

# TOP CHURCH TRAINING

England & Wales · Charity number 1062241

## Details

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Status	Registered
Legal form	Charitable company
Company number	<a href="#">03328704</a>
Registered	1997-05-07
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Harrys Cafe 65A High Street Brierley Hill West Midlands DY5 3AB
Phone	07894075612
Email	<a href="mailto:karen@topchurchtraining.co.uk">karen@topchurchtraining.co.uk</a>
Website	<a href="http://www.topchurchtraining.co.uk">www.topchurchtraining.co.uk</a>

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF THE INHABITANTS OF DUDLEY IN PARTICULAR BUT NOT EXCLUSIVELY BY THE PROVISION OF VOCATIONAL EDUCATION, TRAINING AND RE-TRAINING AND A COUNSELLING AND ADVICE SERVICE.

**Activities:** To advance the education and develop the capacity and skill of the members of the socially and economically disadvantaged communities of The Black Country and surrounding areas in such a way that they are better able to identify and help meet their needs and to participate more fully in society.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People, People With Disabilities, Other Defined Groups

## Geography

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- **Area of benefit:** DUDLEY
- Dudley

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-11-30	£311,906	£276,538	-	-
2023-11-30	£251,515	£319,207	-	-
2022-11-30	£284,000	£326,000	-	-
2021-11-30	£207,917	£219,949	-	-
2020-11-30	£281,070	£248,995	-	-

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## Trustees

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Name	Role	Appointed
<b>Robert Anthony Bowker</b>	Chair	2023-06-22
Dawn Wood		2026-04-01
Ian Chadwell		2026-04-01

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**TOP CHURCH TRAINING**

England & Wales - Charity number 1062241

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# Accounts

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REGISTERED COMPANY NUMBER: 03328704

REGISTERED CHARITY NUMBER: 1062241

REPORT OF THE TRUSTEES AND UNAUDITED  
FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30TH NOVEMBER 2024

TOP CHURCH TRAINING

TOP CHURCH TRAINING

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FOR THE YEAR ENDING 30TH NOVEMBER 2024

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# Top Church Training (TCT)

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Trustees' Annual Report

For the Year Ending 30th November 2024

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## 1. Introduction

The Trustees of Top Church Training (TCT) present their annual report and financial statements for the year ended 30th November 2024. This report has been prepared in accordance with the Charities SORP (FRS 102) and the Financial Reporting Standard applicable in the UK and Republic of Ireland.

TCT is a charitable company limited by guarantee, incorporated on 6th March 1997 (Company No. 3328704) and registered with the Charity Commission on 7th May 1997 (Charity No. 1062241). It is governed by its Memorandum and Articles of Association dated 21st February 1997.

## 2. Objectives and Activities

TCT exists to support young people, individuals and families who are socially and economically disadvantaged, particularly those experiencing loneliness, isolation, and low income. Our mission is to build stronger, healthier communities through:

- Community support and outreach
- Education and training
- Work experience and volunteering opportunities
- Targeted support for young people, individuals and families to help them build confidence, develop life skills, and access opportunities for personal and professional growth

We work closely with local partners, businesses, and other charities to deliver our services with sustainability and collaboration at the heart.

## 3. Achievements and Performance

2024 has been one of the most challenging years in our history. The ongoing cost of living crisis has intensified the struggles faced by many in our community, from poverty and housing insecurity to mental health and relationship breakdowns.

In response, we launched a two-strand, evidence-informed model designed to:

1. Address immediate and crisis needs through specialist support
2. Reduce isolation and build confidence through meaningful, inclusive group activities
3. Empower long-term change via volunteering, vocational training, peer support, and coaching.

Our work this year has been shaped by a commitment to:

- Co-production with service users
- Holistic, coordinated support
- Flexibility and responsiveness
- Peer-led support and volunteering
- Diversity and inclusion
- Access to expert advice and intervention

### 3. Achievements and Performance (continued)

Throughout 2024, we observed a significant increase in referrals for our family support services. By the end of November 2024, we had assisted a total of 219 families, comprising 806 individuals, predominantly from unemployed single-parent households with an average of 3 to 4 children per family. This represents the highest number of individuals we have ever supported in a single year since the inception of our National Lottery Community Fund – Reaching Communities lottery-funded project. Unfortunately, this underscores the ongoing crisis we are facing. The lingering effects of the pandemic, school holiday overspending, the persistent high cost of living, and hikes in food and travel costs, energy, and local council tax bills suggest that this number will likely rise as we move into early 2025.

Observations at our groups indicated that parents are not encouraging their children to play with age-appropriate toys, engage in ball games, or build with Lego bricks. Instead, children were being introduced to electronic gadgets and phones at too early an age, which we believe is impacting on their overall development. Therefore, much of our focus has been on improving bonding and reconnecting parents with their children through various family group activities. During group sessions, we have implemented a ban on mobile phones and encouraged parents to play with their children. All our toys and learning resources have been carefully selected to boost children's learning while empowering parents to take an active interest in play. We have also provided a selection of age-appropriate snacks and sugar-free juices to encourage healthier eating habits.

100% of these families referred to our charity were unemployed, living in poverty and in need of emergency crisis support and food provision. We heard of the harrowing stories of parents going without food to ensure that their children were fed. Many were at threat of losing their homes due to arrears with their rent and utility bills. Our intense work not only focused on the priority need but also on providing life skills training around managing their budgets and how to manage a home, our cooking workshops focused on eating well for less and savvy shopping techniques, along with hosting more group activities than ever before to reduce their isolation and loneliness. Many families were telling us that they were unable to pay to take their children to play groups and indoor play centers and therefore, their children would spend their holidays at home.

100% of these families received intense support with applying for correct benefit entitlements, including PIP.

100% of these families reported an increase in their confidence and self-esteem

80% felt more confident to manage their money independently.

Over the past 12 months, we have seen an increase in the number of children presenting at our parent groups with delayed learning. Many are not potty trained or able to communicate effectively for their age. They also exhibit poor hand-eye coordination, which we believe is due to a lack of parental intervention and the aftereffects of

lockdown. This has now become our main priority for 2025 and to be included in future funding applications.

We continued to work in partnership with the Department for Work and Pensions (DWP) to offer a weekly Job Club tailored for young people with Autism. This quieter, safer space allowed participants to engage in job search activities, many of whom progressed into volunteering and group programmes with one young person being accepted a place at Oxford University.

With support from TCT, these young people came together to create a youth group specifically designed to support those struggling with Autism and feeling excluded from mainstream provision. They named this the “Outside the Boombox” and met weekly to take part in group activities, which gradually expanded to include outings and trips.

Friendships formed quickly within the group, fostering a deep sense of inclusion and belonging, something many had never experienced before. These connections have endured, with many of the friendships going strong today.

In recognition of their dedication to community volunteering, the group was honored with a Volunteering Award at the evening of the Dudley CVS Volunteering Award.

We are grateful for the continued support of our local MP Mike Wood and Councillor Adam Davies, who have visited Harry’s Café and assisted with complex challenges. Their engagement reinforces the importance of our work within the constituency.

#### 4. Impact Highlights

Throughout 2024, Over 1,650 individuals were supported through our various programmes and services, including crisis support, Housing, budgeting and finance, food provision, wellbeing activities, parent and coffee morning, family activities, youth groups, community events, volunteering and trainee programmes at Harrys Community Coffee shop and at our allotment project.

Mental Health continued to remain one of our biggest challenges faced by those engaged with our services, with 100% of all referrals struggling with social anxiety, depression and Agoraphobia.

The figures below reflect the fast and ever-changing needs of a flexible service taking us in new directions, but which continue to deliver to our stated objectives.

- 200 families received support around debt management, prevention of homelessness – through the liaising with landlords and Dudley MBC and referred to more specialist services for support.
- 95% were supported to access correct benefit entitlements.
- 6,500+ meals served in our community café
- More than 13,560 volunteer hours contributed through our Community Coffee shop Harrys, Allotment projects, events and activities and youth work.
- 54 people have completed their level 1 and level 2 Trainee and volunteering programmes.

- 35 young people completed our targeted development programme
- 50 Weekly peer support groups helping 200 people per year helped reduce their isolation and feeling a sense of purpose.
- 26 Community events held over the year at our community coffee Shop Harry's, brought together over 600 new young people and families into the service.
- 60 Looked After young people were provided 1-2-1 crisis support and intervention support through our Alliance Partnership funded through Dudley Council – Young People's Floating Support. Working alongside Children's Services and YPA's to bring about better outcomes for the most vulnerable young people in our society.
- 55 unemployed people were supported through the UK Shared Prosperity funding and have returned to either employment, education, training and volunteering.
- 85 individuals have become members and regularly attended our Women's and men's group, which have a focus around reducing loneliness and isolation. We have identified emerging leaders from both groups and with our support, will train and support individuals to feel confident to take on this vital role.

Harrys Community Coffee shop has become a beacon of hope for our local community, as per figures above show, there has been a significant increase in all ages accessing our various community led activities, community events and training and volunteering programmes highlighting the very need for these services.

"Volunteering at the café gave me a reason to get up in the morning. I've made friends, learned new skills, and now I'm applying for a job in catering." — Community Café Volunteer.

"I am 80 years of age and really enjoy coming to Harrys to meet my friends for coffee and tea cakes. It's such a wonderful place, the staff are welcoming and helpful. It feels like a home from home. Nothing is too much trouble and if I have a problem, they are always there to help me. I lost my husband awhile ago and feel very lonely and isolated. If it wasn't for Harrys, I think I would stay at home."

Throughout much of 2024 we had the rare opportunity through our new business contacts - 5 Alive Networking and Non-League Networking - to trial out our new Harrys Catering services. This initiative has proven to be most successful and provided opportunities for income generation and advanced training for our volunteers and trainees wishing to find employment in the hospitality and catering industry.

## 5. Twelve-Month Outlook

As the cost-of-living crisis continues, we anticipate further challenges for both the communities we serve and the charity itself. However, the TCT team remains motivated and committed to delivering even more services and support — despite limited resources. We are actively developing a robust two-to-three-year financial and operational plan to secure our medium-term future.

## 6. Financial Review

TCT maintained financial stability in 2024 through a combination of grant funding, donations, and trading income. Key highlights include:

- Continued support from local and national funders
- Careful management of resources to prioritise frontline services
- Investment in sustainable food initiatives and community engagement

## 7. Our Staff and Volunteers

Our volunteers are the heartbeat of TCT. In 2024, we celebrated their contributions at our annual Volunteer Awards event held at Himley Hall. Each volunteer received a Queen's Award badge and certificate, presented by the Vice Lord Lieutenant Louise Bennett OBE. Special recognition was given to Dawn Copson for her outstanding loyalty, dedication and commitment to volunteering at Harrys Community Coffee shop. The Mayor of Dudley, Cllr Hilary Bills presented our volunteers with their certificates of achievements.

The Sheridan Award was presented by Natalie Cunningham, Severn Trent Community Fund to Ken Smith for his dedication and commitment to supporting our volunteers at our allotment plot – Hawbush Community Gardens., a scheme funded through the Severn Trent Community Fund.

This year we also included new categories to thank those in the business sector who have offered continuous support to the charity

– The Business Partner of the Year Award was given to Claire Lloyd Jones from LJ Modern Bookkeeping and to Kevin Pace – Peachey Teaching.

Our CEO Karen Fielder was awarded the Mike Holder Award for Business at the Mayors Ball and Civic Awards in April 2024 by the Mayor of Dudley Cllr Andrea Goddard. Karen was absolutely delighted to win such a prestigious award, she continues to play a key role in shaping the local voluntary sector, serving both the Voluntary Sector Leaders Forum and the Voluntary Sector Safeguarding Leadership Board. Delivering our services requires a team that is committed, adaptable, and tenacious.

## 8. Our Funders

None of our achievements over the past year would have been possible without the generous support of our funders — large and small. Major Funders and Supporters: so we would like to thank all our funders for their continued support.

- The National Lottery Community Fund – Reaching Communities Fund
- The National Lottery – Awards for All
- The National Lottery – Heritage Fund
- Severn Trent Community Fund
- DudleyMBC – UK Shared Prosperity Fund
- Dudley MBC – Inclusive Community Fund
- DudleyMBC- Young People’s Floating Support Fund
- Heart Of England – Inclusive Communities Fund
- DudleyCVS – Household Support Fund
- Eveson Trust
- Community Matters
- NHS The Wider Determinants Fund
- NHS Recovery College
- West Midlands Combined Authority

## 9.. Our Trustees

This year, we said farewell to David Durie and Joanne Goldie and thanked them for all their support to the Charity and CEO throughout their time with us.

We would like to thank all our trustees, Robert Bowker, Liz Rowe and Megan Price, for their time, expertise, and unwavering dedication to charity. Thank you.

## 10. Our Network

TCT is proud to work in partnership with a wide range of organisations, including:

- The National Lottery Community Fund
- Severn Trent Community Fund
- Dudley CVS
- Dudley MBC Adults and Children’s Social Care
- Black Country Foodbank
- YMCA,
- CHADD,

- Just Straight Talk,
- Green Square Accord
- Adult Community Learning
- NHS, CCG
- Local schools, churches, and community groups
- Local businesses – Dreamlands:
- Business Members of the 5 Alive Networking:
- LJ Modern Bookkeeping
- EC Human Resources
- Lewis Smith & Co – Accountants
- Jukes Insurance
- SecurePro
- Asset Wealth
- Prosperity Wealth
- Direct to Print
- The Brierley Hill Community Forum
- West Midlands Police
- The Phase Trust
- Beacon Vision
- The What Centre
- St Mary’s Catholic Church
- The Brierley Hill Babybank
- Kids Clothing Project
- NHS Foundation Trust
- Leslie’s Care PackAGES
- Mindfullife Counselling
- 5 Alive Networking partnership
- The Welfare Benefits Team
- DWP
- Black Country Housing Group
- Higgs & Sons LLP
- Barnardos
- Hawbush Community Gardens
- Jasmine Road Community Gardens
- Ekho Collective
- Dudley HealthWatch Team
- Lloyds Bank
- Dudley Building Society
- Public Health England
- All our funders.

## **11. Community Creativity Highlights: “Say Hello” Bench Project**

Our Women’s Group members came together again to participate in this fantastic scheme to combat loneliness. With the support from staff and Adult Community Learning, again we hit the target to knit 100 colourful squares to create a vibrant, welcoming cover for the bench in the centre of the Moor Centre in Brierley Hill. This creative and heartfelt contribution promoted community connection, mental wellbeing, and the importance of simply saying hello. The women are keen to participate every year to support this project.

