

Trustees' Report and
Unaudited Financial Statements for the Year Ended 31 January 2022
for
Prestatyn & Meliden Community Action Group

Prestatyn & Meliden Community Action Group

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for the Year Ended 31 January 2022

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Prestatyn & Meliden Community Action Group

Trustees' Report

for the Year Ended 31 January 2022

The trustees present their report with the financial statements of the charity for the year ended 31 January 2022. 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
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 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 the charity deals with day-to-day issues. All employed staff have job descriptions, which define 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.

Prestatyn & Meliden Community Action Group

Trustees' Report
for the Year Ended 31 January 2022

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 café
- * 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

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.

Prestatyn & Meliden Community Action Group

Trustees' Report
for the Year Ended 31 January 2022

For the last financial year, the day-to-day management of the finances continues to be the responsibility of the manager.

The charity continues to rely 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

The Children In Need grant ended in April 2022 but we have been successful in gaining additional funding moving forward.

COVID restrictions have seen great change in the way we have been able to deliver services and what services have been able to run, however over the last year as and when COVID restrictions have allowed more face to face support has been provided. Some outreach provision continues, providing food, toiletries, stationery and seasonal gifts for the families we support.

We were able to reinstate a further salaried staff member in addition to the manager with any additional work supported through sessional workers.

The charity continues to be supported through a variety of COVID 19 Grants to enable us to continue to support the 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. We were able to generate some more income when the Café was allowed to open again.

INCOME

	RENT	CAFÉ	POOL	GRANT	LOTTERY	MISC	INTEREST	TOTAL
2020/21	200	2,519	0	140,964	0	21,552	25	165,260
2021/22	0	5,782	0	119,302	0	6,624	2	131,710

OUTGOINGS

	MOTOR	UTILITIES	REPAIRS	SALARIES	FEES	EQUIP	STATNY	STOCK	FESTIVAL	MISC
									ETC.,	& INS
2020/21	2,020	7,525	2,733	51,004	1,700	2,211	751	2,211	37,910	1,291
2021/22	3,388	6,083	1,000	55,881	1,700	948	8,187	2,519	74,138	1,549

Prestatyn & Meliden Community Action Group

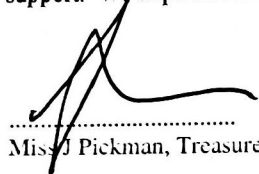
Trustees' Report
for the Year Ended 31 January 2022

Looking Forward

The next year will see considerable change for the POP IN centre. With the resignation of our Manager, the Trustees need to re-evaluate how the POP IN will develop this coming year and moving forward. With the need to attract new trustees, the POP IN is looking into how we become a Charitable Incorporated Organisation (CIO) and also looking at other local charities where collaboration or merger may help to sustain the POP IN for years to come

Until alternative management is in place, the treasurer will manage the day to day financial transactions to enable the POP IN to continue to function and consult on regular basis with the other trustees. The financial environment continues to be challenging and trustees 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.

There is also some substantial expenditure that needs to be undertaken to the existing building to modernise these spaces to meet the current needs of the POP IN. We have been careful to build and maintain a contingency fund and this will help to maintain the running of the charity over the next financial year. There are many challenges ahead, but the trustees remain committed to working to develop the future for the POP IN to support residents of Prestatyn and nearby areas who need support. We hope that from adversity comes some wonderful new opportunities for the POP IN.



