

Action Station South Tyneside Limited
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2023

Action Station South Tyneside Limited

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2023

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Action Station South Tyneside Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2023

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2023.

Reference and administrative details

Registered charity name Action Station South Tyneside Limited

Charity registration number 1075913

Company registration number 03520264

Principal office and registered office Boldon Lane
South Shields
NE34 0LZ

The trustees

Dr Angela Lishman
John Ward OBE, DL
Rev Mervyn Patrick Thompson
Cllr Fay Cunningham
Lesley-Anne Kirk (resigned 22 November 2022)
Rev Deborah Wainwright
Yusef Hassen Abdullah
Heather Lee

Company secretary Christopher E Potts

Independent examiner JFS Torbitt
Chartered Certified Accountants
58 Durham Road
Birtley
Co Durham
DH3 2QJ

Action Station South Tyneside Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2023

Structure, governance and management

Governing Documentation

West Harton Churches Action Station is a company limited by guarantee, incorporated on 2nd March 1998 and was registered with the Charities Commission on 9th June 1999. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Every member of the company undertakes to contribute such amount as maybe required (not exceeding £1) to the company's assets if it should be wound up while he or she is a member.

Appointment of Trustees

The Directors of the company are also charity trustees for the purposes of charity law under the company's Articles and are known as members of the Board of Directors.

As set out in the Memorandum and Articles of Association, the number of directors shall not be less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.

At the first annual general meeting all the directors shall retire from office, and at every subsequent annual general meeting one-third of the directors who are subject to retirement by rotation or, if their number is not three or a multiple of three, the number nearest to one third shall retire from office; but, if there is only one director who is subject to retirement by rotation, he / she shall retire.

Trustee Induction and Training

New Trustees are familiarised to the project, their legal obligations under charity and company law, the content of the governing document (Memorandum and Articles of Association), the Board of Directors and the decision-making process, the business plan and financial performance of the charity. Directors are encouraged to attend appropriate training events that will facilitate the undertaking of their role.

Risk Management

Where appropriate, systems or procedures have been established to mitigate the risks the charity might face. Significant external risks to funding and the nature of funding across the Community and Voluntary Sector, have led, in the past, to the development of a long-term strategic plan allowing the diversification of funding streams, the development of our asset base and managed workspace.

Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the centre including the required insurance cover.

Although we no longer hold the Investors in People Standard, we continue to implement procedures and policies to ensure consistent quality is maintained and reviewed from time to time.

Organisation

Action Station South Tyneside Limited has a Board of Directors not less than three but with no maximum. The Board meets monthly and there are sub-committees covering personnel, finance and funding. The Board of Directors are responsible for the strategic direction and policy of the charity. At present the Board has eight members from a variety of professional, religious and community backgrounds relevant to the work of the charity.

Action Station South Tyneside Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2023

The Centre Manager (CEO) has responsibility for the day-to-day provision of services ensuring that the charity delivers those services specified and that targets are met. He is also responsible for the operational management of the Centre, supervision of the staff team and volunteers (including induction, appraisals and individual training plans), also ensuring that the team continues to develop their skills and working practices. He oversees the financial management of the charity with support from the Board and ensures that health and safety, risk management and other policies are adhered to and fit for purpose.

Objectives and activities

Our Vision

To respond to high levels of unemployment, poverty and hardship.
Supporting people on the fringes of society and those with additional needs in South Shields and surrounding areas.

Our Mission

To provide a place where individuals and groups can access services that will enhance their life chances and wellbeing. This will lead to a general uplift in the quality of life in our community.

Our Values

We are a "values" driven organisation and committed to the integrity and respect for the individual. We focus on identifying a person's needs and potential by working in a holistic way to deliver services that will enable them to achieve their ambitions. All this is delivered in a safe and friendly environment by our dedicated team of staff, volunteers and partner organisations.

Achievements and Performance

Having successfully re-established the centre usage following the pandemic, our goal last year was to restore our footfall to pre-pandemic levels (2898). We not only achieved this, but exceeded this with a footfall of 3479, from these 40% attended centre-based activities, 14% Training, 36% Café, 10% personal support (finance and health).

We have also continued to maintain and develop our partnerships, with a new volunteer placement programme partnership with the local DWP established as well as new work with Cultural Spring (arts project), a new group Naafi Break (local veterans) as well as extending existing partner involvement. This partnership work has seen our room hire increase from £27,905 in 2022 to £42,590 in 2023.

