

# Brandon Accountancy

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## KOCO COMMUNITY RESOURCE CENTRE

(A Company Limited By Guarantee with no share capital)

Financial Statement for the Year Ended 31st March 2021

Registered Company No. 03627164  
Registered Charity No. 1080577

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## **KOCO COMMUNITY RESOURCE CENTRE**

(A Company Limited by Guarantee with no share capital) (iii)

### **Legal and Administrative Information for the Year Ended 31st March 2021**

<b>Trustees / Directors ..</b>	Luxson Mbizi - Chairperson Mark Needles - Treasurer Dr Nor Aziz Adam Redshaw
<b>Secretary</b>	Derek Rawle
<b>Staff</b>	Derek Rawle - Centre Manager Della George - Deputy Manager Lillian Duffield Mandy Pearce Michael Dryden
<b>Registered Office</b>	The Koco Building The Arches Spon End Coventry CV1 3JQ
<b>Registered Company Number</b>	03627164 (England and Wales)
<b>Registered Charity Number</b>	1080577 ( England and Wales)
<b>Bankers ..</b>	The Co-operative Bank plc P O Box 200 Skelmersdale WN8 6GH
<b>Independent Examiner</b>	Brandon Accountancy Suite 2, The Koco Building The Arches Spon End Coventry CV1 3JQ

## KOCO COMMUNITY RESOURCE CENTRE

### Chairpersons' Report for the Year Ended 31st March 2021

In another year dominated by COVID-19 we continue to live with uncertainty and have to adapt as best we can. The gradual lifting of restrictions has led to an increase in our room bookings, which had totally collapsed over the last 18 months or so. We hope that there will be a further take up of room bookings as restrictions are lifted, however by operating COVID-19 secure processes, our capacity and future income will be restricted. The continued use of our office space provides some security, although we have lost some of our long established licensees.

Given the challenging future, we will be working closely with all our stakeholders and the wider community to develop creative new approaches to meet the challenges and sustain our service provision. We remain active in the Spem End Stakeholders group and the newly developed Coventry Community Centre's Consortium, so will be involved in the City of Culture 2021 through these routes. Our European Social Fund training project delivered in partnership with local care home, was only operational for 3 weeks before it was halted. We are hopeful that this can resume in the near future to provide valuable opportunities for unemployed people and help those living in care homes have an improved quality of life.

Liverty, our new social enterprise was slowly beginning to make progress in developing relationships and providing Cognitive Stimulation Therapy to those living in care home, while also linking with G.P practices to offer a range of self-care initiatives to those living with long-term conditions. It is expected following some delays caused by COVID-19 restrictions, this work will restart in the autumn.

Through partnerships and initiatives such as those cited above, I am confident that our skilled and committed staff team together with a dedicated team of trustees will successfully see us through this turbulent period.

Luxson Mbizi

Chairperson

**KOCO COMMUNITY RESOURCE CENTRE**  
**Treasurers' Report for the Year Ended 31st March 2021..**

The restrictions brought about by COVID-19 has of course had a damaging effect on our income but we were fortunate in many ways and our current financial situation is stable. The majority of our licensees have maintained their offices and so that source of income was largely unaffected. We did however suffer significant loss of income from room hire.

This was offset by income from government grants and a large reduction in maintenance costs. Fewer transactions and tighter financial controls have led to a reduction in debt carried forward.

It is likely with the move towards a blend of working from home and office that we will lose some income from office rental but as the restrictions are lifted, we expect to see an increase in room hire. In the coming year as the situation hopefully stabilised, we will consider carefully how we use the available space to best secure our future income.

Mark Needle

Treasurer

## RECO COMMUNITY RESOURCE CENTRE

### Managers' Report for the Year Ended 31st March 2021

Until the COVID-19 crisis we had been making very good progress increasing the number of visitors to the centre, primarily consisting of community support and employment training organisations. We had also maintained our high office occupancy rates with new licensees coming to us via word of mouth recommendations. While the closure and COVID-19 secure practices will undoubtedly lead to a reduction in the Centre use, I expect that we will be as flexible as possible to provide a good service.

