

Company number: 03887534
Charity Number: 1085737

Castlemere Community Centre

(Company Limited by Guarantee)

Report and financial statements

For the year ended 31 March 2021

CASTLEMERE COMMUNITY CENTRE

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CASTLEMERE COMMUNITY CENTRE

DIRECTORS REPORT

FOR THE YEAR ENDED 31 MARCH 2021

Legal and administrative information

The directors present the Annual Report and Financial Statements for the year ended 31 March 2021. They have been prepared in accordance with the Statement of Recommended Accounting Practice: Accounting and Reporting by Charities (FRS 102).

Charity status

The charity is a company limited by guarantee, its governing document being its Memorandum and Articles of Association.

Administrative information

Charity Name:	Castlemere Community Centre
Charity Registration number:	1085737
Company number:	03887534
Principal Office:	Tweedale Street Rochdale OL11 1HH

Directors:

The charity directors (trustees) during the year were:-
Nasima Bano Khan
Mohammed Zohaib

The directors are appointed according to the Articles of Association.

Principal Officer:

Hafiz Abdulmalik - Project Co-ordinator

Accountants:

H&A Consultancy Services Ltd
Lower Ground Front
185 Audley Range
Blackburn
Lancashire
BB1 1TH

Bankers:

Lloyds TSB
17 Yorkshire Street
Rochdale
Lancashire
OL16 1PJ

Investment Powers

The charity's powers of investment are governed by its Memorandum and Articles of Association.

CASTLEMERE COMMUNITY CENTRE

DIRECTORS REPORT

(continued)

FOR THE YEAR ENDED 31 MARCH 2021

Principal Objectives

Structure, Governance and Management

Governing Document

Castlemere Community Centre is constituted as a Company Limited by Guarantee and registered with the Charities Commission. It is governed by Memorandum and Articles of Association. The Company was incorporated the 2nd day of December 1999.

Organisational Structure

The trustees are ultimately responsible for the general control and operation of the Charity. The trustees give their time on a voluntary basis and receive no remuneration or any other financial benefits. The trustees work closely with the elected Management Committee to deal with the day-to-day running of the Charity and the implementation of services/programmes. The Management Committee have a wide representation from the community it serves, and seeks to broaden that representation ensuring that the professional expertise necessary for the efficient management of the organisation is available, as well as the input from the community. The Management Committee meets on a regular basis to discuss strategy and progress. The Charity is a membership organisation with a current membership of 165.

Objectives and Activities

Charity's Objects

a) To promote the benefit of the inhabitants of the Castlemere area of Rochdale and the neighbourhood together defined by the map held by the Association (hereinafter called "the area of benefit") without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;

b) Establish, or secure the establishment of, a Community Centre (hereinafter called "the Centre") and to maintain and manage the same (whether alone or in co-operation with any local authority or other persons or body) in furtherance of these objects.

Delivery Statements

Mission Statement

The Mission Statement for the organisation has been collectively agreed as follows:

We will attract and support services to provide opportunities that will raise expectations and the quality of life of our diverse community.

This simple mission statement we believe will help enhance people's lives, raise expectations and provide opportunities in the area of: skills, socialising and access to mainstream services.

Vision Statement

The Vision Statement for the organisation has been collectively agreed as follows:

We believe the integrity, honesty and working in partnership across our diverse and valued community enables us to deliver a unique service.

CASTLEMERE COMMUNITY CENTRE

DIRECTORS REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2021

Service Statement

The values underpinning Castlemere Community Centre in working with its stakeholders for the delivery of services are summarised as follows:

- Increase take up of services through awareness raising, training and joint working with other organisations
- For CCC's commercial services, to provide a high quality value for money offering and encouraging repeat usage
- For CCC's non-commercial services to deliver a free or low cost service at the point of contact with the client.
- Ensure accessibility to all the local community.
- The provision of a quality service to the client/funders, which is open and transparent.
- To provide a holistic range of services to all age groups and people from all backgrounds.
- To be an advocate for those who face disadvantage.
- To continue to develop our product portfolio to meet the needs of the changing local community.

Quality Statement

Castlemere Community Centre defines quality as the meeting of the client's stated and unstated needs from our services.

Social Statement

The organisation commits itself to supporting the region in which it works, by way of sponsorships, running of awareness raising events, contributing to discussions, making of donations and commitment of organisation resources.

Social inclusion is key to the organisation's success and we will strive to meet best practice with regard to recruitment, development, employment and client support. A range of firmly friendly policies is available for all staff.

