

Company Ltd by Guarantee No: 3691811

Registered Charity Number : 1077034

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022
FOR
BILSTON RESOURCE CENTRE
(A COMPANY LIMITED BY GUARANTEE)**

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BILSTON RESOURCE CENTRE

**COMPANY & CHARITY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2022**

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 West Midlands WV14 0AX

BILSTON RESOURCE CENTRE
REPORT OF THE TRUSTEES
FOR THE PERIOD ENDED 31 MARCH 2022

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 2022

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 2021 to March 2022

BRC has achieved positive successes this year, however, not without its challenges. We remember our late Nick Woolf who sadly passed away on 15 December 2021. Nick performed a proactive role at BRC for many years, as our finance administrator and fundraiser. Our thoughts and prayers are with his family. From April 2021 - March 2022, BRC has registered 235 new clients [111 men and 124 women].

Covid19 lockdown impacted the number of new registrations at the Centre. However, through the development of the café, BRC have supported many families with hot meals. BRC have also noticed a significant increase with referrals from DWP and word of mouth, and offering wrap around support. 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). BRC achieved its Matrix Quality Standard renewal, which BRC have maintained since 2002
- OCR and OCN accredited learning for Basic Skills and ESOL. In the period of April 2021 to March 2022, 60+ learners were supported to achieve qualifications in ICT, English & Functional Skills. BRC also began delivering a new IT course called "Essential Digital Skills"
- BRC continued to partner 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 lock down 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. BRC also began new projects including the Bridge BBO, supporting adults aged 24+ into employment.

BILSTON RESOURCE CENTRE

REPORT OF THE TRUSTEES (continued) FOR THE PERIOD ENDED 31 MARCH 2022

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 £28,054. 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 £147,000. With net current assets of £157,414 we have comfortably covered 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 2022

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 16th NOVEMBER 2022,

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 2022, 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 :

Statement of Financial Activities (incorporating an Income and Expenditure Account)
for the year ended 31st March 2022

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
Notes						
INCOME FROM:						
Donations & legacies	2	3,413			3,413	24,926
Charitable activities	3	115,217		162,007	277,224	215,042
Other trading activities	4	9,892			9,892	10,850
Investment income	5	7			7	15
TOTAL INCOME		128,529	0	162,007	290,536	250,832
EXPENDITURE ON:						
Raising Funds	6	0			0	5,944
Charitable Activities	6	100,475	23,729	169,664	293,868	254,483
TOTAL EXPENDITURE		100,475	23,729	169,664	293,868	260,427
NET INCOME/(EXPENDITURE)						
before transfers		28,054	(23,729)	(7,657)	(3,332)	(9,595)
Transfers between funds						
Prior year Adjustment						(78)
RECONCILIATION OF FUNDS						
Total funds brought forward		133,392	407,426	658,624	1,199,442	1,209,115
TOTAL FUNDS CARRIED FORWARD		161,446	383,697	650,967	1,196,110	1,199,442

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 2022**

	Notes	At 31st March 2022 £	At 31st March 2021 £
FIXED ASSETS			
Tangible	8	1,018,638	1,071,541
CURRENT ASSETS			
Debtors & prepayments	9	52,798	42,737
Cash at bank and in hand		140,774	105,382
		<u>193,572</u>	<u>148,119</u>
CREDITORS			
Amounts falling due within one year	10	<u>16,100</u>	<u>20,218</u>
NET CURRENT ASSETS		<u>177,472</u>	<u>127,901</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		1,196,110	1,199,442
CREDITORS			
Amounts falling due after more than one year		0	0
NET ASSETS		<u>1,196,110</u>	<u>1,199,442</u>
FUNDS OF THE CHARITY			
Restricted funds	12	650,967	658,624
Unrestricted funds		161,446	133,392
Designated funds		383,697	407,426
TOTAL FUNDS		<u>1,196,110</u>	<u>1,199,442</u>

For the year ending 31st March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

