



# Trustees' Annual Report for the period

		Period start date			Period end date		
		Day 01	Month 04	Year 2020	Day 31	Month 03	Year 2021
<b>From</b>					<b>To</b>		

## Section A Reference and administration details

<b>Charity name</b>	Sunderland North Family Zone
<b>Other names charity is known by</b>	
<b>Registered charity number (if any)</b>	1082558
<b>Charity's principal address</b>	2a Blind Lane, Silksworth, Sunderland
<b>Postcode</b>	Sr3 1au

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Judith Potelle	Chair person	2 <sup>nd</sup> April 2019	
2	Janet Tate	Treasure	2 <sup>nd</sup> April 2019	
3	William Miller	Committee Member	2 <sup>nd</sup> April 2019	
4	Lynne Robinson	Committee Member	2 <sup>nd</sup> April 2020	
5	Anne Morrison	Secretary	2 <sup>nd</sup> April 2019	
6	Janice Embleton	Committee Member	2 <sup>nd</sup> April 2019	
7				
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17				
18				
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20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year



### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CONSTITUTION
How the charity is constituted (eg. trust, association, company)	TRUST
Trustee selection methods (eg. appointed by, elected by)	APPOINTMENT

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

FAMILY, ADULT AND COMMUNITY LEARNING COURSES INCLUDE CHILD DEVELOPMENT, CREATIVE CRAFTS BASIC SKILLS, FOOD HYGIENE ONLINE BASICS AND BASIC COMPUTING COURSE TO ADVANCE

WELFARE SERVICES:  
SUPPORT WITH FORMS:PERSONAL INDEPENDENT PAYMENTS, EMPLOYMENT AND SUPPORT ALLOWANCE, UNIVERSAL CREDIT, SSC1



**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

TO PROMOTE ANY CHARITABLE PURPOSE FOR THE BENEFIT OF PEOPLE LIVING IN THE NORTH WEST AREA OF THE CITY OF SUNDERLAND, AND IN PARTICULAR BUT WITHOUT PREJUDICE TO THE GENERALITY OF THE FOREGOING:

- 1) TO RELIEVE POVERTY SICKNESS AND DISTRESS.
- 2) TO PROMOTE THE PRESERVATION AND PROTECTION OF HEALTH.
- 3) TO ADVANCE THE EDUCATION OF THE PUBLIC.
- 4) TO ADVANCE THE EDUCATION OF CHILDREN BELOW COMPULSORY SCHOOL AGE BY PROVIDING OR ASSISTING IN PROVIDING FACILITIES FOR GROUP PLAY IN WHICH PARENTS CAN PARTICIPATE WHERE APPROPRIATE.
- 5) TO PROVIDE INFORMATION, ADVICE AND COUNSELLING SERVICES, AND APPROPRIATE ASSOCIATED FACILITIES.
- 6) TO PROVIDE FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE OF SUCH PERSONS HAVING NEED OF SUCH FACILITIES BY REASON OF THEIR AGE, YOUTH, SEX, INFIRMITY, DISABLEMENT, POVERTY AND SOCIAL AND ECONOMIC CIRCUMSTANCES.



**Summary of the main  
achievements of the charity  
during the year**



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Trustees must ensure that the charity's funds are used appropriately, prudently, lawfully and in accordance with the charity's purposes for the public benefit. The general principle of trust law is that funds received as income should be spent within a reasonable period of receipt. The holding of reserves will be authorised (generally) by an implied power to hold reserves. Trustees are justified in exercising their power to hold income reserves if, in their considered view, it is necessary in the charity's best interests.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	William Miller	
Position (eg Secretary, Chair, etc)	Committee Member	
Date	14/12/2021	



**SUNDERLAND NORTH FAMILY ZONE**

**Report and Financial Statements  
for the Year Ended  
31st March 2021**

Charity Number 1082558

Company Number 3922032



## **SUNDERLAND NORTH FAMILY ZONE**

**31st March 2021**

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**SUNDERLAND NORTH FAMILY ZONE**  
**Report of the Management Committee**  
**31st March 2021**

The board presents its report and financial  
statements for the year ended 31st March 2021

**Reference and Administration Information**

Charity name	Sunderland North Family Zone
Charity registration number	1082558
Company registration number	3922032
Registered office and operational address	2A Blind Lane Silksworth Sunderland SR3 1AU
Directors	Judith Potelle Janet Tate Lynne Robinson
Trustees	Judith Potelle Janet Tate Lynne Robinson
Bankers	Lloyds Bank Fawcett Street Sunderland SR1 1SE
Accountant	Ian Bell



## **Governing Document**

The companies' objects and regulations are governed by the Company's Memorandum dated 7th February 1997 and under the memorandum is constituted as a Company Limited by Guarantee. The object of the Charity is to provide safe stimulating childcare facilities after school hours and during school holidays and to encourage the formation of community groups emphasizing self-help. To meet this objective, the charity seeks charitable donations from the general public and local organizations as well as grants.

## **Recruitment and Appointment of Management Committee**

The directors of the company are also charity trustees for the purposes of charity law. The process for recruitment and appointment of trustees is contained within our memorandum and articles of association, an extract of which is reproduced below. Please note that all references to gender should be taken to mean individuals of any gender.

