

Trustees' Report and  
Unaudited Financial Statements for the Year Ended 31 January 2021  
for  
Prestatyn & Meliden Community Action Group

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The trustees present their report with the financial statements of the charity for the year ended 31 January 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

## REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1061602

Principal address

The Pop In Centre  
28-30 Meliden Road  
Prestatyn  
LL19 9RT

Trustees

Mrs V Wells, Chair  
Miss J Pickman, Treasurer  
Mrs A Waller

Independent examiner

Meacher-Jones  
6 St John's Court  
Vicars Lane  
Chester  
Cheshire  
CH1 1QE

## STRUCTURE, GOVERNANCE AND MANAGEMENT

The manager has responsibility for the day-to-day decision-making and the authority to undertake financial transactions up to a limit of £2000 before consulting designated trustees. All financial transactions are now carried out via an online banking facility which can be accessed by the both the manager and treasurer. This makes the day-to-day running of the Charity more efficient and is a process, which satisfies our funders.

The boundaries of the managers decision-making powers are clearly defined in the staff handbook which gives clear guidance on how to the charity deals with day-to-day issues. All employed staff have job descriptions, which defines the boundaries of their work, roles and responsibilities.

The charity is non-affiliated to any umbrella body and works independently to its own constitution, policies and procedures. The charity works in partnership with local organisations and groups, both statutory and third sector, which share similar aims and objectives. Appropriate representatives from the charity attend partnership meetings, as and when required.

The charity has its own induction programme for staff and volunteers, which is also relevant to new trustees. This covers all aspects of day-to-day running of the charity including policies and procedures, organisational structure, details of our funders and targets and outcomes. Training relating to a trustee's financial obligations is available from Denbighshire Voluntary Services Council and information is available from the Charity Commission.

The trustees and manager regularly review the risks to the charity and appropriate financial control mechanisms are in place to ensure the charity remains financially stable. The manager is responsible for identifying ways of sustaining the charity and for liaising with potential funding bodies. The trustees receive a bimonthly financial report from the treasurer and manager. The treasurer and manager meet in between bimonthly board meetings to monitor income and expenditure and to ensure a speedy response to any potential financial risk.

The manager conducts a project risk assessment and SWOT analysis as part of any large funding applications. This enables the charity to remain focussed on its commitments and resources, and enables the manager to make the necessary decisions to keep project work on track. The manager uses monitoring and evaluation tools relevant to the specific requirements of individual funders to monitor outcomes weekly. All staff work to individual action plans linked to outcomes, which form the basis of regular PDR meetings with the manager.

## OBJECTIVES AND ACTIVITIES

### Objectives and aims

- To help and educate young people through their leisure time activities.
- The relief of poverty and provision of advice and counselling services
- To promote the protection of people and property and the prevention of criminal acts

The main activities in relation to the objectives are:

- \* Youth internet cafe
- \* Information Centre
- \* The provision of leisure and sports activities
- \* Young Person's Sexual Health Service
- \* Informal Education / Training
- \* Intergenerational Work / Social Clubs for Senior Citizens
- \* Volunteering / Community based work
- \* Outreach Work / Engaging with HTR groups
- \* Targeted / Inclusive approaches to work
- \* Autism Support Group / Carers and Parents Support Group (CAP)
- \* Wicked Wales International Youth Film Festival and Community Cinema Projects

## FINANCIAL REVIEW

### RESERVES POLICY

The financial reserve budget is still £30,000 but this was reviewed in the financial year ending 31.01.21 and will be increased to £40,000 once additional funds become available. This additional funding will be ring fenced to meet redundancy obligations.



The day-to-day management of the finances continues to be the responsibility of the manager.

The charity relies on a few large grants which are supplemented by smaller grants and some self generated income and donations.

Our largest funders continue to be the Steve Morgan Foundation and Children In Need. In October 2020, the Steve Morgan Foundation extended our 3 year grant for an additional 2 year period, at a continued level of £20,000 per annum.

Much consultation has been undertaken with young people, parents and partnership agencies to shape the structure of a new funding application to the lottery and this will form the basis of a new three year project plan for the charity. The stage one application was submitted in July 2021, with a view to beginning new strands of work in November 2021, if the application is successful.

A new three year funding application will also be submitted to Children In Need before the end of the next financial year. Our current grant will end in April 2022.

The manager had also worked with the IOF to develop a fundraising strategy for the Charity, but unfortunately, the first 12 month programme of fundraising activities was postponed due to the Covid-19 pandemic.

The charity continued to operate throughout the pandemic, and this was mostly conducted by telephone and online support. Outreach provision provided food, toiletries, stationery and seasonal gifts for the families we support. Any face to face interaction took place as an emergency only. The manager remained the only salaried staff member in post during this time and was supported by some seasonal work.

The charity was supported with various pots of Covid-19 funding which enabled us to reshape the way in which we worked and to keep connectivity with those most vulnerable in our local communities. The grants enabled us to provide food parcels, emergency top ups for utilities, essential items such as toiletries, seasonal gifts, pet packs and winter essentials such as fleece blankets, thermal socks etc... The grants also compensated for loss of income from food sales, donations and the suspension of fundraising activities. TESCO particularly praised this initiative and the way in which young people supported older and more vulnerable members of the community. They used the Pop In Centre as their case study for a nationwide press release.