## **12. Rebuilding Community After COVID-19**

We have worked to rebuild trust, connection, and a sense of belonging. Initiatives such as the “Say Hello” bench project, our cooking workshops, and family outings have helped individuals take those first steps back into community life. We are now receiving more referrals of young people than ever before struggling with mental health issues, especially around social anxiety that has been proven to be a direct impact to the constraints of lock down.

## **13. Early Years Recovery**

We ran over 50 mother and baby groups throughout the year, encouraging parents to leave their homes and helping children interact, play, and explore. We worked closely with local Family Hubs to ensure families could access expert advice. This will be a key feature for 2025.

## **14. Tackling Social Injustice and Youth Homelessness**

We will continue to work with young people facing homelessness, including Looked After Children, providing floating support, help accessing benefits, advocacy, and emergency food. We will continue to champion their cause and overcome barriers so they can lead fulfilling lives.

## **15. Celebrating Local Heritage**

We proudly opened Harry’s Café to take part in this year’s Brierley Hill Heritage Day. Through funding from the Brierley Hill Community forum, we were able to host free art and craft workshops, serve free food, and create a welcoming space for our local community. We are proud to be part of such an active community and will continue to support local led community events and initiatives to better the lives for everyone in our community.

## 16. Community Enrichment

We were successful with our application to the UK Shared Prosperity Fund, Communities and Place, Culture and Heritage to support the implementation of the Cultural Strategy for the Dudley Borough. We supported the initiative of strengthening our social fabric and fostering a sense of local pride and belonging by hosting 10 free, inclusive community events at Harrys Community Coffee shop. We focused on an “upcycling, recycling, make do and mend theme”, encouraging people to reconsider their current shopping habits, to save money and also to save clothes and food from ending up in landfill. The highlights included a Fashion Show, held at the Brierley Hill Market and showcasing fashionable items purchased from local charity shops. A Sewing Class aimed at teaching those within the community how to repair items of clothing at the Brierley Hill Library, a Swap Shop, bringing in items of clothing and swapping for something new and different at Harrys Community Coffee shop. Throughout this time, we also held cooking workshops using Air fryers to help people create healthy meals whilst saving money.

Our project brought in over 100 additional people to our local town.

## 17. Acknowledgements

Throughout 2024 we were humbled by the support that was provided by others within our community to help us improve the lives of those most vulnerable.

We would like to thank everyone who has donated to our cause, including

All Business members from 5 Alive for their kind donations of Easter Eggs, these were distributed to 100 families who took part in our Family Easter Egg hunts.

Thank you to the NHS Staff at Corbett Hospital for their kind donations of children’s books and chocolates which were distributed to families whose children would otherwise not receive a present at Christmas.

Thank you to Black Country Foodbank. We partnered with the Black Country Foodbank and local schools to distribute over 300 Christmas food hampers to families, young people and individuals in crisis over the Christmas period.

Thank you to Shaun Brettle and his team at Lloyds Bank, for their kind donation of 100 Selection boxes for this year’s Christmas Hampers.

TOP CHURCH TRAINING

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDING 30TH NOVEMBER 2024

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**  
1062241

**Registered Company number**  
03328704

**Principal address**

Harrys  
65a High Street  
Brierley Hill  
West Midlands  
DY5 3AB

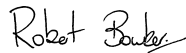
**Trustees**

Robert Bowker  
Megan  
Liz Rowe

**Independent examiner**

Handmill Taxation Ltd  
Spencer House  
114 High Street  
Wordsley  
Stourbridge  
West Midlands  
DY8 5QR

Approved by order of the board of trustees on **26th August 2025** and signed on its behalf by:



Robert Bowker

TOP CHURCH TRAINING


ACCOUNTANTS' REPORT  
FOR THE YEAR ENDING 30TH NOVEMBER 2024

Accountants' Report

You consider that the company is exempt from an audit for the year ended 30th November 2024. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year.

In accordance with your instructions, we have prepared the accounts which comprise of the Income and Expenditure Account, the Balance Sheet and the related notes from the accounting records of the company and on the basis of the information and explanations given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.



.....  
Handmill Taxation Ltd  
Spencer House  
114 High Street  
Wordsley, Stourbridge  
DY8 5QR

**26th August 2025**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
TOP CHURCH TRAINING

**Independent examiner's report to the trustees of Top Church Training**

I report to the charity trustees on my examination of the accounts of Top Church Training (the Trust) for the year ended 30th November 2024.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



Handmill Taxation Ltd  
Spencer House  
114 High Street  
Wordsley  
Stourbridge  
West Midlands  
DY8 5QR

**26th August 2025**

TOP CHURCH TRAINING

BALANCE SHEET

AT 30TH NOVEMBER 2024

		Year ended 30.11.2024	Year ended 30.11.2023
		Total funds	Total funds
		£	£
<b>FIXED ASSETS</b>	Notes		
Tangible assets	1	6,188.03	7,075.07
<b>CURRENT ASSETS</b>			
Trade Debtors	2	867.42	0.00
Cash at bank and in hand		79,061.34	44,578.68
<b>Net current assets</b>		<b>86,116.79</b>	<b>51,653.75</b>
Accruals and deferred income	3	(5,724.03)	(6,629.12)
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>80,392.76</b>	<b>45,024.63</b>
<b>CAPITAL AND RESERVES</b>			
General fund	4	10,908.35	14,604.69
<b>Restricted Reserves</b>			
Activities Fund	4	1,409.59	2,438.15
Alliance	4	482.37	(80.90)
Awards for All	4	18,758.10	(6.90)
Black Country Food Bank	4	485.80	0.00
Café/PAYF	4	2,678.36	(11,890.30)
Commonwealth Games Enhance.	4	2,376.39	0.00
Community Matters	4	0.00	2,432.17
Development Fund	4	(314.20)	1,315.77
Dudley MBC - CVS/Hardship	4	(294.25)	0.00
Dudley MBC - HAF	4	0.00	0.01
Eveson Trust	4	0.00	5,150.30
HAF	4	0.01	0.00
Harry's Fund	4	7.75	278.99
Heart of England Community	4	10,114.48	0.00
Heritage Day Event	4	175.00	0.00
Household Support	4	541.61	1,697.95
Peer 2 Peer	4	2,250.06	0.00
Severn Trent Water	4	0.00	6,432.54
Sheridan	4	966.20	1,872.70
Tahira Ali	4	100.00	0.00
The Big Lottery	4	19,202.58	18,588.67
The Wider Determinants	4	5,570.53	0.00
UK Shared Prosperities	4	4,883.02	1,968.68
Women's Discovery Group	4	91.01	222.11
<b>TOTAL FUNDS</b>		<b>80,392.76</b>	<b>45,024.63</b>

For the financial year ending 30th November 2024, the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year ending 30th November 2024 in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on **26th August 2025**

and were signed on its behalf by

*Robert Bowker*

Robert Bowker

## **ACCOUNTING POLICIES**

### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting 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 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under the 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.

Café equipment and furniture	- 20% on reducing balance basis
Office equipment and furniture	- 20% on reducing balance basis

### **Taxation**

The charity is exempt from tax on its charitable activities.

### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objective at the discretion of the trustees.

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

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 30TH NOVEMBER 2024

<b>1. Fixed Assets</b>	<u>Café Equipment</u>	<u>Office Equipment</u>	<u>Total</u>
	£	£	£
<b>COST</b>			
At 1st December 2023	10,398.94	3,736.86	14,135.80
Additions	659.97	0.00	659.97
At 30th November 2024	<u>11,058.91</u>	<u>3,736.86</u>	<u>14,795.77</u>
<b>DEPRECIATION</b>			
At 1st December 2023	5,489.76	1,570.97	7,060.73
Charge for year	1,113.83	433.18	1,547.01
At 30th November 2024	<u>6,603.59</u>	<u>2,004.15</u>	<u>8,607.74</u>
<b>NET BOOK VALUE</b>			
At 30th November 2024	<u>4,455.32</u>	<u>1,732.71</u>	<u>6,188.03</u>
At 30th November 2023	<u>4,909.18</u>	<u>2,165.89</u>	<u>7,075.07</u>
<b>2. Trade Debtors</b>			
	<b><u>2024</u></b>	<b><u>2023</u></b>	
	£	£	
Trade Debtors	867.42	0.00	
	<u>867.42</u>	<u>0.00</u>	
<b>4. Trade Creditors &amp; Accruals</b>			
	<b><u>2024</u></b>	<b><u>2023</u></b>	
	£	£	
Trade Creditors	5,139.20	6,086.99	
PAYE & Social Security	32.07	9.37	
Accrued Expenses	400.00	380.00	
Attachment of Earnings	152.76	152.76	
	<u>5,724.03</u>	<u>6,629.12</u>	
<b>5. General fund &amp; Restricted Reserves</b>			
	<b><u>2024</u></b>	<b><u>2023</u></b>	
	£	£	
Balance at 1st December 2023	45,024.63	112,716.65	
Excess of income over expenditure for year	35,368.13	(67,692.02)	
Balance at 30th November 2024	<u>80,392.76</u>	<u>45,024.63</u>	

TOP CHURCH TRAINING

INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDING 30TH NOVEMBER 2024

	Year ended 30.11.2024	Year ended 30.11.2023
	£	£
<b>INCOME</b>		
Activities Fund	0.00	1,126.14
Alliance	29,979.96	29,836.12
Awards for All	20,000.00	0.00
Commonwealth Games Enhancement Fund	4,710.00	0.00
Community Matters	0.00	10,000.00
CRF 50+	0.00	3,229.04
Dudley MBC - CVS	0.00	5,862.23
Dudley MBC - Holiday Activities Fund	0.00	16,123.76
Eveson Charitable Trust	0.00	12,000.00
General Funds	755.00	772.07
Grace & Rich	0.00	241.50
Harry's Fund	0.00	5.00
Heart of England Community	29,326.00	5,000.00
Household Support Fund	0.00	5,000.00
Lloyds Bank Foundation	0.00	2,455.00
Peer 2 Peer	2,600.00	0.00
Severn Trent Water	19,240.00	9,854.00
Sheridan	63.46	460.09
Sport England (Black Country Consortium)	0.00	5,250.00
Tahira Ali	100.00	0.00
The Big Lottery	123,309.46	129,506.62
The Café	13,288.78	10,440.23
The Wider Determinants Fund	20,000.00	0.00
UK Shared Prosperities	47,524.17	3,127.53
	<hr/>	<hr/>
	310,896.83	250,289.33
Bank Interest	1,009.02	1,226.22
<b>TOTAL INCOME</b>	<hr/> <b>311,905.85</b> <hr/>	<hr/> <b>251,515.55</b> <hr/>
<b>EXPENDITURE</b>		
<b>Restricted funding expenditure:-</b>		
<b>Salaries:-</b>		
Payroll Staff	148,418.80	178,094.16
Contractors	15,015.00	17,997.00
Workplace Pension Costs	3,240.53	3,259.51
<b>Staff Expenses:-</b>		
Payroll Staff	0.00	11.05
Volunteers	24.98	103.75
	<hr/>	<hr/>
	166,699.31	199,465.47
<b>Depreciation charges for year</b>		
Café equipment and furniture	1,113.83	1,227.31
Office equipment and furniture	433.18	541.48
	<hr/>	<hr/>
	1,547.01	1,768.79

*continued overleaf*

TOP CHURCH TRAINING

INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDING 30TH NOVEMBER 2024

	Year ended 30.11.2024	Year ended 30.11.2023
	£	£
<b>Rent &amp; Office Costs:-</b>		
Café Cleaning	4,903.21	6,102.27
Café Rates & Water	256.50	261.13
Café Rent	6,780.00	6,760.00
Café Utilities	3,701.86	3,918.49
Office Rates & Water	153.60	353.63
Office Rent	7,278.29	5,499.96
Office Utilities	3,612.23	3,683.40
Other Rents	940.88	1,439.25
<b>General expenses:-</b>		
Activities Materials	3,791.14	3,167.42
Hardship Relief	853.85	4,484.80
Holiday Activities	1,610.95	541.77
Office Cleaning	1,324.39	2,301.48
Project Resources	229.16	121.03
Group Expenses	996.76	334.17
Refreshments	2,095.32	1,568.39
Volunteer Awards	227.73	527.81
The Café - Repairs & Maintenance	2,481.00	2,357.13
The Café - Running Expenses	7,479.65	18,394.76
<b>Overhead Expenditure:-</b>		
Equipment	49.00	99.99
Bank Charges	160.35	163.38
Telephone Charges	4,727.63	3,117.57
Legal & Professional Charges	27,829.27	21,508.48
Networking Charges	559.85	0.00
Advertising	385.00	0.00
Accountancy Charges	5,477.50	5,980.80
Computer Expenses	6,097.22	639.99
Course Fees & Training Costs	1,158.60	8,582.75
Recruitment Expenses	274.00	0.00
Insurance	4,635.07	3,180.80
Printing, Postage & Stationery	834.69	3,664.92
Printer Lease	1,820.96	2,310.00
Office Sundries	2,183.04	1,196.82
Travel Expenses	2,839.71	3,845.53
Repairs & Maintenance	429.35	879.07
Sundry Expenses	113.64	986.32
	<hr/>	<hr/>
	108,291.40	117,973.31
<b>TOTAL EXPENDITURE</b>	<hr/>	<hr/>
	<b>276,537.72</b>	<b>319,207.57</b>
<b>Excess of expenditure over income for year</b>	<hr/>	<hr/>
	<b>35,368.13</b>	<b>(67,692.02)</b>

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## Document history



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**TOP CHURCH TRAINING**

England & Wales - Charity number 1062241

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# Accounts

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**REGISTERED COMPANY NUMBER: 03328704**

**REGISTERED CHARITY NUMBER: 1062241**

**REPORT OF THE TRUSTEES AND UNAUDITED  
FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30TH NOVEMBER 2023**

**TOP CHURCH TRAINING**

TOP CHURCH TRAINING

CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 30TH NOVEMBER 2023

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REPORT OF THE TRUSTEES  
FOR THE YEAR ENDING 30TH NOVEMBER 2023

The trustees present their report with the financial statements of the charity for the year ended 30th November 2023. The trustees have adopted the provisions of 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 January 2015)

The charity is governed by its Memorandum and Articles of Association which were signed on 21st February 1997. It was incorporated as a company limited by guarantee on 6th March 1997, number 3328704. On 7th May 1997 it was registered with the Charities Commission, number 1062241.