Here we have achieved and built upon last year's objectives in maintaining our partnerships as well as not only securing but extending services, while also increasing usage of the centre. Not only have groups like Triage increased their Action Station accredited course provision, but we have also now started collaborative work with ASDA and introduced new courses and activities, which include;

- Seated Yoga
- IT for older residents (Silver Surfers)
- Memory Bank (aim at older residents around dementia)
- Craft Club (for socialisation and combating loneliness)
- Warm spaces (for those impacted by energy rises)
- New Volunteer programme for those with low esteem, mental health or learning difficulties.

Action Station South Tyneside Limited

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2023

While also extending our employment support, holding open days (including volunteer recognition), establishing a new marketing strategy, become a Safe Reporting Centre, helping tackle Hate Crime. And last but not least our dedicated volunteer Paul Tann was awarded best in South Tyneside as a Covid Hero.

Financial Review

Following last year's poor financial position, we have taken actions to make Action Station much more sustainable, in doing so we have reduced our major cost (salaries), though natural end of contracts as well as retirement and the loss of one post. This has been managed so as not to affect centre operations and service and we are now a leaner but more efficient as usage figures verify.

We have also started the implementation of a new updated cloud-based accounts software package with the help and support of our accountant, and this will become live for the next financial year.

We have also increased our own income generation through rental and have achieved a 53% increase.

Our internal accounts indicate that the next financial year should see us start to slowly re-build an operational reserve (which we acknowledged as good practice in last year's report) as a part of the continuation our financial strategy.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies' exemption.

The trustees' annual report was approved on and signed on behalf of the board of trustees by:

Angela Lishman
Angela Lishman (Oct 3, 2023 21:16 GMT+1)

Dr Angela Lishman
Trustee

Action Station South Tyneside Limited

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Action Station South Tyneside Limited

Year ended 31 March 2023

I report to the trustees on my examination of the financial statements of Action Station South Tyneside Limited ('the charity') for the year ended 31 March 2023.

Responsibilities and basis of report

The trustees are also the directors of the company for the purposes of company law are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of Association of Chartered Certified Accountants (ACCA). Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:


- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

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 financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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.



Jane Freeman
FCCA
Independent Examiner
58 Durham Road
Birtley
Co Durham
DH3 2QJ

Action Station South Tyneside Limited

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2023

| | | | 2023 | | 2022 |
|---|------|-------------------------|-----------------------|------------------|------------------|
| | Note | Unrestricted funds £ | Restricted funds £ | Total funds £ | Total funds £ |
| Income | | | | | |
| Grants and donations | 5 | 3,312 | 115,098 | 118,410 | 87,173 |
| Other trading activities | 6 | 42,590 | – | 42,590 | 28,675 |
| Investment income | 7 | 275 | – | 275 | 30 |
| Total income | | <u>46,177</u> | <u>115,098</u> | <u>161,275</u> | <u>115,878</u> |
| Expenditure | | | | | |
| Expenditure on raising funds: | | | | | |
| Costs of raising grants, donations and other trading activities | 8 | 64,924 | 102,118 | 167,042 | 236,338 |
| Expenditure on charitable activities | 9 | 1,084 | – | 1,084 | 1,021 |
| Total expenditure | | <u>66,008</u> | <u>102,118</u> | <u>168,126</u> | <u>237,359</u> |
| Net expenditure and net movement in funds | | <u>(19,831)</u> | <u>12,980</u> | <u>(6,851)</u> | <u>(121,481)</u> |
| Reconciliation of funds | | | | | |
| Total funds brought forward | | 80,439 | – | 80,439 | 201,920 |
| Total funds carried forward | | <u>60,608</u> | <u>12,980</u> | <u>73,588</u> | <u>80,439</u> |

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 10 to 17 form part of these financial statements.

Action Station South Tyneside Limited

Company Limited by Guarantee

Statement of Financial Position

Year ended 31 March 2023

| | Note | 2023 £ | 2022 £ |
|---|-----------|----------------|----------------|
| Current assets | | | |
| Cash at bank and in hand | | 80,012 | 86,142 |
| Creditors: amounts falling due within one year | 14 | (6,424) | (5,703) |
| Net current assets | | 73,588 | 80,439 |
| Total assets less current liabilities | | 73,588 | 80,439 |
| Net assets | | 73,588 | 80,439 |
| Funds of the charity | | | |
| Restricted funds | | 12,980 | — |
| Unrestricted funds | | 60,608 | 80,439 |
| Total charity funds | 16 | 73,588 | 80,439 |

For the year ending 31 March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on, and are signed on behalf of the board by:

Angela Lishman
Angela Lishman (Oct 3, 2023 21:16 GMT+1)

Dr Angela Lishman
Trustee

The notes on pages 10 to 17 form part of these financial statements.

