

**Pendower
Good Neighbour Project**

**Trustees Report
For the Year Ended 31st March 2021**

Charity Number 1088001

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Reference and Administrative Information

Trustees

Christina Wilson
Pat Young
Shirley Irving
Richard Bliss
Joe Cullen

Chair
Treasurer

Staff

Ruth Taylor
Christine Gray
Nicky Riches

Senior Project Worker
Administrator
Children & Young People's Support Worker

Registered Address:

12-14 Sunnybank Avenue
Pendower Estate
Newcastle upon Tyne
NE15 6SD

Email:

patpen@blueyonder.co.uk

Bank

Barclays Bank
West Road
Newcastle upon Tyne

Honorary Independent Examiner: Elaine F Nylander

Trustees' Report

Structure, Governance and Management

The Trust is governed by its Constitution and managed by a voluntary Management Committee. Trustees are elected by members at the Annual General Meeting.

Objectives

The objectives of the charity are set out in its governing document and are summarised as follows:

- To benefit the socially and economically disadvantaged area of Pendower Estate.
- To advance education.
- To develop capacity of Pendower inhabitants to participate fully in society as responsible citizens.
- To eliminate discrimination and encourage equality of opportunity.
- To develop capacity of Pendower inhabitants to identify and help meet their needs.

Main Activities

To support improvements to housing and environment, building capacity and improving quality of life to encourage the development of children and young people. To support pensioners continued independent living in the community.

Achievements and performance

2020/21 has been a very difficult and different year for us as we dealt with Covid-19 and the impact it had on our services. We initially had to close our doors and suspend all our groups and we spent the first week of April redecorating the centre. This had already been planned and the paint purchased thanks to funding from the Rothley Trust. We were also able to buy new chairs and storage.

It quickly became apparent that food insecurity was a huge problem for the community as people had to self-isolate or were on reduced incomes. We were able to access food parcels via Sporting Chance which we delivered each week to about 20 families on the estate. We also continued to collect free bread, fruit & vegetables and groceries from Sainsbury's which we gave away outside the centre each week.

We then looked at how we might keep in touch with those people who regularly attend our sessions. We used phone calls, texts, emails and messenger groups to keep in touch with residents and we chatted to people on their doorsteps as we delivered food parcels or on our doorstep as they collect free bread. People were very glad to chat and share news with someone and it was lovely that people asked how we were too.

We were able to secure additional funding to enable us to offer treats and activity packs which started with the VE Day celebrations in May 2020. We delivered afternoon tea for 2 bags to 25 older households and 30 colour-your-own bunting to family homes. After that we were able to deliver weekly activity packs for children and young people, getting more and more requests each week. We also delivered regular treats to older people including puzzle books and chocolates and knitting projects to our Naughty Nanas.

In the summer of 2020 we took part in Newcastle's Best Summer Ever programme with our 'Over the Garden Gate' project. We delivered weekly packed lunches, cookery packs and activity packs to families across the estate. This project was funded via Streetgames who also approached us later in the year to deliver a project to encourage families to get more active by providing them with resources which included bikes, boxing sets and other sports equipment.

We worked on a volunteer project with Vicki Stone from Upstart Enterprise which saw us convert an unused part of the garden with rotten raised beds into a paved 'pizza garden' with pizza ovens and new tables and chairs. This has been a fantastic addition to our outdoor space, particularly as the bulk of our work has now been moved outdoors.

Trustees' Report (continued)

As the rules changed, we were able to introduce some face to face work. Our Naughty Nanas met in the garden in the summer months and we held family activity sessions for 1 family at a time during the October half term.

A second lockdown put a stop to this but we were able to secure funding to offer a range of Christmas treats to families in December. This included Family Christmas sessions in the garden for 1 family at a time with crafts & food, 100 advent calendars donated by Sainsbury's were delivered to children & young people across the estate and we delivered children's Christmas gifts and selection boxes and hampers for older people across the estate. We also held a competition across the estate called 'Winter Windowland' which encouraged residents to decorate their windows for Christmas and for people to walk around the estate to look at the windows. All this helped to add a bit of much needed Christmas spirit when people were struggling.

