

Company Ltd by Guarantee No: 3691811

Registered Charity Number : 1077034

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023
FOR
BILSTON RESOURCE CENTRE
(A COMPANY LIMITED BY GUARANTEE)**

CONTENTS**PAGE NO.**

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 - 15

BILSTON RESOURCE CENTRE

**COMPANY & CHARITY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2023**

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 Shaw Mews 1 Shaw Street Worcester WR1 3QQ
BANKERS:	Lloyds Bank 89 Church Street Bilston West Midlands WV14 0AX

BILSTON RESOURCE CENTRE
REPORT OF THE TRUSTEES
FOR THE PERIOD ENDED 31 MARCH 2023

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 2023

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 2022 to March 2023

BRC has achieved positive successes this year, with the delivery of a range of projects promoting engagement and outreach activities, employment and skills support, learning support including English, Maths, ESOL and Digital support and the community cafe has delivered a range of activities and bookings for stakeholders and residents. BRC have also piloted new activities around creative Art therapy to help address people's well-being.

BRC have continued to support residents through its services and have also piloted some work to target young people aged 16 - 18, by working with local secondary school in Bilston, Ormiston Academy. We have also done collaborative work with Excel youth group, providing meals for youth groups and also support Rainbow Kids Holiday scheme during summer period 2022. Through our digital scheme we have been supporting residents aged 50+ to enable them to improve their IT skills and confidence using computers.

- 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 have also taken on new volunteers to help them improve new skills in customer care, IAG and digital mentoring.
- Openawards and OCN accredited learning for Basic Skills and ESOL. In the period of April 2022 to March 2023, learners were supported to achieve qualifications in Essential Digital Skills, Functional Skills English. Digital Skills Courses have proven to be successful as learners who have little or no
- BRC have continued to partner with the City of Wolverhampton Council to participate in the digital chrome book lending scheme. BRC are also a key partner in the Black Country Futures strategic partnership group and have had the opportunity to participate in shaping the strategy of learning, support, well-being across the black country with other organisations. BRC have also continued to develop strong local partnership in the Bilston area with community providers, identifying local issues to address.
- BRC has successfully delivered against its key projects being Bridges, Community Renewal Skills Connect, Get Online and Support for Over 50s. These projects have enabled BRC to test and trial new innovative activities, not only supporting people's employment and training needs, but also activities around their health and well-being needs improving people's self-esteem, self-belief and confidence.

BILSTON RESOURCE CENTRE
REPORT OF THE TRUSTEES (continued)
FOR THE PERIOD ENDED 31 MARCH 2023

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.

BRC have been successful with a number of contracts and projects, despite the challenges faced with projects coming to an end. While the Black Country Futures came to an end, BRC we successful with the delivery of the Bridges European Lottery Project, supporting the unemployed and economically inactive into work. BRC were also successful in delivering the Community Renewal funding including, Skills Connect, Support for 50+ and Get Online. Furthermore, BRC were successful with a pilot project called Know Your Neighbourhood via Heart of England, promoting volunteering and workplacement opportunities, to reduce loneliness. This project was open to all residents, however, with particular focus on those aged over 50 and young people aged 16-24. BRC have continued to deliver the Adult Education Budget for Adult Skills, as a subcontractor provider delivering English, Maths and Essential Digital Skills accredited qualifications. We at BRC continue to 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 £165,000. With net current assets of £264,065 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 2023

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.

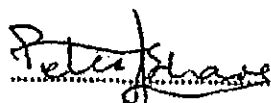
The directors are responsible for keeping accounting records, which disclose with reasonable accuracy the financial position of the company and which enable them to ensure that the financial statements comply with applicable law and regulations. They are also responsible for safeguarding the assets of 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 14th Nov 2023,

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 2023, which are set out on pages 3-6 and 8-15

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.



Severn Accounting

Shaw Mews

1 Shaw Street

Worcester

WR1 3QQ

Date:

14th November 2023

**Statement of Financial Activities (incorporating an Income and Expenditure Account)
for the year ended 31st March 2023**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2023 Total Funds £	2022 Total Funds £
INCOME FROM:						
Donations & legacies	2	6,900			6,900	3,413
Charitable activities	3	156,857		180,473	337,330	277,224
Other trading activities	4	24,974			24,974	9,892
Investment income	5	164			164	7
TOTAL INCOME		188,895	0	180,473	369,368	290,536
EXPENDITURE ON:						
Raising Funds	6	0			0	0
Charitable Activities	6	76,892	23,729	228,678	329,299	293,868
TOTAL EXPENDITURE		76,892	23,729	228,678	329,299	293,868
NET INCOME/(EXPENDITURE)						
before transfers		112,003	(23,729)	(48,205)	40,069	(3,332)
Transfers between funds						
Prior year Adjustment						
Net Incoming/(Outgoing) resources		112,003	(23,729)	(48,205)	40,069	(3,332)
RECONCILIATION OF FUNDS						
Total funds brought forward		161,446	383,697	650,967	1,196,110	1,199,442
TOTAL FUNDS CARRIED FORWARD		273,449	359,968	602,762	1,236,179	1,196,110

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 2023**

	Notes	At 31st March 2023 £	At 31st March 2022 £
FIXED ASSETS			
Tangible	8	972,114	1,018,638
CURRENT ASSETS			
Debtors & prepayments	9	4,145	52,798
Cash at bank and in hand		261,318	140,774
		<u>265,463</u>	<u>193,572</u>
CREDITORS			
Amounts falling due within one year	10	<u>1,398</u>	<u>16,100</u>
NET CURRENT ASSETS		<u>264,065</u>	<u>177,472</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		1,236,179	1,196,110
CREDITORS			
Amounts falling due after more than one year		0	0
NET ASSETS		<u>1,236,179</u>	<u>1,196,110</u>
FUNDS OF THE CHARITY			
Restricted funds	12	602,762	650,967
Unrestricted funds		273,449	161,446
Designated funds		359,968	383,697
TOTAL FUNDS		<u>1,236,179</u>	<u>1,196,110</u>
		0	0