Miss J Pickman, Treasurer, Trustee

Independent Examiner's Report to the Trustees of
Prestatyn & Meliden Community Action Group

I report on the accounts for the year ended 31 January 2022 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 Act

have 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:

Prestatyn & Meliden Community Action Group

Statement of Financial Activities
for the Year Ended 31 January 2022


		Unrestricted fund £	Restricted fund £	31.1.22 Total funds £	31.1.21 Total funds £
	Notes				
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	65,429	53,872	119,301	146,548
Activities for generating funds	3	-	-	-	200
Investment income	4	2	-	2	25
Other incoming resources		<u>7,099</u>	<u>5,306</u>	<u>12,405</u>	<u>18,487</u>
Total incoming resources		72,530	59,178	131,708	165,260
RESOURCES EXPENDED					
Charitable activities					
Youth Internet Cafe		3,756	152,871	156,627	111,848
Governance costs		<u>510</u>	<u>-</u>	<u>510</u>	<u>510</u>
Total resources expended		<u>4,266</u>	<u>152,871</u>	<u>157,137</u>	<u>112,358</u>
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS					
		68,264	(93,693)	(25,429)	52,902
Gross transfers between funds	11	<u>(93,693)</u>	<u>93,693</u>	<u>-</u>	<u>-</u>
Net incoming/(outgoing) resources		(25,429)	-	(25,429)	52,902
RECONCILIATION OF FUNDS					
Total funds brought forward		186,786	-	186,786	133,884
TOTAL FUNDS CARRIED FORWARD		<u>161,357</u>	<u>-</u>	<u>161,357</u>	<u>186,786</u>

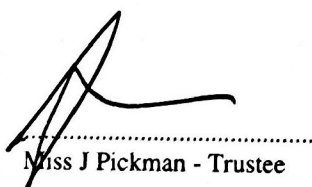
Prestatyn & Meliden Community Action Group

Balance Sheet
At 31 January 2022

	Notes	31.1.22 £	31.1.21 £
FIXED ASSETS			
Tangible assets	7	82,010	78,559
CURRENT ASSETS			
Debtors	8	-	-
Cash at bank and in hand		<u>81,302</u>	<u>109,538</u>
		81,302	109,538
CREDITORS			
Amounts falling due within one year	9	<u>(1,955)</u>	<u>(1,311)</u>
NET CURRENT ASSETS		<u>79,347</u>	<u>108,227</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>161,357</u>	<u>186,786</u>
NET ASSETS		<u>161,357</u>	<u>186,786</u>
FUNDS	11		
Unrestricted funds:			
Unrestricted income funds		161,357	186,786
Restricted funds:			
Restricted income funds		<u>0</u>	<u>0</u>
TOTAL FUNDS		<u>161,357</u>	<u>186,786</u>

The financial statements were approved by the Board of Trustees on 28th November 2022 and were signed on its behalf by:


Mrs V Wells, Chair -Trustee


Miss J Pickman - Trustee


Mrs A Waller -Trustee

Prestatyn & Meliden Community Action Group

Notes to the Financial Statements
for the Year Ended 31 January 2022

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

	31.1.22	31.1.21
	£	£
Gifts	-	-
Appeals and donations	66,748	82,145
Grants - other agencies	<u>53,872</u>	<u>64,403</u>
	<u>120,620</u>	<u>146,548</u>

3. ACTIVITIES FOR GENERATING FUNDS

	31.1.22	31.1.21
	£	£
Rental income	<u>-</u>	<u>200</u>

4. INVESTMENT INCOME

	31.1.22	31.1.21
	£	£
Interest on cash deposits	<u>2</u>	<u>25</u>

Prestatyn & Meliden Community Action Group

**Notes to the Financial Statements - continued
for the Year Ended 31 January 2022**

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 January 2022 nor for the year ended 31 January 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 January 2022 nor for the year ended 31 January 2021

6. STAFF COSTS

	31.1.22	31.1.21
	£	£
Wages and salaries	<u>55,881</u>	<u>51,004</u>

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

	31.1.22	31.1.21
Management	1	1
General staff	<u>1</u>	<u>1</u>
	<u>2</u>	<u>2</u>