During the COVID-19 related closure, developments to make the best use of all the space in the Centre through expanding storage space to the rear of the building were completed but plans to create more office space have been postponed. However, it is hoped that these developments to create more community space can take place at some point in the next year.

It is sad to report that we have been unable to find mechanisms to continue our direct support for the Kmit Paint (which provides peer support for individuals at risk of social isolation) nor have we been able to deliver an ESF funded programme of training to help people back into employment. It is expected that these areas of work will be restarted once restrictions have been lifted.

Volunteers are an essential part of our work both in terms of our dementia services but also in the day to day operation of the charity. We are grateful to Jaspal Kandolia for his continuing work of monitoring the number of our visitors and John Neal for his work to help maintain the building.

The coming year will present many challenges for us and the voluntary sector as a whole. Through local networks including Spon End Stakeholder group, Spon Spun and the Coventry Community Centres Consortium together with partner organisations within the centre we will be well placed to weather the storm.

Key to our resilience is the small staff team who consistently respond to difficulties in a positive and constructive manner. Their efforts are fully appreciated by the Trustees and myself as well as being highlighted in our service user feedback.

Derek Rawle

Manager



## **KOCO COMMUNITY RESOURCE CENTRE**

(A Company Limited By Guarantee with no share capital)

### **Trustees / Directors Report for the Year ended 31st March 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their annual report with the financial statements of the charity for the year ended 31st March 2021. The trustees/directors have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2008, in preparing the annual report and financial statements. This report has also been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006, relating to small companies and with the Financial Reporting Standards for Smaller Entities, also with the accounting policies set out on page 8 and comply with other applicable accounting standards.

The charity is a Limited Company by Guarantee with no Share Capital, which is governed by a Memorandum and Articles of Association, as defined by the Companies Act 2006, becoming incorporated in England and Wales on 7th September 1998 under the company number of 03627164 and gaining charity registration on 5th May 2000 under the number 1080577.

#### **Objects:**

To promote all or any charitable purposes for the benefit of the community within the area of benefit and in particular the advancement of education and training, the furtherance of good health and relief of poverty, sickness and distress, to improve employability in Coventry, regardless of age, gender, assignment, disability, sex, race, religion and sexual orientation.

#### **Activities:**

The charitable company exists to improve the quality of life of people through the provision of affordable spaces to not for profit organisation to provide support, education and training, delivering direct support services to those living with dementia, and promoting the development of creative activities to minimise the distress caused by social isolation.

#### **Organisation**

The trustees/directors who have served during the year and since the year end are set out on page 1 and meet on a regular basis. The manager has overall control of the day to day running of the centre but the trustees/directors have ultimate control over all the affairs of the charitable company.

#### **Achievement and Performance:**

The statement of financial activities for the year is set out on page 6 of the accounts. In summary, the incoming resources for the year amounted to: £129,332 (2020 - £155,030) with the main resources coming from rent & service charges, seminar room charges and grants to further our activities. The expenditure was £117,748 (2020 - £150,067) with the main expense being salaries.

#### **Risk management**

The trustees/directors conduct their own review of major risks to which the project is exposed. These procedures are periodically reviewed to ensure that they still meet the needs of the charitable company and are as follows:

- an annual review of the risks which the charitable company may face;
- the establishment of systems and procedures to mitigate those risks identified;
- the implementation of procedures designed to minimise any potential impact on the project should any of those risks materialise.

## KOCO COMMUNITY RESOURCE CENTRE

(A Company limited By Guarantee with no share capital)

### Trustees / Directors Report for the year ended 31st March 2021 (Continued)

#### Trustees/Directors responsibilities

The law applicable to companies and charities in England and Wales requires the trustees/directors to prepare financial statements for each financial year which give a true and fair view of the financial activities carried out during the year and its financial position at the end of the year. In preparing financial statements we are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statement on the going concern basis unless it is inappropriate to presume that the charitable company will continue to operate.

