group		Charitable Company	
		2023	2022	2023	2022
		£	£	£	£
	Trade debtors	23,198	14,528	15,198	8,851
	Amounts due from subsidiary undertaking	-	-	-	13,629
	Other debtors	-	-	-	-
	Prepayments and accrued income	21,719	27,464	8,060	15,330
		<u>44,917</u>	<u>41,992</u>	<u>23,258</u>	<u>37,810</u>

13	CREDITORS	Group		Charitable Company	
		2023	2022	2023	2022
		£	£	£	£
	Amounts falling due within one year:				
	Trade creditors	17,002	22,854	3,041	5,592
	Amounts due to subsidiary undertaking	-	-	35,841	-
	Other taxation and social security	7,022	6,283	7,022	6,283
	Other creditors	7,984	7,775	7,984	7,775
	Accruals and deferred income	94,570	97,920	12,262	10,034
		<u>126,578</u>	<u>134,832</u>	<u>66,150</u>	<u>29,684</u>

Deferred income

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

	2023
	£
Deferred income brought forward	84,250
Recognised in the year	75,997
Released in the year	(84,250)
	<u>75,997</u>
Deferred income carried forward	

Deferred income relates mainly to nursery funding received within the trading company.



# WILLENHALL COMMUNITY FORUM LIMITED

## NOTES TO FINANCIAL STATEMENTS (continued)

31 March 2023

### 14 STATEMENT OF FUNDS

	Balance 31 March 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance 31 March 2023 £
<b>General reserves</b>	451,767	702,651	(683,583)	(2)	470,833
<b>Restricted funds</b>					
2 yr old Capacity Grant	27,462	-	(7,846)	-	19,616
Early Years Pupil Premium	16,119	12,340	(16,119)	-	12,340
Early Years Disability Access	4,666	1,600	(4,666)	-	1,600
Pupil Premium PEP	200	-	(200)	-	-
High Needs Top Up	1,396	-	(1,396)	-	-
Sen Inclusion Funding	-	16,110	(16,110)	-	-
Willenhall Food Hub	12,834	25,562	(26,648)	-	11,748
National Lottery	-	10,000	(10,000)	-	-
Coventry City Council Recovery & Support	-	3,225	(2,584)	-	641
Coventry UK City of Culture Trust	-	500	(500)	-	-
Think Active CSW Together Fund	-	2,000	-	-	2,000
Persimmon Homes Community Champions	700	-	(700)	-	-
The Soil Association	150	-	(152)	2	-
Education and Skills funding	-	4,500	(4,500)	-	-
<b>Total restricted funds</b>	63,527	75,837	(91,421)	2	47,945
<b>Total funds</b>	515,294	778,488	(775,004)	-	518,778

# WILLENHALL COMMUNITY FORUM LIMITED

## NOTES TO FINANCIAL STATEMENTS (continued)

31 March 2023

### 14 STATEMENT OF FUNDS (Continued)

	Balance 31 March 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance 31 March 2022 £
<b>General reserves</b>	402,501	665,145	(622,379)	6,500	451,767
<b>Restricted funds</b>					
Access to Volunteering Fund	2,000	-	-	(2,000)	-
2 yr old Capacity Grant	35,309	-	(7,847)	-	27,462
Early Years Pupil Premium	7,873	9,402	(1,156)	-	16,119
Early Years Disability Access	1,845	3,075	(254)	-	4,666
Pupil Premium PEP	100	100	-	-	200
High Needs Top Up	505	1,766	(875)	-	1,396
Sen Inclusion Funding	-	12,707	(12,707)	-	-
Whitefriars Housing Community Pride	4,500	-	-	(4,500)	-
Willenhall Food Hub	15,486	26,523	(29,175)	-	12,834
Vinci UK Foundation	491	-	(491)	-	-
Clarion Community Investment	2,863	716	(3,579)	-	-
Coventry UK City of Culture Trust	-	2,250	(2,250)	-	-
Persimmon Homes Community Champions	-	1,000	(300)	-	700
HAF Programme	-	3,146	(3,146)	-	-
The Soil Association	-	150	-	-	150
Job Retention Scheme Grant	-	14,220	(14,220)	-	-
<b>Total restricted funds</b>	70,972	75,055	(76,000)	(6,500)	63,527
<b>Total funds</b>	473,473	740,200	(698,379)	-	515,294