Action Station South Tyneside Limited

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2023

1 General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Boldon Lane, South Shields, NE34 0LZ.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

As with most Charities, they have been impacted by the Coronavirus (Covid-19). This has had an impact on operations, funders, members and staff. The Charity has utilised the grants and benefits available from the Government and are taking the steps it can to protect the future of the Charity. Although the total impact is still uncertain the trustees believe that it is appropriate to prepare the accounts on a going concern basis.

Disclosure exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102:

- (a) No cash flow statement has been presented for the company.
- (b) Disclosures in respect of financial instruments have not been presented.

Action Station South Tyneside Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

31 March 2023

3. Accounting policies *(continued)*

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Action Station South Tyneside Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

3. Accounting policies *(continued)*

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

| | |
|-----------------------|---------------------|
| Freehold property | - 16% straight line |
| Fixtures and fittings | - 20% straight line |

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

Action Station South Tyneside Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

3. Accounting policies *(continued)*

Impairment of fixed assets *(continued)*

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

Action Station South Tyneside Limited is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

Action Station South Tyneside Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

5. Grants and donations

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2023 £ |
|---------------------------------|----------------------------|--------------------------|--------------------------|
| Donations | | | |
| Community Foundation | – | 21,018 | 21,018 |
| Tudor Trust | – | 40,000 | 40,000 |
| Anonymous donations | 2,750 | – | 2,750 |
| Asda Foundation | – | 630 | 630 |
| Joicey Trust | – | 450 | 450 |
| Awards for All | – | 10,000 | 10,000 |
| James Knott Trust | – | 10,000 | 10,000 |
| The Virgin Money Foundation | – | 8,000 | 8,000 |
| Barbour Family Trust | – | 25,000 | 25,000 |
| Mental Health Concern | 562 | – | 562 |
| Grants | | | |
| Furlough Grants | – | – | – |
| | <u>3,312</u> | <u>115,098</u> | <u>118,410</u> |
| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2022 £ |
| Donations | | | |
| National Lottery Community Fund | – | 9,986 | 9,986 |
| Anonymous donations | 3,250 | – | 3,250 |
| Good Things Foundation | 6,733 | – | 6,733 |
| STMBC | 22,334 | – | 22,334 |
| Garfield Weston Foundation | – | 20,000 | 20,000 |
| Bernicia | – | 9,512 | 9,512 |
| Doggerbank | – | 500 | 500 |
| Grants | | | |
| Furlough Grants | 14,858 | – | 14,858 |
| | <u>47,175</u> | <u>39,998</u> | <u>87,173</u> |

6. Other trading activities

| | Unrestricted Funds £ | Total Funds 2023 £ | Unrestricted Funds £ | Total Funds 2022 £ |
|---------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Cafe | – | – | 770 | 770 |
| Room hire and other | 42,590 | 42,590 | 27,905 | 27,905 |
| | <u>42,590</u> | <u>42,590</u> | <u>28,675</u> | <u>28,675</u> |

Action Station South Tyneside Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

7. Investment income

| | Unrestricted Funds £ | Total Funds 2023 £ | Unrestricted Funds £ | Total Funds 2022 £ |
|--------------------------|----------------------------|-----------------------------------|----------------------------|--------------------------|
| Bank interest receivable | 275 | 275 | 30 | 30 |

8. Costs of raising grants, donations and other trading activities

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2023 £ |
|---|----------------------------|--------------------------|-----------------------------------|
| Wages and salaries | 505 | 99,038 | 99,543 |
| Employer's NIC | 1,936 | — | 1,936 |
| Pension costs | 2,573 | — | 2,573 |
| Rent, rates & water | 8,555 | — | 8,555 |
| Light & heat | 16,431 | — | 16,431 |
| Repairs & maintenance | 11,858 | 450 | 12,308 |
| Insurance | 3,152 | — | 3,152 |
| Subscriptions, licences and conferences | 306 | — | 306 |
| Volunteer expenses | 2,507 | — | 2,507 |
| Training, courses and travel | 7,887 | 2,000 | 9,887 |
| Telephone | 2,672 | — | 2,672 |
| Printing, postage, stationery and advertising | 3,402 | 630 | 4,032 |
| Cleaning | 1,722 | — | 1,722 |
| Bank charges | 908 | — | 908 |
| Sundry expenses | 510 | — | 510 |
| | <u>64,924</u> | <u>102,118</u> | <u>167,042</u> |

