

THE GUISBOROUGH BRIDGE ASSOCIATION

Registered Charity Number 1086425

**FINANCIAL ACCOUNTS
PERIOD END 31 MARCH 2021**

**Draycott & Kirk LLP
Chartered Accountants
Cleveland House
92 Westgate
Guisborough
Cleveland
TS14 6AP**

THE GUISBOROUGH BRIDGE ASSOCIATION

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PERIOD ENDED 31 MARCH 2021

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Trustees' Annual Report for the period

From

Period start date

Day 1 Month 4 Year 2020

To

Period end date

Day 31 Month 3 Year 2021

Section A

Reference and administration details

Charity name

Guisborough Bridge Association

Other names charity is known by

Registered charity number (if any) 1086425

Charity's principal address

58a Westgate

Guisborough

Cleveland

Postcode

TS14 6AY

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	Bill Reynolds			
2	Maureen McLean	Co-Chair		
3	Isabel Stuart			
4	Graham Johnson			
5	Roland Miller	Co-Chair		
6	Elizabeth Evans			
7	Steve Kielty		Started 30.11.2020	
8				
9				
10				
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16				
17				
18				
19				
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)	
Trustee selection methods (eg. appointed by, elected by)	Elected by members at AGM

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.

Regular Trustees' meetings have taken place, using the medium of Zoom. In relation to the COVID pandemic Health and Safety procedures and guidelines have been drawn up and strictly adhered to by both staff and Volunteers.

Section C Objectives and activities

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

2.1 The objectives of GBA shall be non-political and non- sectarian and shall be:-
 2.1.1 To promote for the benefit of the inhabitants of Guisborough and the surrounding area (the Area of Benefit), without distinction of sex, sexual orientation, race or religion or other opinions by associating together with the inhabitants of the Area of Benefit, agencies of the Government and Local Authorities, voluntary organisations and other organisations in a common effort the advance of education, social welfare, recreational and other leisure-time activities with the objective of improving the conditions of life available within the Area of Benefit.
 2.1.2 To operate in alignment with the objectives of the Churches Together in Guisborough to advance Christianity.

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)

All our normal projects were stopped in March 2020 other than FoodStop (the food bank). We started a Prescription Collection and Delivery service, and Shopping for those Isolating for whatever reason. We maintained regular Communication with our elderly, youth and family contacts via telephone and social media to support them and give them someone to talk to. We also started providing craft packs and online engagement for children from Easter 2020.

In September of 2020 after the first lockdown we started Cooking Meals and Delivering them to the elderly who would normally attend our weekly luncheon club. This stopped because of the vulnerability of our elderly volunteers and clients as we moved into the second lockdown.

The following projects were run in a limited way within the national guidelines:

- Bridge2Youth on Friday nights
- Get Set Go [some term-time craft & food packs for families linked to our usual monthly family Sunday afternoon session]
- Summer Holiday club and May Holiday Club [mainly online but we did manage one family 'face-to-face' outdoor session in August 2020]
- Fun and Food4All [sessions in school holidays to reduce holiday hunger]
- Bridge2Parents – work with families with SEN children - we did manage a few 'in person' meetings in the autumn and some new sessions will be starting soon
- Primary schools work – the majority of this stopped but we managed zoom lessons with 2 classes in a local school and also provided support in early lockdown delivering packed lunches for a couple of schools.

The following projects, begun in previous years for the benefit of the community of Guisborough had to stop:

- Weekly Soup and Roll at the Methodist Church
- Weekly coffee morning at Sunnyfield House
- Guisborough Community Luncheon Club – lunch and socialising for the elderly
- Christmas Day Meal
- Prayer Breakfast [Not possible in person but we have managed zoom prayer breakfasts since December 2020]
- Escape: after-school club in Sleights Court
- NightLight
- Monday Friends
- Time2Move, a weekly chair-based exercise class for the elderly followed by a light lunch at MHA Hinton Court
- Music & Memories, a dementia friendly music and singing session on a monthly basis at St Paulinus Church

Please refer to Section D for more details

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.