The trustees/directors are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charitable company and which enable them to ensure that the financial statements comply with the applicable accounting standards. The trustees/directors are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### Independent Examiner

Brandon Accountancy have expressed their willingness to continue as examiners and a resolution for their re-appointment will be proposed at the forthcoming annual general meeting.

Approved by the board of trustees/directors and signed on its behalf by:

Signed: 

Date: 9/17/2021

Print Name: Juxson, M. J. 21

Position: Chairman

## KOCO COMMUNITY RESOURCE CENTRE

### Independent Examiners' report to the Trustees / Directors of Koco Community Resource Centre in respect of the year ended 31st March 2021

I report on the account for the year ended 31st March 2021 which are set out on pages 6 to 111

#### Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors for the purpose of company law) are responsible for the preparation of accounts. The charity's trustees consider that an audit is not required for the year under Section 144 (2) of the Charities Act 2011 and that an independent examination is required.

Having checked that the charity is eligible for an independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Charities Act
- to follow the procedures laid down in the General Direction given by the Charity Commission (under Section 145 (5)(b) of the Act) and
- to state whether any particular matters have come to my attention.

#### Basis on the independent examiners' report

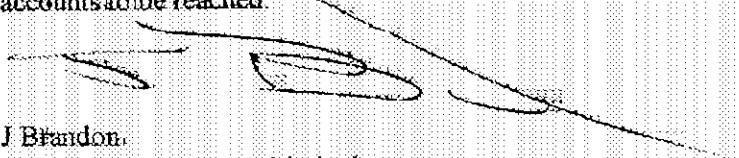
My examination was carried out in accordance with the general Direction given by the Charity Commission. An examination includes a review of the accounting records kept by the charitable company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as directors / trustees concerning any such matters. The procedures undertaken does 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 in the statements below.

#### Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006 and Section 130 of the Charities Act;
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Section 394 and 395 of the Companies Act 2006 and with the requirements of the Charities Act have been met; or

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



J Brandon  
Brandon Accountancy Limited  
Suite 2, The Koco Building  
The Arches, Spon End  
Coventry CV1 3JQ

8th July 2021



**KQCD COMMUNITY RESOURCE CENTRE**  
(A Company Limited by Guarantee with no share capital)

**Statement of Financial Activities for the Year to 31st March 2021**

Income & Expenditure	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	2020 £
<b>Incoming Resources:</b>					
Community Capacity & Resilience Bursary		0	0	0	6,600
Groundwork Grant		0	0	0	7,982
H.M.R.C. Covid-19 Grant		24,461	0	24,461	0
Rent & Service Charges		86,304	0	86,304	84,487
Seminar Rooms Charges		10,101	0	10,101	45,601
Electric Contributions		2,983	0	2,983	6,599
Photocopier Contributions		1,720	0	1,720	585
Telephone Contributions		2,636	0	2,636	1,737
Virtual Office Charges		180	0	180	0
Other Charges		425	0	425	985
Catering		0	0	0	52
Late Payments		429	0	429	196
Bank Interest		91	0	91	96
Other Income		0	0	0	0
<b>Total Incoming Resources</b>		<b>129,332</b>	<b>0</b>	<b>129,332</b>	<b>155,030</b>
<b>Resources Expended:</b>					
Direct Charitable Expenditure	3	98,621	3,464	99,085	117,933
Management & Administration	4	17,860	434	18,315	31,895
Publicity	5	348	0	348	240
<b>Total Resources Expended</b>		<b>113,849</b>	<b>3,898</b>	<b>117,748</b>	<b>150,067</b>
<b>Net Movement in Funds</b>		<b>15,482</b>	<b>(3,898)</b>	<b>11,584</b>	<b>4,963</b>
<b>Fund balance brought forward</b>		<b>22,316</b>	<b>14,411</b>	<b>36,727</b>	<b>31,764</b>
<b>Fund balance carried forward</b>		<b>37,798</b>	<b>10,512</b>	<b>48,311</b>	<b>36,727</b>

