

**Registered Charity Number: 1079523**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2023  
FOR  
NORTHGATE WARD DEVELOPMENT GROUP**

## **NORTHGATE WARD DEVELOPMENT GROUP**

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**NORTHGATE WARD DEVELOPMENT GROUP****REFERENCE AND ADMINISTRATIVE DETAILS  
FOR THE YEAR ENDED 31ST MARCH 2023**

<b>TRUSTEES</b>	M Goard S Waters D Baldock J Butcher T Newington
<b>PRINCIPAL ADDRESS</b>	Northgate Ward Community Centre Military Road Canterbury Kent CT1 1YX
<b>REGISTERED CHARITY NUMBER</b>	1079523
<b>COMMUNITY CENTRE &amp; PROJECT MANAGER</b>	A Bradley
<b>PROPERTY TRUSTEES</b>	M Goard A Fenyo

## **NORTHGATE WARD DEVELOPMENT GROUP**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023**

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2023.

#### **Structure, Governance and Management**

Northgate Ward Development Group (NWDG) was founded in October 1991. It became a registered charity on 24 February 2000 under a newly constituted trust deed dated 26 January 2000, as amended on 9 September 2008.

A further updated amendment to the Constitution was approved in 2018 by the Charity Commissioners and can be accessed via Northgate Ward Development Group charity number 1079523 on the Charity commission web site.

Trustee Developments since last accounts: -

The Trustee Board meet four times a year to discuss and oversee the activities of the Charity and to hear the Finance Report, Centre Manager's Report and Deputy Manager's Report.

The trustees are as follows: -Martin Goard continues as Chairman, Jean Butcher as Vice Chairman, Sally Waters as Treasurer and Diane Baldock. Muriel Jennings sadly passed away in 2022. Tony Newington joined the board in March 2023 and his appointment is to be ratified at AGM on the 5.10.2023.

The day-to-day operations of the charity are carried out from Northgate Community Centre by 4 full time staff and 6 part time paid staff and other volunteer support staff under the leadership of the Centre/Project Manager and Deputy Centre Manager

The Trustees are currently working on a variety of new projects which will be announced as and when they can be finalised.

#### **Review of the objectives, activities, and achievements**

##### **Objectives and Aims**

The objectives of the charity are to provide support and advice services as well as leisure activities to improve quality of life and general wellbeing of residents of the Northgate Ward, Canterbury. In setting our objectives and planning our activities the Trustees have considered the Charity Commission's general guidance on public benefit.

**Products, services, and leisure activities** are run by NWDG from Northgate Ward Community Centre. The Centre is open Monday to Friday 9.00am to 4.00pm. In the evenings and week- ends - the Centre opens for group bookings and resident's private events and parties.

## **NORTHGATE WARD DEVELOPMENT GROUP**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023**

Services that are offered include a help Desk, a monthly foot clinic, office services, photocopying, and internet access via free Wi-Fi, room and hall hire and badminton courts for bookings. Other Services include, a weekly health trainer funded by NHS, a bi-monthly foot clinic, a fortnightly session by the Northgate Medical Practise Social Prescribers in the cafe and Kent County Council provides day opportunities for adults with learning difficulties.

Canterbury and District Early Years Project offering help and support for parents with young children continues to be run from Poet's Corner building owned by NWDG and rented to this local charity at a discounted rate.

The Café continues to be the focal point of the Community Centre. The café manager and two part time staff ensure there is always a warm welcome and the food is good too! Two weekly lunch clubs on a Tuesday - Residents Re-united and on Wednesday the Café provides a roast dinner; Friday is fish and chip day! On the other weekdays the café offers snacks and a comfortable setting for residents and groups to meet socially. Starting from November the 'Warm Space project' offering a free bowl of soup and roll returns. The Café retains its five-star food hygiene rating.

Leisure activities include walking football, short mat bowls, badminton, Little Kickers, Canton Martial Arts, a walking group, two art groups, two bingo sessions, mind games and Knits and Sews group who meet weekly and make things to sell to help raise funds for the Centre. They also offer a clothes and other material repair service for donations to the Centre.

Ogopogo Pedal Play for under 5-year-olds accompanied by a parent or guardian on a Friday morning has been running for over a year now and is hugely popular. With a dinosaur theme, the children have a variety of pedal toys, ball pits, bouncy castle, and many other games to enjoy. The toys were initially bought with fund raising money, but this has now been re-paid and the income from Ogopogo now goes towards providing services and activities, and future projects.