In March we finished our National Lottery Heritage Fund project 'Who Were the Heroes'. As we couldn't hold an exhibition we created a file of resources about the history of the estate which were delivered to all 550 households. We also amended some of our other funded projects including a cookery project so they could be delivered at home and not at our centre.

We could not have done any of this without the willingness of staff, volunteers and trustees and of course those funders who gave us additional funding for our extra activities. In particular we must thank the National Lottery Community Fund for their coronavirus recovery grant which made a massive difference to our work and enabled us to cover our shortfall for the year.

Impact of COVID-19

Our income has been largely unaffected by COVID-19 as we are mainly funded by grants. We have been able to secure some additional funding for specific support for vulnerable families and are continuing to operate a service for the local community.

Risk Review

The Project is dependent on grants from charitable trusts. The Management Committee regularly reviews the position of future funding.

Reserves Policy

The Project held enough unrestricted funds to cover three to six months core costs and running costs at the end of the year end and also held restricted funds (£36,230) which are mainly grants paid in advance. The Trustees consider these are an adequate level of reserves to safe guard the Project against unforeseen eventualities.

On behalf of the Trustees



Christina Wilson
Chair of Trustees

21/09/2021

Statement of Trustees' responsibilities in respect of the Trustees' report and the financial statements

The Charities Act 1993 requires the Trustees of the Charity 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 of its financial position at the end of the year.

In preparing the financial statements the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards and the charities SORP, disclosing any departures in the financial statements and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the Charity will continue in operation.

The Trustees are also responsible for keeping proper accounting records that disclose with reasonable accuracy the financial position of the Charity and to enable them to ensure that the financial statements comply with the law. The Trustees are also responsible for safeguarding the Charity assets and hence take reasonable steps to prevent and detect fraud and other irregularities.

Independent Examiner's Report to the Trustees of Pendower Good Neighbour House Project

I report on the financial statements of the Pendower Good Neighbour Project for the year ended 31st March 2019 which are set out on pages 5 to 9.

Respective responsibilities of Committee 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 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

It is my responsibility to:

Examine the accounts (under section 43 of the Act);

To follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act); and

To state whether particular matters have come to my attention.

Basis of independent examiner's statement

An examination includes a review of the accounting records kept by the Project and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 I do not express an audit opinion on the financial statements.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

1 which gives me reasonable cause to believe that, in any material respect, the Committee have not met the requirements to ensure that:

- proper accounting records are kept; and
- financial statements are prepared which agree with the accounting records; or

2 To which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Elaine F Nylander BA FCA
Chartered Accountant

21/09/2021

Pendower Good Neighbour Project

**Financial Statements
For the Year Ended 31st March 2021**

Charity Number 1088001

Statement of Financial Activities for the year ended 31st March 2021

		Unrestricted	Restricted	Total 2021	Total 2020
		£	£	£	£
	Note				
Incoming Resources					
Grants and donations	3	7,994	84,016	92,010	62,714
Donated services and facilities	4	0	8,000	8,000	8,000
Total Incoming Resources		7,994	92,016	100,010	70,714
Resources Expended					
Salaries	5	0	41,557	41,557	39,547
Sessional Costs		0	0	0	200
Core Activities and events		5	395	400	292
Children's activities and events		0	960	960	3,928
Lockdown Activities		194	6,525	6,719	0
Pensioners activities and events		0	0	0	709
Premises costs		0	5,653	5,653	7,294
Property rental		0	7,500	7,500	7,500
Postage		0	0	0	40
Insurance		0	1,695	1,695	1,584
Repairs & Renewals		0	5,175	5,175	232
Professional fees		0	376	376	342
Moneywise		4,703	0	4,703	7,035
Publicity		0	0	0	394
Subscriptions		0	74	74	57
Volunteer costs		330	362	692	1,708
History Project		0	804	804	3,718
Miscellaneous		215	0	215	73
Independent examination fee	6		500	500	500
Total Resources Expended		5,447	71,576	77,023	75,153
Net Outgoing Resources		2,547	20,440	22,987	(4,439)
Total Funds Brought Forward		18,806	15,793	34,599	39,039
Total Funds Carried Forward		21,353	36,233	57,586	34,600

