

Registered number: 03364165
Charity number: 1063842

Action for Borstal Community Project
(A company limited by guarantee)

Unaudited

Trustees' report and financial statements
for the year ended 31 March 2022

Action for Borstal Community Project
(A company limited by guarantee)

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Action for Borstal Community Project
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Reference and administrative details of the Charity, its Trustees and advisers
for the year ended 31 March 2022

Trustees

S A Tranter, Chair
A G Kew
F Lewis (resigned 28 March 2022)
C McCann
E M McVeigh

**Company registered
number**

03364165

**Charity registered
number**

1063842

Registered office

13 & 14 Mercury Close
Borstal
Rochester
Kent
ME1 3AT

Accountants

Kreston Reeves LLP
Chartered Accountants
Montague Place
Quayside
Chatham Maritime
Chatham
Kent
ME4 4QU

Bankers

CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Action for Borstal Community Project
(A company limited by guarantee)

Trustees' report
for the year ended 31 March 2022

The Trustees present their annual report together with the financial statements of the Charity for the year from 1 April 2021 to 31 March 2022. The Annual report serves the purposes of both a Trustees' report and a Directors' report under company law. The Trustees confirm that the Annual report and financial statements of the Charity comply with the current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Charity qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Policies and objectives

The objects of the Charity are the advancement of education, the preservation and protection of health, the relief of poverty, sickness and distress and the provision of support for the benefit of local children, parents and other residents of Borstal and Rochester, Kent.

The objects of the Charity are the advancement of education, the preservation and protection of health, the relief of poverty, sickness and distress and the provision of support for the benefit of local children, parents and other residents of Borstal and Rochester, Kent.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)' when reviewing the Charity's aims and objectives and in planning future activities for the year.

b. Volunteers

The Charity did not receive any help from volunteers during this period.

Achievements and performance

a. Results for the year

The Charity has received income during the financial year of £113,758 (2021: £97,710), whilst incurring expenditure totalling to £114,179 (2021: £89,613).

b. Review of activities

The Community Centre hosted several courses for residents during the year, although attendance was, at times, frustratingly low. Staffing levels have remained consistent but absences due to Covid-19 were challenging. The Pre-school was inspected by OFSTED on 24th February and given an overall rating of 'Requires Improvement'. Whilst disappointing, the setting implemented a plan to meet required improvements, and ultimately, we would like to achieve "outstanding". Numbers have remained consistent throughout the year, with 30-35 children in attendance and a long waiting list for places. The Project Manager has applied for several small grants to help with school trips and refurbishment of the Community Centre. A donation of £4,587 was received from the Co-op and used to redecorate the Pre-school building, on top of £789 which was received in the prior year and has been transferred from general funds. In addition, £500 was received from Cllr Tranter's ward improvement fund.

The Trustees, staff and children are also very grateful to MHS homes for the recently completed upgrade to the outside play area, which has significantly improved the enjoyment, benefit and safety of that space.

Action for Borstal Community Project
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Trustees' report (continued)
for the year ended 31 March 2022

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

The Trustees have considered the level of reserves they need to hold to enable them to meet their charitable objectives. The Trustees are continually reviewing the services provided and the funding they are receiving.

The core income and expenditure is fairly reliable and predictable, so holding high reserves should not be necessary. However, the Trustees believe a comfortable level at the current time would be £40,000 – something the Charity is not quite achieving. It has been extremely difficult to increase income during the past year, but as 2022 progresses they hope to begin increasing the level of reserves up to £40,000, before embarking on any significant new additional expenditure. The Trustees continue to explore potential new sources of funding to improve reserves and help future developments.

Structure, governance and management

a. Constitution

Action for Borstal Community Project is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association dated 1 May 1997.

The Charity is constituted under a Memorandum of Association and is a registered charity, number 1063842.

b. Methods of appointment or election of Trustees

The management of the Charity is the responsibility of the Trustees who are elected and co opted under the terms of the Articles of Association.

c. Enquiries

Any enquiries concerning the Charity should be addressed to the principal office at 13 & 14 Mercury Close, Borstal, Rochester, Kent, ME1 3AT.

d. Financial risk management

The Trustees have assessed the major risks to which the Charity is exposed and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

e. Covid-19

The Trustees are aware of the lingering economic and social effects of the Covid-19 virus. The challenges of dealing with the virus are still in evidence, although much reduced, but the Charity continues to mitigate this by following the UK Government's guidelines and adapting/developing its own internal strategy. The Charity remains grateful to Medway Council for supporting its work in providing nursery provision to a deprived area of Medway and does not envisage any change to this support in the short term. The numbers attending the nursery have generally remained constant.

