

# **CRAWFORD HOUSE COMMUNITY PARTNERSHIP**

Companies House Registration Number: **03116172**

Charity Commission Registration Number: **1071333**

## **REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2024**

**CRAWFORD HOUSE COMMUNITY PARTNERSHIP**  
**TRUSTEES' REPORT AND CONTENTS OF FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2024**

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**CRAWFORD HOUSE COMMUNITY PARTNERSHIP**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2024**

**Charity's General Information**

<b>DIRECTORS / TRUSTEES:</b>	Chief Angus Chukuemeka Mrs Patricia Okafor Mr Raymond Osuagwu Ms Mabel Luza Mr John Jal Wang Mr Paul Ogolo
<b>REGISTERED OFFICE:</b>	Crawford House 2 Gwent Street Liverpool L8 8DN
<b>REGISTERED NUMBER:</b>	3116172 (England and Wales).
<b>BANKERS:</b>	National Westminster Bank Plc
<b>ACCOUNTANTS:</b>	Richflo Accounting Services 4 Deeroak Close Manchester Lancashire M18 8AF
<b>SOLICITORS:</b>	Brabners Holden Banks Wilson 1 Dale Street Liverpool L2 2ET

# **CRAWFORD HOUSE COMMUNITY PARTNERSHIP**

## **TRUSTEES' REPORT**

FOR THE YEAR ENDED 31ST MARCH 2024

### **Introduction:**

This report is about how the organisation performed in the financial year in face of challenges and opportunities it encountered trying to meet its needs and objective. Like previous years it has always been a struggle to make ends meet delivering services which are much needed in the community and at the same time balancing the books.

It has been very difficult to get grant funding to compliment income from rent which accounts for almost all the income of the organisation in the financial year. This has affected our spending power, yet we are continuing to provide essential services to Granby/Toxteth community and the wider communities in the city that have always been among the most deprived in the country. Most of these services are provided at no cost to the beneficiaries.

### **Organisational Development**

There are 5 Board members who also serve as trustees. They meet regularly face to face and sometimes when the occasion demands meetings are held on zoom The Board meets at to deal with matters relating to the welfare and management of the organisation. The Trustees on the Board are aware of their roles and responsibilities and discharge them effectively.

### **Staff**

The staff team of 8 has remained the same as last year and made up of 4 full time staff and 4 sessional staff. There are regular staff meetings to promote teamwork. We have 4 regular volunteers. Our volunteers are invited to staff meetings as well. With a small number of staff in place, it is important for the organisation to make full use of staff time and teamwork 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

The kitchen has been let to a community member who provides cultural menus and cuisine. 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 2024

#### **BUSINESS MODEL**

Crawford House is a dedicated Business Centre in Liverpool/Merseyside for the following:

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

All the 5 business units are now fully occupied by SME's. The online centre continues to provide ICT support to several local people to be confident in the use of computers. On the average over 100 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 16–19-year-old in the community.

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

#### **FINANCIAL STRENGTH**

About 90% of our revenue earnings are rental income. The remaining 10 % is from funds for the delivery of services such as: Employment and Business Start-up Courses.

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 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. The kitchen is being rented out to an SME.

#### **CONFERENCING:**

The use of the function room has dropped since the church group left the centre. Demand for hiring for events such as meetings and seminars and social events has also dropped from all s(Voluntary/community, Public and Private).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)
- Business Start Up
- ESOL for Work
- Literacy and Numeracy
- ICT
- Health, Motivational and Confidence Building.

## **CRAWFORD HOUSE COMMUNITY PARTNERSHIP TRUSTEES' REPORT**

FOR THE YEAR ENDED 31ST MARCH 2024

### **Income Generating Projects Planned (Cont'd)**

- Placements and Apprenticeships
- Employability Programmes

We have designed ESOL courses for Maths and English. We have also designed and delivered health motivational courses for members of our community

### **SOCIAL IMPACT**

We can offer a wide range of facilities to individuals and local community organisation which enable them to acquire new skills by 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.

