

Charity Number: **1071333**

CRAWFORD HOUSE COMMUNITY PARTNERSHIP

(Registered Number 03116172 - England & Wales)

**REPORT OF THE TRUSTEES
AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2023**

CRAWFORD HOUSE COMMUNITY PARTNERSHIP
TRUSTEES' REPORT AND CONTENTS OF FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023

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CRAWFORD HOUSE COMMUNITY PARTNERSHIP
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023

Charity's General Information

DIRECTORS / TRUSTEES: Chief Angus Chukuemeka
Mrs Patricia Okafor
Mr Raymond Osuagwu
Ms Mabel Luza
Mr John Jal Wang
Mr Paul Ogolo

REGISTERED OFFICE: Crawford House
2 Gwent Street
Liverpool
L8 8DN

REGISTERED NUMBER: 3116172 (England and Wales).

BANKERS: National Westminster Bank Plc

ACCOUNTANTS: Richflo Accounting Services
4 Deeroak Close
Manchester
Lancashire
M18 8AF

SOLICITORS: Brabners Holden Banks Wilson
1 Dale Street
Liverpool
L2 2ET

CRAWFORD HOUSE COMMUNITY PARTNERSHIP

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2023

Introduction:

This financial year has proved very challenging in our strive to meet the demands of the communities we serve. It has been difficult to access additional funding from both the private and public agencies to complement income from room hire. Similar organisations are facing the same funding problems due to competition for dwindling funding pots.

Most of our income is realised from renting out spaces to members of the community who are also suffering from lack of grant funding. This has affected their spending power and consequently the income we realise from renting out spaces, yet we are continuing to provide essential services to Granby / Toxteth communities that have always been among the most deprived in the country. Most of these services are provided free with our limited resources.

Organisational Development

The Board meets at regular intervals to deal with matters relating to the welfare and management of the organisation. Occasionally meetings are held remotely by zoom. The Trustees on the Board are aware of their roles and responsibilities and discharge them effectively.

Staff

The staff team of 8 is made up of 4 full time staff and 4 sessional staff. There are regular staff meetings to promote team work. We have 8 regular volunteers. Our volunteers are invited to staff meeting as well. With a small number of staff in place, it is important for the organisation to make full use of staff time and team work is vital in this respect. Skill development for staff and Trustees is an important resource for the organisation for quality and delivery of service. The online Centre continues to provide free IT support for members of the community. It is also used as a business development office as well as providing delivery facilities for some projects. An important objective and value of the organisation is to rigorously promote environmentally friendly policy.

FACILITIES IN THE BUILDING:

- 1 Large function hall for social and educational activities.
- 1 large furnished Board room for meetings, conferences, and seminars
- 2 Workshop rooms
- 1 large ICT room
- 10 Class rooms/ offices
- 1 fully furnished and equipped Café
- 1 Fully equipped kitchen
- 1 Take away unit
- 4 Business incubation /Office units
- 1 Charity shop

We continue to provide free services to smaller SMEs and community organisations in the areas such as: The Merseyside Yoruba Community, The Igbo Community Association, Liverpool; The Merseyside African Council, The Syrian and the Libyan and Yemen communities. These services include the use of premise for meetings as well as admin. Support. Both the Libyan and Syrian communities deliver Saturday Schools in the premises.

CRAWFORD HOUSE COMMUNITY PARTNERSHIP

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2023

BUSINESS MODEL

Crawford House is a dedicated Community hub /Centre in Liverpool/Merseyside and recognised for the following services.

- Promoting business awareness and employable skills
- Encouraging business start up
- Providing mentoring, shadowing and volunteering
- Identifying support services /resources from the public, private and voluntary sector agencies for the benefit of community members.
- Health and welfare advice and support.

The online centre service continues to support a large number of local people to be confident in the use of computers. On the average over 120 people per week use the online services in the form of job search, job applications, CV writing and having access to public services.

We have maintained working relationship with local Schools in the area.

We are currently working with agencies such as Liverpool Community College, Job Centre Plus. The Probation Service. Liverpool Connections use one of the business units for outreach work for the unemployed young people in the community. The probation Service occupies 3 offices in the building. The kitchen and the take away unit are rented and fully operational. Their menu includes various Nigerian and African dishes

The Libyan and Yemeni communities deliver Saturday School for young members of their communities

FINANCIAL STRENGTH

About 92% of our revenue earnings are rental income. The remaining 8 % is from funds for the delivery of services such as: IT and Business development.

1. The usage level of spaces within the building has increased to about 95% these are mainly offices inside the building. For the first time in years all the incubator units are occupied including the Kitchen and takeaway unit. The Cafe is being managed by the staff of the organisation for selling tea, coffee etc. to students of the college and other users.