The notes on pages 8 to 11 form part of these financial statements

**KOCC COMMUNITY RESOURCE CENTRE**  
(A Company Limited by Guarantee with no share capital)

**Balance Sheet for the Year Ended 31st March 2021**

	Notes	2021 £	2020 £
<b>Fixed Assets:</b>	<b>11</b>	<b>0</b>	<b>0</b>
<b>Current Assets:</b>			
Debtors:	6	3,657	13,143
Balances at Bank	10	50,934	29,802
Cash in Hand		0	0
		<u>54,592</u>	<u>42,945</u>
<b>Current Liabilities</b>			
Licensee Bonds Held		5,269	5,269
Creditors	7	1,012	949
		<u>48,311</u>	<u>36,727</u>
<b>Net Assets</b>		<b>48,311</b>	<b>36,727</b>
<b>Represented by:</b>			
Unrestricted Income Fund	9	37,798	22,316
Restricted Income Fund	9	10,512	14,411
<b>Total Funds</b>		<b>48,311</b>	<b>36,727</b>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2021.

The directors have not required the company to obtain an audit of its financial statements for the year ended 31st March 2021 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for:

- (a) ensuring the charitable company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller entities (effective April 2008).

The financial statements were approved by the Board of Trustees / Directors on 9/7/2021 and were signed on its behalf by:

Signed 

Print Name: **MURIEL MBEZI**

Position: **CHAIRWOMAN**

The notes on pages 6 to 11 form part of these financial statements

## KOCO COMMUNITY RESOURCE CENTRE

(A Company Limited by Guarantee with no share capital)

Notes to the Financial Statement for the Year Ended 31st March 2021

### Note 1 Accounting Policies

- (a) The financial statements have been prepared under the going concern basis and the special provision of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standards for Small Entities (effective April 2008).  
The financial statements have also been prepared in accordance with the Statements of Recommended Practice (SORP), "Accounting and Reporting by Charities" issued in March 2005.
- (b) The charity is a Company Limited by Guarantee with no share capital. The directors of the company are named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per director of the company.
- (c) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.
- (d) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- (e) Incoming resources from investments is included when receivable.
- (f) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- (g) Resources expended are allocated to the particular activity where the cost relates directly to that activity.
- (h) Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life.
- (i) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- (j) Designated funds are unrestricted funds earmarked by the management committee for particular purposes.
- (k) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

### Note 2 Taxation

As a charity, Koco Community Resource Centre is exempt from Corporation Tax on income and gains falling within Section 505 of the Taxation and Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

# KOCO COMMUNITY RESOURCE CENTRE

(A Company Limited by Guarantee with no share capital)

## Notes to the Financial Statement for the Year ended 31st March 2021

	Unrestricted	Restricted	2021	2020
Note 3: Direct Charitable Expenditure	£	£	£	£
Salaries and HMRC	64,184	0	64,184	66,291
Consultant Fees	0	3,403	3,403	1,000
Recruitment	0	0	0	2,440
Rent	100	0	100	100
Landlord Service Charge	2,880	0	2,880	2,880
Business Rates	5,120	0	5,120	5,040
Heat and Light	12,849	0	12,849	13,907
Water Rates	4,340	0	4,340	3,397
Telephone & Broadband	3,770	0	3,770	6,411
Stationery and Postage	82	0	82	135
Photocopier	2,220	0	2,220	3,513
Training	0	0	0	203
Vol. Training, Expenses & Support	0	0	0	6,045
Catering and Refreshments	76	0	76	472
Activities	0	61	61	201
Market Business Plan	0	0	0	2,800
Social Enterprise Development	0	0	0	2,800
Konnect	0	0	0	14
Depreciation	0	0	0	283
	<b>95,621</b>	<b>3,464</b>	<b>99,085</b>	<b>117,933</b>
Note 4: Management & Administration	£	£	£	£
Licensee Bond Refund	0	434	434	0
Equipment	80	0	80	121
IT Equip. Software, Repairs	348	0	348	335
Waste, Refuse and Recycling	1,596	0	1,596	1,139
Insurance	6,834	0	6,834	6,848
Premises Maintenance	4,745	0	4,745	19,240
Hygiene & Cleaning	1,700	0	1,700	1,825
Health and Safety	380	0	380	595
Payroll Administration	1,000	0	1,000	865
Year End Accounts	750	0	750	750
Subscriptions and Licenses	284	0	284	48
Professional Legal Fees	165	0	165	122
Miscellaneous	0	0	0	8
	<b>17,880</b>	<b>434</b>	<b>18,315</b>	<b>31,895</b>
Note 5: Publicity	£	£	£	£
Publicity and Advertising	348	0	348	240
	<b>348</b>	<b>0</b>	<b>348</b>	<b>240</b>