We normally have about 80 volunteers working with us each month plus over 30 who become involved on a yearly basis on Holiday Clubs or at the Christmas Day Meal and we welcome the involvement of students and people with learning difficulties. We have also found that volunteering with our charity has helped unemployed people to find paid employment.

This year many of our volunteers who are older, or had conditions requiring them to isolate, were unable to work with the charity. However there was a real generosity amongst those restricted by lockdown and furloughing and so we had around 30 new volunteers for the extra services we provided.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Summary of the main achievements of the charity during the year

It has been another busy, if very different, year for the Guisborough Bridge Association. As ever we are grateful to all our members, volunteers, churches, local Supermarkets and other organisations including the Town Council and Redcar & Cleveland Council for their invaluable support – both practical and financial – in helping our small charity to continue to thrive. It is a privilege to be able to serve our local community in this way.

Because of the Covid-19 Pandemic most of our projects have, of necessity, been in abeyance. These will re-commence as and when it is safe to do so.

Throughout this last, most challenging year, we have operated our food bank (FoodStop) 5-days-a-week alongside working with local schools and other charities to try to ensure that no-one in our community struggled to provide food for themselves and their families. We have also helped families with their energy bills

We have managed to continue to run several different children's and youth projects. Over the school holidays we run regular Fun and Food4All sessions to try to reduce holiday hunger by providing parcels of food and packs of activities. Bridge2Youth have met by using Zoom.

Bridge2Parents continues, providing informal support via social media, especially for families with SEN children. On-going peer-group support from members of this group is proving to be invaluable in helping them to manage and develop coping skills and strategies.

We are hoping to provide help to those seeking employment by introducing 'Back-to-Work' sessions, which will look at such things as producing CVs. Alongside this, we intend to hold after-school 'Homework Clubs' to help those young people who do not have access to Wi-Fi.

We held our first on-line AGM using Zoom which was well attended.

As ever, all our work is underpinned by prayer: in the latter half of the year we re-started our Prayer Breakfasts on Zoom on the first Saturday of each month. These, along with regular newsletters, help to keep everyone up-to-date with Bridge developments.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our annual turnover was just over £152,500 of which just over £83,000 was restricted funding from grant bodies and donations. We budget for a reserve of £30,000 to cover of 3 months running costs (£15,000) and redundancy payments (£15,000). We were working to spend our excess reserves to facilitate grant applications but with the advent of Covid-19 and the cessation in fundraising activities we have suspended this. We will need all of our reserves to manage to the uncertainty of the next financial year.

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.

A third of our income normally comes from Fundraising through the weekly Soup and Roll and regular coffee mornings. This stopped because of the pandemic, but those who give via Standing Orders and other regular donations generously gave extra donations to support the Food Bank and related costs. We were successful in applying for COVID related grants from funds such as the CAF Coronavirus Emergency Fund, the County Durham Covid Relief Fund and the Redcar & Cleveland Sustaining Capacity Fund. We also claimed on the Covid Furlough Scheme as the work available for our staff was greatly reduced during this year.

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)

M. McLean

M. McLean

Full name(s)

Maureen McLean

Position (eg Secretary, Chair, etc)

Co-Chair

Date 8th July 2021

Independent Examiner's Report to the Trustees of Guisborough Bridge Association

I report on the accounts of the charity for the year ended 31 March 2021 which are set out on pages 2 to 6

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 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 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not 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.