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

7. TANGIBLE FIXED ASSETS

	Freehold property	Plant and machinery	Motor vehicles	Computer equipment	Totals
	£	£	£	£	£
COST					
At 1 February 2021	75,000	9,022	18,695	9,286	112,003
Additions	<u>-</u>	<u>4,688</u>	<u>-</u>	<u>-</u>	<u>4,688</u>
At 31 January 2022	<u>75,000</u>	<u>13,710</u>	<u>18,695</u>	<u>9,286</u>	<u>116,691</u>
DEPRECIATION					
At 1 February 2021	-	5,463	18,695	9,286	33,444
Charge for year	<u>-</u>	<u>1,237</u>	<u>-</u>	<u>-</u>	<u>1,237</u>
At 31 January 2022	<u>-</u>	<u>6,700</u>	<u>18,695</u>	<u>9,286</u>	<u>34,681</u>
NET BOOK VALUE					
At 31 January 2022	<u>75,000</u>	<u>7,010</u>	<u>-</u>	<u>-</u>	<u>82,010</u>
At 31 January 2021	<u>75,000</u>	<u>3,559</u>	<u>-</u>	<u>-</u>	<u>78,559</u>

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.1.22	31.1.21
	£	£
Other debtors	<u>-</u>	<u>-</u>

Prestatyn & Meliden Community Action Group

Notes to the Financial Statements - continued
for the Year Ended 31 January 2022

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.1.22	31.1.21
	£	£
Taxation and social security	1,445	801
Other creditors	<u>510</u>	<u>510</u>
	<u>1,955</u>	<u>1,311</u>

10. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund	Restricted fund	31.1.22 Total funds	31.1.21 Total funds
	£	£	£	£
Fixed assets	82,010	-	82,010	78,559
Current assets	81,302	-	81,302	109,538
Current liabilities	<u>(1,965)</u>	<u>-</u>	<u>(1,965)</u>	<u>(1,311)</u>
	<u>161,347</u>	<u>-</u>	<u>161,347</u>	<u>186,786</u>

11. MOVEMENT IN FUNDS

	At 1.2.21 £	Net movement in funds £	Transfers between funds £	At 31.1.22 £
Unrestricted funds				
Unrestricted income funds	186,786	68,264	(93,693)	161,357
Restricted funds				
Restricted income funds	-	(93,693)	93,693	-
TOTAL FUNDS	<u>186,786</u>	<u>(25,429)</u>	<u>-</u>	<u>161,357</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Unrestricted income funds	72,530	(4,266)	68,264
Restricted funds			
Restricted income funds	59,178	(152,871)	(93,693)
TOTAL FUNDS	<u>131,708</u>	<u>(157,137)</u>	<u>(25,429)</u>

Prestatyn & Meliden Community Action Group

Detailed Statement of Financial Activities
for the Year Ended 31 January 2022

	31.1.22 £	31.1.21 £
INCOMING RESOURCES		
Voluntary income		
Gifts	-	-
Appeals and donations	1,318	5,584
Grants - other agencies	<u>119,302</u>	<u>140,964</u>
	120,620	146,548
Activities for generating funds		
Rental income	-	200
Investment income		
Interest on cash deposits	2	25
Other incoming resources		
Covid 19 grant income	815	12,588
Cafe income	5,782	2,519
Employment allowance	<u>4,491</u>	<u>3,380</u>
	<u>11,088</u>	<u>18,487</u>
Total incoming resources	131,710	165,260
RESOURCES EXPENDED		
Charitable activities		
Wages	55,881	51,004
Rates, water and utilities	6,083	7,525
Insurance	1,549	1,291
Postage and stationery	8,187	751
Sundries	76,783	43,685
Subscriptions and donations	0	0
Motor Expenses	3,388	2,020
Repairs and maintenance	1,000	2,733
Cost of goods sold	2,519	2,211
Depreciation of tangible fixed assets	<u>1,237</u>	<u>628</u>
	156,627	111,848
Governance costs		
Accountancy	510	510
Legal and professional costs	<u>-</u>	<u>-</u>
	<u>510</u>	<u>510</u>
Total resources expended	157,137	112,358
Net (expenditure)/income	<u>(25,427)</u>	<u>52,902</u>