Action Station South Tyneside Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

8. Costs of raising grants, donations and other trading activities *(continued)*

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2022 £ |
|---|----------------------------|--------------------------|--------------------------|
| Wages and salaries | 28,131 | 108,232 | 136,363 |
| Employer's NIC | 4,018 | — | 4,018 |
| Pension costs | 2,889 | — | 2,889 |
| Redundancy | 7,000 | — | 7,000 |
| Consultancy | 2,100 | — | 2,100 |
| Rent, rates & water | 8,247 | — | 8,247 |
| Light & heat | 14,176 | — | 14,176 |
| Repairs & maintenance | 20,108 | 9,986 | 30,094 |
| Insurance | 8,938 | — | 8,938 |
| Subscriptions, licences and conferences | 1,085 | — | 1,085 |
| Volunteer expenses | 3,835 | — | 3,835 |
| Training, courses and travel | — | 3,791 | 3,791 |
| Coffee shop expenditure | 586 | — | 586 |
| Telephone | 2,556 | — | 2,556 |
| Printing, postage, stationery and advertising | 4,164 | — | 4,164 |
| Depreciation | — | — | — |
| Cleaning | 2,207 | — | 2,207 |
| Legal fees | — | — | — |
| Advertising | 1,488 | — | 1,488 |
| Bank charges | 1,714 | — | 1,714 |
| Sundry expenses | 1,088 | — | 1,088 |
| | <u>114,330</u> | <u>122,009</u> | <u>236,339</u> |

9. Expenditure on charitable activities by activity type

| | Support costs £ | Total funds 2023 £ | Total fund 2022 £ |
|----------------------------------|--------------------|--------------------------|-------------------------|
| Governance costs - support costs | <u>1,084</u> | <u>1,084</u> | <u>1,021</u> |

The Trustees have reviewed their current assessment and believe 100% independent examiners fees only is an appropriate apportionment for governance.

10. Independent examination fees

| | 2023 £ | 2022 £ |
|---|--------------|------------|
| Fees payable to the independent examiner for: | | |
| Independent examination of the financial statements | <u>1,084</u> | <u>960</u> |
| | <u>1,084</u> | <u>960</u> |

Action Station South Tyneside Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

11. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

| | 2023 | 2022 |
|---|----------------|----------------|
| | £ | £ |
| Wages and salaries | 99,543 | 136,363 |
| Social security costs | 1,936 | 4,018 |
| Employer contributions to pension plans | 2,573 | 2,889 |
| Other employee benefits | — | 7,000 |
| | <u>104,052</u> | <u>150,270</u> |

The average head count of employees during the year was Nil (2022: Nil).

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

12. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

13. Tangible fixed assets

| | Freehold property £ | Fixtures and fittings £ | Total £ |
|-----------------------------------|------------------------|----------------------------|----------------|
| Cost | | | |
| At 1 April 2022 and 31 March 2023 | <u>21,000</u> | <u>118,261</u> | <u>139,261</u> |
| Depreciation | | | |
| At 1 April 2022 and 31 March 2023 | <u>21,000</u> | <u>118,261</u> | <u>139,261</u> |
| Carrying amount | | | |
| At 31 March 2023 | <u>—</u> | <u>—</u> | <u>—</u> |
| At 31 March 2022 | <u>—</u> | <u>—</u> | <u>—</u> |

14. Creditors: amounts falling due within one year

| | 2023 | 2022 |
|---------------------------------|--------------|--------------|
| | £ | £ |
| Trade creditors | 1,508 | 161 |
| Accruals and deferred income | 1,336 | 960 |
| Social security and other taxes | 3,580 | 4,582 |
| | <u>6,424</u> | <u>5,703</u> |

Action Station South Tyneside Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

15. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £2,573 (2022: £2,889).