**OBJECTIVES AND ACTIVITIES**

TCT continues to provide support and services for the socially and economically deprived, for people of all ages who are considered to be lonely, isolated, vulnerable and living on low incomes. The objectives of the charity emphasise community support in all areas and to offer education and training in healthy eating as well as work experience in our community cafe.

This year has been one of our most challenging yet, with the high cost of living crisis introducing new priorities, dilemmas, and challenges. These challenges are significantly amplified by the effects of poverty, isolation, relationship issues, housing needs, and other prevalent concerns within our community.

From crisis to confidence, we have worked hard to develop a two-strand, evidence-informed project aimed to unlock the power of change and deliver sustainable improvement in the lives of young people, parents, carers, individuals and families in Brierley Hill and the wider Dudley borough by:

1. providing reliable, tried-and-tested specialist support to address immediate and crisis needs,
2. facilitating and enabling meaningful activities to reduce social and digital isolation, build confidence, and inspire hope and aspiration, and
3. empowering sustained positive change through volunteering placements, vocational training and coaching, peer support, and community service.

The implementation of the project's two Strands will be guided by these fundamental principles:

- Collaborating with service users as equal partners in identifying and providing the support they require, focusing on 'doing with' rather than 'doing to'.
- Acknowledging that many service users have various needs and require steady, coordinated support.
- Jointly designing and producing services and activities with parents and families, while continually assessing effectiveness to ensure resources are allocated efficiently.
- Maintaining agility and flexibility in our services and activities, recognizing the diverse and sometimes complex needs of individuals and families, some of which may need immediate attention.
- Facilitating connections and support among service users in similar situations, including through peer support and our volunteer program.
- Guaranteeing that our services and activities provide access to specialists and experts who can tackle root issues to prevent them from hindering effective parenting, healthy child development, and the resilience of families who can thrive and adapt.
- Ensuring our activities mirror the diversity of our community and its residents.

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDING 30TH NOVEMBER 2023

**OBJECTIVES AND ACTIVITIES (continued)**

We include people of all ages, circumstances and backgrounds and our challenge is to respond quickly and appropriately in the short term whilst at the same time having clear and sustainable plans for the future. We have worked closely with other partners to meet complex needs. We have worked together with local businesses and other charities wherever possible, to run our activities with sustainability in mind.

The trustee's policy continues to ensure that the opportunities provided are appropriate to the needs of those identified and are of the highest quality. The enterprise is run by a full-time Chief Executive Officer. The number of staff has fluctuated this year.

**ACHIEVEMENT AND PERFORMANCE**

Since the High Cost to Living crisis, we have seen a greater need for our support services and are in more need for funding to sustain and expand to meet the increasing demand.

85% of families referred to our charity were living in poverty and in need of emergency food provision after they saw a reduction to their household incomes from the ongoing increases to their utility, rent and food costs.

We have heard the distressing stories of parents foregoing meals to feed their families, feeling like failures because they cannot provide, and discussions of suicide that impact their mental health and well-being.

90% were supported to access Black Country Foodbanks –

88% received intense support around welfare benefits, financial advice and support.

80% were supported to access correct benefit entitlements.

Mental Health has remained one of the main challenges faced by those engaged with our services.

Already struggling with anxiety and depression, we continue to see more and more cases of Agoraphobia than ever before.

We have observed an increased number of referrals from single mothers expressing feelings of loneliness and isolation. Due to limited incomes, they are often unable to afford outings and may go days without speaking to another person. Many feel hesitant to attend baby groups alone, citing travel and entry expenses as additional obstacles.

The figures below reflect the fast and ever-changing needs of a flexible service taking us into new directions, but which continue to deliver to our stated objectives.

- 154 families referred for crisis intervention support, debt management support, housing related support, benefit support.
- 106 new referrals of young people and individuals for support.
- 85 new referrals for volunteering - support - catering, admin, allotment and family activity groups.
- 10,000 meals distributed to individuals and families across Dudley Borough between November – October 2023.
- 105 families received crisis intervention support to prevent homelessness - linking them to more specialist Debt Management support, liaising with Landlords and Dudley MBC.

**Face-to-face activities:**

- 340 people attended the craft sessions
- 120 families engaged with our offsite activities to Black Country Living Museum, Dudley Zoo, Lego Land, Indoor Children's Play Centres
- 120 families have attended our parent coffee mornings.
- 74 people attended the allotment project.
- 98 people attended the women's Group.
- 96 people attended cooking workshops.
- 141 families have attended weekly parent and child groups.

**ACHIEVEMENT AND PERFORMANCE (continued)**

Our face-to-face groups have become a lifeline to those struggling with loneliness and isolation. Feedback tells us that Harry's is seen as a warm and welcoming place to come to. People feel "safe" to talk about their problems knowing they will receive the right help and support from our friendly and trusted staff.

A total of 550 face to face group sessions have been delivered from Harry's café throughout this year.

**Holidays Activities Fund (HAF)**

Throughout 2023, we secured a second year of funding to deliver on the catering contract of The HAF programme, supporting Dudley CVS in partnership with Dudley MBC. Targeting families on low incomes whose children were eligible for free schools' meals, highlighting the social and financial issues faced by many families across the borough and the need for TCT to respond.

3000 lunch bags were prepared by volunteers at Harry's Café and delivered by staff to two local schools, a community venue, in the area over the summer period.

We were successful to secure funding to run 8 separate family fun activities at our Harry's café. Offering a Hawaiian themed children's party experience, engaging children with fun games, make your own pizza, fruity drinks.

The charity continues to support the local community by focusing on building confidence, self-esteem, and resilience, while also fostering self-sufficiency and elevating life aspirations.

Since its inception in 2020, Harry's Community Café continues to be an invaluable resource for Brierley Hill and the broader Dudley borough. Open to the public on select days, with proceeds reinvested into the charity, Harry's continues to host numerous activities and workshops. Service users have expressed their gratitude for Harry's as a safe haven to come to. Feedback highlights the staff and volunteers' welcoming and supportive nature, with comments such as, "I feel relaxed, listened to, and appreciated," and "I feel invited, welcomed, and it is calming." One individual remarked, "Harry's is an excellent asset to all people in the local area, significantly contributing to an inclusive community." Another shared, "Visiting Harry's has boosted my confidence and mental health, giving me something to look forward to." Additionally, Harry's offers a warm refuge for those facing the 'heat or eat' dilemma, a stark reality for many. Collaborations with Fareshare and the local foodbank, which supplied most of the food for our 2023 Christmas hampers, allow us to repurpose food that would otherwise be wasted. This food is incorporated into Harry's menu, our commercial buffets, and activities, and will soon support our new subsidised, subscription-based community shop. This initiative will ensure a steady food supply for the most vulnerable, alleviating the strain on our local foodbank, which is experiencing unprecedented demand.

Harry's is committed to promoting healthy eating, budget-friendly cooking, and sustainability. Our 'Plot to Plate' program, through our community allotment, allows Harry's customers and regular groups to be aware of the organic origins of their fruits and vegetables. 'Plot to Plate' aims to educate on the benefits of fresh food, encouraging people to take up gardening or enjoy the outdoors, thereby enhancing both mental and physical health and increasing food knowledge. Our current allotment, located at Hawbush Gardens, is managed by a community organisation, with guidance from a volunteer master gardener and a retired groundsman with 40 years of experience, supporting our passionate amateur volunteers. As we expand our knowledge, we aim to explore opportunities to replicate this model at other allotment sites across the borough via partnerships with other community associations, increasing volunteer and training opportunities and boosting the supply of homegrown, organic produce for Harry's menu and community shop.

**ACHIEVEMENT AND PERFORMANCE (continued)**

Harry's coordinator, a staff member with extensive catering experience, along with a team of seasoned volunteers, enables our volunteers to acquire new skills pertinent to the hospitality and customer service sectors—fields many are eager to enter. This is a cornerstone of our new vocational training program, designed to help participants gain skills, forge social connections, build confidence and self-esteem, and complete a study program.

Our ongoing cooking workshops at Harry's, part of our current initiative, have significantly impacted individuals and families. Many who previously relied solely on convenience and microwave meals can now confidently and skilfully prepare basic, healthy meals for themselves and their children. They've also gained confidence in reading and following recipes and shopping on a budget. We aim to expand our reach and introduce our 'better basics programme' to a broader audience. The cost-of-living crisis has particularly affected those with low incomes and tight budgets, leading to an increased dependence on cheap convenience foods. Our cooking workshops, in conjunction with our partnership with the Black Country Food Bank, will provide opportunities for specialist professionals to share further information that we want families to have access to.

We continue to work in partnership with DWP, offering a weekly Job Club to young people with Autism, a quieter and safer place to come to and engage in job searching related activities, with many progressing onto our volunteering programmes and group activities.

Our local MP continues to support the work that we do for the people that live in their constituencies. Mike Wood MP and local Councillor Adam Davies have continued to show their support through visiting our café project and helping with more complex challenges.

**Twelve-Month Outlook**

As we continue to face ongoing the challenges from the increases to the cost of living, we are realistic that the next twelve months are going to be challenging for the local communities we support. They are also going to be challenges ahead for the charity however, the TCT team are motivated to deliver even more services and support to the local area on the limited resources they have. We continue to focus on developing a robust two to three year financial and operational plan to secure our medium-term future because we believe that TCT can extend our reach and improve the lives of those we work with.

**OUR STAFF and VOLUNTEERS**

Volunteer Awards celebration event – after the success of our first awards event in 2022 we have now established this as an annual event, ensuring that everyone who volunteers for Top Church Training will be honoured with their own Queens Award badge and certificate presented by the Deputy Lord Lieutenant.

Deputy Lord Lieutenant, Nick Venning presented all our volunteers with their Queens Award badge and certificate, with special awards presented to Beverly Coomby for her ongoing support to the charity. The Mayor of Dudley Andrea Goddard presented our most prestigious award to one of our long serving allotment volunteers. “The Sheridan Award,” named in honour of one of our most treasured members of staff, who was sadly taken from us in December 2021.

We also took the opportunity of thanking all our ladies from our Women's group, who, in partnership with Adult Community Learning and Dudley Council Planning and Regeneration team, proudly took part with the knitting of over 300 poppies for the Brierley Hill War Memorial display ready for Remembrance Sunday. They also received certificates of appreciation and presented by the Mayor of Dudley.

**OUR STAFF and VOLUNTEERS (continued)**

Our Chief Executive is also a member of the Voluntary Sector Leaders forum lead by Dudley CVS, and Voluntary Sector Safeguarding Leadership board, to develop partnerships and influence change with Statutory and voluntary sector agencies.

In providing these services, our staff need to be committed and adaptable, dedicated, and tenacious. They have displayed all these qualities this year, sometimes at some personal cost.

The same can also be said of our numerous volunteers who freely give their time to helping those less fortunate. TCT would not be as robust, nor have gained such a sterling reputation without them and we thank them most gratefully

**OUR FUNDERS**

None of what we have achieved over the last 12 months would have been possible without the continued support of our funders, large and small, and we and our beneficiaries are grateful for their help. The Trustees would like to thank the following funders:

Dudley MBC & West Midlands Combined Authority

The National Lottery Community Fund

Eveson Trust

Dudley CVS

Heart of England

The Richardson Brothers Foundation

CB & HH Taylor

The Heritage Lottery Fund

Dudley MBC & Dudley CVS HAF funding

Lloyds Bank Foundation

Community Matters

Severn Trent Community Fund

We are now into the 2<sup>nd</sup> year of the second Big Lottery 3-year award from Reaching Communities, with a focus on targeting families affected by poverty and considered to be lonely and isolated. The supports include, 1-2-1 support, family group activities and volunteering opportunities.

We, along with our Alliance partners, including Chadd, YMCA, Green Square Accord and JST, were successful to secure a 5-year tender for “Dudley young People’s Alliance for Dudley Transitional Support /Accommodation Service for Young People”. Providing floating support to young people leaving the care system aged 16+. Working in partnership with Children’s and Adults Services and Looked After teams.

In partnership with Dudley MBC Planning and Regeneration team, Provision House, JST, Black Country Housing Group, secured funding through the UKSPF levelling Up funding, offering support to those who are considered to be the furthest away from the job market.

Our initial application to the Severn Trent Community Fund was successful, securing funds to improve our Plot to Plate programme and grants for new equipment such as spades, wheelbarrows, and forks for our volunteers' use.

All these funders allowed us to adapt to the challenges raised by the pandemic and the high costs to living crisis and this approach supported our endeavours in reaching many more vulnerable people.

We have also received small and large donations from many sources. Our thanks to them all.

**OUR FUNDERS *continued***

All these funders allowed us to adapt to the challenges raised by the pandemic and this approach supported our endeavours in reaching many more vulnerable people.

We have also received small and large donations from many sources. Our thanks to them all.

**OUR TRUSTEES**

This year we say goodbye to David Durie, the board wish him well.

We welcomed new board members and Chair Robert Bowker.

We thank all trustees for their time and expertise, their dedication and loyalty to the charity.

**OUR NETWORK**

TCT works in partnership with the following organisations: -.

The National Lottery Community Fund	Hawbush Community Gardens
Adult Community Learning team	Higgs LLP
Adult's and Children's Social Care	Integrated Plus Team
Amblecote Christian Centre	Job Change
Barnado's	Just Straight Talk
Black Country Housing Group	Leslie's Care Packages
Black Country Training Group	Lloyds Bank Team
Black Country Foodbank	Kingswinford Accountancy
CHADD	Operation Santa
Citizen's Advice	Peachy Teaching
Community Transport	Public Health England, CCG & NHS
Dudley CVS	Severn Trent Community Fund
Dudley College	St Marys Catholic Church
Dudley Council Access and Prevention Team	The Brierley Hill Community Forum
Dudley Council Planning and Regeneration Teams	The Brierley Hill Project
Dudley Council Community Safety Teams	Team Pumpkin Boxing
Dudley Council Homeless Team	The Phase Trust
Dudley Council Housing Support Teams	The What Centre
DWP Employment Officers Stourbridge Job Centre	The Brierley Hill Babybank
Ekho Collective	Virgin Media
Family Hubs	Welfare Benefits Team
Green Square Accord	West Midlands Police
Handmill Accountants Ltd	YMCA

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDING 30TH NOVEMBER 2023

**Acknowledgements**

The Trustees and CEO would like to thank:

Lloyds Bank Dudley Branch Manager Shaun Brettle and his team.

Throughout the year they have continued to support many of our fundraising events, whilst providing Easter Eggs and Selection boxes and gifts for our beneficiaries.