CONFERENCING:

Regular use of the large function suites on Sundays, and the rental of the second function room by Liverpool Community College has increased usage level to about 75%. Demand for hiring rooms for events such as meetings and seminars and social events, has not improved since the pandemic. We are stepping up our marketing activities to ameliorate the situation. We have upgraded our website to step up marketing activities

Income Generating Projects Planned

The following are other planned Income generating projects:

- English And Maths classes for beginners. (E1 – Level1)
- ESOL for Work
- Business Start Up
- Literacy and Numeracy

CRAWFORD HOUSE COMMUNITY PARTNERSHIP TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2023

Income Generating Projects Planned (Cont'd)

- ICT
- Motivational and Confidence Building.
- Placements and Apprenticeships.
- Employability Programmes

We have started delivering after school Maths and English courses for young people in the area to improve their GCSE exam. Results. We have also designed and delivering health motivational programmes for members of our community.

SOCIAL IMPACT

We are able to offer a wide range of facilities to individuals and local community organisation which enable them to acquire new skills through training and education, empowering themselves to shape their lives and contribute positively to the well being of the local community. These facilities are provided free of charge and include:-

- The online centre which provides basic IT knowledge to people who had no previous knowledge on the use of computers.
- Informal drop in sessions to provide advice and guidance for people who want to start their own business, also employment and training opportunities.
- Meeting rooms for groups of people wishing to set up their own organisations and community interest organisations.
- Health and Wellbeing advice and support

Most of these services and facilities are provided on daily basis such as the online centre and informal drop in sessions.

The Centre provides these services free of charge to the community in order to meet our social objectives by supporting those in the community who would not ordinarily have access to those facilities at a cost to the organisation. In the last financial year the cost is estimated at **£35,000**.

We are striving to develop courses in IT and related fields which could be funded to help mitigate the funding gap.

This year we have supported the creation of **4 new business**, We have supported **over 15 local** community and interest groups either by providing advice, or providing free use of our facilities. The Centre continues to attract many users from a mix of people and organisations at the rate of **600 per week** on average both for individuals and agencies in the public and private sector use our facilities for educational events, meetings, advice sessions and social activities.

In the financial year, about **£35,000.00** was invested in providing the AIG and online support facilities. These facilities are free to members of the community. We have demonstrated there is demand for the services we deliver to our members and community by a small team of dedicated supporting a board with good representation from across the area.

CRAWFORD HOUSE COMMUNITY PARTNERSHIP
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2023

FUTURE PLAN

The focus still remains the challenge of bridging the gap between our rental income and income from accessing public funds. Crawford House has enormous potential for growth and development. Our problem is the lack of support from appropriate funding agencies. Still our future plans still remain:

- Strategy to access public and private funds
- Working with the NEET Group and 18+ Group
- Developing our own brand of education/learning programme
- Registration for City & Guilds accreditation
- Widening partnership working arrangements
- Skills development for staff
- Improving publicity media, e.g. website etc.

In conclusion, I should express my sincere thanks and appreciation to all Board members, the staff team and volunteers. They have all shown admirable commitment and provided support and advice when required despite the challenges brought limited financial resources. Our interactions with the community and the sectors are lively and friendly. We will continue to provide support even in the face of diminishing resources and I do hope and believe the communities we serve receive real benefit from the services we provide and we will continue to build on this in the years ahead.

This report was approved by the Director/Trustees on 20th February 2024 and signed on their behalf by the director:



Chief A Chukuemeka - Director
Director / Trustee:

CRAWFORD HOUSE COMMUNITY PARTNERSHIP
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2023

FINANCIAL PERFORMANCE AND REVIEW OF FUTURE ACTIVITIES:

During the year, total Incomes of **£176,313** and Expenditure Resources of (**£205,239**) were realised and expended leading to deficit of **£28,926** over the expenditure, compared to deficit of **£12,398** in previous year ending 31st March 2022 despite the loss of key tenant in previous year.

	2023	2022
	£	£
INCOMING RESOURCES:		
Rents Received	161,573	181,612
Cafe Receipts	14,740	1,650
TOTAL INCOMING RESOURCES:	176,313	183,262
RESOURCES EXPENDED:		
Charitable Activities	0	0
Governance Costs	195,727	194,333
Finance Costs	815	367
Depreciation	3,357	960
TOTAL RESOURCES EXPENDED:	199,899	195,660
NET MOVEMENT SURPLUS/(DEFICIT)	(23,586)	(12,398)

STATEMENT OF TRUSTEES RESPONSIBILITY:

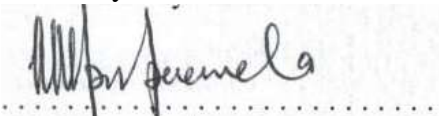
The charity's Trustees are responsible for preparation of financial statements in compliance with requirements as to its form and contents under section 132 (1) of the Charities Act 2011 and that an independent examination needed is needed. In preparing these financial statements, Trustees are required to:

