

St Michael's Cornerstone Trust (Company Limited by Guarantee)

Report and Accounts

31 December 2020

**Company Registration Number 4029533**

**Registered Charity Number 1085991**

## **St Michael's Cornerstone Trust (Company Limited by Guarantee)**

### **Directors' Report**

The directors and trustees present their report and accounts for the year ended 31 December 2020.

The charity is constituted as a company limited by guarantee and is, therefore, governed by a memorandum and articles of association dated 16 May 1984 and amended 14 November 2017.

#### **Trustees**

*The trustees who served during the year were:*

- Tony Solomon - (Chair)
- Revd Martin Turner - (Vice Chair - Methodist Minister)
- Jane Thomas
- James White -(Pioneer Minister)
- Clr. Colin Hay
- Revd Ashley Collishaw (Priest in Charge, St Michaels)
- Mary Hellyer
- Candace Plouffe
- Russell Johnston

#### **Objectives**

The objects of St Michael's Cornerstone Trust are to promote any charitable purpose for the benefit of the inhabitants of the Parish of St Michael and surrounding parishes of Cheltenham, and in particular, the relief of poverty, the advancement of education, the maintenance and improvement of public amenities and the provision of leisure facilities in the interest of social welfare.

#### **Vision, Mission and Values**

Founded on Christian principles, our Vision at St Michael's Cornerstone Trust is:

To see God's Love Transforming our Community

Our Purpose is :

To Love and Serve our Community as Jesus Would

Our Values

1. Integrity: To act in an honest and open way, treating each other with dignity and respect.
2. Inclusive: To be open to all, accepting individuals as they are and providing a safe non judgemental environment.
3. Reliable: To be dependable and always seeking to do what we say we will do.
4. Compassionate: To care, paying attention, listening with an open mind and offering empathetic support.
5. Joy in Service: To be warm, generous, friendly and cheerful.
6. Impactful: To make a positive difference working alongside individuals and our community.

## **St Michael's Cornerstone Trust (Company Limited by Guarantee)**

### **Directors' Report**

#### **Cornerstone Centre**

Cornerstone Centre is a vibrant community hub. We aim to provide a safe place to be, to make friends and learn new skills. We are open to everyone and have a particular focus on reaching vulnerable people on the margins of society; the elderly, socially isolated and those with additional physical and mental health needs.

#### **Review of 2020**

The market research conducted with the local community, service providers and agencies in 2019 provided extremely useful input into an architects brief which we planned to progress in 2020 as we look to refurbish our facilities to make them even more suitable and attractive to meet the needs of the community and individuals we serve. Covid 19 put this activity on hold.....our focus quickly shifted from long-term to short-term.

Our response to Covid19.....

The trustees debated closing the Cornerstone Centre and putting all staff on furlough. It was unanimously decided that we needed to be there for the community, more than ever, during this challenging and unprecedented time. Although the doors to the Cornerstone Centre were closed we were very much open for the community.....

Facebook pages were quickly established and neighbourhood groups created to provide support for one another. It became clear that before the arrival of Boris's food boxes people were struggling with the basics and we therefore established food provision for the most needy families.

The pandemic has changed our priorities and in some respects accelerated our plans. We have re-ordered the space at Cornerstone to create a food pantry – The Cornerstone Cupboard which provides a much needed service for over 30 families or approximately 100 people each week supplementing their shopping and helping to make ends meet. Pantry members pay £3.50 per week and are able to choose food to the value of c £15 as well as receiving free vegetables and toiletries.

This new venture took us into relationship with a network of other food banks and pantries across Cheltenham. We are now helping one another to meet this important need which is likely to become even greater as unemployment continues to rise.

James White, our pioneer minister, and Martin Turner, Methodist minister, as well as members of the staff team, trustees and guests have been reaching out on Facebook and YouTube with morning chats and helpful messages of encouragement. These sessions are greatly appreciated, not only by local people but

During the year we have conducted extensive research amongst our community and consulted with a wide range of service providers and agencies. This has enabled us to build strategic partnerships with Cheltenham Borough Homes, CCP, NHS commissioners, Oakwood Primary and several others. Working collaboratively we are better able to serve the needs of our community.