Tim Jones, Higgs LLP, for his ongoing Coaching support to our CEO Karen Fielder.

Jen Coleman, CEO for the Black Country Foodbank for the kind donation of food items towards our Christmas Hamper project. 100 Christmas Hampers were prepared by our volunteers and delivered by staff to families throughout the Dudley Borough facing financial hardship.

The Trustees extend their gratitude to Kevin Pace for his unwavering support to the charity, his assistance with funding applications, his coaching for the staff, and his continual support to our CEO, Karen Fielder.

**FINANCIAL REVIEW**

**Financial position**

The accounts for 2023 indicates an excess expenditure of £67,692.02. The salary increases in 2022 necessitated a staffing restructure, resulting in redundancies and consequently higher staffing expenses due to severance costs. Additionally, delayed payments from funders, which were not received within the fiscal year-end, contributed to this excess and were accounted for in the subsequent financial year. Our community café, Harrys, was closed during this period as we prioritised addressing local food poverty needs over income generation, yet we still incurred overhead costs. The 2023 accounts also reflect the impact of the cost-of-living crisis, which led to unexpected increases in our utility and rental expenses.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1062241

**Registered Company number**

03328704

**Principal address**

30-32 High Street  
Brierley Hill  
West Midlands  
DY5 3AE

**Trustees**

Robert Bowker  
Joanne Goldie  
Megan Price  
Liz Rowe

**Independent examiner**

Handmill Taxation Ltd  
Spencer House  
114 High Street  
Wordsley  
Stourbridge  
West Midlands  
DY8 5QR

Approved by order of the board of trustees on **17th July 2024** and signed on its behalf by:

*Robert Bowker*

Robert Bowker

ACCOUNTANTS' REPORT  
FOR THE YEAR ENDING 30TH NOVEMBER 2023

Accountants' Report

You consider that the company is exempt from an audit for the year ended 30th November 2023. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year.

In accordance with your instructions, we have prepared the accounts which comprise of the Income and Expenditure Account, the Balance Sheet and the related notes from the accounting records of the company and on the basis of the information and explanations given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.



.....  
Handmill Taxation Ltd  
Spencer House  
114 High Street  
Wordsley, Stourbridge  
DY8 5QR

**17th July 2024**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
TOP CHURCH TRAINING

**Independent examiner's report to the trustees of Top Church Training**

I report to the charity trustees on my examination of the accounts of Top Church Training (the Trust) for the year ended 30th November 2023.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



Handmill Taxation Ltd  
Spencer House  
114 High Street  
Wordsley  
Stourbridge  
West Midlands  
DY8 5QR

**17th July 2024**

TOP CHURCH TRAINING

BALANCE SHEET  
AT 30TH NOVEMBER 2023

		Year ended 30.11.2023	Year ended 30.11.2022
		Total funds £	Total funds £
<b>FIXED ASSETS</b>	Notes		
Tangible assets	1	7,075.07	8,644.86
<b>CURRENT ASSETS</b>			
Cash at bank and in hand		44,578.68	108,939.67
<b>Net current assets</b>		<b>51,653.75</b>	<b>117,584.53</b>
Accruals and deferred income		(6,629.12)	(4,867.88)
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>45,024.63</b>	<b>112,716.65</b>
<b>CAPITAL AND RESERVES</b>			
General fund	2	14,604.69	28,724.87
<b>Restricted Reserves</b>			
Activities Fund	2	2,438.15	2,994.99
Alliance	2	(80.90)	6,020.36
Awards for All	2	(6.90)	12,458.50
Black Country Training Group	2	0.00	(212.27)
Café	2	(11,890.30)	(19,179.56)
Catering Overheads	2	0.00	20,143.20
CB & HH Taylor	2	0.00	1,500.00
Community Matters	2	2,432.17	0.00
CRF 50+	2	0.00	465.99
Development Fund	2	1,315.77	1,615.77
Dudley MBC - CVS/Hardship	2	0.00	3,683.76
Dudley MBC - HAF	2	0.01	15,801.03
Dudley MBC - Supporting People	2	0.00	1,460.54
Eveson Trust	2	5,150.30	1.00
Flower Art	2	0.00	624.85
Harry's Fund	2	278.99	1,494.51
Hedley Charitable Trust for YMG	2	0.00	26.45
Household Support	2	1,697.95	8,329.64
Lloyds Bank Foundation	2	0.00	20,535.72
National Heritage	2	0.00	8,649.62
Neighbourly/Harry's Larder	2	0.00	5,236.96
Severn Trent Water	2	6,432.54	0.00
Sheridan	2	1,872.70	1,670.28
The Big Lottery	2	18,588.67	(9,329.56)
UK Shared Prosperities	2	1,968.68	0.00
Women's Discovery Group	2	222.11	0.00
<b>TOTAL FUNDS</b>		<b>45,024.63</b>	<b>112,716.65</b>

For the financial year ending 30th November 2023, the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year ending 30th November 2023 in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on 17th July 2024

and were signed on its behalf by

Robert Bowker

## **ACCOUNTING POLICIES**

### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting 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 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under the 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.

Café equipment and furniture	- 20% on reducing balance basis
Office equipment and furniture	- 20% on reducing balance basis

### **Taxation**

The charity is exempt from tax on its charitable activities.

### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objective at the discretion of the trustees.

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

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 30TH NOVEMBER 2023

<b>1. Fixed Assets</b>	<u>Café Equipment</u>	<u>Office Equipment</u>	<u>Total</u>
	£	£	£
<b>COST</b>			
At 1st December 2022	10,199.94	3,736.86	13,936.80
Additions	199.00	0.00	199.00
At 30th November 2023	<u>10,398.94</u>	<u>3,736.86</u>	<u>14,135.80</u>
<b>DEPRECIATION</b>			
At 1st December 2022	4,262.45	1,029.49	5,291.94
Charge for year	1,227.31	541.48	1,768.79
At 30th November 2023	<u>5,489.76</u>	<u>1,570.97</u>	<u>7,060.73</u>
<b>NET BOOK VALUE</b>			
At 30th November 2023	<u>4,909.18</u>	<u>2,165.89</u>	<u>7,075.07</u>
At 30th November 2022	<u>5,937.49</u>	<u>2,707.37</u>	<u>8,644.86</u>

<b>2. General fund &amp; Restricted Reserves</b>	<u>2023</u>	<u>2022</u>
	£	£
Balance at 1st December 2022	112,716.65	154,388.44
Excess of income over expenditure for year	(67,692.02)	(41,671.79)
Balance at 30th November 2023	<u>45,024.63</u>	<u>112,716.65</u>

TOP CHURCH TRAINING

INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDING 30TH NOVEMBER 2023

	Year ended 30.11.2023	Year ended 30.11.2022
<b>INCOME</b>	£	£
Activities Fund	1,126.14	671.00
Alliance	29,836.12	24,264.10
Awards for All	0.00	10,000.00
CB & HH Taylor	0.00	1,500.00
Community Matters	10,000.00	0.00
CRF 50+	3,229.04	20,942.08
Development Fund	0.00	5,685.00
Dudley MBC - CVS	5,862.23	10,500.00
Dudley MBC - Holiday Activities Fund	16,123.76	48,905.00
Dudley MBC - Supporting People	0.00	11,362.33
Eveson Charitable Trust	12,000.00	1.00
Flower Art	0.00	1,000.00
General Funds	772.07	1,329.01
Grace & Rich	241.50	0.00
Harry's Fund	5.00	0.00
Heart of England Community	5,000.00	0.00
Household Support Fund	5,000.00	0.00
Lloyds Bank Foundation	2,455.00	25,000.00
National Heritage	0.00	9,950.00
Neighbourly	0.00	500.00
Severn Trent Water	9,854.00	0.00
Sheridan	460.09	2,245.31
Sport England (Black Country Consortium)	5,250.00	0.00
The Big Lottery	129,506.62	101,147.00
The Café	10,440.23	8,940.45
UK Shared Prosperities	3,127.53	0.00
	<hr/>	<hr/>
	250,289.33	283,942.28
Bank Interest	1,226.22	149.63
<b>TOTAL INCOME</b>	<hr/> <b>251,515.55</b> <hr/>	<hr/> <b>284,091.91</b> <hr/>
<b>EXPENDITURE</b>		
<b>Restricted funding expenditure:-</b>		
<b>Salaries:-</b>		
Payroll Staff	178,094.16	196,495.33
Contractors	17,997.00	24,805.66
Workplace Pension Costs	3,259.51	3,850.51
<b>Staff Expenses:-</b>		
Payroll Staff	11.05	1,401.79
Contractors	0.00	352.35
Trustees	0.00	77.20
Volunteers	103.75	167.85
	<hr/>	<hr/>
	199,465.47	227,150.69
<b>Depreciation charges for year</b>		
Café equipment and furniture	1,227.31	1,484.39
Office equipment and furniture	541.48	676.85
	<hr/>	<hr/>
	1,768.79	2,161.24

*continued overleaf*

TOP CHURCH TRAINING

INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDING 30TH NOVEMBER 2023

	Year ended 30.11.2023	Year ended 30.11.2022
	£	£
<b>Rent &amp; Office Costs:-</b>		
Café Cleaning	6,102.27	3,397.54
Café Rates & Water	261.13	1,053.05
Café Rent	6,760.00	6,050.00
Café Utilities	3,918.49	1,832.98
Office Rates & Water	353.63	370.83
Office Rent	5,499.96	5,574.96
Office Utilities	3,683.40	2,253.19
Other Rents	1,439.25	512.34
<b>General expenses:-</b>		
Activities Materials	3,167.42	7,453.00
Hardship Relief	4,484.80	9,721.87
Holiday Activities	541.77	7,347.71
Office Cleaning	2,301.48	1,816.00
Project Resources	121.03	1,801.95
Group Expenses	334.17	0.00
Refreshments	1,568.39	883.92
Volunteer Awards	527.81	1,181.86
The Café - Repairs & Maintenance	2,357.13	4,466.15
The Café - Running Expenses	18,394.76	13,903.14
<b>Overhead Expenditure:-</b>		
Equipment	99.99	696.97
Bank Charges	163.38	90.62
Telephone Charges	3,117.57	3,177.75
Legal & Professional Charges	21,508.48	6,559.41
Accountancy Charges	5,980.80	1,711.20
Computer Expenses	639.99	1,066.83
Course Fees & Training Costs	8,582.75	5,655.15
Staff Welfare	0.00	432.09
Recruitment Expenses	0.00	961.05
Insurance	3,180.80	2,436.70
Printing, Postage & Stationery	3,664.92	2,533.82
Printer Lease	2,310.00	0.00
Office Sundries	1,196.82	506.83
Travel Expenses	3,845.53	74.10
Repairs & Maintenance	879.07	649.27
Sundry Expenses	986.32	279.49
	<hr/>	<hr/>
	117,973.31	96,451.77
<b>TOTAL EXPENDITURE</b>	<hr/> <b>319,207.57</b> <hr/>	<hr/> <b>325,763.70</b> <hr/>
<b>Excess of expenditure over income for year</b>	<hr/> <b>(67,692.02)</b> <hr/>	<hr/> <b>(41,671.79)</b> <hr/>

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Title	Top Church Training 2023 Accounts
File name	TCT_Final_account...November_2023.pdf
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### Document history



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IP: 151.2.213.107



VIEWED

**07 / 18 / 2024**

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(robertbowker@topchurchtraining.co.uk)  
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SIGNED

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**TOP CHURCH TRAINING**

England & Wales - Charity number 1062241

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# Accounts

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**REGISTERED COMPANY NUMBER: 03328704**

**REGISTERED CHARITY NUMBER: 1062241**

**REPORT OF THE TRUSTEES AND UNAUDITED  
FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30TH NOVEMBER 2022**

**TOP CHURCH TRAINING**

TOP CHURCH TRAINING

CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 30TH NOVEMBER 2022

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Income and Expenditure Account	12 to 13

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDING 30TH NOVEMBER 2022

The trustees present their report with the financial statements of the charity for the year ended 30th November 2022. The trustees have adopted the provisions of 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 January 2015)

The charity is governed by its Memorandum and Articles of Association which were signed on 21st February 1997. It was incorporated as a company limited by guarantee on 6th March 1997, number 3328704. On 7th May 1997 it was registered with the Charities Commission, number 1062241.

**OBJECTIVES AND ACTIVITIES**

TCT continues to provide support and services for the socially and economically deprived, for people of all ages who are considered to be lonely, isolated, vulnerable and living on low incomes. The objectives of the charity emphasise community support in all areas and to offer education and training in healthy eating as well as work experience in our community cafe.

This year has seen much focus around revising our charitable objectives, vision and mission with staff and board members influencing strategic direction and formulating the next 3 years strategic plan, to include 7 key strategic aims:

- 1. Target young people, individuals, and families**
- 2. Social responsibilities through Volunteering and social group activities**
- 3. Funding**
- 4. Collaboration**
- 5. Enterprise**
- 6. Awareness raising**
- 7. Governance**

Changes in the needs of the local inhabitants of Dudley and surrounding areas are reflected in the support services that TCT has provided throughout 2022. The pandemic and now the high cost to living crisis, continues to put more people into the vulnerable group and to make the already vulnerable destitute.

We include people of all ages, circumstances and backgrounds and our challenge is to respond quickly and appropriately in the short term whilst at the same time having clear and sustainable plans for the future. We have worked closely with other partners to meet complex needs. We have worked together with local businesses and other charities wherever possible, to run our activities with sustainability in mind.

The trustees policy is to ensure that the opportunities provided are appropriate to the needs of those identified and are of the highest quality. The enterprise is run by a full-time Chief Executive Officer. The number of staff has fluctuated this year and is set to increase again shortly.

**ACHIEVEMENT AND PERFORMANCE**

Since the pandemic we have seen a greater need for our support services and are in more need for funding to sustain and expand to meet the increasing demand.

74% of families referred to our charity were living in poverty and in need of emergency food provision after they saw a reduction to their household incomes from furlough or redundancy. We heard of the harrowing stories of families reduced to living on boxes of cereals as they were unable to afford the basic essentials.

## **ACHIEVEMENT AND PERFORMANCE**

63% were supported to access Citizens Advice and DWP - Welfare benefits teams for more specialised financial advice and support.

59% were supported to access correct benefit entitlements.

Mental Health has remained one of the main challenges faced by those engaged with our services. Already struggling with anxiety and depression, we are now seeing more cases of Agoraphobia than every before.

