

Company Ltd by Guarantee No: 3691811

Registered Charity Number : 1077034

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021
FOR
BILSTON RESOURCE CENTRE
(A COMPANY LIMITED BY GUARANTEE)**

<u>CONTENTS</u>	<u>PAGE NO.</u>
COMPANY & CHARITY INFORMATION	3
TRUSTEES' REPORT	4 - 6
INDEPENDENT EXAMINER'S REPORT	7
STATEMENT OF FINANCIAL ACTIVITIES	8
BALANCE SHEET	9
NOTES TO THE FINANCIAL STATEMENTS	10 - 14

BILSTON RESOURCE CENTRE

COMPANY & CHARITY INFORMATION FOR THE YEAR ENDED 31 MARCH 2021

DIRECTORS / TRUSTEES:	Mr K J Sammonds Mr P J Share Mr M N Milligan Mrs R K Patla MBE
COMPANY SECRETARY	Mr S Bhardwaj
REGISTERED OFFICE :	St Michaels Mission Wolverhampton Street Bilston WV14 0LT
COMPANY NUMBER:	3691811 (England and Wales)
REGISTERED CHARITY NUMBER :	1077034
INDEPENDENT EXAMINER :	Severn Accounting Victoria House 63/64 Foregate Street Worcester WR1 1DX
BANKERS:	Lloyds Bank 89 Church Street Bilston West Midlands WV14 0AX

BILSTON RESOURCE CENTRE
REPORT OF THE TRUSTEES
FOR THE PERIOD ENDED 31 MARCH 2021

The directors, who are also trustees for the purposes of the Charity Act, present their annual report and independently reviewed Financial Statements for the year ended 31st March 2021

OBJECTS AND ACTIVITIES

As set out in the Memorandum and Articles of Association, the objects of the charity are: to promote the benefit of the inhabitants of the area of benefit. In particular, to advance Christian values, education and training, relieve sickness and old age, preserve and protect good health and to provide facilities in the interest of social welfare for recreation and other leisure time occupation with the object of improving the conditions of life for the said inhabitants.

Bilston Resource Centre's main activity is to support local people to access learning, skills and employment, by providing a welcoming open access facility, providing Information Advice & Guidance (IAG), help with CVs and jobsearch, as well as learning opportunities in Basic Skills, ESOL and Information Technology. We also work with other partners within our networks and provide vocationally relevant skills and qualifications. Additionally, we have developed the community hub and cafe to bring community groups together and also enabling organisations to make use of the centre's new purpose built facilities.

All of the Centre's activities are aimed at supporting local people, in an area of high deprivation. No member of the Company, including the Directors, receives any financial benefit from their involvement with the Centre.

In developing activities and delivering services, the Directors have taken account of the guidance on public benefit published by the Charities Commission.

ACHIEVEMENTS AND PERFORMANCE – April 2020 to March 2021

From April 2020 - March 2021, BRC has registered 115 new clients [56 men and 59 women].

Covid19 lockdown impacted the number of new registrations at the Centre. However, through the development of the café, BRC have supported 304 families with hot meals. In total 2,656 meals were prepared and distributed to vulnerable residents including children. BRC were able to still offer a range of support to local people through online means such as Zoom. This included those wishing to access education, training and employment including:

- Information Advice and Guidance to Matrix Quality Standard. This included career guidance and action planning, help with CVs and job applications, and access to jobsearch (including online job search).
- OCR and OCN accredited learning for Basic Skills and ESOL. In the period of April 2020 to March 2021, 67 learners were supported to achieve qualifications in ICT, English & Functional Skills. In total 39 have gained certificates in this period.
- Access to our IT suite and learning support was limited due to covid restrictions. However, clients received support by remote means. This included BRC partnering with City of Wolverhampton Council to participate in the digital chrome book lending scheme. This involved loaning chromebooks to clients so they could pursue jobsearch and learning from home. As part of this scheme we also supported other grassroots organisations by loaning them 5 chromebooks to be utilised in their centres once lockdown restrictions eased.
- BRC has developed positive working relationships with 17 new partners through the Wolverhampton Learning Platform. Additionally, BRC partnered up with Excel Church and Bilston People's Centre supporting the food distribution within the Bilston area. Additionally, together with Job Change learners obtained health and social care related qualifications, including interviews with employers in the care industry. Furthermore, we are working with Adult Education Wolverhampton delivering English entry level and ICT level 1.