Restricted funds are held for the following purposes:

#### 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.

#### 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)

# WILLENHALL COMMUNITY FORUM LIMITED

## NOTES TO FINANCIAL STATEMENTS (continued)

31 March 2023

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### 14 STATEMENT OF FUNDS (continued)

#### **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.

#### **Willenhall Food Hub**

Supporting people from Willenhall and Binley in financial hardship and food poverty.

Funding has been received from Feeding Coventry, Coventry City Council Household Support Fund and a Tesco Community Grant.

#### **National Lottery**

Funding received for the provision of a warm space at the Hagard Community Space during the winter months.

#### **Coventry City Council Recovery & Support**

Grants received from the Community Support and Recovery Grant Scheme of £1,525 on behalf of the craft group and £1,700 on behalf of the Bowling and Talking group, both based in the Hagard Community Space.

#### **Coventry UK City of Culture Trust**

A grant received for a wildlife gathering held at WEET Centre.

#### **Think Active CSW Together Fund**

A grant received for community yoga classes at the Hagard Community Space.

#### **Persimmon Community Champions**

An award from Persimmon's Community Champions scheme to help local community groups based in the Hagard Community Space.

#### **The Soil Association**

A Food for Life Get Togethers Plant and Share small grant to fund a plant and Share activity in the community allotment.

#### **Education and Skills funding**

Apprenticeship funding received for three apprentices employed in Eureka nursery.

# WILLENHALL COMMUNITY FORUM LIMITED

## NOTES TO FINANCIAL STATEMENTS (continued)

31 March 2023

### 15 ANALYSIS OF GROUP NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £ 2023	Net Current Assets £ 2023	Total £ 2023	Tangible fixed assets £ 2022	Net Current Assets £ 2022	Total £ 2022
<b>Restricted funds</b>						
2 yr old capacity grant	19,616	-	19,616	27,462	-	27,462
Early Years Pupil Premium	-	12,340	12,340	-	16,119	16,119
Early Years Disability Access	-	1,600	1,600	-	4,666	4,666
Pupil Premium PEP	-	-	-	-	200	200
High Needs Top Up	-	-	-	-	1,396	1,396
Willenhall Food Hub	-	11,748	11,748	-	12,834	12,834
Coventry City Council Recovery & Support	-	641	641	-	-	-
Think Active CSW Together Fund	-	2,000	2,000	-	-	-
Persimmon Community Champions	-	-	-	-	700	700
The Soil Association	-	-	-	-	150	150
	<u>19,616</u>	<u>28,329</u>	<u>47,945</u>	<u>27,462</u>	<u>36,065</u>	<u>63,527</u>
<b>Unrestricted funds</b>	<u>18,314</u>	<u>452,519</u>	<u>470,833</u>	<u>27,381</u>	<u>424,386</u>	<u>451,767</u>
	<u>37,930</u>	<u>480,848</u>	<u>518,778</u>	<u>54,843</u>	<u>460,451</u>	<u>515,294</u>

### 16 COMMITMENTS UNDER OPERATING LEASES

At 31 March 2023, the group has outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023 £	2022 £
Within one year	7,184	7,605
Between two and five years	7,890	15,074
After more than five years	-	-
	<u>15,074</u>	<u>22,679</u>

### 17 RELATED PARTY TRANSACTIONS

During the period 1 April 2022 to 31 March 2023 Willenhall Community Forum Trading Limited rented premises at an arm's length basis from Willenhall Association Trust at a cost of £14,655 (2022: £13,934). R M McAuley was a Trustee of both Willenhall Community Forum Limited and Willenhall Association Trust during this period.