The figures below reflect the fast and ever-changing needs of a flexible service taking us into new directions, but which continue to deliver to our stated objectives.

- 101 families referred for crisis intervention support, debt management support, housing related support, benefit support.
- 86 new referrals of young people and individuals for support.
- 45 new referrals for volunteering - support with Harry's Larder project - emergency food provision, admin, allotment and family activity groups.
- 8000 meals distributed to individuals and families across Dudley Borough between April - November 2022.
- 63 families received crisis intervention support to prevent homelessness - linking them to more specialist Debt Management support, liaising with Landlords and Dudley MBC.

### **Face-to-face activities:**

- 160 people attended the craft sessions
- 145 children and families attended our weekly Brunch Club - with over 4000 breakfasts served to individuals.
- 78 families have attended our parent coffee mornings.
- 74 people attended the allotment project.
- 68 people attended the women's Group.
- 42 people attended cooking workshops.
- 41 families have attended weekly parent and child groups.

Our face-to-face groups have become a lifeline to those struggling with loneliness and isolation. Feedback tells us that Harry's is seen as a warm and welcoming place to come to. People feel "safe" to talk about their problems knowing they will receive the right help and support from our friendly and trusted staff.

A total of 350 face to face group sessions have been delivered from Harry's café throughout this year.

### **Holidays Activities Fund (HAF)**

Throughout 2022, TCT were invited to support Dudley CVS in partnership with the Dudley MBC to deliver on the aims and objectives of the HAF programme. Targeting families on low incomes whose children were eligible for free schools meals. It was through this pilot that highlighted the social and financial issues faced by many families across the borough and the need for TCT to respond.

1822 lunch bags were prepared by volunteers at Harry's Café and delivered by staff to two local schools in the area over the summer period with an additional 500 delivered over the Easter holidays.

We were successful to secure funding to run 8 separate family fun activities at our allotment and Harry's café. Offering a Wild Forest School experience, engaging children with bug hunts and tree rubbings at Hawbush Community Gardens to cake decorating and Halloween themed parties.

**ACHIEVEMENT AND PERFORMANCE (continued)**

The charity has continued to make a difference to supporting people in our local community through focusing on building confidence and self-esteem whilst increasing resilience, self-sufficiency and raising aspirations in their lives.

Harry's café continues to adapt and respond to the ever-changing needs of our community and is now finding itself becoming a place based community venue operating on a Pay as You Feel model where people can pay as little or as much as they like for their meals. All proceeds raised are ploughed back into the charity. We have introduced drop-in surgeries in partnership with the Samaritans and more recently, the Dudley Council Winter Warmth Teams where people can drop in and receive support.

Harry's has now become a 3<sup>rd</sup> party Hate Crime reporting centre where vulnerable people can report a crime anonymously to staff members. All staff received training from West Midlands Police.

We have been working in partnership with DWP, offering a weekly Job Club to young people with Autism, a quieter and safer place to come to and engage in job searching related activities, with many progressing onto our volunteering programmes and group activities.

The allotment project grows from strength to strength, with two volunteers progressing to Master Gardeners. They recently took the lead on our 8 week "Seed to Plate" programme, funded through the "Innovation fund", teaching people how to grow their own from seed, including growing herbs and spices, onions, and radishes along with planting bulbs ready for spring. Our many summer planned activities saw the inclusion of children at the allotment to engage them in the process of watching seeds grow to be eaten at harvest time.

We also saw the return of our much-needed face-to-face support providing much needed engagement and communication to cut through isolation.

The experience that we have all had during lockdown is the condition that many of our service users experience daily whether there is a pandemic or not.

Our local MP continues to support the work that we do for the people that live in their constituencies. Mike Wood MP and local Councillor Adam Davies have continued to show their support through visiting our café project and helping with more complex challenges.

TCT, along with all Voluntary Sector and Community groups in Dudley were recognised and awarded "The Freedom of the Borough" at a lavish Garden Party at Himley Hall, hosted by the Mayor of Dudley.

The trustees would like to extend particular thanks to Dudley CVS for their continued help and support in so many areas of our operation. As we expand, their advice and expertise in fund raising and trustee recruitment will continue to be invaluable.

**Twelve-Month Outlook**

As we emerge from the pandemic and face up to the challenges from the increases to the cost of living, we are realistic that the next twelve months are going to be challenging for the local communities we support. We are in a good financial position and the TCT team are motivated to deliver even more services and support to the local area. We continue to focus on developing a robust two to three year financial and operational plan to secure our medium-term future because we believe that TCT can extend our reach and improve the lives of those we work with.

## **OUR STAFF and VOLUNTEERS**

Volunteer Awards celebration event – finally we have been able to hold our first Volunteers Award celebration event which took place at Himley Hall. We were honoured with the presence of the Deputy Lord Lieutenant who presented all our volunteers with their Queens Award badge and certificate.

The Mayor of Dudley Sue Greenway, presented our most prestigious award to one of our long serving allotment volunteers. “The Sheridan Award,” named in honour of one of our most treasured members of staff, who was sadly taken from us in December 2021.

We also took the opportunity of thanking all our ladies from our Women’s group, who, in partnership with Adult Community Learning and Dudley Council Planning and Regeneration team, proudly took part with the knitting of over 300 poppies for the Brierley Hill War Memorial display ready for Remembrance Sunday. They also received certificates of appreciation and presented by the Mayor of Dudley.

Our Volunteers had the honour of attending the “Mayors Tea Party” with the Mayor of Dudley, after a tour of Town Hall they were treated to tea and cake in the Mayors parlour.

Our Chief Executive graduated from the SSE scheme this year. Congratulations to Karen. She is also a member of the Voluntary Sector Leaders forum lead by Dudley CVS, to develop partnerships and influence change with Statutory and voluntary sector agencies. In providing these services, our staff need to be committed and adaptable, dedicated, and tenacious. They have displayed all these qualities this year, sometimes at some personal cost. The same can also be said of our numerous volunteers who freely give their time to helping those less fortunate. TCT would not be as robust, nor have gained such a sterling reputation without them and we thank them most gratefully.

## **OUR FUNDERS**

None of what we have achieved over the last 12 months would have been possible without the continued support of our funders, large and small, and we and our beneficiaries are grateful for their help. We are now in the 1<sup>st</sup> year of the second Big Lottery 3-year award from Reaching Communities, with a focus on targeting families affected by poverty and considered to be lonely and isolated. The supports includes, 1-2-1 support, family group activities and volunteering opportunities.

We, along with our Alliance partners, including Chadd, YMCA, Green Square Accord and JST, were successful to secure a 5-year tender for “Dudley young People’s Alliance for Dudley Transitional Support /Accommodation Service for Young People”. Providing floating support to young people leaving the care system aged 16+. Working in partnership with Childrens and Adults Services and Looked After teams.

The Lloyds Bank Foundation enables us to continue supporting those aged 18+ who are homeless or at risk of homelessness, basic financial management, careers advice and guidance and support with identifying suitable training or finding employment. The grant also supports our café trainee scheme.

In partnership with Dudley MBC Planning and regeneration team, Job Change, Black Country Housing and JST, we were also successful to secure 6 months funding through the Community Renewal Fund, to pilot a short programme offering support to those aged 50+ who were considered to be the furthest away from the job market. Legacies of this funding still continue through our allotment project volunteers and women’s group.

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDING 30TH NOVEMBER 2022

**OUR FUNDERS *continued***

All these funders allowed us to adapt to the challenges raised by the pandemic and this approach supported our endeavours in reaching many more vulnerable people.

We have also received small and large donations from many sources. Our thanks to them all.

**OUR TRUSTEES**

This year we welcome David Durie as Chair to the board and say goodbye to Mia Hughes and Joanne Taylor. We wish both Mia and Joanne the very best for the future and thank them both for all their help and support.

We welcomed new board members, Joanne Goldie, Megan Price and Liz Rowe.

We thank all trustees for their time and expertise.

**OUR NETWORK**

TCT works in partnership with the following organisations: -.

The Big Lottery: Dudley Council Access and Prevention Team; Dudley Council Planning and Regeneration teams: Just Straight Talk; The Brierley Hill Community Forum, West Midlands Police; The Brierley Hill Project; Lloyds Bank Foundation; Lloyds Bank team: Dudley Council Homeless Team; Amblecote Christian Centre:

DWP Employment Officers/Job Centres; Chadd; Green Square Accord: YMCA: St Mary's Catholic Church; Dudley CVS; The Phase Trust; The What Centre; Citizen's Advice; Black Country Foodbank; Adult's and Children's Social Care;

Dudley College, Public Health England, CCG & NHS, Social School for Entrepreneurs, Integrated Plus Team, Hawbush Community Gardens, Dftra, Welfare Benefits Team, Operation Santa. Barnardo's: Adult Community Learning team: The Brierley Hill Babybank: Job Change: Black Country Housing Group: Black Country Training Group: Community Transport: Believe to Achieve: Leslie's Care Packages: HiggsLLP: Dudley Council Community Safety teams. Virgin Media.

**Acknowledgements**

We would like to thank Lloyds Bank Dudley Branch Manager Shaun Brettle and his team.

Throughout the year they have continued to support many of our fundraising events, whilst providing donations of selection raffle prizes for our successful fundraising Fashion Show, and boxes and gifts for our beneficiaries.

We would like to thank Darren Rudge and his team at Virgin Media for giving their time to renovate our allotment plot. The team worked hard to prepare the land ready for sowing.

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDING 30TH NOVEMBER 2022

**FINANCIAL REVIEW**

**Financial position**

The trustees consider the financial position as stable and satisfactory for the level of income. Whilst there is an excess of expenditure over income for the year ending 30th November 2022, this is due to funding for activities and resources provided during the year being received in the previous accounting year.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1062241

**Registered Company number**

03328704

**Principal address**

30-32 High Street  
Brierley Hill  
West Midlands  
DY5 3AE

**Trustees**

David Durie  
Joanne Goldie  
Megan Price  
Liz Rowe

**Independent examiner**

R & P Accounting Services Limited  
Spencer House  
114 High Street  
Wordsley  
Stourbridge  
West Midlands  
DY8 5QR

Approved by order of the board of trustees on **26th June 2023** and signed on its behalf by:



J Goldie

TOP CHURCH TRAINING

ACCOUNTANTS' REPORT  
FOR THE YEAR ENDING 30TH NOVEMBER 2022

Accountants' Report

You consider that the company is exempt from an audit for the year ended 30th November 2022. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year.

In accordance with your instructions, we have prepared the accounts which comprise of the Income and Expenditure Account, the Balance Sheet and the related notes from the accounting records of the company and on the basis of the information and explanations given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.

*R & P Accounting Services Ltd*

.....  
R & P Accounting Services Limited  
Spencer House  
114 High Street  
Wordsley, Stourbridge  
DY8 5QR

**26th June 2023**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
TOP CHURCH TRAINING

**Independent examiner's report to the trustees of Top Church Training**

I report to the charity trustees on my examination of the accounts of Top Church Training (the Trust) for the year ended 30th November 2022.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

*R & P Accounting Services Ltd*

R & P Accounting Services Limited  
Spencer House  
114 High Street  
Wordsley  
Stourbridge  
West Midlands  
DY8 5QR

**26th June 2023**

TOP CHURCH TRAINING

BALANCE SHEET

AT 30TH NOVEMBER 2022

	Notes	Year ended 30.11.2022 Total funds £	Year ended 30.11.2021 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	1	8,644.86	6,337.64
<b>CURRENT ASSETS</b>			
Cash at bank and in hand		108,939.67	148,390.80
Prepayments		0.00	0.00
<b>Net current assets</b>		<b>117,584.53</b>	<b>154,728.44</b>
Accruals and deferred income		(4,867.88)	(340.00)
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>112,716.65</b>	<b>154,388.44</b>
<b>CAPITAL AND RESERVES</b>			
General fund	2	28,724.87	30,318.08
<b>Restricted Reserves</b>			
The Big Lottery	2	(9,329.56)	0.00
Lloyds Bank Foundation	2	20,535.72	24,457.31
Dudley MBC - Supporting People	2	1,460.54	17,346.63
Dudley MBC - CVS/Hardship	2	3,683.76	2,053.77
Dudley MBC - HAF	2	15,801.03	0.00
Black Country Training Group	2	(212.27)	138.00
Café	2	(19,179.56)	23,948.02
Catering Overheads	2	20,143.20	21,003.20
Hedley Charitable Trust for YMG	2	26.45	90.80
Activities Fund	2	2,994.99	5,327.23
Awards for All	2	12,458.50	7,621.00
Development Fund	2	1,615.77	5,020.27
Harry's Fund	2	1,494.51	5,624.58
Neighbourly/Harry's Larder	2	5,236.96	7,937.81
COVID Fund/Household Support	2	8,329.64	3,501.74
Alliance	2	6,020.36	0.00
CB & HH Taylor	2	1,500.00	0.00
Eveson Trust	2	1.00	0.00
Sheridan	2	1,670.28	0.00
CRF 50+	2	465.99	0.00
National Heritage	2	8,649.62	0.00
Flower Art	2	624.85	0.00
<b>TOTAL FUNDS</b>		<b>112,716.65</b>	<b>154,388.44</b>

For the financial year ending 30th November 2021, the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year ending 30th November 2021 in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on 26th June 2023

and were signed on its behalf by

*J Goldie*

J Goldie

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 30TH NOVEMBER 2022

**ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting 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 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under the 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.

Café equipment and furniture	- 20% on reducing balance basis
Office equipment and furniture	- 20% on reducing balance basis

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objective at the discretion of the trustees.