BILSTON RESOURCE CENTRE
REPORT OF THE TRUSTEES (continued)
FOR THE PERIOD ENDED 31 MARCH 2021

FINANCIAL REVIEW

The charity receives a variety of grants and donations for specific purposes, which are treated as Restricted Funds. Other income is earned through delivering contracts for public agencies. While not restricted funds, we are still required to account to these agencies for the use of these funds. We use the Money Manager software package to track expenditure against various funds. The largest area of expenditure is on staff salaries. We use an external payroll agency, who are responsible for handling of PAYE and NI and payments to HMRC. All other expenditure is authorised by the Centre Manager. Nearly all our income is received in the form of cheques or direct BACS payments, and most expenditure is made by direct bank transfers [salaries by BACS]. The bank statements are reconciled on a monthly basis.

While 2020-21 was a challenging year operationally, it was a successful one financially, as we recorded a surplus in Unrestricted Funds of £45,238. This was achieved through some use of the CJRS Job Retention Scheme, together with generous donations from Garfield Weston Foundation, Grantham Yorke Trust, the Rotary Charity, The Edward Cadbury Trust & Penn Christian Centre. While the Heart of England Building Better Opportunities programme came to an end, it was replaced by Black Country Futures, managed by Steps to Work. Together with a grant from the Resonance Social Enterprise Support Fund, this enabled us to get the café into use, mainly to support our food distribution programme, while Wolverhampton Adult Education Service supported our learning in English, ESOL and ICT. We extend our grateful thanks to all our funders.

In line with the recommendations of the Charity Commission, the Trustees have adopted a policy on the holding of reserves. In view of the short-term nature of the Centre's funding, the Trustees are seeking to achieve unrestricted reserves amounting to six months' salaries and running costs. This currently amounts to around £130,000. With net current assets of £127,901, we are close to achieving this. The Trustees will continue to seek ways to sustain and boost our reserves.

The directors are empowered to invest monies of the Charity not immediately required for the furtherance of its objects in or upon such investments, securities or property as may be thought fit, nevertheless subject to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is constituted as a Charitable Company Limited by Guarantee and is a charity registered with the Charity Commission number 1077034, and is therefore not subject to Corporation Tax.

Governing document: Memorandum & Articles of Association incorporated on the 5th January 1999 as amended by special resolution dated 15th April 1999.

The Trustees set the overall policy and direction of the Charity. Day to day management responsibility is devolved to the paid staff, led by Simon Bhardwaj, the Centre Manager, who also acts as Company Secretary.

The Trustees all provide their services free of charge. They have a wide range of skills and experience in management in the public, private and voluntary sectors. Trustees are elected by the membership at the AGM, and serve for a three-year term.

BILSTON RESOURCE CENTRE

**REPORT OF THE TRUSTEES (continued)
FOR THE PERIOD ENDED 31 MARCH 2021**

REFERENCE & ADMINISTRATIVE DETAILS

These are set out on Page 3 of these accounts.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are required under UK Company law to prepare financial statements for each financial year, which give a true and fair view of the company's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the directors are required to:

- a) select suitable accounting policies and apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in operation.


The directors are responsible for keeping accounting records, which disclose with reasonable accuracy the financial position of the company and which enable them to ensure that the financial statements comply with applicable law and regulations. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The directors have identified the major risks to which the charity are exposed and have put adopted suitable mechanisms to manage those risks.

This report has been prepared in accordance with the special provisions of the Companies Act 2006 applicable to companies subject to the Small Companies regime.

APPROVAL

This report was approved by the directors on 29th Oct. 2021,

and signed on their behalf:

.....


Mr Peter Share, Chair

**REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF
BILSTON RESOURCE CENTRE**

I report to the charity trustees on my examination of the accounts of the Charity for the year ended 31st March 2021, which are set out on pages 3-6 and 8-14

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.



Ali Jaw ACCA FMAAT BSc(Hons)
Severn Accounting
Victoria House
63/64 Foregate Street
WORCESTER,
WR1 1DX

Date : 15 September 2021

Statement of Financial Activities (incorporating an Income and Expenditure Account)
for the year ended 31st March 2021

		Unrestricted Funds	Designated Funds	Restricted Funds	2021 Total Funds	2020 Total Funds
	Notes	£	£	£	£	£
INCOME FROM:						
Donations & legacies	2	24,926			24,926	1,000
Charitable activities	3	82,852		132,190	215,042	197,045
Other trading activities	4	10,850			10,850	5,985
Investment income	5	15			15	38
TOTAL INCOME		118,642	0	132,190	250,832	204,068
EXPENDITURE ON:						
Raising Funds	6	5,944			5,944	6,081
Charitable Activities	6	67,382	23,729	163,372	254,483	238,331
TOTAL EXPENDITURE		73,326	23,729	163,372	260,427	244,412
NET INCOME/(EXPENDITURE)						
before transfers		45,316	-23,729	-31,182	-9,595	(40,344)
Transfers between funds						0
Prior year Adjustment		-78			-78	0
Net Incoming/(Outgoing) resources		45,238	(23,729)	(31,182)	(9,673)	(40,344)
RECONCILIATION OF FUNDS						
Total funds brought forward		88,154	431,155	689,806	1,209,115	1,249,459
TOTAL FUNDS CARRIED FORWARD		133,392	407,426	658,624	1,199,442	1,209,115

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

There are no recognised gains or losses other than those passing through the income and expenditure account.