**KOCO COMMUNITY RESOURCE CENTRE**

(A Company Limited by Guarantee with no share capital)

**Notes to the Financial Statement for the Year ended 31st March 2021**

		<b>Unrestricted</b>	<b>Restricted</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Note 6</b>	<b>Debtors:</b>				
	Rent & Service Charge	0	0	0	2,573
	Seminar Rooms	0	0	0	5,774
	Electric Contributions	830	0	830	2,146
	Photocopier Contributions	60	0	60	0
	Telephone Contributions	148	0	148	111
	Other Charges	0	0	0	55
	Late Payments	0	0	0	60
	Insurance	2,619	0	2,619	2,533
		<b>3,657</b>	<b>0</b>	<b>3,657</b>	<b>13,143</b>
<b>Note 7</b>	<b>Creditors:</b>				
	Photocopier	0	0	0	63
	Waste, Refuse & Recycling	116	0	116	0
	Premises Maintenance	70	0	70	67
	Year End Accounts	750	0	750	750
	Payroll Administration	76	0	76	70
		<b>1,012</b>	<b>0</b>	<b>1,012</b>	<b>949</b>

**Note 8 Paid Employees**

During 2020/21 a total of 6 employees worked for the charity. No employees received above the total employees benefit of £60,000 per year. All employees (past and current) are shown on page 4.

**KOCO COMMUNITY RESOURCE CENTRE**  
(A Company Limited by Guarantee with no share capital)

Notes to the Financial Statement for the Year ended 31st March 2021

Note 9: Funds	2021	2020
<b>Unrestricted Funds:</b>	<b>£</b>	<b>£</b>
Capital to be Depreciated	0.00	0.00
General Purpose Funds	37,798.00	22,316.00
	<u>37,798.00</u>	<u>22,316.00</u>

<b>Restricted Funds:</b>	<b>£</b>	<b>£</b>
Capital to be Depreciated	0.00	0.00
Licensee Bonds	4,834.00	5,269.00
Awards For All Grant	0.00	1,453.00
Groundwork Grant	5,678.00	7,690.00
	<u>10,512.00</u>	<u>14,411.00</u>

<b>Note 10: Bank Balances</b>	<b>£</b>	<b>£</b>
Savings Account	44,712.00	25,161.00
Current Account	6,222.00	4,640.00
	<u>50,934.00</u>	<u>29,801.00</u>

Note 11: Tangible Fixed Assets	Property Improvements	Fixtures & Fittings	IT Equipment	Total
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
As at 1st April 2020	2,808.00	11,835.00	1,636.00	16,279.00
Additions	0.00	0.00	0.00	0.00
Disposals	0.00	0.00	0.00	0.00
<b>As at 31st March 2021</b>	<b>2,808.00</b>	<b>11,835.00</b>	<b>1,636.00</b>	<b>16,279.00</b>
<b>Depreciation</b>				
As at 1st April 2020	2,808.00	11,835.00	1,636.00	16,279.00
Charge for year	0.00	0.00	0.00	0.00
Disposals	0.00	0.00	0.00	0.00
<b>As at 31st March 2021</b>	<b>2,808.00</b>	<b>11,835.00</b>	<b>1,636.00</b>	<b>16,279.00</b>
<b>Net book value</b>				
as at 31st March 2021	0.00	0.00	0.00	0.00
as at 31st March 2020	0.00	0.00	0.00	0.00