16. Analysis of charitable funds

Unrestricted funds

| | At 1 April 2022 £ | Income £ | Expenditure £ | At 31 March 2023 £ |
|-----------------|-------------------------|---------------|------------------|--------------------------|
| General fund | 35,439 | 46,177 | (66,008) | 15,608 |
| Designated fund | 45,000 | — | — | 45,000 |
| | <u>80,439</u> | <u>46,177</u> | <u>(66,008)</u> | <u>60,608</u> |

Restricted funds

| | At 1 April 2022 £ | Income £ | Expenditure £ | At 31 March 2023 £ |
|-----------------------------|-------------------------|----------------|------------------|--------------------------|
| Community Foundation | — | 21,018 | (10,038) | 10,980 |
| Barbour Family Trust | — | 25,000 | (25,000) | — |
| Joicey Trust | — | 450 | (450) | — |
| Tudor Trust | — | 40,000 | (40,000) | — |
| Awards for All | — | 10,000 | (10,000) | — |
| The Virgin Money Foundation | — | 8,000 | (6,000) | 2,000 |
| Asda | — | 630 | (630) | — |
| James Knott Trust | — | 10,000 | (10,000) | — |
| | <u>—</u> | <u>115,098</u> | <u>(102,118)</u> | <u>12,980</u> |

17. Analysis of net assets between funds

| | Unrestricted Funds £ | Restricted Funds £ | Designated Funds £ | Total Funds 2023 £ |
|----------------------------|----------------------------|--------------------------|--------------------------|--------------------------|
| Current assets | 22,032 | 12,980 | 45,000 | 80,012 |
| Creditors less than 1 year | (6,424) | — | — | (6,424) |
| Net assets | <u>15,608</u> | <u>12,980</u> | <u>45,000</u> | <u>73,588</u> |

| | Unrestricted Funds £ | Restricted Funds £ | Designated Funds £ | Total Funds 2022 £ |
|----------------------------|----------------------------|--------------------------|--------------------------|--------------------------|
| Current assets | 41,142 | — | 45,000 | 86,142 |
| Creditors less than 1 year | (5,703) | — | — | (5,703) |
| Net assets | <u>35,439</u> | <u>—</u> | <u>45,000</u> | <u>80,439</u> |

Action Station South Tyneside Limited

Company Limited by Guarantee

Management Information

Year ended 31 March 2023

The following pages do not form part of the financial statements.

Action Station South Tyneside Limited

Company Limited by Guarantee

Detailed Statement of Financial Activities

Year ended 31 March 2023

| | 2023 £ | 2022 £ |
|----------------------------------|----------------|----------------|
| Income | | |
| Grants and donations | | |
| Community Foundation | 21,018 | — |
| National Lottery Community Fund | — | 9,986 |
| Tudor Trust | 40,000 | — |
| Anonymous donations | 2,750 | 3,250 |
| Good Things Foundation | — | 6,733 |
| Asda Foundation | 630 | — |
| Joicey Trust | 450 | — |
| Awards for All | 10,000 | — |
| STMBC | 10,000 | 22,334 |
| The Virgin Money Foundation | 8,000 | — |
| Barbour Family Trust | 25,000 | — |
| Bernicia | 562 | 9,512 |
| Doggerbank | — | 500 |
| Garfield Weston Foundation | — | 20,000 |
| Coronavirus Job Retention Scheme | — | 14,858 |
| | <u>118,410</u> | <u>87,173</u> |
| Other trading activities | | |
| Cafe | — | 770 |
| Room hire and other | <u>42,590</u> | <u>27,905</u> |
| | <u>42,590</u> | <u>28,675</u> |
| Investment income | | |
| Bank interest receivable | <u>275</u> | <u>30</u> |
| Total income | <u>161,275</u> | <u>115,878</u> |

Action Station South Tyneside Limited

Company Limited by Guarantee

Detailed Statement of Financial Activities

Year ended 31 March 2023

| | 2023 £ | 2022 £ |
|--|----------------|------------------|
| Expenditure | | |
| Costs of raising grants, donations and other trading activities | | |
| Wages and salaries | 99,543 | 136,363 |
| Employer's NIC | 1,936 | 4,018 |
| Pension costs | 2,573 | 2,889 |
| Redundancy | — | 7,000 |
| Rent | — | 2,100 |
| Rates and water | 8,555 | 8,247 |
| Light and heat | 16,431 | 14,176 |
| Repairs and maintenance | 12,308 | 30,093 |
| Insurance | 3,152 | 8,938 |
| Subscriptions, licences and conferences | 306 | 1,085 |
| Volunteer expenses | 2,507 | 3,835 |
| Training, courses and travel | 9,887 | 3,791 |
| Coffee shop expenditure | — | 586 |
| Telephone | 2,672 | 2,556 |
| Other office costs | 4,032 | 4,164 |
| Cleaning | 1,722 | 2,207 |
| Advertising | — | 1,488 |
| Bank charges | 908 | 1,714 |
| Sundry expenses | 510 | 1,088 |
| | <u>167,042</u> | <u>236,338</u> |
| Expenditure on charitable activities | | |
| Legal and professional fees | <u>1,084</u> | <u>1,021</u> |
| Total expenditure | <u>168,126</u> | <u>237,359</u> |
| Net expenditure | <u>(6,851)</u> | <u>(121,481)</u> |