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

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 30TH NOVEMBER 2022

<b>1. Fixed Assets</b>	<u>Café Equipment</u>	<u>Office Equipment</u>	<u>Total</u>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>COST</b>			
At 1st December 2021	8,200.35	1,267.99	9,468.34
Additions	1,999.59	2,468.87	4,468.46
At 30th November 2022	<u>10,199.94</u>	<u>3,736.86</u>	<u>13,936.80</u>
<b>DEPRECIATION</b>			
At 1st December 2021	2,778.06	352.64	3,130.70
Charge for year	1,484.39	676.85	2,161.24
At 30th November 2022	<u>4,262.45</u>	<u>1,029.49</u>	<u>5,291.94</u>
<b>NET BOOK VALUE</b>			
At 30th November 2022	<u>5,937.49</u>	<u>2,707.37</u>	<u>8,644.86</u>
At 30th November 2021	<u>5,422.29</u>	<u>915.35</u>	<u>6,337.64</u>
<b>2. General fund &amp; Restricted Reserves</b>			
	<b><u>2021</u></b>	<b><u>2021</u></b>	
	<b>£</b>	<b>£</b>	
Balance at 1st December 2021	154,388.44	166,420.55	
Excess of income over expenditure for year	<b>(41,671.79)</b>	<b>(12,032.11)</b>	
Balance at 30th November 2022	<u><b>112,716.65</b></u>	<u><b>154,388.44</b></u>	

TOP CHURCH TRAINING

INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDING 30TH NOVEMBER 2022

	Year ended 30.11.2022	Year ended 30.11.2021
	£	£
<b>INCOME</b>		
Dudley MBC - Supporting People	11,362.33	31,210.18
Dudley MBC - Holiday Activities Fund	48,905.00	9,251.54
Dudley MBC - CVS	10,500.00	3,511.95
Lloyds Bank Foundation	25,000.00	44,323.00
The Café	8,940.45	3,671.16
Catering Overheads	0.00	21,003.20
Black Country Training Group	0.00	150.00
Activities Fund	671.00	5,148.00
Development Fund	5,685.00	0.00
Eveson Charitable Trust	1.00	0.00
The Big Lottery	101,147.00	52,637.00
Neighbourly	500.00	10,159.50
Innovation Fund	0.00	6,000.00
Awards for All	10,000.00	10,000.00
Alliance	24,264.10	0.00
CB & HH Taylor	1,500.00	0.00
Sheridan	2,245.31	0.00
CRF 50+	20,942.08	0.00
National Heritage	9,950.00	0.00
Flower Art	1,000.00	0.00
General Funds	1,329.01	7,695.67
Furlough Grants	0.00	3,145.81
	<hr/>	<hr/>
	283,942.28	207,907.01
Bank Interest	149.63	10.17
	<hr/>	<hr/>
<b>TOTAL INCOME</b>	<b>284,091.91</b>	<b>207,917.18</b>
<b>EXPENDITURE</b>		
<b>Restricted funding expenditure:-</b>		
<b>Salaries:-</b>		
Payroll Staff	196,495.33	145,831.39
Contractors	24,805.66	14,872.00
Workplace Pension Costs	3,850.51	2,731.09
<b>Staff Expenses:-</b>		
Payroll Staff	1,401.79	616.65
Contractors	352.35	363.58
Trustees	77.20	0.00
Volunteers	167.85	0.00
	<hr/>	<hr/>
	227,150.69	164,414.71
<b>Depreciation charges for year</b>		
Café equipment and furniture	1,484.39	1,355.58
Office equipment and furniture	676.85	228.84
	<hr/>	<hr/>
	2,161.24	1,584.42

*continued overleaf*

TOP CHURCH TRAINING

INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDING 30TH NOVEMBER 2022

	Year ended 30.11.2022	Year ended 30.11.2021
	£	£
<b>Rent &amp; Office Costs:-</b>		
Café Cleaning	3,397.54	1,921.00
Café Rates & Water	1,053.05	922.25
Café Rent	6,050.00	6,000.00
Café Utilities	1,832.98	2,751.42
Office Rates & Water	370.83	320.88
Office Rent	5,574.96	5,499.96
Office Utilities	2,253.19	2,092.57
Other Rents	512.34	310.00
<b>General expenses:-</b>		
Activities Materials	7,453.00	348.08
Craft Materials	0.00	306.66
Food for COVID Deliveries	0.00	1,857.51
Hardship Relief	9,721.87	2,400.57
Holiday Activities	7,347.71	4,823.42
Office Cleaning	1,816.00	2,289.21
Project Resources	1,801.95	1,300.67
Refreshments	883.92	403.10
Volunteer Awards	1,181.86	0.00
The Café - Repairs & Maintenance	4,466.15	520.84
The Café - Running Expenses	13,903.14	4,070.38
<b>Overhead Expenditure:-</b>		
Equipment	696.97	2,494.84
Bank Charges	90.62	152.19
Telephone Charges	3,177.75	3,201.30
Legal & Professional Charges	6,559.41	3,900.18
Accountancy Charges	1,711.20	1,108.00
Computer Expenses	1,066.83	817.16
Course Fees & Training Costs	5,655.15	0.00
Staff Welfare	432.09	0.00
Recruitment Expenses	961.05	0.00
Insurance	2,436.70	2,282.31
Printing, Postage & Stationery	2,533.82	102.34
Office Sundries	506.83	756.99
Travel Expenses	74.10	174.40
Repairs & Maintenance	649.27	643.74
Sundry Expenses	279.49	178.19
	<hr/>	<hr/>
	96,451.77	53,950.16
<b>TOTAL EXPENDITURE</b>	<hr/> <b>325,763.70</b>	<hr/> <b>219,949.29</b>
<b>Excess of expenditure over income for year</b>	<hr/> <b>(41,671.79)</b>	<hr/> <b>(12,032.11)</b>

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Title	Top Church Training 2022 Accounts
File name	2022 Accounts TCT.pdf
Document ID	e2118cff32bd7450f78a1a0a57d6f995fe328369
Audit trail date format	MM / DD / YYYY
Status	● Signed

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## Document history



**06 / 26 / 2023**  
13:19:51 UTC

Sent for signature to Joanne Goldie  
(jo.goldie@ymcab.org.uk) from angela.rogers@rhhird.co.uk  
IP: 151.2.213.107



**07 / 04 / 2023**  
13:15:21 UTC

Viewed by Joanne Goldie (jo.goldie@ymcab.org.uk)  
IP: 51.190.93.20



**07 / 04 / 2023**  
13:16:51 UTC

Signed by Joanne Goldie (jo.goldie@ymcab.org.uk)  
IP: 51.190.93.20



COMPLETED

**07 / 04 / 2023**  
13:16:51 UTC

The document has been completed.

**TOP CHURCH TRAINING**

England & Wales - Charity number 1062241

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# Accounts

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REGISTERED COMPANY NUMBER: 03328704

REGISTERED CHARITY NUMBER: 1062241

**REPORT OF THE TRUSTEES AND UNAUDITED  
FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30TH NOVEMBER 2021**

**TOP CHURCH TRAINING**

TOP CHURCH TRAINING

CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 30TH NOVEMBER 2021

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Report of the Trustees	1 to 6
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Balance Sheet	8
Notes to the Financial Statements	9 to 10
Income and Expenditure Account	11 to 12

## TOP CHURCH TRAINING

### REPORT OF THE TRUSTEES

#### FOR THE YEAR ENDING 30TH NOVEMBER 2021

The trustees present their report with the financial statements of the charity for the year ended 30th November 2021. The trustees have adopted the provisions of 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 January 2015)

The charity is governed by its Memorandum and Articles of Association which were signed on 21st February 1997. It was incorporated as a company limited by guarantee on 6th March 1997, number 3328704. On 7th May 1997 it was registered with the Charities Commission, number 1062241.

#### **OBJECTIVES AND ACTIVITIES**

TCT continues to provide support and services for the socially and economically deprived, for people of all ages who are considered to be lonely, isolated, vulnerable and living on low incomes. The objectives of the charity emphasise community support in all areas and to offer education and training in healthy eating as well as work experience in our community cafe.

Changes in the needs of the local inhabitants of Dudley and surrounding areas are reflected in the support services that TCT provides. The pandemic continues to put more people into the vulnerable group and to make the already vulnerable destitute. We include people of all ages, circumstances and backgrounds and our challenge is to respond quickly and appropriately in the short term whilst at the same time having clear and sustainable plans for the future. We work closely with other agencies in order to meet complex needs. We also aim to support local businesses and other charities wherever possible, and to run out activities with sustainability in mind.

The trustees policy is to ensure that the opportunities provided are appropriate to the needs of those identified and are of the highest quality. The enterprise is run by a full-time Chief Executive Officer. The number of staff has fluctuated this year and is set to increase again shortly.

#### **ACHIEVEMENT AND PERFORMANCE**

Despite the financial challenges presented by Covid19, TCT has had a positive year and has succeeded in raising funds to both sustain and expand our operation.

The pandemic heavily impacted our operational outcomes. Our ability to hold face to face 1-2-1 sessions and group activities has had to be modified continuously as regulations change. What we have done well is to react and to anticipate, so that our services have been continuous and have adapted to the needs of the community.

Mental Health support services are overwhelmed and waiting lists are growing for specialist support. Local primary schools are also overwhelmed with the need to feed and clothe the children. Families are struggling to pay bills, feed their families and stay together.

## TOP CHURCH TRAINING

### REPORT OF THE TRUSTEES FOR THE YEAR ENDING 30TH NOVEMBER 2021

#### **ACHIEVEMENT AND PERFORMANCE**

The figures below reflect the fast and ever-changing needs of a flexible service taking us into new directions, but continue to deliver to our stated objectives.

- 48 Young people received mediation and advocacy support between Dudley MBC Benefits Team/Housing Support Teams and Supported Accommodation providers to prevent homelessness.
- 76 new referrals for support.
- 53 new referrals for volunteering - (24 for Harry's Café and 29 for the Allotments)
- 3000 meals distributed to individuals and families across Dudley Brough between January - March 2021 to 150 families.
- 26 families received crisis intervention support to prevent homelessness - linking them to more specialist Debt Management support, liaising with Landlords and Dudley MBC.
- Our Face to Face activities were able to resume in April 2021 with the Craft Groups proving to be most popular.
- 135 people attended the craft sessions
- 65 children and families attended Brunch Club - with over 2000 breakfasts served to individuals throughout this year.
- 64 people attended the Wellness Groups.
- 62 people attended the Allotment project.
- 46 people attended the Women's Group.
- 28 people attended the Men's Group.

A total of 1517 sessions were delivered throughout this time.

#### **Holidays Activities Fund (HAF)**

Throughout 2021, TCT were invited to support Dudley CVS in partnership with the Dudley MBC to deliver on the aims and objectives of the HAF programme. Targeting families on low incomes whose children were eligible for free schools meals. It was through this pilot that highlighted the social and financial issues faced by many families across the borough and the need for TCT to respond.

46 families engaged onto our "Seed to Plate/Healthy Eating" summer activities. Children were encouraged to learn how to grow and harvest their own fruit and vegetables and use these ingredients to create tasty meals.

822 lunch bags were prepared by volunteers at Harry's Café and delivered by staff to two local schools in the area. We soon identified the need to provide additional dinner bags, containing food for all family members and reports surfaced of children taking left over food to share at home.

The charity has continued to make a difference to supporting people in our local community through focusing on building confidence and self-esteem whilst increasing resilience, self-sufficiency and raising aspirations in their lives.

This year, Dudley CVS staff wanted to celebrate and show their appreciation for the work, tenacity and kindness their partners/colleagues showed in responding to the pandemic and supporting the most vulnerable in our communities. They did this through "Spotlights".

The experience that we have all had during lockdown is the condition that many of our service users experience on a daily basis whether there is a pandemic or not.

## TOP CHURCH TRAINING

### REPORT OF THE TRUSTEES

#### FOR THE YEAR ENDING 30TH NOVEMBER 2021

#### **ACHIEVEMENT AND PERFORMANCE (continued)**

TCT received a "Spotlight Award" for the way our organisation adapted our various activities and services to meet the needs of local people.

The Café has had to adapt, using the premises and kitchen in ever-changing directions. We have continued to seek funds to deliver services that help the disadvantaged in the area. We also adapted our one-to-one support out of necessity, but continued to give doorstep support, phone and on-line support. Staff organised on-line quizzes, coffee groups, craft activities and a men's and a women's group to provide much needed engagement and communication to cut through isolation.

One activity that continued throughout was the allotment project. This is successful on so many levels and we have expanded the service with an additional allotment for other groups. Of particular note was the inclusion of children at the allotment to engage them in the process of watching seeds grow to be eaten at harvest time.

We were also finally able to accept and celebrate The Queen's Award for Voluntary service which had been awarded last year. Our congratulations again to all our volunteers and staff.

Local MPs support the work that we do for the people that live in their constituencies. Mike Wood MP and Ian Austin MP have continued to show their support through visiting our café project and offering assistance with more complex challenges.

The trustees would like to extend particular thanks to Dudley CVS for their continued help and support in so many areas of our operation but in particular to Martin Jones and Becky Pickin. As we expand, their advice and expertise in fund raising and trustee recruitment will continue to be invaluable.

#### **Twelve-Month Outlook**

As we emerge from the pandemic and face up to the challenges from the increases to the cost of living, we are realistic that the next twelve months are going to be challenging for the local communities we support. We are in a strong financial position and the TCT team are motivated to deliver even more services and support to the local area. We must work hard on developing a robust two to three year financial and operational plan to secure our medium-term future because we believe that TCT can extend our reach and

#### **OUR STAFF AND VOLUNTEERS**

Our Chief Executive graduated from the SSE scheme this year. Congratulations to Karen. She is also a member of the Voluntary Sector Leaders forum led by Dudley CVS, to develop partnerships and influence change with Statutory and voluntary sector agencies. In providing these services, our staff need to be committed and adaptable, dedicated and tenacious. They have displayed all these qualities this year, sometimes at some personal cost. The same might be said of our numerous volunteers who freely give their time to helping those less fortunate. TCT would not be as robust, nor have gained such a sterling reputation without them and we thank them most gratefully.

## TOP CHURCH TRAINING

### REPORT OF THE TRUSTEES

#### FOR THE YEAR ENDING 30TH NOVEMBER 2021

#### **OUR FUNDERS**

None of what we have achieved over the last 12 months would have been possible without the continued support of our funders, large and small, and we and our beneficiaries are grateful for their help. We are now in year 3 of the Big Lottery 3-year award from Reaching Communities, with a focus of targeting those considered to be lonely and isolated. This supports people aged 30+ through a variety of activities.

The Lloyds Bank Foundation enables us to continue supporting those aged 18-30 who are homeless or at risk of homelessness, basic financial management, careers advice and guidance and support with identifying suitable training or finding employment. The grant also supports our cafe trainee scheme. All these funders allowed us to adapt to the challenges raised by the pandemic and this approach supported our endeavours in reaching many more vulnerable people.

We have also received small and large donations from many sources. Our thanks to them all.

#### **OUR TRUSTEES**

This year we welcome David Durie as our Vice Chair and Chair-elect to the board and say goodbye to Robert Bowker. We wish Rob well for the future and thank him for his HR expertise and advice that he provided. We thank all trustees for their time and expertise.