Action for Borstal Community Project
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Trustees' report (continued)
for the year ended 31 March 2022

Plans for future periods

The Trustees hope to secure further funding and build reserves to ensure the vital work of the project continues. This includes new grants and section 106 contributions from local developments.

Information on fundraising practices

The Charity has not undertaken any significant fundraising activities during the financial year however, the pre-school held a few small events to help finance materials for the children.

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the Charity for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial . Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of its income and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the Board of Trustees and signed on their behalf by:



S A Tranter

Trustee

Date:

10/6/22

Action for Borstal Community Project
(A company limited by guarantee)

Independent examiner's report
for the year ended 31 March 2022

Independent examiner's report to the Trustees of Action for Borstal Community Project ('the Charity')

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2022.

Responsibilities and basis of report

As the Trustees of the Charity (and its Directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Dated: 16 June 2022

S Robinson BA FCA FCIE DChA MCMI

Kreston Reeves LLP

Chartered Accountants
Chatham Maritime

Action for Borstal Community Project
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Statement of financial activities (incorporating income and expenditure account)
for the year ended 31 March 2022

	Note	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and legacies	3	4,587	102,900	107,487	93,028
Charitable activities	4	-	6,271	6,271	4,682
Total income		4,587	109,171	113,758	97,710
Expenditure on:					
Charitable activities	5	5,082	109,097	114,179	89,613
Total expenditure		5,082	109,097	114,179	89,613
Net (expenditure)/income		(495)	74	(421)	8,097
Transfers between funds	11	789	(789)	-	-
Net movement in funds		294	(715)	(421)	8,097
Reconciliation of funds:					
Total funds brought forward as restated		-	24,120	24,120	16,023
Net movement in funds		294	(715)	(421)	8,097
Total funds carried forward		294	23,405	23,699	24,120

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 8 to 15 form part of these financial statements.

Action for Borstal Community Project
(A company limited by guarantee)
Registered number: 03364165

Balance sheet
as at 31 March 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	8	1,242	720
Current assets			
Debtors	9	1,043	2,281
Cash at bank and in hand		26,942	24,247
		<u>27,985</u>	<u>26,528</u>
Creditors: amounts falling due within one year	10	(5,528)	(3,128)
Net current assets		<u>22,457</u>	<u>23,400</u>
Total net assets		<u>23,699</u>	<u>24,120</u>
Charity funds			
Restricted funds	11	294	-
Unrestricted funds	11	23,405	24,120
Total funds		<u>23,699</u>	<u>24,120</u>


The Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



S A Tranter
Trustee

Date: 10/6/22

The notes on pages 8 to 15 form part of these financial statements.

Action for Borstal Community Project
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2022

1. General information

Action for Borstal is a company limited by guarantee and is incorporated in England & Wales with the registration number 03364165. The address of the registered office is 13 & 14 Mercury Close, Borstal, Rochester, Kent, ME1 3AT.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Action for Borstal Community Project meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the Charity which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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Notes to the financial statements
for the year ended 31 March 2022

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

At each reporting date the Charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Office equipment	- 20% straight line
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2.6 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.7 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.8 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

Action for Borstal Community Project
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Notes to the financial statements
for the year ended 31 March 2022

2. Accounting policies (continued)

2.9 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2.10 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

2.11 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

3. Income from donations and legacies

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations	4,587	21,755	26,342	16,629
Government grants	-	81,145	81,145	76,399
	<u>4,587</u>	<u>102,900</u>	<u>107,487</u>	<u>93,028</u>
Total 2021	<u>-</u>	<u>93,028</u>	<u>93,028</u>	

4. Income from charitable activities

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Fees receivable	6,271	6,271	4,682
Total 2021	<u>4,682</u>	<u>4,682</u>	

Action for Borstal Community Project
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Notes to the financial statements
for the year ended 31 March 2022

5. Analysis of expenditure by activities

	Direct costs 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Charitable activities	112,961	1,218	114,179	89,613
Total 2021	88,509	1,104	89,613	