Environmental and Health & Safety Statement

The organisation aims to follow best practice with regards to minimising its carbon footprint and the affect of the organisation on the Environment. The organisation aims to encourage and maintain a healthy and safe work environment for its staff, Associates and clients.

Organisational Culture

Since inception CCC has prided itself on its open, honest and transparent corporate culture. This culture we believe is an important selling proposition to our clients. Indeed clients and visitors often comment on the positive and vibrant corporate culture within the organisation.

The culture of the organisation impacts upon everything we do. We believe a strong value based culture (founded on inclusivity, diversity, honesty, openness, willingness to learn/develop and professionalism) will help us grow and provide a high quality service to our clients.

CASTLEMERE COMMUNITY CENTRE

DIRECTORS REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2021

Policies

Risk management

The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the trust, and are satisfied that systems are in place to mitigate their exposure to major risks.

Reserves policy

The trustees currently have a policy to accumulate a balance of unrestricted reserves. This will allow for the future development of the centre once the building works have been completed.

Investment policy

The trustees have considered the most appropriate policy for investing funds and have found that a building society or bank deposit account meets their requirements.

Development, activities and achievements

Managers Comments

The year 2020-21 has been significantly challenging for us all. The Covid-19 pandemic could not have come at a worse time. The community and the voluntary sector was only just beginning to navigate its way out of unrelenting cuts and austerity measures, when all of a sudden the deadly Covid-19 pandemic emerges. Covid-19 restrictions presented unforeseen challenges. This was the biggest test Castlemere Community Centre had faced to date.

The lock down has affected communities in different ways. Many faced difficulties and losses incomparable. For Castlemere the task could not have been more challenging. As an organization totally reliant on income generation, without recourse to LA funding, the future seemed ever so bleak, but as always Castlemere rises to the occasion and challenge.

During government restrictions, the Centre maintained continuity with the help of volunteers, in Partnership with the adjacent Central Mosque, supporting key workers and the vulnerable, by providing hot meals and food parcels. Also the premises were made available for PCR Testing and the Vaccination roll out. Hundreds of people were afforded access to PCR testing and vaccination at their doorstep, without the need of an appointment.

I am truly grateful to the Almighty for the support we have received from across the Borough, which has helped us survive one of the most difficult and challenging years. The commitment by the Board, Staff members, Services based in the Centre and in particular the local community has never lapsed. I feel privileged and honoured to be leading Castlemere, an organisation that has despite all odds become a leader and role model for others to emulate. I would like to thank all those involved in the centre and all those using the centre for their continuous support and commitment.

With the unrelenting uncertainty of the pandemic, we can only pray for every one's health and wellbeing whilst continuing to strive to achieve our goals to the best of our ability.

CASTLEMERE COMMUNITY CENTRE

DIRECTORS REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2021

Income

The income for the year includes grants from RMBC (£3,000) and other sources. In addition, we receive donations towards the ongoing costs of the Centre, receive funds through user contributions towards services SLA's (Service Level Agreements).

In total our income for the financial year was £60,239 (2020: £81,530).

Reserves

We currently hold zero in unrestricted free reserves, which is of some concern. We need to develop a contingency funds to cover our liabilities in the unlikely event of the closure of the charity or further cuts.

Review of the transactions and financial position of the charity

The centre had a deficit of £10,080 this year (2020: £13,948 deficit).

Statement of Director's responsibilities

The Directors are charged under charity and corporate law to prepare the Trustee's Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards, including FRS102.

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and its financial position at the end of the year. Best practice includes:

- Selecting suitable accounting policies and applying them consistently
- Making judgements that are reasonable and prudent
- Stating whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures from those being disclosed and explained in the financial statements
- Preparing the financial statements on the *going concern* basis unless it is inappropriate to presume that the Charity will continue in operation
- Keeping proper accounting records which disclose with proper accuracy, at any time, the financial position of the Charity. They must also enable the Trustees to ensure that the financial statements comply with the requirements of the Charities Act 2011, the applicable Charities (accounts and reports) regulations and the provisions of the Memorandum and Articles of Association
- Safeguarding the assets of the Charity by taking reasonable steps in the prevention and detection of fraud and other irregularities

CASTLEMERE COMMUNITY CENTRE

DIRECTORS REPORT

(continued)

FOR THE YEAR ENDED 31 MARCH 2021

In so far as the Trustees are aware

- there is no relevant information of which the charitable company's independent examiner is unaware ; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the company's accountants are aware of the information.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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).