- * select suitable accounting policies and then apply them consistently
- * make judgements and estimates that are reasonable and prudent
- * prepare the financial statements on the going concern basis unless it is inappropriate to
- * presume that the charity will continue in operational service.
- * the financial statements are prepared as required by law to give a true and fair view of the state of affairs of the charity surplus or deficit for that period, and safeguard the assets of the charity

INDEPENDENT EXAMINER:

The Trustees appointed Richflo Accounting Services as its independent examiners. A resolution for re-appointment will be proposed during the next meeting.

This report was approved by the Director/Trustees on 20th February 2024 and signed on their behalf by the director:



Chief A Chukuemeka - Director
 Director / Trustee:

CRAWFORD HOUSE COMMUNITY PARTNERSHIP
BALANCE SHEET

FOR THE YEAR ENDED 31ST MARCH 2023

	NOTES	2023 £	2022 £
FIXED ASSETS			
Tangible Assets	2	1,526,096	1,529,452
CURRENT ASSETS			
Cash at Bank		16,350	14,544
		<u>16,350</u>	<u>14,544</u>
CREDITORS	3		
Amount Due Within 1 Year		(10,863)	(16,666)
NET CURRENT ASSETS/(LIABILITIES)		5,487	(2,122)
CREDITORS	4		
Amount Due More Than 1 Year		(77,820)	(44,641)
TOTAL NET ASSETS		<u>1,453,763</u>	<u>1,482,689</u>
RESERVES			
Charity Funds	5	1,453,763	1,482,689
		<u>1,453,763</u>	<u>1,482,689</u>

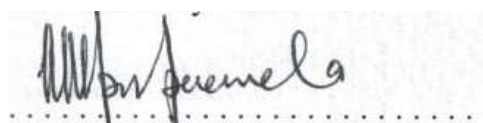
For the year ending 31st March 2023, the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

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

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the micro-entity provisions and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Board on 20th February 2024
And signed on their behalf by:



Chief A Chukuemeka - Director
Director

The Notes on pages 5 to 6 form part of these Financial Statements

CRAWFORD HOUSE COMMUNITY PARTNERSHIP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2023

1A. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with applicable Accounting Standards in United Kingdom with the application of FRSSE and the Statement of Recommended Practice "Accounting and Reporting by Charities" ("SORP 2000 and SORP 2005") issued by the Charity Commission. A summary of the principal accounting policies, which have been applied consistently is set out below:

(a) Basis of Preparation of Financial Statements;

The financial statements are prepared under the historic cost convention and include the result of charity's operation, which are described in the Trustee's Report, all of which is continuing.

Fund Accounting:

Funds held by the charity are either Unrestricted general funds that can be used at Trustees' discretion to further the objectives of the charity under powers of the constitution. The Restricted funds are particularly for restricted purposes within the charity objectives.

(b) Incoming Resources:

All incomes is credited to the Statement of Financial Activities on the earlier date of when they are received or when they are receivable.

The following policies are applied to particular categories of income:

Donations and Grants:

When donors impose conditions which has to be fulfilled before the charity can use such funds. When donors specify that the donations and grants including capital grants, are for particular restricted purposes

Charitable activities:

Incomes from charitable activities included in incoming resources in the period in which the activities took place. Such incomes are rent from letting out workspace to third party organisations, from running support services for these organisations and operating a cafe.

(c) Restricted Funds:

Restricted funds are to be used for specific purposes within the objects of the charity. Expenditures which meet these specific criteria, will be matched with a fair allocation of management and support costs.

(d) Unrestricted Funds:

Unrestricted funds are donations, offerings and other incomes generated for the objects of the charity without further specific purposes and are available for general and public funds.

CRAWFORD HOUSE COMMUNITY PARTNERSHIP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2023

(e) Resources Expended:

Direct Charitable expenditure includes all expenditure incurred by the charity in direct pursuit of its charitable objectives.

Governance expenditure includes all costs incurred which relates to the charitable and for administration of the charity in compliance with constitutional & statutory requirements.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories

Certain other costs are attributable to more than one activities are apportioned on the following basis and proportions:

- i. Staff Cost: proportion of time spent by staff on those activities
- ii. Running Costs: proportion of the floor space used for each activity
- iii. All other Overheads Costs: On the basis of the actual usage in the cost centre to which it relates.

Cash Flow Statements Exemption:

Exemption has been taken from preparing a cash flow statements on the ground that the company qualifies as a small entity.