Fund raising events are put on through the year and to come have included quizzes and a Coronation Tea as well as other mini fund-raising events such as an Easter raffle. The Christmas Fayre in December is our main fund raising event. Due to the hall being out of action whilst new roof is put on, and the hope we will be replacing the heating and ceiling from November – it was decided not to hold our main annual music event, so this has been deferred until the early part of the new year 2024.

The full list of the Centre's activities and services can be found on our web site – [www.northgatewardcommunitycentre.co.uk](http://www.northgatewardcommunitycentre.co.uk) and in the 'Whats On' brochure available from the [Reception](#).

### **The Community Centre Building**

Owned by Canterbury City Council and rented to NWDG– the building's exterior is maintained by them, with the interior being the responsibility of NWDG. This year CCC are carrying out extensive renovation to the roof, addressing the damp in the toilet blocks on the ground floor and giving the building new guttering and fascia.

## **NORTHGATE WARD DEVELOPMENT GROUP**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023**

The interior of the building and contents have constant maintenance jobs carried out throughout the year due to the amount of people using the facilities. The Trustees are always looking for funding to improve all the Centre's facilities to make the most out of the space and are currently working on two important updating projects.

**Membership** following some difficulties caused by the change of Ward boundaries – the Trustees decided to end the two-tier membership rates and one rate is now in place. Membership must be renewed annually. Members receive two newsletters a year and other benefits such as discounted hire rates.

#### **Impact Analysis report**

An annual impact analysis of the centre's usage is carried out every year and the final report will be available at the AGM.

#### **Significant Achievements**

The Centre is run by a very small staff backed up by volunteers who give an extraordinary amount of time – without which the Centre would be unable to continue operating. The management continue to operate prudent housekeeping, and this will ensure the community centre can keep operating during this difficult cost of living rise and into the future.

We are extremely proud that the Charity provides so many activities and services, as well as offering a central venue for private bookings.

The weekly community larder has been very successful and Morrisons have been providing most of the food over the past year. The Food Bank also provides food stuffs from the Centre on a Monday.

The Help Desk is well used, and many residents get help and support with a variety of things. Outreach work continues to work hand in hand with the Help Desk reaching housebound residents.

Finally, the staff will be working under extremely difficult conditions whilst the roof is being renovated in the summer of 2023. We have been warned that the noise and the dust will be bad – yet we are sure the staff will manage to work through all this – keeping the Centre open as much as possible during the works. The Trustees thank all the staff and volunteers in advance for their forbearance during this time.

In addition, the Trustees wish to thank Canterbury City Council in advance for the new roof, which will mean a warmer Centre, with no rain coming in!

#### **Risk Assessment**

The Trustee Board regularly risk assesses all working practices, events and bookings etc., as well as ensuring that all certification on safety aspects of the Community Centre are up to date and reviewed on an annual basis; including emergency lighting, legionnaire water testing, PACs testing of all mobile electric appliances, heating, gas, fire alarms and extinguishers. Staff training in food hygiene, fire safety and first aid is also kept up to date according to recommendations. NWDG hold public liability insurance.

**NORTHGATE WARD DEVELOPMENT GROUP**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2023**

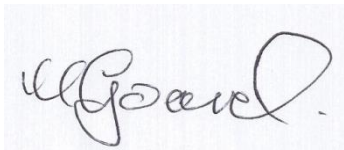
**Statement of Disclosure of Information to Accountants**

We, the Trustees of the company who held office at the date of approval of these financial statements, as set out above, each confirm so far as we are aware, that:

- there is no relevant information of which the company's independent examiners are unaware; and
- we have taken all the steps that we ought to have taken as Trustees in order to make ourselves aware of any relevant information and to establish that the charity's accountants are aware of that information.
- 

The Trustees wish to thank all the volunteers and staff that run the Community Centre for all their hard work and dedication, as well as all members and residents who support NWDG in attending services, activities, and events.

On behalf of the Trustees

A handwritten signature in black ink, appearing to read 'M Goard', is written over a light blue rectangular background.

M Goard

Chair of the Board of Trustees 4.6.2023

## **NORTHGATE WARD DEVELOPMENT GROUP**

### **INDEPENDENT EXAMINERS REPORT FOR THE YEAR ENDED 31ST MARCH 2023**

This report is on the financial statements of the Trust for the period ended 31st March 2023.