Signed on behalf of the board of directors by:



Nasima Bano Khan
Director

17 December 2021

CASTLEMERE COMMUNITY CENTRE

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF CASTLEMERE COMMUNITY CENTRE

I report on the accounts of the company for the year ended 31 March 2021.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

The charity's trustees consider that an audit is not required for this year under Part 16 of the 2006 Act and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 Commission. An examination includes a review of the accounting records kept by the charity 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 trustees concerning any 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 in the statement below.

Independent Examiner's Statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

H&A Consultancy Services Ltd
185 Audley Range
Blackburn
Lancashire
BB1 1TH

17 December 2021

CASTLEMERE COMMUNITY CENTRE

STATEMENT OF FINANCIAL ACTIVITIES (Including Income & Expenditure Account) FOR THE YEAR ENDED 31 MARCH 2021

	<u>Note</u>	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>2021</u> <u>Total</u> £	<u>2020</u> <u>Total</u> £
<u>Income and expenditure</u>					
<u>Incoming resources:-</u>					
<i>Incoming reserves from generated funds:-</i>					
Donations		-	-	-	8,336
GMBC Covid grants		22,471		22,471	-
HMRC JRS grants		14,209		14,209	-
<i>Income from charitable activities:-</i>					
Training and room hire		16,664		16,664	46,529
Service contracts		3,000		3,000	5,240
Catering services and income		3,895		3,895	21,424
Total Incoming resources		60,239	-	60,239	81,530
<u>Resources expended</u>					
Charitable activities	2	69,707	-	69,707	94,865
Governance costs	3	613	-	613	613
Total resources expended		70,320	-	70,320	95,478
<u>Net outgoing resources before transfer of funds</u>		(10,080)	-	(10,080)	(13,948)
Transfer between funds		-	-	-	-
<u>Net outgoing resources after transfer of funds</u>		(10,080)	-	(10,080)	(13,948)
Total funds brought forward at 1 April 2020		230,323	-	230,323	244,271
Total funds carried forward at 31 March 2021		220,243	-	220,243	230,323

There are no gains or losses other than those recognised in the Statement of Financial Activities.

All incoming resources and resources expended are derived from continuing activities

The notes on Pages 10 to 14 form part of these accounts.

CASTLEMERE COMMUNITY CENTRE

BALANCE SHEET AS AT 31 MARCH 2021

	Note	2021	2020
		£	£
<u>FIXED ASSETS</u>			
Tangible assets	5	214,639	223,504
<u>CURRENT ASSETS</u>			
Debtors	6	400	5,555
Cash at bank and in hand		37,793	11,588
		<u>38,193</u>	<u>17,143</u>
<u>CREDITORS</u>			
Amounts falling due within one year	7	(8,590)	(10,325)
		<u>29,603</u>	<u>6,818</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		244,243	230,323
<u>CREDITORS</u>			
Amounts falling due after more than one year	8	(24,000)	-
		<u>220,243</u>	<u>230,323</u>
<u>FUNDED BY:-</u>			
Unrestricted funds		220,243	230,323
Restricted funds		-	-
		<u>220,243</u>	<u>230,323</u>

NOTES TO THE ACCOUNTS

1 Statutory information

Castlemere Community Centre is a private limited company by guarantee, registered in England and Wales, registration number 03887534. The registered office is Castlemere Community Centre, Tweedale Street, Rochdale, Lancashire, OL11 1HH

2 Average number of employees

During the year the average number of employees was 2.

For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. 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 responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions of the Companies Act 2006 and FRS 105, The Financial Reporting Standard applicable to the Micro-entities Regime.

The financial statements were approved by the Board of Directors on 17 December 2021 and were signed on its behalf by

N. B. Khan

Nasima Bano Khan

Director

Company Registration No: 3887534

CASTLEMERE COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Cash flow

The accounts do not include a cash flow statement because the company, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 'Cash flow statements'.

Incoming Resources

Donations and grants

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable except as follows:-

- When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use of such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.
- When donors specify that donations and grants, including capital gains, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

Interest receivable

Interest is included when receivable by the charity.

Expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the SOFA.

Tangible fixed assets

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

Improvements to property -	2% on cost
Fixtures and fittings -	20% reducing balance
Computers -	25% on cost

CASTLEMERE COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

Taxation

The company is a registered charity and as such is entitled to exemption from tax to the extent that the income received falls within section 505 I.C.T.A 1988 and section 256 C.G.T.A 1992 and is applied to charitable purposes only.

Fund accounting

Funds held by the charity are either:-

Unrestricted general funds - these are funds which can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds - these are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Separate asset accounts are not maintained for each fund, if a better return can be obtained by consolidating the assets. However, there should always be sufficient net assets to represent the total funds, and the assets should be readily accessible, dependent on the fund involved.

Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against the profit as incurred.

2	<u>CHARITABLE ACTIVITIES</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
		<u>funds</u>	<u>funds</u>	<u>funds</u>	<u>funds</u>
		<u>2021</u>	<u>2021</u>	<u>2021</u>	<u>2020</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
a)	<u>Premises & facilities</u>				
	Rates	55		55	692
	Light & heat	11,079		11,079	12,367
	Repairs	11,365		11,365	22,936
	Cleaning	5,781		5,781	2,775
	Depreciation	8,865		8,865	9,561
	Insurances	5,082		5,082	5,308
		<u>42,228</u>	<u>-</u>	<u>42,228</u>	<u>53,639</u>
b)	<u>Community events, training and activities</u>				
	Staff costs	20,937		20,937	22,790
	Catering expenses and refreshments	2,896		2,896	16,284
	Travel and subsistence	442		442	325
		<u>24,276</u>	<u>-</u>	<u>24,276</u>	<u>39,399</u>

CASTLEMERE COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

c) Communication and support costs

Telephone & internet	1,717		1,717	1,395
Printing postage advert	928		928	35
Bank charges & interest	201		201	397
Professional fees	356		356	-
	<u>3,203</u>	<u>-</u>	<u>3,203</u>	<u>1,826</u>
Total	<u>69,707</u>	<u>-</u>	<u>69,707</u>	<u>94,865</u>

3 GOVERNANCE

	<u>Unrestricted funds</u>	<u>Restricted funds</u>	<u>Total funds 2021</u>	<u>Total funds 2020</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Accountancy	<u>613</u>	<u>-</u>	<u>613</u>	<u>613</u>

4 STAFF COSTS

	<u>2021</u>	<u>2020</u>
	<u>£</u>	<u>£</u>
Salaries	20,937	22,790
	<u>20,937</u>	<u>22,790</u>

An average of 2 full-time members of staff were employed during the year.

No member of staff earned £60,000 or more per annum.

None of the trustees received any remuneration, nor were any expenses reimbursed during the year (£2020 - £nil)

5 TANGIBLE FIXED ASSETS

	<u>Improvements to property</u>	<u>Computer s</u>	<u>Fixtures & Fittings</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>Cost</u>				
At 1 April 2020	522,339	16,807	190,280	729,426
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2021	<u>522,339</u>	<u>16,807</u>	<u>190,280</u>	<u>729,426</u>
<u>Depreciation</u>				
At 1 April 2020	309,879	16,382	179,661	505,922
Charge for year	6,435	106	2,324	8,865
At 31 March 2021	<u>316,314</u>	<u>16,488</u>	<u>181,985</u>	<u>514,787</u>

CASTLEMERE COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

<u>Net book values</u>					
At 31 March 2021	<u>206,025</u>	<u>319</u>	<u>8,295</u>	<u>214,639</u>	
At 31 March 2020	<u>212,460</u>	<u>425</u>	<u>10,619</u>	<u>223,504</u>	
6	DEBTORS		<u>2021</u>	<u>2020</u>	
			<u>£</u>	<u>£</u>	
	Trade Debtors		-	5,555	
	Other Debtors		400	-	
			<u>400</u>	<u>5,555</u>	
7	<u>CREDITORS - Amounts falling due within one year</u>		<u>2021</u>	<u>2020</u>	
			<u>£</u>	<u>£</u>	
	Bank loan		-	196	
	Creditors and accruals		2,038	2,038	
	Other tax and social security		6,552	8,090	
			<u>8,590</u>	<u>10,325</u>	
8	<u>CREDITORS - Amounts falling due after more than one year</u>		<u>2021</u>	<u>2020</u>	
			<u>£</u>	<u>£</u>	
	Bank loan		24,000	-	
			<u>24,000</u>	<u>-</u>	
9	<u>ANALYSIS OF NET ASSETS BETWEEN FUNDS</u>	<u>Tangible fixed assets</u>	<u>Creditors due after one year</u>	<u>Net current liabilities</u>	<u>Total</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
	<u>Restricted funds</u>				
	Capital funds	-	-	-	-
	Revenue funds	-	-	-	-
	<u>Unrestricted funds</u>	214,639	(24,000)	29,603	220,243
		<u>214,639</u>	<u>(24,000)</u>	<u>29,603</u>	<u>220,243</u>

NOTES TO THE FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

10 GENERAL COMMENTS

The premises occupied by Castlemere Community Centre are formally leased from the Central Mosque Rochdale for a peppercorn rent, payable annually.

11 CONTINGENT LIABILITIES

There were no contingent liabilities as at 31 March 2021.