The impact of lockdown, and limited face to face interaction, once restrictions were eased, has clearly impacted on our rent and cafe income and this is reflected in this year's income.

The Wicked Wales Film Festival was delivered as an online event, and this is reflected in the reduced cost of this year's event. Throughout the year, festival volunteers, remained busy, making pod casts, delivering online training and support and decorating the Little Theatre, from where the Wicked Wales Community Cinema takes place.

## INCOME

	2019/20	2020/21
RENT	675	200
CAFE	6,557	2,519
POOL	0	0
GRANT	114,079	140,964
LOTTERY	9,380	0
MISC	11,918	21,552
INTEREST	48	25
TOTAL	142,657	165,260

## OUTGOINGS

	2019/20	2020/21
MOTOR	8,117	2,020
UTILITIES	6,608	7,525
REPAIRS	1,539	2,733
SALARIES	52,360	51,004
FEES	1,608	1,700
EQUIP	1,361	2,211
STATNY	2,868	751
STOCK	2,100	2,211
FESTIVAL ETC.,	56,005	37,910
MISC & INS	1,173	1,291

## RESERVE POLICY

It is our policy to try and maintain a balance of unrestricted funds of £30,000 (which should provide up to 6 months basic running costs) It is held to smooth out cash flow, meet emergencies and provide a buffer fund whilst grant applications are agreed and processed. We will review this figure in the next fiscal year to ensure it still adequately meets our needs.

## Looking Forward

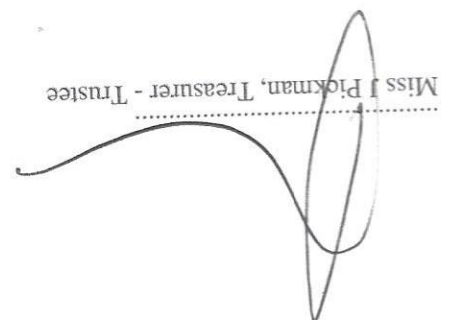
The financial environment continues to be challenging in financing the overall running of the centre, and management, staff and volunteers continue to scrutinise all expenditure to ensure that the centre can continue to operate providing essential support to residents of Prestatyn and surrounding areas.

The manager continues to present a clear outline financial summary report at each trustee meeting, and this highlights:

- The current financial situation
- Progress on grant applications
- Predicted deficits and timeline

As at 31<sup>st</sup> January 2021, our confirmed funding for the following financial years are £20,000.00 from the Morgan Foundation, £10,296.00 from Children In Need and £2,840.00 from Gwnt Y Mor, totalling £33,136.00. This excludes any income generated from food sales, fundraising and donations. We predict ending the next financial year with a small credit, including the £30,000.00 reserve budget.

Miss J Pickman, Treasurer - Trustee



I report on the accounts for the year ended 31 January 2021 set out on pages six to ten.

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

#### Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Meacher-Jones  
6 St John's Court  
Vicars Lane  
Chester  
Cheshire  
CH1 1QE

Date: .....

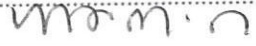


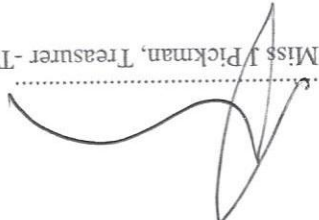
	Unrestricted fund	Restricted fund	Total funds	Total funds
£	£	£	£	£
31.1.20	31.1.21			
INCOMING RESOURCES				
Income generated from funds				
2	82,145	64,403	146,548	123,459
Voluntary income				
3	200	-	200	675
Activities for generating funds				
4	12,519	5,968	18,487	18,475
Investment income				
Other incoming resources				
Total incoming resources	94,889	70,371	165,260	142,657
RESOURCES EXPENDED				
Charitable activities	2,839	109,009	111,48	131,509
Youth Internet Cafe	510	-	510	510
Governance costs	3,349	109,009	112,358	132,019
Total resources expended				
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS	91,540	(38,638)	52,902	10,638
11	(38,638)	38,638	-	-
Gross transfers between funds				
Net incoming/(outgoing) resources	52,902	-	52,902	10,638
RECONCILIATION OF FUNDS				
Total funds brought forward	133,884	-	133,884	123,246
TOTAL FUNDS CARRIED FORWARD	186,786	-	186,786	133,884



	Notes				
<b>FIXED ASSETS</b>					
Tangible assets	7	78,559	79,187		
<b>CURRENT ASSETS</b>					
Debtors	8	109,538	56,309		
Cash at bank and in hand		-	-		
		109,538	56,309		
<b>CREDITORS</b>					
Amounts falling due within one year	9	(1,311)	(1,610)		
<b>NET CURRENT ASSETS</b>		54,699	54,699		
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		186,786	133,886		
<b>NET ASSETS</b>		186,786	133,886		
<b>FUNDS</b>					
Unrestricted funds:					
Unrestricted income funds		186,786	133,886		
Restricted funds:					
Restricted income funds		0	0		
<b>TOTAL FUNDS</b>		186,786	133,886		