#### **OUR NETWORK**

Top Church Training works in partnership with the following organisations: -

The Big Lottery; Dudley Council Access and Prevention Team; Just Straight Talk; The Brierley Hill Community Forum, West Midlands Police; The Brierley Hill Project; Lloyds Bank Foundation; Dudley Council Homeless Team; DWP Employment Officers - Job Centres; Chadd; Accord Housing; Dudley Counselling Centre; St Mary's Catholic Church; Dudley CVS; YMCA; The Phase Trust; The What Centre; Stonewater; Citizen's Advice; Black Country Foodbank; Adult's and Children's Social Care; Hear4Youth, Princes Trust, Dudley College, The Prior Community Centre, Dudley Counselling Centre, Hope Church, Saltbrook Place - Midland Heart, Public Health England, CCG & NHS, Walsall Council - ESF Community Grants Team, Citizens Coaching, Children In Need, Social School for Entrepreneurs, Integrated Plus Team, Hawbush Community Gardens, Dftra, Welfare Benefits Team, Operation Santa.

#### **ACKNOWLEDGEMENTS**

We were invited through Lloyds Bank Foundation to take part in their new initiative, "Community Connections". Linking Voluntary and Community Sector with a local Lloyds Bank branch. We were partnered with Lloyds Bank Dudley and quickly forged a strong working relationship with the Branch Manager Shaun Brettle and his team.

Throughout the year they have kindly supported many of our fundraising events whilst providing donations of selection boxes and gifts for our beneficiaries.

TOP CHURCH TRAINING

REPORT OF THE TRUSTEES

FOR THE YEAR ENDING 30TH NOVEMBER 2021

**FINANCIAL REVIEW**

**Financial position**

The trustees consider the financial position as stable and satisfactory for the level of income. Whilst there is an excess of expenditure over income for the year ending 30th November 2021, this is due to funding for activities and resources provided during the year being received in the previous accounting year.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1062241

**Registered Company number**

03328704

**Principal address**

30-32 High Street  
Brierley Hill  
West Midlands  
DY5 3AE

**Trustees**

Mr D Durie (Vice Chair and Chair-Elect)  
Mrs M C Hughes MBA (Treasurer)  
Mr R Bowker (HR advisor) - resigned in year.

**Independent examiner**

R & P Accounting Services Limited  
Spencer House  
114 High Street  
Wordsley  
Stourbridge  
West Midlands  
DY8 5QR

Approved by order of the board of trustees on **4th April 2022** and signed on its behalf by:



Mr D Durie

TOP CHURCH TRAINING

ACCOUNTANTS' REPORT


FOR THE YEAR ENDING 30TH NOVEMBER 2021

Accountants' Report

You consider that the company is exempt from an audit for the year ended 30th November 2021. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year.

In accordance with your instructions, we have prepared the accounts which comprise of the Income and Expenditure Account, the Balance Sheet and the related notes from the accounting records of the company and on the basis of the information and explanations given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.



R & P Accounting Services Limited  
Spencer House  
114 High Street  
Wordsley, Stourbridge  
DY8 5QR

**4th April 2022**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
TOP CHURCH TRAINING

**Independent examiner's report to the trustees of Top Church Training**

I report to the charity trustees on my examination of the accounts of Top Church Training (the Trust) for the year ended 30th November 2021.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



R & P Accounting Services Limited  
Spencer House  
114 High Street  
Wordsley  
Stourbridge  
West Midlands  
DY8 5QR

**4th April 2022**

TOP CHURCH TRAINING

BALANCE SHEET

AT 30TH NOVEMBER 2021

		Year ended 30.11.2021	Year ended 30.11.2020
	Notes	Total funds £	Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	1	6,337.64	6,185.12
<b>CURRENT ASSETS</b>			
Cash at bank and in hand		148,390.80	160,560.43
Prepayments		0.00	0.00
<b>Net current assets</b>		<b>154,728.44</b>	<b>166,745.55</b>
Accruals and deferred income		(340.00)	(325.00)
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>154,388.44</b>	<b>166,420.55</b>
<b>CAPITAL AND RESERVES</b>			
General fund	2	30,318.08	28,448.90
<b>Restricted Reserves</b>			
The Big Lottery	2	0.00	27,092.85
Lloyds Bank Foundation	2	24,457.31	(156.49)
Children in Need	2	0.00	10,297.40
Dudley MBC - Supporting People	2	17,346.63	28,806.95
Dudley MBC - CVS	2	2,053.77	0.00
Black Country Training Group	2	138.00	216.56
Café	2	23,948.02	51,602.36
Catering Overheads	2	21,003.20	0.00
Halas PCC	2	0.00	1.79
Hedley Charitable Trust for YMG	2	90.80	90.80
Activities Fund	2	5,327.23	1,311.10
Awards for All	2	7,621.00	0.00
Development Fund	2	5,020.27	6,345.36
Harry's Fund	2	5,624.58	5,874.58
Neighbourly	2	7,937.81	136.40
Innovation Fund	2	0.00	(1,409.03)
COVID Fund	2	3,501.74	7,761.02
<b>TOTAL FUNDS</b>		<b>154,388.44</b>	<b>166,420.55</b>

For the financial year ending 30th November 2021, the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year ending 30th November 2021 in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on **4th April 2022**

and were signed on its behalf by



Mr D Durie

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 30TH NOVEMBER 2021

**ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting 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 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under the 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.

Café equipment and furniture	- 20% on reducing balance basis
Office equipment and furniture	- 20% on reducing balance basis

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objective at the discretion of the trustees.

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

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 30TH NOVEMBER 2021

<b>1. Fixed Assets</b>	<u>Café Equipment</u>	<u>Office Equipment</u>	<u>Total</u>
	£	£	£
<b>COST</b>			
At 1st December 2020	7,112.40	619.00	7,731.40
Additions	1,087.95	648.99	1,736.94
At 30th November 2021	<u>8,200.35</u>	<u>1,267.99</u>	<u>9,468.34</u>
<b>DEPRECIATION</b>			
At 1st December 2020	1,422.48	123.80	1,546.28
Charge for year	1,355.58	228.84	1,584.42
At 30th November 2021	<u>2,778.06</u>	<u>352.64</u>	<u>3,130.70</u>
<b>NET BOOK VALUE</b>			
At 30th November 2021	<u>5,422.29</u>	<u>915.35</u>	<u>6,337.64</u>
At 30th November 2020	<u>5,689.92</u>	<u>495.20</u>	<u>6,185.12</u>
<b>2. General fund &amp; Restricted Reserves</b>			
	<b><u>2021</u></b>	<b><u>2020</u></b>	
	£	£	
Balance at 1st December 2020	166,420.55	134,345.73	
Excess of income over expenditure for year	(12,032.11)	32,074.82	
Balance at 30th November 2021	<u>154,388.44</u>	<u>166,420.55</u>	

TOP CHURCH TRAINING

INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDING 30TH NOVEMBER 2021

	Year ended 30.11.2021	Year ended 30.11.2020
	£	£
<b>INCOME</b>		
Dudley MBC - Supporting People	31,210.18	23,506.17
Dudley MBC - Holiday Activities Fund	9,251.54	0.00
Dudley MBC - CVS	3,511.95	0.00
Children in Need	0.00	28,630.00
Lloyds Bank Foundation	44,323.00	19,026.00
The Café	3,671.16	51,938.04
Catering Overheads	21,003.20	0.00
Black Country Training Group	150.00	0.00
Activities Fund	5,148.00	833.00
ESF	0.00	11,604.82
Development Fund	0.00	3,254.11
Chadd	0.00	2,069.67
Eveson Charitable Trust	0.00	5,000.00
The Big Lottery	52,637.00	102,401.00
Harry's Fund	0.00	6,020.00
Clothworkers	0.00	10,000.00
Baroness Davenport	0.00	185.00
Neighbourly	10,159.50	400.00
Innovation Fund	6,000.00	3,150.00
COVID Fund	0.00	8,499.15
Awards for All	10,000.00	0.00
General Funds	7,695.67	1,385.28
Furlough Grants	3,145.81	3,090.97
	<hr/>	<hr/>
	207,907.01	280,993.21
Bank Interest	10.17	77.46
<b>TOTAL INCOME</b>	<hr/> <b>207,917.18</b>	<hr/> <b>281,070.67</b>
<b>EXPENDITURE</b>		
<b>Restricted funding expenditure:-</b>		
<b>Salaries:-</b>		
Payroll Staff	145,831.39	175,092.58
Contractors	14,872.00	14,872.00
Workplace Pension Costs	2,731.09	3,298.14
<b>Staff Expenses:-</b>		
Payroll Staff	616.65	884.22
Contractors	363.58	403.60
	<hr/>	<hr/>
	164,414.71	194,550.54
<b>Depreciation charges for year</b>		
Café equipment and furniture	1,355.58	1,422.48
Office equipment and furniture	228.84	123.80
	<hr/>	<hr/>
	1,584.42	1,546.28

*continued overleaf*

TOP CHURCH TRAINING

INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDING 30TH NOVEMBER 2021

	Year ended 30.11.2021	Year ended 30.11.2020
	£	£
<b>Rent &amp; Office Costs:-</b>		
Café Cleaning	1,921.00	857.00
Café Rates & Water	922.25	0.00
Café Rent	6,000.00	5,000.00
Café Utilities	2,751.42	2,925.03
Office Rates & Water	320.88	653.84
Office Rent	5,499.96	5,899.96
Office Utilities	2,092.57	2,563.92
Other Rents	310.00	300.00
<b>General expenses:-</b>		
Activities Materials	348.08	177.32
Craft Materials	306.66	379.69
Food for COVID Deliveries	1,857.51	1,225.67
Group Expenses	0.00	200.22
Hardship Relief	2,400.57	0.00
Holiday Activities	4,823.42	0.00
Office Cleaning	2,289.21	1,577.00
Project Resources	1,300.67	1,222.14
Refreshments	403.10	53.99
The Café - Repairs & Maintenance	520.84	9,285.22
The Café - Running Expenses	4,070.38	6,989.04
<b>Overhead Expenditure:-</b>		
Equipment	2,494.84	1,394.76
Bank Charges	152.19	60.00
Telephone Charges	3,201.30	2,383.70
Legal & Professional Charges	3,900.18	484.29
Accountancy Charges	1,108.00	541.00
Computer Expenses	817.16	1,265.11
Course Fees & Training Costs	0.00	1,115.00
Insurance	2,282.31	1,281.63
Printing, Postage & Stationery	102.34	508.11
Office Sundries	756.99	54.89
Travel Expenses	174.40	8.20
Repairs & Maintenance	643.74	3,210.92
Sundry Expenses	178.19	1,281.38
	<u>53,950.16</u>	<u>52,899.03</u>
<b>TOTAL EXPENDITURE</b>	<u><b>219,949.29</b></u>	<u><b>248,995.85</b></u>
<b>Excess of expenditure over income for year</b>	<u><b>(12,032.11)</b></u>	<u><b>32,074.82</b></u>

**TOP CHURCH TRAINING**

England & Wales - Charity number 1062241

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# Accounts

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REGISTERED COMPANY NUMBER: 03328704

REGISTERED CHARITY NUMBER: 1062241

**REPORT OF THE TRUSTEES AND UNAUDITED  
FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30TH NOVEMBER 2020**

**TOP CHURCH TRAINING**

TOP CHURCH TRAINING

CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 30TH NOVEMBER 2020

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REPORT OF THE TRUSTEES  
FOR THE YEAR ENDING 30TH NOVEMBER 2020

The trustees present their report with the financial statements of the charity for the year ended 30th November 2020. The trustees have adopted the provisions of 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 January 2015)

The charity is governed by its Memorandum and Articles of Association which were signed on 21st February 1997. It was incorporated as a company limited by guarantee on 6th March 1997, number 3328704. On 7th May 1997 it was registered with the Charities Commission, number 1062241.

**OBJECTIVES AND ACTIVITIES**

TCT continues to provide support services for young people and people aged 30+ who are considered to be lonely, isolated, vulnerable and living on low incomes. The objectives of the charity emphasise community support for those who are socially and economically deprived, and also to offer education and training in healthy eating as well as work experience in our community cafe.

Changes in the needs of the local inhabitants of Dudley and surrounding areas are reflected in the support services that TCT provides. We include people of all ages, circumstances and backgrounds.

The trustees policy is to ensure that the opportunities provided are appropriate to the needs of those identified and are of the highest quality. The enterprise is run by a full-time Head of Operations, supported by an Activities co-ordinator and a Café Co-ordinator. There are an additional 6 members of staff and a contracted expert.

**ACHIEVEMENT AND PERFORMANCE**

Top Church Training continues to go from strength to strength, succeeding in raising funds to both sustain and expand our operation.

Covid 19 impacted heavily on our soft and hard outcomes. Café Placements were suspended in March 2020 and employment opportunities were difficult to find. All College and Training providers were also forced to close. Employers were forced to place staff onto Furlough or met with redundancy, which impacted greatly on their total household incomes.

We could no longer hold face to face 1-2-1 sessions, group cooking workshops and face to face activities. Mental Health support services were already overwhelmed prior to Covid 19 and waiting lists were growing for this specialist support.

Government legislation prevented Landlords and Supported Accommodation provider from Eviction and therefore the demand for our homeless services reduced dramatically.

The figures below reflect the sudden needs that were placed onto us in a new direction.

187 - people referred for support

Volunteers - Harrys Larder Project - 22

Volunteers - Allotment Project -8

5000 meals - distributed to individuals and families across Dudley Brough after 100 families were referred to TCT in crisis around Food poverty.

86 - people received financial support

80 - referred to Citizens Advice for more complex financial and advocacy support with Mortgage Lenders, Utility companies and other financial services

96 - referred from Mental Health specialist agencies to engage with our online activities

## **ACHIEVEMENT AND PERFORMANCE**

At the height of Covid 19 - 30 thousand people engagements have been recorded with our online groups and activities. This has reduced to 7000 per month.

Over Lockdown the following number of online activities have been delivered: -

90 Crafts session have been delivered

40 Wellness Sessions

104 Quiz sessions

20 online cooking videos

Due to demand from our existing service users we began to deliver face to face sessions through a new webinar resource - Zoom

64 - service users attended the craft group each week

80 - service users have attended the Wellness Sessions

48 - service users attended the coffee and chat groups

23 - service users attended the live quizzes

The charity has continued to make a difference to supporting people in our local community through focusing on building confidence and self-esteem whilst increasing resilience, self sufficiency and raising aspirations in their lives.