Analysis of direct costs

	Total funds 2022 £	Total funds 2021 £
Staff costs	76,254	63,383
Depreciation	356	315
Rent and rates	20,710	12,146
Heat and light	1,439	1,440
Telephone and internet	1,089	4,150
Insurances	661	625
Professional support and office costs	2,426	2,400
Bank charges	96	69
Sundry expenses	3,859	1,983
Equipment	989	1,998
Decorating costs	5,082	-
	112,961	88,509

The decorating costs of £5,082 (2021: £Nil) relate to restricted expenditure in the year. All remaining direct costs expenditure in 2022 are from unrestricted funds.

All of the 2021 direct costs expenditure was from unrestricted funds.

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Notes to the financial statements
for the year ended 31 March 2022

5. Analysis of expenditure by activities (continued)

Analysis of support costs

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Independent examination fees	1,002	1,002	954
Accountancy fees	216	216	150
	<u>1,218</u>	<u>1,218</u>	<u>1,104</u>
Total 2021	<u>1,104</u>	<u>1,104</u>	

6. Staff costs

	2022 £	2021 £
Wages and salaries	75,286	63,145
Social security costs	655	-
Pension costs	313	238
	<u>76,254</u>	<u>63,383</u>

The average number of persons employed by the Charity during the year was as follows:

2022 No.	2021 No.
<u>10</u>	<u>10</u>

No employee received remuneration amounting to more than £60,000 in either year.

Total remuneration and benefits received by key management personnel, including employer's national insurance contributions, amounted to £8,142 (2021: £1,488).

7. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 March 2022, no Trustee expenses have been incurred (2021 - £NIL).

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Notes to the financial statements
for the year ended 31 March 2022

8. Tangible fixed assets

	Office equipment £
Cost or valuation	
At 1 April 2021	13,383
Additions	878
At 31 March 2022	<u>14,261</u>
Depreciation	
At 1 April 2021	12,663
Charge for the year	356
At 31 March 2022	<u>13,019</u>
Net book value	
At 31 March 2022	<u>1,242</u>
At 31 March 2021	<u>720</u>

9. Debtors

	2022 £	2021 £
Due within one year		
Other debtors	543	2,281
Prepayments and accrued income	500	-
	<u>1,043</u>	<u>2,281</u>

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Notes to the financial statements
for the year ended 31 March 2022

10. Creditors: Amounts falling due within one year

	2022 £	2021 £
Other taxation and social security	-	218
Other creditors	-	1,956
Accruals and deferred income	5,528	954
	<u>5,528</u>	<u>3,128</u>

11. Statement of funds

Statement of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Unrestricted funds					
General funds	24,120	109,171	(109,097)	(789)	23,405
Restricted funds					
Pre-school decorating fund	-	4,587	(5,082)	789	294
Total of funds	<u>24,120</u>	<u>113,758</u>	<u>(114,179)</u>	<u>-</u>	<u>23,699</u>

Restricted funds

Pre-school decorating fund - this funding was received from the Co-op to enable the Charity to undertake redecoration and renovation works at the pre-school.

Statement of funds - prior year

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
Unrestricted funds				
General funds	16,023	97,710	(89,613)	24,120

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Notes to the financial statements
for the year ended 31 March 2022

12. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	-	1,242	1,242
Current assets	4,723	23,262	27,985
Creditors due within one year	(4,429)	(1,099)	(5,528)
Total	294	23,405	23,699

Analysis of net assets between funds - prior year

	Unrestricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	720	720
Current assets	26,528	26,528
Creditors due within one year	(3,128)	(3,128)
Total	24,120	24,120

13. Pension commitments

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the Charity to the fund and amounted to £313 (2021 - £238). There are no amounts outstanding at the Balance sheet date (2021 - £Nil).

14. Members' liability

Each member of the Charity undertakes to contribute to the assets of the Charity in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £10 for the debts and liabilities contracted before he/she ceases to be a member.

15. Related party transactions

The Charity has not entered into any related party transactions during the financial year (2021: £Nil) and there are no amounts outstanding with any related parties at the Balance sheet date (2021: £Nil).

During the comparative period the Trustees donated computer equipment to the Charity amounting to £900. The Trustees haven't made any donations to the Charity this year.