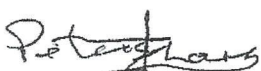
Director's responsibilities :

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 16th NOVEMBER 2022



Mr Peter Share, Chair

The notes form part of the financial statements

**Notes to the Financial statements
for the year ended 31st March 2022**

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

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 2022

Note

2 INCOME FROM DONATIONS & LEGACIES

	2022	2021
	£	£
Garfield Weston Foundation	-	20,000
Grantham Yorke Trust	1,000	1,000
Rotary Charity	-	500
The Edward Cadbury ECCT Grant	-	2,500
Penn Christian Centre	-	500
WCC Food Bank	-	426
One Walsall	100	
Fred Stainethorpe	13	
Good things foundation	2,300	
	3,413	24,926

3 INCOME FROM CHARITABLE ACTIVITIES

	2022	2021
	£	£
Restricted Funds		
TNL Community Fund - Hub development	27,432	27,075
BBO Community Matters	-	2,536
Black Country Futures	56,398	56,938
CJRS - Job Retention Scheme	11,549	22,642
Resonance - Social Enterprise Support	-	23,000
Covid vaccination	2,520	
Dimensions UK	1,360	
DWP Resource Mgt	12,125	
Heart of England	4,500	
CLC Oasis warm meal	2,190	
50 + Project Sandwell	5,485	
BBO Bridges	20,274	
	162,007	132,190
Other charitable income		
Education & training	65,000	70,219
Advice, guidance & help into work	7,535	12,410
TNL Community Fund - revenue re capital grant	-	
WVSC Voluntary Skills Connect	42,243	
Other income	439	223
	115,217	82,852

4 INCOME FROM OTHER TRADING ACTIVITIES

Centre lettings	5,866	7,224
Café takings	4,026	3,627
	9,892	10,850

Hire charges were made for use of the Centre by various outside organisations in 2021-22.

5 INVESTMENT INCOME

Interest receivable	7	15
TOTAL INCOME	290,536	250,833

Note

6 EXPENDITURE

	2022	2021
	£	£
<u>Charitable Activities:</u>		
Staff costs	171,362	144,791
Establishment costs	33,231	22,870
Direct cost of activities	32,972	32,369
Depreciation	54,303	53,953
Independent Examiner's Fee	2,000	500
	293,868	254,483
<u>Raising funds:</u>		
Staff costs		5,444
Other direct costs		500
	0	5,944
Total Expenditure	293,868	260,427

Notes to the Financial statements
for the year ended 31st March 2022

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 £2,010.02 was paid during the year (PYR £1,197)

	2022	2021
	£	£
STAFF COSTS		
Wages and salaries	159,341	136,868
Redundancy Costs		615
Social security costs	7,095	5,788
Pension costs	4,840	4,407
Staff travel & subsistence	86	
	171,362	147,679

The average monthly number of employees during the year was :

9 9

There were no employees whose annual emoluments were £60,000 or more (2021 : nil)

8 TANGIBLE FIXED ASSETS	Unrestricted Funds	Designated Funds	Restricted Funds	Total
At 1 April 2021	9,172	593,213	698,270	1,300,655
Additions	1,400		0	1,400
Disposals	0		0	0
As at 31 March 2022	10,572	593,213	698,270	1,302,055
Depreciation				
At 1 April 2021	4,586	147,785	76,743	229,114
Charge for the period	2,643	23,729	27,931	54,303
Disposals	0		0	0
As at 31 March 2022	7,229	171,514	104,674	283,417
Net Book Value				
As at 31 March 2022	3,343	421,699	593,596	1,018,638
At 31st March 2021	4,586	445,428	621,527	1,071,541

Notes to the Financial statements
for the year ended 31st March 2022

Note

9 DEBTORS

	At 31st March 2022	At 31st March 2021
		£
Trade Debtors	52,798	42,737
Prepayments and accrued income		
	<u>52,798</u>	<u>42,737</u>