#### **Respective Responsibilities of Trustees and Examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (2011 Act) and that an independent examination is needed.

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 Charities Commission (under section 145(5) of the 2011 Act), and
- To state whether particular matters have come to my attention.

#### **Basis of Independent Examiner's Report**

My Examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out below.

#### **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect the requirements
  - \* To keep accounting records in accordance with Section 130 of the 2011 Act:
  - and
  - \* To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act

have not been met or

- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mrs Patricia Heathfield M.I.A.B.  
Bookkeeping and Accountancy  
2 Stonerocks Cottages, Hoath Road, Sturry, Canterbury, Kent, CT2 0JS



Date: 18<sup>th</sup> September 2023



**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2023**

	Notes	Unrestricted Funds £	Restricted Funds £	2023 Total Funds £	2022 Total Funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations & Legacies		7690	0	7690	1020
<b>Charitable Activities</b>					
Operation of Northgate Ward					
Community Centre		105805	5000	110805	83380
Grants Received		0	49773	49773	30448
Fundraising		2854	0	2854	1544
Investment Income	2	79	0	79	4
Total		116428	54773	171201	116396
<b>EXPENDITURE</b>					
Raising Funds		222	0	222	390
<b>Charitable Activities</b>					
Operation of Northgate Ward					
Community Centre		138066	65535	203601	124391
Total		138288	65535	203823	124781
<b>NET INCOME/EXPENDITURE</b>		-21860	-10762	-32622	-8385
Transfers between funds	9	0	0	0	0
Net Movement in Funds		-21860	-10762	-32622	-8385
Total Funds Brought Forward		432341	10762	443103	451488
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>410481</b>	<b>0</b>	<b>410481</b>	<b>443103</b>

**BALANCE SHEET**  
**AS AT 31ST MARCH 2023**

	Notes	Unrestricted Funds £	Restricted Funds £	2023 Total Funds £	2022 Total Funds £
<b>FIXED ASSETS</b>					
Tangible Assets	5	321420	0	321420	327685
<b>CURRENT ASSETS</b>					
Stocks	6	1355	0	1355	2797
Debtors	7	7920	0	7920	28266
Cash at Bank		86494	0	86494	86716
		95769	0	95769	117779
<b>CREDITORS</b>					
Amounts falling due within one year	8	6708	0	6708	2361
<b>NET CURRENT ASSETS/LIABILITIES</b>		89061	0	89061	115418
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		410481	0	410481	443103
<b>NET ASSETS</b>		410481	0	410481	443103
<b>FUNDS</b>					
	9				
Unrestricted Funds				410481	432341
Restricted Funds				0	10762
<b>TOTAL FUNDS</b>				410481	443103

The Financial Statements were approved by the Board of Trustees on \_\_\_\_\_  
and were signed its behalf by:

\_\_\_\_\_ Trustee

\_\_\_\_\_ Trustee

## NORTHGATE WARD DEVELOPMENT GROUP

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2023

#### 1 ACCOUNTING POLICIES

##### **Accounting convention**

The financial statements have been prepared under the historical cost convention, the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

##### **Financial Reporting Standard Number 1**

Exemption has been taken from preparing a cash flow statement on the grounds that the charity qualifies as a small charity.

##### **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.

##### **Resources expended**

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

##### **Tangible fixed assets**

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

Leasehold Property	2% Straight Line
Improvements to Property	2% and 5% Straight Line
Equipment	15% on reducing balance

##### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow-moving items

##### **Taxation**

The charity is exempt from 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 particular purposes within the objects of the Charity.

Restrictions arise when specified by donor or when funds are raised for particular restricted purposes.

All income and expenditure is shown in the Statement of Financial Activities

#### 2 INVESTMENT INCOME

	2023	2022
	£	£
Deposit account interest	79	4

## NORTHGATE WARD DEVELOPMENT GROUP

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2023**
**3 TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st March 2023 nor for the year ended 31st March 2022.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31st March 2023 nor for the year ended 31st March 2022.