Bilston Resource Centre

Balance Sheet as at 31st March 2021

	Notes	At 31st March 2021 £	At 31st March 2020 £
FIXED ASSETS			
Tangible	8	1,071,541	1,125,494
CURRENT ASSETS			
Debtors & prepayments	9	42,737	50,203
Cash at bank and in hand		105,382	75,125
		<u>148,119</u>	<u>125,328</u>
CREDITORS			
Amounts falling due within one year	10	<u>20,218</u>	<u>41,707</u>
NET CURRENT ASSETS		<u>127,901</u>	<u>83,621</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		1,199,442	1,209,115
CREDITORS			
Amounts falling due after more than one year		0	0
NET ASSETS		<u>1,199,442</u>	<u>1,209,115</u>
FUNDS OF THE CHARITY			
Restricted funds	12	658,624	689,806
Unrestricted funds		133,392	88,154
Designated funds		407,426	431,155
TOTAL FUNDS		<u>1,199,442</u>	<u>1,209,115</u>

For the year ending 31st March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities :

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006. However, in accordance with Section 145 of the Charities Act 2011, the financial statements have been examined by an Independent Examiner, whose report is included in these accounts.

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.

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

The accounts were approved by the Board on 29th OCT 2021



Mr Peter Share, Chair

The notes form part of the financial statements

**Notes to the Financial statements
for the year ended 31st March 2021**

Note

1 ACCOUNTING POLICIES

Accounting Convention

The Financial Statements have been prepared in accordance with applicable accounting standards including Financial Reporting Standard FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102), The Charities Act 2011 and 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 2015).

Cash Flow Statement

Exemption has been taken from preparing a cashflow statement on the grounds that the company qualifies as a small company.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life :

Fixtures, fittings & equipment	- 25% per annum on the fixed instalment basis
Property	- 4 % per annum on the fixed instalment basis

Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Restricted incoming resources in respect of capital expenditure are carried forward as deferred capital grants and released to the fund account to match the depreciation charges.

Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all the costs related to the category. Where costs cannot be directly attributable to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities

Fund Accounting

Unrestricted Funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when the funds are raised for a particular restricted purpose.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs

The Company operates a money purchase pension scheme for employees. Employer contributions are charged as an expense in the period to which they relate and are allocated to activities in line with the related salary cost.

**Notes to the Financial statements
for the year ended 31st March 2021**

Note

2 INCOME FROM DONATIONS & LEGACIES	2021	2020
	£	£
Garfield Weston Foundation	20,000	
Grantham Yorke Trust	1,000	
Rotary Charity	500	
The Edward Cadbury ECCT Grant	2,500	
Penn Christian Centre	500	
WCC Food Bank	426	
GJW Turner Trust		1,000
	24,926	1,000

3 INCOME FROM CHARITABLE ACTIVITIES	2021	2020
	£	£
Restricted Funds		
TNL Community Fund - Hub development	27,075	27,058
Big Lottery Fund Buildings - Phase 2 capital grant		38,002
BBO Community Matters	2,536	45,586
Black Country Futures	56,938	
CJRS - Job Retention Scheme	22,642	
Resonance - Social Enterprise Support	23,000	
	132,190	110,646
Other charitable income		
Education & training	70,219	68,213
Advice, guidance & help into work	12,410	13,186
TNL Community Fund - revenue re capital grant		5,000
Other income	223	
	82,852	86,399

4 INCOME FROM OTHER TRADING ACTIVITIES		
Centre lettings	7,224	5,985
Café takings	3,627	
	10,850	5,985

Hire charges were made for use of the Centre by various outside organisations in 2020-21.

5 INVESTMENT INCOME		
Interest receivable	15	38
TOTAL INCOME	250,832	204,068

Note

6 EXPENDITURE	2021	2020
	£	£
<u>Charitable Activities:</u>		
Staff costs	144,791	146,192
Establishment costs	22,870	23,770
Direct cost of activities	32,369	13,841
Depreciation	53,953	53,953
Independent Examiner's Fee	500	575
	254,483	238,331
<u>Raising funds:</u>		
Staff costs	5,444	5,581
Other direct costs	500	500
	5,944	6,081
Total Expenditure	260,427	244,412

**Notes to the Financial statements
for the year ended 31st March 2021**

Note

7 STAFF COSTS, TRUSTEES REMUNERATION AND EXPENSES

During the year no remuneration for services as a director/trustee and no expenses were paid or were payable, directly or indirectly, out of funds of the charity to any trustee.