During the early months of this financial year we dedicated time and effort to raising funds to renovate and equip a café. Thanks to The Eveson Charitable Trust, the Clothworkers Guild and smaller grants, without their help we could not have succeeded. We opened the Brierley Hill High Street café, Harry's, on March 13th 2020, just 10 days before we were forced to close.

The need was clear and overnight we had to respond dynamically and flexibly. The pandemic was adversely affecting already vulnerable people in their ability to feed themselves and we didn't have time to spend on developing strategic plans. On day 1 we appealed to funders where we had a small surplus, to use these funds to prepare, cook and deliver meals using the cafe kitchen. The staff rose to the challenge and our funders did not hesitate to give us their support. We progressed to raising more funds, notably from the Waitrose 'Neighbourly' fund, The National Community Lottery Fund, Lloyds Bank Foundation, Children in Need, and started plans to develop the project into Harry's Larder. We see no sign of the need or our involvement diminishing.

We also adapted our one to one support out of necessity, but continued to give doorstep support, phone and on-line support. Staff organised on-line quizzes, coffee groups, craft activities and a men's and a women's group to provide much needed engagement and communication to cut through isolation. The experience that we have all had during lockdown is the condition that many of our service users experience on a daily basis whether there is a pandemic or not.

One activity that continued throughout was the allotment project. This is successful on so many levels and we have plans to expand with an additional allotment for other groups.

We also celebrated The Queen's Award for Voluntary service. Our congratulations to all our volunteers and staff. We look forward to the day we can celebrate.

Local MPs support the work that we do for the people that live in their constituencies. Mike Wood MP and Ian Austin MP have continued to show their support through visiting our café project and offering assistance with more complex challenges.

**ACHIEVEMENT AND PERFORMANCE (continued)**

The trustees would like to extend particular thanks to Dudley CVS for their continued help and support in so many areas of our operation but in particular to Martin Jones and Becky Pickin. As we expand, their advice and expertise in fund raising and trustee recruitment will continue to be invaluable.

We continue to play a large part within the Young People's Alliance group and attend meetings with other Charity Sector leaders on a monthly basis.

We are a member of the Lloyds Bank Foundation Ella Forum group. We have greatly benefited from this partnership, not only receiving peer support and networking with other charities nationwide, but from the training around Project Management and sustainability.

The work of our Head of Operations has been recognised by being accepted onto the SSE scheme.

She also attended the Children in Need "The Legal Education Foundation Workshops" held in London BBC studios.

And is a member of the Voluntary Sector Leaders forum lead by Dudley CVS, to develop partnerships and influence change with Statutory and voluntary sector agencies.

**OUR FUNDERS**

None of this is possible without the continued support of our funders, large and small, and we and our beneficiaries are grateful for their help. We are now in year 3 of the Big Lottery 3 year award from Reaching Communities with a focus of targeting those considered to be lonely and isolated. This supports people aged 30+ through a variety of activities.

Children in Need supports our younger beneficiaries aged 16-18 with 1-2-1 mentoring support and work experience opportunities within the café trainee scheme.

Access and Prevention / Dudley MBC supports the work we do with young people aged 18-24 who are most vulnerable in our society, with a focus on those leaving the care system and moving into independent living.

The Lloyds Bank Foundation enables us to continue supporting those aged 18-30 who are homeless or at risk of homelessness, basic financial management, careers advice and guidance and support with identifying suitable training or finding employment. The grant also supports our café trainee scheme.

All of these funders allowed us to adapt to the challenges raised by the pandemic and this approach supported our endeavours in reaching many more vulnerable people .

Among others, The Lillie Johnson Trust and Harry's Fund, by kind donation from Martin and Wendy Bloomer have contributed generously to our activities.

**OUR TRUSTEES**

It is with deep sadness that we announce the death in service of our Chairman, Martin Bloomer, through an untimely illness. Martin's legacy to the charity is celebrated in Harry's Cafe and the Harry's Larder project. Our new Chair this year is Jo Taylor.

We thank all trustees for their time and expertise.

TOP CHURCH TRAINING

REPORT OF THE TRUSTEES

FOR THE YEAR ENDING 30TH NOVEMBER 2020

**OUR NETWORK**

Top Church Training continues to work in close partnership with: -

The Big Lottery; Dudley Council Access and Prevention Team; Just Straight Talk; The Brierley Hill Community Forum, West Midlands Police; The Brierley Hill Project; Lloyds Bank Foundation; Dudley Council Homeless Team; DWP Employment Officers - Job Centres; Chadd; Accord Housing; Dudley Counselling Centre; St Mary's Catholic Church; Dudley CVS; YMCA; The Phase Trust; The What Centre; ; Stonewater; Citizen's Advice; Black Country Foodbank; Adult's and Children's Social Care; Hear4Youth, Princes Trust, Dudley College, The Prior Community Centre, Dudley Counselling Centre, Hope Church, Saltbrook Place - Midland Heart, Public Health England, CCG & NHS, Walsall Council - ESF Community Grants Team, Citizens Coaching, Children In Need, Social School for Entrepreneurs, Integrated Plus Team, Hawbush Community Gardens, Dftra, Welfare Benefits Team, Operation Santa.

**FINANCIAL REVIEW**

**Financial position**

The trustees consider the financial position as stable and satisfactory for the level of income.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1062241

**Registered Company number**

03328704

**Principal address**

30-32 High Street  
Brierley Hill  
West Midlands  
DY5 3AE

**Trustees**

Mr M H Bloomer BSc (Est Man) FRICS, C dipAF (Chair - died in service)  
Ms J Taylor (Chair)  
Mrs M C Hughes MBA (Treasurer)  
Mr R Bowker (HR advisor)

**Independent examiner**

R & P Accounting Services Limited  
Spencer House  
114 High Street  
Wordsley  
Stourbridge  
West Midlands  
DY8 5QR

Approved by order of the board of trustees on **3rd August 2021** and signed on its behalf by:



Ms J Taylor

TOP CHURCH TRAINING

ACCOUNTANTS' REPORT  
FOR THE YEAR ENDING 30TH NOVEMBER 2020

Accountants' Report

You consider that the company is exempt from an audit for the year ended 30th November 2020. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year.

In accordance with your instructions, we have prepared the accounts which comprise of the Income and Expenditure Account, the Balance Sheet and the related notes from the accounting records of the company and on the basis of the information and explanations given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.

*R & P Accounting Services Ltd*

.....  
R & P Accounting Services Limited  
Spencer House  
114 High Street  
Wordsley, Stourbridge  
DY8 5QR

**3rd August 2021**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
TOP CHURCH TRAINING

**Independent examiner's report to the trustees of Top Church Training**

I report to the charity trustees on my examination of the accounts of Top Church Training (the Trust) for the year ended 30th November 2020.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

*R & P Accounting Services Ltd*

R & P Accounting Services Limited  
Spencer House  
114 High Street  
Wordsley  
Stourbridge  
West Midlands  
DY8 5QR

**3rd August 2021**

TOP CHURCH TRAINING

BALANCE SHEET

AT 30TH NOVEMBER 2020

		Year ended 30.11.2020	Year ended 30.11.19
		Total funds £	Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	1	6,185.12	0.00
<b>CURRENT ASSETS</b>			
Cash at bank and in hand		160,560.43	134,670.73
Prepayments		0.00	0.00
<b>Net current assets</b>		<b>166,745.55</b>	<b>134,670.73</b>
Accruals and deferred income		(325.00)	(325.00)
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>166,420.55</b>	<b>134,345.73</b>
<b>CAPITAL AND RESERVES</b>			
General fund	2	28,448.90	23,955.87
<b>Restricted Reserves</b>			
The Big Lottery	2	27,092.85	37,816.57
Lloyds Bank Foundation	2	(156.49)	140.46
Children in Need	2	10,297.40	14,063.96
Dudley MBC - Supporting People	2	28,806.95	24,194.93
Dudley NHS - Young Men's Group	2	0.00	10,844.81
Black Country Training Group	2	216.56	471.66
Café	2	51,602.36	11,979.92
Halas PCC	2	1.79	233.32
Hedley Charitable Trust for YMG	2	90.80	90.80
Eveson Charitable Trust	2	0.00	(2,752.22)
Chadd	2	0.00	3,063.99
Activities Fund	2	1,311.10	811.61
ESF	2	0.00	(2,738.93)
Development Fund	2	6,345.36	12,168.98
Harry's Fund	2	5,874.58	0.00
Neighbourly	2	136.40	0.00
Innovation Fund	2	(1,409.03)	0.00
COVID Fund	2	7,761.02	0.00
<b>TOTAL FUNDS</b>		<b>166,420.55</b>	<b>134,345.73</b>

For the financial year ending 30th November 2020, the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year ending 30th November 2020 in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on **3rd August 2021**

and were signed on its behalf by



Ms J Taylor

## **ACCOUNTING POLICIES**

### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting 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 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under the 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.

Café equipment and furniture	- 20% on reducing balance basis
Office equipment and furniture	- 20% on reducing balance basis

### **Taxation**

The charity is exempt from tax on its charitable activities.

### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objective at the discretion of the trustees.

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

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 30TH NOVEMBER 2020

<b>1. Fixed Assets</b>	<u>Café Equipment</u>	<u>Office Equipment</u>	<u>Total</u>
	£	£	£
<b>COST</b>			
At 1st December 2019	0.00	0.00	0.00
Additions	7,112.40	619.00	7,731.40
At 30th November 2020	<u>7,112.40</u>	<u>619.00</u>	<u>7,731.40</u>
<b>DEPRECIATION</b>			
At 1st December 2019	0.00	0.00	0.00
Charge for year	1,422.48	123.80	1,546.28
At 30th November 2020	<u>1,422.48</u>	<u>123.80</u>	<u>1,546.28</u>
<b>NET BOOK VALUE</b>			
At 30th November 2020	<u>5,689.92</u>	<u>495.20</u>	<u>6,185.12</u>
At 30th November 2019	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

<b>2. General fund &amp; Restricted Reserves</b>	<u>2020</u>	<u>2019</u>
	£	£
Balance at 1st December 2019	134,345.73	101,822.26
Excess of income over expenditure for year	32,074.82	32,523.47
Balance at 30th November 2020	<u>166,420.55</u>	<u>134,345.73</u>

TOP CHURCH TRAINING

INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDING 30TH NOVEMBER 2020

	Year ended 30.11.2020	Year ended 30.11.18
	£	£
<b>INCOME</b>		
Dudley MBC - Supporting People	23,506.17	35,877.43
Dudley MBC - Young Men's Group	0.00	10,000.00
Children in Need	28,630.00	28,679.61
Lloyds Bank Foundation	19,026.00	18,937.06
City Deal	0.00	444.52
The Café	51,938.04	4,201.88
Activities Fund	833.00	1,456.43
ESF	11,604.82	4,952.97
Development Fund	3,254.11	16,000.00
Chadd	2,069.67	3,063.99
Eveson Charitable Trust	5,000.00	0.00
The Big Lottery	102,401.00	101,727.00
Harry's Fund	6,020.00	0.00
Clothworkers	10,000.00	0.00
Baroness Davenport	185.00	0.00
Neighbourly	400.00	0.00
Innovation Fund	3,150.00	0.00
COVID Fund	8,499.15	0.00
General Funds	1,385.28	7,173.15
Furlough Grants	3,090.97	0.00
	<hr/>	<hr/>
	280,993.21	232,514.04
Bank Interest	77.46	96.83
<b>TOTAL INCOME</b>	<hr/> <b>281,070.67</b> <hr/>	<hr/> <b>232,610.87</b> <hr/>
<b>EXPENDITURE</b>		
<b>Restricted funding expenditure:-</b>		
<b>Salaries:-</b>		
Payroll Staff	175,092.58	135,535.26
Contractors	14,872.00	14,963.00
Workplace Pension Costs	3,298.14	2,474.05
<b>Staff Expenses:-</b>		
Payroll Staff	884.22	3,567.79
Contractors	403.60	803.01
	<hr/>	<hr/>
	194,550.54	157,343.11
<b>Depreciation charges for year</b>		
Café equipment and furniture	1,422.48	0.00
Office equipment and furniture	123.80	0.00
	<hr/>	<hr/>
	1,546.28	0.00

*continued overleaf*

TOP CHURCH TRAINING

INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDING 30TH NOVEMBER 2020

	Year ended 30.11.2020	Year ended 30.11.18
	£	£
<b>Rent &amp; Office Costs:-</b>		
Café Rent	5,000.00	4,826.00
Café Cleaning	857.00	0.00
Café Utilities	2,925.03	0.00
CHADD Rent	120.00	0.00
Boxing Rent	0.00	1,295.00
Office Rent	5,899.96	5,499.96
Rent Ad Hoc	0.00	195.00
Other Rents	180.00	980.20
Electricity	0.00	174.61
Utilities	2,563.92	34.23
Water Rates	653.84	276.81
<b>General expenses:-</b>		
Office Cleaning	1,577.00	1,406.00
Office Furnishing	0.00	2,995.75
Office Refurbishment	0.00	0.00
Activities Materials	177.32	212.62
COVID PPE	474.87	0.00
Craft Materials	379.69	133.58
Food for COVID Deliveries	1,225.67	0.00
Refreshments	53.99	260.83
Project Resources	1,222.14	198.30
The Café - Running Expenses	6,989.04	1,166.08
The Café - Travel Expenses	0.00	242.00
The Café - Renovation & Maintenance	9,285.22	5,052.22
Yoga Session	180.00	60.00
Young People Expenses	7.37	110.44
Women's Group Expenses	12.85	17.40
<b>Overhead Expenditure:-</b>		
Equipment	1,394.76	273.68
Bank Charges	60.00	60.00
Telephone Charges	2,383.70	1,995.53
Legal & Professional Charges	484.29	2,604.00
Accountancy Charges	541.00	637.00
Computer Expenses	1,265.11	2,033.39
Course Fees & Training Costs	1,115.00	740.70
Insurance	1,281.63	1,341.76
Printing, Postage & Stationery	508.11	489.81
Office Sundries	54.89	0.00
Travel Expenses	8.20	348.31
Repairs & Maintenance	3,210.92	558.60
Sundry Expenses	806.51	6,524.48
	52,899.03	42,744.29
<b>TOTAL EXPENDITURE</b>	<b>248,995.85</b>	<b>200,087.40</b>
<b>Excess of income over expenditure for year</b>	<b>32,074.82</b>	<b>32,523.47</b>

<b>TITLE</b>	Top Church Training 2020 Accounts
<b>FILE NAME</b>	Top Church Traini...to 30.11.2020.pdf
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<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
<b>STATUS</b>	● Completed

## Document history



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