The financial statements were approved by the Board of Trustees on ..... and were signed on its behalf by:

  
Mrs V Wells, Chair - Trustee

  
Miss J Pickman, Treasurer - Trustee

.....  
Mrs A Waller - Trustee

# 1. ACCOUNTING POLICIES

**Accounting convention**  
The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**  
All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Resources expended**  
Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**  
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 15% on reducing balance
Motor vehicles	- 25% on cost
Computer equipment	- 33% on cost

**Taxation**  
The charity is exempt from tax on its charitable activities.

**Fund accounting**  
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

## 2. VOLUNTARY INCOME

31.1.21	31.1.20
£	£
82,145	81,376
64,403	51,001
146,548	132,377
Gifts	
Appeals and donations	
Grants - other agencies	

## 3. ACTIVITIES FOR GENERATING FUNDS

31.1.21	31.1.20
£	£
200	675
Rental income	

## 4. INVESTMENT INCOME

31.1.21	31.1.20
£	£
25	48
Interest on cash deposits	



**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 January 2021 nor for the year ended 31 January 2020.

**Trustees' expenses**  
There were no trustees' expenses paid for the year ended 31 January 2021 nor for the year ended 31 January 2020

**6. STAFF COSTS**

Wages and salaries

31.1.21	31.1.20
£	£
51,004	52,360

The average monthly number of employees during the year was as follows:

Management	1	1
General staff	2	1
	3	2

No employees received emoluments in excess of £60,000.

**7. TANGIBLE FIXED ASSETS**

	Freehold property	Plant and machinery	Motor vehicles	Computer equipment	Totals
<b>COST</b>					
At 1 February 2020	75,000	9,022	18,695	9,286	112,003
Additions	-	-	-	-	-
At 31 January 2021	75,000	9,022	18,695	9,286	112,003
<b>DEPRECIATION</b>					
At 1 February 2020	-	4,835	18,695	9,286	32,816
Charge for year	-	628	-	-	628
At 31 January 2021	-	5,463	18,695	9,286	33,444
<b>NET BOOK VALUE</b>					
At 31 January 2021	75,000	3,559	-	-	78,559
At 31 January 2020	75,000	4,187	-	-	79,187

**8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

Other debtors	31.1.21	31.1.20
	£	£
	-	-



**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

Taxation and social security	31.1.20	31.1.21
Other creditors	£ 801	£ 510
	1,091	510
	<u>1,601</u>	

**10. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

Unrestricted fund	31.1.20	31.1.21	Total funds
£ 78,559	£ 78,559	£ 78,559	£ 78,559
109,538	-	109,538	109,538
(1,311)	-	(1,311)	(1,610)
<u>186,786</u>	<u>-</u>	<u>186,786</u>	<u>133,886</u>

**11. MOVEMENT IN FUNDS**

At 1.2.20	Net movement in funds	Transfers between funds	At 31.1.21
£ 133,844	£ 91,540	£ (38,638)	£ 186,786
Unrestricted income funds	Unrestricted income funds	Unrestricted income funds	Unrestricted income funds
Restricted funds	Restricted income funds	Restricted income funds	Restricted income funds
<u>133,884</u>	<u>52,902</u>	<u>-</u>	<u>186,786</u>

Net movement in funds, included in the above are as follows:

Incoming resources	Resources expended	Movement in funds
£ 94,889	£ (3,349)	£ 91,540
70,371	(109,009)	(38,638)
<u>165,260</u>	<u>(112,358)</u>	<u>52,902</u>

**TOTAL FUNDS****TOTAL FUNDS**

INCOMING RESOURCES		31.1.21	31.1.20
Voluntary income			
Gifts		-	-
Appeals and donations		5,584	8,918
Grants - other agencies		140,964	123,459
		<u>146,548</u>	<u>132,377</u>
Activities for generating funds		200	675
Rental income			
Investment income		25	48
Interest on cash deposits			
Other incoming resources		12,588	-
Covid 19 grant income		2,519	6,557
Cafe income		3,380	3,000
Employment allowance			
		<u>18,487</u>	<u>9,557</u>
Total incoming resources		165,260	142,657
RESOURCES EXPENDED			
Charitable activities		51,004	52,360
Wages		7,525	6,608
Rates and water		1,291	1,173
Insurance		751	2,868
Postage and stationery		43,685	56,005
Sundries		0	0
Subscriptions and donations		2,020	8,117
Motor Expenses		2,733	1,539
Repairs and maintenance		2,211	2,100
Cost of goods sold		628	739
Depreciation of tangible fixed assets		111,848	131,509
Governance costs		510	510
Accountancy		-	-
Legal and professional costs		510	510
		<u>112,358</u>	<u>132,019</u>
Total resources expended		52,902	10,638
Net (expenditure)/income			