## **The Management Committee**

Following the first Annual General Meeting the Management Committee shall be made up of persons elected individually at the Annual General Meeting. Nominations shall be sought and elections conducted in such manner as the Management Committee may from time direct, provided that at no time shall more than one member of a Family serve on the Management Committee during the same period of service. The Management Committee may at any time co-opt any member of the Centre to fill a casual vacancy in the Management Committee or as an additional member provided that the maximum size of the Management Committee specified in these Articles is not exceeded and provided further that no-one may be appointed as a co-opted member if as a result more than one third of the number of members of the Management Committee would be co-opted members. Under no circumstances shall an employee of the Centre or any person aged less than eighteen years of age be a member of the Management Committee. A Management Committee member shall, subject to Article 41 below, hold office until the end of the next Annual General Meeting following her/his election. On expiration of the period of office for which s/he was elected, a Management Committee member shall be eligible for re-election. A Management Committee member shall declare an interest in respect of any matter in which s/he has a personal material of financial interest or any connected matter and should withdraw from the meeting whilst the matter is discussed, such action shall be recorded in the minutes of the meeting. Management Committee member may be paid all reasonable out-of-pocket expenses incurred by them in attending and returning from meetings of the Management Committee or General Meeting of the Centre or in connection with the business of the Centre.

The office of Management Committee member shall be immediately vacated if s/he:

- Resigns her/his office to the Centre; or
- Ceases to be a member of the Centre; or
- In the opinion of the majority of the Management Committee, fails to declare her/his interest in any contract as referred to in Article 38; or
- Is absent from three successive meetings of the Management Committee without special leave of absence from the Management Committee and they pass a resolution the s/he has by reason of such absence vacated office, provided that any member to be so expelled shall be first given the opportunity to make representation to the Management Committee; or
- . Becomes bankrupt or, in the opinion of the Management Committee, incapable on medical or psychological grounds of carrying out the duties of a Management Committee member or is otherwise prevented by law from continuing as a company director; or
- Is removed from office by Ordinary Resolution of the Centre in General Meeting in accordance with



## Reserves Policy

- The policy of the management committee is to ensure that all expenses are fully funded and reserves are sufficient to cover expenditure commitments for a six month period. The management committee will ensure that funds are invested regularly to provide a maximum total return balance with the level or risk.

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Judith Potelle  
Chair Person

Janet Tate  
Treasurer



**SUNDERLAND NORTH FAMILY ZONE**  
**Statement of Financial Activities**  
**31st March 2021**

	Unrestricted £	Restricted £	2021 £	2020 £
<b>Income</b>				
Grants	1000	10000	11000	
Contracts		54289	18614	35675
Fundraising	15897		15518	379
Furlough		18944	4452	14492
Bank Interest				
Reserves				
<b>Total Income</b>	16897	83233	49584	14492
<b>Expenditure</b>				
Resources		2108	1833	275
Wages and Salaries		95096	8353	58445
Rent	5245		1005	4240
Utilities	4476		781	3695
Accountant	350			350
Marketing		2500		2500
Volunteer Expenses	600		150	450
Training	560		480	80
Bank Fees				
<b>Total Expenditure</b>	1231	99704	12602	70035
<b>Net Income</b>	5666	16471	36982	-19489



# SUNDERLAND NORTH FAMILY ZONE

## Balance Sheet

31st March 2021

			2021	2020
	£	£	£	£
Current Asset				
Debtors (Due within 1 year)			-	-
Cash in Bank	12881			20922
Non Current Assets				
Tangible Assets	-		-	-
Total Assets	12881		30156	
Creditors (Due within 1 year)				
Accruals	350		350	250
Non Current Liabilities				
Amounts falling due after 1 year				
Total Liabilities	350		350	250
Net Assets	12531		29806	20672
Funds Of The Charity				
Opening Balance	6343		20612	23494
Charity Funds	12881		9194	-2882
Total Funds of The Charity	19224		29806	20612



**SUNDERLAND NORTH FAMILY ZONE**  
**Balance Sheet Continued**  
**31st March 2021**

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

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with requirements of the Act with respect to accounting records and for the preparation of accounts.

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

These accounts have been prepared and audit by the Ian Bell Account on 3rd December 2021 and signed on by:

These accounts have been approved by the management committee on 3rd December 2021 and signed on its behalf by:

**Director Name:**

**Signature:**

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**SUNDERLAND NORTH FAMILY ZONE**  
**Notes to the Accounts**  
**31st March 2021**

Accounting Policies

**The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007)**

Depreciation

Depreciation will be provided at the following rate on a straight line basis in order to write the assets off over their estimated useful lives

Plant and Machinery  
Fixtures and Fittings  
IT Equipment



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(Purchase Price of Asset - Approximate Salvage Value)

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Estimated Useful Life of Asset

Stocks

There are no stocks

Deferred Taxation

There is no deferred taxation to account for.

Foreign Currencies

All transactions are in UK Sterling.

Leasing and Hire Purchase Commitments

No assets are held under lease or hire purchase agreements

Pensions

Currently the organisations has no employees who are members of a pension scheme and therefore no pension liabilities have accrued.



**SUNDERLAND NORTH FAMILY ZONE**

**Report and Financial Statements  
for the Year Ended  
31st March 2021**

Charity Number 1082558

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## **SUNDERLAND NORTH FAMILY ZONE**

**31st March 2021**

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