10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade Creditors	14,100	19,718
Tax and social security		
Accrued expenses - Accountancy/Independent Examiner	2,000	500
	<u>16,100</u>	<u>20,218</u>

CREDITORS: AMOUNTS FALLING DUE AFTER ONE YEAR

11 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	Total Funds
	£	£	£	£	£
Fixed Assets	3,343	421,699	593,596	1,018,638	1,071,541
Net Current Assets	178,377		-905	177,472	127,901
Long term Liabilities					
	<u>181,720</u>	<u>421,699</u>	<u>592,691</u>	<u>1,196,110</u>	<u>1,199,442</u>

**Notes to the Financial statements
for the year ended 31st March 2022**

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 2022
	Balance at 1 April 2021	Incoming Resources	Resources Expended	Transfers to Designated Fund	
	£	£	£	£	£
BBO Community Matters	(842)				(842)
TNL Community Fund - Hub development	550	27,432	27,432		550
Black Country Futures	(613)	56,398	56,398		(613)
CJRS - Job Retention Scheme	0	11,549	11,549		0
Community Champions	0	18,175	18,175		0
Covid vaccination	0	2,520	2,520		0
Dimensions UK	0	1,360	1,360		0
DWP Resource Mgt	0	12,125	12,125		0
Heart of England	0	4,500	4,500		0
CLC Oasis warm meal	0	2,190	2,190		0
50 + Project Sandwell	0	5,485	5,485		0
Big Lottery Fund - Capital Grant	659,529	0	27,931		631,598
BBO Bridges	0	20,274			20,274
	658,624	162,007	169,664	0	650,967

BBO Community Matters - a grant from ESF & Big Lottery for support to those furthest from the labour market, which came to an end in March 2020.

Black Country futures - was a partnership project that commenced after BBO Community Matters came to an end. This project has been beneficial during the Covid pandemic and enabled us to develop the catering and cooking facilities. This project was to support people into employment, training and education, including the supply of warm meals to struggling families

Community Champions and Covid Vaccination - projects delivered during the pandemic to support the promotion of the covid vaccination among residents, local communities, whereby BRC managed 5 community champion organisations as a lead ambassador to ensuring the message on being safe as advised by public health was shared appropriately.

GJW Turner Trust, Lillie C Johnson Charitable Trust & the Grimmitt Trust - grants towards the start-up costs of the community café, and the also the delivery of provisions around skills and learning

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.

Dimensions UK - is an organisation that has been hiring BRC's facilities for almost 10 years since the phase 1 extension. BRC have developed and maintained good relationships with this organisation. There was a decline during covid on room bookings during this period due to the lock down restrictions and face to face contact.

DWP resource mgt - was the Kick Start Government scheme BRC began in November 2021, toward 3 Kickstarters who joined during this period as café assistants, digital marketing officer and Administrator.

CLC Oasis Warm meals - BRC partnered with Christian Life Centre (CLC) in Blakenhall supporting their Oasis Soup Kitchen. The soup kitchen was operating on a take away basis, whereby BRC provided between 30-40 meals on average to struggling families in need of this support as some were rough sleepers, including those living in temporary accommodation.

50+ Sandwell Project - This was part of the pilot Government programme called Community Renewal Fund, supporting people aged 50+ into employment, including those economically inactive, in particular those that lacked IT skills.

BBO Bridges - This project is contract managed by Steps2Work who also managed the Black Country Futures Project. This project began in November 2021, supporting people aged 24+ into employment, and/or further education or training.

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.

**Notes to the Financial statements
for the year ended 31st March 2022**

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 2022 the company had a commitment under a non-cancellable operating lease from Bilston 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. BRC have a formal lease agreement with the Church with phase 1 and phase 2 buildings. There is an understanding between both parties that rental will be charged during the next financial year and nominal cost on phase. Due to significant challenges during this financial year with covid, lockdown, the BNC and BRC have a mutual understanding that rent payments will be paid in the next financial year reducing the debtors and ensuring all payments are made during 2022/23.