Balance Sheet
At 31st March 2021

	Note	2021 £	2020 £
Current Assets			
Cash at bank and in hand	7	58,732	34,920
Total Current Assets		<u>58,732</u>	<u>34,920</u>
Creditors: Amounts falling due within one year	8	1,146	319
Net Current Assets Less Current Liabilities		<u>57,586</u>	<u>34,601</u>
Total Assets less Current Liabilities		<u>57,586</u>	<u>34,601</u>
Funds			
Unrestricted funds		6,357	18,806
Restricted funds	9	<u>51,229</u>	<u>15,793</u>
Total Fund		<u>57,586</u>	<u>34,599</u>

Approved by the Trustees on

21/09/2021 and signed on their behalf by:



Christina Wilson
Chair



Pat Young
Treasurer

Notes (continued)

4 Donated Services and Facilities

Donated services and facilities comprise of free office space (£7,500) kindly provided by Newcastle City Council and independent examination of the financial statements (£500) kindly provided by Greggs plc's management staff.

5 Staff Costs

	2021 £	2020 £
Gross Wages	41,557	39,547
Employers National Insurance Costs	0	2,110
Total Staff Costs	41,557	41,657
Average Number of full time equivalent employees in the year	2	2

Included within sessional costs are payments for children's activities, inclusive play, I.T. tutor and technical support, parents and toddlers.

6 Fees for Examination of the Accounts

	2021 £	2020 £
Independent examination of the accounts (see Note 4)	500	500

7 Cash at Bank & In hand

	2021 £	2020 £
Cash at Bank	58,459	34,548
Petty Cash	273	372
	58,732	34,920

8 Creditors and Accruals

	2021 £	2020 £
Inland Revenue	1,146	319

Notes

(to the accounts for the year ended 31st March 2021)

1 Basis of accounting

These accounts have been prepared on the basis of historic cost in accordance with the guidelines set out in the Statement of Recommended Practice. "Accounting and Reporting by Charities" (SORP) 2005 and with the Accounting Standards and the Charities Act 1993.

2 Accounting Policies

Incoming Resources

Recognition of incoming resources

These are included in the Statement of Financial Activities (Sofa) when:

The Charity becomes entitled to the resources;

The Trustees are virtually certain they will receive the resources; and

The monetary value can be measured with sufficient reliability.

Grants and Donations

Grants and donations are only included in the Sofa when the charity has unconditional entitlement to the resources.

Donated services and facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Expenditure and Liabilities

Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Tangible Fixed Assets

Tangible fixed assets are capitalised if the cost is at least £500

3 Grants and Donations

	£
<u>Restricted Income</u>	
Running Costs Contributions	501
Bernicia Foundation	9,815
Covid 19 Response Lottery	20,136
Barbour	2,000
NCC	10,100
Heritage & Environment Group	700
Joseph Rank	10,000
The Willan Charitable Trust	5,000
The Sir James Knott Trust	5,000
HMRC JRS Grant	4,331
Karbon Homes Ltd	600
Connected Voice	1,000
Co-op Food Fund	2,015
CAF	500
YHN	250
Sainsburys	1,400
Groundwork uk (comic relief)	1,600
Pizza Garden	319
Street Games	4,900
High Sherriff	750
Social activities	43
Lottery Club	500
Choir	2,556
<u>Unrestricted income</u>	
Donation	2,952
Gift Aid	616
Stationary	63
Moneywise	4,353
Bank Interest	10
TOTAL	92,010

9 Movement in Restricted Funds

	Balance at 1 st April 2020	Incoming Resources	Outgoing Resources		Transfers		Balance at 31 st March 2021
	£	£	£		£		£
Core Funding including staffing	12,669	73,348	61,253		3,696		28,460
Staffing and overhead for children and young peoples activities	1,291	7,569	1,519		(3,696)		3,645
Practical help for Pensioners Social activities, salary and overheads	911	543	0		0		1,454
History Project	922	2,556	804		0		2,674
	0	0	0		0		0
	15,793	84,016	63,576		0		36,233

Included in the History Project fund is a sum of £2674 which we are holding for the St James Choir.

10 Transactions with Related Parties

There were no transactions with related parties during the year ended 31st March 2021