#### **Pioneer Ministry**

Cafe Church is now a firm fixture in the life of Cornerstone and St Michaels, it continues to grow and reach out to those in our community who "don't do church".

The Tuesday morning prayers in the Cornerstone involve several with little church background, and the needs of both individuals and the community are always remembered in prayer.

## **St Michael's Cornerstone Trust (Company Limited by Guarantee)**

### **Directors' Report**

#### **Cornerstone Team**

Our managers Alison and Linda, lead by example, always with a listening ear and offer all of our users a warm welcome. During the year our centre assistant, Helen, has focussed on enhancing the induction, training and overall experience for our wonderful volunteers. James White, a Pioneer Minister employed by Gloucester Diocese, works out of Cornerstone and we are blessed to see the positive impact he and his family are making to the community. The Trustee body is a joy to work with, a group of people with a common sense approach making practical decisions in the present and guaranteeing the future. We are extremely grateful to all of our employees, volunteers and trustees. Their hard work, commitment, dedication and community spirit is a real inspiration

#### **Funding**

The Cornerstone Centre relies on the goodwill and generosity of a broad range of individuals, grant funders and local organisations who support us so generously and open heartedly. It is with grateful thanks for this support that we can look to the future positively.

#### **2020**

The market research conducted with the local community, service providers and agencies has provided extremely useful input into an architects brief. We are looking to refurbish our facilities to make them even more suitable to meet the needs of the community and individuals we serve. This will involve a lot of fundraising, and hard decisions as to what work we want to hold on to and what new work we want to explore in the future.

The Trust is thankful for the continued financial services and professional support with the legal obligations associated with being a charity from Gill Wood, Brian Gibb and the team at SkyBridge Accounting Limited.

All directors of the company are also trustees of the charity, and there are no other trustees. The board has the power to appoint additional trustees in line with the Articles of Association.

This report was approved by the Board on 20 April 2021.

T Solomon  
Chair of Trustees

## **St Michael's Cornerstone Trust**

### **Independent Examiner's Report**

#### **Independent Examiner's report to the trustees of St Michael's Cornerstone Trust**

I report to the trustees on my examination of the accounts of St Michael's Cornerstone Trust for the year ended 31 December 2020 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

#### **Responsibilities and basis of report**

As the charity's trustees (and also directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having established that the accounts of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for Independent Examination, I report in respect of my examination of the charity's accounts carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in, any material respect:

the accounting records were not kept in respect of the charity as required by section 396 of the 2006 Act; or

the accounts do not accord with those records; or

the accounts do not comply with the applicable requirements under section 396 of the 2006 Act 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 (FRS 102)

I have no concerns and have come across no other matters in connection with the examination which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Emma Conway ACCA  
Chartered Accountant  
3 Fairview Court  
Fairview Road

Cheltenham  
GL52 2EX

20 April 2021

**St Michael's Cornerstone Trust (Company Limited by Guarantee)**  
**Statement of Financial Activities**  
**for the year ended 31 December 2020**

	Notes	Unrestricted	Restricted	Designated	2020 £	2019 £
<b>INCOME &amp; ENDOWMENTS</b>						
Donations and Legacies	<b>4</b>	73,977	13,539	-	87,516	41,982
Income from charitable activities	<b>5</b>	5,589	-	-	5,589	22,622
Income from investments		43	-	-	43	74
<b>TOTAL INCOME</b>		<b>79,609</b>	<b>13,539</b>	<b>-</b>	<b>93,148</b>	<b>64,678</b>
<b>EXPENDITURE</b>						
Expenditure on charitable activities	<b>6</b>	69,282	9,688	-	78,970	63,904
<b>TOTAL EXPENDITURE</b>		<b>69,282</b>	<b>9,688</b>	<b>-</b>	<b>78,970</b>	<b>63,904</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>10,327</b>	<b>3,851</b>	<b>-</b>	<b>14,178</b>	<b>774</b>
<b>FUND BALANCES AT 1 January 2020</b>		<b>9,958</b>	<b>6,796</b>	<b>40,000</b>	<b>56,754</b>	<b>55,980</b>
<b>FUND BALANCES AT 31 December 2020</b>	<b>12</b>	<b>20,285</b>	<b>10,647</b>	<b>40,000</b>	<b>70,932</b>	<b>56,754</b>

Income resources and resulting net movement in funds each year arise from continuing operations.