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 £17,000.

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 12 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 500 per week on average both for individuals and agencies in the public and private sector use our facilities for educational events, meetings, advisory sessions and social activities.

In the financial year, about £17,000.00 was invested in providing the AIG and online support facilities. These facilities are free to members of the community.

Perhaps we have demonstrated there is demand for the services we deliver to our members and community by a small team of dedicated staff and volunteers supporting a board with good representation from across the area.

**CRAWFORD HOUSE COMMUNITY PARTNERSHIP**  
**TRUSTEES' REPORT**  
FOR THE YEAR ENDED 31ST MARCH 2024

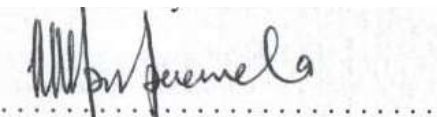
**FUTURE PLAN**

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 remain the same, as:

- Strategy to access public funds
- Working with the NEET Group and 18+ Group
- Working with 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 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 approved by the Board of Trustees on 13th February 2025 and signed on their behalf by:



Chief A Chukuemeka - Director  
Director / Trustee:

**CRAWFORD HOUSE COMMUNITY PARTNERSHIP**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST MARCH 2024**

**FINANCIAL PERFORMANCE AND REVIEW OF FUTURE ACTIVITIES:**

During the year, total Incomes of **£159,268** and Expenditure Resources of **(£179,345)** were realised and expended leading to deficit of **£20,077** over expenditure, compared to deficit of **£28,927** in previous year ending 31st March 2023 despite the loss of key tenant in previous year.

	<b>2024</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>INCOMING RESOURCES:</b>		
Rents Received	137,356	161,573
Cafe Receipts	21,912	14,740
<b>TOTAL INCOMING RESOURCES:</b>	<b>159,268</b>	<b>176,313</b>
<b>RESOURCES EXPENDED:</b>		
Charitable Activities	0	0
Governance Costs	175,942	201,068
Finance Costs	886	815
Depreciation	2,517	3,357
<b>TOTAL RESOURCES EXPENDED:</b>	<b>179,345</b>	<b>205,240</b>
<b>NET MOVEMENT SURPLUS/(DEFICIT)</b>	<b>(20,077)</b>	<b>(28,927)</b>

**STATEMENT OF TRUSTEES RESPONSIBILITY:**

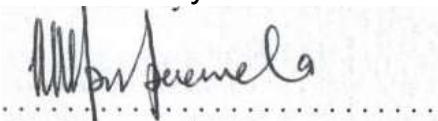
The charity's Trustees responsible for preparation of financial statements in compliance with requirements as to its form and contents under section 132 (1) of the Charities Act 2011 and that an independent examination needed is needed. In preparing the financial statements, Trustees are required to:

- \* 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 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 13th February 2025 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 2024

	NOTES	2024 £	2023 £
<b>FIXED ASSETS</b>			
Tangible Assets	2	1,523,578	1,526,095
<b>CURRENT ASSETS</b>			
Cash at Bank		0	16,350
		0	16,350
Amount Due Within 1 Year	3	(11,657)	(10,862)
<b>NET CURRENT ASSETS/(LIABILITIES)</b>		<b>(11,657)</b>	<b>5,488</b>
Amount Due More Than 1 Year	4	(80,935)	(77,820)
<b>TOTAL NET ASSETS</b>		<b>1,430,986</b>	<b>1,453,763</b>
<b>RESERVES</b>			
Charity Funds	5	1,430,986	1,453,763
		<b>1,430,986</b>	<b>1,453,763</b>

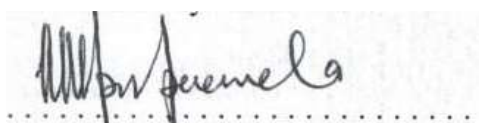
For the year ending 31st March 2024, the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