C N Mason

Chartered Certified Accountant

Draycott & Kirk
Cleveland House
92 Westgate
Guisborough
Cleveland
TS14 6AP

Date

16/7/21

THE GUISBOROUGH BRIDGE ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 31ST MARCH 2021

	<u>Note</u>	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2021</u> £	<u>Total</u> <u>2020</u> £
<u>Incoming Resources</u>					
Donations		66,978	33,408	100,386	42,025
Grants Receivable	2	-	49,612	49,612	4,052
Fundraising Events		2,625	-	2,625	22,717
Investment Income		13	-	13	23
Total Incoming Resources		69,616	83,020	152,636	68,817
<u>Resources Expended</u>					
Salaries,pension & Social Security		11,547	29,906	41,453	41,420
Telephone		761	-	761	726
Fundraising & Events		3,592	8,032	11,624	14,592
Donations		-	27,197	27,197	15,665
Youth Club		622	-	622	2,813
Nightlight		-	-	-	909
Monday Friends		-	-	-	1,629
Sundry Expenditure		638	-	638	1,296
Post & Stationery		339	-	339	134
Insurance		1,173	-	1,173	1,136
Office Rent		1,200	-	1,200	1,200
Depreciation		899	-	899	88
Independent examination		432	-	432	432
Total Resources Expended		21,203	65,135	86,338	82,040
Net Incoming/(Outgoing) Resources being movement in funds		48,413	17,885	66,298	(13,223)
Fund balances brought forward		58,080	2,741	60,821	74,044
Transfers between funds		-	-	-	-
Fund balances carried forward		106,493	20,626	127,119	60,821

THE GUISBOROUGH BRIDGE ASSOCIATION
BALANCE SHEET AS AT 31ST MARCH 2021

	<u>Note</u>	<u>2021</u> £	<u>2020</u> £
<u>Fixed Assets</u>			
Tangible Assets	3	5,099	500
<u>Current Assets</u>			
Cash at bank & in hand		112,205	59,608
Stock		10,235	1,133
Debtors		-	-
		122,440	60,741
<u>Current Liabilities</u>			
Creditors and Accruals due within one year	4	420	420
Net Current Assets/(Liabilities)		122,020	60,321
Total assets less current liabilities		127,119	60,821
<u>Net Assets/(Liabilities)</u>		127,119	60,821
<u>Accumulated Funds</u>			
Unrestricted Funds	6	106,493	58,079
Restricted Funds	7	20,626	2,742
		127,119	60,821

These Financial Statements were approved by the Trustees on

Date 15.07.2021

Signed M. McLean

Full Name Maureen McLean.

THE GUISBOROUGH BRIDGE ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31ST MARCH 2021

1. General Information and basis of preparation

- a. The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance 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) issued on 16 July 2014 (as updated through update bulletin 1 published on 2 February 2016), the Financial Reporting Standards applicable in the United Kingdom and Republic of Ireland (FRS 102) and UK Generally accepted practice as it applies from 1 January 2015.

The charity has applied update bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds it is applying FRS 102 Section 1A.

The Financial statements are prepared on a going concern basis under the historical cost convention. The Financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

The significant accounting policy's applied in the preparation of the financial statements are set out below. These policies have been applied to all years shown unless otherwise stated.

b Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the accounts.

- c. All grants and voluntary income are accounted for gross when receivable, as long as they are capable of financial measurement. Donated goods for Foodstop are valued at an average item value.
- d. All expenditure is accounted for gross, and when incurred.
- e. Fixed Assets are included at cost. There are no uncapitalised Fixed Assets.
- f. Depreciation is provided to write off the cost of all fixed assets on the following basis:-
Office Equipment & Mini bus - over 5 years.
- g Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.
- h Reserves Policy: The Trustees have considered the level of reserves needed in order to maintain the ongoing activities of the trust. In the current Coronavirus pandemic the Trustees consider that any surplus reserves will be used.
- i Stock is valued at the average value of donated items.