**St Michael's Cornerstone Trust (Company Limited by Guarantee)**  
**Balance Sheet**  
**as at 31 December 2019**

	Notes	2019 £	2018 £
Fixed Assets	9	1,412	3,041
<b>Current assets</b>			
Debtors	10	-	290
Cash at bank and in hand		70,205	54,651
		<u>70,205</u>	<u>54,941</u>
<b>Creditors: amounts falling due within one year</b>	11	(685)	(1,228)
		<u>69,520</u>	<u>53,713</u>
		<u>70,932</u>	<u>56,754</u>
<b>Funds</b>			
Unrestricted Funds		20,285	9,958
Restricted Funds		10,647	6,796
Designated Funds		40,000	40,000
	12	<u>70,932</u>	<u>56,754</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

Members have not required the company to obtain an audit in accordance with section 476 of the Act.

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.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

T Solomon  
Director

20 April 2021

**St Michael's Cornerstone Trust (Company Limited by Guarantee)**  
**Notes to the Accounts**  
**for the year ended 31 December 2019**

**1 Accounting policies**

***Basis of preparation***

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102 (effective 1 January 2016) and FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015 (as amended by the Bulletin issued in February 2016) published by the Charities Commission in England & Wales (CCEW), effective January 2016. (The SORP).

***Turnover***

Voluntary income and donations are accounted for as received. Project and fundraising income is accounted for on an accruals basis.

***Expenditure on management and administration of the charity***

Administration expenditure includes all expenditure not directly related to the charitable activity or fundraising.

***Depreciation***

*Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:*

*Equipment - 10% straight line*

**2 Designated Fund**

A gift of £40,000 has been allocated by the Trustees to a Designated Fund to be held for the refurbishment project. This project is in the early stages of consideration

**3 Legal status of charity**

St Michael's Cornerstone Trust is a company limited by guarantee and, as such has no share capital.

**4 Donations and Legacies**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Designated</b>	<b>2020 £</b>	<b>2019 £</b>
Donations and other income	4,390	2,613	-	7,003	4,133
Care Shop income	778	383	-	1,161	4,680
Fundraising	-	-	-	-	411
Grants	68,809	10,543	-	79,352	32,758
	<u>73,977</u>	<u>13,539</u>	<u>-</u>	<u>87,516</u>	<u>41,982</u>

**Income from charitable**

<b>5 activities</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Designated</b>	<b>2020</b>	<b>2019</b>
Coffee bar	1,285	-	-	1,285	4,803
Activities	2,184	-	-	2,184	9,417
Rent of Hall	1,515	-	-	1,515	6,176
Laundrette	605	-	-	605	2,226
	<u>5,589</u>	<u>-</u>	<u>-</u>	<u>5,589</u>	<u>22,622</u>

**St Michael's Cornerstone Trust (Company Limited by Guarantee)**  
**Notes to the Accounts**  
**for the year ended 31 December 2019**

Expenditure on charitable						
6	activities	Unrestricted	Restricted	Designated	2020	2019
	Coffee bar	718	-	-	718	2,154
	Activities costs	2,158	8,189	-	10,347	3,434
	Laundrette costs	40	-	-	40	67
	Playgroup costs	43	-	-	43	137
	Salaries	37,654	-	-	37,654	35,957
	Light & heat	3,736	-	-	3,736	6,237
	Telephone	1,454	-	-	1,454	709
	Water rates	575	-	-	575	831
	Rent	100	-	-	100	100
	Repairs	10,997	-	-	10,997	4,738
	General admin - Software	364	-	-	364	627
	Insurance	1,441	-	-	1,441	1,504
	Licence	571	-	-	571	762
	Printing,postage and stationary	315	-	-	315	855
	Care Shop distributions	-	1,499	-	1,499	1,826
	Refuse collection	318	-	-	318	341
	Staff Training & Welfare	1,126	-	-	1,126	98
	Travel and subsistence	68	-	-	68	124
	Cleaning	880	-	-	880	958
	Fundraising costs	-	-	-	-	158
	Advertising	220	-	-	220	130
	Depreciation	1,629	-	-	1,629	217
	Sundries	2,025	-	-	2,025	365
	Consultancy fees	2,850	-	-	2,850	1,575
		69,282	9,688	-	78,970	63,904
7	Operating profit				£	£
	This is stated after charging:					
	Depreciation of owned fixed assets				1,629	217
8	Taxation					
	The company, which is a registered charity, is not liable to taxation.					
9	Tangible fixed assets					Plant and machinery etc £
	Cost					
	At 1 January 2020					7,308
	At 31 December 2020					7,308
	Depreciation					
	At 1 January 2020					4,267
	Charge for the year					1,629
	At 31 December 2020					5,896
	Net book value					
	At 31 December 2020					1,412
10	Debtors				£	£
	Other Debtors				-	290