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 13th February 2025  
 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 2024

**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 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 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 2024

#### **(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 & other 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 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**

Average number of employees during the period

**2024**

4

**2023**

4

# CRAWFORD HOUSE COMMUNITY PARTNERSHIP

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2024

### 2 TANGIBLE FIXED ASSETS:

	Freehold Property £	Office Equipment £	2024 TOTAL £	2023 TOTAL £
COST / VALUATION:				
Opening balance	1,562,913	104,156	1,667,069	1,667,069
Additions	0	0	0	0
Closing Balance	<u>1,562,913</u>	<u>104,156</u>	<u>1,667,069</u>	<u>1,667,069</u>

### Depreciation

Opening Balance	46,887	94,087	140,974	137,617
Charge for the Period	0	2,517	2,517	3,357
Closing Balance	<u>46,887</u>	<u>96,604</u>	<u>143,491</u>	<u>140,974</u>

### Net Book Value

Opening Balance	1,516,026	10,069	1,526,095	1,529,452
Closing Balance	<u>1,516,026</u>	<u>7,552</u>	<u>1,523,578</u>	<u>1,526,095</u>

### 3 CREDITORS: Amount Due Within 1 Year

Social security PAYE & Other Taxes	4,374	7,262
Bank Overdraft	3,683	0
Other creditors - Accountancy Fees	3,600	3,600
	<u>11,657</u>	<u>10,862</u>

### 4 CREDITORS: Amount Due After More Than 1 Year

Others	80,935	77,820
	<u>80,935</u>	<u>77,820</u>

### 5 MOVEMENT IN STATEMENT OF FUNDS

Balance Brought Forward at 01/04/2023	1,453,763	1,482,690
Surplus/(Deficit) for the Year	(22,777)	(28,927)
Balance Carried forward at 31/03/2024	<u>1,430,986</u>	<u>1,453,763</u>

**CRAWFORD HOUSE COMMUNITY PARTNERSHIP**  
**INCOME AND EXPENDITURE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST MARCH 2024**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>REVENUE:</b>		
Cafe Takings	21,912	14,740
Rents	137,356	161,573
<b>TOTAL REVENUE</b>	<b>159,268</b>	<b>176,313</b>
Cafe Purchases	(2,700)	(5,341)
<b>TOTAL RECEIPTS</b>	<b>156,568</b>	<b>170,972</b>
 <b>EXPENDITURES:</b>		
Rates	2,400	1,895
Salaries & Pensions	78,799	88,181
Projects & ESF/WEA fees	41,365	50,087
Insurance	3,467	2,620
Light, Heat & Water Bills	17,056	12,937
Tutors Professional Fees	3,918	10,916
IT & Telephone	8,007	4,203
Postage & Stationery	1,610	400
Repairs & Renewals	3,411	2,830
Management Services	2,450	5,100
Accountancy & Payroll fees	3,600	3,600
Security, Health & Safety	1,226	1,440
Equipment Hire Fees	364	602
Miscellaneous Payments	8,269	10,916
<b>Total Admin Expenses:</b>	<b>(175,942)</b>	<b>(195,727)</b>
<b>Finance costs: Bank Charges</b>	<b>(886)</b>	<b>(815)</b>
<b>Depreciation: Office Equipment</b>	<b>(2,517)</b>	<b>(3,357)</b>
<b>Total Expenses</b>	<b>(179,345)</b>	<b>(199,899)</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(22,777)</b>	<b>(28,927)</b>

## **CRAWFORD HOUSE COMMUNITY PARTNERSHIP**

### **INDEPENDENT EXAMINER'S REPORT**

FOR THE YEAR ENDED 31ST MARCH 2024

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 2024.

This report is made solely to the Charity,s Trustees (who are also 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 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 proper understanding of the financial statements to be reached.

Signed:



and dated 13th February 2025

For:

**Richflo Accounting Services**

4 Deeroak Close

Manchester M18 8AF