

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

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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.

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

The figures below refect 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, Utily 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.

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

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

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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 £ |
| FIXED ASSETS | | | |
| Tangible assets | 1 | 6,185.12 | 0.00 |
| CURRENT ASSETS | | | |
| Cash at bank and in hand | | 160,560.43 | 134,670.73 |
| Prepayments | | 0.00 | 0.00 |
| Net current assets | | 166,745.55 | 134,670.73 |
| Accruals and deferred income | | (325.00) | (325.00) |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | 166,420.55 | 134,345.73 |
| CAPITAL AND RESERVES | | | |
| General fund | 2 | 28,448.90 | 23,955.87 |
| Restricted Reserves | | | |
| 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 |
| TOTAL FUNDS | | 166,420.55 | 134,345.73 |

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

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

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

| 1. Fixed Assets | <u>Café Equipment</u> | <u>Office Equipment</u> | <u>Total</u> |
|------------------------|-----------------------|-------------------------|-----------------|
| | £ | £ | £ |
| COST | | | |
| 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> |
| DEPRECIATION | | | |
| 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> |
| NET BOOK VALUE | | | |
| 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> |

| 2. General fund & Restricted Reserves | <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 |
|---|--------------------------|-------------------------|
| | £ | £ |
| INCOME | | |
| 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/> 280,993.21 | <hr/> 232,514.04 |
| Bank Interest | 77.46 | 96.83 |
| TOTAL INCOME | <hr/> 281,070.67 | <hr/> 232,610.87 |
| EXPENDITURE | | |
| Restricted funding expenditure:- | | |
| Salaries:- | | |
| Payroll Staff | 175,092.58 | 135,535.26 |
| Contractors | 14,872.00 | 14,963.00 |
| Workplace Pension Costs | 3,298.14 | 2,474.05 |
| Staff Expenses:- | | |
| Payroll Staff | 884.22 | 3,567.79 |
| Contractors | 403.60 | 803.01 |
| | <hr/> 194,550.54 | <hr/> 157,343.11 |
| Depreciation charges for year | | |
| Café equipment and furniture | 1,422.48 | 0.00 |
| Office equipment and furniture | 123.80 | 0.00 |
| | <hr/> 1,546.28 | <hr/> 0.00 |

continued overleaf

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

| | Year ended 30.11.2020 | Year ended 30.11.18 |
|---|--------------------------|-------------------------|
| | £ | £ |
| Rent & Office Costs:- | | |
| 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 |
| General expenses:- | | |
| 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 |
| Overhead Expenditure:- | | |
| 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 |
| | <hr/> 52,899.03 | <hr/> 42,744.29 |
| TOTAL EXPENDITURE | <hr/> 248,995.85 | <hr/> 200,087.40 |
| Excess of income over expenditure for year | <hr/> 32,074.82 | <hr/> 32,523.47 |

| | |
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