JFS Torbitt
58 Durham Road
Birtley
Co Durham
DH3 2QJ

Dear JFS Torbitt,

The following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience such as we consider necessary in connection with your independent examination of the charity's financial statements for the year ended 31st March 2023. These enquiries have included inspection of supporting documentation where appropriate and are sufficient to satisfy ourselves that we can make each of the following representations. All representations are made to the best of our knowledge and belief.

General

- 1 We acknowledge that the work performed by you is substantially less in scope than an audit performed in accordance with International Standards on Auditing (UK) and that you do not express an audit opinion.
- 2 We confirm that the charitable company qualifies as small in accordance with the conditions set out in chapter 1 of part 15 of the Companies Act 2006.
- 3 We confirm that the charitable company was entitled to exemption under section 144 of the Charities Act 2011 the requirement to have its financial statements for the financial year ended 31st March 2023 audited. We also confirm that the members have not required the company to obtain an audit of its financial statements for the financial year in accordance with section 476 of the Companies Act 2006.
- 4 We have fulfilled our responsibilities as directors / trustees as set out in the terms of your engagement letter, under the Companies Act 2006 and Charities Act 2011 for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view and for making accurate representations to you.
- 5 All the transactions undertaken by the charity have been properly reflected and recorded in the accounting records.
- 6 All the accounting records have been made available to you for the purpose of your independent examination. We have provided you with unrestricted access to all appropriate persons within the charity, and with all other records and related information requested, including minutes of all management and trustee meetings and correspondence with The Charity Commission.
- 7 The financial statements are free of material misstatements, including omissions.
- 8 The effects of uncorrected misstatements are immaterial both individually and in total.

Assets and liabilities

- 9 The charity has satisfactory title to all assets and there are no liens or encumbrances on the charity's assets, except for those that are disclosed in the notes to the financial statements.
- 10 All actual liabilities, contingent liabilities and guarantees given to third parties have been recorded or disclosed as appropriate.
- 11 We have no plans or intentions that may materially alter the carrying value and where relevant the fair value measurements or classification of assets and liabilities reflected in the financial statements.

Accounting estimates

- 12 The methods, data and significant assumptions used by us in making accounting estimates, and their related disclosures, are appropriate to achieve recognition, measurement and disclosure that is reasonable in the context of the applicable financial reporting framework.

Loans and arrangements

- 13 The charitable company has not granted any advances or credits to, or made guarantees on behalf of, directors.

Legal claims

- 14 We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for and disclosed in the financial statements.

Laws and regulations

- 15 We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

Related parties

- 16 We are not aware of any related party matters which require disclosure in order to comply with legislative and accounting standards requirements.

Subsequent events

- 17 All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

Going concern

- 18 We believe that the charity's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charity's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charity's ability to continue as a going concern need to be made in the financial statements.

Grants and donations

- 19 All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.

20 Restricted grants and donations received in during the year are as follows:

- Community Foundation
- Barbour Family Trust
- Joicey Trust
- Tudor Trust
- Awards for All
- The Virgin Money Foundation
- ASDA
- James Knott Trust

Yours faithfully

Angela Lishman

Angela Lishman (Oct 3, 2023 21:16 GMT+1)

Signed on behalf of the board of trustees

Dr Angela Lishman

Date: 3 October 2023











Action Station South Tyneside Limited 31.3.23 Final

Final Audit Report

2023-10-04

| | |
|-----------------|--|
| Created: | 2023-10-03 |
| By: | Kay Walker (kay@jfstorbitt.co.uk) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAXeUCx0rvJnfKYZ48BZhKqU7aFluL5Qwu |

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-  Document created by Kay Walker (kay@jfstorbitt.co.uk)
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