Tangible Fixed Assets and Depreciation:

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates below in order to write off the cost of each assets, less their estimated residual value over its estimated useful life as follows:

Furniture and Fittings	25% at reducing balance
Computer Equipment	25% on cost
Freehold Property:	0%

No depreciation were provided since 1st April 2010 on the property known as Crawford House. This is departure from the requirements of Companies Act 2006 which requires all properties to be depreciated. The trustees believe that the freehold property has a very long useful life and therefore both the depreciation and accumulated depreciation charge are not material.

1B. EMPLOYEES	2023	2022
Average number of employees during the period	7	6

CRAWFORD HOUSE COMMUNITY PARTNERSHIP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2023

2 TANGIBLE FIXED ASSETS:				2023	2022
	Freehold Property	Office Equipment	Computer Equipment		TOTAL
COST / VALUATION:	£	£	£	£	£
Opening balance	1,562,913	85,097	19,059	1,667,069	1,656,522
Additions	0	0	0	0	10,547
Closing Balance	1,562,913	85,097	19,059	1,667,069	1,667,069

Depreciation

Opening Balance	46,887	82,218	8,512	137,617	136,657
Charge for the Period	0	720	2,637	3,357	960
Closing Balance	46,887	82,938	11,149	140,974	137,617

Net Book Value

Opening Balance	1,516,026	2,879	10,547	1,529,452	1,519,865
Closing Balance	1,516,026	2,159	7,910	1,526,096	1,529,452

3 CREDITORS: Amount Due Within 1 Year

Social security PAYE & Other Taxes	7,263	13,066
Other creditors - Accountancy Fees	3,600	3,600
	10,863	16,666

4 CREDITORS: Amount Due After More Than 1 Year

Others	77,820	44,641
	77,820	44,641

5 MOVEMENT IN STATEMENT OF FUNDS

Balance Brought Forward at 01/04/2023	1,482,689	1,495,087
Surplus/(Deficit) for the Year	(28,927)	(12,398)
Balance Carried forward at 31/03/2023	1,453,763	1,482,689

CRAWFORD HOUSE COMMUNITY PARTNERSHIP

INCOME AND EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2023

	2023	2022
	£	£
REVENUE:		
Cafe Takings	14,740	1,650
Rents	161,573	181,612
TOTAL REVENUE	176,313	183,262
Cafe Purchases	(5,341)	(0)
TOTAL RECEIPTS	170,972	183,262
 EXPENDITURES:		
Rates	1,895	1,895
Salaries & Pensions	88,181	61,438
Insurance	2,620	3,567
Light, Heat & Water Bills	12,937	17,234
Tutors Professional Fees	10,916	2,880
IT & Telephone	4,203	3,772
Postage & Stationery	400	382
Repairs & Renewals	2,830	9,933
Management Services	5,100	8,968
Accountancy & Payroll fees	3,600	3,600
Legal & Professional fees	50,087	55,260
Security, Health & Safety	1,440	636
Equipment Hire Fees	602	2,234
Miscellaneous Payments	10,916	22,534
Admin Expenses:	(195,727)	(194,333)
Finance costs: Bank Charges	(815)	(367)
Depreciation: Office Equipment	(3,357)	(960)
Total Expenses	(199,899)	(195,660)
NET SURPLUS/(DEFICIT)	(28,927)	(12,398)

CRAWFORD HOUSE COMMUNITY PARTNERSHIP
INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31ST MARCH 2023

I have examined the financial statements, which comprises the financial activities, the Balance Sheet and the related Notes on pages 2 to 4 and the accounting policies of the Crawford House Comm Partnership Liverpool for the year ended 31st March 2023.

This report is made solely to the Charity,s Trustees (who are the directors of the company for the purposes of company law) and are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 145(1) of the Charities Act 2011, and that an independent examination is needed.

Respective responsibilities of Trustees and Independent Examiner:

As described on page 4, the Trustees are responsible for the preparation of financial statements. It is my responsibility to carry out an independent examination of those financial statements and to issue a report based on that examination.

Scope Of examiner's Statement:

I conducted my examination in line with directions given by the Charity Commission under section 145(5) of the Charities Act 2011. An examination includes a review of accounting records kept by the charity and comparison of the financial statements with those records as well as explanations from the trustees concerning the records. The procedures undertaken do not provide all the evidence that would be required in an audit. Consequently no audit opinion is given and the report is limited to the statements below:

Independent examiners statement:

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

- i. Which gives me reasonable cause to believe in any material respect the requirements:
- * to keep accounting records in accordance with section 41 of the Companies Act 2006,
 - * to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 386 of the Companies Act 2006 and with the methods and principles of the SORP: Accounting and Reporting by Charities have not been met; or
- ii. In our opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:

and dated 20th February 2024

For: 

Richflo Accounting Services

4 Deeroak Close

Manchester M18 8AF