Trustee Stewardship Insurance of £1,332 was paid during the year (Pyr £1,197)

	2021	2020
	£	£
STAFF COSTS		
Wages and salaries	136,868	127,732
Redundancy Costs	615	14,066
Social security costs	5,788	5,791
Pension costs	4,407	4,184
	147,679	151,773

The average monthly number of employees during the year was :

9 **8**

There were no employees whose annual emoluments were £60,000 or more (2019 : nil)

8 TANGIBLE FIXED ASSETS	Unrestricted Funds	Designated Funds	Restricted Funds	Total
Cost				
At 31st March 2020	9,172	593,213	698,270	1,300,655
Additions			0	0
Disposals	0		0	0
As at 31 March 2021	9,172	593,213	698,270	1,300,655
Depreciation				
At 31 March 2020	2,293	124,056	48,812	175,161
Charge for the period	2,293	23,729	27,931	53,953
Disposals	0		0	0
At 31 March 2021	4,586	147,785	76,743	229,114
Net Book Value				
At 31st March 2021	4,586	445,428	621,527	1,071,541
At 31st March 2020	6,879	469,157	649,458	1,125,494

Notes to the Financial statements
for the year ended 31st March 2021

Note

9 DEBTORS

	At 31st March 2021	At 31st March 2020
		£
Trade Debtors	42,737	50,203
Prepayments and accrued income		
	<u>42,737</u>	<u>50,203</u>

10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade Creditors	19,718	41,207
Tax and social security		
Accrued expenses - Independent Examiner	500	500
	<u>20,218</u>	<u>41,707</u>

CREDITORS: AMOUNTS FALLING DUE AFTER ONE YEAR

11 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
Fixed Assets	4,586	445,428	621,527	1,071,541	1,125,494
Net Current Assets	128,806		-905	127,901	83,621
Long term Liabilities					
	<u>133,392</u>	<u>445,428</u>	<u>620,622</u>	<u>1,199,442</u>	<u>1,209,115</u>

**Notes to the Financial statements
for the year ended 31st March 2021**

Note**12 Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held in trust for specific purposes :

	MOVEMENT IN FUNDS				Balance at 31st March 2021
	Balance at 1 April 2020	Incoming Resources	Resources Expended	Transfers to Designated Fund	
	£	£	£	£	£
BBO Community Matters	(1,455)	2,536	1,923		(842)
TNL Community Fund - Hub development	1,301	27,075	27,826		550
Black Country Futures		56,938	57,551		(613)
Resonance - Social Enterprise Support		23,000	23,000		0
CJRS - Job Retention Scheme		22,642	22,642		0
GJW Turner Trust	1,000		1,000		0
The Grimmit Trust	1,000		1,000		0
The Lillie C Johnson Charitable Trust	500		500		0
Big Lottery Fund - Capital Grant	687,460		27,931		659,529
	689,806	132,190	163,372	0	658,624

BBO Community Matters - a grant from ESF & Big Lottery for support to those furthest from the labour market

TNL Community Fund - Hub development - a grant from the National Lottery Community Fund to support the development of BRC as a Community Hub

GJW Turner Trust, Lillie C Johnson Charitable Trust & the Grimmit Trust - grants towards the start-up costs of the community café

Big Lottery Fund - Capital Grant : a grant through the Reaching Communities Building Programme towards the cost of the Phase 2 expansion. The grant is subject to a 20 year legal charge, and will be discharged over this grant period.

Transfers

Transfers may be made in situations where expenditure has exceeded available grant income or where there has been a small balance of grant remaining after the project completion.

13 Designated Fund

A sum of £23,729 has been charged as depreciation of the designated capital fund, which reflects the value of the two extensions to the premises.

14 Commitments under operating leases

At 31 March 2021 the company had a commitment under a non-cancellable operating lease from St Michaels Neighbourhood Church for a term of 25 years, commencing January 2014 until December 2038. This lease commits the company to an annual rent of £8,000 p.a. to cover its occupation of the Phase 1 annexe at St Michaels Mission, Wolverhampton Street, Bilston WV14 0LT, to deliver its services and programmes. At the expiry of the term, the asset will revert back to the owners.

In December 2018 the company entered into a second lease from St Michaels Neighbourhood Church for a term of 20 years. This lease commits the company to an annual rent of £1,400 p.a. to cover its occupation of the Phase 2 annexe at St Michaels Mission, Wolverhampton Street, Bilston WV14 0LT, to deliver its services and programmes. At the expiry of the term, the asset will revert back to the owners.

These commitments can be broken down as follows :

Under 1 year	£9,400
1 to 5 years	£37,600
Over 5 years	£112,800

15 Reserves Policy

The directors have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The directors aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The directors will endeavour not to set aside funds unnecessarily.

16 Related party transactions

There were no transactions with related parties during the year or previous year that require disclosure in these accounts.