**St Michael's Cornerstone Trust (Company Limited by Guarantee)**  
**Notes to the Accounts**  
**for the year ended 31 December 2019**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>11 Creditors: amounts falling due within one year</b>		
Other creditors	685	1,228

	<b>Unrestricted</b>	<b>Restricted Designated</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>12 Analysis of fund balances</b>				
At 1 January	9,958	6,796	40,000	56,754
Profit/ (Loss) for the year	10,327	3,851	-	14,178
At 31 December	20,285	10,647	40,000	70,932

The charity aims to retain a reserve in unrestricted funds of up to six months of overhead expenses. At 31 December 2020 this equated to £26,140 which compares with the actual balance of £20,285.

	<b>£</b>	<b>£</b>
<b>13 Staff Costs</b>		
Salaries	37,654	35,957
	37,654	35,957

During the year St Michael's Conerstone Trust employed two centre managers, a centre assistant and a cleaner.

No Trustees received either remuneration or expenses, other than direct reimbursement of money paid out, during the year (2019 £nil)

The Trust relies substantially on the time of volunteers to run its activities. It is not possible to quantify the value of these services to the Trust

**St Michael's Cornerstone Trust (Company Limited by Guarantee)**  
**Schedule to the Income and Expenditure Account**  
**for the year ended 31 December 2019**  
*for the information of the directors only*

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Coffee Bar	4,803	5,181
Laundrette	2,226	2,457
Rent of hall	6,176	5,923
Activities income	9,417	10,979
Fundraising	411	1,802
Care and Share Shop income	3,120	2,810
Care Shop restricted income	1,560	1,556
Other	2,537	11,952
Grants	32,758	14,300
Church contribution	1,596	981
	<hr/> 64,604	<hr/> 57,941
<b>Direct costs</b>		
Coffee bar supplies	2,154	2,793
Laundrette costs	67	209
Activity costs	3,434	6,829
Playgroup exps	137	294
	<hr/> 5,792	<hr/> 10,125
<b>Administrative expenses</b>		
Employee costs:		
Centre Manager	25,197	24,711
Wages and salaries	10,760	3,938
Staff training and welfare	98	584
Travel and subsistence	124	40
	<hr/> 36,179	<hr/> 29,273
Premises costs:		
Ground Rent	100	100
Water Rates	831	824
Light and heat	6,237	6,016
Cleaning	958	891
	<hr/> 8,126	<hr/> 7,831
General administrative expenses:		
Telephone and fax	709	504
Stationery and printing	855	1,647
Insurance	1,504	1,303
Licence	762	675
Computer costs	627	514
Repairs and maintenance	4,738	8,182
Care Shop distributions	1,826	941
Depreciation	217	-
Waste collection	341	248
Fundraising costs	158	34
Sundries	365	95
	<hr/> 12,102	<hr/> 14,143

**St Michael's Cornerstone Trust (Company Limited by Guarantee)**

**Schedule to the Income and Expenditure Account**

**for the year ended 31 December 2019**

*for the information of the directors only*

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Legal and professional costs:		
Management fees	1,575	4,050
Advertising and PR	130	-
	<u>1,705</u>	<u>4,050</u>
	<u>58,112</u>	<u>55,297</u>
<b>Other operating income</b>		
Bank interest	<u>74</u>	<u>60</u>