THE GUISBOROUGH BRIDGE ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31ST MARCH 2021

2. Grants Receivable

	<u>2021</u>	<u>2020</u>
	£	£
Covid Furlough Scheme	16,906	-
Tees Valley Community Grant	1,000	-
Age Uk Teesside	1,500	-
Feast of Fun	8,306	3,059
CDCF Covid Relief Funds	5,000	-
RCBC (Sustaining capacity grant)	8,400	-
CAF Coronavirus Emergency Fund	5,500	-
Grants under £1000	3,000	993
	<u>49,612</u>	<u>4,052</u>

3. Tangible Fixed Assets

	<u>Mini Bus</u>	<u>Office Equipment</u>	<u>- Total</u>
	£	£	£
Cost at 1st April 2020	0	1,969	1,969
Additions during the period	4,400	1,098	5,498
Cost at 31st March 2021	<u>4,400</u>	<u>3,067</u>	<u>7,467</u>
Accumulated Depreciation at 1st April 2020	-	1,469	1,469
Charge for the period	799	100	899
Accumulated Depreciation at 31st March 2021	<u>799</u>	<u>1,569</u>	<u>2,368</u>
Net Book Value at 31st March 2021	<u>3,601</u>	<u>1,498</u>	<u>5,099</u>
Net Book Value at 31st March 2020	<u>-</u>	<u>500</u>	<u>500</u>

4. Creditors & Accruals

	<u>2021</u>	<u>2020</u>
	£	£
Due within one year:		
Other Creditors	-	-
Accruals	420	420
	<u>420</u>	<u>420</u>

5. Employee emoluments

	<u>2021</u>	<u>2020</u>
	£	£
Total emoluments	<u>41,453</u>	<u>41,420</u>
No employee of the charity received employee benefits of greater than £60,000.		
Average number of employees	<u>4</u>	<u>4</u>
All staff are employed by the charity.		
Trustee remuneration	<u>Nil</u>	<u>Nil</u>

THE GUISBOROUGH BRIDGE ASSOCIATION
NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31ST MARCH 2021

6. Unrestricted Funds		<u>Opening</u>		<u>Incoming</u>	<u>Outgoing</u>	<u>Closing</u>
		<u>Balance</u>	<u>Transfers</u>	<u>Resources</u>	<u>Resources</u>	<u>Balance</u>
Core		58,080	-	69,616	21,203	106,493
		58,080	-	69,616	21,203	106,493

7. Restricted Funds		<u>Opening</u>		<u>Incoming</u>	<u>Outgoing</u>	<u>Closing</u>
		<u>Balance</u>	<u>Transfers</u>	<u>Resources</u>	<u>Resources</u>	<u>Balance</u>
Foodstop	1)	2,741	-	36,408	27,197	11,952
Covid Furlough scheme	2)	-	-	16,906	16,906	-
Age UK Teesside	3)	-	-	1,500	1,500	-
RCBC (Sustaining capacity grant)	4)	-	-	8,400	-	8,400
Feast of Fun	5)	-	-	8,306	8,032	274
CDCF Covid Relief Funds	6)	-	-	5,000	5,000	-
Tees Valley Community grant	7)	-	-	1,000	1,000	-
CAF Community Emergency Fund	8)	-	-	5,500	5,500	-
		2,741	-	83,020	65,135	20,626

- 1) Donations to provide food to the needy.
- 2) Government furlough scheme for employees.
- 3) Grant to help provide food, craft activities, energy costs and staff costs.
- 4) Grant for rent of Sunnyfield House & URC office and staff hours.
- 5) Grant towards Feast of Fun
- 6) Grant for elderly meals, staff & admin cost, laptops & school uniforms.
- 7) Grant for Covid support - phonecalls, wages, fresh food.
- 8) For Covid response related expenses.

8. Analysis of funds by assets

	Unrestricted	Restricted	Total
Fixed assets	5,099		5,099
Current assets	101,814	20,626	122,440
Current liabilities	(420)	-	(420)
	106,493	20,626	127,119

9. Transactions with trustee's and connected persons

During the year there was no transactions with trustees or connected person.

10. Trustee indemnity insurance

Insurance was purchased to indemnify trustees against default on their part.