**4 STAFF COSTS**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Wages & Salaries	122467	71608
Social Security Costs	9165	3334
Other Pension Costs	1185	816
	<u>132817</u>	<u>75758</u>

The average monthly number of employees during the year was:

	<b>2023</b>	<b>2022</b>
Centre Staff	<u>8</u>	<u>7</u>

No employees received emoluments in excess of £60,000

**5 TANGIBLE FIXED ASSETS**

	Leasehold Property	Imp'ments to Property	Plant & Machinery	Total
<b>COST</b>				
At 1 April 2022	213126	254593	64117	531836
Additions	0	0	6576	6576
At 31 March 2023	<u>213126</u>	<u>254593</u>	<u>70693</u>	<u>538412</u>
<b>DEPRECIATION</b>				
At 1 April 2022	89511	62539	52101	204151
Charge for Year	4262	5790	2789	12841
At 31 March 2023	<u>93773</u>	<u>68329</u>	<u>54890</u>	<u>216992</u>
<b>NET BOOK VALUE</b>				
At 31 March 2023	<u>119353</u>	<u>186264</u>	<u>15803</u>	<u>321420</u>
At 31 March 2022	<u>123615</u>	<u>192054</u>	<u>12016</u>	<u>327685</u>

## NORTHGATE WARD DEVELOPMENT GROUP

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2023**6 STOCKS**

	2023	2022
	£	£
Stocks	<u>1355</u>	<u>2797</u>

**7 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023	2022
	£	£
Trade Debtors	3212	15193
Other Debtors	<u>4708</u>	<u>13073</u>
	<u>7920</u>	<u>28266</u>

**8 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023	2022
	£	£
Taxation and Social Security	1552	1086
Other Creditors	<u>5156</u>	<u>1275</u>
	<u>6708</u>	<u>2361</u>

## NORTHGATE WARD DEVELOPMENT GROUP

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2023

## 9 MOVEMENTS IN FUNDS

	At 1.4.22	Net movement in funds	At 31.3.23
<b>Unrestricted funds</b>			
General Fund	432341	-21860	410481
<b>Restricted funds</b>			
Members Grant	2147	-2147	0
Help Desk CCC Grant	8615	-8615	0
	10762	-10762	0
<b>TOTAL FUNDS</b>	443103	-32622	410481

Net movement in funds, included in the above are as follows:

	Incoming Resources	Resources Expended	Transfers Between Funds	Movement in Funds
<b>Unrestricted funds</b>				
General Fund	116428	138288	0	-21860
<b>Restricted funds</b>				
Members Grant	1450	3597	0	-2147
Help Desk	0	8615	0	-8615
CCC Strategic Grant	17750	17750	0	0
HMRC EA Grant	5000	5000	0	0
Imago Wellbeing	30573	30573	0	0
	54773	65535	0	-10762
<b>TOTAL FUNDS</b>	171201	203823	0	-32622

**NORTHGATE WARD DEVELOPMENT GROUP****STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2023**

	2023	2022
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations &amp; Legacies</b>		
Donations	7690	1020
<b>Investment Income</b>		
Deposit Account Interest	79	4
<b>Charitable Activities</b>		
Grants	49773	30448
Room Hire	62974	43249
Café	20735	12310
Poets Corner Rent	7008	20348
Bingo	6848	2902
Membership	798	743
Employment Allowance	5000	3334
Office Services	23	14
Fundraising Income	2854	1544
Other Activities	4999	478
Misc. Income	2420	2
	<u>163432</u>	<u>115372</u>
<b>Total Incoming Resources</b>	<u><u>171201</u></u>	<u><u>116396</u></u>

**NORTHGATE WARD DEVELOPMENT GROUP****STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2023**

	2023	2022
	£	£
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Fundraising expenses	222	390
<b>Charitable Activities</b>		
Wages	122467	66814
Managers Secondment Professional Fees	0	4794
Social Security	9165	3334
Pensions	1185	816
Rates and Water	2295	2775
Insurance	2207	1899
Light and Heat	16509	8419
Telephone	1663	1020
Postage & Stationery	1241	531
Rent	380	1978
Repairs and Maintenance	7997	5601
Cleaning	3124	2870
Café Expenses	11539	8677
Licences	179	939
Legal Costs	3909	0
Bookkeeping and Accountancy	430	611
Sundry Expenses	2781	846
Activities Expenses	1804	0
Depreciation	12841	12172
IT Software and Consumables	998	0
Bank Charges	884	295
	<u>203601</u>	<u>124391</u>
<b>Total Resources Expended</b>	203823	124781
<b>Net Expenditure/Income</b>	<u><u>-32622</u></u>	<u><u>-8385</u></u>