For the year ending 31st March 2023 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 14th Nov 2023



Mr Peter Share, Chair

The notes form part of the financial statements

**Notes to the Financial statements
for the year ended 31st March 2023**

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 straightline basis
Property	4 % per annum on straightline basis
Other Fixed Assets	10% per annum on Straightline 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 2023

Note

2 INCOME FROM DONATIONS & LEGACIES

	2023	2022
	£	£
Grantham Yorke Trust	-	1,000
One Walsall	-	100
Fred Stainethorpe	-	13
Good things foundation	6,900	2,300
	6,900	3,413

3 INCOME FROM CHARITABLE ACTIVITIES

	2023	2022
	£	£
Restricted Funds		
TNL Community Fund - Hub development	-	27,432
Black Country Futures	-	56,398
CIRS - Job Retention Scheme	-	11,549
Access to business	-	18,175
Covid vaccination	-	2,520
Dimensions UK	-	1,360
DWP Resource Mgt	12,490	12,125
Heart of England	23,800	4,500
CLC Oasis warm meal	-	2,190
50 + Project Sandwell	16,243	5,485
BBO Bridges	113,012	20,274
Sandwell MBC	14,928	
	180,473	162,007
Other charitable income		
Education & training	71,000	65,000
Advice, guidance & help into work	2,295	7,535
WVSC Voluntary Skills Connect	83,267	42,243
Other income	295	439
	156,857	115,217

4 INCOME FROM OTHER TRADING ACTIVITIES

Centre lettings	13,615	5,866
Café takings	11,359	4,026
	24,974	9,892

Hire charges were made for use of the Centre by various outside organisations in 2022-23.

5 INVESTMENT INCOME

Interest receivable	164	7
TOTAL INCOME	369,368	290,536

Note

6 EXPENDITURE

	2023	2022
	£	£
<u>Charitable Activities:</u>		
Staff costs	189,675	171,362
Establishment costs	40,324	33,231
Direct cost of activities	41,468	32,972
Depreciation	55,458	54,303
Accountancy/Independent Examiner's Fee	2,375	2,000
	329,299	293,868
<u>Raising funds:</u>		
Staff costs		
Other direct costs		
	0	0
Total Expenditure	329,299	293,868

**Notes to the Financial statements
for the year ended 31st March 2023**

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 £2,327 was paid during the year (PYR £2,010.02)

	2023	2022
	£	£
STAFF COSTS		
Wages and salaries	178,589	159,341
Redundancy Costs		
Social security costs	5,389	7,095
Pension costs	5,179	4,840
Staff travel & subsistence	518	86
	189,675	171,276

The average monthly number of employees during the year was :

9 **9**

There were no employees whose annual emoluments were £60,000 or more (2022 : nil)

8 TANGIBLE FIXED ASSETS	Unrestricted Funds	Designated Funds	Restricted Funds	Total
Cost				
At 1 April 2022	10,572	593,213	698,270	1,302,055
Additions	8,934		0	8,934
Disposals	0		0	0
As at 31 March 2023	19,506	593,213	698,270	1,310,989
Depreciation				
At 1 April 2022	7,229	171,514	104,674	283,417
Charge for the period	3,798	23,729	27,931	55,458
Disposals	0		0	0
As at 31 March 2023	11,027	195,243	132,605	338,875
Net Book Value				
As at 31 March 2023	8,479	397,970	565,665	972,114
At 31st March 2022	3,343	421,699	593,596	1,018,638

Notes to the Financial statements
for the year ended 31st March 2023

Note

9 DEBTORS

	At 31st March 2023	At 31st March 2022
		£
Trade Debtors	4,145	52,798
Prepayments and accrued income		
	<u>4,145</u>	<u>52,798</u>

10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade Creditors	1,398	14,100
Tax and social security		
Accrued expenses	0	2000
	<u>1,398</u>	<u>16,100</u>

CREDITORS: AMOUNTS FALLING DUE AFTER ONE YEAR

11 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2023 Total Funds £	2022 Total Funds £
Fixed Assets	8,479	397,970	565,665	972,114	1,018,638
Net Current Assets	264,970		-905	264,065	177,472
Long term Liabilities					
	<u>273,449</u>	<u>397,970</u>	<u>564,760</u>	<u>1,236,179</u>	<u>1,196,110</u>

**Notes to the Financial statements
for the year ended 31st March 2023**

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 1 April 2022	Incoming Resources	Resources Expended	Transfers to Designated Fund	Balance at 31st March 2023
	£	£	£	£	£
BBO Community Matters	(842)				(842)
TNL Community Fund - Hub development	550	0	0		550
Black Country Futures	(613)	0	0		(613)
DWP Resource Mgt	0	12,490	12,490		0
Heart of England	0	23,800	23,800		0
50 + Project Sandwell	0	16,243	16,243		0
Big Lottery Fund - Capital Grant	631,598	0	27,931		603,667
BBO Bridges	20,274	113,012	133,286		0
Sandwell MBC		14,928	14,928		0
	650,967	180,473	228,678	0	602,762

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. The project finished in March 2023.

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.

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. This project came to an end in 2022

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. This project came to an end in March 2023.

Heart of England (Volunteering) March 2023 - This was a short pilot project to reduce loneliness and isolation through volunteering placement opportunities. This project was to target residents living in Bilston and surrounding areas, in particular young people aged 16 - 24 and people over 50. This was a successful project as volunteers gained experience in catering and

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 2023**

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 2023 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.